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- E. Residents, visitors, and staff should close blinds and drapes and move away from windows and doors. Close and lock doors and windows. Initiate Shelter-in-Place Procedures.
  - F. If a threat warning is issued in advance, the facility should ensure disaster supplies are adequate for Sheltering in Place.
  - G. Instruct staff, residents, and visitors to remain in the facility until further notice from the local authorities.
  - H. Listen to battery-operated radio for information regarding the incident and specific instructions.
  - I. If staff members, residents, and visitors are caught outside and are unable to get inside immediately, instruct them to the following:
    - Do not look at the flash or fireball—it can blind you
    - Take cover behind anything that might offer protection
    - Lie flat on the ground and cover your head. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit
    - Take shelter as soon as you can—even if you are many miles from ground zero where the attack occurred, radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: distance, shielding, and time
  - J. Continue to monitor radio announcements for further instruction. The situation shall only be deemed “under control” and safe by local and state authorities. At that point, the Incident Commander can declare the situation “safe” and back to normal operations.
  - K. Account for all staff members and residents.

### *Emergency Job Tasks Terrorism—Nuclear Blast*

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
  - a. Listen to battery-operated radio for information regarding the incident and for specific instructions.
  - b. Activate Recall Roster and alert management staff to report to the Incident Command Post.
  - c. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
  - c. Shall be responsible for activating the Shelter-in-Place Procedures until further notice from local and state authorities.
  - d. Ensure staff members and residents are accounted for and safe.
2. Management Staff of All Departments
  - a. Report to the Incident Command Post.
  - b. Instruct staff members, residents, and visitors to remain in the facility.
  - c. Close blinds and drapes and move away from windows. Close and lock doors and windows.
  - d. Initiate Shelter-in-Place Procedures until further notice from the local authorities.
  - e. Remain calm to not upset the residents.
3. Maintenance
  - a. Report to the Incident Command Post.
  - b. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
  - c. Instruct staff members to close blinds and drapes and move away from windows. Close and lock doors and windows.
  - d. Initiate Shelter-in-Place Procedures until further notice from the local authorities.