

## **5. Emergency Action Checklists**

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This section of the Guidebook provides quick reference checklists for preparation, response and recovery. The information provided is intended to be used for training and for reference when preparing your own emergency response plans.

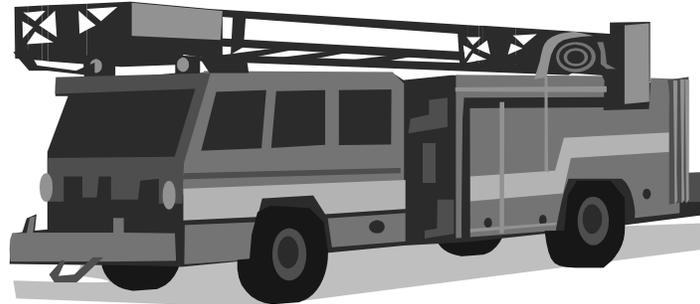
## **5.1 Checklist for All Emergencies**

Being prepared for emergencies at your place of business helps protect your employees, your customers and your neighbors. Being prepared for emergencies involves four critical steps:

- ♦ Planning
- ♦ Preparedness
- ♦ Response
- ♦ Recovery

Throughout the C.L.E.A.N. Emergency Resources Guide and on the compact disc provided, you will find helpful information for preparing your own emergency plan.

# Checklist for All Emergencies



## PLANNING FOR AN EMERGENCY

- The Federal Emergency Management Agency provides the “Emergency Management Guide for Business and Industry” to assist businesses of all sizes in emergency planning. The planning guide is provided on the C.L.E.A.N Resource Guide CD or at the FEMA website, <http://www.fema.gov/pdf/business/guide/bizindst.pdf>. The Guide recommends the following steps in preparing a plan:

- ♦ STEP 1 - Establish a Planning Team
- ♦ STEP 2 - Analyze Capabilities and Hazards
- ♦ STEP 3 - Develop the Plan
- ♦ STEP 4 - Implement the Plan



## PREPAREDNESS

- Eliminate or minimize hazards in the workplace.
- Train employees in first aid and CPR.
- Develop an emergency plan and train employees to respond.
  - ♦ Location of emergency exits
  - ♦ How alarm system works
  - ♦ Plans for evacuation, including:
    - How employees and visitors requiring assistance will be evacuated, if necessary
    - Evacuation route for facility
    - Where they will go
    - How to account for employees to ensure that no one is missing.
- Keep exit ways clear and open.
- Provide basic emergency supplies, such as first aid kits.

- Learn about the Emergency Alert System.
- Post instructions for emergency response.
- Keep backup records and data in a safe location.
- Keep an accurate inventory of your supplies and equipment.



**RESPONSE**

- First protect yourself
  - ♦ Assess your situation.
  - ♦ Move in the direction of safety.
  - ♦ Call for help immediately.
- Warn others to move away from danger.
- Control the source of the emergency (if you can safely do so.)
- Do not attempt rescues unless you are trained and equipped for the hazard.
- Inform arriving emergency responders about the hazards and any injuries.
- Follow the directions of emergency response personnel.
- If you are trained, establish incident command and organize response efforts.



**RECOVERY**

- If evacuated, do not return until you are sure it is safe.
- Stay away from damaged buildings or structures.
- Follow the instructions of emergency response personnel.

## **5.2 HazMat Checklist**

Incidents involving hazardous materials may occur in the Campbell Industrial Park, on the surrounding roadways, in homes or businesses, or other locations where chemicals are used or stored.

# HAZARDOUS MATERIALS INCIDENT



## ✓ PREPARING FOR A HAZMAT INCIDENT

- ❑ Learn to detect the presence of a hazardous material. Many hazardous materials do not have a taste or an odor. Some materials can be detected because they cause physical reactions such as watering eyes or nausea. Some hazardous materials exist beneath the surface of the ground and can be recognized by an oil or foam-like appearance.
- ❑ Contact your Local Emergency Planning Committee or local emergency management office for information about hazardous materials and community response plans.
- ❑ Find out about evacuation plans for your workplace and your children’s schools.
- ❑ Plan several evacuation routes out of the area.
- ❑ Ask about industry and community warning systems.
- ❑ Prepare and maintain an emergency survival kit. (The recommended kit is listed in [Section 5.8.1, Emergency Survival Kit.](#))
- ❑ Develop an emergency communications plan.
- ❑ In case family members are separated from one another during a hazardous materials accident, develop a plan for reuniting after the disaster. Ask an out-of-state relative or friend to serve as the “family contact.” After a disaster, it’s often easier to call long distance. Make sure everyone knows the name, address and phone number of the contact person.

## ✓ DURING A HAZMAT INCIDENT

- ❑ If you hear a siren or other warning signal, turn on a radio or television for further emergency information. If instructed to remain indoors, refer to the [Shelter-in-Place Checklist on Page 5.2-4.](#) If instructed to evacuate, refer to the [Evacuation Checklist on Page 5.2-5.](#)

- ❑ If caught at the scene of an accident:
  - ✦ Do not drive through smoke or clouds at the scene, they may contain hazardous chemicals.
  - ✦ Call 911 to report the nature and location of the accident as soon as possible.
  - ✦ Move away from the accident scene and help keep others away.
  - ✦ Do not walk into or touch any of the spilled substance.
  - ✦ Try not to inhale gases, fumes, and smoke. If possible, cover mouth with a cloth while leaving the area.
  - ✦ Stay away from accident victims until the hazardous material has been identified and authorities indicate that it is safe to go near victims. If it is safe:
    - Move victims to fresh air and call for emergency medical care.
    - Remove contaminated clothing and shoes and place them in a plastic bag.
    - Cleanse victims that have come in contact with chemicals by immediately pouring cold water over the skin or eyes for at least 15 minutes, unless authorities instruct you not to use water on the particular chemical involved.
  - ✦ Try to stay upstream, uphill, and upwind of the accident.



### **AFTER A HAZMAT INCIDENT**

- ❑ Return home only when authorities say it is safe.
- ❑ Follow local instructions concerning the safety of food and water.
- ❑ Clean up and dispose of residue carefully.
- ❑ Follow instructions from emergency officials concerning clean-up methods.

### 5.2.1 Shelter-in-Place

Shelter-in-place is a “remain indoors” option that will be exercised when an evacuation cannot be performed without exposing evacuees to the airborne chemical hazard. For short-term releases where the airborne cloud will move past the area quickly, the shelter-in-place techniques provide the most prudent course of action. Vulnerable populations may sustain more injury during evacuation than they would if they had stayed inside. Evacuations are also more time-consuming, and there may not be enough time for a safe evacuation.

If the emergency is a hazardous chemical release, make sure you’re inside and listen to the radio for instructions. The local authorities will instruct you to either evacuate or to perform shelter-in-place procedures.

Prior to a hazardous release, each business should evaluate if it has adequate facilities and/or space to shelter-in-place each employee. If not, arrangements should be made with a neighboring business so that employees may shelter-in-place there.



#### **SHELTER-IN-PLACE CHECKLIST**

- Prepare and maintain a Shelter-in-Place emergency kit.
- Close all doors to the outside and lock all windows.
- Seal gaps under doorways and windows with wet towels and those gaps around doorways and windows with duct tape.
- All ventilation systems should be set to 100% recirculation so that no outside air is drawn into the structure, or ventilation systems should be turned off.
- Turn off all heating systems and air conditioners.
- Seal any gaps around window-type air conditioners, bathroom exhaust fan grilles, range vents, dryer vents, etc., with tape and plastic sheeting, wax paper or aluminum wrap.
- Turn off and cover all exhaust fans in kitchens, bathrooms, and other spaces.
- Close all fireplace dampers.
- Close as many internal doors as possible.
- Go into one room and seal it off.
  - ♦ If any of this room’s walls are exterior walls, cover the electrical outlets with duct tape. If you must use the covered outlets, push the plug through the tape.
- If an outdoor explosion is possible, close drapes, curtains and shades over windows. Stay away from windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Keep your radio or television tuned to the EAS channel for additional information and the “All-Clear.”

- After the “All-Clear” is given, open up the shelter/house and turn on fans to clear area or any vapors that may have gotten in.

### **5.2.2 Evacuation**

Authorities will decide if evacuation is necessary based primarily on the type and amount of chemical released and how long it is expected to affect an area. Other considerations are the length of time it should take to evacuate the area, weather conditions, and the time of day.



#### **EVACUATION CHECKLIST**

- Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.
- Follow the routes recommended by the authorities—shortcuts may not be safe.
- If time permits, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans.
- Take your emergency survival kit.
- Your pets will also need to evacuate, take them with you if it is safe to do so.
- Remember to help your neighbors who may require special assistance—infants, elderly people and people with disabilities.
- Leave the area as soon as possible.

### **5.3 Fire Checklist**

Fire in the Campbell Industrial Park could involve a wide range of hazardous and non-hazardous materials. Businesses in CIP include refineries with large quantities of flammable and combustible liquids. Pipelines run the length of CIP and carry flammable and combustible liquids along some of the major roads. Several businesses have large quantities of lumber, plastics and other materials that will readily burn if ignited. A fire in CIP may involve a heavy smoke plume that may travel for miles.

The immediate concerns of emergency response personnel in the event of a fire would be the proximity of the fire to stored hazardous materials and to occupied buildings.

Spacing of businesses in CIP and KBP is generally good and adequate to prevent a widespread conflagration if the fire involves only ordinary combustible materials. Many buildings in CIP and KBP have wood-frame and ordinary construction. Some buildings are masonry construction, and a few buildings have sprinkler systems.

Refer to the following checklists for preparing for and responding to a fire.



### **PREPARING FOR A FIRE**

- Know the locations of emergency exits, fire alarms and fire extinguishers.
- Learn the types of extinguishers and their effectiveness on different types of fires. Teach everyone how to use them.
  - ♦ Class “A” fires occur in ordinary combustibles, such as paper or wood. Water or special dry chemicals are effective in extinguishing.
  - ♦ Class “B” fires include combustible and flammable liquids. Dry chemical or carbon dioxide extinguishers are effective. Water fog may also be used.
  - ♦ Class “C” fires are electrical fires. Carbon dioxide extinguishers are effective. Never apply water to an electrical fire.
- Install smoke detectors. At least one smoke detector should be installed on every level of a structure. Smoke detectors more than double the chance of surviving a fire. Smoke detectors sense abnormal amounts of smoke or invisible combustion gases in the air, and they can detect both smoldering and burning fires
- Check smoke detectors once a month and change the batteries at least once per year.
- Develop and practice an escape plan.
  - ♦ Draw a floor plan with at least two ways of escaping every room.
  - ♦ Keep a bell and a flashlight in each bedroom.
  - ♦ During real fire, the amount of smoke generated by a fire will most likely make it impossible to see. Plan your escape route carefully.
  - ♦ Practice staying low to the ground when escaping.
  - ♦ Learn to stop, drop to the ground, and roll if clothes catch fire.
- Choose a safe meeting place outside the house or building so that it can be determined who might be trapped inside.
- Post emergency numbers near telephones. However, be aware that if a fire threatens your location, you should not place the call to your emergency services from inside the building. It is better to get out first and place the call from somewhere else.

- Check the buildings electrical wiring to make sure that it is safe. Replace any wiring that is frayed or cracked. Make sure that wiring is not under rugs, over nails, or in high traffic areas.
- Make sure that hazardous materials are stored in approved containers and that usage and storage are in compliance with applicable fire codes.
- Don't overload outlets or extension cords.
- Outlets should have cover plates and no exposed wiring.
- Only purchase appliances and electrical devices that have a label indicating that they have been inspected by a testing laboratory such as Underwriter's Laboratories (UL) or Factory Mutual (FM).
- For upstairs bedrooms, purchase collapsible ladders at hardware stores, install them, and practice using them.
- Do not store combustible materials in closed areas or near a heat source.
- Use portable heaters only in well-ventilated rooms.
- Use solvents and flammables outdoors.
- Have combustion equipment periodically cleaned.
- Be aware of activities around you. Report any suspicious behavior.



### **DURING A FIRE**

- If you hear an alarm, follow the instructions given if any are provided.
- Call 911 immediately, if possible, or as soon as possible from a safe location outside of the burning building.
- If indoors, evacuate the building. Warn others in the building and in nearby buildings to evacuate.
- Get out as quickly and as safely as possible.
- Use the stairs to escape; do not use an elevator.
- When evacuating, stay low to the ground.
- If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Close doors in each room after escaping to delay the spread of the fire.
- If your clothes catch fire, stop, drop to the ground, and roll to extinguish the flames.
- Feel all doors for heat before opening them. If the door is hot, do not open it and find another way out.
- If the door is closed and smoke is pouring in around the bottom of the door, keep the door closed. Seal cracks around doors with wetted towels, mattresses, pillows, etc. If it is safe to open a window, attempt to escape or signal for help with a pillowcase or other object and await rescue. Be ready to close the window if smoke begins to enter.
- If there is no smoke at the bottom or top and the door is not hot, then open the door slowly. If there is too much smoke or fire in the hall, slam the door shut.
- If a fire starts while you're cooking, put a lid over the burning pan. Be careful. Moving the pan can cause the fire to spread. Never pour water on a grease fire.



### **AFTER A FIRE**

- Give first aid where appropriate.
- Seriously injured or burned victims should be transported immediately to a hospital.
- Stay out of damaged buildings.
- Return home only when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke, or soot.
- Contact your insurance agent.
- Don't discard damaged goods until after an inventory has been taken.
- Save receipts for money spent to replace things lost in the fire.

**Refer to [Section 5.2, HazMat Checklist](#), for information on flammable gas or liquid releases.**

## 5.4 Hurricane Checklist

Hurricanes are tropical cyclones with winds reaching sustained speeds of 74 miles per hour or more and blowing around a relatively calm center, the “eye” of the hurricane. Hurricanes begin as relatively small tropical cyclones that drift gradually to the west-northwest. Under certain conditions and as they move away from the equator, these cyclones can increase in size, speed, and intensity until they become full-fledged hurricanes. Hurricanes combine violent winds, torrential rains, and abnormally high waves and storm tides. Heavy and prolonged hurricane rains falling over the hillsides can cause landslides and severe flash flooding. Large ocean swells moving out ahead of the hurricane may begin to reach the shores while the storm itself is still hundreds of miles away. As the hurricane nears the coastline, the storm tides and the high wind-driven waves can inundate coastal areas, erode beaches, pound and undermine waterfront structures, highways and other facilities. Refer to [Map 5-1](#) for the hurricane flood zones and follow the steps below prior to, during and after a hurricane.

# HURRICANE

## ✓ HURRICANE SEASON PREPARATION

*(Hurricane season runs from June through November.)*

- Learn the elevation and the flooding and wind damage history of your area.
- If you live or work near the flood zone, learn safe transportation routes inland. (Refer to Map 5-1, Hurricane Flood Zones.)
- Learn the location of official shelters or make arrangements with friends or relatives inland to stay with them until the storm has passed.
- Determine where to move your boat in an emergency.
- Trim back dead or weak branches from trees.
- Secure any loose rain gutters and down spouts.
- Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
- Protect your windows. Install storm shutters over windows, glass doors and other openings. Alternately, stock tape and plywood panels to cover glass. Use ½ inch plywood cut to fit each window. Remember to mark which board fits which window. Pre-drill holes every 18 inches for screws.
- Replace the regular glass in windows and doors with impact-resistant glass.
- Buy hurricane and flood insurance. Homeowners policies do not cover damage from the flooding that accompanies a hurricane.
- Make an itemized list of all your property.
- Prepare and maintain an emergency survival kit. (The recommended kit is listed in Section 5.8.1, Emergency Survival Kit.)
- If you are a pet owner, refer to the Emergency Preparedness Instructions for Pet Owners, in Section 5.8.8.
- Identify the location of gas valves, circuit breakers, fire extinguishers, and water valves. Know how to operate them in the event of an emergency.
- Have a plan for getting family members back together in the event members are separated from one another during a disaster.
- Ask an out-of-state relative or friend to serve as the “family contact.” After a disaster, it’s often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

✓ **HURRICANE WATCH CHECKLIST**

*(A hurricane WATCH is declared if there is a threat of hurricane conditions within 36 hours.)*

- Listen for the National Weather Service (NWS) bulletins and Honolulu DEM messages on the local radio, TV stations, and the National Oceanic and Atmospheric (NOAA) Weather Radio.
- Notify and assist family, friends and neighbors, especially elderly or disabled.
- Fuel your vehicle.
- Moor small craft securely or move it to safe shelter. Use rope or chain to secure the boat to its trailer. Use tie-downs to anchor the trailer to the ground or house.
- Verify that your emergency survival kit is complete.
- Bring in or secure outdoor objects, such as lawn furniture, toys, garden tools, garbage cans and other loose material.
- Tape, board, or shutter windows to prevent them from shattering.
- Remove outside antennas.
- Wedge sliding glass doors at the top to prevent the lifting from their tracks.
- Back up your car against the inside of the garage door to help it resist strong winds.
- Unplug any unnecessary appliances.
- Turn your refrigerator and freezer to the coldest settings. Only open them when absolutely necessary and close them quickly.
- Review your evacuation plan.

✓ **HURRICANE WATCH CHECKLIST FOR BUSINESSES**

- Notify the individual in charge.
- Provide alerting information to employees, guest, vendors, passengers, etc.
- Conduct discussions with key personnel.
- Review plans and checklists.
- Reaffirm individual and organizational responsibilities.
- Determine the availability and status of emergency equipment and supplies:
  - ◆ Backup generator(s)
  - ◆ Tie-down ropes
  - ◆ First aid kits
  - ◆ Window boarding materials
  - ◆ Water and food
  - ◆ Flashlights and extra batteries
  - ◆ Bedding and blankets
  - ◆ Masking tape
  - ◆ Tools

## Section 5.4: Hurricane Checklist

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- ❑ Consider decisions to be made if a WARNING is issued and/or evacuation is advised.
- ❑ Determine if the business should be closed or remain open.
  - ♦ Close or move operations to a more suitably constructed/located building if the facility is in the hurricane flood zone or if is not a multiple-story building of heavy concrete and/or steel construction located at least 300 feet from the shoreline.
    - Determine where and how you or those responsible for will seek shelter and how you/they will get there.
  - ♦ Remain open if you consider your facilities to be survivable and you are responsible for the safety and well-being of others, or are providing emergency essential services to response and recovery operations. Make sure a sufficient number of employees and supplies will be available to accomplish all essential services and requirements.
  - ♦ Excuse employees so that they have sufficient time to prepare their families for evacuation and their homes prior to the hazard.
  - ♦ Begin employee excusals no earlier than when a WATCH is issued but not later than a WARNING.
  - ♦ Excusal recommendations will generally be made by the Honolulu Department of Emergency Management over the radio and TV.
- ❑ Prepare the facilities:
  - ♦ Board up or tape windows or protect them with storm shutters.
  - ♦ Brace sliding glass doors.
  - ♦ Attempt to shore up any on-going construction.
  - ♦ Relocate, store, or tie down equipment and loose items, inside and out.
  - ♦ Relocate important records, cash receipts, stockage, and supplies to safe areas.
  - ♦ Safeguard hazardous materials.
  - ♦ Do not drain swimming pools.
  - ♦ Turn refrigerators and freezers to the coldest settings.
  - ♦ Prior to evacuating, turn off all water, gas, and electric circuits except for freezers and refrigerators.
  - ♦ Institute your business' flood emergency plan to secure flammable liquids and hazardous materials
- ❑ Transportation
  - ♦ Taxi, tour bus, airport, and delivery truck drivers:
    - Establish priorities in coordination with customers, airport, hotels and the Honolulu DEM.
      - \* Elderly and disabled needs
      - \* Medical equipment and supplies
      - \* Food and water
      - \* Evacuation transportation

- \* Other survival supplies
- \* Petroleum supplies
- Plan to phase down operations so that vehicles are fueled and stored in safe locations prior to the expected arrival of sustained 40 MPH winds, damaging surf, and/or flooding.
- ♦ Aircraft:
  - Disperse to airports outside of the danger zone. Move into an available hangar space or tie down aircraft securely.
  - Check with the State Department of Transportation Airport Administrator
- ♦ Boats and Ships:
  - Small, trailered boats should be stored in warehouses or garages. If left outside, remove from trailers, place on the ground, lash down securely, and partially fill with fresh water.
  - Wet-stored boats should seek refuge in protected harbors, inlets, canals, etc. Reinforce all moorings. Be aware that boat owners can be held responsible for damages caused by their vessels to other people or property.
  - Commercial vessels should check with the Captain of the Port, 14<sup>th</sup> U.S. Coast Guard District, Honolulu, for guidance and direction.
- If the business is remaining open:
  - ♦ Perform facility preparation actions listed earlier.
  - ♦ Identify responsible people to:
    - Direct and allocate employees, guests, and passengers to safe areas.
    - Account for all employees, guests and passengers.
    - Maintain order and surveillance of evacuated areas.
    - Care for employees, guests, and passengers.
    - Obtain food, water and bedding.
    - Provide security for personal effects.
    - Assist the elderly and disabled, taking into consideration special medications and diets.
    - Provide translation to non-English speaking people.
  - ♦ Ensure that there are sufficient personnel available to maintain essential operations.
  - ♦ Handle media inquiries and customer complaints.
  - ♦ Keep guests and employees informed of the situation.
  - ♦ Determine the impact of delayed departures, arrivals, and deliveries and coordinate the scheduling and rescheduling.
  - ♦ Monitor and maintain radio nets and telephone service.
    - Consider using a messenger during power outages.
    - Control and minimize outgoing telephone calls.
    - Maintain contact with the Honolulu DEM.

## Section 5.4: Hurricane Checklist

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- ❑ If closing and/or evacuating:
  - ✦ Advise all employees, guests, and passengers of the decision.
  - ✦ Accomplish the facility preparation actions listed earlier.
  - ✦ Provide transportation for employees, guests, passengers, and their belongings, as required.
  - ✦ Provide Emergency Survival Kits for each evacuee. (Recommended kit contents are listed in Section 5.8.1, Emergency Survival Kit.)
  - ✦ Arrange shelter for those whom you are responsible in multiple-story buildings constructed of heavy concrete and/or steel, at the third floor or above (at least 300 feet inland), or in other safe and suitable buildings of evacuation shelters.
  - ✦ Upon departing, turn off the gas and electricity at their main shut-offs, except for refrigerators and freezers.
- Review the WARNING Checklist.

### ✓ HURRICANE WARNING CHECKLIST

*(A hurricane WARNING is issued when a dangerous storm surge, flooding and winds are expected in 24 hours or less.)*

- ❑ Stay tuned to the radio and TV stations for weather updates and Honolulu DEM messages on school closures, employee excusal recommendations, and shelter opening schedules.
- ❑ If you are in a sturdy structure and away from coastal and rainfall flooding, consider staying.
  - ✦ Board up garages and porch doors.
  - ✦ Move valuables to upper floors.
  - ✦ Bring your pets indoors.
  - ✦ Fill containers, bathtubs, and washing machine with several days supply of drinking water.
  - ✦ Use the phone only for emergencies.
  - ✦ Stay indoors on the downwind side of the building, away from windows, skylights, and glass doors.
  - ✦ Avoid open flames, such as candles and kerosene lamps, as a source of light.
  - ✦ If power is lost, turn off major appliances to reduce power “surge” when electricity is restored.
  - ✦ Beware of the eye of the hurricane. Don’t be deceived by its calm and venture outdoors.
- ❑ If you are in a building that might be affected by storm tide or stream flooding, leave the area.
  - ✦ Evacuate early and in the daylight, if possible.
  - ✦ If time permits, shut off water and utilities at main stations.

- ♦ Take your emergency survival kit, small valuables, and important papers with you, but travel light. If time permits, move other valuables to a higher floor.
  - ♦ If you have pets, leave food and water for them or put them in a carrier and leave them in your car at the shelter location. Shelters will not permit them inside.
  - ♦ Secure the house or building by locking doors and windows.
  - ♦ Unplug appliances.
  - ♦ Drive carefully to the nearest designated shelter, using recommended evacuation routes. Avoid already flooded areas and do not drive where water is over the roads. Do not attempt to drive during a hurricane.
- If you live in a mobile home, check tie-downs and evacuate immediately.



**HURRICANE WARNING CHECKLIST ITEMS FOR BUSINESSES**

- Make the final decision to close or remain open.
- Advise employees, guests, and passengers of the WARNING and the intended course of action.
- Begin in-house relocation, if remaining open, or evacuation, if closing.
- Review the “All Clear” checklist.



**DURING THE STORM**

- Go to a safe room if you have one.
- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.



**THE “ALL CLEAR” CHECKLIST**

- Wait for the official “All Clear” announcement over the radio or television.
- Follow Honolulu DEM advisories/instructions and observe the curfew in effect.
- Drive carefully, watching for dangling power lines, undermined roads, and flooded low spots.
- Pay attention to the damaged areas:
  - Road closures and areas roped off for safety reasons
  - Power outages
  - Assemble management team on/off-site, as required.
- Advise employees, guests, clients, vendors, passengers not to leave safe areas until:
  - ♦ Traveling can be safely accomplished.
  - ♦ Their destinations are determined to be safe.
  - ♦ If a business was closed, do not open it until the above conditions can be met.

## Section 5.4: Hurricane Checklist

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- ❑ If business or house is within an evacuation zone and has sustained damage, as soon as conditions permit:
  - ◆ Exercise caution when re-entering the structure. Check for:
    - Structural damage
    - Electrical short circuits. Do not attempt to turn on any electrically operated lights or machinery until an electrician has checked your system.
    - Gas leaks
    - Hazardous Materials
    - Broken water lines
    - Food and water spoilage or contamination
  - ◆ Determine the status of:
    - Water (operative and potable)
    - Electrical power
    - Communications
    - Fire protection system
    - Elevators
    - Vital records
- ❑ If damages have occurred:
  - ◆ Contact your insurance agent
  - ◆ Take pictures of the damage, if possible
  - ◆ Secure contractor support for:
    - Utility/fire protection system restoration
    - Debris clearance
    - Building repair
    - Handling/safeguarding of hazardous material on premises
- ❑ Identify and resolve life-threatening or potentially dangerous conditions/situations.
- ❑ Give first aid where needed and help any people that may be trapped. Do not move seriously injured people unless they are in immediate danger of further injury.
- ❑ Report broken or damaged water, sewer or electrical lines.
- ❑ Notify:
  - ◆ 911 for emergency assistance.
  - ◆ Honolulu Department of Emergency Management of damages sustained or assistance required.
  - ◆ American Red Cross of disaster relief needs.
  - ◆ Employees, guests, clients, vendors, passengers, and media of schedule for resumption of services.

## 5.5 Earthquake Checklist

An earthquake is a sudden motion of the earth's surface, faulting, and ground failure. The general effects of an earthquake include structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities, and communications systems. In addition, an earthquake that registers between 6.0 and 8.0 on the Richter scale may be expected to result in additional natural/environmental disasters such as tsunamis, floods and landslides; industrial/technological emergencies, such as fires, explosions, and hazardous materials incidents; disruptions of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems; civil and political emergencies such as looting, and damage to water impoundment structures.

The Island of Oahu is located in a zone that is predicted to have moderate earthquakes on a relatively frequent basis. It is not possible to accurately predict neither earthquakes nor their potential severity. Refer to the checklists below for emergency preparedness and response for earthquake hazards.

# Earthquake

## ✓ EARTHQUAKE PREPARATION

- ❑ Examine the structure for possible hazards and then correct them. Anything that can move, break or fall when the building starts to shake is a potential hazard.
- ❑ Anchor tall bookcases and other top-heavy furniture to wall studs using metal angle braces (“L” brackets) and lag screws. Also, examine tall bookcases to determine how much will fall off the shelves. Be sure that all of the shelves are fastened.
- ❑ Block the rollers of heavy equipment or other appliances to prevent them from moving.
- ❑ Add bracing to support air conditioners, particularly on rooftops.
- ❑ Put closed hooks on any hanging items. Also make sure that hanging items cannot hit a window if they begin to swing during the quake. Do not hang things where they will fall on people.
- ❑ Replace any glass bottles with plastic containers.
- ❑ Secure cabinet doors and drawers with latches that will prevent them from opening during an earthquake.
- ❑ Anchor heavy pictures or wall hangings with wire-through-eye screws drilled into studs.
- ❑ Locate desks away from windows.
- ❑ Make sure that flammable liquids are stored away from heat sources and appliances.
- ❑ Secure gas lines by installing flexible connectors to appliances.
- ❑ Secure your hot water heater by fastening it to the wood studs of the nearest wall with thin metal straps (plumber’s tape).
- ❑ Make sure that the roof has solid sheathing. If not, consider adding a plywood shield to ceiling joists.
- ❑ Make sure that all roof tiles are secured.
- ❑ Check the building foundation for cracks. Make sure the building is bolted to its foundation.
- ❑ Sheath and brace foundation “cripple walls” to prevent collapse.
- ❑ Strengthen connections between posts and beams with metal T-straps.
- ❑ Keep breakables, heavy objects; flammable or hazardous liquids in secured cabinets and on lower shelves.
- ❑ Practice earthquake drills to help everyone in your house or business to prepare and remember what to do if an earthquake occurs. Also, hold surprise drills.
- ❑ Identify the location of gas valves, circuit breakers, fire extinguishers, and water valves. Know how to operate them in the event of an emergency.

- Know the safest places in each room of your home or workplace.
- Prepare an emergency survival kit of food, water and supplies. (Recommended kit is listed in Section 5.8.1, Emergency Survival Kit.)
- Keep up to date with you and your family's immunizations.
- Store valuable documents and valuables in a fireproof safe or a in security deposit box.
- Decide how and where your family will reunite if separated during the quake.
- Choose an out-of-state friend or relative that separated family members can call after the quake to report their whereabouts and condition.
- Learn first aid and CPR (cardiopulmonary resuscitation) from your local Red Cross chapter or other community organization.
- Keep bicycles in good condition.



### **DURING AN EARTHQUAKE**

- If indoors, DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not run outside. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured. Take refuge by: 1) standing or crouching in a strong, supported hallway, 2) getting under a sturdy desk, table or other heavy object, or 3) bracing yourself in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- Stay away from bookcases, cabinets, or other objects that may topple or slide.
- Do not stand under any suspended objects, such as ceiling light fixtures that may fall.
- Stay away from heating units, stoves, fireplaces, and areas where bricks might fall from the chimney.
- Stay clear of spaces that could be blocked by falling debris.
- If in a multiple story building, stay away from windows and outside walls. Do not use elevators.
- If outdoors, stay there. Move to any open area, away from anything that could fall, such as trees, poles, power lines or buildings.

## Section 5.5: Earthquake Checklist

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- ❑ Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.
- ❑ If driving a vehicle, pull to a safe location and remain in the car until the shaking has stopped. Avoid parking near or under power lines, buildings, overpasses or other objects that may collapse. When the quaking has stopped, proceed cautiously, avoiding bridges and other elevated structures which might have been damaged or could be further damaged by aftershocks.
- ❑ If in a crowded place, do not rush for the doors. Crouch and cover your head with your hands and arms.
- ❑ If you are in a wheelchair, stay in it. Move for cover under a hallway or small room, lock the wheels and protect your head.



### **AFTER AN EARTHQUAKE**

- ❑ Prepare to be self-sufficient for at least three days, living without running water, electricity and/or gas, telephones and assistance from safety services.
- ❑ Examine your surroundings to identify any immediate hazards. Evacuate the building if there is potential for collapse.
- ❑ Check for gas and water leaks, broken or down electrical wiring or sewage lines. If there is damage, turn the utility off at the source. Immediately report gas leaks to your utility company and do not use candles, open flame or flares.
- ❑ Check for injuries and trapped people and render first aid and/or notify the local emergency or medical services as soon as possible. Do not attempt to move those who are seriously injured unless they are in immediate danger.
- ❑ If there is damage to the streets, stay where you are and report your location to the dispatcher by radio if possible.
- ❑ Be prepared for aftershocks. Be aware of potential Tsunami.
- ❑ Do not use the telephone unless it is absolutely necessary, e.g., a serious injury or fire. Phone lines will be jammed with emergency calls.
- ❑ Begin to identify available shelter and provisions if you are going to be isolated for some time.
- ❑ Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public officials and safety instructions.
- ❑ Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

## 5.6 Tsunami Checklist

A tsunami is a series of traveling ocean waves generated by disturbances associated with earthquakes, landslides or volcanism in oceanic and coastal regions. These waves may continue to arrive for several hours and are capable of causing destruction in coastal areas of Oahu. Generally, all coastal areas of Oahu are vulnerable. A tsunami greater than one meter may be expected to result in additional emergencies such as fires, explosions and hazardous materials incidents. A tsunami may also result in the disruption of utility services and damage to emergency response facilities and transportation routes. Civil and political emergencies such as looting may also occur.

The following is a list of tsunami WATCHES and WARNINGS:

- ❑ Local Earthquake - An earthquake that causes you to fall or hold on to something to keep from falling is a natural Tsunami WARNING. Initially, protect yourself from the earthquake effects. When the shaking stops, people in evacuation zones should leave immediately.
- ❑ Urgent Tsunami WARNING - If a significant earthquake occurs in the vicinity of the Hawaiian Islands, the Pacific Tsunami Warning Center (PTWC) will issue an Urgent Tsunami WARNING for those islands which could be affected by tsunami. The WARNING will be announced over radio through the Emergency Alert System (EAS) in conjunction with the sounding of Civil Defense sirens. If an Urgent Tsunami WARNING specifically identifies Oahu, leave all designated evacuation zones immediately.
- ❑ Tsunami WARNING - A tsunami approach has been confirmed. The WARNING will be announced over the radio through the EAS in conjunction with the sounding of Civil Defense sirens. Monitor the radio and be prepared to evacuate when advised or ordered by the Honolulu Department of Emergency Management.
- ❑ Tsunami Evacuation - Civil Defense sirens will sound. Turn on radio. Those who are in tsunami evacuation zones must begin evacuation when the evacuation advisory/order is issued by the Honolulu Department of Emergency Management (usually 3 to 4 hours prior to wave arrival). City buses will leave evacuation zones, and roads will be sealed off by police no later than 45 minutes prior to first wave arrival.
- ❑ Tsunami WATCH - In the event of a significant earthquake in distant areas of the Pacific Basin, i.e., the Aleutians, Alaska, South America, etc., the PTWC will issue a Tsunami WATCH until a tsunami can be confirmed or discounted.

Refer to [Map 5-2 for the tsunami flood zone](#).

# TSUNAMI

## ✓ **TSUNAMI PREPARATION**

- Know if your house or business is within or outside a tsunami flood zone. (Refer to Map 5-2 for the tsunami flood zone.)
- If you are within the tsunami evacuation zone, know the safe transportation routes inland.
- Identify the location of gas valves, circuit breakers, fire extinguishers, and water valves. Know how to operate them in the event of an emergency.
- Prepare and maintain an emergency survival kit. (The recommended kit is listed in Section 5.8.1, Emergency Survival Kit.)
- If you are a pet owner, refer to the Emergency Preparedness Instructions for Pet Owners, Section 5.8.8.

## ✓ **TSUNAMI WATCH CHECKLIST**

- All WATCH advisories are your signal to prepare. Monitor the radio broadcasts for the upgrade of a WATCH to WARNING status or WATCH cancellation.
- Begin a log of activity.
- Determine the time remaining to the estimated first wave arrival.
- Notify the individual in charge.
- Provide alerting information to employees, guests, clients, vendors, passengers, or family members.
- Establish an Information/Management Center, if possible.
- Conduct discussions with key personnel.
- Reaffirm individual/organizational responsibilities.
- Consider decisions to be made if a warning is issued.
- If the first wave will arrive in 6 hours or less and your business is:
  - ♦ Outside of an evacuation zone:
    - If closed, remain closed and so advise employees.
    - If open, remain open and retain employees, guests, clients, vendors, and/or passengers.
    - Terminate all non-emergency transport/travel.
    - Attempt to stagger the release of those who must leave.
  - ♦ Within an evacuation zone:
    - If closed, remain closed and so advise employees.

- If open, remain open and warn employees, guests, clients, vendors, and/or passengers.
- Implement pre-planned vertical/horizontal evacuation options.
- ❑ If the first wave is expected to arrive after 6 hours:
  - ✦ If closed, remain closed and so advise employees.
  - ✦ If open, establish a positive pace of pre-evacuation preparation.
  - ✦ Minimize movement of employees, guests, clients, passengers.
  - ✦ Time permitting; consider early closure, staggering employee release.
- ❑ Safety. Determine the responsible person to:
  - ✦ Care for employees, guests, clients, vendors, passengers.
  - ✦ Elderly/disabled considerations, e.g., special appliances, wheelchairs, medications required.
  - ✦ Determine impact of any on-going construction.
- ❑ If evacuation is required:
  - ✦ Relocate, store, or tie down equipment and loose items.
  - ✦ Handle/safeguard hazardous materials on premises.
  - ✦ Locate gas/electric shutoff.
- ❑ Security. Determine responsible person for:
  - ✦ Guiding/directing evacuation, if required.
  - ✦ Surveying evacuated areas, if possible.
  - ✦ Maintaining order in non-evacuated facilities.
  - ✦ Accounting for employees, guests, clients, vendors, passengers.
- ❑ Emergency Supplies/Equipment. Determine the responsible person for:
  - ✦ Backup generator(s)
  - ✦ Flashlights
  - ✦ Tie-down ropes
  - ✦ Portable radios
  - ✦ First aid kits
  - ✦ Extra batteries
  - ✦ Food
  - ✦ Water
  - ✦ Blankets/air mattresses
- ❑ Personnel. Determine responsible agent for:
  - ✦ Number/identification of minimum essential personnel to maintain operations.
  - ✦ Impact of employee departures and inability to travel to work.
- ❑ Transportation. Determine the responsible agent for:
  - ✦ Impact of delayed departures, arrivals, and deliveries.
  - ✦ Vehicle needs and availability.

## Section 5.6: Tsunami Checklist

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- Filling gas tanks.
- Relocating vehicles outside of the evacuation zone.
- ♦ Boat and Ship Status:
  - Servicing and relocating boats to sea (minimum of one mile out) prior to wave arrival time, or to a safe inland location.
- ♦ Aircraft:
  - Relocating outside of the evacuation zone.
  - Protect auxiliary servicing and technical equipment.
  - Identify holding areas and facilities for arriving passengers and baggage.
- ❑ Protection of vital records (manual and computer). Determine the responsible agent for disposition of cash receipts, computer disks, personnel files, etc.
- ❑ Communications. Determine:
  - ♦ Radio/telephone status
  - ♦ Need for messengers during outages
  - ♦ How to minimize outgoing telephone calls
  - ♦ Response to media inquiries/client complaints
  - ♦ How to keep guests and employees informed of situation
- ❑ Management and staff should review WARNING Checklist.



### **TSUNAMI WARNING CHECKLIST**

- ❑ Civil Defense sirens will sound when a Tsunami WARNING is issued. Immediately turn on the radio for Honolulu DEM instructions to evacuate. Obey all instructions given by Police, Fire and Emergency Management officials.
- ❑ Minimize outgoing telephone calls.
- ❑ If you are within an evacuation zone, leave by either walking, taking the bus or driving to a safe area or shelter outside the evacuation zone. Designated City buses will change from normal routing, operate as evacuation shuttles, and pick up evacuees in designated areas. Flag the buses down along their adjusted routes and they will take you, without charge, to within walking distance of one of the shelters. Use the shuttle buses to assist in your evacuation, but do not rely solely on their availability as accidents or unexpected delays could occur.
- ❑ If you are in a steel and/or concrete building of six or more stories move to the third floor or above and remain there until the "All Clear" is announced. This type of structure should provide adequate protection even if you are within the evacuation zone. Perform the following tasks:
  - ♦ Schedule gas and electricity turnoff prior to first wave arrival.
  - ♦ Ensure all employees, guests, clients, vendors or passengers are accounted for.
  - ♦ Await announcement of the "All Clear" over the radio and television.
  - ♦ Review the "All Clear" checklist.

- ❑ If you are outside the evacuation zones, you are not in danger. To avoid traffic gridlock, you should curtail non-essential travel, avoid roadways in or near the evacuation zones, and not interfere with the evacuation. Remain in safe areas until the "All Clear" is announced over radio.
- ❑ **Never go to the beach to watch for a tsunami wave. When you are that close, you will probably not escape the wave.**
- ❑ Parents should be familiar with their children's school's emergency plan. Schools and daycare centers located within evacuation zones will evacuate according to their plans. Public and certain private schools and daycare centers outside the evacuation zones will remain open and care for children until they can be safely picked up or released.
- ❑ Implement applicable portions of the guidance contained in the sample Tsunami WATCH Checklist.
- ❑ Inform employees, guests, clients, vendors, and/or passengers of the Tsunami WARNING and estimated time of first wave arrival.
- ❑ Secure evacuated facilities by locking them up.
- ❑ If departing an evacuation zone, turn off gas and electricity.



### **THE "ALL CLEAR" CHECKLIST**

- ❑ Receive the "All Clear" over the radio or television.
- ❑ Follow Honolulu DEM advisories and instructions.
- ❑ Drive carefully, watching for dangling power lines, undermined roads, and flooded low spots.
- ❑ Pay attention to the damaged areas:
  - ◆ Road closures.
  - ◆ Power outages.
  - ◆ Areas roped off for safety reasons.

NOTE: Boaters should remain at sea until an "All Clear" is received from the Harbor Master, State Department of Transportation.

- ❑ Observe the curfew in effect.
- ❑ Assemble management team on/off-site, as required.
- ❑ Advise employees, guests, clients, vendors, passengers not to leave safe areas until:
  - ◆ Traveling can be safely accomplished.
  - ◆ Their destinations are determined to be safe.
  - ◆ If a business was closed, do not open it until the above conditions can be met.

## Section 5.6: Tsunami Checklist

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- ❑ If business or house is within an evacuation zone and has sustained damage, as soon as conditions permit:
  - ◆ Exercise caution when re-entering the structure. Check for:
    - Structural damage.
    - Electrical short circuits. Do not attempt to turn on any electrically operated lights or machinery until an electrician has checked your system.
    - Gas leaks or other hazardous material spills.
    - Broken water lines.
    - Food and water spoilage or contamination.
  - ◆ Determine the status of:
    - Water (operative and potable)
    - Electrical power
    - Communications
    - Fire protection system
    - Elevators
    - Vital records
- ❑ If damages have occurred:
  - ◆ Contact insurance agent
  - ◆ Take pictures, if possible
  - ◆ Secure contractor support for:
    - Utility/fire protection system restoration.
    - Debris clearance.
    - Building repair.
    - Handling/safeguarding of hazardous material on premises.
- ❑ Identify and resolve life-threatening or potentially dangerous conditions/situations.
- ❑ Treat and care for injured.
- ❑ Report broken or damaged water, sewer or electrical lines.
- ❑ Notify:
  - ◆ 911 for assistance.
  - ◆ Honolulu Department of Emergency Management of damages sustained or assistance required.
  - ◆ American Red Cross of disaster relief needs.
  - ◆ Employees, guests, clients, vendors, passengers, and media of schedule for resumption of services.

Insert Tsunami Map Here

## 5.7 Flooding Checklist

Floods are the most common and widespread of all natural disasters except fire. In lowlands, coastal communities and other poorly drained areas, water from heavy localized rainfall and runoff may accumulate to depths of several feet. Whether the result of a tidal storm surge, hurricane, heavy thunderstorm or other natural disaster, the effects of flooding are most likely to cause the disruption of vital services such as water service, sewage, power, and gas service. Floods also cause damage to roadways, bridges, flood control structures (dikes, weirs), buildings, port and harbor facilities, railroad facilities, utilities and communications systems. Additional natural/environmental emergencies may also result because of flooding, e.g., landslides.

Keep in mind the following characteristics about floods:

1. Flood waters can be extremely dangerous. The force of six inches of swiftly moving water can knock people off their feet. The best protection during a flood is to leave the area and go to shelter on higher ground.
2. Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings, and obliterate bridges. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris. The best response to any signs of flash flooding is to move immediately to higher ground. Flash floods usually result from intense storms dropping large amounts of rain within a brief period of time. Flash floods occur with little or no warning and can reach full peak in only a matter of minutes.
3. Cars can easily be swept away in just 2 feet of moving water. If flood waters rise around a car, abandon it immediately and climb to higher ground.

Refer to the following guidelines on how to prepare, survive, and deal with the aftermath of a flood.

# FLOOD



## ✓ PREPARING FOR A FLOOD

- Know the safest evacuation route from your house or business to high, safe ground.
- Prepare and maintain an emergency survival kit. (Recommended kit is listed in Section 5.8.1, Emergency Survival Kit.)
- Determine the elevation of your surroundings above the flood stage elevation.
- If you reside or work in areas that are frequently flooded, keep sandbags, plywood, plastic sheeting, and lumber to protect property.
- Install check valves in building sewer traps to prevent floodwater from backing up in sewer drains.
- Identify the location of gas valves, circuit breakers, fire extinguishers, and water valves. Know how to operate them in the event of an emergency.
- Buy flood insurance. Homeowner's policies do not cover flood damage.
- Keep your insurance policies and a list of personal property in a safe place, such as a safety deposit box. Know the name and location of the insurance agents who issued your policies.
- If your business will be critically affected by a power failure, arrange for auxiliary electrical supplies.

## ✓ FLOOD WARNING CHECKLIST

- Stay tuned to a local radio station, the NOAA Weather Radio, or TV station and follow all emergency instructions.
- If time permits, there are a number of precautionary steps that can be taken:
  - ♦ Turn off all utilities at the main switch and close the main gas valve if evacuation appears necessary. Do not touch any electrical equipment unless it is in a dry area, or you are standing on a piece of dry wood wearing rubber soled shoes or boots and rubber gloves.
  - ♦ Move valuable papers, furs, jewelry, clothing, and other contents to upper floors or higher elevations.
  - ♦ Fill bathtubs, sinks, and jugs with clean water in case regular supplies are contaminated.

- ♦ Board up windows or protect them with storm shutters or tape to prevent flying glass.
- ♦ Bring outdoor possessions inside or tie them down securely. This includes lawn furniture, garbage cans, tools, signs, and other moveable objects that might be swept away or hurled about.
- ♦ Open basement windows to equalize water pressure on the foundations and walls.
- ❑ Fuel your automobile since gasoline pumps will not be working if the electricity is cut off.
- ❑ If it is safe to evacuate by car, leave early before access is cut off by flood water, and take your emergency survival kit with you.
- ❑ If you're caught in a house or building by suddenly rising waters, move to the second floor and, if necessary, to the roof. Take warm clothing, a flashlight, and a portable radio with you. Then wait for help. Do not try to swim to safety; rescue teams will be looking for you.
- ❑ When outside, try to avoid flooded areas, and don't attempt to wade through floodwater that is moving rapidly or is more than knee deep high.
- ❑ Do not drive where water covers the road. Parts of the road may already be washed out or the water can be deeper than it appears.
- ❑ If your car stalls in a flooded area, abandon it as soon as possible and move to higher ground. Floodwaters can rise rapidly and sweep a car away.



### **AFTER THE FLOOD**

- ❑ If your home or business has suffered flood damage, immediately call the insurance agent or broker who services your flood insurance policy. The agent will then submit a loss form to the National Flood Insurance Program. An adjuster will be assigned to inspect your property as soon as possible.
- ❑ Prior to entering a building, check for structural damage. Make sure it is not in danger of collapsing. If there is standing water next to the outside wall of the building, do not go in.
- ❑ Check for hazardous materials spills.
- ❑ Turn off any outside gas lines at the meter or tank, and let the house air for several minutes by opening doors to help remove foul odors or escaping gas. It will also help dry out the building.
- ❑ Upon entering the building, do not use open flame as a source of light since gas may still be trapped inside; a battery-operated flashlight is ideal.
- ❑ Look for electrical shorts or live wires before making certain that the main power switch is turned off. Do not turn on any lights or appliances until an electrician has checked the system for short circuits.
- ❑ Cover broken windows and holes in the roof or walls to prevent further weather damage. The expense of these temporary repairs is usually covered under your flood insurance policy (subject to the policy deductible). Therefore, it is important to save receipts.

## Section 5.7: Flooding Checklist

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- ❑ Proceed with immediate cleanup measures to prevent any health hazards. Perishable items which pose a health problem should be listed and photographed before discarding. Throw out fresh food and previously opened medicines that have come in contact with floodwater.
- ❑ Water for drinking and food preparation should be boiled vigorously for ten minutes (until the public water system has been declared safe).
- ❑ Refrigerators, sofas, and other hard goods should be hosed off and kept for the adjuster's inspection. A good deodorizer when cleaning major kitchen appliances is to add one teaspoon of baking soda to a quart of water. Any partially damaged items should be dried and aired; the adjuster will make recommendations as to their repair or disposal.
- ❑ Take pictures of the damage done to your building and contents.
- ❑ Take all wooden furniture outdoors, but keep it out of direct sunlight to prevent warping. A garage or carport is a good place for drying. Remove drawers and other moving parts as soon as possible, but do not pry open swollen drawers (or doors) from the front. Instead, remove the backing and push the drawers out.
- ❑ Shovel out mud while it is still moist to give walls and floors a chance to dry.
- ❑ Special attention should be paid to cleaning out heating and plumbing systems.
- ❑ Mildew can be removed from dry wood with a solution of 4 to 6 teaspoons trisodium phosphate, one cup liquid chlorine bleach, and 1 gallon water.
- ❑ Clean metal at once then wipe with a oil soaked cloth. A light coat of oil will prevent iron from rusting. Scour all utensils, and, if necessary, use fine steel wool on unpolished surfaces. Aluminum may be brightened by scrubbing with a solution of vinegar, cream of tartar, and hot water.
- ❑ Quickly separate all laundry items to avoid running colors. Clothing or household fabrics should be allowed to dry (slowly, away from direct heat) before brushing off loose dirt. If you cannot get to a professional cleaner, rinse the items in lukewarm water to remove lodged soil. Then wash in lukewarm, mild detergent; rinse and dry in sunlight.
- ❑ Flooded basements should be drained and cleaned as soon as possible. Remember, however, that structural damage can occur by pumping out the water too quickly.
- ❑ Do not visit disaster areas; you may hamper rescue or other emergency operations.
- ❑ Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- ❑ Drink plenty of clean water. Eat well. Wear sturdy work boots and gloves.
- ❑ Wash your hands thoroughly with soap and clean water often when working in debris.

## 5.8 Survival Kits and Other Information

### 5.8.1 Emergency Survival Kit

The recommended contents of an emergency survival kit are listed below. This kit includes the necessary items for most natural disasters that you will encounter, and it should be kept in a central location somewhere in your home. It is also recommended that you keep emergency supplies at work and in your car (refer to [Section 5.8.2, Car Survival Kit](#)).

- Flashlights, at least 2
- Portable, battery-operated radios, at least 2
- Extra batteries (for the flashlight, and to operate the radio for at least 24 hours)
- Candles
- Fire extinguishers, at least 2 of the A-B-C type
- Matches in a waterproof container
- Money
- Tools for clearing debris and building shelter.
- Disposable plates, forks, spoons, and knives
- Other utensils e.g., cutting knives
- Disposable hot and cold cups
- Paper napkins or towels
- Eyeglasses, if needed
- [First Aid Kit \(Section 5.8.3\)](#)
- Masking tape for windows and glass doors
- Water, five (5) gallons per each person (minimum 2 quarts/day/person for drinking purposes). (Refer to [Section 5.8.7, Maintaining a Safe Water Supply](#).)
- Five-day supply of non-perishable food.
- Non-electric can opener
- Heavy-duty aluminum foil
- Plastic garbage bags
- Zip-lock bags for food storage
- Sterno heater, hibachi or camp stove with a 5-day fuel supply
- Change of clothing for each person
- Sleeping bags/blankets/air mattresses and/or tent
- Prescription medications and copies of prescriptions
- Personal hygiene, toilet articles and sanitary supplies
- If you have an infant, diapers, diaper wipes, and baby food
- Ice chest
- Insect spray
- Leather work gloves and thick-soled shoes for each household member

## Section 5.8: Survival Kits and Other Information

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- Dust masks or other generic respiratory filters for each household member
- Dust goggles or other generic eye protection for each household member
- If you have a pet, pet food and pet supplies. (See [Section 5.8.5, Pet Survival Kit.](#))
- [Shelter-in-Place Survival Kit \(Section 5.8.4\)](#)
- Shovel and other useful tools, e.g., an adjustable pipe wrench for turning off the gas and water mains
- Rain gear

### 5.8.2 Car Survival Kit

This survival kit should be kept in your car just in case you cannot access your main emergency survival kit. Also, remember that it is a good idea to keep your automobile gasoline tank at least  $\frac{1}{2}$  to  $\frac{3}{4}$  full at all times.

- Flashlight
- First Aid Kit
- Shovel and tow chain
- Adjustable wrench
- Backpack containing jeans, sturdy shoes, a rough coat and/or rain gear
- Jumper cables
- 2-3 days supply of non-perishable food
- One gallon of water
- Manual can opener
- Hand knife or multipurpose pocket knife
- Matches in a water-proof container
- Maps of the areas most traveled
- Spare tire
- Traction mats or chains

### 5.8.3 First Aid Kit

- |  |  |
|--|--|
| <input type="checkbox"/> Adhesive tape, roll 2" wide                   | <input type="checkbox"/> Nose drops                    |
| <input type="checkbox"/> Cotton-tipped applicators                     | <input type="checkbox"/> Petroleum jelly               |
| <input type="checkbox"/> Antiseptic solution                           | <input type="checkbox"/> Rubbing alcohol               |
| <input type="checkbox"/> Medications, vitamins and mineral supplements | <input type="checkbox"/> Smelling salts                |
| <input type="checkbox"/> Aspirin or other pain reliever                | <input type="checkbox"/> Soap                          |
| <input type="checkbox"/> 2" and 4" wide roll bandages                  | <input type="checkbox"/> Scissors                      |
| <input type="checkbox"/> Plastic strip bandages in assorted sizes      | <input type="checkbox"/> 8 oz. table salt              |
| <input type="checkbox"/> Cough medicine                                | <input type="checkbox"/> Safety pins in assorted sizes |
|  | <input type="checkbox"/> 4 oz. baking soda             |

- Diarrhea medication
- Ear drops
- Laxative
- Motion sickness tablets
- Water purification materials
- One way ventilation kit for CPR
- Paper tissues
- Toothache remedy
- Thermometer
- Tweezers
- Latex gloves

**Caution: Take precautions against the hazards of bloodborne pathogens when administering first aid or CPR.**

#### **5.8.4 Shelter-in-Place Survival Kit**

The shelter-in-place survival kit should supplement your [Emergency Survival Kit](#), which is listed above in [Section 5.8.1](#). The items contained in this kit may duplicate those in the Emergency Survival Kit, but only in instances where the quantities are different. Typically, a shelter-in-place emergency will only last a few hours, rather than a series of days. These items should be stored in the pre-selected room of seclusion.

- Pre-cut and labeled plastic sheeting for the windows, vents, and other miscellaneous openings to the outside
- One 60-yard roll of duct tape
- 2-3 gallons of water and cups
- A few non-perishable food items
- Towels for sealing the bottom of doors
- If you have children, a game or some toys

#### **5.8.5 Pet Survival Kit**

- Pet carrier or cage
- Well-fitted collar, identification tag, and leash
- One-week's supply of dry-type pet food
- Non-spill food and water bowls
- Non-breakable water storage containers with three-day supply of water
- Newspaper
- Plastic bags
- Cleansers and disinfectants
- Paper towels
- Special medication, if needed

### 5.8.6 Tips for Emergency Food Storage and Eating

#### *Emergency Eating*

- Plan to eat at least one nutritious, well-balanced meal each day.
- Drink enough liquid to enable your body to function properly (two quarts a day).
- Eat enough food to keep your strength and energy up.
- Take vitamin and mineral supplements to ensure adequate nutrition.
- Choose foods your family likes.
- Use the perishable food in the refrigerator and freezer first.

#### *Food Storage*

- Buy foods that can be eaten with little or no cooking.
- Keep food in a cool, dry place - a dark area if possible.
- Close food boxes and cans tightly after use.
- Wrap bread, cookies, or crackers in plastic bags or keep them in tightly closed containers.
- Use plastic containers when storing food, and buy emergency food in cans.
- Transfer opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
- Inspect all food for signs of spoilage before using.
- Keep clean plastic containers on hand to store ½ gallon of water for each person per day.
- Have a special section of the food cupboard set aside for emergency food, so that it is easier to manage, and can be packed quickly if there is a need to evacuate.
- Rotate food every 6 months. When replacing them, date them with an ink marker. Place new items at the back of the storage area and older ones in front, so that the older items will be used first.

### 5.8.7 Maintaining a Safe Water Supply

Having an ample supply of clean water is a top priority in an emergency. It is used not only for drinking, but also for hygiene purposes and food preparation. Store at least two quarts, and up to one gallon per person per day. You should store at least a one- to two-week's supply for each person. If supplies run low, never ration water. Drink the amount you need today, and try to find more tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

### ***Storing Water***

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Plastic containers such as soft drink bottles are best. You can also purchase food-grade plastic buckets or drums. Seal water containers tightly, label them, and store them in a cool, dark place. Replace water every six months.

### ***Emergency Outdoor Water Sources***

If you need to find water outside, you can use these sources. Be sure to purify the water before drinking it.

- ◆ Rainwater
- ◆ Streams, rivers, and other moving bodies of water
- ◆ Ponds and lakes
- ◆ Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

### ***Water Purification Methods***

- Boiling: Boil water vigorously for 1 to 3 minutes. To improve the taste, aerate water by pouring it from one clean container to another several times.
- Purification tablets: These are available at most drug stores. Follow the directions on the package carefully.
- Bleach purification: Liquid household bleach can be used to purify water. It **MUST** contain 5.24% sodium hypochlorite. Add the amount of bleach listed below, and then stir. Let water stand 30 minutes before drinking. Do not use scented bleaches, color safe bleaches or bleaches with added cleaners. Powdered flavored beverage mix may be added to offset the chlorine taste.
  - ◆ For 1 gallon of water: If water is clear add 8 drops (1/8 teaspoon). If water is cloudy add 16 drops (1/4 teaspoon).
  - ◆ For 5 gallons of water: If water is clear add 1/2 teaspoon. If water is cloudy, add 1 teaspoon.
- Distillation: Distillation involves boiling water and then collecting the vapor that condenses back into water. This process eliminates salt and other impurities from the water. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down. Place the lid upside-down on the pot and make sure the cup is not dangling into the water. Boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

### **5.8.8 Emergency Preparedness Guidelines for Pet Owners**

#### **BEFORE A DISASTER**

- Determine the safest place in your home for your pet during a disaster. The place you select should be away from windows and in an area that is easy to clean.
- If you live in a low-lying area that is likely to be evacuated during an emergency, make advance arrangements to stay with a friend or relative who lives on higher ground in a suitable structure and is able to accommodate your pet. Remember, pets are not allowed in evacuation shelters due to public health and safety reasons.
- Keep a pet carrier on hand for each pet. The carrier should be large enough to allow your pet to stand up and turn around while inside it. Take the time to familiarize your pet with the carrier.
- Be sure your pet has a properly fitted collar and an identification tag on at all times.
- Keep a leash on hand to maintain control of your pet should you need to leave your home with your pet during an emergency.
- Check with veterinary clinics or your local human society to locate boarding facilities. Visit the facilities beforehand to learn their requirements and determine if they meet your standards. Make sure the kennel has an emergency evacuation plan, and be sure it is out of the immediate hazard area.
- Keep your pet's vaccinations up-to-date and have the records handy. Many boarding facilities will require proof of current vaccinations.
- Keep a current photo of your pet to ensure identification if you are separated during an emergency.
- [Prepare a Pet Survival Kit.](#) (Section 5.8.5)

#### **DURING A DISASTER**

- Bring your pets indoors well ahead of a natural disaster. Do not leave pets outside or tied up.
- Prepare an indoor area in which your pet can stay. A good place provides protection from breaking glass, wind and noise. Use a tiled area which is easy to clean, such as the bathroom or garage, and be sure your pet has access to a high place, such as counter tops, in case flooding occurs.
- Do not confine a dog and cat together, even if the two are normally friendly.
- Keep small pets, such as rabbits, mice and birds, away from dogs and cats.
- Leave difficult or aggressive animals in crates or cages to reduce the chance of the animals getting loose.
- Leave water for your pets in bathtubs or in sturdy containers that will not spill.
- Leave only dry-type foods to prevent overeating.

- ❑ Use special food dispensers for birds. They must eat daily to survive.
- ❑ If you are evacuating, it is advised that you take your pet with you. If you could not arrange sheltering for your pet elsewhere, as a last resort, your pet can stay in your car parked at the evacuation shelter. Keep your pet in its carrier, and provide food and water. Remember to leave a car window open slightly to provide ventilation and park in a protected, shady area.



**AFTER A DISASTER**

- ❑ Be extra careful when letting your pet loose outdoors. Familiar scents and landmarks may have been altered causing your pet to become confused and possibly lost. Other dangers after a disaster could include downed power lines and debris created by strong winds or rain.
- ❑ Make sure your pet wears an identification tag.
  - If your pet becomes lost, call and visit the Humane Society as soon as possible.

## 5.9 Facility Security Checklist

Security threats for businesses ranges from loss of property from theft or malicious acts to life safety of employees and the public. Today's news is filled with stories of workplace violence, robbery, theft and even terrorism. Basic security precautions may help in both reducing the likelihood of an incident and in reducing the severity of any loss.

Facilities that store or handle certain hazardous chemicals must comply with

When reviewing facility security threats, businesses should consider the following:

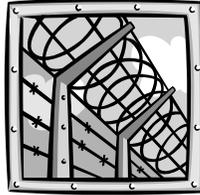
1. Mail Security – Procedures may be needed to recognize and handle suspicious packages. Protection of valuables in both incoming and outgoing mail may also be a consideration.
2. Workplace Violence – Consider the conditions and behaviors that signal a risk of violence from employees, their family members and others who have access to your facility.
3. Physical Security – Some facilities should consider such measures as controlled access points, perimeter fencing and barriers, lighting, alarms, cameras and other security controls to reduce theft, protect operations and keep the public from entering hazardous areas.
4. Computer security – Methods of controlling computer access and protecting valuable data such as customer records, invoices, inventories, etc. should consider both internal and external threats.
5. Security from terrorist activities – Contingency plans for bomb threats, biological threats and other potential terrorist activities may be considered a necessary part of a facility security plan.

Refer to the guidelines that begin on the following page for information on reducing risks of loss from security incidents.

### 5.9.1 Chemical Facility Security

In October 4, 2006, a new law, Public Law 109-295, the Chemical Facility Anti-Terrorism Standards (CFATS) was signed by the President of the United States. CFATS requires facilities that handle above a threshold quantity of specific chemicals to register with the Department of Homeland Security (DHS). The DHS will screen facilities and determine tiers of risks for each. If a facility falls within certain risk tiers, they must provide facility planning and protection from the risk of terrorism. Planning includes in depth analysis of risks, physical security provisions, training, drills and audits. More information on the regulations is available at [Department of Homeland Security | Preserving our Freedoms, Protecting America](#).

# SECURITY



## PREVENTION

- ❑ Identify facility assets that may need protection:

- ◆ Personnel
- ◆ Buildings
- ◆ Hazardous Materials
- ◆ Money
- ◆ Fire and Security Systems
- ◆ Tools
- ◆ Inventories
- ◆ Critical Utilities
- ◆ Computers and data
- ◆ Accounts Receivable
- ◆ Employee possessions
- ◆ Vehicles

- ❑ Consider potential threats and consequences of loss:

### Threats

- ◆ Terrorism or Violence
- ◆ Sabotage
- ◆ Theft, including espionage
- ◆ Data loss
- ◆ Facility Damage
- ◆ Product Tampering
- ◆ Fraud or embezzlement
- ◆ Civil Unrest

### Consequences

- ◆ Injury or death
- ◆ Fire/Explosion
- ◆ Loss of Customers or Assets
- ◆ Loss of Income
- ◆ Lost Production
- ◆ Loss of Consumer Confidence
- ◆ Loss of Stock Value
- ◆ Loss of Facilities or Infrastructure

- ❑ Conduct a facility threat assessment to determine your vulnerabilities.
- ❑ Develop a security plan to address threats.
- ❑ Install physical security precautions if warranted by the threat assessment.
- ❑ Keep backups of your critical documents, electronic data and trade secret information.

✓ **PHYSICAL SECURITY CHECKLIST**

- ❑ Consider facility vulnerabilities and apply appropriate safeguards:
  - ✦ Security fencing on perimeter.
  - ✦ Security lighting.
  - ✦ Guarded or locked entry.
  - ✦ Post signs in security areas.
  - ✦ Badge identification.
  - ✦ Separate entrances for public, contractors and employees.
  - ✦ Doors and windows secure.
  - ✦ Alarm systems.
  - ✦ Traffic barriers for critical facility protection.
  - ✦ Cameras to monitor remote or vital areas.
  - ✦ Protection of utilities.
  - ✦ Keep outdoor combustible materials storage away from exterior walls.
  - ✦ Keep storage areas locked.
  - ✦ Sign in and escort requirement for visitors.

✓ **MAIL SECURITY**

- ❑ What should make me suspect a piece of mail or package?
  - ✦ Is it unexpected or from someone you don't know?
  - ✦ Is it addressed to someone no longer at your address?
  - ✦ Is it handwritten and has no return address or bears one that you can't confirm is legitimate?
  - ✦ Is it lopsided or lumpy in appearance?
  - ✦ Is it sealed with excessive amounts of tape?
  - ✦ Is it marked with restrictive endorsements such as "Personal" or "Confidential?"
  - ✦ Does it have excessive postage?
  - ✦ Was it delivered by unknown persons or is found in an unusual place?
  - ✦ Was it left by a member of the public?
- ❑ What should I do with a suspicious piece of mail?
  - ✦ Don't handle a suspicious letter or package.
  - ✦ Don't shake it, bump it, or sniff it.
  - ✦ Wash hands thoroughly with soap and water.
  - ✦ Notify local law enforcement authorities.

### ✓ **COMPUTER AND DATA SECURITY**

- Limit access to critical data.
- Install 'firewalls' and virus software. Keep systems up to date.
- Restrict incoming email to company business.
- Restrict Internet access for non-business use.
- Consider offsite secure backup for critical information.
- Change passwords often.
- Limit access to network servers
- Shred waste that contains important company or personnel information.
- Ensure that duplicate records exist for time cards, invoices, inventory reports and other critical documents.

### ✓ **PERSONNEL SECURITY**

- Establish a security policy for hiring and termination practices.
- Establish rules prohibiting violent behavior of any kind.
- Prepare procedures for response to bomb threats and other security incidents.
- Prohibit guns on your property.
- Conduct pre-employment security checks.
- Limit former employees access to work areas.
- Require employees who have obtained restraining orders to notify their supervisor.
- Train supervisors to recognize and address threats and warnings of violence.

### ✓ **SECURITY AWARENESS**

- Be Aware of the following categories of suspicious activity that may be the precursor to a terrorist attack:
  - ♦ Surveillance – Someone recording or monitoring activities.
  - ♦ Elicitation – People or organizations attempting to gain information about operations capabilities or people.
  - ♦ Tests of Security – Any attempts to measure reaction times to security breaches or to penetrate security barriers or procedures in order to assess strengths and weaknesses.
  - ♦ Acquiring Supplies – Purchasing or stealing explosives, weapons, etc, including trying to obtain uniforms, decals or badges.
  - ♦ Suspicious persons out of place – People who do not seem to belong in the workplace or neighborhood.
  - ♦ Dry Run – Putting people in position and moving them around according to their plan without committing the terrorist act.
  - ♦ Deploying assets – People and supplies being placed in position for an attack.

## 5.10 Pandemic Influenza Checklist

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

It is difficult to predict when the next influenza pandemic will occur or how severe it will be. Wherever and whenever a pandemic starts, everyone around the world is at risk. Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

Health professionals are concerned that the continued spread of a highly pathogenic avian H5N1 virus across eastern Asia and other countries represents a significant threat to human health. The H5N1 virus has raised concerns about a potential human pandemic because:

- ♦ It is especially virulent
- ♦ It is being spread by migratory birds
- ♦ It can be transmitted from birds to mammals and in some limited circumstances to humans, and
- ♦ Like other influenza viruses, it continues to evolve.

Since 2003, a growing number of human H5N1 cases have been reported in Asia, Europe, and Africa. More than half of the people infected with the H5N1 virus have died. Most of these cases are all believed to have been caused by exposure to infected poultry. There has been no sustained human-to-human transmission of the disease, but the concern is that H5N1 will evolve into a virus capable of human-to-human transmission. More information is available at <http://www.pandemicflu.gov>.

# Pandemic Flu



## ✓ PREPARING FOR A PANDEMIC INFLUENZA OUTBREAK

- ❑ Identify essential employees and other critical inputs (e.g. raw materials, suppliers, sub-contractor services/products, and logistics) required to maintain business operations by location and function during a pandemic.
- ❑ Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees).
- ❑ Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies).
- ❑ Determine potential impact of a pandemic on company business financials using multiple possible scenarios that affect different product lines and/or production sites.
- ❑ Determine potential impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures).
- ❑ Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.
- ❑ Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.
- ❑ Implement an exercise/drill to test your plan, and revise periodically.
- ❑ Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.
- ❑ Implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to Centers for Disease Control and Prevention (CDC) recommendations).
- ❑ Encourage and track annual influenza vaccination for employees.

- ❑ Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.
- ❑ Establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.
- ❑ Consider policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).
- ❑ Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).
- ❑ Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave).
- ❑ Establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas (refer to CDC travel recommendations).
- ❑ Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.



### **RESPONSE TO PANDEMIC INFLUENZA OUTBREAK**

- ❑ Phase 0
  - ◆ Pre incident stage or new domestic animal outbreak in at-risk country:
  - ◆ Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.
  - ◆ Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.
  - ◆ Ensure availability of medical consultation and advice for emergency response.
  - ◆ Develop and disseminate programs and materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).
  - ◆ Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.
  - ◆ Ensure that communications are culturally and linguistically appropriate.
  - ◆ Disseminate information to employees about your pandemic preparedness and response plan.
  - ◆ Provide information for the at-home care of ill employees and family members.
  - ◆ Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and customers

## Section 5.10: Pandemic Influenza Checklist

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- inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.
- ♦ Identify community sources for timely and accurate pandemic information (domestic and international) and resources for obtaining counter-measures (e.g. vaccines and antivirals).
  - ♦ Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.
  - ♦ Collaborate with federal, state, and local public health agencies and/or emergency responders to participate in their planning processes, share your pandemic plans, and understand their capabilities and plans.
  - ♦ Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.
  - ♦ Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.
  - ♦ Take preventive measures before an incident occurs:
    - Install posters in washrooms, lunchrooms and other common areas.
    - Provide hand cleaner and tissues in office environments.
    - Provide disinfecting wipes for shared equipment, such as computer keyboards
    - Promote hygienic practices for prevention of the spread of disease among your workplace employees and their families by encouraging the following behaviors:
      - Take common-sense steps to limit the spread of germs. Make good hygiene a habit.
      - Wash hands frequently with soap and water.
      - Cover your mouth and nose with a tissue when you cough or sneeze.
      - Put used tissues in a waste basket.
      - Cough or sneeze into your upper sleeve if you don't have a tissue.
      - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
      - Stay at home if you are sick.
- Phase 1 Suspected human outbreak overseas
    - Notification of Employees
  - Phase 2 Confirmed human outbreak overseas.
    - ♦ Institute training program for personnel with potential exposures.
    - ♦ Verify that personal protective equipment identified and stored in preparation.
  - Phase 3 Widespread human outbreaks in multiple locations overseas
    - ♦ Enforcement and audit of basic precautionary measures
  - Phase 4 First human case in North America
    - ♦ Additional precautionary measures for workers visiting occupied buildings

- ♦ Issue of PPE
- ♦ Contingency plan development for telecommuting, rotational assignments and cross training for critical jobs.
- ❑ Phase 5 Spread throughout United States
  - ♦ Critical employee work schedule
  - ♦ Suspension of non critical activities
- ❑ Phase 6 Recovery
  - ♦ Prepare for subsequent waves of influenza outbreak.
  - ♦ Maintain readiness



**CURRENT THREAT INFORMATION**

The United States Government Center for Disease Control has issued the following checklist of recommended practices for the current threat of pandemic influenza:

<p><b>Encourage employees to get vaccinated</b> Encourage your employees to get vaccinated for seasonal influenza and 2009 H1N1 influenza when vaccines are available.</p>
<p><b>Encourage your employees to wash their hands often.</b> Instruct employees to wash their hands often with soap and water or use an alcohol-based hand rub, especially after coughing or sneezing.</p>
<p><b>Encourage your employees to cover their coughs and sneezes.</b> Communicate the importance of covering coughs and sneezes and provide tissues and no-touch disposal receptacles.</p>
<p><b>Clean surfaces and items that are more likely to have frequent hand contact.</b> Clean surfaces that are likely to have frequent contact with hands with cleaning agents that are usually used in these areas. Additional disinfection beyond routine cleaning is not recommended.</p>
<p><b>Sick employees should stay home.</b> People with symptoms of influenza-like illness should stay home until at least 24 hours after they are free of fever</p>
<p><b>Sick employees at work should be asked to go home.</b> Employees who appear to have a influenza-like illness upon arrival or become sick during the work day should be promptly separated from others and asked to go home.</p>
<p><b>Protect employees who are at higher risk for complications of influenza.</b> Let employees know that if they are at higher risk for complications, they should check with their health care provider promptly, if they become sick. Encourage these employees to get vaccinated for seasonal influenza and 2009 H1N1 influenza when vaccines are available.</p>
<p><b>Prepare for employees to stay home from work and plan ways for essential business functions to continue.</b> Cross-train staff to perform essential functions so that the business can continue operating.</p>
<p><b>Advise employees before traveling to take certain steps.</b> Advise employees to check for signs of influenza-like illness before starting travel and notify their supervisor and stay home if they are sick. Tell employees who are traveling to notify their supervisor and, if needed, seek health care if they become sick.</p>
<p><b>Prepare for schools to be dismissed or for early childhood programs to close.</b> Allow employees to stay home to take care of their children if schools are dismissed or early childhood programs are closed. Encourage your employees with children to plan for child care alternatives.</p>