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## *Emergency Job Tasks*

### *Terrorism—Chemical Attack*

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

1. Administrator/Incident Commander
  - a. Listen to radio and/or television for information regarding the incident and for specific instructions.
  - b. Establish contact with Emergency Management Office if necessary.
  - c. Activate the Recall Roster and alert management staff to report to the Incident Command Post.
  - d. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
  - e. Instruct staff to close blinds and drapes and move residents away from windows and doors. Close doors and windows. Activate Decontamination Procedures if necessary.
  - g. Shall be responsible for activating the Shelter-in-Place Procedures.
  - h. 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 until further notice from the local authorities.
  - c. Close blinds and drapes and move residents away from windows and doors. Close and lock doors and windows.
  - d. Seal windows and external doors that do not fit snugly with duct tape and plastic sheeting.
  - e. Activate Decontamination Procedures if necessary.
  - f. Remain calm to not upset the residents.
  - g. Activate Shelter-in-Place Procedures.
3. Maintenance
  - a. Report to the Incident Command Post.
  - b. Turn off the air conditioner, ventilation fans, furnace, and other air intakes.
  - c. Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles.
  - d. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities. Activate Decontamination Procedures if necessary.
  - e. Remain calm to not upset the residents.
  - f. Activate Shelter-in-Place Procedures.
4. Staff Members of All Departments
  - a. Close blinds and drapes and move residents away from windows and doors. Close and lock doors and windows.
  - b. Ensure residents and visitors remain in the facility until further notice from the local authorities.
  - c. Activate Decontamination Procedures if necessary.
  - d. Remain calm to not upset the residents.
  - e. Activate Shelter-in-Place Procedures.