



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

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POLICY LETTER 01-17

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List  
  
Subj: MARINE CORPS AIR STATION BEAUFORT ALL HAZARDS EMERGENCY PREPAREDNESS GUIDEBOOK  
  
Ref: (a) DoDI 6055.17 "DoD Installation Emergency Management (IEM) Program"  
Change 1 dtd 19 November 2010  
(b) MCO 3440.9 "Marine Corps Installation Emergency Management (IEM)  
Program" change 1 dtd 18 May 2014  
(c) MCO 5100.29B "Marine Corps Safety Program"  
(d) MCO 3440.8 "Marine Corps CBRNE Protection Program"  
(e) MCO 3302.1E "Marine Corps Anti-Terrorism Program"

Encl: (1) All Hazards Emergency Preparedness Guidebook

1. Background. Protecting personnel and government property is essential to the success of the Marine Corps Air Station (MCAS) Beaufort mission. Developing an All Hazards Emergency Preparedness Guidebook will provide MCAS Beaufort personnel with procedures and guidance designed to mitigate or respond to all likely hazards. The guidebook will provide all occupied facilities a useful template to develop an Emergency Action Plan.

2. Situation. MCAS Beaufort has an Emergency Action Plan template developed for all Building Managers or Fire Wardens to use. The information is dated and compliance is not 100 percent as required by reference (c). The 2017 version is designed to educate all new personnel and their families on the local hazards at MCAS Beaufort. Distribution of this plan is required to ensure emergency actions are understood by all MCAS personnel. These actions will be evaluated and reviewed annually.

3. Mission. Provide a safe work environment for all MCAS Beaufort personnel by distribution of emergency actions that identify proper mitigation measures for all natural and man-made threats.

4. Execution

a. Commander's Intent

(1) Purpose. When natural or man-made disasters occur, a well-rehearsed and orderly plan will lessen the inevitable confusion encountered during the event. Enclosure (1), the All Hazards Emergency Preparedness Guidebook is designed to provide this orderly plan. Ensuring all hands follow this plan will minimize tragedy and streamline recovery from the event.

(2) Method. MCAS Beaufort Command Staff, in conjunction with MCAS tenant commanders, will ensure all personnel review the All Hazards Emergency Preparedness Guidebook. Building managers in occupied buildings will complete the Emergency Action Plan and post it on the command safety board.

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GUIDEBOOK

(3) End-state. MCAS Beaufort personnel will be prepared for all possible natural and man-made hazards they may encounter. Building managers or fire wardens will ensure strict adherence to the emergency actions developed from their emergency action plan.

b. Concept of Operations

(1) MCAS Beaufort Adjutant. Will ensure the distribution of this policy letter and the attached All Hazards Emergency Preparedness Guidebook.

(2) MCAS Beaufort Command Staff and Tenant Commanders

(a) Assign a Building Manager or Fire Warden for all occupied buildings under your charge.

(b) Ensure the Emergency Action Plan is kept up to date and posted for all occupants to review.

(3) MCAS Beaufort Fire and Emergency Services. As part of your annual fire inspection, inspect the Emergency Action Plan listed in enclosure (1) of the All Hazards Emergency Preparedness Guidebook.

(4) MCAS Beaufort Mission Assurance. Review the All Hazards Emergency Preparedness Guidebook and provide preparedness training to installation personnel as required.

5. Administration and Logistics. Requests for training or recommended changes and updates to the All Hazards Emergency Preparedness Guidebook can be sent to Mission Assurance at (843) 228-6985 or (843) 228-6924.

6. Command and Signal. The point of contact for this policy is the Installation Emergency Manager at commercial (843)-228-6985.



P. D. BUCK

Distribution: A



# ALL HAZARDS EMERGENCY PREPAREDNESS GUIDEBOOK



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## **EMERGENCY PHONE NUMBERS AND RESOURCES**

<u>Emergency</u> Police, Fire and Medical Dispatch	<b>911 or</b>
Non-Emergency Police, Fire and Medical Dispatch	843 228-6710
MCAS Beaufort Command Duty Officer	843 228-6985
MAG-31 Group Duty Officer	843 228-7331
Mass Notification or AtHoc account issues	843 228-6985
Destructive Weather Hotline	800 343-0639
<u>Beaufort Naval Hospital</u> Information:	843 228-5400
Central Appointments	843 228-5175
Urgent Care Clinic	843 228-5400
Tricare Helpline	800 444-5445

### **Other Resources and Information via the World Wide Web:**

See Something Suspicious, Say Something: <https://USMCEagleEyes.org>

MCAS Beaufort Emergency Management: <http://www.mcieast.marines.mil/Staff-Offices/Emergency-Management/MCAS-Beaufort/>

MCAS Beaufort Official Facebook Page: <https://www.facebook.com/MCASBeaufort/>

MCIEAST Emergency Management: <http://www.mcieast.marines.mil/Staff-Offices/Emergency-Management/MCAS-Beaufort/>

Local Weather:

[http://forecast.weather.gov/MapClick.php?site=chs&zmx=&zmy=&map\\_x=167&map\\_y=135&x=167&y=136#.WH5lcP6Qya4](http://forecast.weather.gov/MapClick.php?site=chs&zmx=&zmy=&map_x=167&map_y=135&x=167&y=136#.WH5lcP6Qya4)

Beaufort County Emergency Management:

<http://www.bcsd.net/Emergency%20Management/index.php>

Beaufort County Department of Health and Environmental:

<http://www.scdhec.gov/>

Beaufort County Schools Emergency Information on Weather and Closings:

[http://www.beaufort.k12.sc.us/pages/BCSD/Parents\\_\\_Students/Emergency\\_Weather\\_Information](http://www.beaufort.k12.sc.us/pages/BCSD/Parents__Students/Emergency_Weather_Information)

Marine Corps Ready Marine Program: <http://www.ready.marines.mil/>

National Family Preparedness; Be Informed, Make A Plan:

<http://www.ready.gov/>

American Red Cross: <http://www.redcross.org/>

## **Make an All Hazards Preparedness Plan**

One common theme you'll see in almost every section throughout this plan is that you'll need a disaster/preparedness plan, at home and at work. You should be familiar with your plan prior to a disaster, and be prepared to enact it in case the unthinkable happens. We can give you information about best practices during a disaster event, but when the danger occurs, a disaster or emergency plan for your family or coworkers can be the difference in you and your families safety. We've shown you how to prepare for a disaster before, and you

should bookmark the Federal Emergency Management Agency's disaster preparedness site, [Ready.gov](http://Ready.gov), but here are some stand-out tips for mitigation, preparation, response, and recovery. An All Hazards Emergency Preparedness Guide is a guide that can help you prepare for any type of disaster, and Ready.gov has special tips if you have children, a disabled person, are a senior citizen, have pets, and more:



- **At Home:**

- Keep your family's important documents, like birth certificates, passports, and social security cards in a safe place in case you need to grab them and leave the house quickly. Create a home inventory and make a digital copy on a flash drive and keep that inventory with your other important documents. A portable safe/ fireproof box is a good idea.
- Make sure you have a well-stocked go-box that will keep you safe, warm, fed, and ensure any medical needs you have can be taken care of for at least a few days. Include things like emergency food and water, an emergency radio, batteries, extras of any prescriptions you take, and even a charged cell phone just for 911 purposes. The Ready Marine Corps guide says that you should prepare to take care of yourself for at least 72 hours without help. If you want to plan for longer, there is a list in enclosure 2-1 that is a good start.
- Make sure you and your family has a planned and practiced escape route from your home and a place you all agree to meet up after escape. Whether it's a burglar or a fire, everyone in your home should know the fastest way out of the house safely. Escape ladders from high windows are good investments, but if you live in an apartment building or high-rise, memorize the fastest route to a stairwell. Finally, **practice your escape route** with your family so everyone's clear on it.

- **At Work:** Make sure you're familiar with the emergency or disaster plan at your place of work. Your unit, company, or Building Manager should have evacuation routes from your workplace and meet-up

locations outside of the building. If you don't know what they are, ask, and if no one knows, contact your unit safety representative. Find out where the closest first-aid kit is located in the office, in case you need it. Gear and kits are great, and you should definitely have them on hand, but nothing replaces a good escape plan that you can quickly act on in case of an emergency. Many people die in accidents and natural disasters simply because they don't know what to do and find themselves waiting for someone to instruct them. Test it at least annually or when the seasons change. Know what actions to take when you hear the terms Emergency Lock-Down, Shelter in Place and Emergency Evacuation. Not knowing could be fatal.



## Tornadoes

Don't assume that because you may not live in an area that's prone to tornadoes that you're not at risk. Anywhere a thunderstorm or water spout can appear, a tornado can also. The amount of concentrated damage a tornado can inflict is stunning. As with most storms, the best way to handle a tornado is to get out of its path and remain clear of it.

### **Before: Learn the Warning Signs and Prepare**

There's little you can do to actually "prepare" a home or business for a tornado. Their destructive power is simply too immense to just armor up and go on about your business. However, here is what you *can* do:

- **Make sure you have a disaster plan.** If a tornado warning is issued for your area, you and everyone in your household or office should know what to do and where to take shelter.
- **Familiarize yourself with the warning signs.** Tornadoes are usually accompanied by other strong storms, like thunderstorms or hurricanes, but not always. Watch the sky—the sky will get dark suddenly, and you may hear a loud rushing sound, almost like the roar of a train. The wind may pick up for a while, but suddenly die down or even get completely calm. Watch for clouds beginning to rotate in a circular pattern. Tornadoes may strike quickly and the trademark funnel cloud is a good sign, but the cloud doesn't take on that signature until the cloud descends or debris is picked up. They may be transparent before that.
- **Learn the truth about tornado myths.** "Tornadoes don't cross rivers or bodies of water." "Tornadoes don't happen in the mountains or on rough terrain." Both of these are false (The Great Natchez Tornado of 1840 moved along the Mississippi river for miles, and just last year a tornado in the Colorado mountains was the 2nd highest on record), and these are just a couple so familiarize yourself with the most common tornado myths. Don't get caught following myths in the middle of a life-threatening emergency.
- **Listen to emergency radio.** We've said this before too, but it's extremely important! Severe weather information is often first communicated by NOAA Weather Radio. Secondhand reports like weather apps, television news, or talk/music radio may also convey useful information, but they'll always be moments behind. Listen for emergency broadcasts if the conditions look right for a tornado, or if you're in the middle of a severe thunderstorm.
- **Understand the difference between a tornado watch and a tornado warning.** A tornado watch means the conditions are conducive for a

tornado to develop. A tornado warning means one has been sighted and you should seek shelter immediately.

**During: Stay Low and Get Away from Windows or Exterior Walls**

What you do during a tornado may save your life. There are several misconceptions about what you should do and where you should go if a tornado warning is issued. For example, your bathroom is not necessarily the safest place in a tornado, unless it's a small interior room. Never open your windows in a tornado to "release the pressure." Instead, commit these tips from Ready.gov to memory, and you'll increase your chances to stay safe:

- **If you're indoors, shelter in a basement, storm cellar, or the lowest building level.** A designated safe room or root cellar will work just as well. If you're in a high-rise and can get downstairs, go, but don't waste too much time getting there. Stay away from windows, doors, corners of the building, or any other outside wall in the process.
- **If you're indoors and cannot get to a lower level/live in a high-rise, go to the smallest interior room or hallway, as far from the exterior of the building as possible.** The goal is to get as many walls and structures between you and the tornado as possible, and to keep you away from things like windows, siding, or flying debris.
- **If you're driving when a warning is issued, try to drive to the nearest place you can take shelter.** This is, of course, if a warning is issued and you're advised to take shelter, not if you actually see a tornado.
- **If you're driving and cannot get to shelter, get out of the vehicle. Lay face-down, hands over your head in a ditch or a noticeably lower lying area next to the roadway, away from the vehicle.** If you can't get out or cannot get lower than your vehicle, shelter in your vehicle. Lie down or bring your head below the level of the windows, and try to cover the back of your head with a seat cushion, pillow, coat, or blanket.
- **If you're driving and see a tornado, do not try to outrun it. Pull over immediately and shelter with one of the two previous methods.** Avoid overpasses, bridges, tall buildings.



Ensure your local fire department or building inspector has verified your home or business as safe to reenter before using the structure. There may be damage you can't readily see that may make the structure dangerous.

Once the community and you have started recovering from damage done,

be aware of scam companies trying to profit from others misfortune. Make sure contractors are licensed, bonded, insured, and reputable before committing to any repair contract. You can verify their qualifications through your local Better Business Bureau or use a referral site like Angie's List.

#### **After: Be Aware of Debris**

Injury may result from the direct impact of a tornado or it may occur afterward when people walk among debris and enter damaged buildings. A study of injuries after a tornado in Marion, Illinois, showed that 50 percent of the tornado-related injuries were suffered during rescue attempts, cleanup and other post-tornado activities. Nearly a third of the injuries resulted from stepping on nails. Because tornadoes often damage power lines, gas lines or electrical systems, there is a risk of fire, electrocution or an explosion. Use extreme care to avoid further hazards.

#### **Injuries**

Protecting yourself and your family requires promptly treating any injuries suffered during or after a tornado. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Get medical assistance immediately. If someone has stopped breathing, begin CPR if you are trained to do so, stop bleeding injuries by applying direct pressure to the wound, and have any puncture wounds evaluated by a physician. If you are trapped, try to attract attention to your location.

#### **General Safety Precautions**

Here are some safety precautions that could help you avoid injury after a tornado:

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to police, fire, or the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood or other flammable items. Never leave a candle burning when you are out of the room.
- Never use generators, pressure washers, grills, camp stoves or other gasoline, propane, natural gas or charcoal-burning devices inside your home, basement, garage, camper or even outside near

an open window, door or vent. Carbon monoxide (CO) - an odorless, colorless gas that can cause sudden illness and death if you inhale it, CO from these sources can build up in your home, garage or camper and poison the people and animals inside. Seek prompt medical attention if you suspect CO poisoning, with symptoms such as feeling dizzy, light-headed or nauseated

- Cooperate fully with public safety officials.

### **Inspecting the Damage**

- After a tornado, be aware of possible structural, electrical or gas-leak hazards in your home. If you suspect any damage to your home, shut off electrical power, natural gas and propane tanks to avoid fire, electrocution or explosions.
- If it is dark when you are inspecting your home, use a flashlight rather than a candle or open flame to avoid the risk of fire or explosion.
- If you see frayed wiring or sparks, or if there is an odor of something burning, you should immediately shut off the electrical system at the main circuit breaker if you have not done so already.
- If you smell gas or suspect a leak, turn off the main gas valve, open all windows and leave the house immediately. Notify the gas company, police, fire department, or State Fire Marshal's office. Do not turn on the lights, light matches, smoke or do anything that could cause a spark. Do not return to your house until you are told it is safe to do so.

### **Safety During Clean Up**

- Wear sturdy shoes or boots, long sleeve shirt and pants, and gloves. If you have a helmet and eye protection available, wear them for added protection.
- Learn proper safety procedures and operating instructions before operating any gas-powered or electric-powered saws or tools. Volunteer for jobs that you can perform safely. Consider joining your local volunteer Crisis Emergency Response Team (CERT) at: <http://www.co.beaufort.sc.us/news/2015/CERT%20Training%20-%20082515.pdf>



## Hurricanes

Generally, we see hurricanes coming from hundreds of miles away, and we have the technology to predict the path and severity of a hurricane. This is a double-edged sword however; preparation prior to a hurricane matters, but because the real threat doesn't show up for hours or days, it's easy to ignore. Hurricanes are dangerous and deadly, and shouldn't be underestimated. Here's what to do:

### **Before: Secure Your Home and Learn Local Evacuation Routes**

Preparation is critical if you're in the path of a hurricane, or if you live in an area susceptible to hurricanes. Remember, hurricanes are dangerous enough, but they can bring flooding, thunderstorms, and tornadoes with them, along with sustained rains and winds, so you should think as though you're preparing for those disasters as well. MCAS Beaufort and Beaufort County will declare mandatory evacuations for all Hurricanes.

- **Make sure you have a disaster plan.** Your disaster plan, go bag/box, and important documents are more important here than in many other cases. You'll likely have enough warning to get them and evacuate if an order is issued, but you probably won't have time to assemble them if the storm is close. Please be proactive and compile these items beforehand, and make sure your family understands what to do if the storm arrives and you're not all at the same location. A 72 hour kit with food and water is especially important for a slow-moving storm like a hurricane, which can knock out power for weeks and cut off potable water supplies. Make sure you have water stored for your return and monitor <http://bjwsa.org/contact> for water warnings.

- **Prepare your home.** If you're a homeowner (or you live in an area prone to hurricanes), you should board up your windows with plywood or install storm shutters. Reinforce garage doors, trim back long branches, and bring in outdoor furniture, trampolines and any other loose items that could be blown around from strong winds. Check the Federal Emergency Management Agency's flood map database to determine if your home is in an area prone to flooding: <https://msc.fema.gov/portal> Check where the highest ground in your area is, just in case. Familiarize yourself and your family with utility shut-off switches and valves in your home in case you have to evacuate.



### **Familiarize yourself with emergency evacuation routes and shelters.**

Check with your local emergency management agency to see what the designated evacuation routes in each direction are, and commit them to

memory or print them from this website:

<http://www.bcso.net/Emergency%20Management/Maps.php>

Make sure you're aware of any community shelters in your neighborhood, or buildings that qualify as shelters (see shelter list in enclosure 3-1).

- **Prepare for travel.** If an evacuation order is issued, you want to make sure your vehicle is ready to leave by ensuring your car's gas tank is full, important items are already stowed in the car, and any repairs that might impede your evacuation are done. Make sure there's a first aid kit in your car (as well as in your go-bag/box and with your disaster kit). Be sure to have some cash on hand as electrical outages may disable ATM machines and gas station terminals.

**During: Hunker Down**

Weak hurricanes are still hurricanes and can cause serious damage. If you haven't been told to evacuate, you're likely safe sheltering in place, but you should still be alert and aware of what's going on outside. If you have not been ordered to evacuate, first responders will still provide aid; however, outside movement or driving in discouraged.

- **Monitor emergency radio, news radio, or television news for relevant information.** Paying attention to emergency radio can keep you up to date on local damage, flooded roads and local warnings.

- **Shelter in place.** Now is the time to put into motion all of the preparation you did prior to the storms arrival. If you didn't need to reinforce your home, close the blinds, move important items away from the windows and secure them. Stay away from the windows yourself. Close interior doors and stay as far to the interior of your home as possible. Sand bag exterior doors to reduce the chance of flooding in your home.

**Obey evacuation orders.** If an evacuation order is issued for your area, leave immediately. Grab your go bag/box, disaster kit, any important documents and items, and leave as quickly as possible along evacuation routes. Don't try to pack your car after the order is issued—grab what you can and go. Take perishable foods with you so you will not have to deal with them when you return. Extended power outages will ruin all of your perishable items. When in doubt, evacuate!

**After: Watch for Lingering Storms or Flooding**



Hurricanes can often leave the type of destruction in their wakes that resemble floods, thunderstorms, and tornadoes all in one. If you've sheltered in place, listen to your local radio and check to be sure it's safe to leave once the hurricane has passed, although, you may still see thunderstorms in your area. If you're without power, avoid using candles (for fire safety reasons) and

try to use flashlights as your source of light. If you evacuated, check with authorities that it's safe to return before going back. Remember, there may be flooding so just because the storm has passed, it may not be safe to return. You will receive an AtHoc message when the MCAS Beaufort Commanding Officer terminates the evacuation order. There may be no power, ruptured gas lines, contaminated water, or damaged structures upon your return. When you are able to return, inspect your home and take note of any damage for your insurance claims. Report all life safety hazards as soon as possible to the appropriate authorities. Stay alert for additional trailing storms or wind that may follow the hurricane. Remember, once the storm has passed, the threat of flooding will remain, as rivers far inland that have received large amounts of rain, as they flow toward their outlet, create flooding downstream or down state for several days after the weather event. Use the lessons learned in 2016 to improve your readiness for future Hurricane seasons.





## Earthquakes

If you live in a part of the world where earthquakes are common, you've probably already experienced one. That trademark shaking or rolling of the ground is unmistakable. If you're not sure, or want to know if there's any seismic activity in your area, the Global Seismic Hazard Assessment Program and the United States Geological Survey both provide maps that highlight areas of high seismic activity. The USGS also has a live map of seismic activity around the world.

<http://earthquake.usgs.gov/earthquakes/map/>

Experts can tell where it's likely you'll experience an earthquake, we just can't tell

when or magnitude it'll be when it does. Because of this, preparation is critical, what you do in and after an earthquake may save your life, but what you do beforehand almost certainly will. The strongest earthquake ever to effect the East Coast occurred 90 minutes North of MCAS Beaufort in 1886, and the fault line is still very active today.

### **Before: Debunk Earthquake Myths and Learn What You Should Really Do**

There's nothing you can do to actually avoid the effects of an earthquake. All you can really do is make sure you understand the difference between a minor one and a serious one, and prepare accordingly. Here are some tips:

- **Make sure you have a disaster plan.** As with our other disasters, a disaster plan for an earthquake is important. However, because earthquakes can strike suddenly and without warning, and in some cases they can lead to other problems like fires or tsunamis, it's critical to have a disaster plan for your household and family, and to have practiced it annually.
- **Give your home an earthquake checkup.** Check for hazards, fasten shelves to wall studs, and store breakables and poisons in cabinets that latch shut so they won't fall out onto someone in an earthquake. Put heavy objects on lower shelves, and secure heavy furniture, either by fastening it to the wall or blocking rollers so they won't slide around. Make any structural repairs to the walls or foundation in a timely manner.
- **Practice drills with your family (or coworkers.)** Know where the utility shut-off switches are in the house, and time yourself getting from your bedroom out of the house to a safe location. Time yourself doing the same again, but shutting off utilities and grabbing your go bag, documents, and checking on family members along the way. In a real emergency, you may not have time for any of that, but it's important to see if it's possible.



- **Familiarize yourself with common earthquake myths.** Earthquake myths are abundant, and keep people from doing the safe thing in an emergency. For example, you may have heard that in an earthquake you should stand in a doorframe to protect yourself from collapsing walls. That's not true at all: Doorframes in most homes are lightly constructed and will collapse easily. Ready.gov notes you should only stand in a doorway if you know for fact that it's sturdy and load-bearing in your home. Other myths, like "earthquakes only happen in the morning," and "hot and dry equals earthquake weather," are all similarly false. The idea you should shelter next to furniture instead of under it is also untrue

#### **During: Get Under Something Sturdy or Find an Open Space**

Dr. Arthur Bradley, author of *The Handbook to Practical Disaster Preparedness for the Family*, noted that most earthquake-related deaths and injuries come from flying debris and falling objects, while collapsing walls and structures are just as dangerous. Your first priority in an earthquake should be to minimize personal injury. Here's how:

- **Shield yourself or take shelter under sturdy furniture.** The old "get under your desk" rule is a good one, but only if your desk is sturdy enough to take the impact. If you can, get underneath and hold on. If you're in bed, try to cover yourself (specifically your head) with pillows and hold on.
- **If you're indoors, stay put.** If you're indoors, try to stay clear of obvious hazards like windows, hanging fixtures, shelves, or anything that's already loose and might collapse. "Unless you feel your current location is particularly hazardous, don't attempt to move to another room or evacuate outdoors," Dr. Bradley noted. "It is usually safer to stay put."



- **If you're outdoors, get away from tall objects that may collapse.** This includes buildings, trees, utility poles, streetlights, construction equipment—anything tall that might fall from the shaking or rolling. Try to get to as clear and open a place as possible, like a park or parking lot. Once you're in the open, get on the ground and hang on.
- **If you're in a vehicle, stop quickly, but try to stay clear of those tall objects.** You don't want anything collapsing onto your car,

stay in the car and shelter in place. When the earthquake has passed, tune to emergency radio and be careful of bridges, ramps, or other structures that may have been damaged. Again, your primary goal in an earthquake is to stay put and avoid any personal injury, moving around only puts you at greater risk. Never take earthquakes lightly, even if you live in an area where small ones are common.

**After: Avoid Damaged Structures and Watch for Aftershocks**

After an earthquake has subsided, don't immediately assume the danger is gone. In some cases, damaged structures can fall well after the shaking has stopped, or there may be other hazards in or around your home or office to deal with. Meet your family or coworkers in a safe place, away from damaged buildings and other hazards like hanging wires, fires, gas leaks, falling glass, or uneven ground. Be prepared for aftershocks, which can be just as dangerous (or more so to already compromised infrastructure) than the original earthquake. If you're trapped under debris, make as much noise as possible so emergency services can locate you. You should attempt to tap on pipes, whistle, shout but you must be cognizant not to inhale dust or debris that may be around you. Covering your mouth with clothing to filter out some of the dust is your best option. If you can move or see a path out, try to get out, just be careful not to move anything that might cause other debris to settle or fall on you. Once you're safe, administer first aid to those who need it, and listen to the radio—preferably emergency broadcasts—for more information. Be prepared to move to higher ground if you live on the coast and the earthquake may have triggered a tsunami. If the earthquake was minor, inspect your home and property to make sure you don't have ruptured gas lines, dangling wires or tree limbs, or any other hazards that need to be addressed before you can go back into your home. If you think your home is damaged, call the appropriate service provider to inspect it properly.





## Floods and Tsunami

Floods and tsunamis can happen on regular schedules or they can be complete surprises. A Tsunami is a series of large waves triggered by undersea earthquakes or major disruptions on the sea floor. The amount of time you have to prepare or get to higher ground depends entirely on how close to the shore the disturbance occurred. Floods are the number one natural killer even though they are a little more predictable. Flash flooding can occur in areas where there's been no rain or recent fires have removed vegetation that usually traps water. There's a great deal of data on regional flood plains and areas with

histories of flooding, but don't assume that because you don't live in said region, it can't happen to you. With planning and research beforehand, neither has to take you by surprise. Most homeowners insurance does not cover flood damage, so be sure to purchase flood insurance to cover both your property and contents if you are in a flood zone. To be safe, consider the National Flood Insurance Program to cover your home and personal property.

### **Before: Find High Ground, Get Ready to Leave**

With floods and tsunamis, preparation is absolutely key. Flooding can go from a trickle to multiple feet in no time, and in the case of a tsunami, storm surges can wash away entire buildings in minutes. Dr. Bradley notes that these disasters, tsunamis specifically, are subject to his Cardinal Rule: That some disasters can only be survived by getting out of their way. Here's how to prepare:

- **Make sure you have a disaster plan.** Specific gear won't generally help you in a flood or a tsunami's surge, but things like food and fresh water, medication, water purification tablets, and a first aid kit definitely will. What's more important in this case though, is that you have a plan that you and others can put into motion quickly to get out of a dangerous area and to higher ground. It's essential to practice your escape plan with family members so you can get to a meet-up point quickly and safely.
- **Visit the Federal Emergency Management Agency's flood map database.** Use the tool to see if you live in a flood plain or area at high risk for flooding, and how often that flooding normally occurs. You can also use topographical maps to find out where the highest points in your community or area are, so you can head there if a flood or tsunami occurs.
- **Make sure you have an emergency radio.** Tsunami warnings are usually issued by NOAA's Tsunami Warning Center, and it's important to tune in after an earthquake to find out whether a tsunami warning has been issued. Flood and flash flood warnings are also issued by NOAA, so make sure you have a radio that can tune in to NOAA Weather Radio. If

you have a smartphone, the American Red Cross has a free "Flood" app you can download from the Google Play Store or iTunes that sends alerts when there is flooding in your area. It can also provide information on road closures and bridges that are out of service.

- **During: Monitor Emergency Radio, Be Ready to Move Quickly**  
During a flood or a tsunami, the critically important thing is to get out of the water and to higher ground. Tsunamis are generally violent, fast, and destructive—much more so than they may appear at first glance. What looks like a slow-moving cascade of water from above is actually a rushing wave dozens of feet high. To illustrate this, view the video on YouTube taken with a dashboard camera during the 2011 tsunami in Japan. It goes from normal driving to a bobbing bubble of metal floating in the water in less than four minutes. Here's what to do if you're caught in a sudden flood or rush of water:
  - **Listen to emergency radio.** There's no way to tell whether what you're experiencing is a flood, a flash flood, or how high the waters will get. If an evacuation order is given, you'll need to pay attention to emergency services to hear it. Listening to emergency radio can make the difference between moving to a higher floor in your home or apartment building or needing to leave your home entirely for safer ground.
  - **If you're driving, do not pass through standing water or water where you cannot see the bottom.** Six inches of water will reach the bottom of most cars, causing control issues. If that water gets into the engine, the car will stall. Six inches is all it takes! A foot is enough to float a car or truck, and two feet will carry almost any vehicle off, including SUVs. Don't be deceived by what looks like a small amount of water, the road underneath may have washed away, making it deeper than it appears, especially at night. **Turn Around—Don't Drown!** Don't risk your vehicle or your life. Pull over, turn around, or get out and get to higher ground. It only takes two inches of water to separate your tires from the pavement.
  - **If you're walking, do not walk through moving or rushing water.** A few inches can make you fall down, and fast-moving water can carry a person off quickly. If you have to walk through water, look for water that isn't moving. Stay away from streams, sewer drains, and manmade channels or drainage canals.
  - **If there is any possibility of a flash flood, or you think a tsunami is imminent get to higher ground immediately.** Don't wait for instructions or an official warning—just get your go-bag/box, important documents, family members, and go as soon as possible. "Trust your instincts and take action," Dr. Bradley explains. If an actual flood warning has been issued, do the same and evacuate for higher ground immediately. Make sure you know the difference between a warning and a watch.
  - **If you have time to evacuate your home, turn off utilities and move critical items to the highest possible point.** Do this only if you

have time. Make sure you know where gas, water, and power cut-off valves are, and disconnect any appliances you can. Ensure you do not touch any wires, plugs, or other electrical equipment if you're standing in water.



#### **After: Avoid Floodwater and Stay Out of the Way**

Many of the rules post-flood are the same as during a flood. Just because the water starts to recede doesn't mean it's safe. Listen to the emergency radio, and stay out of the way of emergency service personnel who may be working to help people who have been trapped by the waters. Keep in mind that any flooded area is prone to additional flooding if conditions deteriorate. Even a little rain can turn a once flooded area into a sudden flash flood. Also, floodwaters may have swept debris and other hazardous materials into an area, so look out for glass, downed power lines, ruptured gas lines, damaged buildings. Floodwater itself can be contaminated by gasoline, oil, sewage, or other chemicals, another reason to stay out of it, even if it's standing water. Do not return to a flooded area until authorities indicate that it's safe. Once you return, do not attempt to turn your power back on until authorities say it is safe and you are sure there is no water in the walls, outlet boxes or switch boxes.

#### **FLOOD PREP CHECKLIST**

##### Prepare your house:

- First, make sure your sump pump is working, then install a battery-operated backup, in the event of a power failure. Installing a water alarm will also let you know if water is accumulating in your basement
- Clear debris from gutters and downspouts
- Anchor any fuel tanks
- Raise your electrical components (switches, sockets, circuit breakers, and wiring) at least 12 inches above your homes projected flood elevation
- Place the furnace, water heater, washer, and dryer on cement blocks at least 12 inches above the projected flood elevation
- Move furniture, valuables, and important documents to a safe place
- If you evacuate, secure all utilities before you leave

Develop a family emergency plan:

- Create a safety kit with drinking water, non-perishable food, first aid kit, blankets, radio, and a flashlight
- Post emergency telephone numbers by the phone
- Plan and practice a flood evacuation route with your family. Know safe routes from home, work, and school that are on higher ground
- Have a plan to protect your pets
- Ask an out-of-state relative or friend to be your emergency family contact

## House Fires



Home fires are deadly, killing thousands every year in the United States, and they're almost always preventable. Still, while prevention is key, it's what you do during a fire that may save your life. Unlike other disasters that give you warning and time to get away, a fire isn't nearly as forgiving. Here's how to prepare, and what to do:

### Before: Preparation (and Smoke Detectors) Is Everything

Remember, during a house fire the fire isn't your only hazard, there are deadly mixtures of things: Smoke and toxic gases, lack of oxygen, crippling heat, scorching flames, and a lack of light. It's important to be prepared and act quickly should a fire occur.

- **Make sure you have a disaster plan.** Your plan in the case of a fire, should largely consist of an evacuation plan that you've practiced. Everyone in your household or office should be well versed on it, and you should have pre-determined rally points set at a safe distance from your home or office. Make sure you have multiple ways out of each room, even if that means you need collapsible fire ladders for upper-floor windows. If you live in an apartment building or high-rise, memorize the fastest way to the nearest stairwell, by sight and by touch.
- **Make sure you can open windows, screens, security bars, and doors.** You and everyone in your household or office should be comfortable opening security bars on windows, screen doors, anything that might slow down your egress from a burning building.
- **Make sure you have smoke alarms installed and you change their batteries regularly.** Dual-sensor smoke detectors are best, as they feature both ionization and photoelectric smoke sensors. If they're wired to the power in your home, that's best, but they should also have battery backups. Change those batteries regularly—every year is a good guideline or every time daylight savings begins and ends. Don't let cost hold you back—most fire departments will give smoke detectors and batteries out for free if you can't afford them. A carbon monoxide detector is also recommended for your home.
- **Keep household fire extinguishers handy.** If a fire is serious, do not try putting it out yourself. A household extinguisher can help keep a small fire from spreading, or help you clear a path to a safe area, but they're not for extinguishing large fires. Consider keeping one in your bedroom, one by your dryer and another in the kitchen. If you live in a larger house,



you may consider two on every floor, especially near bedrooms, kitchens, furnaces, or water heaters.

#### **During: Get Low, Get Out**

During a house fire, escape should be your top priority, as you may only have seconds to get out safely. You likely won't have time to grab a go-bag or run around the house collecting important items, so leave them, and get out as quickly as possible. Since the majority of house fires start from cooking left unattended you should be aware of how to extinguish these types of fires, such as: if a grease fire starts cover the pan with a lid! Never try to put out a grease fire by throwing water on it!

- **Get to the nearest exit immediately.** If there's smoke in the air, get as low as possible as you may be able to breathe and feel your way out. If there's smoke blocking your door, open the window. Before opening any door, feel the doorknob and the door body. If it's hot to the touch or there's smoke coming in from the other side, don't open the door, there may be a fire on the other side. In the event you cannot escape with your primary exit use your second exit, even if it's a window. If you have to open a door, open it slowly and be ready to shut it if smoke comes in. You can get window decals indicating children's rooms free from most fire departments.
- **Once you're out, contact emergency services.** Do not contact them inside the house or office, get out first! If you can't get to family members or pets on the way out, let them know when you call 911, also let them know where they should be in the home.

#### **DO NOT GO BACK INTO A BURNING BUILDING!**



#### **After: Stay Safe and Pick-Up the Pieces**

House fires are incredibly destructive. You likely won't be able to return to your home until well after the danger has passed. Wait for the fire department to tell you it's safe. Contact your insurance company, landlord, Mortgage Company, or any other relevant agencies to let them know about the fire. When the fire department has given you the okay to go back inside, try to collect valuable

items like documents, records, or irreplaceable items and assess the damage. Before you leave a fire-damaged home, let the police know that you're leaving and the place will be unoccupied as fire damaged properties are often a target for burglars. The US Fire Administration has a "What to Do After a Home Fire" checklist and guide to help you through the first 24 hours after a fire, including insurance and replacement documents that may have been lost. Rebuilding after a fire is a long and draining process, it's not something that happens in a day, or even a few weeks—it takes a long time. Be ready for a long process, and give yourself plenty of time to recover.

The American Red Cross is one of several local agencies that help families with temporary lodging and clothing after a house fire. There may also be local religious organizations, the United Way, Salvation Army and others that can assist in response to your needs.



## **CHEMICAL, BIOLOGICAL OR HAZMAT**

Chemical manufacturing plants are just one source of potential danger from hazardous materials. These toxic products are stored, used, and transported daily through our community. Occasionally accidents happen, and the effects of spills

and leaks can be spread for miles through the air, sewer system or waterways. Tanker trucks and trains haul many hazardous materials over our roadways and train tracks cross our countryside and cities.

### **Before:**

- Learn the emergency alert system for your area. Beaufort County Emergency Management has encouraged its' citizens to sign up for their SMART 911. <http://www.bcsco.net/General%20Pages/Smart911.php> Simply go to your County webpage sign up for automatic alerts. Many cell phone carriers in South Carolina offer free alerts that you can OPT in at no cost.
- Be prepared to evacuate with little or no notice. This is where your evacuation and communication plan becomes critical. Your local authorities on the scene will tell you where to shelter during the event. The commands you get will either be to shelter in place or evacuate. In the event you are ordered to evacuate, you will be provided a direction to go and areas to avoid, This is where the "Go Bag" you made as part of your disaster preparedness plan comes in handy.

### **During:**

- Call 911 if you witness a spill or accident. Provide as much detail as possible to the dispatcher as it will help them determine what units to send in response as well as what precautions responders may need to take in preparation. If you require help evacuating please let the dispatcher know this information as well.
- Evacuate immediately if told to do so by authorities. Should you refuse to evacuate you are putting your life and those of the emergency responders in danger. Some hazardous materials may cause life threatening side effects almost immediately. Be sure to take your pets with you.
- If told to shelter in place, get inside as quickly as possible and bring pets inside too.

\* If you are advised to stay inside: (**Shelter In Place**) Choose a room in advance above the ground floor that has access to water and

restroom facilities if possible. Assemble your shelter-in-place supplies (see enclosure 3 for list) and store them in a pre-identified secure room.

- Close windows and both inside and outside doors immediately.
- Seal off vents that circulate air and close fireplace flues.
- Shut off HVAC.
- Gather everyone in the above-ground room with the fewest doors and windows.
- If available, tape plastic sheeting (heavier than food wrap) around windows and vents, and tape the sides, tops and bottoms of doors.

**After:**

- Do not return home until authorities say it is safe.
- After you return or when authorities say it is OK to leave your shelter, open all windows and turn on vents and fans to flush chemicals and gases from your home.
- Report any residual gases, chemicals or other hazards to 911 immediately.
- Seek medical treatment for any exposure as soon as possible. This is especially critical for those who already experience asthma or allergic to a variety of household chemicals and cleaners.
- Remove and seal up exposed clothing, then contact authorities about proper disposal.
- Find out from local authorities about who will be responsible to, or how to clean up your land or property. If the cleanup is deemed hazardous by authorities ask them to identify who will accomplish the clean up.

## PANDEMIC & EMERGING DISEASES



Pandemics are infectious diseases that spread uncontrollably across populations, killing people over vast areas such as continents and even worldwide. Examples of recent pandemics include influenza (H1N1), Severe Acute Respiratory Syndrome (SARS), Methicillin-resistant Staphylococcus aureus (MRSA) and Ebola Virus Disease (EVD). Increasing mobility in populations, easy access to air travel, as well as large numbers of

people leaving war torn or disaster areas increases the likelihood of disease being introduced to any location around the world to include Zika Virus.

### Before: an Outbreak

As health officials combat new strains of influenza virus, Ebola Virus Disease, Middle East Respiratory Syndrome, Zika Virus, and any other emerging disease with detection, diagnosis, and treatment protocols, it's important to realize that managing a major disease outbreak requires participation from everyone.

Everyone in America needs to prepare themselves and their family on safety precautions from the spread of disease. Below are some of the recommended actions to take when preparing for a possible pandemic disease outbreak.

- Practice good hygiene. Ensure you and your family members always practice basic prevention principles.
- Use good cough etiquette. Cough and sneeze into your sleeve, the crook of your arm or a tissue, not your hands.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.

If you get sick, the CDC recommends you stay home from work or school and limit contact with others to keep from infecting them.



### During: an Outbreak

Once the cause has been diagnosed and identified, Public Health officials may decide to dispense antiviral medication or vaccines using Points of Distribution also known as PODs.

**Receipt of antivirals or immunizations from a Point of Dispensing (POD):** During an emerging disease pandemic event the base and county

health departments will set up PODs around at key locations in order to distribute preventative doses of medication for the well. Those who are already infected need to be seen, as soon as possible, by competent medical staff at a treatment facility.

**Prepare personal supplies for possible social distancing measures:**

Social distancing, or limited personal interaction, is an important preventative measure to reduce the spread of disease. If a pandemic situation occurs, you may be asked to stay in your home, with limited access to outside sources of food or services. Reduce the need to go to public places. Buy and store a two week supply of water and non-perishable food for the entire family, including pets. Have two weeks of your regular prescriptions and non-prescription drugs.

**Use personal protection equipment (PPE) if necessary:** If you must interact with someone who is sick an N95 mask should be worn or at a minimum a surgical mask. If you must go out in public, consider an N95 mask and keep your distance from others. With Zika Virus be sure to dress in loose fitting long sleeved attire and use DEET or other mosquito repellent.

**Consider the impact on faith and social group activities:** If you normally participate in regular group activities, such as worship services, sports teams, book clubs or service groups, a possible pandemic disease will affect your meeting frequency and location, routine practices and planned activities. There is a good chance all of these normal daily events will be canceled during an emerging outbreak of a pandemic disease.

**Influenzas:**

**Pandemic flu** is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

**Seasonal (or common) flu** is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

**H1N1 Influenza** is a respiratory disease in pigs caused by type A influenza viruses that causes regular outbreaks in pigs. People do not normally get swine flu, but human infections can and do happen.

**Bird flu** is commonly used to refer to Avian flu (see below). Bird flu viruses infect birds, including chickens, other poultry and wild birds such as ducks.

**Avian flu** (A1) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic A1 is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is virtually no human immunity and human vaccine availability is very limited. H5N2 is deadly for wild and domestic fowl as evidenced by the recent outbreak in Turkey and Chicken farms primarily in the Midwest but across 20 states. This strain is highly contagious for poultry but not transmissible to humans. Contact local county experts if you have an unusual outbreak of dead birds in your area at:

<http://www.co.beaufort.sc.us/departments/Public-Safety/mosquito-control/index.php>

#### **Ebola Virus Disease (EVD) for Patients, and the Everyday Person**

Ebola, previously known as Ebola hemorrhagic fever, is a rare and deadly disease caused by infection with one of the Ebola virus strains. Ebola can cause disease in humans and nonhuman primates (monkeys, gorillas, and chimpanzees). When an infection does occur in humans, the virus can be spread in several ways such as through direct contact (through broken skin or mucous membranes in the eyes, nose, or mouth) with:

- Blood or body fluids of a person who is sick with Ebola
- Objects (like needles and syringes) that have been contaminated with the virus infected animals

Ebola is not spread through the air or by water. There is no evidence that mosquitos or other insects can transmit Ebola virus, only mammals.

#### **Simple Protection Measures for Anyone Traveling or Returning:**

- Wash your hands frequently or use an alcohol-based hand sanitizer.
- Avoid contact with blood and body fluids of any person, particularly someone who is sick.
- Do not handle items that may have come in contact with an infected person's blood or body fluids.
- Do not touch the body of someone who has died from Ebola.
- Do not touch bats and nonhuman primates or their blood or eat raw meat prepared from them.
- Avoid hospitals where Ebola patients are being treated.

#### **When In Doubt**

If returning from an area affected by EVD it is important to remember that symptoms may appear anywhere from 2 to 21 days after exposure, but the average is 8 to 10 days. If you develop a fever and any of the other following symptoms: headache, muscle pain, diarrhea,

vomiting, stomach pain, or unexplained bruising or bleeding contact your Primary Care Provider or the County Health Department by phone for further instruction. This will help limit the exposure to others should you be infected with the EVD.



Zika is a viral infection predominately spread by mosquito bites. Recently, Zika virus infections in pregnant women have been linked to infants born with birth defects. Ongoing Zika virus transmission is occurring in the western hemisphere. The Centers for Disease Control and Prevention (CDC) have issued a Travel Alert for areas with Zika

transmission. This information paper is intended to raise awareness of Zika virus and recommend precautions for those travelling to areas of ongoing transmission.

Most people infected with Zika virus have no symptoms. About one in five people infected will develop mild symptoms lasting several days to a week. Symptoms typically appear 2-7 days after being bitten by an infected mosquito. Pregnant women in their first trimester and women trying to become pregnant are most at risk. Young children and older adults with poor immune systems are also at a higher risk of complication if they become infected with the Zika Virus.

**What should you do if you suspect you have been infected?**

If you or someone you know develops sudden fever, rash, joint aches, or conjunctivitis (red, irritated eyes) within two weeks of travelling to an area of ongoing Zika virus transmission, see your healthcare provider immediately, and report your symptoms and travel history. They will coordinate testing for Zika virus as appropriate and help manage your symptoms. Because Zika virus is often transmitted in the same geographic areas as dengue fever, you should avoid taking aspirin and other non-steroidal anti-inflammatory drugs (NSAIDs) until dengue infection is ruled-out (may increase risk of severe symptoms). You may use acetaminophen to treat fever and other symptoms. Finally, take strict steps to avoid mosquito bites during the first week after symptoms begin to avoid further spread of Zika virus.

The following steps are recommended if you must travel to an area with ongoing Zika virus transmission:

- Choose a hotel or lodging with air conditioning or with screens on windows and doors.
- Sleep under a mosquito bed net if you are outside or in a room that isn't well screened.
- Cover exposed skin by wearing long-sleeved shirts and long pants.
- Use EPA-registered insect repellents containing DEET, Picaridin, and IR3535. These are safe for pregnant women when used as directed.
- Use permethrin-treated clothing and equipment.

- Abstain from or avoid unprotected sexual contact with men who may have been exposed.
- Use latex condoms properly to lower risk for a minimum of 10 weeks for someone exposed to the virus.

Ensure you get a Zika Travel Brief prior to travelling to a Zika Prone area as listed on the CDC website:

<https://wwwnc.cdc.gov/travel/page/zika-travel-information>

### **Middle East Respiratory Syndrome (MERS)**

#### **Key facts**

Middle East respiratory syndrome (MERS) is a viral respiratory disease caused by a novel coronavirus (MERS-CoV) that was first identified in Saudi Arabia in 2012.

Coronaviruses are a large family of viruses that can cause diseases ranging from the common cold to Severe Acute Respiratory Syndrome (SARS).

Typical MERS symptoms include fever, cough and shortness of breath. Pneumonia is common, but not always present. Gastrointestinal symptoms, including diarrhea, have also been reported.

Approximately 36% of reported patients with MERS have died.

Although the majority of human cases of MERS have been attributed to human-to-human infections, camels are likely to be a major reservoir host for MERS-CoV and an animal source of MERS infection in humans. However, the exact role of camels in transmission of the virus and the exact route(s) of transmission are unknown.

The virus does not seem to pass easily from person to person unless there is close contact, such as occurs when providing unprotected care to a patient.

#### **After: an Outbreak**

Influenza viruses can live on hard surfaces for up to two days. Wash hard surfaces with a disinfectant or a 10% bleach solution to kill remaining viruses. Surfaces touched with hands should be cleaned thoroughly and often.

Either throw away bedding or wash it in hot water with bleach added if possible.

Disinfect personal items and keep them separate.

Do not share towels, eating utensils, or drinks with anyone.

You may want to consider wearing an N95 rated mask when going out in public until there has been no sign of a virus for 10 days.



## Active Shooter/Assailant

An active shooter event no longer takes place only in a work or school environment. The increasing frequency of attacks in public places like malls, theaters, public transportation transit collection points and airports means each of us must maintain situational awareness at all times.

Attackers have used guns, knives, axes

and even vehicles to carry out their assault. Knowing how to protect yourself and what to do in this situation may not only save your life, but also the lives of others.

### Before:

Any time you are away from your home be aware of your environment and any possible dangers. Take note of the two nearest exits or of any suspicious behavior you observe in your vicinity and report them if you deem necessary.

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your supervisor if you believe an employee or coworker exhibits potentially violent behavior.

Learn the "Behavioral Traits" of the Lone Wolf or Mentally Disturbed offender. Just as important as "Surveillance Detection" skills - these are Behavior Detection Skills

### During:

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of employees and managers during an active shooter situation. The announcement that will be given over Mass Notification is EMERGENCY LOCK DOWN. If you are in an unaffected structure, lock your building down, turn off lights and avoid windows until the ALL CLEAR is given. If you are in the affected structure follow some of the below tips:

### Evacuate

- If there is a safe escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible

- Prevent individuals from entering an area where the active shooter may be

### **Hide out**

If an evacuation is not possible, find a place to hide where the shooter is less likely to find you

Your hiding place should:

- Be out of the shooters view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an assailant from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- If the assailant is nearby:
  - Lock the door
  - Silence your cell phone and/or pager
  - Turn off any source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location and if you are in an installation facility and in imminent danger you can call 843 228 6710.
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter:

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Committing to your actions

**\*NOTE\* This COA requires 100% commitment and 100% violence**

- **After:**
- Make sure the "All Clear" has been broadcast using the same systems as the alert to "Shelter in Place/Emergency Lockdown."
- Conduct personnel accountability and let first responders know if you cannot account for everyone.

- Understand that PMO and NCIS will secure the crime scene for post attack investigation. Once the forensic evidence has been collected and PMO is ready to return the building or site to the owners ensure proper cleaning has taken place and make every attempt to return the site to its original condition and layout.
- If there are personnel killed in an attack ensure no victim names are released until HQ Marine Corps authorizes the release.
- If you use a reunification location for employees or students to gather, ensure security at that site, control media access to the site, and ensure those who have gathered or have been taken there are released only to those authorized to pick them up (especially in the case of student populations).
- Have counseling available at the reunification site for those traumatized by the event.
- Let students or employees know about counseling services available after the event for all those affected.
- Understand that some people affected may take days, weeks, or months to recover from the psychological stress/effects of an attack.
- Gather key personnel to do an after action review and submit lessons learned to reduce the likelihood of another attack.



## Terrorist Event

National security emergencies can include terrorist acts from bombings to chemical or biological attacks. Although terrorists intend their acts to spread fear, the actual damage they cause can often be minimized through preparedness and quick action.

### Before:

#### RAISE YOUR AWARENESS

- Be aware of your surroundings. Note emergency exits and stairways.
- Leave the area if you feel something is wrong.
- Do not accept suspicious packages.
- Do not leave your baggage unattended while traveling.
- Report suspicious behavior.

#### SUSPICIOUS PACKAGE

- STOP. Don't handle the package.
- Do not shake or empty the contents of any suspicious envelope or package. If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat isolate it immediately, call 911, and wash your hands with soap and water.
- Don't open, smell, or taste.
- Activate your emergency plan and notify 911.
- Close the door of the room the package was isolated in and leave the building.

### During:

#### IN CASE OF EXPLOSION

- Watch for falling debris.
- Crawl beneath the smoke and exit the area as quickly as possible.
- If you are trapped in debris, minimize your movement and cover your mouth with a cloth. Tap on a pipe or wall so rescuers can hear you. Never use matches or a lighter.

#### IN CASE OF A BIO/CHEM ATTACK

- Evacuate immediately if the attack occurred indoors.
- Stay tuned to radio or TV for updates.
- If attack takes place outside of building, take shelter in an interior room that can be easily sealed off with pre-cut plastic sheeting and duct tape that you have stored in this room.
- Turn off the HVAC system.

- Remain sheltered until advised it's safe to leave.
- If caught outside, try to get upwind of the attack site and seek shelter as soon as possible.
- If in a vehicle, get inside a building if you can. If unable, roll up windows, shut vents and turn off the engine.

#### IF EXPOSED TO CHEMICALS

- Quickly remove all clothing and items in contact with the body. Cut shirts off to avoid contact with the face.
- Flush eyes with water.
- Wash hands and face with soap and water. Use a soapy cloth to blot exposed skin. Rinse with clean water. (MCAS Beaufort has the ability to perform decontamination for you)
- Change into clean clothes.
- Seek medical help as soon as possible.

#### IF EXPOSED TO BIOLOGICAL ATTACK

- Pay close attention to instructions from authorities.
- Using rubber gloves remove and bag clothes that may have come in contact with an infectious substance. Seek medical assistance.
- Seek immediate medical treatment if you notice symptoms of the disease caused by the infectious substance used in the attack.

#### IN CASE OF A NUCLEAR ATTACK

- If you have advanced warning, take your 72 hour kit and go to an approved shelter or a basement. Huddle close to the floor and as near to the wall as possible. Get under a table for protection from falling objects.
- Do not attempt to evacuate your shelter until advised.
- If detonation occurs, take cover INSTANTLY, within one to two seconds. Drop to the ground and curl up tightly, covering as many parts of your body as possible. Go to a shelter once the blast effects have cleared.
- Never look directly into a nuclear explosion flash.

#### After:

- Take cover in an underground shelter, basement, etc.
- If the source of radiation is known, and travel is safe, travel in the opposite direction and go upwind from radiation.
- Remain in protective shelter until directed by Higher Authority. Limit your exposure to contaminated areas.
- Wipe food and water container with a clean cloth to remove all dust and dirt particles.

#### If you are trapped in debris:

- Assess your physical condition prior to moving.
- Collect your thoughts then formulate how to escape.

- Visually check debris to be moved prior to movement to prevent more debris from falling onto you.
- If possible, use a flashlight to aid vision or to alert responders.
- Stay in your area so that you don't stir up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available.
- Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of radioactive dust.

Assisting Victims:

**UNTRAINED** persons **should NOT attempt to rescue people** who are inside a collapsed building. Wait for emergency personnel to arrive only enter to prevent the loss of life or limb.

Chemical Agent Attacks:

Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals or plants. Most chemical agents cause serious injuries or death. Severity of injuries depends on the type and amount of the chemical agent used, and the duration of exposure. Were a chemical agent attack to occur, authorities would instruct citizens to either shelter in place or evacuate immediately. Leaving the shelter to rescue or assist victims can be a deadly decision.

Biological Agent Attacks:

Biological agents are organisms or toxins that have illness-producing effects on people, livestock and crops. Because biological agents cannot necessarily be detected immediately and may take time to grow and cause a disease, it is almost impossible to know that a biological attack has occurred. If government officials become aware of a biological attack through an informant or warning by terrorists, they would most likely instruct citizens to either shelter in place where they are or evacuate immediately. A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims may need to be quarantined. Some medical facilities may not receive victims for fear of contaminating the hospital population. Training, Preparation, and Education become the key factors when faced with a terrorist attack - when all else fails - common sense will help prepare yourself and others.

An act of terrorism may have wide-spread and devastating results. You should be prepared for the following things after an attack:

Let your family know if you are well, need help, or simply evacuated the area in which case you will need to give them your temporary location. The American Red Cross offers a safe and well registration in conjunction with most disaster related events. You can use this service free of charge.

There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature. Be cooperative and try to stay out of their way unless asked for help.

Health and mental health resources in the affected communities may be strained to their limits, or even completely overwhelmed.

Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period. Raw, unedited footage of terrorism events and people's reaction to those events can be very upsetting, especially to children. We do not recommend that children watch television news reports about such events, especially if the news reports show images over and over again about the same incident. Young children do not realize that it is repeated video footage, and think the event is happening again and again. Adults may also need to give themselves a break from watching disturbing footage.

Listening to local radio and television reports will provide you with the most accurate information from responsible governmental authorities on what's happening and what actions you will need to take. So you may want to make some arrangements to take turns listening to the news with other adult members of your household.

Workplaces and schools may be closed, and there may be restrictions on domestic and international travel so make sure you have books and games to occupy your children and others in your family.

You and your family or household may have to evacuate an area, avoiding roads blocked for your safety. Check with your city or county for shelter locations and services offered at the shelter.

Surviving the initial threats of a nuclear 'event' and radioactive fallout is relatively easy with the proper knowledge and even the most modest of preparations, as we've detailed above.

The ongoing bigger challenge, though, will be the one brought on by the extensive and much longer-lasting disruptions of services after you survive the nuclear event and emerge safely once the fallout threat has diminished.

You might go many months with little or no new food supplies, along with disruptions of water, sewer, gas, electric, and telephone services, little or no gasoline, and severely limited medical and banking services, law enforcement and fire protection.

With more time to research, make plans, and order supplies, families are well advised to acquire more in-depth training, reference books, longer-term food and water stocks, fuel, medical supplies, personal

security, communication equipment, radiation monitoring instruments, camping equipment, supplies and tools. Many informative web sites and suppliers make available all of the above, including military MRE's meals ready-to-eat, dehydrated and freeze-dried foods, as well as buckets of beans, rice, and grains.

If all of this preparation seems daunting, here's one strategy to make it a little less overwhelming: Think in two's. First, acquire all the equipment and supplies your family would need to survive for two weeks if totally cut off from stores and utility and municipal services. It might help to consider all you would need during an extended camping trip in any season. Then, once you've accomplished that, expand your preparations and supplies to meet the goal of surviving at home for two months with no utilities or services.





## Be Prepared Be Aware Be Ready

### Bomb Threat

Most bomb threats are made over the telephone by anonymous callers. Some threats are received in the mail or by other means, but these methods are rare. In each case, though, it must be remembered that the communication should

be taken seriously and that the person receiving it should be prepared. A bomb is a device that can damage material and/or cause injury or death to personnel when detonated or ignited. Bombs are classified as explosive or incendiary. A bomb threat is a message delivered by any means, warning or claiming the presence of one or more bombs. The most common type of bomb threat is telephonic.

#### Before:

There must be a comprehensive bomb threat response plan in place long before the first threat so that when a one is received, everything works seamlessly; the reporting of the threat, the analysis, the decision on a course of action, and the implementation of that response. Policies and procedures regarding such incidents must be established before the fact, and personnel must be trained and practiced in their roles before they are called on to perform them in a real situation.

A detailed but uncomplicated contingency plan which can be implemented at a moment's notice will minimize the panic which may follow a threat and will offer the best possible protection with the least possible inconvenience to employees or the general public. Without such a contingency plan, valuable time will be wasted on decision making and organizing when an incident does occur.

- Develop building specific Bomb Threat Plans for all areas of responsibility (if you have personnel in more than one facility or area of a building you need more than one plan)
- Ensure your all personnel are familiar with the plans by exercising and discussing the plans. Keep records of training provided and attendance rosters.
- Continue to refine your plans
- Plans shall include but not limited to:
  - Primary and secondary rally points/muster areas
  - Search procedures
  - How to fill out Bomb Threat Checklist
  - Evacuation routes
  - Accountability procedures

#### During:

- Bomb Checklist should be posted near all Government phones
- Remain calm and take call seriously

- Fill out the Bomb Threat Checklist as accurately as possible

<b>BOMB THREAT CHECKLIST</b>							
<b>Ask</b>							
When is the bomb going to explode?							
Where is it right now?							
What does it look like?							
What kind of bomb is it?							
What will cause it to explode?							
Did you place the bomb? Why?							
What is your name?							
What is your address?							
Exact wording of threat:							
Name of caller (if known):							
Number from which call originated:							
Male or Female:							
<b>Caller's Voice</b>							
<input type="checkbox"/> Calm	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Stutter	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Accent			
<input type="checkbox"/> Normal	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Nasal			
<input type="checkbox"/> Ragged	<input type="checkbox"/> Slurred	<input type="checkbox"/> Raspy	<input type="checkbox"/> Cracked voice				
<input type="checkbox"/> Angry	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Deep	<input type="checkbox"/> Disguised				
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slow	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar				
Ethnicity or accent:							
Age:							
Name of recipient of call:							
Number at which call was received:							
Time:							
Date:							
Additional Comments							
Male or female:							
<b>Background Sounds</b>				<b>Threat Language</b>			
<input type="checkbox"/> Street noise	<input type="checkbox"/> Motor	<input type="checkbox"/> Long distance	<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Message read by threat maker			
<input type="checkbox"/> Animal noise	<input type="checkbox"/> Office noise	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane				
<input type="checkbox"/> Clear	<input type="checkbox"/> Factory noise	<input type="checkbox"/> Other	<input type="checkbox"/> Irrational				
<input type="checkbox"/> Static	<input type="checkbox"/> Voices		<input type="checkbox"/> Incoherent				
<input type="checkbox"/> Music	<input type="checkbox"/> PA system		<input type="checkbox"/> Taped				
<input type="checkbox"/> House noise	<input type="checkbox"/> Local						

- When caller hangs up, follow your office phone procedures to begin a trace
- Notify the following:
  - 911 (DO NOT use the same phone the bomb threat was received on)
  - Activity head or senior person present
  - All personnel in the area of the bomb threat
- All personnel follow your area's exercised Bomb Threat Plan

- Determine which “Rally Point” or “muster area” to go to; primary or secondary”.
- Send a person to ensure route to selected primary or secondary rally point/muster area is clear.
- Obtain accountability of personnel as quickly as possible and provide results to supervisor.

**After:**

Many businesses/facilities are training staff to serve on crisis response teams. Crisis team members are trained to implement emergency procedures and to provide crisis intervention services to the staff affected by the traumatic event. The interventions are psychoeducational rather than formal clinical counseling. The Critical Incident Stress Management (CISM) approach is an emerging standard of care for crisis intervention services. CISM helps victims address the psychological aftermath of traumatic events. The types of crisis interventions provided correspond with the needs of those affected. Crisis intervention services may include:

- Facilitating a staff meeting (informational or defusing)
- Visiting work sites (informational or defusing)
- Debriefing individual staff members
- Debriefing groups of staff members
- Defusing/debriefing of victims, witnesses or others who were traumatized
- Visiting injured individuals at the hospital
- On-site support to family members or others at the scene
- Overseeing funeral announcements and memorial activities
- Facilitating an informational meeting for family members
- Scheduling a debriefing for the crisis team once the crisis has passed

As we said, we hope you'll never need such a complete and thorough guide to so many disasters, but information is key to making sure that you're prepared for what may happen and can recover as quickly as possible when the emergency has passed. Plus, you'll be in a better position to help others who still need it.

## Suspicious Packages and Letters



### HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

#### DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread by any means from person to person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

#### SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":

1. Do not shake or empty the contents of any suspicious envelope or package.
2. If you place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents, ensure to you wear protective gloves.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

5. WASH your hands with **soap and water** to prevent spreading any powder to your face and then follow up with emergency decontamination with local first responders.

6. What to do next...

- If you are at **HOME**, report the incident to local police.
- If you are at **WORK**, report the incident to local police, **and** notify your building manager/fire warden or an available supervisor.

7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

#### **ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!

2. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

3. WASH your hands with **soap and water** to prevent spreading any powder to your face.

4. What to do next...

- If you are at **HOME**, then report the incident to local police.
- If you are at **WORK**, then report the incident to local police, **and** notify your building manager/fire warden or an available supervisor.

5. REMOVE heavily contaminated clothing immediately and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*

7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

#### **ROOM CONTAMINATION BY AEROSOLIZATION:**

**For example: air handling system or public space is suspected of contamination.**

1. Shut down HVAC systems.
2. LEAVE area immediately.

3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).

4. What to do next...

- If you are at **HOME**, **dial "911"** to report the incident to Military Police and the local FBI field office.
- If you are at **WORK**, **dial "911"** to report the incident to Military Police **and** notify your Building manager or an available supervisor.

5. SHUT down air handling system in the building, if possible.

6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

#### **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS**

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"



# SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

**For a Bomb:**

Evacuate Immediately  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit

**For Radiological:**

Limit Exposure - Don't Handle  
Evacuate Area  
Shield Yourself From Object  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit

**For Biological or Chemical:**

Isolate - Don't Handle  
Evacuate Immediate Area  
Wash Your Hands With Soap and Warm Water  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit

## **Building Manager/Fire Warden Duties**

**Complete the Emergency Action Plan.** At a minimum this plan must include:

- Emergency escape procedures and emergency escape route assignments. Emergency escape route must be posted at all primary points of egress.
- The establishment of an assembly area and alternate assembly area where all personnel will gather for accountability after evacuating the building.
- The Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
- The Procedures to account for all personnel after emergency evacuation has been completed.
- The names or billets of individuals that can be contacted for further information on emergency procedures.

**In the event of an emergency they must:**

- Coordinate the orderly evacuation of personnel.
- Obtain 100% accountability and report status to those who have a need to know.
- Provide Emergency Response personnel with the necessary information about the facility.
- Ensure that designated personnel have evacuated all personnel from their area/floor.

## Installation Building Managers/Fire Wardens

### **EMERGENCY ACTION PLAN/POST FOR MAX VISABILITY**

Emergency Plan For: **Building Function**

BUILDING: **#**

UNIT/ORGANIZATION: **HHS, MCAS, MWSD, MCCS-SC, CLC-23, MACS-2, MAG-31 and all subordinate squadrons.**

DEPARTMENT/DIVISION: **Specific to function and sub category**

#### **BUILDING MANAGER:**

**Name:**

**Phone:**

**Email:**

#### **FIRE WARDEN:**

**Name:**

**Phone:**

**Email:**

#### **EVACUATION ASSEMBLY AREAS**

**Building Assembly Area (Assigned Building Specific evacuation)**

**Secondary Assembly Area (Assigned for large Multiple Building evacuations/located further away)**

**Date of Plan: (Update this plan annually)**

**By:**

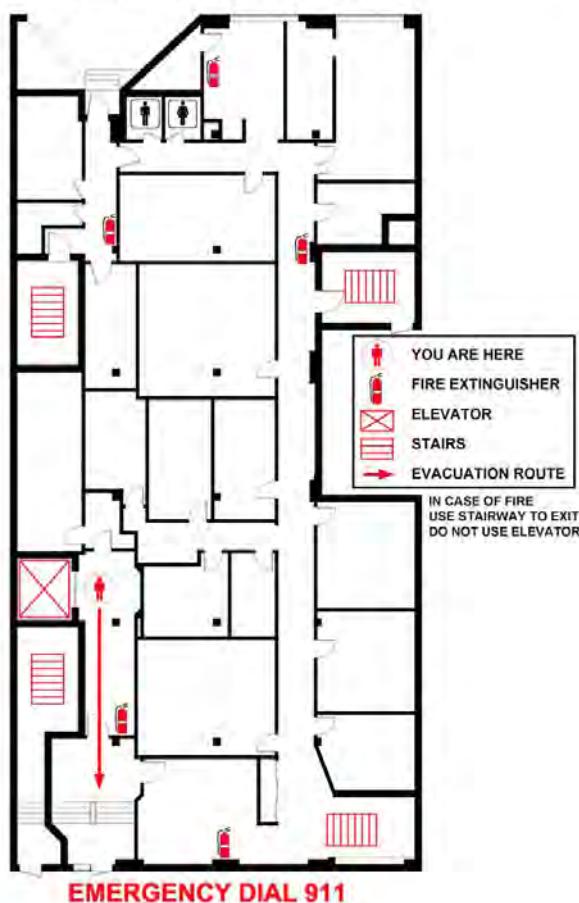
**Title:**

Submit completed Emergency Action Plan and annual updates for review to:  
MCAS Beaufort Mission Assurance Branch, Installation Emergency Manager  
Bldg 600, MCAS Beaufort  
843 228-6985

# EVACUATION ROUTES EXAMPLE

## Evacuation Plan

123 South Street First Floor



Sample Floor Plan

## **Building a Shelter Kit**

### **FOOD AND WATER:**

- ✓ Stock a 5 to 7 day supply for each family member including pets. Store your items in sealed, unbreakable containers. Identify the expiration date and replace every six months.
- ✓ Bottled water (1 gal per person/ per day) Don't forget water for animals.
- ✓ You will need additional water for cleanup - fill your sink, tub and washing machine ahead of time for use in flushing toilets and small clean up jobs
- ✓ Water purification tablets (order over the Internet at [www.quakekare.com](http://www.quakekare.com))
- ✓ Non-perishable foods
- ✓ High-energy packaged foods (peanut butter, crackers, nuts, raisins & dried fruits, snacks, cookies, etc.)
- ✓ Shelf-packaged juices (cans or cartons)
- ✓ Canned, prepared meats with lift off top if possible
- ✓ Canned, prepared foods with lift off top if possible
- ✓ Baby food/formula
- ✓ Pet food (Note: Most shelters do not allow pets)
- ✓ Powdered or canned evaporated milk
- ✓ Special dietary needs

### **GEAR:**

- ✓ At least one change of clothing for each person
- ✓ Toilet paper & moist towelettes
- ✓ Sponges & paper towels
- ✓ Soap, shampoo, other misc.
- ✓ Toiletries (toothbrushes, toothpaste, deodorant)
- ✓ Baby Diapers and wet wipes
- ✓ Rain gear (ponchos, umbrellas, rubber boots, rubber gloves, etc.)
- ✓ Blankets, sleeping bags, pillows
- ✓ Flashlights (1 per person w/1 extra package of batteries each)
- ✓ Battery-powered radio, with extra batteries
- ✓ Alarm clock (wind-up or battery operated)
- ✓ Portable cooler/ice chest
- ✓ Bleach (pure, unscented liquid) for purification and sanitation use
- ✓ Can opener (hand-operated) & utility knife
- ✓ Pots, pans and cooking spoons
- ✓ Disposable plates, cups, utensils
- ✓ Sterno cans
- ✓ Butane lighters & waterproof matches (in plastic bags)

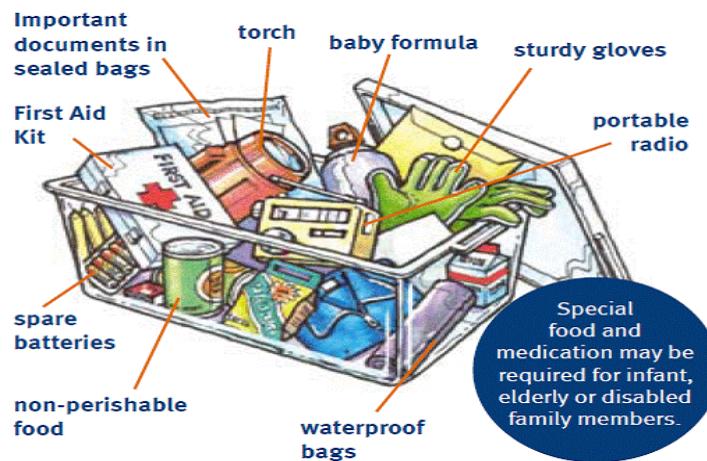
- ✓ Portable barbecue grill or camp stove
- ✓ Charcoal and lighter fluid or stove fuel
- ✓ Pet carriers, bowls, leashes, chain and stake
- ✓ Plastic grocery bags (as many as you can save-you'll use them for everything)
- ✓ 30 gallon plastic yard bags and several tarps (9' x 12')

**IMPORTANT DOCUMENTS:**

- ✓ LET SOMEONE OUTSIDE THE AREA KNOW WHERE YOU ARE
- ✓ Driver's license (for each person or photo ID)
- ✓ Important phone numbers (updated address book)
- ✓ Home video tape or photos of household items for insurance
- ✓ Extra set of car keys
- ✓ List of important family information (i.e., serial numbers of medical devices such as pacemakers, etc.)
- ✓ Pet vaccination records and any prescriptions

**HEALTH NEEDS:**

- ✓ Medical paperwork, including insurance cards a copy of prescriptions and a list of allergies.
- ✓ Prescription medicine (2-week supply)
- ✓ Doctor and pharmacy contact information
- ✓ Epi Pens for those who suffer allergic reactions to bee stings, food allergies, etc.
- ✓ Pain relief and anti-diarrhea medications.
- ✓ Vitamins
- ✓ First Aid Kit
- ✓ Sun screen
- ✓ Insect repellent
- ✓ Feminine hygiene products and birth control



## Shelter List

**ON BASE EMERGENCY SHELTERS:** The shelter aboard MCAS Beaufort is the Gym or the Laurel Bay Youth Center only opened by order of the MCAS Commanding Officer.

## OFF BASE EMERGENCY SHELTERS

The **American Red Cross** operates these shelters within Beaufort County for weather related and other disaster operations:

<b>Battery Creek High School</b> 1 Blue Dolphin Dr. Burton, SC 29902	<b>Beaufort Elementary School</b> 1800 Prince St. Beaufort, SC 29902	<b>Beaufort High School</b> 84 Sea Island Parkway Beaufort, SC 29907	<b>Beaufort Middle School</b> 2501 Mossy Oaks Road Beaufort, SC 29902
<b>Bluffton Elementary School</b> 160 H. E. McCracken Circle Bluffton, SC 29910	<b>Bluffton High School</b> 12 H. E. McCracken Circle Bluffton, SC 29910	<b>Bluffton Middle School</b> 30 New Mustang Drive Bluffton, SC 29910	<b>Broad River Elementary School</b> 474 Broad River Road Beaufort, SC 29906
<b>H. E. McCracken Middle School</b> 250 H. E. McCracken Circle Bluffton, SC 29910	<b>Hilton Head High School</b> 70 Wilborn Road Hilton Head Island, SC 29926	<b>Okatie Elementary School</b> 53 Cherry Point Road Okatie, SC 29909	<b>Whale Branch Early College High School</b> 69 Detour Road Beaufort, SC 29941

### **Notes:**

1. On and off base shelters in Beaufort County do not allow pets.
2. Pregnant women in their third trimester will use Beaufort Memorial Hospital as their off base shelter unless evacuation is ordered.
3. Alcohol, Firearms and Ammunition are not allowed at shelters. Smoking will be permitted in designated areas only.

## **Shelter in Place**

Plans for reaction to the atmospheric or environmental release of chemical, biological or other hazardous materials should include Shelter in Place procedures. In these situations it may be necessary to seek shelter at a designated location and seal the premises when notified by authorities.

### **When to activate Shelter in Place procedures?**

- When notified to do so by local announcement over Giant Voice, Small Voice, via an emergency
- Mass Notification System (AtHoc) computer message, from PMO or other designated base official
- When notified through radio, television or other emergency communication system
- When a hazardous chemical has been released

### **During an emergency:**

Sheltering in place in your workplace is similar to sheltering in place at home, but there are some significant differences.

The basic steps remain the same:

1. Shut and lock all windows and doors
2. Turn off all HVAC systems
3. Go to a pre-determined sheltering room (or rooms)
4. Seal any windows and/or vents with sheets of plastic and duct tape
5. Seal the door(s) with duct tape around the top, bottom and sides
6. Turn on a TV or radio and listen for further instructions.
7. When the "all clear" is announced, open windows and doors, turn on HVAC systems and go outside until the building's air has been exchanged with the now clean outdoor air

Select a room or rooms to serve as shelter rooms during chemical emergencies. The rooms should be large enough to provide at least 10 square feet per person sheltered. A shelter room should have as few windows, vents and doors as possible. A windowless room is best. Break rooms or conference rooms with few or no windows can be used for shelters. Hallways are sometimes used in institutional settings. In a closet or other storage area in the shelter room, supplies for sheltering should be stored.

### **Before a chemical accident occurs, outfit your shelter kit with the following:**

- Plastic sheeting - Pre-cut plastic sheeting to fit over any windows or vents in the sheltering area.
- Duct tape - Rolls of duct tape to be used to secure the plastic over windows/vents and to seal doors.
- Battery operated radio with fresh batteries - In the event of a power outage, a battery operated radio is necessary to hear

emergency announcements including the "all clear" when the emergency is over.

- Flashlight and fresh batteries.
- Bottled water for drinking.
- First aid kit

The shelter room should also have a telephone (either regular or cellular) for emergency use only. Stay off the phone during the shelter in place to keep lines free for emergency responders. If you have an emergency in your shelter room, use the phone to call 911 for help.

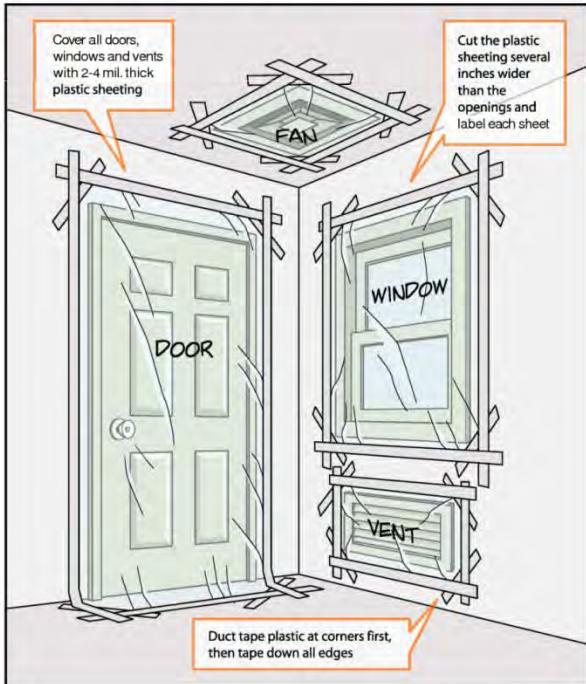
Check your shelter kit on a regular basis. Duct tape and first aid supplies can sometimes disappear when all employees know where the shelter kit is stored. Batteries for the radio and flashlight should be kept fresh.

Develop an emergency plan and checklist with your employees. Volunteers should be assigned specific duties during an emergency. Alternates should be assigned to each duty.

Plan at least two shelter in place drills annually. The first drill can be announced, and then later drills should be unannounced. It is useful to invite outside drill monitors to observe your drill and to participate in an after-drill critique. Critiques can provide you with valuable insights to improve protection for you and your employees during chemical emergencies.

#### **Shelter in Place Example**

MAKE A PLAN  
**SHELTER-IN-PLACE DIAGRAM**



## Weather Readiness Conditions Defined

### **DESTRUCTIVE WEATHER READINESS**

1. **General.** Storms are a potential threat to all military installations. Adequate and timely warning, coupled with prompt and effective actions by commanders, will minimize loss of life and damage to property.
2. **Major Storm Systems.** Storms of this type generally affect a wide area and have a life expectancy of days rather than hours.
  - a. **Tropical Depression.** Weather associated with a tropical cyclone system with wind speeds up to 33 knots (38 mph).
  - b. **Tropical Storm.** Weather associated with a tropical cyclone system with wind speeds 34 to 63 knots (39 to 73 mph).
  - c. **Hurricane.** A tropical cyclone associated with high winds, usually 64 knots (74 mph) or greater and torrential rain.
  - d. **Winter storm.** Various conditions of snow accumulation, sleet, freezing rain, or a combination of all three that will affect roadways and bridges.
3. **Local Storm Systems**
  - a. **Local Wind Warnings.** Local wind warnings are only to notify of potentially hazardous winds greater than 20 knots (23 mph - sustained or gust) when they are believed to be of sufficient force to warrant special precautions.
  - b. **Small Craft Warnings.** Winds are steady and of sufficient force to cause turbulence and high seas. Wind range from 18 to 33 knots (21-37 mph).
  - c. **Gale Warnings.** Winds are steady and of sufficient force to cause heavy turbulence and high seas. Winds are 34 to 47 knots (39 to 54 mph).
  - d. **Storm Warnings.** Storms made up of low-pressure systems other than tropical origin, with winds of 48 knots (55 mph) or greater.
  - e. **Thunderstorms.** These are small scale storms produced by cumulonimbus clouds accompanied by lightning and thunder. These storms may develop within sight and may not have a destructive appearance until shortly before passing overhead. Thunderstorms may be accompanied by heavy rainfall, lightning strikes, near zero visibility and high wind gusts of less than 50 knots and/or hail less than three quarters of an inch at the surface.

f. **Severe Thunderstorm**. A thunderstorm accompanied by winds gusts of 50 knots or greater and/or hail three quarters of an inch or greater at the surface

g. **Tornadoes**. A tornado is defined as a violently rotating column of air, generally spawned from thunderstorm clouds and touching the ground. Maximum winds may reach 300 miles per hour.

h. **Winter Storms**. Winter storms may bring any combination or all of the following: freezing temperatures, wind, sleet, freezing rain and the accumulation of ice and/or snow. Wind gusts will be less than 50 knots and/or hail less than three quarters of an inch at the surface

i. **Severe Winter Storm**. A winter storm accompanied by winds gusts of 50 knots or greater and/or hail three quarters of an inch or greater at the surface

j. **Flooding**. Prolonged periods of rain may cause rivers and tributary networks to overflow. The gradual rise in water levels may take may take hours or days depending on rainfall amounts. Flash floods are very rapidly developing flood stages that can occur almost instantly with sudden, intense rainfall, or breaking of a dam, dike or levee.

k. **Hurricanes**. A hurricane's destructive power is determined by the interaction of storm surge, wind, tide level, and precipitation. To make comparisons easier and to make the predicted hazards of a hurricane more uniform, the National Oceanic and Atmospheric Administration (NOAA) has developed the Saffir/Simpson Hurricane Damage Potential Scale. Storms can strengthen and weaken and be assigned to different categories at different times in their evolution.

**The scale categories are defined as:**

(1) **Category One**. Sustained winds of 64-82 knots (**74-95 mph**) or storm surge of 4-5 feet above normal sea state. No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Some coastal flooding and minor pier damage.

(2) **Category Two**. Sustained winds of 83-95 knots (**96-110 mph**) or storm surge of 6-8 feet above normal sea state. Some roofing material, door and window damage to buildings. Considerable damage to vegetation, mobile homes and piers. Coastal and low-lying escape routes flood 2-4 hours before the arrival of the eye of the storm. Small craft in unprotected anchorages will likely break moorings.

(3) **Category Three (Major)**. Sustained winds of 96-113 knots (**111-130 mph**) or storm surge 9-12 feet above the normal sea state. Some structural damage to small residences and utility buildings. Mobile homes are destroyed. Flooding near the coast destroys smaller structures damaged by floating debris. Terrain continuously lower

than 5 feet Above Sea Level (ASL) may be flooded inland as far as six miles and 3 feet higher during a high tide.

(4) **Category Four (Major)**. Sustained winds 114-135 knots (**131-155 mph**) or storm surge 13-18 feet above normal sea state. More extensive damage with some complete roof structure failure on small residences. Major erosion of beach areas. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet ASL may be flooded requiring evacuation of residential areas inland as far as six miles and 3 feet higher during a high tide.

(5) **Category Five (Major)**. Sustained winds greater than 135 knots (**155 mph**) or storm surge greater than 18 feet above the normal sea state. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet ASL and within 500 yards of the shoreline. Evacuation of residential areas on low ground within 5-10 miles of the shoreline may be required.

4. The following are sources of tropical cyclone specific information issued by the National Hurricane Center:

- a. Public Advisory. Provides critical hurricane warning and forecast information.
- b. Marine Advisory. Provides detailed hurricane track and wind field information.
- c. Tropical Cyclone Update. Highlights significant changes in a hurricane between advisories.
- d. Probabilities of Hurricane/Tropical Storm Conditions. Provide a measure of the forecast track accuracy. The probabilities have no relation to tropical cyclone intensity.
- e. Hurricane Local Statements. Issued by the local National Weather Service offices and provide forecasts on how the storm may impact a local area.
- f. Tropical Storm Watch. Tropical storm conditions are possible in the specified area within 36 hours.
- g. Tropical Storm Warning. Tropical storm conditions are expected in the specified area within 24 hours.
- h. Hurricane Watch. Hurricane conditions are possible in the specified area within 36 hours.
- i. Hurricane Warning. Hurricane conditions are expected in the specified area within 24 hours.

5. Tropical Cyclone Conditions. Tropical Cyclone Conditions (TCC) are set by the Commanding Officer, MCB, Camp Lejeune, NC. Destructive Weather Readiness Conditions are assigned as follows:

**TCCs Are Timeline Enforced Action Sets**

(1) **TCC V (All Clear)**. In effect during the entire hurricane season (1 June to 30 November). The potential for the occurrence of destructive weather is elevated but no specific system threatens the Camp Lejeune complex. During hurricane season, commanders will automatically resume this readiness posture on 1 June and immediately after the passing of any destructive weather system. This Destructive Weather Condition is used for two reasons. First, to indicate our seasonal readiness and acknowledge the tropical storm/hurricane season (1 June to 30 November, annually) is in progress. Second, to indicate that the local storm system has passed, clean-up operations should commence, and normal operations may resume.

(2) **TCC IV, 72 Hours**. The National Weather Service forecasts the possibility that a destructive weather system, with sustained winds of 39 knots (34 mph) or greater, is anticipated to affect MCAS Beaufort within 72 hrs.

(3) **TCC III, 48 hours**. A specific destructive weather system, with sustained winds of 39 knots (34 mph), is anticipated to affect the MCAS Beaufort within 48 hrs.

(4) **TCC II, 24 hours**. A specific destructive weather system, with sustained winds of 39 knots (34 mph) or greater, is anticipated to affect the MCAS Beaufort within 24 hrs.

(5) **TCC I 12 hours**. A specific destructive weather system, with sustained winds of 39 knots (34 mph) or greater, is anticipated to affect the MCAS Beaufort within 12 hrs.

(6) **TCC IC, Caution, 6 hours**. A specific destructive weather system, with sustained winds of 39 knots (34 mph) or greater, is anticipated to affect the MCAS Beaufort within six (6) hrs.

(7) **TCC IE, Emergency, NOW**. The MCAS Beaufort is currently experiencing a destructive weather system with sustained winds of 50 knots or greater.

(8) **TCC IR, Recovery**. A specific destructive weather system has passed and recovery operations can commence. Damage assessment survey teams will be out to look for any "Life Safety" issues and upon resolving any safety issues the "**ALL CLEAR**" will be given. Then and only then may you leave your quarters or work place.



## References

Life hacker - article entitled "Disasters" by Alan Henry dated 16 Jan 2013

U.S. Department of Homeland Security, How to Survive An Active Shooter, October 2008

U.S. Department of Homeland Security, Chemical-Biological-HAZMAT Awareness

U.S. Department of Homeland Security, Terrorism Awareness

City of American Fork, Utah "What To Do When Disaster Threatens"

Dr. Arthur Bradley, "The Handbook to Practical Disaster Preparedness for the Family"

FEMA's Shelter In Place form Ready.Gov

American Red Cross

FEMA Flood Insurance Program

FEMA Earthquake Ready Program

Marine Corps Installations East - Marine Corps Air Station Beaufort-Mission Assurance