



14
10-25-16

CITY OF ALEXANDRIA EMERGENCY ACTION TIPS

ESSENTIAL NUMBERS

Emergency: 9-1-1

Police (Non-Emergency): 703.746.4444

Fire Department: 703.746.5200

Animal Control: 703.746.4774

Poison Control: 703.894.1858

WHERE TO GET EMERGENCY INFORMATION

To Sign Up for City of Alexandria Alerts:

www.alexandriava.gov/eNews

City of Alexandria's Website:

www.alexandriava.gov

City of Alexandria's Office of Emergency Management:

www.alexandriava.gov/EmergencyManagement

National Weather Service:

www.weather.gov/lwx/

WTOP Radio:

FM: 103.5, 103.9, 107.7; AM: 1050

ALERT!
CITY OF ALEXANDRIA

>> EMERGENCY ACTIONS <<<<<



MEDICAL EMERGENCY

For all life threatening emergencies, dial 9-1-1. Public safety will dispatch an ambulance and other emergency services as necessary.

In many instances, the 911 operator will be able to provide basic, and sometimes life-saving instructions for the various illnesses or injuries. Remain calm and follow the 911 operator's instructions carefully prior to the arrival of medical assistance.

In a major disaster or emergency, Emergency Medical Services (EMS) may not be immediately available. In such circumstances, basic first aid may prevent further injury or death.

FIRST AID ADMINISTRATION

The following are some fundamental principles of medical assistance. They should only be used by those who have been trained to use these techniques or in extreme circumstances where EMS is not available.

Head, Neck, or Spinal Injuries: In the event of a traumatic injury to the head, neck, or spine it is critical to not move the victim to prevent additional damage to the vulnerable neck or spine. Follow the steps below to prevent further neck or spine injury:

- Do not move the victim's head, neck, or spine.
- Provide support to the head and neck in its current position by placing pillows or other supports on both sides to prevent the head or neck from moving.
- If any traumatic wounds are present, follow the Basic Wound Care instructions below.

Basic Wound Care: To manage a traumatic injury resulting in excessive blood loss, take the following steps:

- Take proper safety precautions and utilize clean exam gloves and a face mask, if available, to prevent fluid cross-contamination.
- Take the gloved hand and place it directly over the wound, using firm but not excessive pressure to slow the bleeding.
- If a sterile gauze or other dressing material is available, place this over the wound.
- If blood seeps through the first dressing, simply add an additional dressing. Do not remove the previous dressing. Maintain steady pressure over the wound.
- If sterile bandaging material is available, utilize this to wrap a wounded extremity, applying firm but not excessive pressure.
- Place the patient flat on their back and continue to hold pressure on the wound until emergency personnel arrive.



SEVERE WEATHER/TORNADO

In the event of a tornado, seek shelter in the lowest possible level of the building you are in. Stay away from windows and doors. Items to consider during a Severe Weather/Tornado Warning:

- Close room/hallway doors as a shield from flying debris.
- Stay away from windows.
- Seek shelter in interior rooms, such as bathrooms, if possible.
- Use telephones for emergency calls only.
- Stay calm and alert.
- **Dial 9-1-1** to report injuries and emergencies caused by the storm.



EARTHQUAKE

Earthquakes are rare events in Virginia, but not unprecedented. Consider the following if an earthquake occurs:

- Take Cover. Duck under a sturdy desk or table or stand in the doorway of the bathroom or closet.
- If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirrors, or tall unsecured furniture.
- Remain in place until the ground stops shaking and it is safe to evacuate.



FLOODING

Localized flooding can occur in certain areas of the City following severe weather and heavy rainfall. Consider the following when the potential for flooding can occur:

- If life safety is a concern, **dial 9-1-1**.
- Do not attempt to drive through or cross flowing bodies of water! This is the primary cause of injury or death associated with flooding events.
- Turn off electrical devices when near flood waters. Electrocution is the second most common cause of injury and death during flooding events.

RECEIVE EMERGENCY ALERTS FOR LOCATIONS YOU CARE ABOUT.

Sign up and customize your City of Alexandria Alerts:

www.alexandriava.gov/eNews

>> EMERGENCY ACTIONS <<<<<



BUILDING EVACUATION

In the event that a fire alarm sounds, follow your building's designated evacuation route.

- Remain calm and orderly.
- Walk quickly to the nearest safe exit.
- Do NOT use elevators.
- Do NOT re-enter the building unless directed to by emergency responders.



ACTIVE SHOOTER

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, the City recommends the following precautions:

- **Dial 9-1-1.** Report your location and situation.
- Evacuate the building if you can do so safely.

If you cannot safely evacuate the building, lock yourself in the room you are in and:

- Do not stay in an open hallway or common area.
- Do not sound the fire alarm (a fire alarm requires everyone to evacuate which would place people in more danger).
- Lock windows. Close blinds or curtains. Turn off lights.
- Stay away from windows and doors.
- Stay calm and be as quiet as possible.
- Switch cell phones to silent or vibrate.



SHELTER-IN-PLACE

Sheltering-in-place may be required temporarily in order to prevent or reduce exposure to hazardous outdoor atmospheres, such as an incident involving a hazardous materials release. If you remain in your room, consider the following:

- Do not allow anyone to exit the facility.
- Secure all openings including windows and doors with towels to hinder airflow into the room.
- Turn off heating and air conditioners.
- Do not use elevators. Elevator movement may pump outside air into the building.
- Stay Put, Stay Tuned–Stay in your room or designated shelter until advised to leave; Stay tuned to local television, radio, and/or local government information sources for further direction.

FAMILY PREPAREDNESS

A GUIDE TO EMERGENCY PREPARATION



STAY INFORMED—SIGN UP FOR ALERTS!

Sign up for Alert City of Alexandria to receive alerts and information about severe weather, major traffic disruptions, significant power outages, and flooded areas. This is a free service, but check with your wireless plan to see if message rates apply. Visit www.alexandriava.gov/eNews to sign up.



Follow us on Twitter! Subscribe to @AlexandriaVAFD to receive information during emergencies.

>>> CREATE A PLAN

Create and Develop the Plan

A family preparedness plan helps ensure that everyone knows what to do, who to contact, and where to meet during an emergency.

Things That You Can Do and What Should Be in Your Plan:

- Names and contact information of family members (local and out of town)
- Workplace and school contact numbers
- Wallet card with key contact numbers
- Identify meeting locations if displaced (local and out of town)
- Review the plan as a family
- Have accessible contact information for utilities (gas, electric, water, telephone, etc.)
- Familiarize yourself with your child's school/daycare emergency plan
- Review and practice what steps to take to assist those with disabilities and others with access and functional needs
- Consider needs for pets and service animals

Make a Kit

An emergency supply kit includes basic supplies that everyone should have on hand to survive for at least 3 days if an emergency occurs. You can make several kits—one for home, work, and your vehicle. The kit should include supplies you will need if the power is out, water supplies are cut, and grocery stores are not open. You can add to your supplies over time as your budget permits. Maintain your kit by rotating food and water every 6 months.

Should I Stay or Should I Go

Depending on the hazard, it may be safe to stay where you are or you may want to move away to remain safe. Listen to local authorities and use common sense when implementing your plans.

Create a Shelter-In-Place Plan

There may be situations when you should stay put and create a barrier between yourself and the outside air. If local authorities say the air is badly contaminated or you see debris in the air, you may want to shelter-in-place.

- Know how and when to shut off utilities.
- Pre-designate an interior room with few or no windows where you and your family can stay. Keep an emergency supply kit that can be easily taken there.
- If necessary, seal the room by covering all windows, doors, and air vents with plastic sheeting and duct tape.
- Watch TV, check the internet and social media, or listen to the radio for official news as it becomes available.

Identify Persons with Disabilities and Others with Access and Functional Needs

To ensure personal safety in emergency situations, children and adults with physical, mobility, sensory, intellectual, developmental, cognitive, or mental health disabilities; older adults; people with chronic or temporary health conditions; women in late stages of pregnancy; individuals with limited English proficiency, low literacy, or additional communication needs; individuals with low incomes; individuals without access to transportation; individuals experiencing homelessness; and others should observe the following guidelines:

- Pre-plan for events, and consider the types of assistance you may need to remain independent during an emergency. Enlist the support of people you trust for support, including family, neighbors, and coworkers.
- Emergency kit should include items that help maintain independence. Remember to include extra medications and consider power needs for medical equipment.
- Make sure your emergency kits include necessary items for your service animal, including food, water, medicines, waste disposal items, copies of vaccination records, and veterinarian's contact information. Also include a recent photo of your service animal and any identifying data, such as a microchip.

➤ For information on what to include in your kit, visit www.ready.gov

➤ Sign up for Alert City of Alexandria www.alexandriava.gov/eNews



>>> ASSEMBLE AN EMERGENCY KIT

Suggested items:

- Food—at least a 3-day supply of non-perishable foods, such as canned goods and packaged foods
- Water—1 gallon of water per person per day for drinking and sanitation for at least 3 days
- Battery-powered or hand-crank radio, with extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air; plastic sheeting and duct tape to help keep out contaminated air while sheltering-in-place
- Moist towelettes, garbage bags, and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Cash
- Games for children
- Sleeping bag or warm blanket for each person; additional bedding if you live in a cold climate
- Complete change of clothing, including a long-sleeved shirt, long pants, and sturdy shoes; additional clothing if you live in a cold climate
- Local maps
- Cell phone with chargers, inverter, or solar charger
- Copies of your family's vital records: identification, proof of residency, insurance, and medical and financial information

Plan to Care for Your Pets

- Vet records and contract information
- Picture of you with your pet(s)
- Food and water for at least 3 days.
- Waste disposal

Stay Informed

- Non-Emergency Public Safety: call (703) 764-4444
- www.facebook.com/AlexandriaVAFD
- Alert City of Alexandria at www.alexandriava.gov/eNews
- Twitter: [@AlexandriaVAFD](https://twitter.com/AlexandriaVAFD)
- www.Ready.gov
- www.Fema.gov

>>> YOUR EMERGENCY PLAN

Ask an out-of-town friend or relative to be your contact in case of an emergency.

Out-of-town contact: _____

Address: _____

Telephone: _____ Cell phone: _____

Decide on a meeting place in case you cannot return to your home, and know where you will go if you have to evacuate your area.

Neighborhood Meeting place: _____

Out-of-town meeting place: _____

Family Member: _____

Cell Phone: _____

Email: _____

Workplace: _____

Telephone: _____

School: _____

Telephone: _____

Medicine(s) & Dosage(s): _____

Life-Support Equipment: _____

Doctor: _____

Telephone: _____

Doctor: _____

Telephone: _____

Pharmacy: _____

Telephone: _____

Insurance co.: _____

In-Home Care Services: _____

Telephone: _____

Family Member: _____

Cell Phone: _____

Email: _____

Workplace: _____

Telephone: _____

School: _____

Telephone: _____

Medicine(s) & Dosage(s): _____

Life-Support Equipment: _____

Doctor: _____

Telephone: _____

Doctor: _____

Telephone: _____

Pharmacy: _____

Telephone: _____

Insurance co.: _____

In-Home Care Services: _____

Telephone: _____

>>> YOUR EMERGENCY PLAN

Family Member: _____
Cell Phone: _____
Email: _____
Workplace: _____
Telephone: _____
School: _____
Telephone: _____
Medicine(s) & Dosage(s): _____

Life-Support Equipment: _____
Doctor: _____
Telephone: _____
Doctor: _____
Telephone: _____
Pharmacy: _____
Telephone: _____
Insurance co.: _____
In-Home Care Services: _____
Telephone: _____

Family Member: _____
Cell Phone: _____
Email: _____
Workplace: _____
Telephone: _____
School: _____
Telephone: _____
Medicine(s) & Dosage(s): _____

Life-Support Equipment: _____
Doctor: _____
Telephone: _____
Doctor: _____
Telephone: _____
Pharmacy: _____
Telephone: _____
Insurance co.: _____
In-Home Care Services: _____
Telephone: _____

BE PREPARED!

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- > www.facebook.com/AlexandriaVAFD
- > Non-Emergency Public Safety: call (703) 764-4444



BUSINESS PREPAREDNESS

A GUIDE TO EMERGENCY PREPARATION



STAY INFORMED—SIGN UP FOR ALERTS!

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Follow us on Twitter! Subscribe to @AlexandriaVAFD to receive information during emergencies.

>>> MAKE A PLAN

Involve managers and employees in developing and using your emergency and continuity of operations plans.

What should be in your plan?

- Identify potential hazards that would disrupt your business, and identify how they would affect your employees and your operations.
- Determine how to continue human resources and other critical business operations following disaster and/or disruption.
- Consider how to manage business operations if you or key employees cannot reach work.
- Plan to train and hold drills for sheltering-in-place or evacuating from the workplace.
- Establish a business contact line separate and remote from your main business phones to give employees recorded messages on what to do if your workplace is not accessible during or following disasters.
- Consider forwarding calls from a business phone line(s) to remote lines for messages.
- Maintain employee safety and accountability during an emergency.

What Should You Plan For?

- During emergencies, taking care of employees, customers, visitors and others, can save lives.
- Develop a system to account for and direct employees', contractors', and customers' safety during emergencies.
- Assign responsibilities for everyone to shelter-in-place or evacuate.
- Assign and train employees to assist other employees and customers with disabilities and others with access and functional needs, including those who do not understand English. These employees must know what to do, where to go, and how to assist during emergencies.

When and Where Should You Go?

Shelter-in-Place—Some emergencies may require everyone to shelter-in-place until the danger is resolved. When officials announce a shelter-in-place situation, act immediately.

- Establish a secure or safe room away from windows, if possible, for employees to shelter-in-place.
- Plan on sheltering-in-place for a few hours or for prolonged periods lasting up to 72 hours.
- Close all doors and windows. If this cannot be done, develop a plan for securing them.
- Know how to turn off ventilation systems and electrical systems and seal doors if directed by emergency officials.
- Stay informed via Alert Prince George's, and social media.
- Listen to emergency broadcast system announcements on portable radios or any available media resource.
- Make use of your company emergency supply kit and employees' personal emergency supply kits.

Evacuate—Some disasters may require everyone to evacuate the premises.

- Evacuate immediately when an official order is given.
- Designate who in your business will ensure that the evacuation order is followed, and establish a chain of command with delegated authority to carry out the evacuation.
- Assign duties to shut down critical business systems and operations and to lock doors when facilities are empty.
- Display emergency exit route maps in prominent locations throughout your business that show building plans, stairways and all emergency exits. Plan at least two different ways out of your business.
- Direct all people to your designated assembly area. Select one location near your facility that is a safe distance away and another that is further away in case you have to relocate.
- Account for all workers, visitors, contractors, and customers at the assembly site. Inform fire or police officials if anyone is left in the building or is not accounted for.
- Identify the person who will provide the all-clear or return-to-work notification.
- Grab your employee emergency supply kit.

>>> TRAIN YOUR EMPLOYEES

Ensure that all of your employees know what to do in an emergency. Consider training opportunities provided by Prince George's County Public Safety Departments, and the American Red Cross for Emergency Response, including training for use of fire extinguishers, first aid, special needs, CPR, workplace violence, disease outbreaks, and emergency response teams.

>>> PREPARE A KIT

Gather supplies for basic needs to survive in an emergency. Identify what emergency supplies the business will provide and which ones individuals should gather for themselves. An emergency supply kit should be available on the premises for sheltering-in-place. Employees should also make personal kits for their personal supplies, such as medications and specific personal needs.

Emergency Supply Kit

- Water—1 gallon of water per person per day for drinking and sanitation for at least 3 days
- Food—at least a 3-day supply of non-perishable food, plus a can opener if kit contains canned food
- First aid kit
- Individual medication (3-day supply)
- Personal hygiene items
- Lightweight rain gear

Employee Emergency Supply Kit

- Battery-operated AM/FM radio and extra batteries
- Basic tools
- Flashlights and extra batteries
- Extra set of keys to vehicles, business, building, etc.
- Contact information for emergency personnel and family
- Small regional map

- > For information on what to include in your kit, visit www.ready.gov
- > For more information on emergency preparedness for businesses, go to: www.ready.gov/business or www.fema.gov/business

