

GUIDELINES FOR IMPLEMENTATION
OF THE
STATE OF WASHINGTON
HOMELAND SECURITY
ADVISORY SYSTEM

FOR
CITIZENS, NEIGHBORHOODS AND FAMILIES



*Developed By The
Washington Military Department*



March 31, 2003

For questions or recommendations on improvement of this guide, contact Mr. Joe Huden at (253) 512-8108 or e-mail joe.huden@mil.wa.gov. PLEASE NOTE: Additional guides have been prepared for state agencies and offices of elected officials; tribal, county and local government; and, business, critical infrastructure and key assets. You may access these guides on-line at: <http://emd.wa.gov>.



A Message from the Director, Washington Military Department

Homeland security begins at home. Citizens, business leaders and government officials at all levels - federal, state, local and tribal - have a shared responsibility for defending against, deterring, and, when necessary, managing the consequences of disasters such as the terrorist attacks of September 11, 2001. Preplanning significantly enhances our chances of surviving and minimizing the impacts of terrorist acts.

This guide outlines a logical system for determining the protective actions appropriate for you and your family. It will assist you in conducting a risk assessment and developing preparedness plans tailored to each level of the national Homeland Security Advisory System.

Emergency preparedness for all hazards, whether terrorist-based or natural in origin, requires similar steps. In addition to the information in this Guide, personal assistance is available from your local emergency management office. Contact information for subject matter experts is set forth in an appendix to the guide.

Each citizen needs to anticipate and plan for terrorist-based threats and other large scale emergencies. You can assist in making our communities more secure by following the steps in this guide, by developing preparedness plans and responding appropriately to threat advisories from the Department of Homeland Security (<http://www.ready.gov>), and by reporting unusual or suspicious behavior to the FBI and local law enforcement officials. Together, we can assure Washington remains a safe and secure place to live, work and raise our families.

TIMOTHY J. LOWENBERG
Major General
Director, Washington Military Department

This guide is available on-line at the following web sites) (<http://emd.wa.gov/>) or (<http://www.washingtonguard.com>).

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GUIDE SUMMARY

This guidebook is designed to assist citizens in initiating standardized actions as the result of changes in the United States and the State of Washington Homeland Security Threat Condition Advisory Systems. It provides a framework for developing security response plans and acts as a checklist when changes in the advisory are issued.

These recommendations have been developed in a generic format to allow you to develop specific implementation procedures appropriate for you, your neighborhood or your family. Each recommendation should be reviewed to determine if it is applicable and appropriate to you, your neighborhood or your family. You are encouraged to develop additional action steps as appropriate.

The specific recommendations for the color-coded Homeland Security Advisory Threat Condition Levels start on page 13. They are cumulative recommendations and should be used in combination to create your own plan.

Appendix A defines the various acronyms and terms used throughout this document.

Appendix B is a list of general personal guidelines if a terrorist attack is imminent or has occurred.

Appendix C is a listing of County Emergency Management contacts.

Appendix D is a listing of Municipal Emergency Management contacts.


Appendix E is a listing of Internet address links to helpful information.

WASHINGTON MILITARY DEPARTMENT STATE EMERGENCY MANAGEMENT DIVISION CONTACT INFORMATION

Main Administrative Numbers: 253-512-7000 or 800-562-6108	
EMD Mailing Address:	Washington Military Department Emergency Management Division Building 20, M/S: TA-20 Camp Murray, WA 98430-5122

ASSIGNMENT OF HOMELAND SECURITY THREAT CONDITIONS

The Homeland Security Advisory System

	Color Code	Description
	RED (SEVERE)	SEVERE RISK of a terrorist attack (a terrorism attack has occurred or intelligence information indicates an imminent attack is probable)
	ORANGE (HIGH)	HIGH RISK of a terrorist attack (potential for an attack is high or intelligence indicates terrorists are actively seeking targets)
	YELLOW (ELEVATED)	SIGNIFICANT RISK of a terrorist attack (possibility of an attack or intelligence indicates terrorist activity)
	BLUE (GUARDED)	GENERAL RISK of a terrorist attack (threats may not be credible or corroborated but warrant a heightened alert)
	GREEN (LOW)	LOW RISK of a terrorist attack (no threats)

Homeland Security Threat Condition Considerations

Homeland Security Presidential Directive (HSPD)-3 (<http://www.fas.org/irp/offdocs/nspd/hspd-3.htm>) establishing the Homeland Security Advisory System ("HSAS") and the FBI's National Threat Warning System ("NTWS") provide factors for the assignment of Homeland Security Threat Conditions. The NTWS provides vital information regarding terrorism for the U.S. counterterrorism and law enforcement communities. The guidelines governing the NTWS also provide specific policy regarding public notification procedures.

HSPD-3 and NTWS guidelines contain certain criteria that should be considered when assessing threat risks. A decision on which Homeland Security Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, more than quantitative calculation. Higher Homeland Security Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. However, despite best efforts, there can be no guarantee that, at any given Homeland Security Threat Condition, a terrorist attack will not occur. Nonetheless, one important factor in determining a threat risk is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

- The credibility of the threat.
- The level of corroboration regarding the threat.
- The degree to which the threat is imminent.
- Threat specificity, to include a specific target.
- The gravity of the consequences if threat is delivered.
- The assessed vulnerability of the target.

Target Vulnerabilities and Consequences

Terrorist threats range from disruptive vandalism to catastrophic attacks affecting large centers of population and vital infrastructure. With a specific threat of a terrorist attack it is necessary to determine what consequences would be realized if an attack were to occur. Some of the questions to be considered are as follows:

- Is the target strategically significant as to pose a major disruption to vital services and/or a loss of life?
- How would Federal, State and local governments, along with private industry and the American public, react to the loss and/or disruption of a particular target?
- If the threat is imminent, how much time exists for countermeasures to be implemented?
- Can a target be made less attractive through enhanced security measures?
- Can the threat be intercepted and neutralized by law enforcement or other state or federal government resources?
- Can the effected parties be warned and countermeasures implemented prior to the attack, hopefully, averting a loss of life?

At every Homeland Security Threat Condition level, the same critical attention to threat assessment methodology will be applied. It is recommended that all HSAS education and awareness programs emphasize that despite the best decision to assign an appropriate Homeland Security Threat Condition; there can be no guarantee that a terrorist attack will be prevented.

Federal and State Actions to Changes in Alert

NOTE: Actions are cumulative starting at GREEN level.

ALERT LEVEL	FEDERAL ACTIONS	STATE ACTIONS
RED (SEVERE)	Response is primarily directed toward public safety and welfare and the preservation of human life, including: <ul style="list-style-type: none"> ◆ Assigning emergency response personnel and pre-positioning of specially trained teams ◆ Monitoring, redirecting or 	<ul style="list-style-type: none"> ◆ If the threat is specific to Washington State, activate the state EOC to Phase IV operations, staffed with applicable state/federal agency representatives. ◆ If the threat is not specific to

	<p>constraining transportation systems</p> <ul style="list-style-type: none"> ◆ Closing public and governmental facilities ◆ Increasing or redirecting personnel to address critical emergency needs 	<p>Washington State, activate the state Emergency Operations Center (EOC) to Phase III operations.</p> <ul style="list-style-type: none"> ◆ Following assessment of the situation, if the event threatens or actually impacts the State of Washington, the Governor issues a proclamation of a state of emergency. ◆ Activation of a Joint Information Center (JIC) to include representatives from affected areas and agencies.
<p style="text-align: center;">ORANGE (HIGH)</p>	<ul style="list-style-type: none"> ◆ Crisis management response will focus on law enforcement actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat. ◆ Consequence management response will focus on contingency planning and pre-positioning of tailored resources, as required. 	<ul style="list-style-type: none"> ◆ If the threat is specific to Washington State, activate the state EOC to Phase III operations, staffed with applicable state/federal agency representatives. ◆ If the threat is not specific to Washington State, provide double State Emergency Operations Officer (SEOO) staffing of the Alert and Warning Center. ◆ Prepare to, and if necessary, activate a JIC near the threatened area. Coordinate the release of information with appropriate local, county, state, tribal and federal agencies.
<p style="text-align: center;">YELLOW (ELEVATED)</p>	<ul style="list-style-type: none"> ◆ Increasing surveillance of critical areas. ◆ Coordinating emergency plans with related agencies. ◆ Assessing further refinement of protective measures within the context of the current threat information. ◆ Implementing, as appropriate, contingency plans and emergency response plans. 	<ul style="list-style-type: none"> ◆ If the threat is specific to Washington State, activate the state EOC to Phase II enhanced operations and staff with additional SEOO. ◆ If the threat is not specific to Washington State, activate state EOC to Phase I. ◆ Update staff and agency liaison contacts list. ◆ Provide Public Information Officer (PIO) coverage.
<p style="text-align: center;">BLUE (GUARDED)</p>	<ul style="list-style-type: none"> ◆ Checking communications with designated emergency response or command locations. ◆ Reviewing and updating emergency response procedures. ◆ Providing the public with necessary information. 	<ul style="list-style-type: none"> ◆ All state agencies prepared to staff the EOC as required. ◆ Normal operations with 24-hour EOC and SEOO. ◆ Additional staff alerted to the increased threat level.
<p style="text-align: center;">GREEN (LOW)</p>	<ul style="list-style-type: none"> ◆ Refining and exercising preplanned protective measures. ◆ Ensuring personnel receive 	<ul style="list-style-type: none"> ◆ Normal operations with 24-hour EOC and SEOO.

	<p>training on the Homeland Security Advisory System, departmental, or agency-specific protective measures.</p> <ul style="list-style-type: none"> ◆ Regularly assessing facilities with vulnerabilities and taking measures to reduce them. 	
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State Emergency Operations Center Phases

Phase I - Routine Operations

Incidents are handled by the duty officer in cooperation with other local, state and federal agencies. Other staff may be involved as advisors if needed for specific expertise. The Duty Officer responds to incidents following established Standard Operating Procedures (SOPs) as outlined in the Washington Military Department Emergency Management Division Duty Officer Standard Operating Procedures.

Phase II - Enhanced Operations (Alert Stage)

An incident is or could potentially grow beyond the capability of the Duty Officer to handle. In this instance the Duty Officer, along with selected staff, are tasked to support the incident from the state EOC. At this phase, one or more persons may be initially tasked to provide specific emergency functions.

During this phase, the Duty Officer will continue to monitor and process other requests for assistance, separate from the incident that has caused activation of the EOC.

As a general rule, transition from Phase I to Phase II will automatically occur when:

- A local jurisdiction has activated its EOC
- The Division has deployed staff to the field
- Intelligence data indicates the potential for an emergency that is or may grow beyond the capability of affected local jurisdictions

If additional staff support is required, the EOC Supervisor will have the authority to escalate to Phase III EOC activation or implement any other level of staffing that the situation may require.

Phase III - Full Operation

An incident's size and complexity requires representation in the EOC by appropriate state and outside agencies and organizations to support

expanded operations. The number of staff and the agencies represented will vary by incident. In this phase, the level of activity dictates that normal EMD staff functions cease and all personnel support the incident.

Phase IV - Catastrophic Operations

A major catastrophic event has occurred that exceeds the capability of state and local government to provide timely and effective response to meet the needs of the situation. An event of this magnitude could cause numerous casualties, property loss, and disruption of normal life support systems and significantly impact the regional economic, physical, and social infrastructures. As a general rule, transition to this phase occurs when the EOC is conducting response operations.

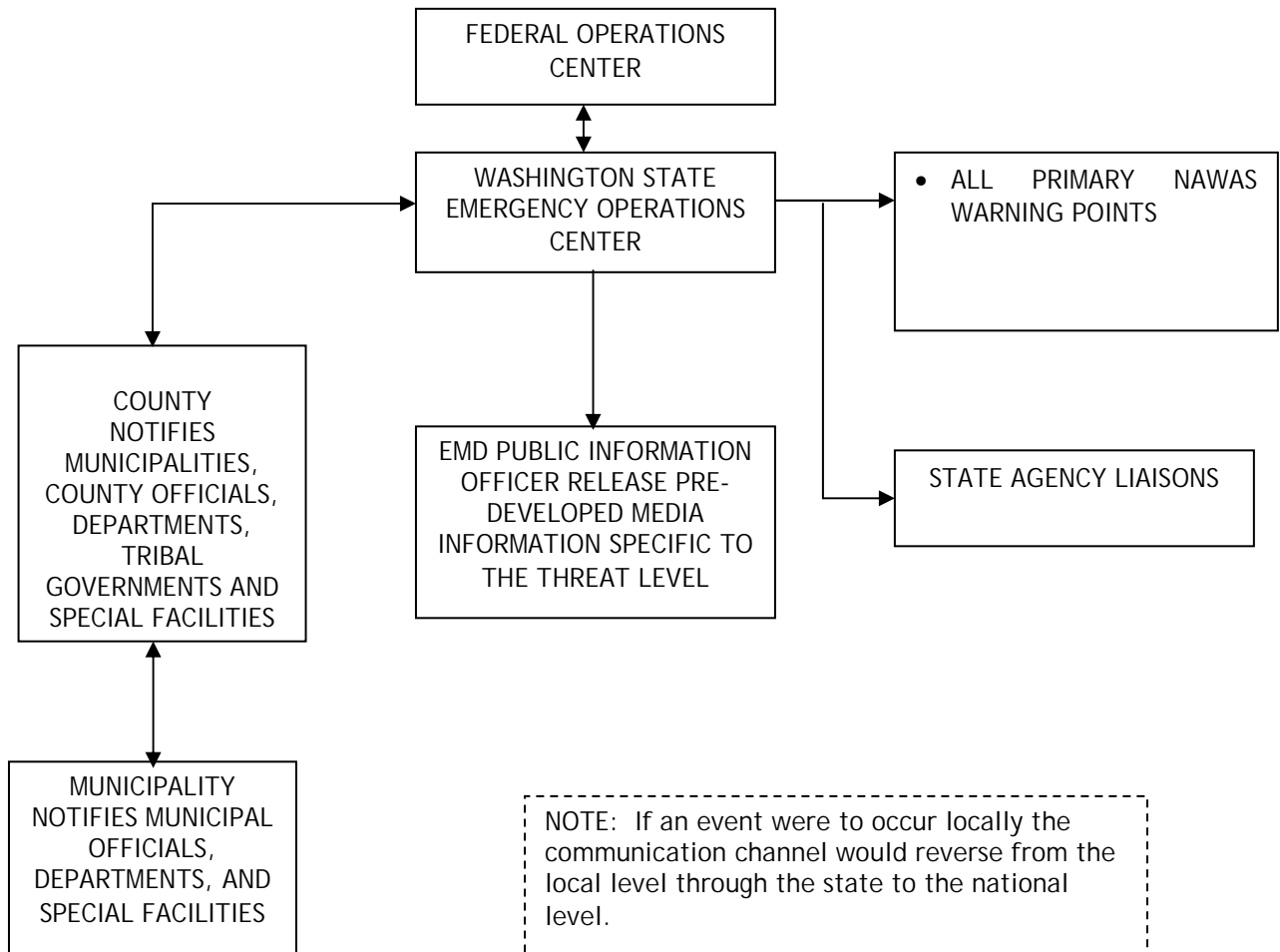
DISSEMINATION OF HOMELAND SECURITY THREAT CONDITION ADVISORIES WITHIN THE STATE OF WASHINGTON

Following notification of a change in the Homeland Security Threat Condition from the federal government, the Federal Operations Center will broadcast Homeland Security Threat Condition notifications over the National Warning System ("NAWAS") or other communications systems to all fifty states, including local warning points.

The State of Washington will disseminate Homeland Security Threat Condition advisory messages and other related strategic information within the state in the following manner (See Figure 1 on the next page):

1. The Washington Military Department, Emergency Management Division (EMD) will alert the following:
 - a. Notify all Primary Warning Points using the National Warning System ("NAWAS").
 - b. Disseminate the threat advisory via the statewide A Central Computerized Enforcement Service System ("ACCESS") message to all ACCESS terminals.
 - c. Notify state government agency liaisons who will in turn be responsible for notifying their district and/or satellite offices.
2. Each county will be responsible for disseminating the Homeland Security Threat Condition advisory to appropriate county officials, departments and agencies, special facilities, tribal governments and designated municipal warning entry points (one per municipality).
3. Each municipality will be responsible for disseminating the Homeland Security Threat Condition advisory to its municipal officials, departments and to identified special facilities (schools, hospitals, industries, etc.).
4. Within thirty minutes after initial dissemination by EMD, the EMD Public Information Officer will authorize the release of pre-developed media information appropriate for the identified Homeland Security Threat Condition.

FIGURE 1 - HOMELAND SECURITY THREAT CONDITION DISTRIBUTION SYSTEM



RECOMMENDED CITIZEN, NEIGHBORHOOD AND FAMILY PROTECTIVE MEASURES

NOTE: Protective measures are cumulative and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation. You may also elect to move a protective measure to a different alert level.

Action Number	Checklist		GREEN-LOW (LOW RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
G-1			Inform family and neighbors about the Homeland Security Threat Condition GREEN advisory.
G-2			Be alert to suspicious activities and / or individuals and report it to proper authorities or law enforcement agencies. Be suspicious of person(s) taking photographs of critical facilities, asking detailed questions about physical security or are dressed inappropriately for weather conditions.
G-3			Continue to enjoy individual freedom. Participate freely in travel, work and recreational activities.
G-4			Continue to include safety and common sense practices in daily routines.
G-5			Obtain copy of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter. Obtain a copy of the United for a Stronger America: Citizens' Preparedness Guide from the National Crime Prevention Council (http://www.weprevent.org). Additional information on preparedness is available at Ready.Gov or by calling 1-800-BE-READY (1-800-237-3239).
G-6			Develop a personal disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit . Know how to turn off your power, gas and water service to your house.
G-7			Examine volunteer opportunities to assist and support the community emergency response agencies (e.g. Red Cross, social services, Neighborhood Crime Watch, Community Emergency Response Team ("CERT"), Community Policing ("COP") or Amateur Radio Emergency Service ("ARES") programs. Contact your local emergency management office or visit these web sites: http://www.redcross.org , http://www.citizencorps.gov , http://www.ares.org .
G-8			Take a Red Cross Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) and first aid courses.
G-9			Family members should have appropriate immunizations and preventative health care updated.

Action Number	Checklist		BLUE - GUARDED (GENERAL RISK of a terrorist attack) Recommended Protective Measures:
	Yes	No	
B-1			Inform family and neighbors about the Homeland Security Threat Condition BLUE advisory. Monitor local and national news for terrorist alerts.
B-2			Continue all measures listed in Homeland Security Threat Condition GREEN Advisory.
B-3			Develop emergency communication plan with family, neighbors and friends that everyone can understand.
B-4			Establish an alternate meeting place away from home with family or friends.
B-5			Review stored disaster supplies and replace items that are outdated.

B-6			Ensure that all private vehicles are secured.
B-7			When handling mail, courier, and package deliveries, remain vigilant and report any concerns or suspect items.
B-8			Ask the local Red Cross chapter to provide a " Terrorism: Preparing for the Unexpected " presentation at your workplace or neighborhood.

Action Number	Checklist		YELLOW - ELEVATED (SIGNIFICANT RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
Y-1			Inform family and neighbors about the Homeland Security Threat Condition YELLOW advisory. Continue normal activities but expect some delays, baggage searches and restrictions to some facilities.
Y-2			Continue all measures listed in the Homeland Security Threat Condition GREEN and BLUE Advisories.
Y-4			Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary. If not known to you, contact schools to determine their emergency notification and evacuation plans for your children, if appropriate.
Y-5			Develop alternate routes to / from work / school and practice them.
Y-6			Have a neighborhood meeting to identify neighbors who are elderly or have special needs. Assist them in development of a personal disaster plan and disaster supplies kit if necessary.

Action Number	Checklist		ORANGE - HIGH (HIGH RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
O-1			Inform family and neighbors about the Homeland Security Threat Condition ORANGE advisory. Continue normal activities but expect some delays, baggage searches and restrictions to some facilities.
O-2			Continue all measures listed in the Homeland Security Threat Condition GREEN, BLUE and YELLOW Advisories.
O-3			Review disaster plan with all family members.
O-4			Exercise caution when traveling. Be alert to your surroundings, avoid placing yourself in a vulnerable situation and monitor the activities of your children. Avoid leaving unattended packages, back packs, brief cases or bags in public areas.
O-5			Have shelter-in-place materials on hand, and review procedures in the Red Cross Terrorism: Preparing for the Unexpected brochure.
O-6			Check on neighbors who are elderly or have special needs to ensure they are okay. Review disaster plan with them.
O-7			Listen to news regarding the heightened threat and security procedures, local contingency operations / plans / evacuations and personal safety messages.

Action Number	Checklist		RED - SEVERE (SEVERE RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
R-1			Inform family and neighbors about the Homeland Security Threat Condition RED advisory. Expect delays, searches and restricted access to buildings. Expect traffic delays and restrictions. Avoid crowded public areas and gatherings.
R-2			Continue all measures listed in the Homeland Security Threat Condition GREEN, BLUE, YELLOW and ORANGE Advisories.
R-3			Maintain and monitor communications and warning systems. Listen to radio / TV for current information / instructions.
R-4			Contact business / school to determine status of work / school day.
R-5			Adhere to any travel restrictions announced by local governmental authorities.

R-6			Be prepared to shelter in place or evacuate and assist neighbors who are elderly or have special needs if instructed to do so by local governmental authorities.
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APPENDIX A

TERMS AND ACRONYMS USED IN THIS DOCUMENT

The following terms and acronyms are used within this document.

ACCESS refers to A Central Computerized Enforcement Service System which is the primary means of notifying emergency management functions and personnel throughout the state.

AED refers to Automated External Defibrillator and the training provided by the Red Cross.

ARES refers to the Amateur Radio Emergency Service program, contact your local Amateur Radio Club or visit the web site at: <http://www.ares.org/>

CERT refers to Community Emergency Response Teams; contact the local emergency management agency for details.

COP refers to Community Policing programs; contact your local law enforcement office for programs in your area.

CPR refers to Cardio-Pulmonary Resuscitation and the training provided by the Red Cross.

Critical Infrastructure means the public or private systems, whether physical or virtual, so vital to the United States or the State of Washington that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national or state economic security, national or state public health or safety, or any combination of those matters, including:

Energy - (electrical generation / switching / load dispatch, gas and oil production, nuclear power plants, etc)

Emergency Services - (emergency operations centers, fire, law enforcement, emergency medical services, etc)

Information and Telecommunications - (9-1-1 centers, critical tower sites, telephone and communications infrastructure, IT systems, radio and television transmission sites, EAS activation points, etc)

Transportation - (terminals, bridges, ferries, etc)

Water - (distribution systems and treatment plants, etc)

Banking and Finance - (including processing facilities, etc)

Government - (facilities, elected officials, etc)

Agriculture - (grain storage, animal feed lots, fertilizer storage, etc)

Food - (food processors, food shippers, etc)

Public Health - (hospitals, labs, public health districts, etc)

Defense Industry - (manufacturing, military facilities, etc)

Chemical Industry - (production, storage, movement, etc)

Postal and Shipping - (post offices, parcel delivery services, trucking, etc)

EAS refers to the Emergency Alert System used in coordination with the broadcast industry to provide alert type information essential to the public concerning an emergency.

EMD refers to the Emergency Management Division of the State Military Department.

EOC refers to the state or local Emergency Operations Center for directing activities based on the threat advisory.

EOP refers to Emergency Operations Plan.

HSAS refers to the Homeland Security Advisory System.

HSPD refers to Homeland Security Presidential Directives followed by a dash and number (e.g. HSPD-3).

JIC refers to a Joint Information Center of government public information officials.

Key Assets refer to (office buildings (especially multi-national corporations), religious institutions, public areas, schools, national and local symbols, historical attractions, monuments and icons).

NTWS refers to the Federal Bureau of Investigation National Terrorism Warning System.

PIO refers to a government Public Information Officer.

SEOO refers to the State Emergency Operations Officer who directs emergency operations at the State Emergency Operations Center (EOC).

SOG refers to Standard Operating Guides.

SOP refers to Standard Operating Procedures.

SWAT refers to Special Weapons and Tactics teams.

APPENDIX B

GENERAL PRACTICAL GUIDELINES IN CASE OF AN INCIDENT OR ATTACK

Please note, this information is provided as a basic outline of some practical considerations in case of an incident or attack. This is not intended to be an exhaustive list, but might form the basis for a further list of practical guidelines. There is no perfect list of guidelines. This information was extracted from the Ready.gov website from the U.S. Department of Homeland Security. You can view further information at <http://www.ready.gov> or by following the various links imbedded below.

Overview

INTRODUCTION - What is Ready.gov all about?

Terrorists are working to obtain biological, chemical, nuclear and radiological weapons and the threat of an attack is very real. Here at the Department of Homeland Security, throughout the federal government, and at organizations across America we are working hard to strengthen our Nation's security. Whenever possible, we want to stop terrorist attacks before they happen. All Americans should begin a process of learning about potential threats so we are better prepared to react during an attack. While there is no way to predict what will happen, or what your personal circumstances will be, there are simple things you can do now to prepare yourself and your loved ones.

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or man-made emergency. However, as you will see throughout the pages of **Ready.gov**, there are important differences among potential terrorist threats that will impact the decisions you make and the actions you take. With a little planning and common sense, you can be better prepared for the unexpected.

STEP 1 - Make a Kit of Emergency Supplies

Be prepared to improvise and use what you have on hand to make it on your own for *at least* three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh [water](#), [food](#) and [clean air](#). Consider putting together two kits. In one, put everything needed to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

You'll need a gallon of water per person per day. Include in the kits canned and dried foods that are easy to store and prepare. If you live in a cold weather climate, include [warm clothes](#) and a sleeping bag for each member of the family.

Start now by gathering basic [emergency supplies](#) - a flashlight, a battery-powered radio, extra batteries, a first aid kit, toilet articles, prescription medicines and

other special things your family may need. Many potential terrorist attacks could send tiny microscopic "junk" into the air. Many of these materials can only hurt you if they get into your body, so think about creating a barrier between yourself and any contamination. It's smart to have something for each member of the family that [covers their mouth and nose](#).

Plan to use two to three layers of a cotton t-shirt, handkerchief or towel. Or, consider filter masks, readily available in hardware stores, which are rated based on how small a particle they filter. It is very important that the mask or other material fit your face snugly so that most of the air you breathe comes through the mask, not around it. Do whatever you can to make the best fit possible for children.

Also, include duct tape and heavyweight garbage bags or plastic sheeting that can be used to seal windows and doors if you need to [create a barrier](#) between yourself and any potential contamination outside.

STEP 2 - Make a Plan for What You Will Do in an Emergency

Be prepared to assess the situation, use common sense and whatever you have on hand to take care of yourself and your loved ones. Depending on your circumstances and the nature of the attack, the first important decision is [deciding whether to stay or go](#). You should understand and plan for both possibilities.

[Develop a Family Communications Plan](#): Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency. It may be easier to make a long-distance phone call than to call across town, so an out-of-state contact may be in a better position to communicate among separated family members. You may have trouble getting through, or the phone system may be down altogether, but be patient.

[Staying Put](#): There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "shelter-in-place," can be a matter of survival. Choose an interior room or one with as few windows and doors as possible. Consider precutting plastic sheeting to seal windows, doors and air vents. Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits.

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to "shelter-in-place." Quickly bring your family and pets inside, lock doors, and close windows, air vents and fireplace dampers. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents. Watch TV, listen to the radio or

check the Internet for instructions.

Getting Away: Plan in advance how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. If you have a car, keep at least a half tank of gas in it at all times. Become familiar with alternate routes as well as other means of transportation out of your area. If you do not have a car, plan how you will leave if you have to. Take your emergency supply kit and lock the door behind you. If you believe the air may be contaminated, drive with your windows and vents closed and keep the air conditioning and heater turned off. Listen to the radio for instructions.

At Work and School: Think about the places where your family spends time: school, work and other places you frequent. Talk to your children's schools and your employer about emergency plans. Find out how they will communicate with families during an emergency. If you are an employer, be sure you have an emergency preparedness plan. Review and practice it with your employees. A community working together during an emergency also makes sense. Talk to your neighbors about how you can work together.

STEP 3 - Be Informed about what might happen

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or man-made emergency. However there are important differences among potential terrorist threats that will impact the decisions you make and the actions you take.

Specific Terrorist Threats

A **biological attack** is the deliberate release of germs or other substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or eaten to make you sick.

A **chemical attack** is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

A **nuclear blast** is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.

A **radiation threat** or "Dirty Bomb" is the use of common explosives to spread radioactive materials over a targeted area.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before you act. With these simple preparations, you can be ready for the unexpected.

APPENDIX C

County Emergency Management Agencies in Washington State

County	Agency Name/URL	Address	Phone/Fax	Director/Contact Email
Adams	Adams County DEM http://www.co.adams.wa.us	2069 W Highway 26 Othello WA 99344	509-488-2061 Fax: 509-659-1724	jayw@co.adams.wa.us
Asotin	Asotin County DEM	PO Box 250 Asotin WA 99402-0250	509-243-2088 Fax: 509-243-2087	Butch Aiken butchacdem@clarkston.com
Benton	Benton County Emergency Services	651 Truman Avenue Richland WA 99352-9104	509-628-2600 Fax: 509-628-2621	Lorlee Mizell l.mizell@bces.wa.gov
Chelan	Chelan County Sheriff's Office http://www.chelancounty.wa.us	401 Washington St Wenatchee WA 98801-0036	(509) 667-6863 Fax: 509-667-6510	John Fleckenstein john.fleckenstein@co.chelan.wa.us
Clallam	Clallam County Emergency Management Division	223 E. 4th St, Ste 6 Port Angeles WA 98362-0149	360-417-2305 Fax: 360-417-2485	Joe Cairlo jcairlo@co.clallam.wa.us
Clark	Clark Regional Emergency Services Agency (CRESA) http://www.clark.wa.us/emergency	710 West 13th St. Vancouver WA 98660-2810	360-737-1911 Fax: 360-694-1954	John Talbot john.talbot@co.clark.wa.us
Columbia	Columbia County DEM http://www.columbiaco.com	535 Cameron St PO Box 5 Dayton WA 99328	509-382-2534 Fax: 509-382-4724	Roger Trump rgtcolco@bmi.net
Cowlitz	Cowlitz County DEM http://www.co.cowlitz.wa.us/dem/	Hall of Justice 312 SW 1st Ave Kelso WA 98626	360-577-3130 Fax: 360-577-3009	Trudy Winterfeld cceoc@kalama.com
Douglas	Douglas County DEM http://www.douglascountysheriff.org	Administrative Building 110 NE 3rd St East Wenatchee WA 98802-4846	509-884-0941 Fax: 509-886-1045	Dan LaRoche dlaroch@co.douglas.wa.us
Ferry	Ferry County DEM	PO Box 1099 Republic WA 99166-1099	1800-342-4344 Fax: 509-775-2127 (Jail)	Pete Werner fcso@rcabletv.com
Franklin	Franklin County EM http://www.franklinem.org	502 Boeing St Pasco WA 99301	509-545-3546 Fax: 509-545-2139	John Scheer jscheer@co.franklin.wa.us
Garfield	Garfield County DEM	PO Box 885 Pomeroy WA 99347	509-843-3369 Fax: 509-843-3567 hm	Clay Barr barrsl@pomeroy-wa.com
Grant	Grant County DEM	6500 32nd Ave NE Suite 911 Moses Lake WA 98837	509-762-1462/64 Fax: 509-762-1465	Sam Lorenz gcem@grantcounty-wa.com
Grays Harbor	Grays Harbor Emergency and Risk Management http://www.grays-harbor.wa.us	310 W. Spruce Suite 212 PO Box 790 Montesano WA 98563	360-249-3911 Fax: 360-249-3805	Mary Davis mdavis@co.grays-harbor.wa.us
Island	Island County Department of Emergency Services	PO Box 5000 Coupeville WA 98239	360-679-7370 Fax: 360-679-7376	T.J. Harmon tjharmon@co.island.wa.us
Jefferson	Jefferson County DEM http://www.co.jefferson.wa.us	81 Elkins Road Port Hadlock WA 98339	360-385-3831 ext. 528/529 Fax: 360-379-0513	Charles Saddler jcdem@co.jefferson.wa.us
King	King County Office of EM http://www.metrokc.gov	7300 Perimeter Rd Rm 128 Seattle WA 98108-3848	206-296-3830 Fax: 206-296-3838	Eric Holdeman eric.holdeman@metrokc.gov
King County Sheriff	King County Sheriff's Special Operations http://www.metrokc.gov/sheriff/	7300 Perimeter Rd S Rm 143 Seattle WA 98108-3849	206-296-3853 Fax: 206-205-8282 (SAR24 hr.)	Ron Ryals ron.ryals@metrokc.gov

Kitsap	Kitsap County DEM http://www.kitsapdem.org	1720 Warren Ave Bremerton WA 98337	360-616-5870 Fax: 360-478-9802	Phyllis Mann dem@co.kitsap.wa.us
Kittitas	Kittitas County Sheriff's Office http://www.co.kittitas.wa.us	205 W 5th Ave Ellensburg WA 98926	509-962-7525 Fax: 509-962-7599	Gene Dana danag@co.kittitas.wa.us
Klickitat	Klickitat County Division of Emergency Management	205 S Columbus Ave MS Ch-7 Goldendale WA 98620	509-773-2376 Fax: 509-773-6387	schapple@co.klickitat.wa.us
Lewis	Lewis County Division of Emergency Management http://www.co.lewis.wa.us/sheriff/dem.htm	350 N Market Blvd Chehalis WA 98532-1900	360-740-1151 Fax: 360-740-1471	Steve Mansfield sbmansfi@co.lewis.wa.us
Lincoln	Lincoln County Department of Emergency Services http://www.lcso.cc	404 Sinclair PO Box 367 Davenport WA 99122	509-725-9263 Fax: 509-725-3533	Wade Magers wmagers@co.lincoln.wa.us
Mason	Mason County DEM http://www.des.co.mason.wa.us	410 W Business Park Rd Shelton WA 98584-2870	360-427-7535 Fax: 360-427-7756	Sandi Loertscher mcdes@des.co.mason.wa.us
Okanogan	Okanogan County Sheriff's Office http://www.okanogancounty.org/sheriff/	149 4th Ave. N. PO Box 1490 Okanogan WA 98812	509-422-7206/7204 Fax: 509-422-7236	frogers@co.okanogan.wa.us
Pacific	Pacific County Emergency Management Agency http://www.co.pacific.wa.us/pcema	300 Memorial Dr PO Box 101 South Bend WA 98586-0101	360-875-9340 Fax: 360-875-9342	Stephanie Fritts sfritts@co.pacific.wa.us
Pend Oreille	Pend Oreille County DEM	PO Box 5035 Newport WA 99156-5035	509-447-3731 Fax: 509-447-0286	JoAnn Boggs jboggs@povn.com
Pierce	Pierce County DEM http://www.co.pierce.wa.us/dem	901 Tacoma Ave S, Ste 300 Tacoma WA 98402-2102	253-798-6595 (DEM) Fax: 253-798-6624 (EOC)	Steve Bailey sbailey@co.pierce.wa.us
San Juan	San Juan County Sheriff's Office http://www.co.san-juan.wa.us/sheriff/index.asp	PO Box 669 Friday Harbor WA 98250	360-378-4151 Fax: 360-378-7125	carlp@co.san-juan.wa.us
Skagit	Skagit County DEM http://www.skagitcounty.net	2911 E College Way Suite B Mount Vernon WA 98273	360-428-3250 Fax: 360-428-3255	Tom Sheahan dem@co.skagit.wa.us
Skamania	Skamania County DEM http://www.emy-management.org	PO Box 790 Stevenson WA 98648	509-427-8076 Fax: 509-427-7555	Karl Tesch ktesch@co.skamania.wa.us
Snohomish	Snohomish County DEM http://www.snodem.org	3509 109th St SW Everett WA 98204	425-423-7635 Fax: 425-423-9152	Roger Serra rserra@snodem.org
Spokane	Spokane County DEM http://www.spokanecounty.org	W 1121 Gardner Spokane WA 99201-2072	509-477-2204 Fax: 509-477-5759	Dave Byrnes dbyrnes@spokanecounty.org
Stevens	Stevens County Department of Emergency Services	PO Box 186 Colville WA 99114	509-684-5296 Fax: 509-684-7583	Tina Cannon tcannon@co.stevens.wa.us
Thurston	Thurston County Emergency Management http://www.co.thurston.wa.us/em	2703 Pacific Ave SE Suite B Olympia WA 98501-2036	360-754-3360 Fax: 360-704-2775	Bette Shultz emwebmaster@co.thurston.wa.us
Wahkiakum	Wahkiakum County DEM http://www.sd.co.wahkiakum.wa.us	64 Maine St PO Box 65 Cathlamet WA 98612	360-795-3242 Fax: 360-795-3145	Dolly Tawater dollyt@sd.co.wahkiakum.wa.us
Walla Walla	Walla Walla County Emergency Management Division	27 N 2nd Ave Walla Walla WA 99362	509-527-3223 Fax: 509-527-3263	Dan Marlatt emd@co.walla-walla.wa.us

Whatcom	Whatcom County DEM http://www.co.whatcom.wa.us/dem	311 Grand Ave Suite B-08 Bellingham WA 98225	360-676-6681 Fax: 360-738-2518	Neil Clement wcdem@co.whatcom.wa.us
Whitman	Whitman County DEM	310 Main Colfax WA 99111	509-332-2521 Fax: 509-397-2099	Steve Tomson emergserv@co.whitman.wa.us
Yakima	Yakima Valley Office of Emergency Management http://www.pan.co.yakima.wa.us	128 N 2nd St Rm B-10 Yakima WA 98901	509-574-1900 Fax: 509-574-1901	Jim Hall jim.hall@co.yakima.wa.us

Contact:

Please contact Al Josue, a.josue@emd.wa.gov, 253-512-7037, Fax: 253-512-7203 if you have any questions regarding this document.

WASHINGTON MILITARY DEPARTMENT STATE EMERGENCY MANAGEMENT DIVISION CONTACT INFORMATION

Main Administrative Numbers: 253-512-7000 or 800-562-6108	
EMD Mailing Address:	Washington Military Department Emergency Management Division Building 20, M/S: TA-20 Camp Murray, WA 98430-5122

APPENDIX D

Municipal Emergency Management Agencies in Washington State

City	Agency Name/URL	Address	Phone/Fax	Director/Contact Email
Auburn	Auburn Department of Emergency Services http://http://www.ci.auburn.wa.us	1101 D St NE Auburn WA 98002- 4016	253-931-3060 Fax: 253-931- 3055	Bob Johnson bjohnso@ci.auburn.wa.us
Bellevue	Bellevue Fire Department Emergency Preparedness Division http://www.ci.bellevue.wa.us	11501 Main St PO Box 90012 Bellevue WA 98009- 9012	425-452-7923 Fax: 425-452- 2840	Barb Graff bgraff@ci.bellevue.wa.us
Buckley	DEM Police Department http://www.cityofbuckley.com/	PO Box 640 Buckley WA 98321	253-862-9059 Fax: 360-829- 0133	bfd@tx3.net
Cheney	Department of Emergency Services Fire Department http://www.ci.cheney.wa.us/	611 Fourth St Cheney WA 99004	509-235-7291 Fax: 509-235- 7244	John Montague cheneyfd@ci.cheney.wa.us
Ellensburg	Fire Department http://www.ci.ellensburg.wa.us	102 N Pearl St Ellensburg WA 98926	509-962-7299 Fax: 509-962- 7254	rschmidt@firemednet.org
ESCA	Emergency Services Coordinating Agency (ESCA) http://esca1.home.mindspring.com/esca/	23607 Hwy 99 Suite 3-C Edmonds WA 98026- 9272	425-776-3722 (Emer) Fax: 425-775- 7153	Lynn Gross esca1@mindspring.com
Federal Way	DEM c/o Federal Way City Hall http://www.ci.federal-way.wa.us	PO Box 9718 Federal Way WA 98063-9718	253-661-4131 Fax: 253-661- 4129	Cary Roe cary.roe@ci.federal-way.wa.us
Issaquah	DEM City of Issaquah http://www.ci.issaquah.wa.us	PO Box 1307 Issaquah WA 98027	425-837-3470 Fax: 425-837- 3479	Bret Heath breth@ci.issaquah.wa.us
Kent	Emergency Management http://www.ci.kent.wa.us/fireprevention/ emergencymanagement/default.htm	24611 116th Ave. SE Kent WA 98030- 4939	253-856-4340 Fax: 253-856- 4119	Albert Bond KENTECC@ci.kent.wa.us
Kirkland	DEM Emergency Preparedness Services http://www.ci.kirkland.wa.us	123 5th Ave Kirkland WA 98033	425-828-1143 Fax: 425-828- 1292	jhenderson@ci.kirkland.wa.us
Lacey	City of Lacey http://www.wa.gov/lacey	420 College St. S.E. PO Box 3400 Lacey WA 98509- 3400	360-438-2654 Fax: 360-456- 7798	Ed Sorger esorger@ci.lacey.wa.us
Mercer Island	City of Mercer Island http://www.ci.mercer-island.wa.us	9611 SE 36th St Mercer Island WA 98040	206-236-3576 Fax: 206-236- 3659	Dee Totten dee.totten@ci.mercer-island.wa.us
Normandy Park	DEM City of Normandy Park http://www.ci.normandy-park.wa.us/	801 SW 174th St Normandy Park WA 98166	206-248-7600 Fax: 206-246- 9732	police@ci.normandy-park.wa.us
Olympia	DEM Olympia Fire Department http://www.ci.olympia.wa.us	100 Eastside St NE Olympia WA 98506	360-753-8348 Fax: 360-753- 8054	Greg Wright gwright@ci.olympia.wa.us
Port Angeles	DEM Port Angeles FD http://www.ci.port-angeles.wa.us	102 E 5th St Port Angeles WA 98362-3014	360-417-4655 Fax: 360-417- 4659	Dan McKeen dmckeen@ci.port-angeles.wa.gov
Pullman	City of Pullman, DES http://www.ci.pullman.wa.us/police	260 SE Kamiaken PO Box 249 Pullman WA 99163	509-334-0802 Fax: 509-332- 0829	Ted Weatherly ted.weatherly@ci.pullman.wa.us
Puyallup	DEM http://www.puyallupfire.com	902 Seventh St.NW Puyallup WA 98371	253-845-6666 Fax: 253-770- 3333	Merle Frank merle@ci.puyallup.wa.us
Redmond	DEM http://www.ci.redmond.wa.us	8450 161st Ave NE Redmond WA 98052-3584	425-556-2200 Fax: 425-556- 2227	Robert Schneider rschneider@ci.redmond.wa.us
Renton	DEM Renton Fire Department http://www.ci.renton.wa.us	1055 S Grady Way Renton WA 98055	425-430-7000 Fax: 425-430-	

			7044	ggordon@ci.renton.wa.us
Seattle	DEM, City of Seattle http://www.cityofseattle.net/Emergencygency_mgt/	2320 Fourth Ave Seattle WA 98121-1718	206-233-5076 Fax: 206-684-5998	Jim Mullen Jim.mullen@seattle.wa.us
Shelton	City of Shelton http://www.geocities.com/pipeline/dropzone/4236	PO Box 1277 Shelton WA 98584	360-426-3348 Fax: 360-427-9438	jghig@ci.shelton.wa.us
Skykomish	DEM	West 107 Cascade Hwy PO Box 311 Skykomish WA 98288	360-677-2686 Fax: 360-677-2574	volfire50@starband.net
Snoqualmie	Department of Public Safety http://www.ci.snoqualmie.wa.us	34825 SE Douglas St Snoqualmie WA 98065	425-888-2332 Fax: 425-831-6121	chief@ci.snoqualmie.wa.us
Tacoma	Tacoma Emergency Services http://www.ci.tacoma.wa.us/default.asp	901 S. Faucett St. Tacoma WA 98402	253-591-5798 Fax: 253-591-5746	Jeff Jensen jjensen@ci.tacoma.wa.us
Tukwila	DES http://www.ci.tukwila.wa.us	6300 Southcenter Blvd Suite 100 Tukwila WA 98188-2544	206-433-0179 Fax: 206-431-3665	jmorrow@ci.tukwila.wa.us
Tumwater	Tumwater DES http://www.tumwater.wa.us	555 Israel Road SW (Mailing Address) Tumwater WA 98501	360-754-4170 Fax: 360-754-4179	bburton@ci.tumwater.wa.us
Woodinville	Emergency Management Director http://www.woodinville-city.com	17301 133 Ave. NE Woodinville WA 98072-8563	425-877-2281 Fax: 425-489-2705	Ray Sturtz rays@ci.woodinville.wa.us
Yelm	City of Yelm Police Department	118 Mosman Ave SE PO Box 479 Yelm WA 98597	360-458-5701 Fax: 360-458-3188	yelmpd@ywave.com

Contact:

Please contact Al Josue, a.josue@emd.wa.gov, 253-512-7037, Fax: 253-512-7203 if you have any questions regarding this document.

WASHINGTON MILITARY DEPARTMENT STATE EMERGENCY MANAGEMENT DIVISION CONTACT INFORMATION

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APPENDIX E

LOCAL RED CROSS CHAPTERS

ANACORTES/SAN JUAN ISLAND	2900 T Avenue Suite A Anacortes, WA 98221 Phone: (360) 293-2911 Fax: (360) 293-0101
BELLINGHAM	2111 King Street Bellingham, WA 98225 Phone: (360) 733-3290 Fax: (360) 738-4014
BREMERTON	PO Box 499 811 Pacific Ave. Bremerton, WA 98337 Phone: (360) 377-3761 Fax: (360) 792-0498
EVERETT	2530 Lombard Avenue Everett, Washington 98201 Phone: (425) 252-4103
LONGVIEW	1265 14th Ave Longview, WA 98632 Phone: (360) 423-7880 Fax: (360) 423-7882
MOUNT VERNON	119 S 14th St Mount Vernon, WA 98274 Phone: (360) 424-5291 Fax: (360) 424-8623
OAK HARBOR	1010 West Ault Field Rd Oak Harbor, WA 98278 Phone: (360) 257-2096 or (360)257-2879
OLYMPIA	2618 Twelfth Ct SW Olympia, WA 98507 Phone: (360) 352-8575 Fax: (360) 352-0861

PULLMAN	115 NW State Street Suite 313, Box 29 Pullman, WA 99163 Phone: (509) 332-2304 1- 877-397-2901 Fax: (509) 332-3725
SEATTLE	1900 25th Avenue South Seattle, WA 98144-4708 Phone: (206) 323-2345 Fax: (206) 325-8211
SPOKANE	315 West Nora Avenue Spokane, WA 99205 Phone: (509) 326-3330 Fax (509) 326-3336
TACOMA	1235 South Tacoma Way Tacoma, WA 98409 Phone: (253) 474-0400 Fax: (253) 473-4843
TRI-CITIES	7202 West Deschutes Kennewick, WA 99336 Phone: (509) 783-6195 Fax: (509) 736-0586
VANCOUVER	3114 E 4th Plain Vancouver, WA 98661 Phone: (360) 693-5821 Fax: (360) 693-1953
WENATCHEE	12 Orondo Ave Wenatchee, WA 98801 Phone: (509) 663-3907 1-800-218-0493 Fax: (509) 663-9061
WALLA WALLA	175 S. Park Walla Walla, WA 99362 Phone: (509) 525.7380 Fax: (509) 527.1269
YAKIMA	302 South 2nd Street Yakima, WA 98901 Phone: (509) 457-1690 Fax: (509) 576-0898

APPENDIX F

INTERNET ADDRESS LINKS TO REFERENCED INFORMATION

On-line version of this guide

<http://emd.wa.gov/site-general/wahsas/wa-hsas-idx.htm>

Homeland Security Presidential Decision (HSPD)-3

<http://www.fas.org/irp/offdocs/nspd/hspd-3.htm>

National Department of Homeland Security Web Site

<http://www.dhs.gov/dhspublic/>

Terrorism: Preparing for the Unexpected

<http://www.redcross.org/services/disaster/keepsafe/terrorism.pdf>

Preparing Your Business for the Unthinkable

<http://www.redcross.org/services/disaster/beprepared/unthinkable2.pdf>

Emergency Management Guide for Business and Industry

http://www.redcross.org/services/disaster/beprepared/busi_industry.html#fema

"Masters of Disaster" K-12 Education Curriculum

<http://www.redcross.org/disaster/masters/>

"Masters of Disaster" K-12 Education Curriculum- "Facing Fear: Helping Young People Deal with Terrorism and Tragic Events"

<http://www.redcross.org/disaster/masters/facingfear/>

Your Family Disaster Plan

<http://www.redcross.org/services/disaster/beprepared/fdpall.pdf>

Your Family Disaster Supplies Kit

<http://www.redcross.org/disaster/safety/fdsk.pdf>

Citizen Corps

<http://www.citizencorps.gov/>

Citizen Preparedness Guide

<http://www.weprevent.org/usa/cover.pdf>

Amateur Radio Emergency Services System

<http://www.ares.org/>

Community Emergency Response Team ("CERT") Materials

<http://training.fema.gov/EMIWeb/CERT/mtrls.asp>

Are You Ready? A Guide to Citizen Preparedness

<http://www.fema.gov/areyouready/>

Be Ready Campaign from the Department of Homeland Security

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

Washington Military Department Emergency Management Division

<http://emd.wa.gov>