

Guidelines for Disaster Preparedness

MLC & Associates, Inc.

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Special points of interest:

- Preparedness Issues for You and Your Family
- Preparing at Your Job
- Nuclear, Biological, and Chemical Releases
- Emergency Supply Guidelines
- Homeland Security Threat Levels

Inside this issue:

You and Your Family	1
Your Workplace	2
Your Business Operations	2
Your Business Partners and Key Vendors	2
Nuclear, Biological, Chemical Release Guidelines	3
Emergency Supply Guidelines	3
About MLC	4
Homeland Security Threat Levels	4

Preparing for Disasters

In light of current events, it is important for organization's to take the time to address their employee's concerns regarding the imminent outbreak of hostilities in the Middle East and the potential for acts of terrorism against the U.S. From the business perspective, it is also essential to take steps to ensure that normal operations continue without interruption. Consequently, we at MLC have developed this guide to assist organizations during these stressful times.

This guide provides information for employees on home preparedness as well as workplace issues that should be addressed. Please note that this document is intended to offer general information and that each individual must



Given current events, what should I do to prepare for terrorist acts or other disasters?

review their situation and needs from their personal perspectives. Also, while we hope that everyone has taken these basic precautions already, it is important to remind employees and reinforce the basics to ensure that response, recovery, and resumption operations occur as smoothly as

possible.

We hope that you find this guide useful and informative. God bless America and protect our troops from harm.



You and Your Family

Your first priority is to yourself and your family. Ensure that you have a family emergency plan that includes basic supplies and communications. **Keep a small supply of cash on hand** (\$100—\$500) in case normal electronic payment methods are unavailable. **Keep at least a 1/2 tank of gas in your car** at all times. Also keep a spare change of clothes and

toiletries in your trunk. **Check your emergency water, food, and supplies** to verify that you have enough to survive for three days to one week. Also verify expiration dates and replenish if necessary. Consider special needs such as baby formula or prescription drugs. **Check with your children's school or day care provider** to know what their plans are and ensure that they have the correct contact informa-

tion for you and your spouse. Likewise, **check with your elder care provider** if you have relatives that use such services. Also, don't forget to address the needs of your pets.

Be sure to **establish an emergency contact number**, preferably out-of-state with a friend or relative. **Rehearse** your emergency communications and evacuation plans and contingency procedures with your family.

Guidelines for Disaster Preparedness



"It is not the critic who counts, the credit belongs to the man who is actually in the arena. Who strives valiantly; who errs and comes short time and time again; and who, if he fails, at least fails while daring greatly. His place shall never be with those timid souls who know neither victory nor defeat."

T. Roosevelt



Your Workplace

Consider what steps you would take in the event of an emergency that severely disrupts operations.

Review your organization's Emergency Response Plan and Business Continuity Plan.

Make sure you know what to do in the event of a building evacuation.

Know who your Floor Wardens (Floor Marshals) are. If you are the Floor Warden, know who is on your floor and review with other members of your team **what you will do, who you will**

communicate with, how you will communicate, what you will need to communicate, and evacuate others, where you will meet, and when (what conditions) evacuation will be necessary.

You may want to **consider keeping a flashlight and some basic supplies in your work area.**

For Floor Wardens, ensure that your equipment is readily accessible, you know where it is, and that any consumable supplies have been replenished. Also check your radios to be sure that they have a full charge.

Ensure that first aid supplies are in place and are adequate to meet basic needs. Check other emergency supplies and equipment and ensure that they are accessible.

Finally, the **President or CEO** of your company should consider under what circumstances a employee-wide announcement will be necessary and other actions the organization will take in the event of an emergency impacting the organization's people, processes, and technology.

Your Business Operations

Check with your immediate department. **Review how you will communicate** with each other in the event of an emergency during business hours and after hours.

Ensure the all telephone numbers are updated. This includes hard copy lists, speed dial programming on your office phone and cellular telephones, PDA's, and contact management software. Also, ensure that you have

a **business continuity plan** in place and that it is up to date. Review your operational procedures and contingency strategies. Managers should **review procedures and strategies with their staffs.**

Ensure that you have adequate supplies of critical items on hand. Generally a one week supply (minimum) for key items that are needed to continue

operations. Examples include: raw materials, blank checks, forms, paper stocks, and printing supplies.

Ensure that critical data is backed-up. This includes desktop workstations, PDA's, and laptops.

If you interact with other remote offices (across town, across country, or in other countries) **work out an emergency communications plan** if you don't have one already.

Your Business Partners and Key Vendors

Contact your key business partners and vendors. **Understand what you can expect from them** in the event of an emergency.

- Can they continue to supply critical services or supplies?
- Do they have a Business Continuity Plan in place?
- Is there an alternate location

and telephone number for you to contact?

- How and under what circumstances will they contact you?
- Do you have contact information for key personnel including alternates?
- Are there any Service Level Agreements in place?

Conversely, for Business Partners consider **your organization's obligations and contingency plans related to supporting them** (generally the same bullet points described previously). Basically, **what they are expecting from you, your department, and/or your organization?**

Guidelines for Disaster Preparedness

Nuclear / Biological / Chemical Release

Remember that Nuclear / Biological / Chemical incidents are a SIN (Safety / Isolation / Notification).

SAFETY - Do not risk exposure.

ISOLATION - Isolate sources of contamination. Limit movement around and between floors to prevent further contamination of work areas and associates. If outside stay upwind, uphill, and/or upstream.

NOTIFICATION - Call 911, then your internal emergency contacts (such as Safety, Security, or Facilities Operations) to advise emergency personnel of the event. Other steps include:

- Monitor local television and radio news broadcasts to determine if local transportation routes are impacted.
- For nearby incidents where an explosion is possible, stay away from the windows (on the threatened side of the building) and close the blinds.
- Follow the instructions of local emergency services (e.g., Fire Department) and your internal emergency response teams.



Emergency Supplies

The following list should be used as a basis for developing an emergency supply kit. Additional items may be required based on individual needs.

- Emergency food and water (including infant formula, baby food, and food for pets).
- Eating utensils.
- First Aid kit (for home and car).
- Non-prescription drugs and other medication (ask your physician or pharmacist about storing prescription medication).
- Denture needs.
- Contact lenses and supplies. Extra eye glasses.
- Sanitation supplies (toilet paper, towelettes, soap, liquid detergent, feminine supplies, personal hygiene items, plastic garbage bags and ties, plastic bucket with tight lid, disinfectant, household chlorine bleach with no additives such as fabric softeners).
- Clothing and bedding (include at least one complete change of clothing and footwear per person including baby supplies).
- Sturdy shoes or work boots.
- Rain gear.
- Blankets or sleeping bags.
- Analog telephone (not cordless). Emergency contact telephone numbers.
- Cash or traveler's checks and small change.
- Entertainment (games, playing cards, and books).
- Battery-operated radio and extra batteries.
- Flashlight and extra batteries.
- Non-electric can opener, utility knife.
- Fire extinguisher: ABC type.
- Tube tent, plastic sheeting, rope, and tarps.
- Pliers, hammer, other small tools.
- Nails and screws.
- Duct Tape.
- Compass.
- Matches in a waterproof container.
- Aluminum foil.
- Plastic storage containers.
- Paper, pencil, and water proof markers.
- Needles and thread.
- Medicine dropper.
- Shut-off wrench, to turn off household gas, propane, and water.
- Whistle.
- Map of the area (for locating shelters).
- Portable heater (follow all safety rules).
- Portable cooking stove (follow all safety rules).

Important Documents

- Personal will, insurance policies, contracts, deeds, stocks and bonds.
- Passports, social security cards and immunization records.
- Bank account numbers, credit card account numbers and companies.
- Inventory of valuable household goods, photos or videos of items, important telephone numbers.
- Family records (birth, marriage, death certificates).

"Plans are meaningless. Planning is everything."

Dwight David Eisenhower



For additional information, refer to the web site of the American Red Cross:

<http://www.redcross.org/services/disaster/beprepared/familyplan.html>



About MLC & Associates, Inc.

MLC & Associates, Inc. was founded in 1987 as a minority woman-owned consulting business. MLC's core service is business continuity and disaster recovery planning, program development, and testing. MLC has worked extensively in Strategic Organizational Risk Management for the past 16 years and is one of the world's leading experts in business continuity planning. MLC also audits existing risk, and performance management programs.

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Since 1987, MLC has performed a wide variety of projects for public and private sector clients. Examples of public and quasi-public sector clients include the City of Santa Ana, City of Dallas, U.S. Army Corps of Engineers, the Federal Emergency Management Agency (FEMA), Department of Energy (DOE), Southwestern Indiana Gas & Electric, and the Electric Power Research Institute (EPRI). From the private sector perspective, MLC's clients have ranged from technology, communications, manufacturing, distribution, and financial firms.



Homeland Security Threat Levels

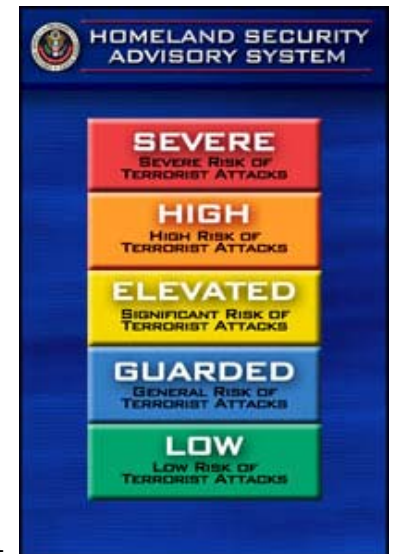
The Homeland Security Advisory System is binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low = Green;
Guarded = Blue;
Elevated = Yellow;
High = Orange;
Severe = Red.

The higher the Threat Condition, the greater the risk of a terrorist attack.

Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security.

Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.



Fully effective and comprehensive business continuity program development and maintenance is a blend of art and science - craft and technology.