

WORKPLACE SAFETY

Are You Ready?

Is a series of handouts designed to assist you and your family to plan ahead for emergencies.



For more information on Workplace Safety—Check out these Helpful websites:



www.fema.gov



www.redcross.org



www.hhs.gov



www.whitehouse.gov

Are You Ready?

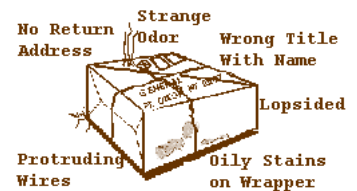
WASHINGTON COUNTY
HEALTH DEPARTMENT

APRIL 2005

Thoughts on Terrorism

A PARCEL OR LETTER MAY BE CONSIDERED SUSPICIOUS WHEN IT HAS MORE THAN ONE OF THE FOLLOWING CHARACTERISTICS:

- Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or not addressed to a specific person.
- Strange return address or no return address.
- Marked with restrictions, such as "Personal", "Confidential" or "Do not X-ray."
- Excessive postage.
- Powdery substance on the outside.
- Unusual weight given its size, lopsided, or oddly shaped.
- Unusual amount of tape on it.
- Odors, discolorations or oily stains.



IF YOU RECEIVE A SUSPICIOUS PACKAGE OR ENVELOPE:

- **PUT IT DOWN**—preferably on a stable surface.
- Cover it with an airtight container like a trash can or plastic bag.
- Call 911 and alert your building's security officials.
- Alert others to the presence of the package and evacuate the area.
- Wash your hands with soap and water if you have handled the package.
- Make a list of the people who were in the room or area where the suspicious package was recognized, and give it to authorities.
- Do not stray far from the area if you believe you have been exposed.



IF YOU RECEIVE A BOMB THREAT:

- Ask the caller as many of the following questions as possible:
 1. When is the bomb going to explode?
 2. Where is the bomb right now?
 3. What does the bomb look like?
 4. What kind of bomb is it?
 5. Where are you calling from?
 6. Why did you place the bomb?
- Keep the caller on the line for as long as possible and try to write down or record the conversation.
- Write down the exact time and length of call.
- Listen carefully to the caller's voice and background noise.
- After you hang up, call 911 IMMEDIATELY.



Keep a smaller version of the Disaster Supplies Kit in the trunk of your car. It is important to store a personal supply of water and food at work; you will not be able to rely on water fountains or coolers. Women who wear high-heels should be sure to have comfortable flat shoes at their workplace in case an evacuation requires walking long distances.

Bomb Threats

