

ESP FOCUS

Be Safe at Work



Terrorists use our natural fears to advance their political and social goals. So it is important to their strategy to create a violent and frightening environment that affects as many people as possible. This makes it likely that a terrorist attack would

occur in a public place, a business, or a transportation facility, rather than at home or in your neighborhood.

Such an attack could be carried out in various ways: a bomb, a release of a toxic substance, sabotage against a community's infrastructure, or an attack on a business's computer systems. The objective of this FOCUS sheet is to help take the terror out of terrorism by informing business owners, managers, and employees of ways they can take an active role in preparing themselves against the effects of terrorism at work.

TAKE ACTION

Take the "terror" out of terrorism

The reverse side of this sheet outlines important things you can do to be well-prepared for any emergency, including the possibility of a terrorist attack. It also details what you should do during such an attack, and reminds us of the potential mental health impact of the sometimes-violent world we live in, with the threat of terrorism in the forefront of our minds. Don't wait: get started right away to do everything you can to be safe at work.

WHAT YOU CAN DO NOW

Know your company's emergency evacuation plans

Refresh your knowledge regarding how your company will notify employees of an emergency, using a public address or alarm system. Take the time to walk your evacuation route—taking note of exit signs, doors, and stairways—and learn who is designated to do the last-minute search of your work area. Make sure you know where you should assemble and who is responsible to account for employees and visitors.

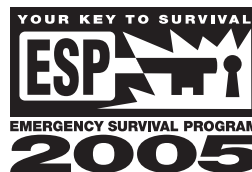
If you do evacuate, be sure to take your keys and identification in case you have to leave without going back inside. If your parking lot has electric gates, make sure you know who can bypass the system to let you out. Under some circumstances, someone might need to turn off utilities or isolate portions of the building's heating, ventilation and air conditioning systems before you leave.

In case an event happens after hours, be sure you know your company's procedures to advise employees whether to report to work, or whether to report to an alternate location.

Know your company's security plans

Most businesses operating in high-rise buildings have developed security plans to control access to their facilities. Take this opportunity to review your company's procedures regarding identification badges, sign-in rosters, night

CHECK THESE WEBSITES



www.oes.ca.gov (Governor's Office of Emergency Services)

www.espfocus.org (Emergency Survival Program)

www.apa.org (American Psychological Association)

AUGUST

www.espfocus.org

This flyer is courtesy of



access, key controls, and procedures to bring in visitors. Some work places may limit the use of cameras.

Learn your company's procedures for handling incoming mail and packages, and for observing parking lots and receiving docks.

Be personally prepared

Part of being safe and able to focus at work is having the peace of mind that family members are safe and accounted for. Develop a family emergency plan that includes a way to communicate with family members after an event. Select a family member or friend out of the local area who will convey everybody's situation to the others and a family meeting place other than your home. Carry photos of family members that you can show authorities in case you get separated. Make up a portable personal emergency kit to keep at your desk and in your vehicle.

Be vigilant

In order to gain access to company premises, terrorists might try to get past security controls using stolen or falsified identification or uniforms. Protect company ID badges, uniforms, and letterhead just as you would keys and passwords.

Watch for possible indicators of terrorist surveillance. Experts say that terrorist operations are often carefully planned and supported by information gathered at the scene in advance. Watch for anyone showing unusual interest in your security measures, or cameras. Watch for people who seem to be watching your facilities. Keep an eye out for mobile surveillance passing by your location repeatedly or without apparent reason. Carefully maintain visitor logs, computer security procedures, bag checks, perimeter security and other access control procedures. Watch out for parcels, briefcases, or other abandoned items that seem out of place.

WHAT YOU CAN DO DURING AN ATTACK

Terrorists are counting on surprise, fear, and confusion to add to the impact of their actions. If you realize an attack is underway, gather all your strength to pause and think. Look around you to see what is happening, and what immediate steps you should take to protect yourself and others.

- If there is flying debris, **drop to the ground**, take cover under a sturdy piece of furniture, **cover** the back of your neck with your arms, and **hold on**, just as you would for an earthquake.
- If there is smoke, get near the floor, cover your mouth and nose with a cloth, and move carefully toward the nearest marked exit.
- If it is necessary to evacuate, do so calmly. Use only marked exits and stairways. Never use elevators. Help others who are moving more slowly or who may be disoriented.

If you are not directly affected by the attack, remain calm, encourage others, and comfort children. Turn on radio or television, and listen for official instructions. Follow the directions of authorities.

WHAT YOU CAN DO AFTER AN ATTACK

Be aware of the psychological impact that terrorism can inflict, even when it happens to people we do not know personally.

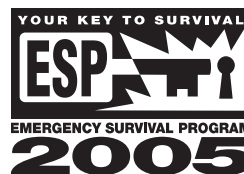
If employees are experiencing the effects of trauma, employers might observe symptoms such as these:

- Recurring thoughts or conversation about the incident.
- Becoming afraid of everything, not leaving the house, isolating oneself.
- Stopping usual functions, not maintaining daily routines.
- Survivor guilt: "Why did I survive? I should have done more."
- Tremendous sense of loss.
- Reluctance to express feelings, losing a sense of control over life.

Employers can support employees experiencing such trauma in several ways. For example:

- Convene small groups with an Employee Assistance Program counselor or other mental health professional so people can share feelings.
- Make efforts to reestablish routines.
- Limit exposure to media coverage.

Remember, every one of us has the power and the knowledge to take the terror out of terrorism by becoming an informed and prepared business owner, manager, or employee. Start now to take an active role in preparing yourself and your coworkers against the effects of terrorism at work.



This focus sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase home, neighborhood, business and school emergency preparedness. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES) and representatives from Contra Costa, Imperial, Inyo, Kern, Los Angeles, Marin, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura counties, Southern California Edison, the Southern California Earthquake Center and the American Red Cross assist in the development of campaign materials and coordination of the campaign.