

Rock Island Arsenal Emergency Guide



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DPTMS/Plans and Operations

ROCK ISLAND ARSENAL EMERGENCY GUIDE

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IMPORTANT INFORMATION TO REMEMBER WHEN READING THIS GUIDE

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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BASE PLAN

1. ABOUT THE GUIDE: The Rock Island Arsenal (RIA) Emergency Guide is a living document based on related documents prepared by RIA, Occupational Safety and Health Administration (OSHA), Federal Emergency Management Agency (FEMA), American Red Cross, National Weather Service Quad Cities, Army Emergency Management and National Fire Protection Agency (NFPA). The RIA Emergency Guide is a stand-alone guide. This Emergency Guide describes the RIA strategy for employee action during an emergency.

2. PURPOSE: To provide the basic concept of actions during an emergency and establish uniform policies and guidance to ensure an effective response to an emergency. In addition, provides a quick reference and checklist of procedures to be followed in case of an emergency.

3. SITUATION AND ASSUMPTIONS:

a. Situation: The Senior Commander and Garrison Commander are concerned with the safety and welfare of all employees in the workplace. This guide was developed to be read and understood *by all personnel* prior to an emergency situation occurring. Subsequent familiarization can be accomplished by reviewing the bold print in each section.

b. Assumptions: An emergency will occur on the RIA. Employees will be aware of this guide and take the correct actions during an emergency. Organizations should practice these procedures by conducting drills. Employees are to follow the prescribed instructions.

4. APPLICABILITY: This guide applies to all Service members, family members, DoD civilians and contractors, ASPI tenants and visitors on Rock Island Arsenal.

5. RESPONSIBILITIES:

a. Senior Leaders:

- 1) Ensure compliance with the Building Evacuation Coordinator/Building Marshal Warden (BEC/BMW) program.
- 2) Ensure supervisors are assigned in BEC, BMW and Floor/Area Marshal Warden (FAMW) positions as required.
- 3) Encourage individual preparedness by promoting the Ready Army Campaign.

b. Building Evacuation Coordinator: Responsible for the protection of the personnel in their buildings or complexes.

- 1) Implement the BEC/BMW Program
- 2) Approve building emergency response plans
- 3) Ensure building emergency exercises are taking place
- 4) Ensure internal communications procedures are in place in your AOR

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c. Building Marshal Warden: Responsible for the protection of the personnel in their building.

- 1) Designate Supervisors as FAMWs
- 2) Provide POC information to RIA Central Dispatch for TAS notification
- 3) Attend Installation BEC/BMW meetings
- 4) Hold BMW meetings in your building
- 5) Develop and exercise “all hazards/COOP” plans
- 6) Ensure Shelter in Place rooms, Storm Shelter Areas, Lock Down Procedures are established and maintained.
- 7) Establish internal communications procedures

d. Floor/Area Marshal Warden: Responsible for the protection of the personnel in their assigned areas.

- 1) Attend BMW meetings in your AOR
- 2) Provide input and establish area
 - i. Shelter in Place Rooms
 - ii. Storm Shelter Areas
 - iii. Lock Down Procedures
- 3) Participate in building exercises
- 4) Develop accountability roster
- 5) Report accountability and status to BMW
- 6) Train personnel on building plans
- 7) Provide updates to personnel when made
- 8) Direct emergency procedures

e. Employee: Be thoroughly familiar with the contents of this instruction and the area specific plan for their place of duty provided by their FAMW.

- 1) Follow the direction of our BMWs
- 2) Know your building/area emergency plans
- 3) Participate in building exercises
- 4) Refer to your BMW structure for specific emergency procedures

f. Housing Residents: Be familiar with the contents of this instruction

For housing residents the same basic procedures apply with exception of the BEC/BMW program structure. Emergency Responders or the Mass Notification Systems will be your source for initial notification and in when radio/TV is not available follow on notification.

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- 1) Ensure you have established the following procedures in your home as described in this plan.
 - i. Shelter in Place
 - ii. Storm Shelter
 - iii. Lock Down
 - iv. Evacuation (from your home and the installation)
- 2) Ensure your family has an emergency kit

6. MASS NOTIFICATION SYSTEMS:

a. Outdoor Speaker System – The outdoor speaker system is designed to provide siren sounds and audible voice messages to occupants who are outside in the event of an emergency. The announcements will be repeated periodically until emergency is over

1) Outdoor Warning Siren- A 3 to 5 minute steady signal on outdoor sirens followed by a digital voice message, repeated every 10-15 minutes for the duration of the threat. This signal will be sounded for the following emergencies:

i. Tornadoes

- Tornado Warnings
- Tornado or funnel cloud is reported by a trained spotter

ii. Severe Thunderstorms

- Severe Thunderstorm warning with winds of 70+ mph and/or golf ball+ sized hail
- Severe Thunderstorm report from a trained spotter with winds of 70+ mph and/or golf ball+ sized hail

iii. Local Life-Threatening Events

- Hazmat Incidents
- Terrorism
- Nuclear Emergency

Upon hearing outdoor warning sirens it is imperative that all personnel immediately seek shelter indoors and refer to local broadcast media (radio, TV, etc.) for additional information! You may receive an AtHoc computer pop-up alert explaining the situation and describe the appropriate procedure to take as quickly as possible. Specific instructions may follow the warble signal via voice through the outdoor speaker system. ****Please note that outdoor speaker systems are only intended to be heard outdoors so the voice feature may not be audible from your location indoors.****

2) Attack Warning Signal- A 3 to 5 minute warbling signal on outdoor sirens may be followed by a voice message, repeated as deemed necessary. The attack warning signal means that there is a homeland security attack or emergency and that protective action should be taken immediately. You may receive an AtHoc computer pop-up explaining the situation and describe the appropriate procedure to

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take as quickly as possible. Specific instructions may follow the warble signal **this signal will be used for no other purpose and will have no other meaning.**

- 3) **All Clear Signal** – There will no longer be an all clear signal through the outdoor speaker system. BECs and BMWs will be responsible to come up with and distribute a suitable plan for their areas of responsibility to monitor the situation with equipment such as NOAA Weather Radios, Televisions, and a working computer, black berry or telephone/cell phone. BECs, BMWs and FAMWs will be responsible to notify the employees in their areas of responsibility that the situation is all clear and provide any further instruction as provided by emergency officials.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

- 4) **Messages** – Examples of messages that may be relayed through the outdoor speaker system include, but are not limited to:
 - i. “This is an emergency, [a possible biological release has occurred](#) Initiate evacuation procedures”.
 - ii. “This is an emergency, [a possible hazardous material incident has occurred.](#) Initiate shelter-in-place actions”.
 - iii. “Emergency Operations are on-going. Stay clear of [building 208, corner of Rodman Ave. and Gillespie St](#)”.
- 5) **Procedures** –
 - i. Upon hearing the outdoor speaker system activated, stop what you are doing go into the nearest building and seek information. If a voice message is relayed over the outdoor speaker system follow the directions.
 - ii. Encourage all co-workers in the vicinity to comply if there is time.
- b. **Indoor Notification System** – The indoor notification system is designed to provide siren sounds and audible voice messages to occupants who are inside a building in the event of an emergency.
 - 1) **Fire Alarm** – A steady continuous signal or tone on indoor audible devices or strobes. This signal is used for fire, fire drills, and may be used for any other emergency requiring evacuation of a building.
 - 2) **Public Address** – Addressable system used for broadcasting voice instruction over a building notification system from a central location. (Not available in all buildings)
 - 3) **Strobe** – A strobe light integrated into internal notification system speaker to provide a visual alert of a building hazard.
 - 4) **Procedures** –
 - i. Upon hearing the indoor notification system activated, stop what you are doing and take the necessary protective actions necessary for the emergency at hand. If a voice message is relayed over the indoor speaker system follow the directions.

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- ii. Encourage all co-workers in the vicinity to comply as you take action.
- c. **AtHoc Computer Pop Up** – A network-centric warning and notification tool delivers emergency messages via an on-screen message alert window to targeted RIA network users. System is managed by DES, DPTMS and NEC.

1) Procedures –

- i. Upon receiving an AtHoc message, stop what you are doing and take the necessary protective actions necessary for the emergency at hand. If detailed information is provided follow the directions.
- ii. Encourage all co-workers in the vicinity to comply as you take action.

7. DEFINITIONS:

a. Emergency: An unforeseen combination of circumstances or the resulting state that calls for immediate action. Examples: Fire, violence/hostage in the workplace, bomb threat, severe weather and etc.

b. Mobility impaired: Being unable to physically move about without an assist device or personal assistance for those with underlying medical conditions which may not be visible to an observer.

c. Area of Refuge: A landing large enough to accommodate the passage of personnel while serving as a holding point for personnel with mobility impairments and their devices. Also should be equipped with an automatic sprinkler system, a two way communication system from the area of refuge to a central control point, a positive pressure fire door and a two hour rated wall to protect from smoke and fire penetration.

d. Area of Evacuation Assistance: Similar to an area of refuge as in it must have the space to accommodate the personnel but does not have to meet the same requirements. At a minimum it must have two way communications.

e. Egress: To go or come out.

f. Incident Commander (IC): Usually the highest ranking most qualified emergency response official at an incident. Example; Fire or Police Chief, Assistant Fire or Police Chief, Fire or Police Captain

g. Building Evacuation Coordinator (BEC): Person who oversees the Building Marshal Wardens and is responsible for the building or complex as a whole. Usually the highest ranking individual in the building.

h. Building Marshal Warden (BMW): Person in charge of supervising Floor/ Area Marshal Wardens and is supervised by the Building Evacuation Coordinator for purposes of workplace emergency planning and actions only. This person receives special training on response during emergencies from the Garrison DES and DPTMS.

i. Floor/ Area Marshal Warden (FAMW): Personnel in charge of ensuring employees follow the emergency procedures and that personnel are accounted for in their given area of responsibility. This person receives specialized training on response during emergencies from the BMW.

j. Employee Assistance Program (EAP): Program provided through MWR to assist military and civilian personnel and families in dealing with Tragedy, disappointments or

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losses and unresolved conflicts that affect a person's quality of life, job performance, attendance and physical/emotional health

k. NOAA Weather Radio (NWR) All Hazards: A NOAA Weather Radio All Hazards is a special receiver that receives the VHF frequencies from 162.400 MHz to 162.550 MHz that the NWR network broadcasts on. It is not available on normal AM/FM receivers. NWR is an "All Hazards" radio network that provides comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 Telephone outages).

l. Continuity of Operations Plan (COOP): AR 500-3 Continuity of Operations Program Policy and Planning, 18 April 2008.

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INSTRUCTION

TAB A

EVACUATION FROM BUILDINGS

1. **PURPOSE:** This instruction establishes baseline policy, assigns responsibilities and prescribes procedures to evacuate buildings if needed.
2. **APPLICABILITY:** This instruction applies to the RIA, Rock Island, IL. Applicable for all buildings that have an internal hazard, whether it is a fire, flood, or CBRNE/Hazmat incident within the building or the building is no longer safe for occupants due to a nearby outdoor hazard.
3. **RESPONSIBILITIES:**
 - a. See responsibilities in the basic plan to this guide
4. **PROCEDURES:**
 - a. An Evacuation Order can be initiated:
 - 1) Verbally from the police, fire department, a supervisor, FAMW, BMW or BEC.
 - 2) Mass Notification System
 - i. Fire Alarm
 - ii. Internal PA system (where available)
 - iii. AtHoc Computer Pop-up
 - b. For procedures to comply with activation of Mass Notification System see base plan page 4, paragraph 6. MASS NOTIFICATION SYSTEMS.
 - c. Upon receiving an **evacuation order**, you must **proceed out of the building using the emergency evacuation route for the area in which you are in.**
 - d. **If you are in a building other than your normal place of duty, you should proceed out of the building to a safe area with the personnel in that area.** If that is not possible, routes and exit signs will direct you to a means of egress. **Once safely outside**, you should **notify the FAMW for the area that you were in the building.** You should then proceed to your usual place of business (or assembly area if your building is evacuated) and notify your supervisor or FAMW.
 - e. The protocol for orienting new employees should include an introduction to the FAMW for the new employee's assigned area. New employee orientation should also include a walkthrough of the new employee's work environment with explanation of the primary and alternate means of egress, the designated assembly point outside along with fire alarm pull stations and fire extinguisher placement. Supervisors should point out the location of evacuation diagrams. New employee orientation should be concluded by providing the new employee a copy of the evacuation plan for that area. If there is no evacuation route posted for your work area, or if the wrong one is posted, please ask your supervisor to notify the BMW.
 - f. If you are not aware of the evacuation route for your work area, ask your supervisor or FAMW.

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g. If you are working with classified materials, secure them in an approved container if time permits or take them with you, keeping them protected until Security can arrange proper storage. **Do not take classified documents home.** If classified documents are left unsecured inside the building, notify the Police & Security Intelligence Division of their location. If you are working on your computer simply remove your CAC card and your computer will automatically be secured.

h. Employees with mobility impairments should have a primary and alternate assistant/buddy assigned to them to help relocate them either completely out of the building or to an area of refuge or area of evacuation. The location of these areas should be identified with a sign and in your organization's emergency plan or SOP. **Every effort should be made to totally evacuate the building. ***NOTE... even during "practice" evacuation drills, every effort should be made to totally evacuate the building*****

i. Once outside, evacuate by moving in an upwind (wind in your face) or crosswind (wind on the side of your face) direction away from the building. Listen for directions from your BMW or emergency response personnel on where to assemble and proceed directly to the Assembly Point.

1) Supervisors or FAMWs must account for the people in their areas. Therefore, you must assemble with the people in your area. Residents will account for their family members and report any missing family members to responders.

2) If a supervisor or FAMW is not present to take accountability, a designated alternate will be responsible.

3) The Fire Department IC has the authority to assign temporary tasks to any federal employee, government contractor or agency on the island they deem necessary to assist in the mitigation of the emergency at hand. Accounting of these personnel will be made by the IC.

4) **In a chemical, biological, radiological, nuclear, high yield explosive (CBRNE) / hazmat event:** If personnel are suspected to be contaminated, they will be directed by emergency response personnel to the decontamination area. The BMW will notify the Incident Commander (IC) if any contamination evidence is identified.

j. **Do not re-enter the building or leave the assembly area** until directed to do so by your BMW, FAMW or emergency response personnel.

k. The FAMW must maintain control during an evacuation. If control is practiced during rehearsals, it will come easier when a real emergency occurs.

l. To practice evacuation control, the FAMW should:

1) Brief employees on evacuation routes and assembly points prior to an emergency.

2) Conduct evacuation rehearsals for your personnel.

3) When in the Assembly Area, the FAMW will need to report accountability to the BMW for all personnel. The FAMW can accomplish this by:

i. Ensuring all employees assemble together at the Evacuation Assembly Area.

ii. Knowing where their personnel are i.e. on leave or TDY.

iii. Having a personnel roster available.

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iv. Having a two way radio to communicate with the BMW

5. **EFFECTIVE DATE:** This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB B

EVACUATION FROM INSTALLATION

1. **PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to evacuate the installation if needed.
2. **APPLICABILITY:** This instruction applies to the Rock Island Arsenal (RIA), Rock Island, IL.
3. **RESPONSIBILITIES:** See responsibilities in the basic plan to this guide
4. **PROCEDURES:**
 - a. An Evacuation Order can be relayed:
 - 1) Verbally from the police, fire department, a supervisor, FAMW, BMW or BEC.
 - 2) Mass Notification System
 - i. Internal PA system (where available)
 - ii. AtHoc Computer Pop-up
 - b. For procedures to comply with activation of Mass Notification System see base plan page 4, paragraph 6. MASS NOTIFICATION SYSTEMS.
 - c. The supervisor must maintain control during an evacuation. If control is practiced during rehearsals, it will come easier when a real emergency occurs.
 - d. If the Senior Commander and/or Garrison Commander determines the threat or incident warrants evacuation of the installation, all organizations will be instructed to have their employees exit the island by sector, per a specified schedule and route in their privately owned vehicles (POV). **Specified route will be relayed via command channels and BEC/BMW program communication plan.** If POV's are not available the supervisors will be given instructions by Garrison Officials on where to assemble their employees for transportation.
 - e. The Installation is divided into six (6) sectors (see attached maps):
 - f. To practice evacuation control, the supervisor shall:

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- 1) Brief employees on evacuation routes and evacuation assembly points.
- 2) Conduct evacuation rehearsals for their personnel.
- 3) Create an emergency evacuation SOP using this guide as a base plan.

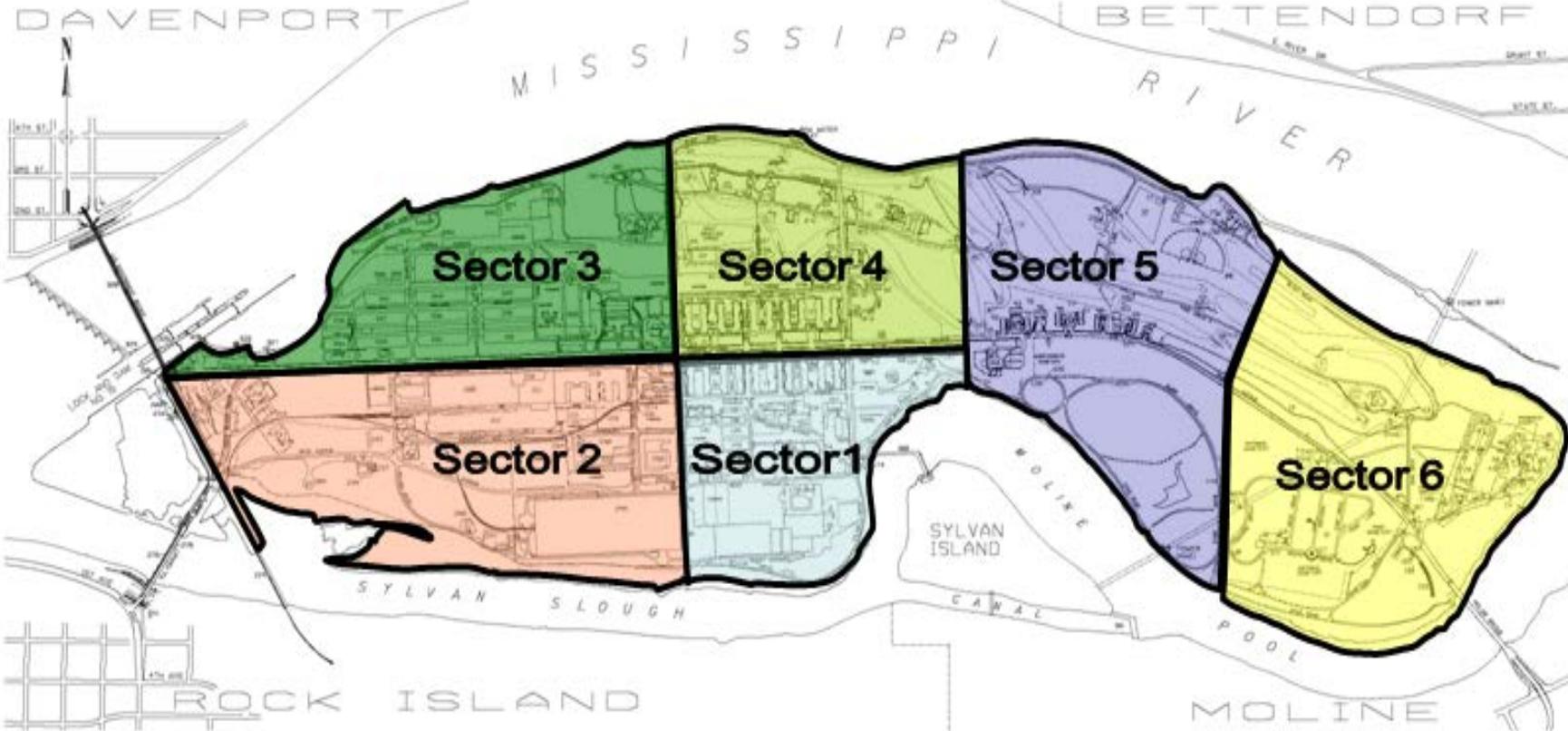
g. When in the Assembly Area, the supervisor will need to report accountability for all personnel. The supervisor can accomplish this by:

- 1) Ensuring all employees assemble together at the Evacuation Assembly Area.
- 2) Knowing where their personnel are.
- 3) Having a personnel roster available.

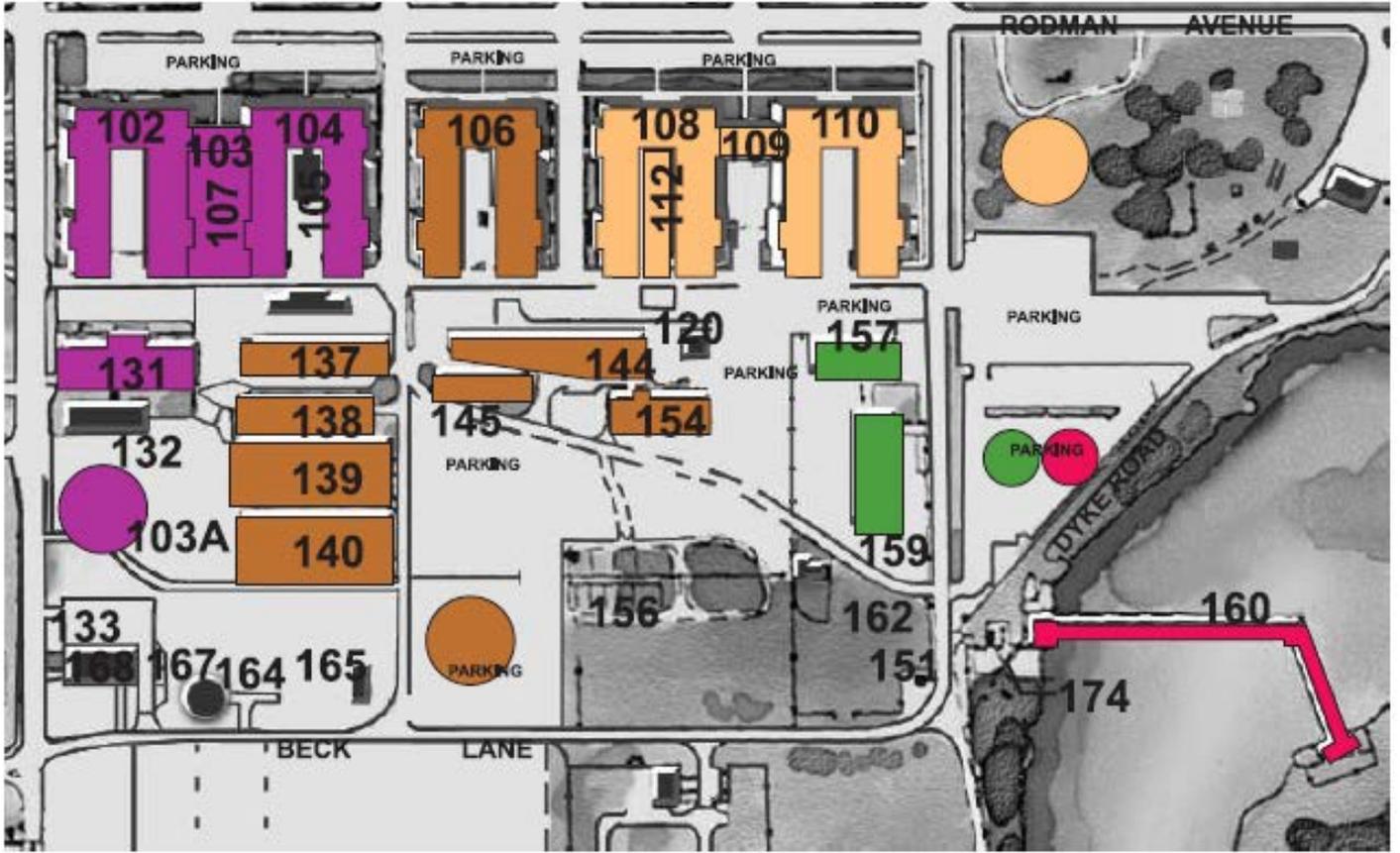
DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

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Installation Sector Boundaries



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Sector 1

Bldgs 108, 109, 110, 112

Bldg 157, 159

Bldg 160

Bldg 106 137, 138, 139, 140, 144, 145, 154

Bldgs 102, 103, 104, 106, 107, 131, 132

Report to Memorial Field

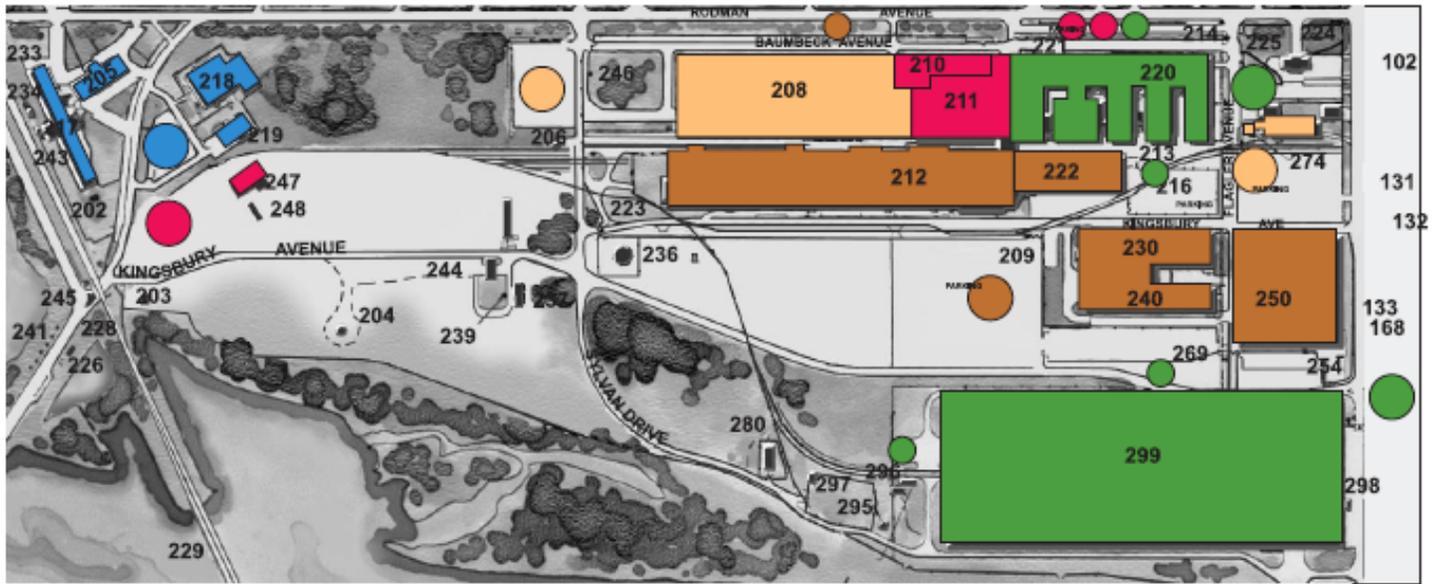
Report to parking lot east of bldg 159

Report to parking lot north of bldg 160

Report to parking lot east of bldg 165

Report to parking lot J south of 132

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Sector 2

Bldgs 205, 217, 218, 219

Bldg 208

Bldgs 210, 211

Bldgs 212, 222, 230, 240, 250

Bldg 220

Bldg 227

Bldgs 247, 248

Bldg 299

Report to the Naval Reserve Parking Lot

Report to parking lot west of Sylvan Dr, Northeast corner

Report to parking lot 2E - north of bldg, 220

Report to parking lot 2G - south of bldg, 212

Report to parking lot 2B, middle north side, lot east of 222

Report to parking lot south of bldg 227

Report to hardlot west of bldgs 247 & 248

Report to parking lot 1P, middle north side, east end

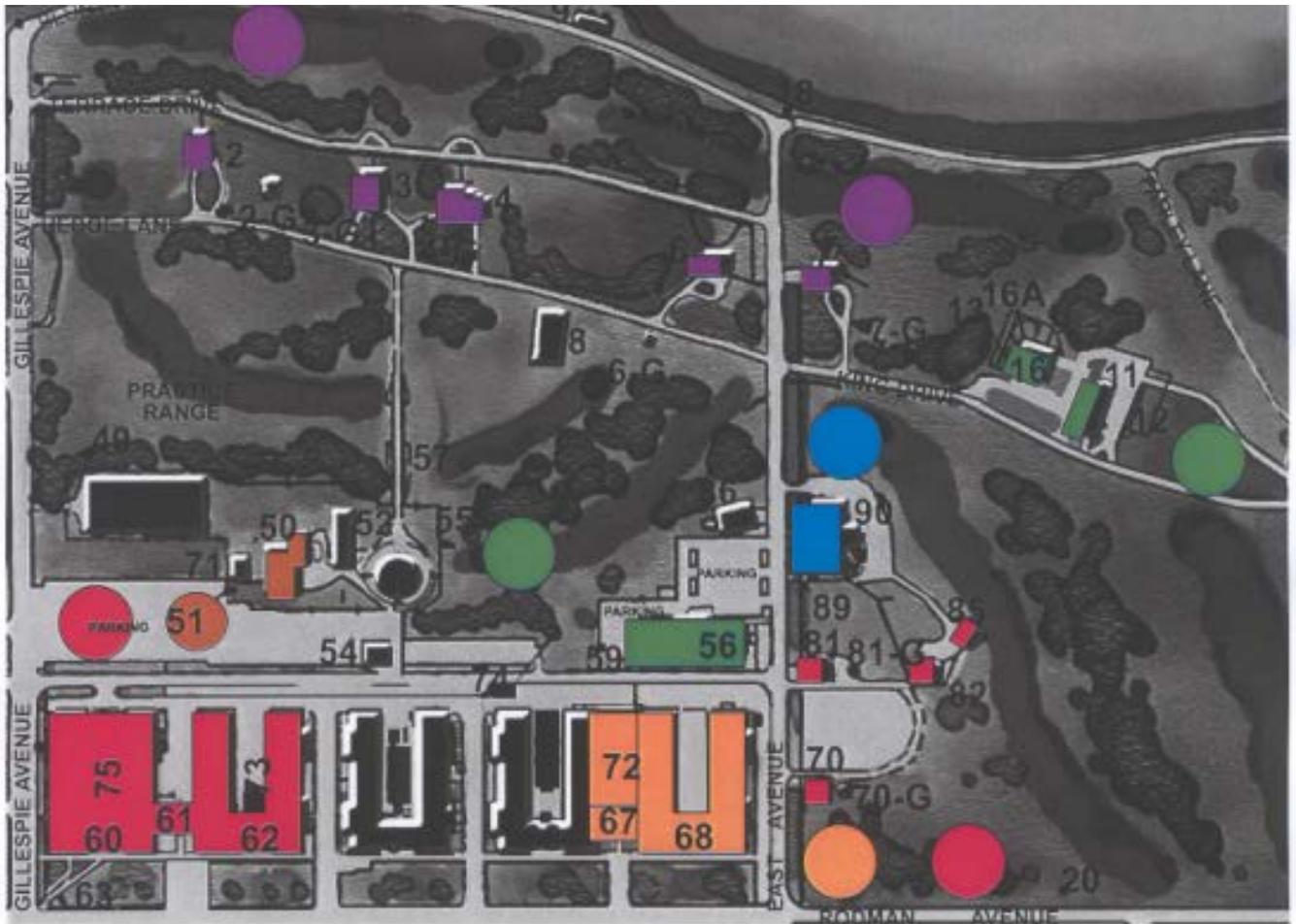
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Sector 3

- | | |
|---|--|
| Bldgs 331, 332, 335, 336, 339, 340, 343, 350, 351 | Report to parking lot north of bldg 339 |
| Bldgs 333, 334, 337, 338, and 341 | Report to grass area west of bldg 334 |
| Bldg 312 | Report to grass field west of bldg 312 |
| Bldg 360 | Report to grass area north of bldg 360 |
| Bldg 390 | Report to grass area north of bldg 390 |
| Bldg 301 | Report to grass area west & golf clubhouse |
| Quarters 24 | Report to grass area west & golf clubhouse |

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Sector 4

Quarters 2, 3, 4, 6

Quarters 7

Bldgs 11, 16

Bldgs 60, 61, 62, 75

Bldgs 50, 52

Bldg 56

Bldgs 67, 68, 72

Quarters 70, 81, 82

Bldg 90

Bldg 15

Bldg 85

Report to #1 Green north of quarters

Report to #2 Green north of quarters

Report to grass area east of bldg 11

Report to parking lot OF north of bldg 60

Report to parking lot OF south of building 50

Report to #16 Green northwest of bldg 56

Report to POW/MIA Memorial East of bldg 68

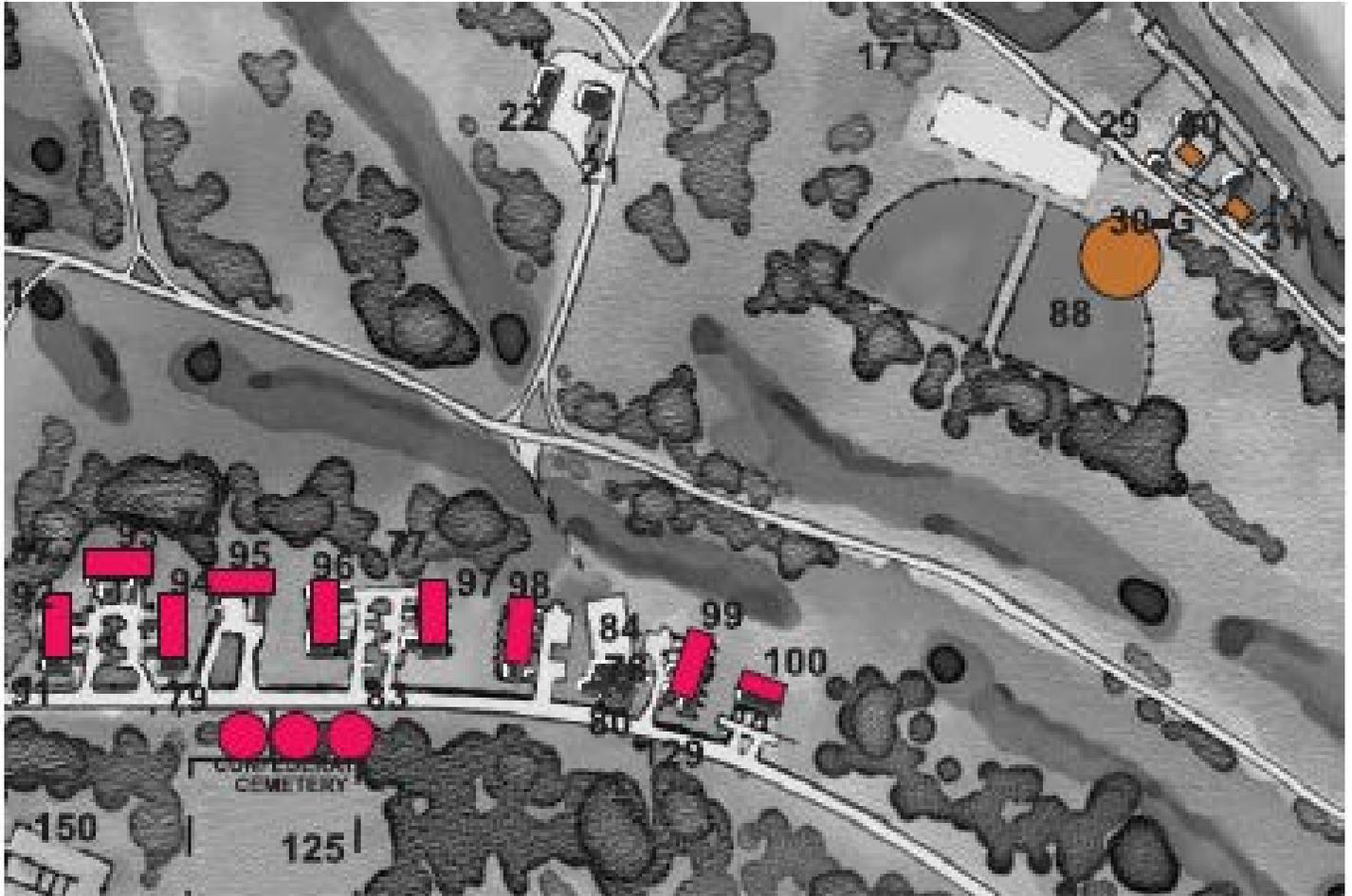
Report to POW/MIA Memorial South of quarters

Report to #15 Green north of bldg 90

Report to grass area west of bldg 16

Report to POW/MIA Memorial South of quarters

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Sector 5

Quarters 90 thru 100

Quarters 30 and 31

Bldg. 150

Report to Confederate Cemetery

Report to the Softball Field

Report to Memorial Field Pavilion

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Sector 6

Bldgs 23, 25, 32, 33, 35, 40, 41 (All proving grounds) Report to grass area south of bldg 23

Bldgs 118, 119

Report to grass area north of bldgs 118, 119

5. EFFECTIVE DATE: This instruction is effective immediately.

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INSTRUCTION

TAB C

SHELTER-IN-PLACE

1. PURPOSE: This instruction establishes policy, assigns responsibilities and prescribes procedures to shelter-in-place when needed.

2. APPLICABILITY: This instruction applies to the Rock Island Arsenal (RIA), Rock Island, IL. This instruction is applicable to buildings within the hazard area when hazards are identified outside. Maximum recommended time for sheltering in place is 48 hours.

NOTE: Sheltering is not long-term protection or replacement for evacuation if the situation warrants it. They do not allow extended (48 hrs and beyond) operations without extensive back-up personnel and emergency response assets. The measures listed herein decrease the hazards to personnel, and increase the safe/effective operations of Critical/Essential missions. Once a Shelter-in-Place is terminated buildings must be evacuated, ventilated and verified safe by qualified personnel prior to reoccupation.

3. RESPONSIBILITIES:

- a. See responsibilities in the basic plan to this guide

4. PROCEDURES:

- a. A Shelter-in-Place Order can be initiated:

- 1) Verbally from the police, fire department, a supervisor, FAMW, BMW or BEC.

- 2) Mass Notification System:

- i. Internal PA system (where available)
 - ii. Telephone Alert System
 - iii. AtHoc Computer Pop-up

- b. For procedures to comply with activation of Mass Notification System see base plan page 4, paragraph 6. MASS NOTIFICATION SYSTEMS.

- c. Shelter-in-place kits should include:

- Office / Organization

- Minimum

- 1) A land line phone or cellular phone
 - 2) A battery powered or crank powered radio/NOAA Weather radio

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- 3) Updated personnel roster
- 4) Plastic sheeting cut to fit windows, doors, vents and wall outlets
- 5) Duct tape
- 6) A sign to notify people that this is a shelter and when occupied it should state that it is occupied.

Optional

- 1) Two way radio
- 2) Towel/cloth (to wet and place under door gap)
- 3) Water bottle (to wet towel/cloth)

Personal

Minimum

- 1) 48 hour supply of personal medication and administration instructions

Optional

- 1) 48 hour supply of non perishable food and water

d. On notification of a development of a potentially hazardous situation, the appropriate warning signal will be sounded.

e. Upon receiving a shelter-in-place order, you must:

1) For a CBRNE / HAZMAT event

- i. All personnel will cease all eating/drinking/smoking. This must be maintained until sheltering operations are over or it has been rendered safe.
- ii. All personnel will quickly move to your organization or work areas designated space and begin/finish shelter-in-place procedures. Residents will move to their identified shelter room in their home.
- iii. All personnel will shut and lock all exterior windows and doors to their work areas and area's they are responsible for. As the Force Protection Condition Level increases, preliminary preparation of the shelter will expedite shelter activation. If time allows, sealing all outside openings from the inside except the entrance will improve shelter effectiveness and speed up shelter activation. Once a shelter-in-place room has been identified consider having a contractor professionally seal all openings where outside air can infiltrate your room.
- iv. When possible the designated person or persons will turn off all air handling equipment (heating, ventilation, and/or air conditioning) clothes dryers, and fans.
- v. All personnel will move to your organization or work areas pre-determined sheltering room (or rooms).

2) Shelter-in-Place UP (SIP-UP)

- i. **Chemical Incidents**– Higher is better. Most chemical warfare agents are heavy

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and will hug the ground in higher concentrations. Not all industrial chemicals or materials will hug the ground, but a good rule of thumb is to move up off the ground as far as possible for any chemical incidents. Rooms internal to the building with no windows, with rooms along the outer perimeter to act as a buffer zone, are best.

- ii. **Biological Incidents** – Most incidents will be detected after the fact by medical surveillance programs, but if personnel witness the incident outside, higher is better. Rooms internal to the building, with rooms along the outer perimeter to act as a buffer zone, are best.

3) Shelter-in-Place DOWN (SIP-DOWN)

- i. **Radiation Incidents**– Internal rooms in the basement or down low in the facility are best. The more shielding (walls/earth) the better.

4) Other than a CBRNE / HAZMAT event:

- i. **Proceed to your designated shelter area as described in your organizations emergency plan.** If you are in a building other than your normal duty station, you should proceed to that area's designated shelter area. Once at that shelter you should make every effort to notify your supervisor and report the situation.

f. If you are not aware of the shelter-in-place procedure for your work area, ask your supervisor or FAMW.

g. The protocol for orientating new employees should include an introduction to the FAMW for the new employee's assigned area. New employee orientation should also include a walkthrough of the new employee's work environment with explanation of the shelter-in-place areas and the designated shelter for the new employee's area. Supervisors should point out the location of shelter-in-place diagrams. If there is no shelter-in-place diagram posted for your work area, or if the wrong one is posted, please ask your supervisor to contact the BMW.

h. If you are **in a building other than your normal duty area,** you should **proceed to that areas designated shelter area.** Once there **notify that areas FAMW.** Make every effort to **contact your supervisor, or FAMW.**

i. If you are working with classified materials, secure them in an approved container if time permits or take them with you, keeping them protected until Security can arrange proper storage. **DO NOT TAKE CLASSIFIED DOCUMENTS HOME.** If classified documents are left unsecured inside the building, notify the Police & Security Intelligence Division of their location. If you are working on your computer simply remove your CAC card and your computer will automatically be secured.

j. Employees with mobility impairments should have a primary and alternate personnel evacuation assistant assigned to them to help relocate that person to their shelter.

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k. **If you suspect that toxic vapors may have entered your shelter and you have no protective equipment, place a wet towel or cloth over your mouth and nose. Non-life threatening symptoms are no reason to panic.**

Remember: many stress-related symptoms can mimic CBRN symptoms.

l. Supervisors or FAMWs must account for the people in their areas. Therefore, please shelter with the people in your area.

- 1) If a supervisor or FAMW is not present to take accountability, a designated alternate shall be responsible. Residents will be responsible for accountability of their family members.
- 2) The Fire Department IC has the authority to assign temporary tasks to any federal employee, government contractor or agency on the island they deem necessary to assist in the mitigation of the emergency at hand. Accounting of these personnel will be made by the IC.
- 3) **Do not exit the building or leave the shelter area** until directed to do so by your BMW, FAMW or emergency response personnel.

m. The FAMW must maintain control during shelter-in-place. If control is practiced during rehearsals, it will come easier when a real emergency occurs.

n. To practice shelter-in-place control, the FAMW should:

- 1) Brief employees on shelter-in-place routes and shelter areas.
- 2) Assign pre-determined duties to personnel to expedite shelter-in-place procedures.
- 3) Conduct shelter-in-place rehearsals for their personnel.
- 4) When in the shelter area, the FAMW will need to report accountability of all personnel to the BMW. The FAMW can accomplish this by:
 - i. Ensuring all employees assemble together at the shelter area.
 - ii. Knowing where their personnel are.
 - iii. Having a personnel roster available.
 - iv. Having a two way radio to communicate with the BMW.

5. EFFECTIVE DATE: This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

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INSTRUCTION

TAB D

RIA FIRE PREVENTION AND PROTECTION

1. **PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to protect personnel and prevent fires.
2. **APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL.
3. **RESPONSIBILITIES:** See responsibilities in the basic plan to this guide
4. **PROCEDURES:**
 - a. In the event a fire alarm is activated, evacuate the area as prescribed in TAB A.
 - 1) Avoid using elevators as elevators act as a chimney and transport smoke and heat up the shaft. In addition a fire may burn through electrical wiring and may result in a power outage causing elevator users to become trapped and become a danger to themselves and the responders who may end up risking their lives to save them. It is important to educate all employees not to use elevators even if they still work when a fire alarm is activated.
 - 2) If you are working with classified materials, secure them in an approved container if time permits or take them with you, keeping them protected until Security can arrange proper storage. **Do not take classified documents home.** If classified documents are left unsecured inside the building, notify the Police & Security Intelligence Division of their location. If you are working on your computer simply remove your CAC card and your computer will automatically be secured.
 - b. **IF YOU ARE TRAPPED BY FIRE:**
 - 1) Remain calm so you can think clearly and take necessary action.
 - 2) In smoke-filled areas, **crawl** as close to the floor as possible. **Do not walk** as clean air is closest to the floor.
 - 3) Put closed doors between you and the heat and smoke. Seal off cracks around doors and vents. If possible, use wet towels or clothing.
 - 4) Make sure the fire department knows you are there. Even if the fire department is on scene and at the building call 9-1-1 and tell the dispatcher your name, what floor you are on and where you are located on that floor.
 - c. **COMMON FIRE HAZARDS:** *Refer to Rock Island Arsenal Regulation (RIAR) 420-2 for more info.*

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- 1) Combustibles near radiators, heaters, light bulbs or any other heat source.
- 2) Worn or frayed electric cords and cables.
- 3) Any electrical appliance or connection giving off sparks.
- 4) Misuse or improper storage of flammable liquids.
- 5) Improperly insulated steam pipes.
- 6) Accumulation of dirt and dust in out of the way spaces.
- 7) Accumulation of papers and rags.
- 8) Poor housekeeping in general.

EFFECTIVE DATE: This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB E

POWER FAILURE PROCEDURE

1. **PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to be followed in case of a power failure.
2. **APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL.

NOTE: Emergency lighting units will only work for a minimum of 90 minutes to assist in egress from the building. They are not intended to illuminate the workplace to continue the normal workday. Decisions to evacuate the building must be made by organizations in a timely manner.

3. **RESPONSIBILITIES:** See responsibilities in the basic plan to this guide

4. PROCEDURES:

a. **Do not panic.** Normally, a power failure is of short duration.

b. **Remain at your desk or work station,** if possible, until power is restored.

- 1) If you do leave your work area, let your supervisor know where you are going.
- 2) A representative from your organization will work with the Rock Island Arsenal's Directorate of Public Works to restore power.
- 3) Ensure all electrical equipment is turned off to prevent a power surge when power is restored.
- 4) If it is determined that power will not be restored for some time. A decision will be made by the proper officials in your organization regarding administrative dismissal.

c. If for some reason, the power outage is of a longer duration and you find yourself totally in the dark.

- 1) Remain where you are. You could hurt yourself if you attempt to walk around in the dark.
- 2) Occasionally call out to assure co-workers are okay and to possibly notify emergency crews of your location.

EFFECTIVE DATE: This instruction is effective immediately.

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INSTRUCTION

TAB F

ACTIVE SHOOTER / HOSTAGE IN THE WORKPLACE

1. **PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to protect the workforce against violence or hostage takeover in the workplace.
2. **APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL.
3. **RESPONSIBILITIES:** See responsibilities in the basic plan to this plan

4. NOTIFICATION PROCEDURES:

- a. As with all emergencies the Building Marshal Warden Program and Senior Leader channels will be utilized.
- b. Garrison will utilize the Mass Notification System to the fullest extent possible.

Default AtHoc message will read: **For your safety: if the active shooter is not an immediate threat.** Lock or blockade yourself in an office or room and stay on the ground and away from windows. If the fire alarm is activated USE CAUTION before you evacuate, it could be a trap. Follow instructions from First Responders or your Building Marshal Warden program representative.

5. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY?

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. **"WHEN IN DOUBT HIDE OUT"**

a. Evacuate (First Resort)

If you are in the immediate vicinity of the shooter, you know where they are, and you have an escape route, attempt to evacuate the danger area and call 9-1-1 to report the emergency.

Be sure to:

- 1) Have an escape route and plan in mind
- 2) Evacuate regardless of whether others agree to follow
- 3) Leave your belongings behind
- 4) Help others escape, if possible
- 5) Prevent individuals from entering an area where the active shooter may be
- 6) Keep your hands visible
- 7) Follow the instructions of any police officers
- 8) Do not attempt to move wounded people
- 9) Be prepared to brief law enforcement personnel on the situation
- 10) If you are working with Classified Materials:

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- 11) **If time permits**, secure them in an approved container
- 12) **If you can** take them with you, keeping them protected until Security can arrange proper storage. **Do not take classified documents home**
- 13) If classified documents are left unsecured inside the building, notify the Police & Security Intelligence Division of their location.

b. Hide out (Second Resort)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- 1) Be out of the active shooter's view
- 2) Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door, closed windows and blinds or curtains)
- 3) Try not to trap yourself or restrict your options for movement

c. To prevent an active shooter from entering your hiding place:

- 1) Lock the door
- 2) Blockade the door with heavy furniture

d. If the active shooter is nearby:

- 1) Lock the door
- 2) Silence your Blackberry, cell phone and/or pager
- 3) Turn off any source of noise (i.e., radios, televisions)
- 4) Hide behind large items (i.e., cabinets, desks)
- 5) Remain quiet

e. If evacuation and hiding out are not possible:

- 1) Remain calm. Your demeanor will dictate the reactions of the assailant.
- 2) Dial 911, if possible, to alert police to the active shooter's location
- 3) If you cannot speak, leave the line open and allow the dispatcher to listen
- 4) DO NOT initiate any conversation or negotiations with the Hostage taker

f. Take action against the active shooter **AS A LAST RESORT, and ONLY when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter by:

- 1) Acting as aggressively as possible against him/her
- 2) Throwing items and improvising weapons
- 3) Yelling
- 4) Committing to your actions

6. HOW TO RESPOND TO A HOSTAGE/BARICADED SUBJECT

- a. Remain calm. Your demeanor will dictate the reactions of the hostage taker.
- b. Notify Emergency Services, Emergency 9-1-1 that a person has locked or barricaded him/herself in a room or closet and has threatened to kill themselves and/or others. (If there is someone else with them against their will it is a hostage situation).
- c. Evacuate all individuals from the area surrounding the hostage location.
- d. Avoid initiating a conversation with the hostage taker unless it is apparent they are about to take their life or someone else's. Any conversations should focus around the problem(s) the hostage taker is having and problem solving discussions. The effort is to

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take the person's mind off of the immediate threat of killing themselves. Emotionally, the subject is likely unstable and severely depressed. The best person to talk with them would be an experienced negotiator, good friend or respected authority figure.

- e. Be prepared to brief law enforcement personnel of the situation.
- f. Remember, you are not trained to negotiate with a hostage taker, however, your initial identification of a hostage situation and immediate response could possibly save lives.

7. WHEN LAW ENFORCEMENT ARRIVES

a. Law enforcement's purpose is to stop the active shooter as soon as possible.

- 1) Officers will proceed directly to the area in which the last shots were heard.
- 2) Officers usually arrive in teams of four (4)
- 3) Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- 4) Officers may be armed with rifles, shotguns, handguns
- 5) Officers may use pepper spray or tear gas to control the situation
- 6) Officers may shout commands, and may push individuals to the ground for their safety

b. How to react when law enforcement arrives:

- 1) Remain calm, and follow officers' instructions
- 2) Put down any items in your hands (i.e., bags, jackets)
- 3) Immediately raise hands and spread fingers
- 4) Keep hands visible at all times
- 5) Avoid making quick movements toward officers such as attempting to hold on to them for safety
- 6) Avoid pointing, screaming and/or yelling
- 7) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

c. Information to provide to law enforcement or 911 operator:

- 1) Location of the active shooter
- 2) Number of shooters, if more than one
- 3) Physical description of shooter/s
- 4) Number and type of weapons held by the shooter/s
- 5) Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and interviewed. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

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8. WHAT TO REPORT

- a. Report the following:
 - 1) Your specific location and the number of people at that location. (Example; building 90, 3rd floor, NE corner)
 - 2) Injuries, number of people injured and the types of injuries
 - 3) If you recognize the shooter provide their name
 - 4) Provide the shooters specific location
 - 5) The number of assailants
 - 6) Description, race, gender, the style clothing they are wearing and the color, approximate age, weight, height or facial hair
 - 7) Type of weapon(s) they are carrying; handgun, shotgun, long rifle or if they have a back pack

9. INDICATORS OF POTENTIAL VIOLENCE BY AN EMPLOYEE

- a. Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies). **Employees that notice these types of behavioral changes should notify their supervisors as soon as possible:**

- 1) Increased use of alcohol and/or illegal drugs
- 2) Unexplained increase in absenteeism; vague physical complaints
- 3) Noticeable decrease in attention to appearance and hygiene
- 4) Depression / withdrawal
- 5) Resistance and overreaction to changes in policy and procedures
- 6) Repeated violations of company policies
- 7) Increased severe mood swings
- 8) Noticeably unstable, emotional responses
- 9) Explosive outbursts of anger or rage without provocation
- 10) Suicidal; comments about “putting things in order”
- 11) Behavior which is suspect of paranoia, (“everybody is against me”)
- 12) Increasingly talks of problems at home
- 13) Escalation of domestic problems into the workplace; talk of severe financial problems
- 14) Talk of previous incidents of violence
- 15) Empathy with individuals committing violence
- 16) Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

10. TEN KEY INDICATORS OF POTENTIAL TERRORIST ASSOCIATED INSIDER THREATS TO THE ARMY

- a) **Employees that notice these types of behavioral changes should notify their supervisors as soon as possible**
 - 1) Advocating violence, the threat of violence, or the use of force to achieve goals that are political, religious, or ideological in nature.
 - 2) Advocating support for international terrorist organizations or objectives.

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- 3) Providing financial or other material support to a terrorist organization or to someone suspected of being a terrorist.
- 4) Association with or connections to known or suspected terrorists.
- 5) Repeated expressions of hatred and intolerance of American society, culture, government, or the principles of the U.S. Constitution.
- 6) Repeated browsing or visiting internet websites that promote or advocate violence directed against the United States or U.S. Forces, or that promote international terrorism or terrorist themes without official sanction in the performance of duty.
- 7) Expressing an obligation to engage in violence in support of international terrorism or inciting others to do the same.
- 8) Purchasing bomb making materials or obtaining information about the construction of explosives.
- 9) Active attempts to encourage others to violate laws, disobey lawful orders or regulations, or disrupt military activities.
- 10) Familial ties to known or suspected international terrorists or terrorist supporters.

11. SUPERVISOR ACTIONS If the threat of imminent danger is clearly not present.

a. Supervisors need to take the following actions:

- 1) Do not confront the individual in a public setting
- 2) Keeping your own safety in mind, invite the employee to talk in a work setting that provides more privacy; meet in a quiet setting if possible
- 3) Diffuse the situation by listening, use calm tone of voice, reflect understanding of individual's point of view
- 4) Offer EAP as a means to continue the discussion and a chance to identify solutions
- 5) Report the incident to the RIA The Threat Assessment Team (TAT)
- 6) TAT mission is to promptly review situations that may involve a threat and apply strategies to diffuse potential violence
- 7) **Anyone can report – supervisors or employees**
- 8) Call any member of the TAT
 - i. RIA Police Department, (309) 782-6116
 - ii. Your organization's Civilian Personnel Advisory Center,
 - iii. The Employee Assistance Program, (309) 782-4357
- 9) Contact the TAT as soon as you become aware of a situation involving threat or potential threat of violence

12. **EFFECTIVE DATE:** This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB G

MEDICAL EMERGENCY

1. PURPOSE: This instruction establishes policy, assigns responsibilities and prescribes procedures on what to do for a medical emergency.

2. APPLICABILITY: This instruction applies to the Rock Island Arsenal, Rock Island, IL.

NOTE: Do not take injured or wounded personnel to the RIA health clinic for treatment.

3. RESPONSIBILITIES: See responsibilities in the basic plan to this guide

4. PROCEDURES:

- a. CALL 9-1-1 for ALL Medical / Trauma related situations.
- b. Give the condition of the patient(s).
- c. Give the exact location and point of contact (Bldg. phone number, floor, wing, etc.).
- d. Try to keep the individual(s) calm and reassure them that medical help is on the way.
- e. Send an employee to meet the Fire Department personnel and escort them to the patient.

If requested, the supervisor(s) or someone chosen by the employee(s) can remain and ride along with them while they are transported to a hospital.

EFFECTIVE DATE: This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB H

BOMB THREAT / THREATENING TELEPHONE CALL, SUSPICIOUS PACKAGE PROCEDURES

- 1. PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to be followed in the event a telephone call threatening detonation of a bomb or explosive device is received at the Rock Island Arsenal, Rock Island, IL.
- 2. APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL.
- 3. RESPONSIBILITIES:**
 - a. See responsibilities in the basic plan to this guide
 - b. Ensure Bomb Data Cards are maintained in work areas at all times, accessible to all employees, and are reviewed with all employees.
- 4. PROCEDURES:** Upon receipt of a telephone call threatening discharge of a bomb or explosive device, the recipient will:
 - a. **INITIALLY:**
 - 1) Keep the caller talking for as long as possible.
 - 2) Notify a co-worker by signal (e.g. a raised clenched fist) that you have a bomb threat call in progress. The co-worker must then call and notify the Police by dialing 9-1-1.
 - 3) Complete the Bomb Data Card below.
 - 4) Write down as much detail as you can about the call and the caller.
 - 5) Even if the caller hangs up, **do not hang up the phone** until advised by security. (Police may be able to trace the phone call.)

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QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Additional Information on Reverse



Number at which call was received: _____

Time: _____ Date: _____

CALLER'S VOICE:

- | | |
|------------------------------------|-----------------|
| _____ Loud | _____ Soft |
| _____ High | _____ Deep |
| _____ Intoxicated | _____ Disguised |
| _____ Calm | _____ Angry |
| _____ Fast | _____ Slow |
| _____ Stutter | _____ Nasal |
| _____ Distinct | _____ Slurred |
| _____ Accent (type) _____ | |
| _____ Other Characteristics: _____ | |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

- | | |
|------------------------|-----------------|
| _____ Voices | _____ Airplanes |
| _____ Quiet | _____ Trains |
| _____ Animals | _____ Music |
| _____ Street Traffic | _____ Factory |
| _____ Office Machinery | _____ Machinery |
| _____ Other _____ | |

THREAT LANGUAGE:

- | | |
|----------------------------|------------------------------------|
| _____ Well spoken/educated | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Message read to threat maker |

REMARKS:

Report call immediately to:
Rock Island Arsenal Police Department

Phone Number: 9-1-1 _____

Date: _____

Name: _____

Position: _____

Phone Number _____

A Self-Help Guide to
ANTTERRORISM



1 September 2010

Double Click on the

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b. IMMEDIATELY AFTER THE CALL:

- 1) If not already done, FROM ANOTHER PHONE, notify your immediate supervisor.
- 2) Supervisor should then determine whether to evacuate or conduct a search without evacuation. DO NOT ACTIVATE THE FIRE ALARM SYSTEM OR USE RADIOS. Spread the evacuation by word of mouth.
- 3) If an evacuation is ordered personnel should make a quick sweep of your area with your eyes from left to right and top to bottom.
- 4) If a suspicious package is found while evacuating notify your supervisor.

c. When building evacuation is ordered, follow procedures prescribed in TAB A. **(BUILDING EVACUATIONS FOR BOMB THREATS WILL BE INITIATED BY THE SENIOR MOST PERSON IN THE BUILDING)**

- 2) When a building evacuation has been conducted the Rock Island Arsenal Police will come to the scene as well as the Rock Island Arsenal Fire Department.
- 3) BMWs and FAMWs will account for personnel at all times. Missing personnel shall be reported through the chain of command, and in-turn be reported by the BMW to the Incident Commander. Residents will account for their family members and report any missing family members to responders.
- 4) The Rock Island Arsenal Police will cordon off the area and maintain control of the scene. Rock Island Arsenal Police and Rock Island Arsenal Fire will not search the building.
- 5) If a bomb was not found during evacuation additional searches will be made by personnel who routinely live or work in the area since they can best identify suspicious objects. However, minimize the number of personnel searching the area. For example, a five-person office need be searched by only one person.
- 6) When asked to search in your area, use the following process:
 - i. Outside search
 - Trees and bushes
 - Against the building
 - Dumpsters and trash cans
 - ii. Inside search, divide room by height (check common and public areas first.)
 - Zone 1: Floor to hip (Desks, windows, file cabinets etc.)
 - Zone 2: Hip to chin (Top of cabinets, picture frames etc.)
 - Zone 3: Chin to ceiling (Vents, lighting etc.)
 - Zone 4: False ceiling to true ceiling (Supports, pipes, conduit etc.)

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- 7) DO NOT TOUCH ANYTHING.
- 8) DO NOT LOOK INSIDE CLOSED FILE CABINETS OR DESKS.
- 9) Do look under, on top of, and around closed file cabinets and desks.

d. For SUSPECTED letter, briefcase, or package bombs:

- 1) DO NOT TOUCH THE ITEM UNDER ANY CIRCUMSTANCES.
- 2) Keep other people away from the suspicious object.
- 3) Notify the Rock Island Arsenal Police and your supervisor.
- 4) DO NOT ACTIVATE THE FIRE ALARM SYSTEM OR USE RADIOS. Spread the evacuation by word of mouth or equivalent. BMWs and FAMWs should follow their standard evacuation responsibilities but not be used for explosive searching if possible.
- 5) Evacuate the area as directed.
- 6) Avoid using elevators.
- 7) Remain available to talk to investigators.

e. For SUSPECTED Anthrax:

- 1) DO NOT HANDLE suspicious mail or packages.
- 2) REMAIN CALM if you find suspicious mail or powder.
- 3) COVER suspicious package or powder spill with anything (trash can/bag/clothing) – DO NOT try to clean a spill.
- 4) DO NOT CONTAMINATE OTHERS try to separate yourself while not contaminating other people or other rooms in the building.
- 5) EVACUATE room and close door if possible
- 6) WASH hands thoroughly with soap and water; do not use bleach/disinfectants.
- 7) NOTIFY your supervisor and/or Marshal Warden.
- 8) LIST all personnel in the room or area and provide list to emergency responders.
- 9) ISOLATE yourself and others who came in contact with the suspected Anthrax and await decontamination instructions from First Responders.

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5. EFFECTIVE DATE: This instruction is effective immediately.

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INSTRUCTION

TAB I

SEVERE WEATHER – (TORNADO, THUNDERSTORMS)

- 1. PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to minimize the life threatening possibilities of severe weather.
- 2. APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL.
- 3. RESPONSIBILITY:**
 - a. See responsibilities in the basic plan to this guide
 - b. The Garrison Commander shall determine the appropriate state of readiness required.
 - c. The Dispatch Center is responsible to activate the appropriate Mass Notification Systems in accordance with Dispatch Center guidelines.
 - d. Organizations and residents are responsible to ensure access to information from the media or the National Weather Service such as a battery powered or crank radio or a NOAA Weather Radio “All Hazards” etc.
- 4. PROCEDURES:**
 - a. Tornadoes are most common between April and June. Thunderstorms are most common between June and October.
 - b. Familiarize yourself with these terms to help understand a storm watch.
 - 1) **Tornado Watch:**
A tornado is possible. Tune in to NOAA Weather Radio, commercial radio, or television for information.
 - 2) **Thunderstorm watch:** is issued when weather conditions are favorable for the development of severe thunderstorms
 - c. If severe or destructive weather is predicted, but no immediate danger exists, (i.e. a severe weather watch) the following preparations will be made while continuing normal work routine:
 - 1) Secure loose papers and objects
 - 2) Place classified material in approved security container.
 - 3) Close windows

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- 4) Close blinds in case of hail or high winds

d. Familiarize yourself with these terms to help understand a storm warning.

- 1) **Tornado Warning:**

A tornado is occurring or will occur soon; if advised to shelter, do so immediately.

- 2) **Thunderstorm Warning:** issued when trained storm spotters or a Doppler weather radar indicate a strong thunderstorm is producing dangerously large hail or high winds, capable of causing significant damage

e. Preparations to be made if weather becomes more severe:

- 1) Unplug equipment not required for immediate use
- 2) Avoid use of work places near windows
- 3) Close all doors
- 4) Place all remaining movable objects in drawers, closets and vaults, insofar as practicable if time permits.

f. Emergency procedures to be taken to prevent injury or death to personnel during a Tornado Warning when siren is sounded.

- 1) Take cover in basements or lowest level possible and in hallways or interior rooms without windows (**Avoid top floors near roofs**) lay face down on the floor, away from windows or under your desk or sturdy furniture
- 2) Use your arms to protect your head and neck
- 3) Do not: seek shelter in an area with wide space roofs (gym/auditorium/cafeteria).
- 4) Do not: seek shelter in a vehicle/mobile home/trailer
- 5) If you are in one of the above you should seek shelter in the nearest sturdy building/shelter and follow the procedures in 4-f
- 6) If outside: lie flat in a ditch or depression and cover your head and neck with your arms and hands (be aware of possible flooding)
- 7) Do not: seek shelter under an overpass or bridge. Never try to outrun a tornado.

g. Outdoor Warning Siren- A 3 to 5 minute steady signal on outdoor sirens followed by a digital voice message, repeated every 10-15 minutes for the duration of the threat. This signal will be sounded for the following emergencies:

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- 1) Tornadoes
 - i. Tornado Warnings
 - ii. Tornado or funnel cloud is reported by a trained spotter
- 2) Severe Thunderstorms
 - i. Severe Thunderstorm warning with winds of 70+ mph and/or golf ball+ sized hail
 - ii. Severe Thunderstorm report from a trained spotter with winds of 70+ mph and/or golf ball+ sized hail

h. Severe or destructive weather that may occur at RIA includes the following, in order of increasing severity: gales, thunderstorms with 70+ mph winds, straight-line winds and or golf ball sized hail or larger and tornadoes.

1) Potential destructive effects from thunderstorms are:

- i. Lightning caused fires/power outages
- ii. High winds and flying debris
- iii. Partial flooding
- iv. Hailstone damage
- v. Injury or death

2) Potential destructive effects from tornadoes are:

- i. Explosions and major destruction along the path of the vortex
- ii. Power outages
- iii. High winds and flying debris
- iv. Injury or death

5. EFFECTIVE DATE: This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB J

NATURAL DISASTERS – (FLOODS & EARTHQUAKES)

1. **PURPOSE:** This instruction establishes policy, assigns responsibilities and prescribes procedures to minimize the destructive effects of natural disasters.
2. **APPLICABILITY:** This instruction applies to the Rock Island Arsenal, Rock Island, IL. Natural disasters that may occur at RIA include floods and earthquakes.
3. **RESPONSIBILITY:** See responsibilities in the basic plan to this guide
4. **PROCEDURES:**
 - A. **Monitor the Installation Flood Information Page regularly**
http://www.ria.army.mil/sites/flood_information/
 - B. **FLOODS:**
 - 1) Familiarize yourself with these terms to help identify a flood hazard:
 - a. **Flood Watch:** Flooding is possible. Tune in to NOAA Weather Radio, commercial radio, or television for information.
 - b. **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.
 - c. **Flood Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
 - d. **Flash Flood Warning:** A flash flood is occurring; seek higher ground on foot immediately.
 - 2) If you find yourself in flood waters:
 - a. Avoid moving water. Six inches of moving water can make you fall.
 - b. If you have to walk in water, walk where the water is not moving.
 - c. Use a stick to check the firmness of the ground in front of you.
 - d. Stay out of any building if it is surrounded by flood water.
 - e. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

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3) Electrical:

- a. Disconnect electrical appliances.
- b. Do not touch electrical equipment if you are wet or standing in water.
- c. Water may be electrically charged from underground or downed power lines. Stay away from downed power lines, and report them to the 9-1-1 dispatcher

4) Contamination:

- a. Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage or other industrial chemicals or materials.
- b. Listen for news reports to learn whether the Arsenal's water supply is safe to drink.
- c. Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

5) Destruction of property: Move essential items to an upper floor.

6) Driving:

- a. Be aware that Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
- b. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- c. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

C. EARTHQUAKES: Effects of an earthquake of 6.8 or larger on the New Madrid Fault line would reach past the Quad Cities into central Wisconsin. Researchers predict that there is a 9-in-10 chance of a magnitude 6 to 7 temblor occurring in the New Madrid Seismic Zone within the next 50 years. Although there are no guarantees of safety during an earthquake, identifying potential hazards ahead of time and advance planning can save lives and significantly reduce injuries and property damage.

1) **EMERGENCY PROCEDURES TO BE TAKEN** to prevent injury:

- a. If you are indoors:
 - DROP to the ground
 - Take COVER by getting under a sturdy table or other piece of furniture
 - HOLD ON until the shaking stops
 - If there isn't a table or desk near you,

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- Crouch in an **INSIDE CORNER** of the building and cover your face and head with your arms
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture
- Stay inside until shaking stops and it is safe to go outside
- Once it is safe to evacuate the building do so following your organizations evacuation procedures

DO NOT USE ELEVATORS. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

b. If you are outdoors:

- Stay there
- Move away from buildings, streetlights, and utility wires
- Once in the open, stay there until the shaking stops
- Proceed to your organizations predetermined assembly point for accountability
- The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.

c. Entrapment:

- If trapped under debris do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you.
- Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

d. Destruction of Property:

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves. Store breakable items in low, closed cabinets with latches. Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks. Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

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e. Driving:

- If in a moving vehicle stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

f. Contamination:

- Stay away from pools of liquid as it may be contaminated from broken sewer lines or spilled chemicals.
- Listen for news reports to learn whether the Arsenal's water supply is safe to drink.
- Leave the area if you smell gas or fumes from other chemicals.

g. Gas leaks: If you smell gas or hear blowing or hissing noise, quickly leave the building and report it to the 9-1-1 dispatcher.

h. Electrical:

- Do not touch electrical equipment if you are wet or standing in water. Water may be electrically charged from underground or downed power lines.
- Stay away from downed power lines, and report them to the 9-1-1 dispatcher.

5. EFFECTIVE DATE: This instruction is effective immediately.

DO NOT CALL 9-1-1 for information! Senior Leaders and Operations Centers should call the IOC at 2-4573 for information. Employees should call their chain of command.

When you dial 9-1-1 from your cell phone, the call will be picked up by an off island dispatcher. You will have to tell them that you are calling from the Arsenal and they will transfer your call to the Arsenal dispatcher.

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INSTRUCTION

TAB K

WINTER STORMS

1. **PURPOSE**: This instruction establishes policy, assigns responsibilities and prescribes procedures to minimize the life threatening possibilities of winter weather.
2. **APPLICABILITY**: This instruction applies to the Rock Island Arsenal, Rock Island, IL.
3. **RESPONSIBILITIES**: See responsibilities in the basic plan to this guide.
4. **PROCEDURES**: Winter weather is defined as snow, freezing rain, sleet, or a mixture of these weather phenomena that may lead to a winter weather outlook, winter storm watch, winter storm warning, or winter weather advisory. Extreme low temperatures are another concern in the winter months.
 - a. **Guidelines for what to do during a winter storm**:
 - 1) **Listen to your radio, television, or NOAA Weather Radio** for weather reports and emergency information.
 - 2) **Monitor RIA Operational Impact Webpage regularly**
http://www.ria.army.mil/sites/inclement_weather
 - 3) **Eat regularly and drink ample fluids**, but avoid caffeine and alcohol.
 - 4) **Maintain ventilation when using kerosene heaters** to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
 - b. **RIA road classifications**
 - 1) **Green** = Main roads are Clear of all debris to include water, snow and/or ice. Post operations are unaffected.
 - 2) **Amber** = Consider Delays until roads can be cleared. Roads are passable but with minor debris, less than 3" of water and or patchy with light snow and/or ice. Use caution. (Expect Delays: Pavement wet, covered with snow up to 3 inches or patches of ice; extremely slow traffic patterns with secondary road closures).
 - 3) **Red** = Consider Post Closure for all non-mission essential personnel. Roads are flooded, damaged or covered with snow and/or ice, danger exists in operation of motor vehicles. Only emergency vehicles and mission essential traffic. (Pavement wet/covered with snow over 3 inches with continuous accumulation and/or sheet ice; little to no mobility without 4-wheel drive and/or traction devices; primary road closures, several accidents throughout the area).
 - 4) **Black** = Roads are impassable and extreme danger exists in the operation of motor vehicles. **ONLY EMERGENCY VEHICLES SHOULD TRAVEL**. (Pavement covered in snow and ice; impassable to vehicles without 4-wheel drive and/or traction devices; primary road closures; stranded motorists).

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b. If you are outdoors:

- 1) **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- 2) **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- 3) **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- 4) **Watch for signs of frostbite.** These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- 5) **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- 6) **If symptoms of hypothermia are detected:**
 - i. get the victim to a warm location
 - ii. remove wet clothing
 - iii. put the person in dry clothing and wrap their entire body in a blanket
 - iv. warm the center of the body first
 - v. give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious
 - vi. get medical help as soon as possible.

c. Drive only if it is absolutely necessary. If you must drive, consider the following:

- 1) Travel in the day, don't travel alone, and keep others informed of your schedule.
- 2) Stay on main roads; avoid back road shortcuts.
- 3) Keep a winter car kit in your trunk.

d. If a blizzard traps you in a car

- 1) **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
- 2) **Remain in your vehicle where rescuers are most likely to find you.** Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.
- 3) **Run the engine and heater about 10 minutes each hour to keep warm.** When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
- 4) **Exercise to maintain body heat, but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- 5) **Take turns sleeping.** One person should be awake at all times to look for rescue crews.
- 6) **Drink fluids to avoid dehydration.**
- 7) **Be careful not to waste battery power.** Balance electrical energy needs - the use of lights, heat, and radio - with supply.

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- 8) **Turn on the inside light at night** so work crews or rescuers can see you.
- 9) **If stranded in a remote area**, stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- 10) **Leave the car and proceed on foot - if necessary** - once the blizzard passes.

5. **EFFECTIVE DATE:** This instruction is effective immediately.

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ACRONYM LIST

AOR	Area of Responsibility
ARC	American Red Cross
BEC	Building Evacuation Coordinator
BMW	Building Marshal Warden
CAC	Common Access Card
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive
COOP	Continuity of Operations Plan
DOD	U.S. Department of Defense
EAP	Employee Assistance Program
EOC	Emergency Operations Center
ETC	Etcetera
FAMW	Floor/Area Marshal Warden
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
IC	Incident Command
ICP	Incident Command Post
OSHA	Occupational Safety and Health Administration
MABAS	Mutual Aid Box Alarm System
MC	Mass Casualty
MNS	Mass Notification System
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Agency
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWR	NOAA Weather Radio
NWS	National Weather Service
PIO	Public Information Officer
POC	Point of Contact
POV	Personally Owned Vehicle
PPE	Personal Protective Equipment
RI	Rock Island
RIA	Rock Island Arsenal
RIAR	Rock Island Arsenal Regulation
SIP	Shelter-In-Place
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
TAS	Telephone Alert System
TAT	Threat Assessment Team
TDY	Temporary Duty
TV	Television
UC	Unified Command

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VIP
WMD

Very Important Person
Weapon of Mass Destruction

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Supervisor Quick Sheet

<p style="text-align: center;"><u>Emergency (Emer)</u></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">9 1 1</p> <p>When calling from a cell phone, inform the dispatcher to transfer to RIA on-post dispatcher.</p> <p>COIC: (Avail 24/7) _____ x4815</p> <p>Non-Emer Fire: _____ x6107</p> <p>Non-Emer Police: _____ x6116</p> <p>Garrison Safety Ofc: _____ x1380</p> <p>ASC Safety Ofc: _____ x0404</p>	<p style="text-align: center;">RALLY POINTS:</p> <p>Quadrant: _____</p> <p>Fire rally point: _____</p> <p>Tornado rally point: _____</p> <p>Off Island rally point: _____</p> <p>Office Fire Marshall: _____</p> <p>Floor/Bay Fire Marshall Warden: _____</p>	<p>Employee Failure to report and/or call work contact non-emer police for welfare check</p> <p>CPR POC: _____</p> <p>LEGAL POC: _____</p> <p>Suicide Hotline: ----- 800-273-8255</p> <p>Environmental Office: ----- x7907</p> <p>Industrial Hygienist: ----- x0806</p> <p>Human Resources: ----- x1292</p>
<p>Personal Wellness:</p> <p>Blood Drive: ----- 359-5401</p> <p>Chaplain: ----- x0910</p> <p>EAP: ----- x4357</p> <p>Health Clinic: ----- (309) 782-0805 M-F 0700-1545 Appt only</p> <p>Admin Support:</p> <p>CAC Office: ----- x0596/0597</p> <p>Security Badge/Decal: ----- x0551</p> <p>Visitor Registration: ----- x0484</p>	<p>Hyperlinks:</p> <p>RIA Emergency Weather</p> <p>Incident Notification Form</p> <p>RIA Emergency Guide</p> <p>Intranet Safety ICON</p> <p>Army Safety</p> <p>ADPAAS – Army Disaster Personnel Accountability & Assessment System</p> <p>Garrison Safety Forms</p> <p>Report Unsafe Conditions - DA 4755</p> <p>Workers' Compensation Office</p>	<p>Staff Medical Alert(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Inclement weather:</p> <p>RADIO: FM 103.7 WLLR AM 1420 WOC</p> <p>TELEVISION: WHBF / KWQC / WQAD</p>	<p>Emergency Safety Kit:</p> <p>Location: _____</p> <p>POC: _____</p>	<p>Supervisory Hyperlinks:</p> <p>CID RIA Fraud Resident Agency (309)757-5813/5808</p> <p>RIA Installation Phone Book</p>

