

EMERGENCY ACTION PLAN



BUILDING # _____
INSTALLATION: _____

EMERGENCY ACTION PLAN

Emergency Plan For:

BUILDING:

UNIT/ORGANIZATION:

DEPARTMENT/DIVISION:

BUILDING EMERGENCY COORDINATOR

Name:

Phone:

Email:

ALTERNATE BUILDING EMERGENCY COORDINATOR or FLOOR MONITOR

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:
USAG Schweinfurt Installation Emergency Manager
DSN: 354-6059**

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- 1- Department of Transportation Hazardous Material Placards**
- 2- NFPA 704 Hazardous Materials Sign**
- 3- Bomb Threat Checklist**
- 4- Suspicious Letters and Packages**

GUIDELINES FOR WORKPLACE EMERGENCIES



Introduction

This Emergency Action Plan establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Special Note: Safety and health is the overriding priority in all emergency situations. Always think before you act

Building Emergency Coordinator Duties

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

- Emergency escape procedures and emergency escape route assignments.
- The establishment of an assembly area and alternate assembly area where all personnel will gather for accountability after evacuating the building.
- Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
- Procedures to account for all personnel after emergency evacuation have been completed.
- Assign rescue and medical duties for those personnel who are to perform them.
- The names or titles 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.
- Conduct an accurate head count of personnel reporting to the assembly area.
- Provide Emergency Response personnel with the necessary information about the facility.
- Ensure that designated Floor Coordinators have evacuated all personnel from their area/floor.

General Information

Agencies Responding to On-Post Emergencies

The following Emergency Services respond to emergencies On-Post. For Off-Post emergencies refer to the local police:

AGENCY	DSN	COMMERCIAL
POLICE	99-110	110
AMBULANCE	99-19222	19222
FIRE	99-112	112
MILITARY POLICE DESK	354-6766 or 114	09721-96-114

Lines of Authority

Building Emergency Coordinator

In the event of an emergency, the following person (or position) has the authority to direct all reasonable and prudent actions until the arrival of Emergency Services.

Name	Title	Room #	Phone #

Incident Commander

Upon arrival of Emergency Services personnel, the ranking individual on the first arriving unit will assume the role of initial Incident Commander. This will usually be Military Police personnel. These duties will be relegated to the Director of Emergency Services (DES) upon their arrival.

Special Note: If Host Nation Emergency Services personnel respond, they will assume the role of Incident Commander. The DES will then serve as Incident Commander for U.S. Forces.

Reporting Emergencies

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Chemical Spills, Terrorist Attacks, Criminal Acts, Extended Power Loss, etc. Personnel should identify these emergencies and report them to the Building Emergency Coordinator and **DSN 354-6766 to alert Military Police. Military Police will notify all other Emergency Services.**

Alerting Personnel

The following will be used to alert all building occupants of fires and other workplace emergencies.

- In the event of a fire or other emergency that requires the evacuation of the building, the fire alarm will be activated and personnel will calmly evacuate the building using designated escape routes giving vocal alarms of “FIRE”, etc. Personnel will look into rooms as they proceed to the exit to ensure that all personnel have been notified.
- Personnel will assemble in the designated assembly area.
- Remain outside until the Incident Commander and the Building Emergency Coordinator announce that it is safe to reenter.
- In the event of a Medical or other emergency that does not call for the evacuation of the building, personnel will dial **DSN 354-6766 to alert Military Police and notify the Building Emergency Coordinator for further guidance/instructions.**

INSTRUCTIONS FOR REPORTING EMERGENCIES



Summon emergency assistance by **DSN 354-6766** (Military Police).

Be prepared to provide the following information:

- Your name and location.
- Phone number from where the call is being made.
- Location of the emergency, including facility name, Bldg #, and address.
- Type of emergency:
 - Fire (114)
 - Medical (114)
 - Confined Space Rescue (114)
 - Hazardous Material (114)
 - Criminal Act (DSN 354-6766 or Civ 09721-96-6766)
 - Bomb Threat (DSN 354-6766 or Civ 09721-96-6766)
- Other important Information
 - Number and condition of victims.
 - Location and extent of situation, hazard, fire, etc.
 - Involvement of Hazardous Materials. (as available, give product name and/or describe any markings, labels or placards).
- What is needed?

DO NOT HANG UP FIRST. Let emergency personnel hang up first.

After the call, station someone to direct Emergency Response vehicles to the scene of the emergency.



MEDICAL EMERGENCIES

Survey the scene; evaluate personal safety issues.

Request assistance (SHOUT FOR HELP).

Call 114 or DSN 354-6766 (Military Police)

Assess the victim's condition. Check:

- Airway
- Breathing
- Circulation

Provide aid and comfort in accordance with your training and ability while observing universal precautions.

In the absence of medical personnel, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds.
- Clear the air passages using the Heimlich Maneuver in case of choking.

Do not move the victim

Infection Control

Observe universal precautions when providing aid and comfort:

- Limit contact with blood or other body fluids.
 - Avoid contact when possible
 - Wear “exam” gloves and eye protection
 - Use a pocket shield or mask when administering CPR
 - Do not pick up contaminated sharp objects with bare hands.
- Clean surfaces contaminated with small amounts of blood or other body fluids with 10 percent chlorine bleach & 90 percent water solution. Wear appropriate personal protective equipment (e.g., “exam” gloves and eye protection)
- Place all contaminated waste in a biohazard bag. This can be a plastic garbage bag used only for biohazard which is marked accordingly. Contact your supervisor for instructions concerning disposal of contaminated waste.
- Wash hands as soon as possible.
- Report exposure incidents to your supervisor as soon as possible.

CONFINED SPACE EMERGENCIES



Unresponsive Entrant (Overcome by a Hazardous Atmosphere)

- Personnel must not enter the space to perform an unassisted internal rescue.
- **CALL 114 or DSN 354-6766 (Military Police).**
- If victim is attached to a retrieval line, attempt to extricate without entering the confined space.
 - If victim is not attached to a retrieval line, use a blower to introduce fresh air into the space.
- When victim has been extricated provide aid and comfort in accordance with training and ability while observing universal precautions.
- Be prepared to provide pertinent information about the space to emergency response personnel.

Entrant with Physical Injuries or Entrapped/Engulfed Entrant

- Attendant must not enter the space to perform an unassisted internal rescue.
- **CALL 114 or DSN 354-6766 (Military Police).**
- If victim is attached to a retrieval line, attempt to extricate (only if action will not result in further injuries).
 - If victim is engulfed, turn off material handling equipment (pulleys) and remove all slack from retrieval line. Tie opposite end of retrieval line to a secure object.
- Provide aid and comfort in accordance with your training and ability while observing universal precautions.
- Be prepared to provide pertinent information about the space to emergency response personnel.

FIRES



Incipient Stage Fire

- Activate the fire alarm. Alert other personnel.
- Based on the situation get help and/or **CALL 114 or DSN 354-6766 (Military Police)**.
- If fire is electrical, disconnect power source.
- Extinguish with a suitable fire extinguisher
- Protect YOUR health and safety.
 - NEVER underestimate the fire or overestimate your ability.
 - Check fire extinguisher before approaching fire
 - Approach fire with caution
 - Maintain a clear path of escape.

Major Fire

- Activate the fire alarm. Alert other personnel.
- **CALL 114 or DSN 354-6766 (Military Police)**.
- Evacuate fire area/building.
 - Assist any injured to escape (if this can be done without entering dangerous areas).
 - Close doors and secure ventilation equipment (when practical).
 - Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
- As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

HAZARDOUS MATERIAL EMERGENCIES



A hazardous material emergency is an actual or threatened chemical, radiological or infectious substance spill or release that has the potential to cause serious injury or harm to people, property or the environment.

- Identify the substance (e.g., from placards, labels or markings) without endangering personal safety and health. (Refer to Attachments 1 and 2)
- Alert other personnel in the immediate hazard area.
- Evacuate to a safe distance.
 - It is best to go uphill/upwind.
 - Assist any injured to escape (if this can be done without entering contaminated or dangerous areas).
 - Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions. Take precautions to avoid being contaminated with hazardous chemicals.
- Isolate hazard area.
 - Warn others of hazard and prevent personnel from entering area.
 - Close doors and secure ventilation equipment (when feasible).
 - As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
- **CALL 114 or DSN 354-6766 (Military Police).**
 - Communicate situation and substance information to the emergency operator (e.g., identity of substance from placards, labels or markings and what the substance is doing/where it is going).
- Be prepared to provide applicable material safety data sheets (MSDSs) to emergency response personnel.



BOMB THREATS



Phone Bomb Threat

- Stay calm – do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING DSN 354-6766 (Military Police)**. **If supervisor is not present, you make the call.**
- Fill out the *Bomb Threat Checklist (Refer to Attachment 3)* to assist responding agency.
- Decision to evacuate the building will be made by law enforcement personnel.
- Take the checklist with you if the building is evacuated.

Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING DSN 354-6766 (Military Police)**. **If supervisor is not present, you make the call.**
- Do not give information to anyone except supervisor and law enforcement personnel.

Suspicious Object, Package or Mail (Refer to Attachment 4)

- Evacuate the immediate area.
- Do not touch the suspected bomb.
Do not use cell phones.
Do not use 2-way radios.
- Notify your supervisor who will report the threat to law enforcement by **CALLING DSN 354-6766 (Military Police)**. **If supervisor is not present, you make the call.**

SEVERE WEATHER AND NATURAL DISASTERS



Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.

Consider the following:

- Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
 - Use arms to protect head and neck.
 - Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!

- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRIMINAL ACTS AND WORKPLACE VIOLENCE



Upon witnessing a serious criminal act or workplace violence:

- Alert other employees (if possible).
- Observe pertinent details (e.g., description of suspect, make and model of vehicle and/or license plate number). (Refer to Attachment 5).
- **CALL 114 or DSN 354-6766 (Military Police).**
 - Communicate pertinent details to emergency operator.
- Take prudent actions to protect yourself and others (e.g., evacuate to a safe location or lock doors).
- Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.

EXTENDED POWER LOSS



In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- Upon Restoration of heat and power:
 - Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
 - Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CRITICAL OPERATIONS



During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Name	Title	Room #	Phone #

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Building Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. The following personnel/offices should be notified in the event of a mandatory evacuation.

Name	Title	Room #	Phone #

EVACUATION PROCEDURES



- The following will be used to instruct personnel of the need to perform a precautionary, partial, or total evacuation.

Instructions: Building Emergency Coordinators should customize their plan by identifying the method that will be used to alert employees of the need to evacuate.

- As dictated by existing conditions, instructions will be provided concerning securing equipment and/or maintaining vital operations. Emergency shutdown procedures are listed below:

Machine / System That Must Be Secured / Maintained	Position Designated to Secure / Operate Machine

Do Not Endanger Personal Safety IOT Operate / Secure Machinery

Instructions: Customize your plan by listing machines / vital operations that must be maintained or secured before and evacuation and the position / person designated to perform the task.

- When required to evacuate, exit by the nearest safe exit (Refer to Attachment 6).
- Upon exiting, personnel are to assemble at:

Instructions: Customize your plan by identifying the location(s) where personnel are to gather following an evacuation.

Primary Assembly Area	Alternate Assembly Area

- Upon exiting, the following persons (or positions) will account for personnel:

Instructions: Customize your plan by identifying the persons (or positions) designated to account for personnel following an evacuation.

Name	Position

Attachment 1- Department of Transportation Hazardous Materials Placards

Class 1 – Explosives

- Division 1.1 – Explosives with a mass destruction hazard
- Division 1.2 – Explosives with a projection hazard
- Division 1.3 – Explosives with predominantly a fire hazard
- Division 1.4 – Explosives with no significant blast hazard
- Division 1.5 – Very insensitive explosives; blasting agents
- Division 1.6 – Extremely insensitive detonation agents



Class 2 - Gasses

- Division 2.1 – Flammable gasses
- Division 2.2 – Non-Flammable, non-toxic gasses
- Division 2.3 – Gases toxic by inhalation
- Division 2.4 – Corrosive Gasses (Canada)



Class 3 – Flammable Liquids and Combustible Liquids.

- Flammable liquids – flash point below 141 degrees F.
- Combustible liquids – flash point above 141 degrees F and below 200 degrees F.



Class 4 – Flammable Solids; Spontaneously Combustibles and Dangerous when Wet.

- Division 4.1 – Flammable solids
- Division 4.2 – Spontaneously combustible materials
- Division 4.3 – Dangerous when wet materials



Class 5 – Oxidizers and Organic Peroxides

- Division 5.1 – Oxidizers
- Division 5.2 – Organic peroxides



Class 6 – Toxic Materials and Infectious Substances

- Division 6.1 – Toxic substances
- Division 6.2 – Infectious substances



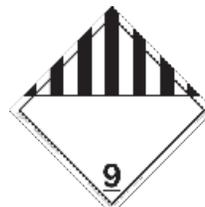
Class 7 – Radioactive Materials

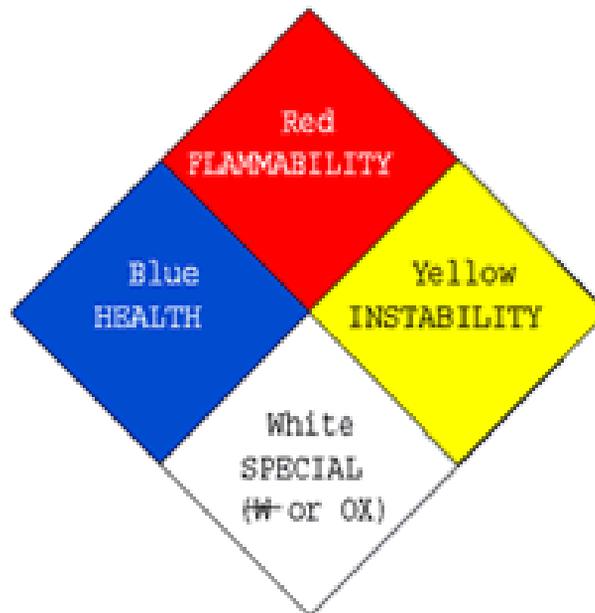


Class 8 – Corrosive Materials



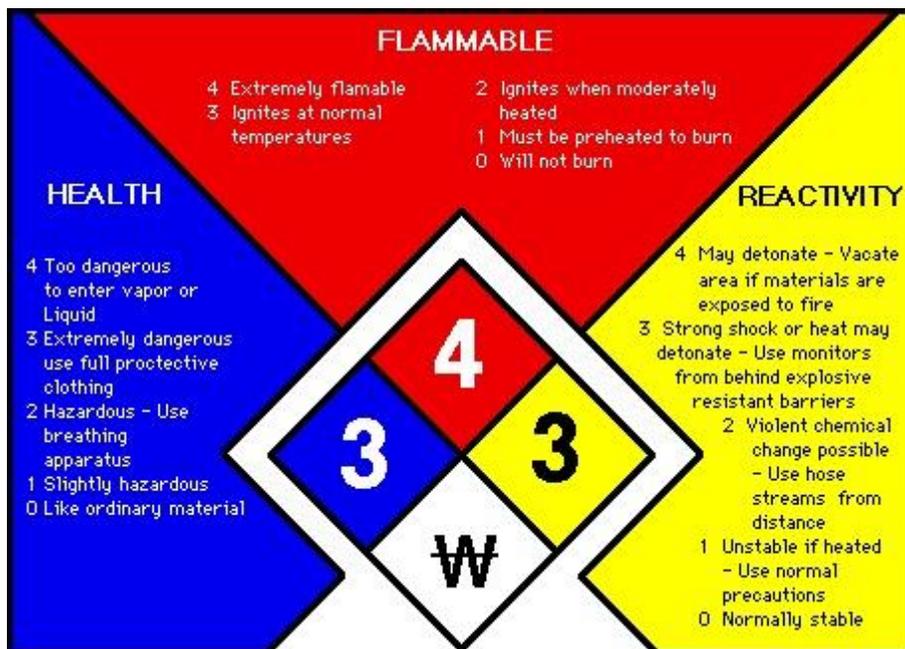
Class 9 – Miscellaneous Dangerous Goods





Health, flammability and reactivity hazards are ranked on a 0 to 4 rating scale. The “W” with a line through it designates “Water Reactive”.

In non-technical terms:



Army in Europe Bomb Threat Telephone Guide (AE Reg 525-13)			Army in Europe Richtlinien bei telefonischer Bombendrohung (AE Reg 525-13)		
Date	Time	Length of call	Datum	Zeit	Gesprächsdauer
Instructions: If you receive a telephone call you deem to be a bomb threat, remain calm, listen carefully, do not interrupt the caller, and complete as much of this form as possible while on the telephone. Do not hang up after the caller hangs up; hook-flash (momentarily depress the hookswitch), wait for the dial tone, and dial "12" to allow the call to be traced.			Anleitung: Falls Sie einen Anruf bekommen, der eine Bombendrohung sein könnte, bleiben Sie ruhig, hören Sie genau hin und füllen Sie dieses Formblatt so gut wie möglich aus während Sie telefonieren. Legen Sie nicht auf, nachdem der/die Anrufer/in aufgelegt hat - hook flash (Kurz auf die Gabel drücken) und wählen Sie "12" nach dem Freizeichen, damit das Gespräch zurückverfolgt werden kann.		
Ask these questions in the following order: When is the bomb going to explode? _____ Where is the bomb located? _____ What does the bomb look like? _____ What kind of bomb is it? _____ What will cause it to explode? _____ Did you place the bomb? _____ Where are you calling from? _____			Zu stellende Fragen (in dieser Reihenfolge): Wann wird die Bombe explodieren? _____ Wo befindet sich die Bombe? _____ Wie sieht sie aus? _____ Welche Art Bombe ist es? _____ Wodurch wird die Explosion ausgelöst? _____ Wurde die Bombe von Ihnen gelegt? _____ Woher rufen Sie an? _____		
Background noises: <input type="checkbox"/> quiet <input type="checkbox"/> PA system <input type="checkbox"/> voices <input type="checkbox"/> animals <input type="checkbox"/> airplanes <input type="checkbox"/> trains <input type="checkbox"/> office <input type="checkbox"/> traffic/engines <input type="checkbox"/> music <input type="checkbox"/> telephone booth <input type="checkbox"/> street <input type="checkbox"/> cell phone Other: _____			Hintergrundgeräusche: <input type="checkbox"/> Stille <input type="checkbox"/> Lautsprecher <input type="checkbox"/> Stimmen <input type="checkbox"/> Tiere <input type="checkbox"/> Flugzeuge <input type="checkbox"/> Züge <input type="checkbox"/> Büro <input type="checkbox"/> Verkehr/Motoren <input type="checkbox"/> Musik <input type="checkbox"/> Telefonzelle <input type="checkbox"/> Strasse <input type="checkbox"/> Handy Sonstige: _____		
Caller's voice: <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> angry <input type="checkbox"/> stutter <input type="checkbox"/> crying <input type="checkbox"/> calm <input type="checkbox"/> excited <input type="checkbox"/> whispered <input type="checkbox"/> loud <input type="checkbox"/> slurred <input type="checkbox"/> disguised <input type="checkbox"/> soft <input type="checkbox"/> lisp <input type="checkbox"/> cracking <input type="checkbox"/> nasal <input type="checkbox"/> deep <input type="checkbox"/> accent (specify) <input type="checkbox"/> fast <input type="checkbox"/> slow <input type="checkbox"/> familiar			Stimme des(r) Anrufers(in): <input type="checkbox"/> männlich <input type="checkbox"/> weiblich <input type="checkbox"/> Englisch <input type="checkbox"/> Deutsch <input type="checkbox"/> zornig <input type="checkbox"/> stotternd <input type="checkbox"/> weinerlich <input type="checkbox"/> ruhig <input type="checkbox"/> aufgeregt <input type="checkbox"/> flüsternd <input type="checkbox"/> laut <input type="checkbox"/> undeutl. <input type="checkbox"/> verstellt <input type="checkbox"/> leise <input type="checkbox"/> lispelnd <input type="checkbox"/> zitternd <input type="checkbox"/> nasal <input type="checkbox"/> tief <input type="checkbox"/> Akzent (welcher) <input type="checkbox"/> langsam <input type="checkbox"/> vertraut		
If familiar, who did it sound like? _____			Falls vertraut, wie hörte sich die Person an? _____		
Caller's manner: <input type="checkbox"/> well spoken <input type="checkbox"/> vulgar <input type="checkbox"/> irrational <input type="checkbox"/> incoherent <input type="checkbox"/> prerecorded <input type="checkbox"/> message read			Ausdrucksweise des(r) Anrufers(in): <input type="checkbox"/> gut <input type="checkbox"/> vulgär <input type="checkbox"/> irrational <input type="checkbox"/> unzusammenhängend <input type="checkbox"/> aufgezeichnet <input type="checkbox"/> Nachricht abgelesen		
Exact words of caller: _____ _____ _____ _____			Genauer Wortlaut: _____ _____ _____ _____		
DO NOT HANG UP ON CALLER. Immediately hook-flash and dial "12" on the same line the call was received. Call the military police by dialing "114" and report the incident.			LEGEN SIE NICHT AUF. Drücken Sie sofort kurz auf die Gabel und wählen Sie "12" (Benutzen Sie den Anschluß, auf welchem Sie das Gespräch erhielten). Rufen Sie die Militärpolizei unter "114" an und melden Sie den Vorfall.		
Number call was received	Person who received call	Office call was received	Anruf erhalten (Telefonnummer)	Person, welche den Anruf erhielt	Büro, in welchem der Anruf einging

This is an official **CDC Health Advisory**

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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 as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another 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. **PLACE** the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
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. Then **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.
6. 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 security official 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. Then 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 security official or an available supervisor.

5. REMOVE heavily contaminated clothing as soon as possible 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.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.

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**, then *dial "09721-96-6766"* to report the incident to Military Police.

- If you are at **WORK**, then *dial "114"* to report the incident to Military Police **and notify your Building Emergency Coordinator 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”
- Shows a city or state in the postmark that does not match the return address

SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU,
YOUR BUSINESS, AND YOUR MAILROOM

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 YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:
Evacuate immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:
Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:
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

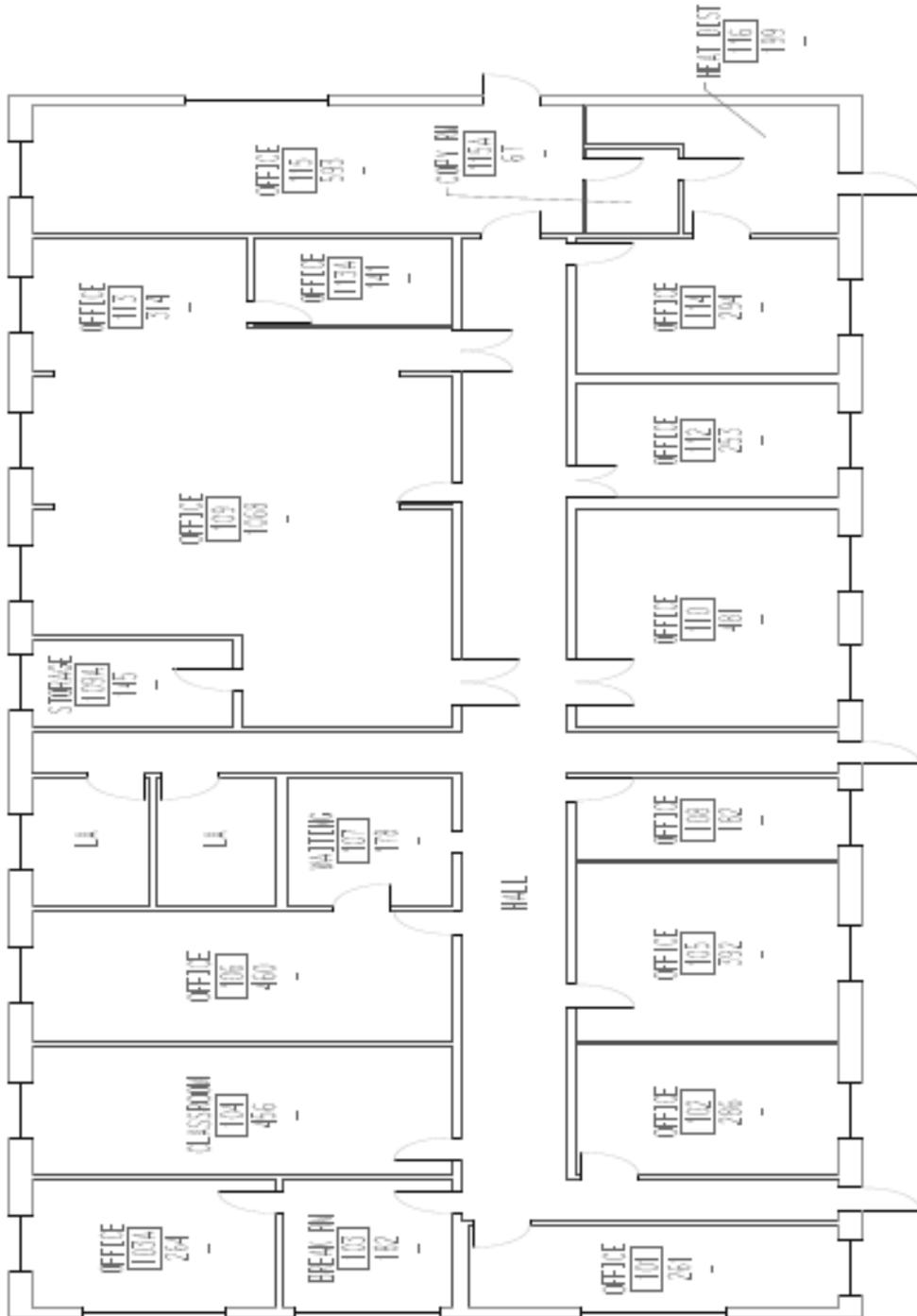
When confronted with an armed or violent suspect it is important to remain calm. Try to remember any information that will allow you to describe the Suspect to authorities. Do this in a way that the Suspect does not feel that you are staring at them.

PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE

SEX	RACE	AGE	HEIGHT	WEIGHT	WEAPON TYPE
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HAIR		HAT (color, type)
GLASSES TYPE		TIE
COMPLEXION		SHIRT
SCARS/MARKS		COAT
TATTOO		TROUSERS
JEWELRY		SHOES

EVACUATION ROUTES



SAMPLE FLOOR PLAN



**USAG SCHWEINFURT
EMERGENCY MANAGEMENT**

**For more information about Emergency Action Planning please contact the
USAG Schweinfurt Installation Emergency Manager
DSN 354-7055**