

Quiz

- 1 T F Terrorists are most likely to attack shopping malls.
- 2 T F Feelings of fear, stress, and vulnerability are normal responses to terrorism.
- 3 T F Watching TV news coverage of terrorism will help you cope with the emotional impact of terrorism.
- 4 T F Employees can contribute to security by keeping doors locked and reporting suspicious activity.
- 5 T F Help prevent cyber-terrorism by changing our passwords frequently.
- 6 T F Shake any envelope marked "anthrax" to see if it contains powder.
- 7 T F After hearing the evacuation signal, you should listen for specific instructions.
- 8 T F Characteristics of a suspicious package include discolorations, odor, or no return address.
- 9 T F When sheltering in place, you need to seal only the doors and windows.
- 10 T F Biological and chemical agents could be dispersed into a building's air-handling system.

Answers
1. F Terrorists are more likely to attack high-profile buildings. 2. T 3. F Avoid watching TV news coverage of terrorism. 4. T 5. T 6. F Do not shake it; put it in a plastic bag or other container. 7. T 8. T 9. F You also need to seal any vents in the room. 10. T

Terrorism, Security, & Your Safety IN THE WORKPLACE



Our Company is Concerned with Your Safety

Recent events, including the terrorist attacks on September 11, 2001, and the subsequent bioterrorist releases of anthrax, brutally taught the nation that workplaces could be terrorist targets.

Although no one can predict how and where a terrorist will strike, it is wise for every company to be prepared for a terrorist attack.

In response to concerns of terrorism, our company will be:

- Reviewing and updating emergency plans
- Reviewing and refining our security
- Ensuring our emergency gear and supplies are adequate
- Increasing communication with employees
- Training employees on how to recognize and respond to potential terrorist activities

Be Prepared

Although a terrorist attack is not likely to strike our workplace, it is important to be prepared mentally and emotionally.

- Know how to recognize a threat
- Follow proper procedures to report the threat
- Warn other employees in the area
- Help to secure the area if possible
- Shelter in place or evacuate

If you'd like further information about preparing for a terrorist attack, visit the U.S. Government's Homeland Security website at <http://www.dhs.gov/dhspublic/>

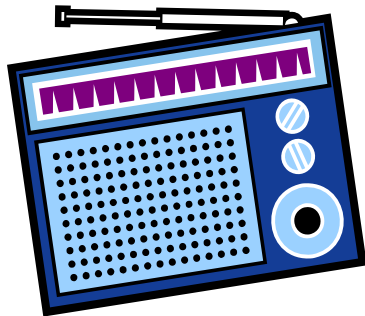
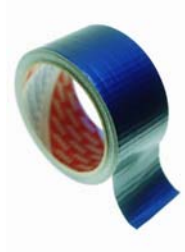


Shelter in Place

In the event of an emergency, it may be recommended to stay where you are and take shelter.

Basic steps for sheltering in place are:

- Shut windows and doors
- Turn off air-handling (HVAC) equipment
- Go to predetermined sheltering room
- Seal windows and vents with plastic and duct tape
- Seal door with duct tape
- Listen to the radio for further instructions



Terrorism in the Workplace



Terrorism is any “violent or criminal act against a civilian population for the purpose of coercion, and promoting a political cause or agenda.”

Terrorism can range from acts of sabotage and vandalism to the use of chemical, biological, or radioactive weapons.

Potential targets include:

- Personnel
- Chemical storage & processes
- Air-handling systems
- Electrical power systems
- Computer & Telephone systems
- Water supplies
- Building lobbies
- Loading docks
- Vehicles

Terrorists are more likely to strike:

- High-profile buildings
- Government facilities
- Chemical-processing facilities
- Utility companies

Psychological & Emotional Impact of Terrorism

Routine activities before the terrorist attacks of September 11, such as traveling to work or opening a letter, may now cause feelings of fear, stress, and vulnerability.

With the ongoing threat of terrorism, you may see evidence of the emotional impact on co-workers, such as:

- Working slowly
- Appearing numb or emotionless
- Withdrawal from work activity or co-workers
- Frequently calling in sick
- Overworking
- Unjustified angry outbursts
- Forgetfulness
- Difficulty concentrating and making decisions
- Difficulty with changes in routines

Here are some things you can do to combat emotional stress:

- Seek professional help
- Talk with and listen to co-workers
- Engage in volunteer activities
- Spend time with loved ones
- Turn off TV news coverage

Evacuation Procedures

Our company may participate in evacuation drills to prepare for real emergencies.

The written Emergency Action Plan will describe specific evacuation procedures relevant to our building.

Here are the basics:

- Recognize the evacuation signal:
 - Audible alarm
 - Visual signal
 - Public address announcement
 - Air horn
 - Someone yelling
- Listen for specific instructions:
 - Either a partial or full evacuation may be required
 - Listen for the location of the emergency situation to determine which evacuation route to take
- Shut down any nearby equipment with the emergency stop
- Close doors and windows
- Follow the nearest exit route
- Proceed to the designated assembly area

Look for “Red Flags”

Every employee must maintain a heightened awareness for unusual things.

Contact your supervisor or security right away if you encounter an item such as a briefcase, bag, or box left unattended, or if you see any unknown person or persons in or around the building.

Some characteristics of suspicious packages or letters include:

- Title, but no name
- Misspelled common words
- Oily stains, discolorations, or odor
- No return address
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Postmarked city or state that does not match the return address



Physical Security of the Workplace

Our company, or the building owner, is taking protective measures, such as increasing security inside and outside the building and restricting certain facility information.

You too, have a role in the security of your workplace.

Remember to:

- Keep doors locked
- Not let others borrow keys or access cards
- Not let someone enter the building without proper ID
- Check the ID of unknown personnel in our work area
- Follow all security procedures
- Report suspicious personnel or activities
- Report gaps in security measures—security lighting out, signs missing, security cameras damaged, fencing damaged.

Cyber-terrorism

Cyber-terrorism is the use of network technologies for criminal purposes such as identity theft and destruction of systems

Your employer is taking steps to prevent cyber-terrorism by backing up computers regularly and upgrading hardware and software as necessary.

You can protect our company's computer system by:

- Never installing unlicensed or pirated software
- Deleting suspicious e-mails
- Never giving out our passwords—and changing them frequently
- Avoiding improper websites and downloads



Anthrax Letter or Package

If there is concern about an envelope containing powder or marked with a threatening message:

- Do not shake or empty the contents; if powder has spilled, do not clean it up.
- Place unopened envelope in a plastic bag or other container
- Or, cover envelope and spilled powder with anything, such as clothing, paper, trash can, etc.
- Leave the room, close the door, and keep others away
- Wash your hands with soap and water immediately
- Report the incident to local police and notify building security or a supervisor
- Remove any contaminated clothing and seal in a plastic bag or other container
- List all people who were in the room when the letter was discovered

Take Action if a Terror Alert Is Received

If you receive an alert that a small aerosol device was triggered nearby, that the air-handling system is contaminated, or that a biological agent was released in the area:

- Turn off local fans or ventilation units
- Leave the area immediately
- Close the door, or section off the area to keep others away
- Dial “9-1-1” to report the incident
- Notify your building security official or an available supervisor
- Shut down the air handling system in the building
- List all people who were in the room or area. Give this list to public health authorities to ensure proper medical follow-up, and to law enforcement for further investigation

911

Chemical, Biological, and Radioactive (CBR) Agents

Terrorists could strike with chemical agents, biological agents, or radioactive weapons.

These weapons could be released using small aerosol devices, crop-dusting planes, ventilation systems, or bombs. In addition, food and water systems could be targeted.

Examples of chemical agents include:

- Sarin and other nerve gases
- Mustard gas and other blistering agents
- Cyanide gas
- Phosgene

Examples of biological agents include:

- Anthrax
- Botulism
- Plague
- Small pox
- Viral hemorrhagic fevers (Ebola, Marburg)
- Ricin
- Salmonella
- E. coli

Signs of Exposure

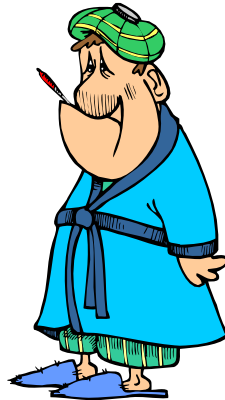
Although the release of biological, chemical or radioactive agents is not likely in our workplace, it helps to know the signs and symptoms of exposure so early action can be taken.

Here are some examples of the most common agents and the signs to be aware of:

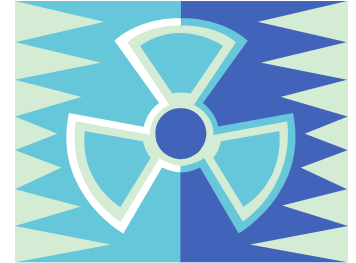


Anthrax is an infectious disease caused by spore-forming bacteria. Symptoms of inhaled anthrax often resemble those of the common cold, but are more severe. Symptoms of ingested anthrax include nausea, vomiting, and severe diarrhea.

Ricin is a poison made from the waste of castor bean processing. Symptoms of inhaled ricin mist or powder including difficulty breathing, nausea, aching muscles, and fluid in the lungs. Symptoms of ingesting contaminated food or water include vomiting and bloody diarrhea.



Radioactive material released into a food or water supply is not likely to cause adverse health effects. A radioactive “dirty bomb,” however, scatters radioactive material, and people exposed might have increased risk of cancer. If a nuclear device is discharged, people could be killed by the blast or contaminated by radioactive material.



Health effects from radiation exposure range from mild skin reddening to cancer or even death within a few days.

Sarin is an odorless, colorless, and tasteless liquid that is classified as a nerve agent. Symptoms of sarin exposure include blurred vision, drooling, sweating, coughing, chest tightness, confusion, weakness, headache, nausea, and diarrhea.

