



This Guide Provides
Information on:

- NIH Preparedness
and Resources
- Preparing Yourself
at Home
- Natural, Terrorist,
and Technological &
Accidental Hazards
- Emergency Contact
Information



**Division of
Emergency
Management**

NIH Emergency Preparedness Handbook

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NIH EMERGENCY PREPAREDNESS HANDBOOK

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NIH Employees,

Emergencies can occur quickly and without warning. If you are caught in an unexpected situation, you can increase the likelihood of keeping yourself and your fellow employees safe if you prepare ahead of time, stay calm, and follow the instructions provided by emergency personnel.

The NIH has plans in place to provide for the safety and protection of NIH personnel, patients, contractors, and visitors, no matter what the emergency. Although we cannot always prevent emergencies, there are many things we can all do to be better prepared when the time to act presents itself.

The “NIH Emergency Preparedness Handbook” will increase your awareness and improve your preparedness both at work and at home. Please take the time to share this important information with family and friends.

NIH PREPAREDNESS AND RESOURCES

Introduction

Not all emergency events are preceded by warning signs. In order to safeguard yourself and your family, it is best to be prepared prior to an event. Because emergencies may strike at any time, it is important to be familiar with the emergency plans at your workplace, school, or anywhere else you and your family regularly spend time. In an effort to help better prepare you, this guide will familiarize you with NIH emergency contact information, evacuation routes, and shelter-in-place procedures. Furthermore, this guide will teach you how to craft your own household emergency preparedness plan and go-kit.

Coordinating Across NIH

The activities of NIH span the entire country, and are often linked to worldwide efforts and initiatives. It is a high priority to provide emergency management information to all NIH employees, regardless of their location. Several initiatives are underway to ensure all NIH facilities receive adequate and timely emergency information. During any emergency event, be sure to always follow the directions of emergency personnel. This section begins with an overview of the first responder organizations on the Bethesda Campus. Those located outside of the Bethesda Campus should consult their local fire and police departments for emergency preparedness information.

NIH Fire and Police

The NIH has highly skilled and equipped fire and police departments that are trained to respond to a wide range of emergencies. When a call is made to the NIH 911 Emergency Communications Center (ECC), the appropriate department (i.e., fire and/or police) is immediately notified and a response is initiated.

The **NIH Division of Fire and Rescue Services** (NIH Fire Department) has firefighters trained to respond to fires, emergency medical events, hazardous materials (HazMat) events, and many other emergency situations. In addition to responding to emergencies on the NIH Bethesda campus, the NIH Fire Department:

- Responds to fires and other emergencies at the Walter Reed National Military Medical Center (WRNMMC) and throughout Montgomery County, in accordance with mutual aid agreements
- Performs inspections and maintenance of on-campus fire extinguishers
- Develops and conducts in-house trainings on fire suppression, pre-hospital emergency medical techniques, fire safety initiatives, confined space rescue and other specialized emergency procedures which are necessary to mitigate the effects of incidents involving hazardous chemicals, bio-hazardous and radioactive materials
- Conducts fire safety and fire extinguisher training

For additional information on the NIH Fire Department, visit:

<http://www.ors.od.nih.gov/ser/dfrs>

The **NIH Division of Police** (NIH Police) is responsible for the safety and security of the NIH employees, facilities, and grounds. Capabilities of the NIH Police include, but are not limited to:

- 24-hour police services – The NIH Police respond to crimes in progress and life threatening situations. Additionally, they provide foot and vehicle patrol, special event security, and escorts to anyone that feels unsafe walking across campus.

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- Canine Unit – The NIH Police have several fully trained canines and handlers. These dogs are trained to assist the NIH Police in performing searches and various other police duties.
 - Guard Services – Contract guard services are provided at select on and off campus buildings and regional sites. The primary mission of the guards is to protect all Government employees, property and visitors.
 - Investigations – NIH detectives perform investigations into criminal activities that occur on the NIH campus. These detectives work closely with federal, state and local law enforcement when performing an investigation.
 - Traffic Unit – The traffic unit maintains the normal and safe flow of vehicle and pedestrian traffic throughout the campus. In order to do so, all state and federal laws are enforced.

For additional information on the NIH Police, visit:

<http://www.ors.od.nih.gov/ser/dp>

Reporting an Incident

To **report an emergency** on the **NIH Bethesda campus**:

- Call the NIH Emergency Communications Center by dialing **911** (office phone) or **301-496-9911** (cell phone)

To **report an emergency** from an **off-campus facility**:

- Dial **9-911** (office phone) or **911** (cell phone) to report an event to local authorities.

Once you have reached the dispatcher, be sure to speak clearly and provide as much detail as possible. After reporting the incident, follow the instructions provided by the dispatcher until help arrives.

To report an event (**non-emergency**) on the **NIH Bethesda campus or an off-campus facility**:

- Call the NIH Emergency Communications Center at **301-496-5685** or **311**.

Reacting to an Incident

This section provides basic response measures for emergencies in the workplace (“Hazard-Specific Information” can be found on page 11). During an emergency, follow the directions provided by evacuation team members, fire, and police personnel.

Medical Emergencies

- Call **911** (on campus) or **9-911** (off campus)
- In the Clinical Center, call 111 for Clinical Center Code Blue (note: “code blue” indicates that someone is in need of immediate medical attention)
- On the NIH campus, the Occupational Medical Service (OMS) provides limited medical care for medical emergencies. If an NIH employee has been exposed to a blood-borne pathogen (e.g., HIV, Monkey B virus, etc.), contact the OMS at (301) 496-4411. After routine hours, call the Clinical Center page operator at (301) 496-1211 to contact an OMS physician.

Fire

- If possible, confine the fire by closing all doors.
- Pull/activate the nearest fire alarm box and notify others in the area of the emergency.
- Call 911 (on campus) or 9-911 (off campus) and report the emergency.
- For those working in a laboratory, turn off gas and confine hazardous materials in cabinets, if time permits.
- Evacuate the building in an orderly manner; do not use the elevators.

Chemical, Biological, or Radiological Release

- Leave the room and close doors. Do not open the windows. If applicable and safe to do so, use absorbent material to keep the substance from spreading.
- Remove contaminated clothing/shoes before entering a clean area.
- Wash any body parts that may have come in contact with the material.
- Call **911** (on campus) or **9-911** (off campus) and report the emergency.
- After evacuating, do not re-enter the area/building until emergency response personnel determine it is safe
 - Anyone who may be contaminated should be restricted to a single staging area. These individuals should not move from the staging area until directed to do so by the proper authorities. Moving from area to area can spread contamination, placing others at risk.

Telephoned Bomb Threat

- When receiving a bomb threat DO NOT hang up; take all threats seriously
- Stay calm and take notes.
 - Try to determine:
 - The exact location of the bomb
 - The source of the threat
 - What time the bomb will explode
 - Background noises that could help identify the caller's location
 - Characteristics of the caller's voice (gender, age, and/or accent)
- At the conclusion of the call, hang up for only a few seconds, then pick up the receiver again and dial *57 to request a **call trace**; a confirmation announcement will inform you that the trace has been activated. Hang up the phone, record the date and time, and call the police immediately.
- Call **911** (on campus) or **9-911** (off campus). Pass on all information to the proper authorities
- Do not activate the fire alarm, this may trigger the bomb
- Listen and follow instructions on how to evacuate
- For a bomb threat card you can print as a reference, visit:
http://ser.ors.od.nih.gov/documents/bomb_threat_card.xls

Suspicious Package or Explosive

- Never touch a suspected package/explosive.
- Do not use radios or transceiver equipment near the suspicious package/explosive.
- Call the police by dialing **911** (on campus) or **9-911** (off campus).
- If instructed to do so, evacuate the building/area in an orderly manner.

Terrorism

Depending on the nature of the event, the response may vary.

- Always remain calm; monitor radio or television for information; and listen to local, state, and federal authorities for specific instructions. If the situation allows, information and updates will be provided to NIH employees via AlertNIH messages.
- Call or e-mail your emergency contact and let them know where you are going.
- Be aware of your surroundings. If you see anything suspicious, report it to authorities.

Alert and Notification

Alert and notification messages may be issued by phone, radio, police/fire loudspeakers, e-mail, fire alarm, or intercom in order to notify the NIH community of the occurrence or status of an emergency event. The NIH campus-wide Mass Notification System provides emergency information and instruction on the Bethesda campus through the use of voice communication. The Mass Notification System broadcasts messages through speakers located inside and outside of most on-campus buildings. Due to the absence of a visual component, individuals with special needs (i.e. the hearing impaired) must rely on the “buddy system” to receive alerts from the Mass Notification System.

AlertNIH is a mass communications program connecting NIH staff with vital information during an emergency. AlertNIH is utilized to instantly broadcast messages across a variety of communications means (e-mail, phone, and text messaging). Government issued communications devices are automatically connected to receive information from AlertNIH. Employees can register a personal device or e-mail address by updating their NIH Enterprise Directory (NED) profile.

AlertNIH has established a presence on several social media platforms. AlertNIH can be found on Twitter ([@AlertNIH](#)) and Facebook (www.facebook.com/alertnih).

For more information on AlertNIH, please visit: <http://alert.nih.gov>

Evacuation Program

Plans are in place that will provide direction should an event occur that requires the evacuation of a building or the evacuation of the NIH campus. Emergencies may occur at NIH that require all or part of the campus to be evacuated. In the event of immediate or suspected danger, occupants will be alerted to promptly evacuate their buildings. If available, other alert methods (i.e., public address systems, intercoms, bullhorns, or personal announcements) will be utilized.

Building Evacuation

Emergencies that may require evacuation of a building include: fire; flood; release of a hazardous material; bomb threat; suspicious package; or an explosion. The NIH has a robust Occupant Emergency Evacuation Program in place to ensure the safe and timely evacuation of employees from NIH facilities.

As a part of the NIH Occupant Evacuation Program, each building has an Occupant Emergency Coordinator (OEC) and an Evacuation Team that assists in the safe evacuation of building tenants and visitors. The OEC directs the Evacuation Team members during evacuation drills and actual events, and is responsible for coordinating the necessary planning to ensure readiness capability within their building.

In order to be prepared for an evacuation, the NIH DEM conducts bi-annual evacuation drills in the fall and spring.

For information on the OEC in your building or evacuation and shelter-in-place online training, please refer to the following link: <http://www.ors.od.nih.gov/ser/dem/evac/Pages/Evacuation-and-Shelter-in-Place.aspx>

Take the time to educate yourself and your coworkers, and prepare for the unexpected. Please refer to the NIH Policy Manual Chapter 1430 for additional details on the NIH Occupant Evacuation Program. You can find a copy of this Manual Chapter at: <http://www1.od.nih.gov/oma/manualchapters/management/1430/>

If you have further questions or for more information on the NIH Occupant Evacuation Program, please contact the DEM at 301-496-1985.

Campus Evacuation

The NIH has an evacuation plan in place for the NIH Bethesda Campus. Due to the size of the campus, it is zoned into four quadrants for evacuation purposes. In an effort to reduce campus traffic congestions, employees are directed to evacuate the campus through the nearest exit located within their quadrant. NIH law enforcement, security, and other first responder personnel will direct traffic and movement. All roads into the NIH will be used as exits, with the exception of South Drive, which will allow two-way traffic to accommodate emergency response vehicles and access to the child daycare centers. The roads around the center of campus will be restricted to emergency response vehicles as much as possible. A campus map illustrating the four evacuation quadrants can be found at <http://ser.ors.od.nih.gov/maps/evac>

Carpool and vanpool members should meet at their vehicles to expedite dismissal and avoid driving through the campus when they depart. Employees should be aware that they may be directed to follow an alternate exit route if the nearest exit is unavailable during an emergency. Therefore, it is important to become familiar with the roads and exits on campus prior to an emergency. If there is a need to leave the campus by foot, directions to assembly points or shelters will be provided by members of the NIH Police.

Regional Evacuation

For evacuations involving the entire National Capitol Region, the NIH follows the direction provided by the Office of Personnel Management (OPM). OPM will coordinate and communicate the early release of federal employees with regional partners as necessary. If a hazard occurs in the District of Columbia and evacuation is required, the immediately affected area will be evacuated first, followed by the surrounding suburban areas. It is important to follow the evacuation instructions and avoid panic.

Remember that in a mass evacuation of the National Capital Region, the primary goal is to move as many people as possible away from the immediate impact or threat area. Always follow the instructions of authorities.

If you have any questions, please contact DEM at 301-496-1985.

Shelter-in-Place

Emergency events can occur at any time. Should an incident (e.g., hazardous materials release outside of a building, tornado warning, etc.) occur during working hours, employees may be advised to shelter-in-place. The term “shelter-in-place” means selecting a small, interior room, with no windows, and taking refuge there until an “all clear” signal has been issued by emergency personnel. Shelter-in-place is generally intended for events lasting several minutes to several hours, not events lasting a number of days.

Policies and Procedures

At the onset of an event, authorities will assess the situation, and depending upon the nature of the emergency, may decide the safest option is to shelter-in-place. If a shelter-in-place initiative is issued, the DEM will notify all Occupant Emergency Coordinators (OECs) and the Institutes and Centers Emergency Coordinators (IC ECs.) While the order will come through the DEM, it will be coordinated collectively with the NIH Fire Department, the NIH Police, and local authorities.

If you are asked to shelter-in-place at work, please follow the directions provided below:

- Stay calm
- If you are close to a building entrance, inform anyone standing outside that a shelter-in-place order has been issued and that they should come inside immediately
- If there are visitors present, direct them to the designated locations
- Shut and lock all windows, doors and any other openings into the building; do not lock or block an emergency exit
- If there is danger of an explosion, close all window shades and curtains
- Have building engineers familiar with the building's ventilation systems turn off all fans, air conditioners, heaters and any other units that draw outside air into the building
 - Most NIH buildings can have the ventilation systems shut off remotely. If this is needed, the building engineers will be contacted by Emergency Services Personnel
- Gather your personal shelter-in-place supplies (see list provided below)
- Check to see if floor plans are posted in the facility. If so, safe areas should be marked – proceed to them immediately. If plans are not posted or marked, proceed to an interior, windowless room
- Follow directions of the Evacuation/Shelter Team member
- Listen/watch for alert notification messages to obtain information on the situation. Radio or television updates may also be appropriate if the emergency is not exclusive to the NIH campus.
- Do not leave the building until authorities give you the “all clear” signal.

Notifications to shelter-in-place may be issued via phone, radio, police/fire loudspeakers, emergency e-mail, or the Mass Notification System. If these sources are unavailable, use your best judgment and the emergency preparedness education you gain from this handbook. If instructed to shelter-in-place, employees should follow the directions provided to them by the OEC and Evacuation Team members in their building.

For information on shelter-in-place training, refer to the following website:

http://ser.ors.od.nih.gov/documents/evac_training.ppt

Shelter-in-Place Recommended Supplies

Although shelter-in-place is meant to last only a few minutes/hours, it is important to have emergency supplies that will allow you to be comfortable. It is the responsibility of each NIH employee to have his or her own personal shelter-in-place supplies.

Employees should have:

- Bottle of drinking water
- Non-perishable snack(s) (e.g., a protein bar)
- Prescription medication(s)
- Flashlight
- Communication device (i.e., cell phone, walkie talkie, etc.)

In addition to the basic supplies maintained by each employee, each NIH office, division and laboratory should have the following supplies on hand:

- Battery operated or hand crank radio
- Battery operated flashlight

- Extra batteries

National Terrorism Advisory System (NTAS)

In early 2011, the color-coded Homeland Security Advisory System was replaced by the National Terrorism Advisory System (NTAS). NTAS Alerts are used to provide timely and detailed information to the public regarding terrorist threats.



NTAS Alerts are only issued if there is credible information supporting a heightened risk of a terrorist attack in the United States. NTAS Alerts are issued as one of the following: imminent threat alert or elevated threat alert. According to the Department of Homeland Security, an **imminent threat** warns of an impending terrorist threat against the United States, while an **elevated threat** warns that the non-specific threat of an attack has come from a credible source. When issued, NTAS Alerts provide information summarizing the threat and list the actions that can be done to remain safe. NTAS Alerts always contain a **sunset provision**, listing the specific expiration date and time of the threat.

To view a sample NTAS Alert, please visit: <http://www.dhs.gov/xlibrary/assets/ntas/ntas-sample-alert.pdf>

How to Become More Involved

For additional NIH campus-specific emergency preparedness information, please contact the DEM at 301-496-1985 or visit <http://www.ors.od.nih.gov/ser/dem>.

PREPARING YOURSELF AT HOME

Create an Emergency Plan

In addition to having emergency supplies on-hand, the development of an emergency plan for your family will help eliminate some of the stress involved in any emergency. Your emergency plan should include a pre-established meeting place, as well as the telephone number(s) and email address(es) for at least one out-of-town contact. This contact should live far enough away from the area in which you live and work so that it would be unlikely that they would be impacted by the event. Keep this contact information at your office and with your children's school(s) and daycare(s). When developing an emergency plan, be sure to account for your pets.

Every member of your household should know exactly how to evacuate the home in the case of a fire or other emergency, and know exactly where to meet should you become separated.

To begin the development of your household emergency plan, take the following steps:

- Meet with all household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous materials spills and terrorism
- Discuss how you and your family will respond to each possible emergency.
- Discuss what to do in case of power outages or personal injuries
- Draw a floor plan of your home. Mark two escape routes from each room

- Learn how to shut off utilities (i.e., gas, electricity, and water) and teach your family how to do so as well. If you are unsure how to turn off natural gas service to your home, call your local gas provider. When it is time to turn the gas service back on, contact your local gas provider or the appropriate utility company. Never attempt to restore gas service yourself
- Post emergency contact numbers near all telephones and pre-program emergency numbers into phones with storage capabilities. Make sure your children know how to contact you at work and know how to contact a neighbor or family friend
- Teach children how to dial a long distance call and 911 for emergency assistance
- If you live in an area prone to natural disasters, consider familiarizing your family with the locations of local shelters
- If you have pets, find out which shelters allow pets; many do not
- If you are a parent, or guardian of an elderly or disabled adult, make sure schools and care providers have emergency response plans
 - Determine how the family will communicate with them during an emergency
 - Generally, students/patients will not be released until the “all clear” is given by the local authorities and officials can safely transport them home or release them to their guardian
- Ask if they store adequate food, water, and other basic supplies
- Ask where they plan to go if forced to evacuate the building or area
- Be sure they have an up-to-date list of your emergency contact numbers.

Take the time to review the emergency plan with the members of your household every six months.

Household Emergency Preparedness Go-Kit

During an emergency, electricity (HVAC included), water, or telephone service may not work. Preparing a Household Emergency Preparedness Go- Kit can save time and mitigate the effects of losing these services for an extended period of time. Put items you would most likely need (i.e., water, food, first aid supplies, medicine, etc.) in a bag that is easy to carry. Store the go-kit in a convenient place and consider putting a smaller version in your car. Check expiration dates and re-think your needs every year.

Consider including these items in your Basic Emergency Preparedness Go-Kit:

Basic Emergency Preparedness Go-Kit
Water - one gallon of water per person per day for at least three days, for drinking and sanitation
Food - at least a three-day supply of non-perishable food (include a can-opener if canned food is used)
Radio - hand crank or battery-powered radio and a NOAA Weather Radio (include extra batteries)
Flashlight - include extra batteries
First aid kit - include medications, sterile bandages, gauze pads, scissors, tweezers, etc.
Whistle - can be used to indicate your location or signal for help
Dust Mask - can be used to filter contaminated air
Plastic Sheeting & Duct Tape - can be used to cover windows and vents when sheltering-in-place
Moist Towelettes, Garbage Bags, & Plastic Ties - can be used for personal sanitation needs
Tools - a wrench or pliers can be used to shut off utilities
Local Maps - can be used to calculate alternate routes of travel

Information on additional go-kit supplies can be found on the Federal Emergency Management Agency’s website: <http://www.ready.gov/basic-disaster-supplies-kit>

After an Emergency Strikes

If you have children in school: In the event of a community or national emergency, or an evacuation or shelter-in-place order, parents should check the local news media, hotlines, and websites for announcements about changes in school openings and closings. Many schools now use e-mail notification systems to alert parents immediately of changes in school schedules.

Note: If a school is ordered to shelter-in-place, no one will be allowed in or out of the school building until the danger has passed. Relying on the schools to transport students home via normal bus routes will help prevent gridlock in and around schools and keep roads clear for emergency vehicles. If buses are severely delayed, schools may ask parents to pick up their children. Parents should check the local media and school news outlets regularly for announcements. If a parent chooses to go to the school, he or she should be prepared to present the proper identification to school administrators.

If you need clean water: Flooding can cause contamination of water supplies. Bad water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. If you think your water may be contaminated, you should purify it before partaking. This includes water used for drinking, cooking, cleaning dishes, or bathing. Boiling water is considered to be the safest water treatment method. Bring water to a boil for 3-5 minutes, allowing it to cool before drinking. Pouring water back and forth between two sterile containers will improve the taste by putting oxygen back into the water. You can also use household liquid bleach. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented or color safe bleaches. With a medicine dropper, add 16 drops of bleach per gallon; stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dose and let stand another 15 minutes.

If the power goes out: Disruption of electrical service can occur as a result of many things, including lightning, high winds, ice and heavy snow. For the most part, service is normally restored within a short period of time. On occasion, major power outages can last for extended periods of time. When power is lost, you should:

- Check to see if your neighbors have power. The power loss may be only in your home, due to a blown fuse or a tripped circuit. If your neighbors are also without service, call your local power company.
- If you must go outside to assess the situation, take a flashlight with you and watch for downed power lines. If you see downed lines, don't go near them or touch anything that they may be in contact with. Report downed power lines to the power company immediately!
- Candles and kerosene lanterns pose a fire hazard; flashlights or battery-operated lanterns are preferred for lighting.
- Food can typically be kept cold for a day or two if refrigerator and freezer doors are kept closed as much as possible.
- Use portable generators in a well-ventilated, outdoor area; be aware of carbon monoxide fumes.
- Wells or cisterns normally use electric pumps that may not operate when the power is out. If you depend on them for your water supply, be prepared to use alternate sources of water until power is restored. If you are on a well, keep additional water on hand for sanitary purposes – toilets will not flush if the power is out.
- Gas appliances may not work if they require electricity for ignition or valve operation.
- If family members depend on life support equipment, be sure to register them with the power company prior to an emergency.

If you have pets: Due to the fact that many shelters will not accept pets because of health and safety regulations, try to arrange for a safe place to board your pets prior to an evacuation. Do not leave pets behind; they may be at risk for harm or injury.

- Contact your veterinarian for a list of preferred kennels and boarding facilities.
- Check with your local animal shelter to determine if they provide emergency shelter or foster care for pets.
- Identify hotels or motels outside of your immediate area that accept pets.
- Ask friends and relatives outside your immediate area if they would be willing to take in your pet.

Similar to creating a survival kit for you and your family, consider creating one for your pet. The kit should include:

- Identification collar and rabies tag
- Carrier or cage
- Leash
- Medication(s)
- Newspapers and plastic trash bags for handling waste
- Two-week supply of food and water
- Copy of veterinary records (most animal shelters do not allow pets without proof of vaccination)

Recovering From an Emergency

Following an emergency, it is not uncommon for people to feel emotional or experience adverse psychological effects. Reactions vary, but children may have an especially difficult time coping. If you or family members suffer from restless sleep, anger, lack of emotion, mood swings, loss of appetite or unexplained weight loss or gain, it may be helpful to:

- Realize that stress can affect one's emotional state.
- Talk with family and friends about the incident.
- Plan for the possible reoccurrence of the event.
- Spend time volunteering to assist other victims.
- Avoid watching the news constantly.
- Accept that it takes time to recover from physical and/or emotional damages.

If you need additional support, contact your local mental health agency, or the NIH Employee Assistance Program at 301-496-3164.

Neighbors Helping Neighbors

During storms and other emergency events, check to see if your relatives and neighbors need assistance. This is especially important for senior citizens and persons with disabilities.

Special Needs Populations include the elderly, medically treated, and mentally or physically handicapped individuals. These populations and their caretakers should:

- Ask about special aid that may be available during an emergency and find out if assistance is available for evacuation. Register with local fire departments or emergency management offices so they can provide quick assistance during an emergency.
- If you currently have a personal care attendant who is employed by an agency, check to see if the agency will be providing services at an alternate location if there is an evacuation. Tell family members whether or not the personal care attendant will be available.

- Be familiar with all accessible exits, including those that are wheelchair accessible. Make sure there are at least two wheelchair accessible exits in case one of them is blocked.
- Learn what to do in case of power outages or personal injuries. Know how to connect or start a back-up power supply for essential medical equipment!
- If you have trouble getting around, consider getting a medical alert system that will allow you to call for help.
- Special needs individuals should wear a medical alert bracelet or necklace at all times.
- Consider setting up a “buddy system” with a co-worker, neighbor, or friend. Give this person a list of emergency telephone numbers or an extra house key.
- Consider developing an emergency pack small enough to be attached to a wheelchair or walker for emergencies. To learn more about emergency preparedness for individuals with special needs, please visit the National Organization on Disability at <http://www.nod.org>.

Community Emergency Response Team (CERT) Program: Emergency services personnel are well-trained and equipped to handle all emergencies. Unfortunately, following a large-scale emergency, you may not be able to rely on emergency personnel for a period of time. If a CERT Program has been established in your area, you and your neighbors may look to them for immediate assistance. As a citizen, you have the option to become a CERT member. Prior to an emergency, the local CERT should be notified of people in the neighborhood who might possess vital skills (technical, medical, etc.), as well as those who may need extra assistance during an emergency (elderly or those with special needs). CERT volunteers are trained to extinguish small fires, turn off natural gas inlets, perform light search and rescue, treat life-threatening injuries, and render basic medical treatment to those in need.

For more information on the CERT Program, contact your local emergency management agency or visit the CERT Directory at: <http://www.fema.gov/community-emergency-response-teams>.

HAZARD-SPECIFIC INFORMATION

Types of Emergencies

There are many types of emergencies facing the public today. While these emergencies vary in magnitude and severity, all have the potential to not only impact the operations of NIH, but also the safety and well-being of you, your family and the Nation. The Federal Emergency Management Agency (FEMA) lists hazards in three categories: natural disasters, technological & accidental, and terrorist. Although the table on the following page is a list comprehensive list of possible hazards, this document will only focus on the hazards relevant to the National Capital Region.

Hazards		
Natural Disasters	Technological & Accidental	Terrorist
Drought	Blackouts	Biological Threats

<p>Earthquakes</p> <p>Extreme Heat</p> <p>Floods</p> <p>Hurricanes</p> <p>Landslides & Debris Flow</p> <p>Severe Weather</p> <p>Space Weather</p> <p>Thunderstorms & Lightning</p> <p>Tornadoes</p> <p>Tsunamis</p> <p>Volcanoes</p> <p>Wildfires</p> <p>Winter Storms & Extreme Cold</p>	<p>Hazardous Materials Incidents</p> <p>Household Chemical Emergencies</p> <p>Nuclear Power Plants</p>	<p>Chemical Threats</p> <p>Cyber Attack</p> <p>Explosions</p> <p>Nuclear Blast</p> <p>Radiological Dispersion Device</p>
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Natural Disasters

The National Capital Region (NCR) is vulnerable to severe weather such as thunderstorms, hurricanes, snowstorms, tornadoes, and more. It is important for you to understand the difference between the issuance of a **storm watch** and **storm warning**. A storm watch means that severe weather may develop; a storm warning indicates that a storm has developed and is on its way. In most cases, the safest place to ride out any storm is inside a secure building or well-built home.

While a variety of natural disasters exist, not all of them are prevalent in all regions of the country. The information that follows will highlight the natural disasters that are specific to the NCR. Each short description will conclude with a link to supplemental information provided by the Federal Emergency Management Agency (FEMA) on what to do before, during, and after a disaster strikes.

Drought – extended periods of reduced rainfall can lead to drought. Annual rainfall varies from year-to-year; planning ahead during years of normal rainfall can help lessen the regional impact when a drought occurs.

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

Earthquakes – shifts or breaks in the earth’s subterranean rock (tectonic plates) can lead to abrupt, rigorous, and destructive shaking on the earth’s surface. Depending on the severity, earthquakes may cause extensive damage, many injuries, and oftentimes, fatalities. In the United States, 45 states and territories are at moderate to high risk for earthquakes.

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

Extreme Heat – exposure to high temperatures and humidity for an extended period of time can be extremely dangerous to the human body. This danger can increase if an individual over-exercises, or is ill, overweight, or subjected to subpar air quality.

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

Floods – common in the United States and most of the world, floods can develop slowly or quickly (flash flood). Floods are often caused by excessive rainfall but can also occur when a dam or levee is breached. Individuals that reside and/or work in low-lying areas should be aware of flood hazards at all times.

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

Hurricanes – a tropical storm with sustained winds of at least 74 miles per hour is classified as a hurricane. The Atlantic hurricane season lasts from June to November, peaking from late August until the end of October. Accompanying thunderstorms, storm surges, heavy rainfall, and floods can cause extensive damage to coastal and inland areas, often hundreds of miles from shore. Hurricanes take time to develop; the advanced warning should typically provide enough time to properly prepare and/or evacuate.

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

Severe Weather – tornadoes and severe thunderstorms impact thousands of people each year, resulting in thousands of injuries and hundreds of casualties. It is vitally important to recognize that everyone is at risk, though certain types of severe weather are more common in specific regions of the country.

<http://www.ready.gov/severe-weather>

Thunderstorms & Lightning – thunderstorms are always accompanied by lightning and can often involve other dangers such as tornadoes, high winds, hail, and/or flash floods. Lightning strikes are responsible for multiple injuries and fatalities every year, while flash floods claim more lives than any other thunderstorm-related hazard.

<http://www.ready.gov/thunderstorms-lightning>

Tornadoes – funnel-shaped clouds formed by rotating winds that can exceed 300 miles per hour and can leave a damage path up to a mile wide are known as tornadoes. Tornadoes can develop rapidly, allowing for little to no advanced warning. Always be alert to changing weather conditions as the visibility of tornadoes can be obstructed by rain and/or clouds.

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

Winter Storms & Extreme Cold – freezing temperatures, heavy snow, ice, and sleet can all accompany winter storms. The potential loss of power, heat, Internet, and phone lines for days at a time could be enough to completely immobilize the NCR. Dangerous road conditions and prolonged exposure to freezing temperatures increase the risk of harm or death during a winter storm.

<http://www.ready.gov/winter-weather>

Technological & Accidental Hazards

Technological and Accidental Hazards often occur with little or no advanced warning. Currently, the number of potential occurrences is on the rise due to increases in the number of new materials and the potential for human error to occur while working with these materials.

While a variety of technological and accidental hazards exist, not all of them threaten all regions of the country. The information that follows will highlight the technological and accidental hazards specific to the NCR. Each description will conclude with a link to specific information provided by the Federal Emergency Management Agency (FEMA) on what to do before, during, and after a hazard occurs.

Blackouts – complete failure of an electricity network can happen anywhere and at any time. Blackouts often last for hours or days at a time and can be very difficult to recover from. Most critical infrastructure (i.e., hospitals and water treatment plants), has backup power generators available for a defined amount of time. Electrical “surges” often occur during power restoration. To prevent surge damage from occurring, unplug all susceptible electronic devices.

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

Hazardous Materials Incidents – chemical, biological, or radiological HAZMAT emergencies can occur during the production, handling, disposal, or transportation of hazardous materials. Hazardous materials can be found in hospitals, service stations, manufacturing plants, households, power plants, and more. Exposure to hazardous materials can cause serious injury or death. Most hazardous materials are released due to accidents at manufacturing plants or during transportation.

<http://www.ready.gov/hazardous-materials-incidents>

Household Chemical Emergencies – cleaning products, paint, hair spray, and other household products can be dangerous if used or stored improperly or spilled. Even CFL light bulbs require special safe handling procedures if broken due to their methyl mercury content. Take the time to learn how to properly use and store household chemicals, and be sure to know exactly what to do if an emergency occurs.

<http://www.ready.gov/household-chemical-emergencies>

Terrorist Hazards

Protection of the United States from terrorist hazards, especially high-profile areas such as the NCR, is of the utmost importance. Threats to our national security have been present for years and the fight to minimize loss of life, property, and economic hardship remains paramount. The information that follows will highlight the various terrorist threats that exist throughout the world, all of which are relevant to the NCR. Each description will conclude with a link to specific information provided by the Federal Emergency Management Agency (FEMA) on what to do before, during, and after a hazard occurs.

Biological Threats – biological agents, such as bacteria, viruses, and toxins can be deliberately released with the intention to cause harm. These agents can be spread via aerosols, animals, food and water contamination, and person-to-person contact. Many agents are difficult to maintain outside of a laboratory environment, while others, such as anthrax, are stable and incredibly lethal.

<http://www.ready.gov/biological-threats>

Chemical Threats – chemical agents, such as poisonous gases, aerosols, liquids, and solids can cause harm to humans and other living things. Chemical agents can be released through the use of a bomb, sprayed out of an airplane or vehicle, or disbursed in public areas (i.e. subway stations). Chemical agents may have an immediate or delayed impact on the health of an exposed individual. Shortness of breath; itchy eyes; nausea; loss of coordination; or immediate fatalities are some of the signs that a chemical release may have occurred.

<http://www.ready.gov/chemical-threats>

Cyber Attack – often difficult to understand and detect, cyber attacks pose a risk to critical infrastructure, personal identity, and more. Cybercrimes – attacks on transportation and power networks – and data breaches can put our national security at risk, while failure to protect personal devices can lead to the interception of personal information. Learning to use the Internet in a safe manner can help to reduce personal risk. Online crime or fraud should be reported to the United States Secret Service (USSS) Electronic Crimes Task Force; all cases of identity theft should be reported to the Federal Trade Commission (FTC).

<http://www.ready.gov/cyber-attack>

Explosions – explosive devices are one of the most common weapons used by terrorists throughout the world. Directions on how to make many of these devices are readily available through the Internet and other sources. Explosive devices can be portable, detonated remotely, or used by suicide bombers. Conventional bombs and other improvised explosives (i.e. the use of airplanes as missiles) have been used to invoke mass casualties and injuries in the United States and throughout the world.

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

Nuclear Blast – a radioactive explosion that produces a pressure wave and brief period of intense light and heat. Although a nuclear blast is less likely to occur than other threats, the effects would be devastating. A nuclear device can be transported in a variety of ways, including the use of an intercontinental missile.

<http://www.ready.gov/nuclear-blast>

Radiological Dispersion Device (RDD) – commonly referred to as a “dirty bomb,” an RDD combines a conventional explosive device with radioactive material. The impact of a dirty bomb explosion depends on the sophistication of the explosive device; the radioactive material used; and the speed at which people are able to shelter-in-place. At a minimum, the cosmetic damage would be relative to a conventional explosion but cleanup would take significantly longer due to the presence of radioactive material(s).

<http://www.ready.gov/radiological-dispersion-device-rdd>

ADDITIONAL INFORMATION

Emergency Preparedness Definitions

Emergency Planning at NIH is multifaceted. In order to be fully prepared, emergency plans must account for mitigation, preparedness, response, and recovery.

Mitigation is any activity or preparation taken to reduce the impact or long-term effect of an emergency on life or property. In essence, it is the planning that is done prior to the warning or emergency.

Preparedness is any activity that is done in advance of an event that develops operational capabilities and facilitates an effective and efficient response to and recovery from an emergency event. For example, the NIH Police Department has procedures in place to address criminal activities they may face on a daily basis, while the NIH Division of Fire and Rescue Services knows what to do in the event of a fire or hazardous materials spill. The NIH Division of Emergency Management, and many other NIH entities, has plans in place to maintain the NIH essential functions during all phases of an emergency.

Response is required once an emergency has occurred. The ability to quickly respond to an emergency can lessen the effects felt by those impacted by the event. The ultimate goal of any response effort is to reduce the loss of life, minimize damage to property, and return to normalcy as soon as possible. Through the Division of Fire and Rescue Services and Police Department, NIH has a robust response capability on the Bethesda Campus. Mutual Aid agreements are also in place with Montgomery County, allowing extra assistance to be available during large-scale emergencies, or whenever specialized personnel or additional resources are required. Local emergency personnel are responsible for all facilities located outside of the Bethesda Campus.

Recovery takes place after an emergency has occurred and been contained. During this phase, steps are taken to return operations back to normal.

Continuity of Operations (COOP) planning is done to protect the mission essential functions of NIH and ensure that they can continue during times of extreme circumstance (i.e., a terrorist attack, catastrophic disaster, etc.). NIH has an extensive COOP Program in place that has proven to be effective on multiple occasions.

The NIH COOP Plan is structured so operational components can be activated in phases. If an event warrants partial activation, only select portions of the plan will be activated. In such cases, normal operations at NIH may not be impacted. However, in an event requiring full activation of the NIH COOP plan, activities at NIH may be at a minimum and staff may not be able to report to their normal worksite. In either instance, guidance will be provided to all NIH employees.

EMERGENCY CONTACT INFORMATION – HOME



My Local Emergency Contacts

Fire, Rescue, and Police Emergencies	<u>911 (Voice/TTY)</u>
Police Non-Emergency	_____
Fire Non-Emergency	_____
Local Emergency Management Agency	_____
Local Power Utility	_____
Local Gas Utility	_____
Local Water Utility	_____
Local Telephone	_____
Poison Center	<u>800-222-1222</u>
NIH Employee Assistance Program	<u>301-496-3164</u>
American Red Cross, Local Chapter	_____

My Personal Contacts

Urgent Care/After Hours Medical Care	<u>911 (Voice/TTY)</u>
Daycare/School	_____
Primary Care Physician/Pediatrician	_____
Dentist	_____
Family Emergency Contact	_____
Babysitter	_____

EMERGENCY CONTACT INFORMATION – WORK



NIH Emergency Phone Numbers

Police-Fire-Rescue HAZMAT.....	911 (office) / 301-496-9911 (cell) 9-911 (off campus)
Emergency Communications Center.....	301-496-5685 (24 hour)
Emergency Maintenance Services.....	301-435-8000
Building 10 Critical Medical Services.....	111

NIH Non-Emergency Phone Numbers

Security Emergency Response Program.....	301-496-6893 / 301-435-1908 (TTY)
Division of Emergency Management.....	301-496-1985
Division of Occupational Health & Safety.....	301-496-2960
Division of Radiation Safety.....	301-496-5774
Division of Environmental Protection.....	301-496-3537
Maintenance Service Requests.....	301-435-8000
Division of Fire & Rescue Services.....	301-496-2372
Division of Police.....	301-496-2387 or 301-496-5685 (evening)

NIH Communications

NIH Radio.....	1660 AM
Local radio and television stations.....	103.5 FM, 1500 AM, Channels 4,5, & 7-9
National news stations.....	CNN, Fox News, MSNBC
ORS Information Line.....	301-594-6677

NIH Websites

NIH homepage.....	http://www.nih.gov
ORS Information Line.....	http://www.ors.od.nih.gov/Pages/contact.aspx
Security and Emergency Response Program.....	http://ser.ors.od.nih.gov/
Division of Emergency Management.....	http://www.ors.od.nih.gov/ser/dem
Evacuation Zone Map.....	http://www.ors.od.nih.gov/maps/evac
Security for NIH visitors and patients.....	http://www.nih.gov/about/visitorsecurity.htm

Montgomery County Phone Numbers

Fire, Rescue, and Police Emergencies.....	911 (Voice/TTY)
Police Non-Emergency.....	301-279-8000 (Voice/TTY)
Fire Non-Emergency.....	240-683-6520 / 301-279-8000 (TTY)
Montgomery County Emergency Management.....	240-777-2300
Potomac Edison.....	800-686-0011 / 800-955-9445 (TTY)
Verizon.....	800-VERIZON (837-4966)
Baltimore Gas and Electric.....	800-685-0123 / 877-778-2222 (report outage)
PEPCO.....	Report outages: 877-PEPCO-62 (737-2662) Report downed wires: 877-PEPCO-62
Washington Gas.....	Report gas leaks or emergencies: 800-752-7520 or 703-750-1400
Washington Suburban Sanitary Commission.....	Emergency: 301-206-4002 Main: 301-206-9772 / 800-828-6439 (TTY)

Other Emergency Resources Phone Numbers

American Red Cross of the National Capital Region.....	703-584-8400
American Red Cross Blood Donations.....	800-GIVELIFE (448-3543)
Poison Control.....	800-222-1222

Other Emergency Resources Websites

FEMA “Ready Campaign”.....	http://www.ready.gov
American Red Cross.....	http://www.redcross.org
Maryland Emergency Management Agency.....	http://memma-maryland.gov
Montgomery County Emergency Management.....	http://montgomerycountymd.gov/oemhs