

# IN THE WORKPLACE

## During an Emergency

*Quick, calm, and decisive action  
will save lives*

- Learn about your company's emergency plans. Ensure that a plan is developed if there is not one in place.

- Practice your company's emergency and evacuation plans.

- Know all available exit routes. Be able to escape in the dark by knowing how many desks or cubicles are between your workstation and two of the nearest exits.

- Have a designated post-evacuation meeting location. Take a head count to account for everyone.

- Make special emergency plans for co-workers who are disabled or may require assistance during an emergency.

- Know the location of fire extinguishers and medical kits.

- Make a list of important phone numbers. Keep a printed list at your desk and near other phones at all times.

- Take precautions when opening mail. (Refer to the mail section in this publication.)



- Maintain an emergency supply kit near your desk. This kit should include a flashlight, walking shoes, a water bottle, and nonperishable food.

- Report damaged or malfunctioning safety systems to the appropriate personnel for repair and maintenance.

- Never lock fire exits or block doorways, halls, or stairways. Keep fire doors closed to slow the spread of fire and smoke.

- Provide any assistance you can to the elderly, the injured, co-workers with disabilities, and others who might require special assistance.

- Stay where rescuers can see you. Wave a light colored cloth to attract attention.

- Open windows if possible, but be ready to shut them if smoke rushes in. Stuff clothing, towels, or newspapers around the cracks in doors to prevent smoke from entering.

- Make plans to help each other. Offer to temporarily house, transport, or feed your co-workers in case of an emergency.

**In the event of an emergency in a building with many floors, leave the area quickly. In the event of a fire, crawl under the smoke to breathe cleaner air. NEVER USE AN ELEVATOR WHILE EVACUATING A BURNING BUILDING. Always go directly to the nearest fire and smoke-free stairwell. If you are trapped in the building, stay calm and take steps to protect yourself. If possible, go to a room with an outside window and telephone for help.**

## Free Security Survey

*A secure and alert neighborhood  
is a secure and alert nation*

*For a free security survey or presentation on Homeland Security, Neighborhood Watch, or other crime prevention topics, contact:*

*Laramie County Sheriff's Office  
Crime Prevention Unit  
307-633-4751*

*Emergency 9-1-1  
Non-Emergency 307-637-6525*

*If you suspect possible criminal activity,  
call 911, 307-637-6525  
or 1-307-638-TIPS (8477)*

*If you suspect possible terrorist activity,  
call 1-307-777-HOME (4663)*

## September 11, 2001



**We salute the law enforcement officers, firefighters, and emergency response personnel who lost their lives during the tragic events of September 11th. Our hearts go out to thousands of Americans who lost loved ones during the attack on America.**

**Let us never forget what happened on that dark day. And let the memory of those who were lost strengthen our resolve to do everything within our power to ensure that a tragedy of this magnitude never, ever happens again.**

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**A GUIDE TO  
HOMELAND SECURITY**

[www.lcsd.net](http://www.lcsd.net)



# HOMELAND SECURITY



*Begins Right Here in  
Laramie County*

We all witnessed to the tragic events of September 11, 2001. Life in America changed dramatically following the cowardly attacks that killed and injured thousands of our fellow countrymen, firefighters and law enforcement officers. I cannot begin to imagine the pain and suffering that festers in the hearts of their loved ones.

Of the many lessons learned following the attack on America, we now know that we are not immune to acts of terrorisms and violence. This is a lesson we must never, ever forget.

If there can be any good rising from the ruins of the World Trade Center and the crippled Pentagon, it is the fact that there is a new sense of unity in this country. We have graphic proof that there are forces in this world who will deliver their cause to our front door unless we take specific steps to monitor and deter them.

I offer you this brochure on Homeland Security. Think of it as a basic planning guide for any emergency that we might face - natural or otherwise. Take the time to read it and share the information with your loved ones.

I would also like to ask that you take the world's current political climate very seriously. I would ask that you take the Neighborhood Watch concept to the extreme by keeping your eyes and ears open for any suspicious activity you might witness. Report anything that doesn't seem right to you to law enforcement immediately. You are, quite simply, this country's first line of defense. Thank you for your invaluable support. We could not do our jobs without it.

**Danny L. Glick**  
Laramie County Sheriff

# AT HOME AND IN YOUR COMMUNITY

## General Emergency Preparedness

*Be ready before disaster strikes*

- Make a list of all important contacts and telephone numbers including the phone numbers and contact information for your family members.
- Make a neighborhood plan and directory. Identify neighbors who need additional help such as young children, senior citizens, and those with disabilities. Have a plan in place to assist them during an emergency.
- Make your house easy to find. Utilize large house numbers (consider having your house number painted on your curb), keep your home well lit, and keep shrubbery trimmed.
- Make sure every external door has a sturdy, well installed deadbolt lock. "Key-in-the-knob" locks alone are not enough.

*Be ready for an emergency before it happens by creating an emergency survival kit. Your kit should include...*

- Three to five day supply of water based on one gallon per person per day.
- Food that will not spoil and requires no cooking. (Don't forget the can openers, eating utensils, and a sharp knife.)
- A first aid kit that includes any and all required prescription medications.
- Emergency equipment and tools. Make battery powered lights and radios a top priority. Be sure to include plenty of extra batteries and safety matches in your kit.
- Personal items like toilet paper and plastic garbage bags.
- Fuel or charcoal and lighter for your outdoor grill.
- A large cooler for ice. Be sure to stock up, if possible, before disaster strikes.
- A portable emergency generator, if possible.

*This is not a complete list of what you might need during an emergency. Carefully evaluate your needs and the emergency situations you might encounter and prepare your kit accordingly.*

## Evacuation Plans

*Don't wait until a disaster strikes*

- If you live in an apartment building, make it a point to know the building's emergency evacuation plan.
- Be aware of the fact that you could become separated from your family members should a disaster strike. Agree on a nearby meeting place where family members can quickly reunite should you become separated during an emergency.
- Learn how to shut off all utilities such as gas, electricity, and water in your home.
- Make a plan for your pets. Most shelters will not accommodate them.

## For Your Children

*They will look to you for guidance and support*

- Teach your children to stay in touch with you. Have them check in with you when they come home from school or other activities. Have them advise you of their whereabouts at all times.
- Make sure your children know how to contact you at all times by teaching them your work phone, cell phone, and pager numbers.
- Make sure your children know the address and area code and phone number where they live.
- Work with trusted neighbors to establish a safe house in your neighborhood where your children can go in an emergency.
- Explain the 9-1-1 telephone system to your children and teach them when it is appropriate to use it.
- Teach your children the importance of doing their part to keep their schools and communities safe by seeking help if they overhear classmates threatening to hurt themselves or others.



## You are the eyes and ears of America



**Be Alert** - Spot suspicious packages, luggage, or mail abandoned in a crowded place like an office building, airport, school or shopping center.

**Listen** - If you hear or know of someone who has bragged or talked about plans to commit acts of violence or claims membership in a terrorist organization, notify law enforcement immediately. All threats should be taken seriously.

**Be prepared** - Take steps to plan ahead for emergencies to protect yourself and your family.

## Opening the Mail

*Look for these signs of suspicious mail*

- Unexpected package from someone you don't know.
- Handwritten, has no return address, or bears a return address that you cannot confirm as being legitimate.
- Wires or other unusual contents that are protruding from the package or can be felt through the envelope or wrapping.
- Excessive amounts of tape or postage.
- Lopsided or lumpy in appearance.

*If you receive something suspicious, call law enforcement immediately!*

If you receive a suspicious package or letter or something in the mail that you believe to be contaminated, DO NOT HANDLE IT. Stay away from the package. Do not shake it up, bump it, or sniff it. If you touched the package, wash your hands thoroughly with soap and water. Immediately notify law enforcement!