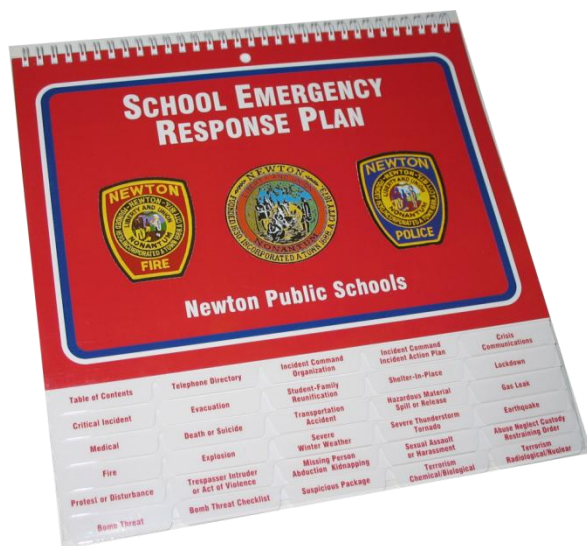


Emergency Response Aides

When an emergency occurs, immediate action is required to protect people, property, and the environment. The actions taken in the initial minutes of the emergency often determine the outcome of the incident. Can your staff make the correct decisions to direct protective actions and stabilize the incident?

Preparedness, LLC has prepared emergency response aides written in a concise, easy to use flipbook format. Essential information needed for emergency management is quickly accessible, and flowcharts make it easy to make critical decisions. These aides are ideal for office buildings, large facilities, campuses, and schools that need to distribute custom, yet standardized information to many end users.



Large Format Emergency Response Aide

We have developed two editions. Our large-format aides are designed for use by the incident commander and other leaders of the emergency response organization. Our small-format aides are designed to provide basic instructions—protective actions for life safety for building occupants including employees, tenants, teachers, and others. Use of both flipbooks helps ensure coordinated actions.

Large-Format Emergency Response Aides

Our large-format emergency response aides include up to 63 pages, 32 sheets of paper printed double-sided, including a cover page and a back page with pocket for holding building-specific information (e.g., evacuation diagrams, lists of emergency equipment, etc.) The large-format aides include protective actions for life safety (e.g., evacuation, shelter-in-place, and lockdown), and detailed procedures for up to 20 threats including, but not limited to, the following:

- Medical Emergency
- Transportation Accidents
- Fire
- Explosion
- Hazardous Material spill or release
- Gas Leak
- Utility Outage
- Severe Winter Weather
- Thunderstorm & Tornado
- Earthquake
- Trespasser, Intruder, or Act of Violence
- Missing Person, Abduction, or Kidnapping
- Protest or Civil Disturbance
- Bomb Threat (includes ATF checklist)
- Suspicious Package
- Terrorism - Chemical or Biological
- Terrorism - Radiological or Nuclear

Each large-format aide also includes a table of contents, telephone numbers for emergency services, and other information developed specifically for the client. This includes special policies or procedures, organization charts, news media relations procedures, etc.

Our emergency response aides address the fundamental requirements for on-scene management of emergencies using the Incident Command System. Basic procedures for implementation of incident command and unification of command are addressed, as well as development of an incident action plan.



PRECAUTIONS

- TREAT SEWERAGE BACKFLOW OR STAGNANT WATER AS HAZARDOUS AND A POTENTIAL ENVIRONMENTAL CONTAMINANT.
- PRIORITY ENTRY OF ANYONE OTHER THAN TRAINED RESPONDERS TO SPILL AREA.
- DO NOT ATTEMPT THE RESCUE OF ANYONE OVERCOME BY CHEMICAL VAPORS OR GASES IN AN ENCLOSED ROOM OR AREA. ONLY TRAINED RESPONDERS SHOULD ENTER THE AREA PROTECTED WITH SELF-CONTAINED BREATHING APPARATUS.
- NEVER ENTER A MANHOLE OR CONFINED SPACE UNLESS TRAINED, EQUIPPED, AND SUPERVISED COMPLIANT WITH CONFINED SPACE ENTRY REGULATIONS.
- IF CHEMICAL EXPOSURE OCCURS ON CLOTHING, SKIN, OR BY INHALATION, REMOVE CLOTHING, DECONTAMINATE, AND PROVIDE MEDICAL TREATMENT IMMEDIATELY.
- DO NOT CLEAN UP CHEMICALS UNLESS THE SPILL IS SMALL, YOU HAVE BEEN TRAINED IN THE PROPER METHOD, EQUIPPED WITH PERSONAL PROTECTIVE EQUIPMENT, AND HAVE THE NECESSARY CLEANUP AND CONTAINMENT EQUIPMENT.
- REFER LARGER SPILLS TO OUTSIDE CONTRACTORS.

SAFETY OFFICER FACULTY OR STAFF MEMBER

- Survey the scene from a position of safety; identify hazards and potentially unsafe conditions; restrict access to unsafe areas.

PLANNING SECTION CHIEF FACULTY OR STAFF MEMBER

- Start and maintain an incident log.
- Evaluate the following:
 - Need to dismiss school or relocate students to shelter
 - Availability of resources including communications
 - Weather forecast and impact of weather on evacuees if applicable
 - Existing and potential threats, hazards and vulnerabilities
 - Need for industrial hygienist to conduct air sampling
 - Impact of the incident on schedule of activities
- Develop short-range plans and prioritize tasks for:
 - Protection of safety and health
 - Stabilization of the incident
 - Addressing student and faculty needs
 - Facility cleanup, restoration
- Prepare situation report and incident action plan in conjunction with IC; maintain resource and situation status reports; identify gaps.

INCIDENT COMMANDER PRINCIPAL

- Activate School Emergency Response Plan; establish command post.
- Conduct situation analysis.
- Order evacuation of immediate area, or entire school if warranted; redirect evacuees to exits away from the spill.
- Ensure fire dept, Superintendent, and facilities management are notified.
- Ensure safety perimeter established and enforced.
- Establish accountability of all faculty, staff and students.
- Communicate situation reports.
- Request, direct, control, and order resources as needed.

OPERATIONS SECTION CHIEF ASST. PRINCIPAL/DESIGNEE

- Conduct situation analysis:
 - Type of chemical spilled
 - Hazards of chemical (review Material Safety Data Sheets) MSDS
 - Quantity spilled
 - Number and extent of injuries
 - Spill location
 - Current and potential spread of liquid or vapors into the ventilation system, drains, or sewerage system
- Direct evacuation of immediate area, or entire school if warranted; redirect evacuees to exits away from the spill.
- Establish safety perimeter around hazard area; prohibit access.
- Provide or arrange for first aid.
- Supervise student care, oversee student/family reunification.
- Direct shutdown of HVAC and electricity if warranted.
- Direct clean up or arrange for contractor to cleanup.

OPERATIONS SECTION CUSTODIAN

- Shut down HVAC system if gases or vapors could be spread by system.
- Shut down energized electrical equipment if there is a possibility of fire or explosion (e.g., sump pumps or equipment downstream or at a lower level than the spill or leak).
- Clear up the spill if the spill is small, personnel are trained, and no special protective equipment is required.

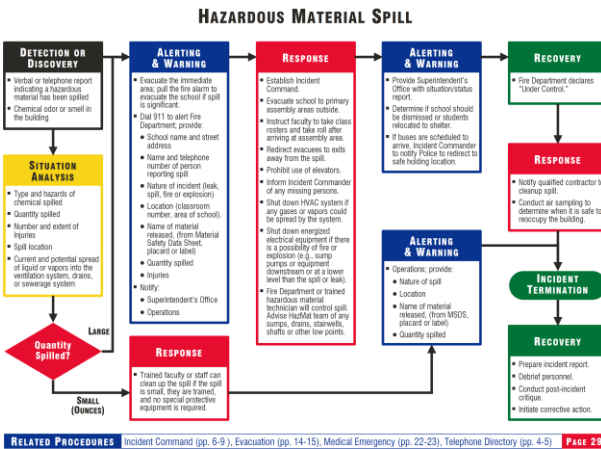
Small Format Aide

Our small-format emergency response aides include up to 14 single-sided, stepped pages, each ½-inch longer than the previous. The small-format aides include basic protective actions for life safety (e.g., evacuation, shelter-in-place, and lockdown), and basic procedures for up to 10 threats including, but not limited to, the following:

- Power Outage or Utility Failure
- Medical Emergency
- Hazardous Material Spill
- Suspicious Package
- Bomb Threat
- Missing Person, Abduction, Kidnapping
- Weapon, Assault, or Intruder
- Fire or Explosion
- Severe Weather



Top facing page of our large format aide top provides cautionary information and assignments in accordance with the Incident Command System



Bottom facing page of our large format aide are flowcharts that provide step by step instructions.

Specifications

The following table summarizes the specifications of our typical large and small format emergency response aides. All emergency response aides can be customized to meet your specific needs.

	Large-Format (Leaders)	Small-Format (Employees, Tenants, Classrooms)
Pages	32	14
Printing	Double-sided	Single-sided
Layout	6 rows of tabs 5 tabs per row	Stepped pages
Page Width	11.0 in.	5.25 in.
Paper Weight	120 #	120 #
Binding & Finishing	Spiral binding with hole at top, plastic cover for added protection and durability	

About Preparedness, LLC

Preparedness, LLC provides consulting services to help our clients assess hazard and operational risk; develop and implement hazard prevention and risk mitigation strategies; and evaluate, develop, and implement emergency management and business continuity programs.



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