

# Emergency Preparedness Guidelines

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## Active Shooter

### Introduction

“Active Shooter” is a term used to describe a situation that could well be your worst nightmare come true. It is a person, or persons, whose intentions are nothing less than to harm or kill as many people as can be before either killing themselves or being killed. Methods employed to accomplish this can be knives, guns, explosives, bio-hazards or other forms of deadly weapons and dangerous instruments. The shooter(s) could have a specific plan, or could be acting completely random. Regardless, the situation will be dynamic, evolve rapidly and will call for strategic reaction. This document is intended to provide guidance to faculty, staff and students who may be caught in such a situation, and describes what to expect from responding police officers. You are encouraged to continue to read this. Your life may well depend on it.

### Planning Ahead

We must recognize there simply is no manner to completely prepare for every bad situation that could occur. Start planning by thinking in terms of “target hardening”, which means trying to be less vulnerable. This is a mind-set we all should work on. Which way does your door swing when you open it, in or out? What type of lock does it have, one that can be locked from the inside or not? If there are windows, do you have anything inside you could cover it with and limit the view to your area? Can you break an outside window to escape? Which direction do you face when you set at your desk? How far is the outside exit door from where you are? Whenever you walk around, what potential cover exists? Where could you hide if you had to? What am I willing to do to protect myself against armed suspects when I am unarmed?

The decision to hide or run should be dictated by the events you are witnessing. If you hear the commotion and feel it is far enough from you, you may chose to run. If you feel it is too close, you may need to secure in place. If the situation comes to you, there will be harder decisions to make. Remember, shooters are mobile.

#### **If You Decide to Run**

1. Leave everything and get out of the building through the closest exit you can.
2. Run like your life depends on it with your hands up and in plain view to distinguish yourself to police officers who might be present.
3. Don't run in a straight line until you get far enough away.
4. If you hear verbal commands you are certain come from police officers, do what they say without exception.
5. Once safe and if no police are there yet, try to contact authorities to make sure the incident has been reported.
6. Offer as much information as you might have; your name, describe the suspect if you know, the type of weapon being used, where you think the suspect was last, numbers of casualties and where they are.
7. Be prepared to complete statements for the police.

#### **If You Secure In Place**

1. Try to control your emotions and think clearly.
2. Do not scream. It tells suspects where you are.

3. Quickly and quietly clear everyone you can from the hallways.
4. Close and lock your door if you can.
5. If time allows, cover your windows.
6. Turn off lights, computers and monitors, anything that makes the room look occupied, and hide.
7. Silence cell phones.
8. Call the police if you can without alerting the suspect to your location.
9. If you cannot speak, try to open a 9-1-1 phone line anyway. This will give the police a location and they will surmise there is a problem and send an officer anyway.
10. If you use a Mission College phone, press the speed dial button for 9-1-1. If you use a cell phone, call 9-1-1.
11. If you can speak and when there is an answer, say; "This is (state your name) at Mission College (give specific location or campus), we have an active shooter on campus, gunshots fired." (Don't be surprised if the 9-1-1 system is overwhelmed and keep trying if you can within safety.)
12. If you were able to see the offender(s), give a description of the individual's sex, race, and clothing, type of weapon, and location or direction of travel.
13. If the door cannot be locked from the inside, begin stacking and interlocking all available tables and chairs in the doorway to create an obstacle.
14. If windows are present, cover them as best you can.
15. Have anyone with you get down on the floor, against a wall out of view from the window, and shelter in place.
16. Remain silent.
17. If you are in the open and unable to find a room to lockdown in, run away from the sounds of the gunshots and get out any way possible.
18. If you secure in place, wait for any guidance from uniformed police officers.
19. Place signs in exterior windows to identify the location of injured persons.

### **Police Response**

1. Remember, the first objective of police is to immediately engage assailant(s) and stop them.
2. Next they will initiate evacuations.

3. Victims will be identified and arrangements will be made for medical treatment and transportation.
4. Then they will start preserving the scene and prepare for a lengthy investigation.

## Closing

None of us would like to think this could ever happen. There are a number of people who still feel nothing will happen. Harsh reality says it can. Another harsh reality is it already has, maybe just not here. We should try to be as prepared as we can to survive.

# Automated External Defibrillator

## *What is an Automated External Defibrillator (AED)?*

An AED is a lightweight, portable device used on persons who have experienced cardiac arrest and have no pulse or respirations. It has the ability to detect an irregular heart rhythm and apply an electrical shock (or shocks) to the person's heart in attempt to reset it back into a normal and effective rhythm.

## *Why are AEDs important?*

Studies show that a person's chance of survival decreases approximately 10% for each minute their heart isn't beating and they aren't breathing, so time is of the essence. AEDs, when placed in easily accessible areas, provide almost instant access to potentially life-saving treatment. When combined with early CPR and early access to emergency care, chances of survival from out-of-hospital cardiac arrest increase from approximately 5% to near 60%.

## *Who can use an AED?*

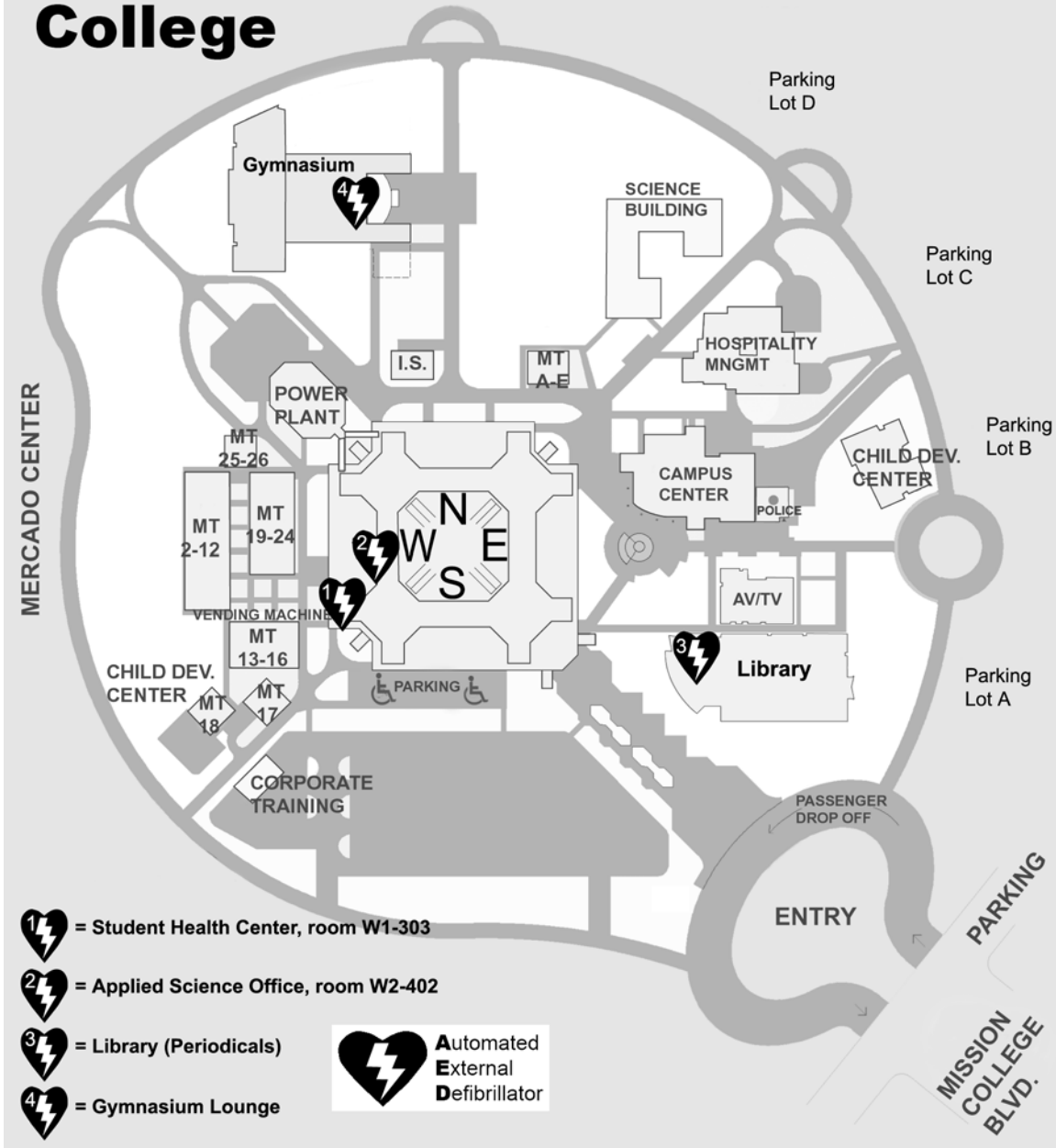
Anyone with CPR training: a policeman, fireman, doctor, nurse, coach or layperson can apply and use an AED. Voice prompts guide the rescuer through the appropriate steps and AEDs are over 99% accurate in rhythm interpretation-so they won't shock a person unless he or she needs it.

For the closest AED see AED location map:

# Mission College

Tennis Courts

Athletic Fields



= Student Health Center, room W1-303

= Applied Science Office, room W2-402

= Library (Periodicals)

= Gymnasium Lounge

Automated External Defibrillator

MISSION COLLEGE BLVD.

# Bomb Threat Procedures

College Personnel receiving telephoned threats should get as much information as possible from the caller, using this form, and report it immediately to West Valley Mission College District Police Department at 408-299-2311.

Bomb Threats or suspicious packages received through the mail or other means will be reported immediately. If you receive a phone threat, get the attention of another staff member and have them summons assistance while you are still on the line with the caller.

District Police Department will assess the threat and advise the building occupants if it is necessary to evacuate the building. If it is necessary, evacuate the building area until advised to return.

## Initial Information;

Exact time of call \_\_\_\_\_

Phone # of caller (if available) \_\_\_\_\_

Exact words of caller \_\_\_\_\_

## Questions to ask;

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

**Observations to make;**

Caller's voice (circle one) Male Female

Calm Disguised Nasally Angry Broken

Stutter Slow Sincere Lisp Rapid

Giggling Deep Crying Squeaky Excited

Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

## Earthquake Procedure

The following may apply to major earthquakes that cause strong shaking:

- If indoors, drop, cover and hold. Protect yourself from falling objects such as light fixtures, books, and shelves.
- Stay away from windows.
- If possible, get under a desk or table.
- DO NOT stand in a doorway.
- If outside, move away from structures, power lines or other possible hazards.
- During the shaking, DO NOT run for exits or attempt to leave the building.

When the shaking stops:

- Check for injuries to personnel in your area. DO NOT attempt to move seriously injured persons unless they are in immediate danger.
- Check the area for safety hazards such as building damage, fires, chemical spills or gas leaks.
- Do not attempt to turn on any lights or flip any switches.

- Exit the building and go to the assembly area if known. Report on any injuries, damages and/or potentially hazardous conditions.
- Call Vanderbilt your police department at 911 to report any serious injuries or other immediate emergencies.
- Once you have exited the building, DO NOT re-enter the building until the building has been inspected by trained emergency personnel.
- Use the telephone system only for urgent matters.

## Reporting an Emergency

Call the District Police Department to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response.

Give the person you contact the following information when reporting an incident:

Your name

Your location (campus address and room number)

Nature of the emergency

How many people are involved

**IN CASE OF A LIFE THREATENING EMERGENCY, CALL 911**

## Evacuation - Persons with a Disability

This section provides a general guideline of evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities are responsible to identify their primary and secondary evacuation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other faculty and staff members can help by being aware of others who may need assistance in an evacuation.

### MOBILITY-IMPAIRED - WHEELCHAIR

Persons in wheelchairs should use building exits which access the outside of buildings at the ground level. For disabled individuals in other situations, it is not safe to attempt to move a wheelchair down the stairs. One effective approach to the situation is the following:

## **STAY IN PLACE**

With assistance from an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door. Remain with the disabled person in this room, and send someone to the evacuation assembly area to notify emergency personnel of the location of the person needing assistance. It is also possible to place the person needing assistance near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.

Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.

While staying in place, the wheelchair user should keep in direct contact with emergency services by calling 911 and reporting his/her location directly.

Stairway evacuation of wheelchair users should be conducted by trained professionals from emergency services. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following.

## **2 PERSON CRADLE**

1. Wait until other evacuees have moved down the stairwell.
2. The two helpers stand on either side of the individual.
3. They reach under the individual and lift them out in a cradle.
4. Helpers control the descent by walking slowly and cautiously.
5. NEVER leave a wheelchair in a stair well.

Or another technique is:

## **OFFICE CHAIR EVACUATION**

1. Transfer the challenged individual to a sturdy office chair.
2. One helper gently leans the chair backwards.

3. The other helper faces the chair and holds onto the front legs of the chair. Both helpers will lift the chair simultaneously, lifting with their legs not their backs.
4. The helpers control the descent by bending their legs and keeping their back straight.

#### MOBILITY IMPAIRED- NON-WHEELCHAIR

Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit. There should be at least one evacuation assistant with the challenged individual to assist if needed.

#### HEARING IMPAIRED

If you see a person who appears unaware the fire alarm is sounding, it is possible they have a hearing impairment and will need to be alerted to emergency situations by an evacuation assistant.

#### VISUALLY IMPAIRED

Most people with visual impairments will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuation. You should offer your elbow to the individual with the visual impairment and guide him/her through the evacuation route. During the evacuation, the evacuation you should communicate as necessary to ensure safe evacuation and to try and calm them.

## IF YOU DISCOVER A FIRE OR SMOKE

1. Remove yourself from immediate danger.
2. Assist others in leaving the immediate danger as long as it is safe to do so.
3. Confine the fire or smoke by closing doors and windows as you leave.
4. Activate the nearest fire alarm to alert building occupants.
5. **Call 9-1-1** and give the following information

- Campus name

- Room number
  
- Size or type of fire
  
- Your location
  
- Your name

6. Never attempt to use a portable fire extinguisher unless:

- You have been properly trained
  
- The fire is small (wastebasket size)
  
- You are not alone.
  
- A safe escape route is present.
  
- If any of these conditions is absent, simply close the door and evacuate.

7. If you choose to use a portable extinguisher follow the **PASS** procedure;

**P** - **PULL** the pin on the extinguisher.

**A** - **AIM** at the base of the fire.

**S** - **Squeeze** the handle before you approach the fire from about 10 feet away.

**S** - **SWEEP** and **SPRAY** covering the entire fire surface as you approach.

*If this doesn't extinguish the fire quickly, evacuate.*

8. Evacuate through the nearest safe exit.

9. Call the District Police Department at 408-299-2311 to ensure the fire was reported.

10. Once outside, help to account for personnel and report to staff or emergency personnel if any occupants are unaccounted for and may still be in the building.

Please, always remember that is important to avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke to enter exit hallways, severely jeopardizing safe evacuation, and hampering the efforts of fire department personnel.

**IF YOU HEAR A FIRE ALARM SOUNDING**

1. NEVER assume the fire alarm is a false alarm.
2. Move to the safest exit.
3. Close doors as you leave the area.
4. Exit the building.
5. Proceed to an assembly area.
6. Wait for further instructions from a District Police Officer, an Emergency Management Response Team member or the Fire Department.
7. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment as you exit, unless doing so presents a greater hazard.

#### **IF TRAPPED INSIDE YOUR OFFICE OR AREA**

1. Wedge cloth material along the bottom of a door to keep the smoke out.
2. Close as many doors as possible between you and the fire.
3. Call 9-1-1 and notify them of your situation.
4. Hang a sheet, coat or flag out of the window and close the window back.
5. If windows are operable, and you must have air, so open the window.
6. Break windows only as a last resort, as they cannot be closed if necessary.
7. If necessary, signal through the window to let safety personnel know your location, otherwise remain to the floor.

#### Laboratory Fire and Fire Related Emergencies - High Threat Situations

##### Personal Response Procedures

- Extinguish burning clothing by dousing with cold water, by using the emergency shower, by using a fire blanket or by using the drop-and-roll technique

- Remove individuals overcome with smoke or chemical fumes to uncontaminated air in a safe location
- Treat individuals for shock by elevating their legs above their heart and covering with a blanket
- Call the fire department 9-1-1 from a safe location
- Acquire medical attention promptly
- Apply CPR if properly certified

#### General Response Procedures

- Evacuate the laboratory
- Close doors and fume hood sash
- Activate the building fire system
- Move away from building to a pre-designated assembly area
- Stay clear of driveways, sidewalks and other means of access to the building.
- Call Security or the police

#### Provide the following information:

- Your name and the reason you are calling
- The exact location of the emergency
- The nature of the emergency, any injuries or symptoms involved and any hazardous materials involved if you know them
- Provide the fire or police teams with the details of the problem upon their arrival
- Account for your employees and report any missing persons to the emergency personnel at the scene
- Assist emergency personnel as may be requested
- Reenter building only after proper notification by the emergency response personnel

## General Evacuation Procedures

There are a number of emergency situations that will necessitate evacuation of buildings. These are general evacuation procedures.

Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from emergency management response team members, or by self-evident hazardous conditions.

All occupants must pick up all personal belongings and leave the building immediately if the fire alarm is activated, or if directed to do so by a police officer or an Emergency Management Response Team member.

All occupants should exit the building through the nearest safe exit.

If the nearest exit is obstructed by smoke, fire or other hazards proceed to an alternate exit.

Allow enough room for others to enter the flow of traffic moving toward an exit.

Once outdoors, all occupants should move to a safe location preferably an evacuation assembly area.

Please ensure that proper assistance has been summoned by calling 911.

Building occupants will not be allowed to re-enter until the building has been deemed safe and cleared by on site safety personnel and/of fire personnel.

## Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

1. Immediately remove yourself from any danger.
2. Immediately notify the District Police Department.
3. Be prepared to give the person you speak to the following information:
  1. Location and room number of incident
  2. Number of possible hostage takers
  3. Physical description and names of hostage takers, if possible
  4. Number of possible hostages
  5. Any weapons the hostage takers may have
  6. Your name
  7. Your location and phone number

IF YOU ARE TAKEN HOSTAGE:

1. Remain calm, be polite and cooperate with your captors.
2. DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent and comply with all orders and instructions.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with the captors.
7. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

#### IN A RESCUE SITUATION:

1. DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
4. DO NOT resist if you are handcuffed and searched. Just wait for the confusion to clear.
5. You will be taken to a safe area where proper identification and status will be determined

## Medical Emergency

### In the event of a medical emergency:

- Call the Student Health Center at 408-855-5140 or extension # 5140 from a campus phone.
- If the emergency is life threatening Call 9-1-1 immediately and provide the following information;

- a. Your name and phone number
- b. Campus and room number
- c. Nature of injury and severity of the injury
- d. Location of injured person
- e. Age of injured person
- f. Sex of injured person
- g. Current condition
- h. Any known medical history

- **Follow these basic first aid procedures:**

1. Remain with the person with the medical injury.
2. DO NOT move them unless they are in immediate danger of further injury.
3. If the injured person is a college employee, their supervisor must notify the WVMCCD Human Resources Department
4. Ask victim, "Are you okay?" and "What is wrong?" Does the victim respond?
5. Check breathing. Do rescue breathing (mouth-to-mouth) if necessary. Use the CPR shields and latex gloves located in first aid kits.
6. Check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
7. Control serious bleeding by direct pressure on the wound.
8. Continue to assist the victim until help arrives.
9. Look for emergency medical ID, Medic Alert tags, question witnesses, and give all information to Student Health Center staff or first responders when they arrive.

First aid kit, Trauma kit, Evac-U-Chair locations:

<b>Info Island</b>	<b>Main Lobby</b>	<b>Career Transfer Center</b>	<b>E1-201</b>
<b>CalWorks/WorkExper</b>	<b>C1-114</b>	<b>Financial Aid</b>	<b>E1-401</b>
<b>Job Placement</b>	<b>C1-110</b>	<b>EOPS</b>	<b>E1-403</b>
<b>Access Program</b>	<b>C1-117</b>	<b>Records</b>	<b>E1-402</b>
<b>PBX Office</b>	<b>S1-101</b>	<b>Admissions &amp; Records</b>	<b>E1-501</b>
<b>Academic Senate Office</b>	<b>S1-101</b>	<b>Cashier</b>	<b>E1-501</b>
<b>Office of Instruction</b>	<b>S1-201/301</b>	<b>President's Office</b>	<b>E1-701</b>
<b>Community Education</b>	<b>S1-202</b>	<b>Commercial</b>	<b>E2-402</b>

Design Lab	S1-501	Services/Tech	
VP of Instruction	S1-301	East/South Faculty Office	E2-601
Graphic Art	S1-602	Administrative Services	E1-604
Duplication Center	S1-601b	Administrative Office	LRS
Part-time Center	SE2-101	Reference Desk	LRS
LATC Lab	S2-201	Circulation Desk	LRS
Math Lab	S2-401	Technical Processing	LRS
Comm/Math/ESL	S2-401	Tele-Communicatins Lab	TAV-143
Foreign Language Lab	S2-501	Audio Visual	TAV-151
Painting Lab	S2-604	Campus Center	CC-Lobby
Fitness Lab	W1-302	District Police	CC-1st floor
Applied Sciences	W2-402	ASB office	CC-202
Nursing Lab	W2-502	Student Activities	CC-231
Design Drafting	N1-301	Deans Office	CC-202
Art Lab	N1-604	Computer Lab	CC-240
Computer Lab	N2-201	Basic Food Lab	HM-19
Sociology	N2	Hospitality Management	HM-11
Natural/Social Sciences	N2-402	MT-11 Faculty Offices	MT-11
CATA/Soc.Sciences	N2-402	Child Care Center	MT-18A
Pharmacy Technician	N2-504	Electronics Lab	MT-21
Biology Lab	Sci-230	Corporate Training	MT-FG
Anatomy Lab	Sci-220	Information Systems	MT-IS
Microbiology Lab	Sci-216	Maintenance Power Plant	Power Plt
Physics Lab	Sci-160	Grounds Department	Truck #29
Chemistry Lab, 3 rooms	Sci 260,270,280	Gymnasium	Gym Office
Chemistry Prep-room	Sci 261	Tennis Courts	Tennis Office
Engineering Dept	SCI-117	Soccer Team	Soccer Field
Counseling	E1-301	Childcare-Infant Room	Child Dev
		Retail Floristry	N2-605

### Trauma Kit Locations (contains first aid supplies for up to 15 patients)

Police	Campus Center
Hospitality Management	HM-22 Laundry RM
Library	LRS
Applied Sciences	W2-402
Office of Instruction	S1-301
Student Health Services	W1-303
Power Plant	Office (inside)
Computer Lab	CC-240
Gymnasium	Basketball court in audio cabinet

### Evac-U-Chairs (for evacuation of disabled persons from upper floors)

Disabled Students	S2-201
Main Bldg 3rd floor SE corner	Next to Conference Room
Campus Center	CC-240
Science Bldg 2nd floor	Conference Room 131

## Personal Emergency response kit

In Northern California, we are often subjected to extreme natural disasters such as earthquakes. What would you do if your electricity went out, or you found yourself stranded along the road due to heavily damaged and/or blocked freeways? Having a family emergency plan and a personal emergency kit is important to you and families' safety.

A personal emergency kit might contain:

- Basic first aid supplies. In some emergencies, it may become necessary to provide first aid to those with non-life threatening injuries.
- Flashlights and extra batteries
- Water and non-perishable food
- Emergency space blanket
- Personal medication and extra eye-glasses (as needed)
- Portable AM/FM radio with spare batteries
- Money (small amount)
- A cell phone and charger
- List of essential phone numbers, including out of state family contact number
- List of important medical information (allergies, existing medical conditions)
- Depending on the time of year, extra clothing to layer with
- A folding shovel

## Suspicious Packages

Screening for suspicious letters or packages:

A concern of many is the receipt of a letter or package containing explosives, anthrax spores or other biological agents. Many threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below. Responding Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

Common features of threatening letters/packages are:

- No return address
- Hand written or poorly typed address
- Misspelling of common words
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance

If a letter or package exhibits any of these warning clues, DO NOT OPEN IT. No one is at risk provided there is nothing leaking from the package. No decontamination or treatment is necessary. Call the District Police Department to report the letter and tell the call taker that the envelope or package has not been opened and there is no substance leaking out. Follow the instructions of law enforcement personnel.

#### Biological threat background Information

Anthrax is a disease caused by bacteria called *Bacillus anthracis*. The form of the disease that health authorities are concerned that a bioterrorist attack might produce is inhalational anthrax. Inhalational anthrax occurs when a person breathes in anthrax spores. As early as a day or two after exposure or as late as seven weeks afterward, the spores develop into bacteria and begin to grow rapidly and the victim develops fever, has difficulty breathing and feels miserable. Death typically occurs within a few days after these symptoms if the person doesn't receive medical treatment. It is believed that antibiotics can stop the disease if they are taken at the time the anthrax bacteria begin to grow or very soon thereafter. Vaccination against anthrax is not available to the general public.

Direct person-to-person spread of anthrax is extremely unlikely, if it occurs at all. Therefore, there is no need to immunize or treat acquaintances of an anthrax infected patient, such as; family, friends, or coworkers, unless they were also exposed to the same source of infection.

In the event of a bioterrorist attack, health authorities would conduct a rapid investigation, determine the place and time of the release, and identify individuals who need antibiotics. The federal government has stockpiled antibiotics for large-scale distribution in the event of a bioterrorist attack.

Threats involving Weapons of Mass Destruction (biological, chemical, or nuclear agents) is a FEDERAL offense.

The above information was collected from;

- U.S. Centers for Disease Control and Prevention, Anthrax Fact Sheet (<http://www.bt.cdc.gov>)
- U.S. Department of Health and Human Services, Office of Domestic Preparedness, Template Anthrax Threat Advisory

If you receive AND OPEN a package, letter, or note threatening anthrax contamination or other suspect substance:

REMAIN CALM - Although any threatened use of biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as anthrax, be assured that it is NOT contagious from person to person, and that treatment is available and effective if administered before the onset of symptoms.

## WHAT YOU SHOULD DO

1. If it is a package or letter that you have opened, set it down gently at the location where you first read it. You may place the envelope and contents in a zip-lock style plastic bag if one is available. If it is a note that you happen to find, LEAVE IT ALONE! Then move to an area that will minimize your exposure to others. If possible, wash your hands with soap and water. Avoid unnecessary contact with others, and remain in the area.
2. Contact the District Police Department
3. Close doors and windows and turn off any fans in the area of the letter/note.
4. Do not allow others into the area. If anyone enters, they should stay until instructed to leave by emergency personnel responders.
5. Exposure does not mean that you will become sick. Health responders will provide specific information and instructions.
6. Faculty or staff persons who are concerned about their health as a result of a workplace event should complete an Initial Statement and send it to the Mission College Student Health Center.

## WHAT YOU SHOULD NOT DO

1. Do not pass the letter or note to others to look at.
2. Do not move the letter or note.
3. Do not disturb any contents in the letter or note. Handling the letter may only spread the substance inside and increase the chances of it getting into the air.
4. Do not ignore the threat; it must be treated as real until properly evaluated.