

# Clarke County Government

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## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

#### **Anthrax**

Source: Virginia Department of Health

#### **What is anthrax?**

Anthrax is an acute infectious disease caused by a spore-forming bacterium that can infect all warm blooded animals including man.

#### **Who gets anthrax?**

Anthrax most commonly occurs in warm-blooded animals, but can also infect humans. When anthrax affects humans, it is usually due to an occupational exposure to infected animals or animal products such as wool or hair from diseased animals. Anthrax in wild livestock has occurred in the United States.

#### **How is anthrax spread?**

The anthrax bacteria can live in soil for many years. Most (95%) cases of anthrax infection in humans occur when the bacterium enters a cut or abrasion on the skin or by inhaling anthrax spores that have been aerosolized. Infection of the intestinal tract can occur by eating under cooked meat from diseased animals.

#### **What are the symptoms of anthrax?**

The symptoms vary depending upon the type of exposure. With skin exposure, a painless, boil-like lesion appears which eventually forms a black center. A swelling of the lymph glands close to the lesion may occur. With respiratory exposure, symptoms may resemble the common cold and may progress to severe breathing problems and even death. Initial symptoms of intestinal tract infection are nausea, loss of appetite, vomiting, followed by abdominal pain, vomiting of blood and severe diarrhea.

#### **How soon after exposure do symptoms appear?**

Symptoms usually appear within 1-7 days.

#### **Does past infection with anthrax make a person immune?**

A second attack with this disease can occur but is unlikely.

#### **What is the treatment for anthrax?**

Specific antibiotics can be prescribed by a doctor to treat anthrax. To be effective, treatment should be initiated immediately. If left untreated, the disease can be fatal.

#### **Can anthrax be spread from person-to-person?**

Anthrax is not transmitted from person-to-person.

#### **What can be done to prevent the spread of anthrax?**

People in high-risk occupations can be vaccinated against anthrax. Careful handling of dead animals suspected of having anthrax; providing good ventilation when processing hides, fur, hair or wool; and vaccinating animals can help prevent anthrax. In addition, in the rare occasions where persons are known to be exposed to anthrax, appropriate antibiotics and vaccination can be started to prevent development of disease.

#### **Vaccination**

Currently, anthrax vaccine is recommended only for military personnel deployed to high risk areas, people who work with the organism in a laboratory, people who work with imported hide or furs in high risk areas

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

and people who handle potentially infected animal products. Anthrax vaccine is in limited supply at this time and is not recommended for children under 18 years of age.

Prepared by the Virginia Department of Health, September 2001

### **Bombs and Explosives Awareness**

#### **1) How to Identify and Handle Suspicious Packages and Letters**

The likelihood of receiving a bomb in the mail is remote. However, a small number of explosive devices have been mailed over the years, resulting in death, injury and the destruction of property. Here are some tips that may help to prevent a tragedy.

#### **How to Prevent a Mail Bomb Disaster**

First, consider whether you or your organization could be a possible target. Some motives for mail bombs include revenge, extortion, love triangles, terrorism and business disputes. Keep in mind that a bomb can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may assist you in identifying a suspect mailing. To apply these factors, it is important to know the type of mail your organization normally receives. Do not hesitate to suspect a piece of mail or package that is out of the ordinary.

#### **What to Do if You are Suspicious of a Mailing and Are Unable to Verify the Contents with the Addressee or Sender**

Do not open the article.

Isolate the mailing and evacuate the immediate area.

Do not put in water or a confined space such as a desk drawer or filing cabinet.

If possible, open windows in the immediate area to help vent potential explosive gases.

If you have any reason to believe the letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Instead, call 9-1-1 to receive professional assistance.

#### **How to Spot a Potential Letter Bomb**

- Mail bombs may bear restricted endorsements such as "personal" or "private." This factor is important when the addressee does not usually receive personal mail at the office.
- Addressee's name or title may be inaccurate.
- Return address may be fictitious.
- Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Mail bombs may have protruding wires, aluminum foil, or oily stains and may emit a peculiar odor.
- Cancellation or postmark may show a different location than the return address.
- Mail bombs may have excessive postage.
- Letter bombs may feel rigid, or appear uneven or lopsided.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure them, and may be endorsed "Fragile - Handle with Care" or "Rush - Do Not Delay."
- Package bombs may have irregular shapes, soft spots, or bulges.
- Package bombs may make a buzzing, ticking or sloshing sound.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- Pressure or resistance may be noted when removing contents from an envelope or parcel. If this occurs, stop and immediately call 9-1-1.

#### **2) How to Recognize a Pipe Bomb and Prevent Injury**

Montgomery County has already experienced the repercussions of pipe bombs. Four fatalities involving young adults have occurred, as well as hundreds of injuries.

#### **How to prevent a pipe bomb disaster**

It is very important to be aware of the activities in your community. If you notice any unusual behavior where you live, do not hesitate to report your suspicions. If your neighborhood does not already participate in a Neighborhood Watch Program, you may want to initiate one. Pay close attention to your family's activities. Monitor the behavior of your children for any unusual experimentation with chemicals and explosives. Know their friends and their after-school activities. Restrict and monitor your children's Internet usage, especially when they are showing an unusual amount of interest in this area. Be aware of unapproved purchases of explosive and chemical items on credit cards. Most importantly, educate yourself and your family on the components of improvised explosive devices.

If you are suspicious of a potential pipe bomb or its manufacture, you should immediately do the following:

- Do not touch the bomb.
- If possible, isolate the bomb and evacuate the immediate area.
- Do not put the bomb in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to help vent any explosive gases.
- If you have any reason to believe this is a pipe bomb, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Instead, call 9-1-1 immediately for professional assistance.

#### **How to spot a potential pipe bomb**

Prevention and education are the keys to averting crimes involving explosive devices. Learn to recognize the components of these devices, as well as the warning signs of a potential perpetrator. The most important goal is to prevent needless injury as a result of these improvised explosive devices. Be sure to notify the appropriate authorities.

#### **What are the dangers associated with pipe bombs?**

Improvised explosive devices are very unstable! They are extremely sensitive to shock, friction, impact and heat, and may detonate without warning. Even the smallest devices can cause serious injury or death.

#### **Who is most likely to build a pipe bomb?**

This crime is most prevalent among young males between the ages of 12 and 18. Generally, these teenagers excel in academic activities, like to experiment with chemicals, and/or collect literature on bombs and explosives. They also frequent the Internet.

#### **How serious a crime is making a pipe bomb?**

The possession and manufacture of any improvised explosive device, including pipe bombs, is a felony. This crime is punishable by a 20 year to life imprisonment and a fine that can reach up to \$20,000. This crime is a very serious offense. The repercussions include extensive property damage, serious injury, and death.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

#### **Chemical Emergencies**

##### **Chemicals Are an Important Part of Life**

Chemicals are a natural and important part of our environment. Even though we often don't think about it, we use chemicals every day. Chemicals help keep our food fresh and our bodies clean. They help our plants grow and fuel our cars. And chemicals make it possible for us to live longer, healthier lives.

Under certain conditions, chemicals can be poisonous or have a harmful effect on your health. Some chemicals which are safe, and even helpful in small amounts, can be harmful in larger quantities or under certain conditions. Chemical accidents do happen . . . at home and in the community, and the American Red Cross wants you to be prepared.

##### **How You May Be Exposed to a Chemical**

You may be exposed to a chemical in three ways:

1. Breathing the chemical
2. Swallowing contaminated food, water, or medication
3. Touching the chemical, or coming into contact with clothing or things that have touched the chemical.

Remember, you may be exposed to chemicals even though you may not be able to see or smell anything unusual.

##### **Chemical Accidents Can Be Prevented**

Many people think of chemicals as only those substances used in manufacturing processes. But chemicals are found everywhere--in our kitchens, medicine cabinets, basements, and garages. In fact, most chemical accidents occur in our own homes. And they can be prevented.

##### **Children and Poisoning**

The most common home chemical emergencies involve small children eating medicines. Experts in the field of chemical manufacturing suggest taking hazardous materials out of sight could eliminate up to 75 percent of all poisoning of small children. Keep all medicines, cosmetics, cleaning products, and other household chemicals out of sight and out of reach of children. If your child should eat or drink a non-food substance, find any containers immediately and take them to the phone. Call the Poison Control Center or Emergency Medical Services (EMS), or 9-1-1, if you have it in your area, or call the operator giving this information. Follow their instructions carefully. Often the first aid advice found on containers may not be appropriate. So, do not give anything by mouth until you have been advised by medical professionals.

##### **Home Product Precautions**

Other home accidents can result from trying to improve the way a product works by adding one substance to another, not following directions for use of a product, or by improper storage or disposal of a chemical. The first precaution you can take is to avoid mixing common household chemical products. Some combinations of these products, such as ammonia and bleach, can create toxic gases. A second important precaution is to always read the directions before using a new product. Some products should not be used in a small confined space to avoid inhaling dangerous vapors. Other products should not be used without gloves and eye protection to help prevent the chemical from touching your body. Read and follow the directions.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

Another effective way to protect yourself and your family is to store chemical products properly. Non-food products should be stored tightly closed in their original containers so you can always identify the contents of each container and how to properly use the product.

Never smoke while using household chemicals. Don't use hair spray, cleaning solutions, paint products, or pesticides near the open flame of an appliance, pilot light, lighted candle, fireplace, wood burning stove, etc. Although you may not be able to see or smell them, vapor particles in the air could catch fire or explode.

If you should spill a chemical, clean it up immediately with some rags, being careful to protect your eyes and skin. Allow the fumes in the rags to evaporate outdoors in a safe place, then dispose of them by wrapping them in a newspaper and then placing them in a sealed plastic bag. Dispose of these materials with your trash. If you don't already have one, buy a fire extinguisher that is labeled for A, B, and C class fires and keep it handy.

Buy only as much of a chemical as you think you will use. If you have product left over, try to give it to someone who will use it. Take care to dispose of it properly. Improper disposal can result in harm to yourself or members of your family, accidentally contaminate our local water supply, or harm other people.

It is also important to dispose of products properly to preserve our environment and protect wildlife. Plus, some products can be recycled and further protect our environment. Many household chemicals can be taken to your local household hazardous waste collection facility. Many facilities accept pesticides, fertilizers, household cleaners, oil-based paints, drain and pool cleaners, antifreeze, and brake fluid. If you have questions about how to dispose of a chemical, call the facility or the environmental or recycling agency to learn the proper method of disposal.

#### **Family Disaster Plan**

Making a Family Disaster Plan will help each family member to stay calm in an emergency. But most important, planning ahead can save the lives of the people you love. The plan should include what task each family member is responsible for during an emergency, where supplies are kept, how family members will let one another know where they are going if they are evacuated, and where everyone will meet when the disaster is over. A brochure describing how to make a Family Disaster Plan is available from your local Red Cross chapter.

#### **Family Disaster Supplies Kit**

A Family Disaster Plan should include a Family Disaster Supplies Kit. Let each member of the family help put it together. The kit should include:

- A first aid kit
- A battery-operated radio, flashlight, and extra batteries
- Bath size towels
- Plastic garbage bags
- Wide tape
- A county map
- Bottled water (at least 3 gallons of water per person)
- Non-perishable snack food
- List of family medications, eyeglasses, hearing aids

Ask one person to be responsible for replacing water every three months and food every six months. Batteries should also be replaced on a regular basis.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

Tape the call letters and frequency numbers of your emergency alert radio stations (EAS) on the radio and make sure everyone knows how to work the radio and put in fresh batteries. Also tape the channel number of the television emergency broadcast stations on your TV.

Every member of the family should know where the Family Disaster Supplies Kit is located--it should be stored within easy reach.

If you are a parent, don't assume that you will always be with your children in an emergency. Make sure they know how to protect themselves if you are not available to help.

At the beginning of the school year, take time to study the school or day care center emergency protective action plan, and discuss it with your children and their babysitters.

#### **Major Chemical Emergencies**

A major chemical emergency is an accident that releases a hazardous amount of a chemical into the environment. Accidents can happen underground, on railroad tracks or highways, and at manufacturing plants. These accidents sometimes result in a fire or explosion, but many times you cannot see or smell anything unusual.

#### **How You May Be Notified of a Major Chemical Emergency**

In the event of a major chemical emergency, you will be notified by the authorities. To get your attention, a siren could sound, you may be called by telephone, or emergency personnel may drive by and give instructions over a loudspeaker. Officials could even come to your door. Listen carefully to radio or television emergency alert stations (EAS), and strictly follow instructions. Your life could depend on it.

#### **You Will Be Told**

- The type of health hazard
- The area affected
- How to protect yourself
- Evacuation routes (if necessary)
- Shelter locations
- Type and location of medical facilities
- And the phone numbers to call if you need extra help.

Do not call the telephone company, and do not call EMS, 9-1-1, or the operator for information. Dial these numbers only for a possible life-threatening emergency.

#### **Shelter in Place**

One of the basic instructions you may be given in a chemical emergency is to "shelter in place".

This is a precaution aimed to keep you and your family safe while remaining in your home.

If you are told to shelter in place, take your children and pets indoors immediately.

While gathering your family, you can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.

Close all windows in your home.

Turn off all fans, heating and air conditioning systems.

Close the fireplace damper.

Go to an above-ground room (not the basement) with the fewest windows and doors.

Take your Family Disaster Supplies Kit with you.

Wet some towels and jam them in the crack under the doors.

Tape around doors, windows, exhaust fans or vents.

Use the plastic garbage bags to cover windows, outlets, and heat registers.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

If you are told there is danger of explosion, close the window shades, blinds, or curtains.

To avoid injury, stay away from the windows.

Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.

#### **Evacuation**

Authorities may decide to evacuate an area for your protection. Again, it is important to stay calm, listen carefully and follow all instructions. If you are told to evacuate, listen to your radio to make sure the evacuation order applies to you and to understand if you are to evacuate immediately or if you have time to pack some essentials. Do not use your telephone.

#### **If you are told to evacuate immediately**

- Take your Family Disaster Supplies Kit and medications
- Close and lock your windows
- Shut off all vents
- Lock the door
- Move quickly and calmly

If the authorities tell you to evacuate because of a possible chemical emergency, take your Family Disaster Supplies Kit.

A change of clothing for each member of the family.

Medication, eyeglasses, hearing aids or dentures, or things like canes and walkers.

Personal items such as toothbrushes, deodorant, etc.

Items for your baby such as diapers, formula, or baby food.

Books, puzzles or cards and games for entertainment.

Do not assume that a shelter will have everything you need. In most cases, the shelters will provide only emergency items such as meals, cots, and blankets. You don't need to turn off your refrigerator or freezer, but you should turn off all other appliances and lights before locking your home as you leave. Check on neighbors to make sure they have been notified, and offer help to those with disabilities or other special needs. If you need a ride, ask a neighbor. If no neighbor is available to help you, listen to the emergency broadcast station for further instructions. Take only one car to the evacuation site. Close your car windows and air vents and turn off the heater or air conditioner. Don't take shortcuts because a shortcut may put you in the path of danger. For your safety, follow the exact route you are told to take.

#### **Emergency Procedures for School Children**

In an emergency, your children may be sheltered in place or evacuated from school. If protective actions are being taken at your children's school, do not go to the school. School personnel are trained to handle emergencies. Do not call your child's school. You could tie up a phone line that is needed for emergency communications. For further information, listen to local emergency radio and TV stations to learn when and where you can pick up your children.

#### **Chemical Poisoning**

There are several symptoms of chemical poisoning whether by swallowing, touching, or breathing:

- Difficulty breathing
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Irritated eyes, skin, throat

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- Unusual behavior
- Clumsiness or lack of coordination
- Stomach cramps or diarrhea

If you think you have been exposed to a toxic chemical, call the poison control center, EMS, or 9-1-1, or the operator, whichever applies to your area. If you see or smell something that you think may be dangerous, or find someone who has been overcome with toxic vapors, your first job is to make sure that you don't become a victim. If you remain in a dangerous area and become injured or unconscious, you cannot help yourself or any victims.

#### **Because chemical poisoning can be a life-threatening emergency:**

1. Send someone to call EMS, immediately.
2. Tell the operator the location of the emergency and the phone number from where you are calling.
3. Describe what has happened, how many people are involved, and what is being done to help.
4. Stay on the phone until the operator tells you to hang up.

If you are trained in CPR or first aid, and feel confident that you are not in danger, check the person for life-threatening injuries. Administer appropriate treatment, and then deal with the chemical injuries. If you have not recently taken a course in CPR or first aid, contact your local Red Cross for course information and schedules.

#### **First Aid Treatment for Chemical Burns**

A chemical burn can be minor or life threatening, but proper treatment can reduce the chance of infection and the damage caused by contact with the chemical. Remove any affected clothing or jewelry from the injury. Use lots of cool running water to flush the chemical from the skin until emergency help arrives. The running water will dilute the chemical fast enough to prevent the injury from getting worse. Use the same treatment for eye burns and remove any contact lenses. Be careful to flush the eye from the nose outward. If no large amount of clean water is available, gently brush the chemical off the skin and away from the victim and you. If the chemical is on the face, neck, or shoulders, ask the victim to close his or her eyes before brushing off the chemical. Cover the wound very loosely with a dry, sterile or clean cloth so that the cloth will not stick to the wound. Do not put any medication on the wound. Seek medical attention immediately. If you believe you have been contaminated with a chemical, call the Poison Control Center, EMS, 9-1-1, or the operator immediately. If medical help is not immediately available, remove your clothing starting from the top and working your way down to your socks. Take care not to touch your contaminated clothing to your bare skin. Place your clothing in a plastic bag so it cannot contaminate other people or things. Take a thorough shower to wash any chemical away. Re-dress in clean clothing and go for medical help at your first opportunity

#### **Who Helps in a Chemical Emergency?**

There are many organizations that help the community in an emergency, such as police, fire, and sheriff departments, the American Red Cross, and government agencies. All these groups coordinate their activities through the local office of emergency management. In many areas there are local Hazardous Materials, or Haz-Mat Teams, who are trained to respond to chemical accidents. In the event of a chemical emergency, it is very important that you follow the instructions of these highly trained professionals. They know best how to protect you and your family.

#### **Important Points To Remember**

1. Chemicals are everywhere. They are an important part of life.



# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

2. The most common chemical accidents occur in our own homes and can be prevented.
3. The best ways to avoid chemical accidents are to read and follow the directions for use, storage, and disposal of the product.
4. Don't mix products, especially household cleaning products.
5. Develop a Family Disaster Plan and pack a Family Disaster Supplies Kit.
6. In the event of an emergency, follow the instructions of the authorities carefully. Listen to your emergency broadcast stations on radio and TV.
7. Use your phone only in life-threatening emergencies, and then call the Poison Control Center, EMS, 9-1-1, or the operator immediately.
8. If you are told to "shelter in place", go inside, close all windows and vents and turn off all fans, heating or cooling systems. Take family members and pets to a safe room, seal windows and doors, and listen to emergency broadcast stations for instructions.
9. If you are told to evacuate immediately, take your Family Disaster Supplies Kit. Pack only the bare essentials, such as medications, and leave your home quickly. Follow the traffic route authorities recommend. Don't take short cuts on the way to the shelter.
10. If you find someone who appears to have been injured from chemical exposure, make sure you are not in danger before administering first aid.
11. And lastly, remember, the best way to protect yourself and your family is to be prepared.

The American Red Cross is an organization managed by volunteers from your community. Although it receives no money from the government, it is chartered by the U.S. Congress to provide disaster relief. All help given to people during a chemical, house fire, storm, or other emergency is free of charge and supported through charitable contributions and the United Way. Emergency help may include shelter, meals, replacement of essential medication, and personal hygiene supplies. The Red Cross may also help reunite families by staying in touch with all evacuation sites. The strength of the Red Cross is its core of volunteers who work in all levels of the organization. If you would like more information about becoming a Red Cross volunteer, either in Disaster Services, Health and Safety, Blood Services, or community programs, call your local Red Cross chapter.

#### **Important telephone numbers emergency medical service: 9-1-1**

If an accident involving hazardous materials occurs, you will be notified by the authorities as to what steps to take. You may hear a siren, be called by telephone, or emergency personnel may drive by and give instructions over a loudspeaker. Officials could even come to your door. If you hear a warning signal, you should go indoors and listen to a local Emergency Alert System (EAS) station for emergency instructions from county or state officials. Ask your local office of emergency management or Red Cross chapter which stations carry official messages in your community.

#### **Your Local Red Cross Chapter Can Provide Additional Materials in English and Spanish**

- "Your Family Disaster Plan" (ARC 4466)
- "Your Family Disaster Supplies Kit" (ARC 4463)
- "Home Chemical Safety and Emergency Procedures" Video (ARC 5045V)

#### **Materials for Children:**

- "Disaster Preparedness Coloring Book" (ARC 2200, English, or ARC 2200S, Spanish) for children ages 3-10.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- "Adventures of the Disaster Dudes" (ARC 5024) video and Presenter's Guide for use by an adult with children in grades 4-6.

## Fire

### Make Your Home Fire Safe

- Smoke alarms save lives. Install a smoke alarm outside each sleeping area and on each additional level of your home.
- If people sleep with doors closed, install smoke alarms inside sleeping areas, too.
- Use the test button to check each smoke alarm once a month. When necessary, replace batteries immediately. Replace all batteries at least once a year.
- Vacuum away cobwebs and dust from your smoke alarms monthly.
- Smoke alarms become less sensitive over time. Replace your smoke alarms every ten years.
- Consider having one or more working fire extinguishers in your home. Get training from the fire department in how to use them.
- Consider installing an automatic fire sprinkler system in your home.

### Plan Your Escape Routes

- Determine at least two ways to escape from every room of your home.
- Consider escape ladders for sleeping areas on the second or third floor. Learn how to use them and store them near the window.
- Select a location outside your home where everyone would meet after escaping.
- Practice your escape plan at least twice a year.

### Escape Safely

- Once you are out, stay out! Call the fire department from a neighbor's home.
- If you see smoke or fire in your first escape route, use your second way out. If you must exit through smoke, crawl low under the smoke to your exit.
- If you are escaping through a closed door, feel the door before opening it. If it is warm, use your second way out.
- If smoke, heat, or flames block your exit routes, stay in the room with the door closed. Signal for help using a bright-colored cloth at the window. If there is a telephone in the room, call the fire department and tell them where you are.

## Suspicious Mail

### Letter/Package Handling

### Pertaining to Suspected Anthrax Investigations

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

This document addresses the recent threats of anthrax exposure. Its purpose is to provide education and guidance for handling mail. By properly screening these incidents, it is believed public safety resources will be allocated more efficiently toward emergency situations.

Many facilities around the country have received suspicious letters in the advent of recent anthrax threats. Some of these letters have contained suspicious powders. However, the majority of the letters contained legitimate mail.

#### **Facts about anthrax**

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

#### **For those who handle mail**

Some physical characteristics of suspicious packages and letters include the following:

Excessive postage	Handwritten or poorly typed addresses
Incorrect titles	Title, but no name
Misspellings of common words	Oily stains, discoloration or odor
No return address	Excessive weight
Lopsided or uneven envelope	Protruding wires or aluminum foil
Ticking sound	Visual distractions
Excessive security material such as masking tape, string, etc.	Marked with restrictive endorsements, such as "Personal" or "Confidential"
Shows a city or state in the postmark that does not match the return address	Foreign Mail, Air mail and Special Delivery

In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:

- Is there a common sense explanation to the letter?
- Have all reasonable explanations been exhausted? For example, public safety personnel recently responded to a suspicious package that involved a letter from an unknown person in Florida. When prompted by questions from the officer, the citizen recalled they had registered with a timeshare in Florida. The unknown name listed on the return address was in fact the sales agent, hence eliminating the suspicion or need for further action.
- Is there a specific known threat?
- Is there a consistent threat pattern?
- Has there been any past experience of legitimate threats?
- Is there any relationship to the government (domestic or foreign) security, military, social, or religious activities?

#### **If the letter or package is suspicious and unopened**

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover.
4. Then have everyone LEAVE the immediate area and CLOSE any door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. LIST all people who were in the room or area when this suspicious letter or package was recognized.

#### **If envelope or package contains powder and powder spills out onto surface**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!
2. Then have everyone LEAVE the room and CLOSE any door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
5. SHOWER with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant on Your Skin.
6. List all people who were in the room or area, especially those who had actual contact with the powder.

While safety always comes first, it is also crucial that risk be properly managed by not improperly allocating resources. Try and remain calm and give some objective thoughts to the legitimate possibilities of the letter or package.

## **Terrorism**

### **Preparing for the Unexpected**

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about the possibility of future incidents in the United States and their potential impact. They have raised uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things you can do to prepare for the unexpected and reduce the stress that you may feel now and later should another emergency arise. Taking preparatory action can reassure you and your children that you can exert a measure of control even in the face of such events.

#### **What You Can Do to Prepare**

Finding out what can happen is the first step. Once you have determined the events possible and their potential in your community, it is important that you discuss them with your family or household. Develop a disaster plan together.

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## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

#### **1. Create an emergency communications plan.**

Choose an out-of-town contact your family or household will call or e-mail to check on each other should a disaster occur. Your selected contact should live far enough away that they would be unlikely to be directly affected by the same event, and they should know they are the chosen contact. Make sure every household member has that contact's, and each other's, e-mail addresses and telephone numbers (home, work, pager and cell). Leave these contact numbers at your children's schools, if you have children, and at your workplace. Your family should know that if telephones are not working, they need to be patient and try again later or try e-mail. Many people flood the telephone lines when emergencies happen but e-mail can sometimes get through when calls don't.

#### **2. Establish a meeting place.**

Having a predetermined meeting place away from your home will save time and minimize confusion should your home be affected or the area evacuated. You may even want to make arrangements to stay with a family member or friend in case of an emergency. Be sure to include any pets in these plans, since pets are not permitted in shelters and some hotels will not accept them.

#### **3. Assemble a disaster supplies kit.**

If you need to evacuate your home or are asked to "shelter in place," having some essential supplies on hand will make you and your family more comfortable. Prepare a disaster supplies kit in an easy-to-carry container such as a duffel bag or small plastic trash can. Include "special needs" items for any member of your household (infant formula or items for people with disabilities or older people), first aid supplies (including prescription medications), a change of clothing for each household member, a sleeping bag or bedroll for each, a battery powered radio or television and extra batteries, food, bottled water and tools. It is also a good idea to include some cash and copies of important family documents (birth certificates, passports and licenses) in your kit. Copies of essential documents-like powers of attorney, birth and marriage certificates, insurance policies, life insurance beneficiary designations and a copy of your will-should also be kept in a safe location outside your home. A safe deposit box or the home of a friend or family member who lives out of town is a good choice. For more complete instructions, ask your local American Red Cross chapter for the brochure titled Your Family Disaster Supplies Kit (stock number A4463).

#### **4. Check on the school emergency plan of any school-age children you may have.**

You need to know if they will they keep children at school until a parent or designated adult can pick them up or send them home on their own. Be sure that the school has updated information about how to reach parents and responsible caregivers to arrange for pickup. And, ask what type of authorization the school may require to release a child to someone you designate, if you are not able to pick up your child. During times of emergency the school telephones may be overwhelmed with calls. For more information on putting together a disaster plan, request a copy of the brochure titled Your Family Disaster Plan (A4466) from your local American Red Cross chapter. You may also want to request a copy of Before Disaster Strikes . . . How to Make Sure You're Financially Prepared (A5075) for specific information on what you can do now to protect your assets.

#### **If Disaster Strikes**

- Remain calm and be patient.
- Follow the advice of local emergency officials.
- Listen to your radio or television for news and instructions.
- If the disaster occurs near you, check for injuries. Give first aid and get help for seriously injured people.

# Clarke County Government

[www.co.clarke.va.us](http://www.co.clarke.va.us)

## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- If the disaster occurs near your home while you are there, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches. Check for fires, fire hazards and other household hazards. Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Confine or secure your pets.
- Call your family contact-do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially those who are elderly or disabled.

#### **A Word on What Could Happen**

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.

You and your family or household may have to evacuate an area, avoiding roads blocked for your safety. Clean-up may take many months.

#### **Evacuation**

If local authorities ask you to leave your home, they have a good reason to make this request, and you should heed the advice immediately. Listen to your radio or television and follow the instructions of local emergency officials and keep these simple tips in mind

- Wear long-sleeved shirts, long pants and sturdy shoes so you can be protected as much as possible.
- Take your disaster supplies kit.
- Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative's or friend's home, or find a "pet-friendly" hotel.
- Lock your home.
- Use travel routes specified by local authorities-don't use shortcuts because certain areas may be impassable or dangerous.
- Stay away from downed power lines.

#### **Listen to Local Authorities**

Your local authorities will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is your safest choice. If you're sure you have time:

- Call your family contact to tell them where you are going and when you expect to arrive.

# Clarke County Government

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## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- Shut off water and electricity before leaving, if instructed to do so. Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it's been turned off. In a disaster situation it could take weeks for a professional to respond.

#### **Shelter in Place**

If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Close the fireplace damper. Get your disaster supplies kit, and make sure the radio is working. Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

#### **Additional Positive Steps You Can Take**

Raw, unedited footage of terrorism events and people's reaction to those events can be very upsetting, especially to children. We do not recommend that children watch television news reports about such events, especially if the news reports show images over and over again about the same incident. Young children do not realize that it is repeated video footage, and think the event is happening again and again. Adults may also need to give themselves a break from watching disturbing footage. However, listening to local radio and television reports will provide you with the most accurate information from responsible governmental authorities on what's happening and what actions you will need to take. So you may want to make some arrangements to take turns listening to the news with other adult members of your household.

Another useful preparation includes learning some basic first aid. To enroll in a first aid and AED/CPR course, contact your local American Red Cross chapter. In an emergency situation, you need to tend to your own well-being first and then consider first aid for others immediately around you, including possibly assisting injured people to evacuate a building if necessary.

People who may have come into contact with a biological or chemical agent may need to go through a decontamination procedure and receive medical attention. Listen to the advice of local officials on the radio or television to determine what steps you will need to take to protect yourself and your family. As emergency services will likely be overwhelmed, only call 9-1-1 about life-threatening emergencies.

#### **First Aid Primer**

If you encounter someone who is injured, apply the emergency action steps: Check-Call-Care. Check the scene to make sure it is safe for you to approach. Then check the victim for unconsciousness and life-threatening conditions. Someone who has a life-threatening condition, such as not breathing or severe bleeding, requires immediate care by trained responders and may require treatment by medical professionals. Call out for help. There are some steps that you can take, however, to care for someone who is hurt, but whose injuries are not life threatening.

#### **Control Bleeding**

- Cover the wound with a dressing, and press firmly against the wound (direct pressure).
- Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone.
- Cover the dressing with a roller bandage.

# Clarke County Government

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## Emergency Preparedness

### - *Terrorism & Manmade Disasters* -

- If the bleeding does not stop:
- Apply additional dressings and bandages.
- Use a pressure point to squeeze the artery against the bone.
- Provide care for shock.

#### **Care for Shock**

- Keep the victim from getting chilled or overheated.
- Elevate the legs about 12 inches (if broken bones are not suspected).
- Do not give food or drink to the victim.

#### **Tend Burns**

- Stop the burning by cooling the burn with large amounts of water.
- Cover the burn with dry, clean dressings or cloth.

#### **Care for Injuries to Muscles, Bones and Joints**

- Rest the injured part.
- Apply ice or a cold pack to control swelling and reduce pain.
- Avoid any movement or activity that causes pain.
- If you must move the victim because the scene is becoming unsafe, try to immobilize the injured part to keep it from moving.

#### **Be Aware of Biological/Radiological Exposure**

- Listen to local radio and television reports for the most accurate information from responsible governmental and medical authorities on what's happening and what actions you will need to take. The Web sites referenced at the end of this brochure can give you more information on how to protect yourself from exposure to biological or radiological hazards.

#### **Reduce Any Care Risks**

The risk of getting a disease while giving first aid is extremely rare. However, to reduce the risk even further:

- Avoid direct contact with blood and other body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Thoroughly wash your hands with soap and water immediately after giving care.
- It is important to be prepared for an emergency and to know how to give emergency care.