

TERRORISM

A Preparedness Guide for Citizens



What is Terrorism?

Terrorism is “The unlawful use of force or violence against persons or property to intimidate or coerce a government or civilian population, in furtherance of political or social objectives.”
- FBI

Terrorists chose targets that will disrupt services, obtain publicity and generate panic.

Preparing for possible terrorism events involves adapting many of the same techniques used to prepare for other emergencies.

- ◆ Be alert and aware of your surroundings. Take notice of unusual behavior. Report any unattended backpacks, suitcases or packages left in inappropriate locations.
- ◆ Take precautions when traveling. Do not accept packages from strangers. Do not leave luggage unattended.
- ◆ Learn where emergency exits and stairways are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry.

Preparing for a Building Explosion

The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following:

- ◆ Review emergency evacuation procedures and know where fire exits are located.
- ◆ Participate in emergency response team training.
- ◆ Keep fire extinguishers in working order. Learn where they are located and how to use them.
- ◆ Learn First Aid & CPR (*contact the American Red Cross or your local fire department*)
- ◆ Keep the following items at your workstation:
 - ◆ Portable, battery-operated radio and extra batteries
 - ◆ Flashlight and extra batteries
 - ◆ First Aid kit and manual
 - ◆ Food & Water
 - ◆ Particle Mask
 - ◆ Prescription medications & extra eye glasses
 - ◆ Whistle
 - ◆ Sturdy Shoes

Additional Preparedness Steps

- ◆ Keep the phone number of someone out of state who can relay messages for you. All family members should carry this number at all times.
- ◆ Keep your vehicle gas tank at least half full at all times. Traffic jams and loss of electricity may inhibit your ability to refuel.
- ◆ Carry emergency cash. If retail store phone lines are down, ATM and credit card purchases cannot be processed.
- ◆ Store extra leashes and collars for your pets. Make sure you have carriers and enough water and food for them.



Bomb Threats

If you receive a bomb threat, get as much information from the caller as possible. Keep the caller on the line and record everything that is said. Notify the police and the building management.

(for more information on bomb threats contact the Bureau of Alcohol, Tobacco & Firearms, see back page)

After you've been notified of a bomb threat, wait for instructions from building management. If evacuation is requested, look around as you leave the building. Note the location of any suspicious packages but do not touch them. When assembling outside, avoid standing near windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

DURING AN ATTACK

In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire:

- ◆ Crawl low near the floor and exit the building as quickly as possible.
- ◆ Cover nose and mouth with a cloth.
- ◆ When approaching a closed door, use the back of your hand to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route.
- ◆ Heavy smoke and poisonous gases collect first along the ceiling. Stay low at all times.



FOLLOWING AN ATTACK

If you are trapped in debris:

- ◆ Use a flashlight.
- ◆ Stay in your area so that you do not kick up dust. Cover your mouth with a handkerchief or clothing.
- ◆ Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.
- ◆ Use of a cellular telephone may help provide location information for rescuers.

Assisting Victims

- ◆ Untrained persons should not attempt to rescue people who are inside a collapsed building. Keep streets and sidewalks clear for emergency personnel.
- ◆ Tune in to a local radio station for official information and/or instructions.

CHEMICAL & BIOLOGICAL AGENTS

Chemical agents are poisonous gases, liquids or solids that have toxic effects that cause serious injury or death to people, destroy livestock or ravage crops.

Severity of injuries depends on the type and amount of the chemical agent used. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

Biological agents are organisms or toxins that have illness-producing effects on people, livestock and crops. Biological agents can be dispersed as aerosols or airborne particles into food or water sources.

Because biological agents cannot necessarily be detected and may take time to grow and cause a disease, it is difficult to determine when a biological attack has occurred.

A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims may need to be quarantined. Some medical facilities may not receive victims for fear of contaminating the hospital population and alternate medical facilities may be set-up to treat affected persons.

If government officials become aware of a chemical or biological attack, they may instruct citizens to “shelter in place” or evacuate immediately.

If it becomes necessary to seek shelter in place, do the following:

- ◆ Close all windows and doors.
- ◆ Turn off all heaters and air conditioners, including fans.
- ◆ Close fireplace dampers and vents.
- ◆ Go to a safe room that is at or near the center of the building.
- ◆ Cover cracks around doors and windows with tape or damp towels.
- ◆ Follow media news via radio or television to receive updated emergency information.
- ◆ Keep emergency supplies with you.
- ◆ Stay off the telephone unless you have a **life-threatening** emergency.

If you are at home and suspect you have been exposed to a dangerous substance:

- ◆ Leave it where it is – transporting the substance to another location will increase everyone’s risk of exposure.
- ◆ Move everyone away from the immediate area.
- ◆ Put any contaminated clothing into a plastic garbage bag.
- ◆ Wash all exposed body parts with soap and water – Do not go to any medical facility until you are SURE you have been completely decontaminated – otherwise you risk contaminating the hospital and causing it to close.
- ◆ Turn off all fans and air conditioners.
- ◆ Call 9-1-1 and explain the situation – Law enforcement will evaluate the situation, based on standards provided by the FBI, and determine if a danger exists.

If you are in a public place and suspect you have been exposed to a dangerous substance:

Follow all of the directions above and remain at the scene! Officials will need to get your name and contact information as well as provide proper decontamination *before* you leave. Be patient – your cooperation will help prevent further spread of the contaminant.

CLUES TO LOOK FOR TO DETERMINE IF A PACKAGE/ENVELOPE MAY BE SUSPICIOUS

1. Regular postage stamps used instead of meter imprint/strip.
2. Excessive postage used.
3. Address (and return) written or hand printed instead of labeled or machine/computer printed.
4. Written address with no return address.
5. Scotch tape used to help seal envelope.
6. Return address is bogus, and/or is totally unfamiliar to addressee.
7. Written return address/zip code does not match or correspond to postmark, or postal hand stamp.
8. When envelope held up to bright light, a fine residue powder, granular substance might be in evidence.
9. When tipped side to side, package or envelope contents might reveal noise like sand inside.
10. There is no letter inside the envelope (when held up to light).
11. Any additional non-standard statements written or printed on package or envelope.

Note that the presence of one or more of these indicators does not, in and of itself, mean that the object presents a “credible threat.”

For additional preparedness information, please contact:

The American Red Cross

408.577.1000
www.redcross.org

Bureau of Alcohol, Tobacco & Firearms

1.800.283(ATF).4867(GUNS)
www.atf.treas.gov

Center for Disease Control

1.800.311.3435
www.cdc.gov

**Cupertino Office of
Emergency Services**

408.777.3335
www.cupertino.org

**County of Santa Clara
Office of Emergency Services**

408.299.3751
www.co.santa-clara.ca.us

Campbell Police Department

408.866-2101
www.ci.campbell.ca.us

Los Altos Police Department

650 948-8223
www.ci.los-altos.ca.us

**Santa Clara County Sheriff's
Department**

serving Cupertino,
Los Altos Hills, & Saratoga
408.867.9715
www.co.santa-clara.ca.us

Los Gatos/Monte Sereno Police Dept.

408.354-6844
www.town.los-gatos.ca.us

Morgan Hill Police Department

408.776.7300
www.morgan-hill.ca.gov

County of Santa Clara Fire Department

408.378.4010 or 1.800.800.1793
www.sccfd.org

**Federal Emergency Management
Agency (FEMA)**

1.800.525.0321
www.fema.gov

**Governor's Office of Emergency
Services—State of California**

510.286.0895
www.oes.ca.gov

National Safety Council

630.285.1121
www.nsc.org

This information was provided to you by:



Santa Clara County Fire Department

A California Fire Protection District serving the communities of
Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos,
Monte Sereno, Morgan Hill and Saratoga

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ANTHRAX

Anthrax is an infectious disease caused by the bacterium *Bacillus anthracis*. Anthrax is capable of forming spores which can survive in the environment for long periods of time. Anthrax most commonly occurs in hooved mammals, but can also infect humans.

Inhalation anthrax (caused by breathing in the spores), cutaneous anthrax (caused by contact with an open wound), and gastrointestinal anthrax (caused by ingesting spores or bacteria) are NOT spread from person to person. Even if a person develops symptoms of inhalation anthrax or gastrointestinal anthrax, the person is NOT contagious to others regardless of whether or not the person is taking antibiotics.

Initial symptoms of inhalation anthrax may resemble a common cold or the flu. It should be noted the country is currently entering the flu season. Flu-like symptoms are more likely indicators of usual seasonal illnesses rather than anthrax infection.

If a person is exposed to anthrax, infection may be prevented with a wide range of antibiotic treatment. Vaccination is not recommended, and the vaccine is not available to health care providers or the general public.

Direct person-to-person contact spread of anthrax is extremely unlikely, if it occurs at all. Therefore, there is **no** need to immunize or treat contacts of persons ill with anthrax, such as household contacts, friends, or co-workers, unless they also were exposed to the same source of infection.

Transforming anthrax into a weapon is an extremely difficult technological task. Additional information regarding anthrax can be obtained by visiting the Center for Disease Control and Prevention web-site at <http://www.bt.cdc.gov/>

The Center for Disease Control reports that there is no need for people to take any extraordinary actions or steps. The CDC recommends the following:

- ◆ Go to the doctor or hospital only if you are sick.
- ◆ Do not buy or hoard medicines and/or antibiotics.
- ◆ Do not purchase gas masks.