

INTRODUCTION

Natural disasters pose a threat to the lives of Sara Lee employees and their families, and can cause serious damage to, or destroy, assets of the corporation. Certain disasters, such as typhoons and hurricanes, can be predicted and some planning time is available. Other disasters, such as earthquakes, volcanic eruptions or tidal waves, offer little or no time for planning. Recovering from any natural disaster can be time consuming, expensive and traumatic to those affected.

It is the purpose of this program is to establish a model operating procedure to be followed by affected Sara Lee Divisions to protect the lives of employees and their families, and the assets of the corporation, to the greatest extent possible.

Each Sara Lee division is responsible for establishing a Disaster Preparedness and Recovery Team (DPRT) to coordinate the preparation and response efforts for their facilities, and to assess and recover from damage should a natural disaster occur. Teams should be comprised of individuals from Human Resources, Technical Services, Planning, Transportation, Communications, Public Relations, Finance, Inventory Management, and senior operations management. In the event of a natural disaster impacting a division's facility, DPRT members should be prepared to travel to the affected location while others should remain at the division office to coordinate required relief efforts.

Further, each Sara Lee facility is responsible for establishing a local Disaster Preparedness and Recovery Team. It is the responsibility of each local operation's DPRT to develop a specific written plan of action to deal with natural disaster preparedness and recovery planning. A thorough evaluation of the risks of natural disasters at each facility is required to develop such a plan.

This manual, used as a template, should be tailored to the specific needs of each division and updated as necessary.

SCOPE

This program is being made available for use by management and employees at facilities and operations, which are owned or leased by Sara Lee Corporation, produce goods and/or services under contract to Sara Lee Corporation or are producing and supplying raw materials and/or services considered critical to the production of goods by/for Sara Lee Corporation.

OBJECTIVE

This Disaster Preparedness and Recovery Program has been designed to minimize, where possible, the impact of natural disasters on Sara Lee employees, their families and our business partners, as well as property and operations which are of critical interest to Sara Lee Corporation.

Each facility management team shall be responsible for conducting a risk evaluation at their location, assessing the potential risks of natural disasters in the area, and using the information (model) presented in this program, to develop a specific, written Disaster Preparedness and Recovery Plan for their facility.

The Disaster Preparedness and Recovery model Plan is designed as the company-wide document to facilitate fast and effective response, and to provide the organizational structure to support local management during a crisis associated with a natural disaster. Local management should modify or augment the Disaster Preparedness and Recovery model Plan to accommodate local laws, conditions or other individual needs or requirements of their facility.

DISASTER PREPARDNESS AND RECOVERY TEAM (DPRT)

Team Leader

- Coordinates and oversees the overall activities of the DPRT program, including periodic crisis drills.
- Selects, with senior management, individual team coordinators to be responsible for:
 - Communications
 - Preparation
 - Recovery
 - Employee Support
- Represents respective facility as member of overall country/divisional DPR Team.
- Works with related community agencies/organizations.
- Coordinates timely meetings to develop comprehensive programs for each natural disaster contingency.
 - Hurricanes or Typhoons
 - Floods
 - Earthquakes
 - Tornadoes
 - Volcanoes
 - Severe Wind
- Designates a primary and alternative Communications Coordinator. The Communications Coordinator must complete a media relations training course supervised by SLC Corporate Affairs.
- Secures adequate funding necessary to manage each disaster contingency.

The Team Leader must be readily available and respected by their peer groups, with a history of sound working relationships with community agencies and organizations.

Communications Coordinator

- Coordinates and oversees all internal and external communications needs and activities of the local DPRT.
- Establishes an on-site command center with an offsite backup location.
- Develops an early warning procedure for emergency call-in of team members.
- Sets up direct line and backup communication with division and SLC Disaster Preparedness & Recovery Management, Corporate Law Department, and Corporate Public Affairs.
- Develops communication plan for communicating between DPRT and employees/representatives.
- Reviews emergency telecommunications capabilities during simulated crisis drills.
- Staffs command center on a 24-hour basis, from early warning throughout crisis and recovery.
- Develops a procedure to document chronology of events during crisis.
- Identifies external organizations and specialists (key public officials, safety officials, Red Cross, hospitals, news media, and civil defense) necessary to facilitate DPRT operations.

The Communications Coordinator is the first to acknowledge and transmit the threat of an impending disaster through satellite and other forms of communication. The coordinator must be articulate (and bilingual; offshore locations only) to communicate to local, state, federal, and Sara Lee Division and Corporate Disaster Preparedness & Recovery Management. The Coordinator and backup must attend a media relations training course supervised by Corporate Affairs to develop the necessary skills and protocol needed to handle the media.

Preparation/Recovery Coordinator

Preparation

- Develops a detailed checklist of facility's physical exposures (including buildings, equipment, fuel supplies, etc.).
- Reviews permanent inventory and shelf life of natural disaster supplies.
- Secures adequate cash funds for emergency supplies.

- Selects staff and trains emergency crews necessary to respond to disaster contingencies.
- Develops and implements a plan to ensure inspections of all emergency equipment for serviceability.
- Develops facility shutdown procedures.
- Develops and supplies safe area of the facility if it is to be used as a shelter.
- Maintains communications between command center and emergency crews during crisis.
- Develops and trains disaster recovery team to assess damage and prioritize recovery needs.
- Develops contracts with local contractors for immediate response after work resumption is approved.

Recovery

- Assesses each site for damage, procures supplies, and assigns work orders to initiate plant recovery and startup.
- Works with pre-established contractor group to initiate facility recovery.
- Works with employee support coordinator and management to initiate resumption of production.

The Preparation/Recovery Coordinator must have the necessary engineering capabilities to develop preparedness and recovery plans as well as communication skills to work with local, state and federal emergency agencies. The coordinator must possess an in-depth knowledge of the site(s) processes, equipment, employee staffing, and business needs.

Employee Support Coordinator

- Maintains site specific database on all employees and immediate family members, including names, ages, gender, addresses and phone numbers.
- Provides each family with a disaster preparedness and recovery packet, including government agency contacts.

- Establishes direct contact with local, state and federal emergency agencies, attends meetings and develops first name relationships.
- Communicates with command center to ascertain disaster recovery priority of sites, employees, and families.
- Forms a team of medical providers to offer family assistance and use of the site s infirmary/clinic.
- Arranges transportation contracts with local firms to provide transportation of employees to and from work.
- Maintains communications between site s emergency crews and families.
- Serves as liaison between families and local, state and federal emergency management agencies.
- Coordinates aid to families from Sara Lee contributions.

The Employee Support Coordinator must have a working knowledge of family support organizations such as the Red Cross, children s services, transportation services, FEMA, and any other local emergency planning agencies. The coordinator must be able to coordinate and communicate the various services that are available to employees and their families in an expedient manner to reduce hardships.

GENERAL GUIDE LINES FOR DISASTER PLANNING AND RECOVERY

Sara Lee Corporation has initiated the Disaster Preparedness and Recovery Program in order to decrease the damage exposure that can occur as the result of a natural disaster. For this program to be effective, active and visible support of division senior management is imperative. Assuring that each division, and its respective facilities are annually updated is crucial to success. The following general guidelines are to be used to facilitate the development of this program.

DPRP Pre-Planning

- Establish a Disaster Preparedness and Recovery Team, with alternates at each local facility. (Refer to Section 2.1, DPRT Organization).
- Identify exposures for each operation. This Pre-Planning step is critical to the program's success. The following management functions/areas may be vulnerable and should be considered when developing these plans:

Accounts Payable	Accounts Receivable	Advertising
Benefits	Communications	Cost Accounting
Credit	Customer Service	Design
Distribution	Engineering	Facilities Management
Fixed Assets	General Ledger	Human Resources
Inventory Control	Invoicing	Mail Room
Manufacturing	Marketing	Order Entry
Packaging	Payroll	Pricing
Production Planning	Quality Assurance	Receiving
Research and Development	Requisitions	Sales
Scheduling	Security	Shipping
Transportation	Vendor Management	Warehousing

After reviewing the above list, ask the following risk management questions when considering each element:

1. Who?

- Who is responsible for this function/area?
- Who will analyze risks and develop a preparedness and recovery plan?

2. What?

- What type of disasters can affect this operation?
- What is the specific impact to the business?
- What can be done to mitigate the risk(s)?
- What are the alternatives available to eliminate the risk on a long-term basis?
 - Remove?
 - Repair?
 - Replace?
 - Duplicate?
- What are the constraints of each alternative?
- What are the costs?
- Time constraints?
- Resource limitations (are there enough people and equipment to complete required tasks?)

3. How?

- How will the decision be made on which alternative(s) to implement?
- How will all affected parties be notified, such as employees, customers, etc.?
- How will required resources be put into action?
- How can current limited knowledge be shared with others for backup?

4. When?

- When do these specific DPRP activities involving this function/area need to take place?
- When do advance preparations need to be made, such as purchasing a generator, arranging a backup supplier, etc.?
- When will additional help be needed?
- When will it be safe to resume normal operations?

5. Where?

- Where are alternative locations or resources available?
 - Onsite?
 - Another production line?
 - Another building?
 - Another geographic region?
 - Another Sara Lee company?
 - Contractor?
- Where can additional production/distribution facilities be found?
 - Other company locations?
 - Other SLC companies?
 - Temporary agencies?

After these questions have been addressed, the DPR program elements need to be prepared, written and tested, with responsible parties identified and firm target dates established for completion.

Preparing for a Disaster

A facility with an established DPR plan and trained personnel is prepared to respond to a potentially disastrous event. Items that need to be addressed on an ongoing basis, even when a particular disaster is not threatening, include:

1. Develop and maintain emergency procedures. Copies of these procedures should be kept with designated DPR team members at their personal residence.
2. Develop procedures relating to the access to building and/or outside supplies and suppliers, including key/access code maintenance.

3. Assign the responsibility for storing, controlling, protecting and maintaining equipment and supplies.
4. Compile and maintain an inventory list of:
 - Critical equipment and supplies
 - Suppliers
 - Storage
5. Vital records should be:
 - Ensure the protection of vital records.
 - Inventoried and safely stored (fire, flood, wind protected).
 - Plans must be developed to maintain data confidentiality and security in case an emergency compromises security or requires relocation of confidential material.
 - Records should include the following:
 - Employees files
 - Salary and financial accounts
 - Customer files
 - Patents
 - Production Data
 - Equipment specifications
 - Engineering drawings and plans
 - Tax records
6. Consider a mutual-aid agreement with another Sara Lee company or outside contractor, if possible, to enhance available resources during an emergency. This mutual aid agreement can encompass:
 - Equipment
 - Supplies
 - Office space
 - Personnel
 - Data processing
 - Financial Aid

7. Confirm that physical protection systems — automatic sprinklers, heat/smoke detection systems and fire doors — are in place and operational. This includes, but is not limited to, the following:
 - Water
 - Chemical monitors
 - Special protection systems
 - Pressure relieving construction
 - Equipment protection devices, safety valves, low water indicators, fuel cutoffs
 - Equipment indicators: gauges, instrumentation

8. Provide at least annual emergency response training for employees, that includes:
 - How to report an emergency and who to report it to
 - How to recognize a warning system
 - Where to go in an emergency
 - How to evacuate during an emergency
 - How to use portable fire extinguishers
 - How to properly shut down equipment.
 - How to use medical treatment supplies.
 - How to remove vital records.

9. Create a primary emergency control center to serve as the headquarters for which the DPRT can coordinate emergency actions. Also, designate a backup emergency control center site(s) should a disaster prevent access to the primary emergency control center.
 - Supply the primary and backup sites with the following essentials:
 - Names, home telephone numbers and duties of all response team and emergency organization members
 - Copies of the disaster plan
 - Communication equipment (e.g. telephones, two-way radios, cellular phones, walkie-talkies, short wave radio)
 - Facility plans
 - Specifics on how hazardous contents in a facility should be handled in an emergency, including materials safety data sheets
 - Flashlights and batteries
 - Emergency and protective equipment for personnel
 - Customer listings

10. Test the DPRT through basic exercises, drills and full-scale tests.

- Ensure that effective internal communications/plans have been established that:
 - Coordinate DPRT members
 - Inform senior division management
 - Alert and direct available team members
 - Establish procedures for shutting down facility and all production equipment
 - Determine which personnel have the authority to order a shutdown of a facility if it becomes necessary, and under what circumstances
 - Alert employees of a shutdown
 - Establish procedures for protecting equipment
 - Establish procedures for securing vital areas swiftly
 - Have trained personnel capable of providing accurate and timely descriptions of the current situation and location of the emergency to the appropriate persons
 - Coordinate with the fire department and local agencies when necessary

Managing the Recovery Following a Disaster

The Facility Manager, or designated individual, will be responsible for determining when the disaster is over, and when, the DPRT can begin the recovery process. The recovery from a disaster must begin immediately after the emergency occurs and continue until all operating systems are back to normal. The following steps need to be taken immediately following the all clear :

1. Coordinate activities among all recovery units.
2. Determine if the operation s structures are safe for personnel to reoccupy.

3. Initiate salvage operations as soon as it is safe to do so. Salvage efforts should include the following:
 - Contact the Sara Lee Corporate Risk Management department as soon as practical. The division insurance coordinator should be able to provide to the insurance adjusters the appropriate contracts at the divisional and local plant levels. This division insurance coordinator should also provide information as to the damage incurred at all of the division locations and damage estimates if available.
 - Activate mutual-aid agreements.
 - Separate damaged from undamaged equipment, stock, etc.
 - Pump out any standing water.
 - Check electrical systems before start up.
 - Wipe down and cover equipment and stock. Covering stock should also be done prior to the disaster occurring.
 - Dry out, clean and test equipment.
 - Retrieve building plans, equipment specifications, shop layouts.
 - Dehumidify damaged areas if needed.
 - Document damage.
 - Maintain or reestablish security.
 - Establish surveillance to control looting, if warranted.
 - Set up physical access barriers as needed. Secure software and vital records.
 - Provide traffic control around the site.
 - Inform your customers of your best estimate as to when you will resume normal company operations.

HURRICANES

HURRICANES

Introduction

Tropical storms and hurricanes are natural events that occur in tropic and subtropic areas. They gain strength in warm waters and become weak as they move into colder waters. With modern technology, a tropical storm or hurricane can be predicted and its path followed up to 24 hours before contact with land. There is no possible way to predict their behavior or the degree of damage that they will inflict to agriculture, industry and homes. Their fury can bring devastation for those who are not prepared. The hurricane season for the Atlantic Ocean and the Caribbean Sea begins June 1st and ends November 30th.

Definitions

Tropical Storm – A tropical cyclone in which a maximum sustained wind speed (1-minute average) is within the range of 39 to 73 (34-63) knots. At this point, the system is given a name to identify and track it. In the Atlantic Ocean, Caribbean and the Gulf of Mexico basin, the names start with “A” each season. They can be classified by wind intensity as follows:

Cyclone	Wind Intensity
Tropical depression	0-38 mph
Tropical storm	39-73 mph

Hurricane – A tropical cyclone in the northern hemisphere with sustained winds of at least 74 mph (64 knots) or greater in the North Atlantic Ocean, Caribbean and Gulf of Mexico. Winds blow in a spiral around a relatively calm center of extremely low pressure called the eye. Around the rim, wind may gust up to more than 200 mph. The entire system, which can be up to 340 miles in diameter, dominates the ocean surface and draws energy from the warm surface. Hurricanes are categorized by wind intensity using the Saffir-Simpson Scale.

Saffir – Simpson Scale

Category	Wind Speed (mph)	Intensity	Tidal wave (feet)
1	74-95	Weak	1-5
2	96-110	Moderate	6-8
3	111-130	Strong	9-12
4	131-155	Very strong	13-18
5	155 and above	Devastating	19 and above

Hurricane eye – The relatively calm area near the center of the storm. Winds are light and the sky is often partly covered by clouds.

Hurricane season – A portion of the year having a relatively high incidence of hurricanes.

Location	Season
Atlantic, Caribbean, Gulf of Mexico	June 1 st – November 30 th
Eastern Pacific basin	May 5 th – November 30 th
Central Pacific basin	June 1 st – November 30 th

National Weather Service – A primary office of the National Oceanic and Atmospheric Administration. It is responsible for all aspects of observing and forecasting atmospheric conditions and their consequences. This also includes severe weather and flood warnings.

Warnings broadcasted by the NWS in the event of a tropical storm are as follows:

Tropical storm watch – An announcement issued by the National Hurricane Center for specific areas that a tropical storm or a forecast tropical storm condition poses a possible threat to coastal areas generally within 36 hours. A tropical storm watch normally will not be issued if the system is forecast to attain hurricane strength.

Tropical storm warning – A warning issued by the National Hurricane Center for tropical storm conditions including possible sustained winds within the range of 39-73 mph (34-63 knots) which are expected in a specific coastal area within 24 hours or less.

Hurricane advisory – Notice issued by the National Hurricane Center, number consecutively for each storm, describing the present and forecast position and intensity.

Advisories are issued at 6-hour intervals at:

- Midnight
- 6:00 am
- noon
- 6:00 pm

Eastern daylight time (EDT). Bulletins provide additional information. Each message gives:

- name
- eye position
- intensity
- forecast movement of the storm

Hurricane watch – an announcement added to a hurricane advisory that the hurricane conditions pose a possible threat to a specified coastal area within 36 hours.

A watch is used to inform the public and marine interests of the storms:

- location
- intensity
- movement

Hurricane warning – a warning is added to a hurricane advisory that sustained winds of 74 mph (64 knots), or higher associated with a hurricane is expected in a specified coastal area within 24 hours or less. A hurricane warning can be maintained in effect, when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

A warning is issued to inform the public and marine interest of the storms:

- location
- intensity
- movement

NOTE: The National Hurricane Center chooses a distance of approximately 300 miles for these communications.

Local Management Responsibilities

Plant Managers (working with DPRT):

- Ensures that all contingency and actions plans for the hurricane season are in place
- Ensures that all emergency response and voluntary personnel are identified and trained
- Ensures that a team is organized to monitor action taken before, during and after the hurricane event
- Provides guidance, allocates money for equipment, materials and provisions to adequately implement the procedure
- Notifies employees of administrative actions along with current information regarding the hurricane event

Production and Warehouse Manager (working with DPRT):

- Evaluates and identifies risks in areas of responsibility.
- Develops action plans and priority checklists for materials inventory and equipment to be protected in order to minimize loss in their area.
- Identifies emergency and voluntary personnel and ensure they are adequately trained.
- Ensures that all steps of action plans and priority checklists are followed and accounted for.
- Warehouse manager identifies forklift(s) that will be used in the hurricane emergency.

Disaster Preparedness and Recovery Team (DPRT)

- The team members are appointed by management.
- As the hurricane season begins, the DPR team ensures that:

Appropriate checklists are reviewed to include: all necessary equipment (communication, cameras, video equipment, manual tools, lanterns, cots, saws, battery operated hand tools, forklift, etc.) and materials (fresh camera film, blank video cassettes, window and door protectors, water, diesel, raincoats, rope plywood 2/4's, 6" masonry screws, batteries, silicone rubber sealant, etc.) for the season are available.

- All of its members are trained in contingency procedures
 - A plant assessment (using checklists) is conducted and the necessary arrangements for building repairs are accomplished
 - Tree and shrubs that can damage electrical facilities or fences are pruned
 - All loose materials are stored in adequate receptacles
 - All room and storm water drainage's are cleaned of debris
 - All Managers, and supervisors have updated copies of the hurricane contingency plan, understand it and have provided training to their subordinates
 - All plant departments have their hurricane priority checklist and understand their participation in the contingency plan
 - Videotapes and still photographs of the facility are taken for insurance purposes
- After a hurricane:
 - Damages are evaluated (pictures and videos are taken of and estimates of repair costs are developed).
 - Actions are taken to avoid additional loss, and to minimize accident risk.
 - Governmental agencies are notified in the event of damage or hazards from utilities (broken electrical transformers, poles, fallen electrical wires, broken water/sewer lines, etc.)
 - Recovery action plans are prepared and submitted to upper management.
 - Clean-up and general facility restoration is accomplished.

Hurricane Action Plan – Stage 1 (April on Pacific – May on Atlantic)

1. Management (Strategy Meeting)
 - a. Members: Production, Safety, Environmental, Human Resources, Nurse and Finance.
 - b. Agenda
 - Production strategy.
 - Review disaster preparedness and recovery program.
 - Review agreements with local vendors and suppliers.
 - Review communications systems.
 - Media relations
 - Corporate
 - Internal
 - Intraplant
 - Interplant
 - Satellite
 - Short-wave
 - Cellular
 - Review governmental resources.
 - Review information protection.
 - Review loss control coverage.
 - Define DPRT (Disaster Preparedness and Recovery Team)
 - Establish hurricane preparedness information center.
 - Establish alternate meeting point.
 - Update company census by neighborhood and identify contacts.
 - Take “before” videotape and photographs.
2. Facility (Disaster Preparedness/Recovery Team)(Strategy Meeting)
 - a. Review DPRT accountability.
 - b. Conduct DPRT refresher training.
 - c. Complete plant assessment
 - d. Provide brochures to employees for hurricane season preparedness prepare.

Hurricane Action Plan – Stage 2 (approx. 72 Hours Before Impact)

Tropical depression, storm, hurricane (typhoon, cyclone, etc.) that has been identified and named.

Guidelines:

1. Daily tracking posted and updated accordingly.
2. Vendors and suppliers contacted.
3. DPRT reviews human preparedness issues.
4. Employee neighborhood leads are contacted and trained.
5. Departments develop action plans to secure equipment and goods.

Hurricane Action Plan – Stage 3 (approx. 48 hours BEFORE Impact)

1. Plant management and Prep Team meet to discuss probable damage and course of action to be taken.
2. Plant management evaluates production planning and takes preventive action to minimize production loss.
3. Plant management develops a forecast and a work plan for plant start up after the hurricane event.

Hurricane Action Plan – Stage 4 (approx. 24-36 hours BEFORE Impact)

1. The National Weather Service broadcasts a 24-36 hour warning.
2. Manager's call upon previously identified emergency and volunteer personnel, designating employees to handle items indicated in the hurricane emergency checklist (developed beforehand by area manager).
3. DPRT follows the National Weather Service broadcasts and relays information to management.
4. DPRT coordinates:
 - a. Water supplies
 - b. Food supplies
 - c. General provisions
 - d. Communication
 - e. Rest and hygiene areas for Prep and Restoration teams, security guards and volunteers for the emergency event.

5. DPRT Advises management of need to shut down operations, ensuring enough time is provided for employees to return safely to their homes.
6. DPRT Advises employees to follow instructions provided by local emergency agencies.
7. Plant manager will give the order to shut down after being advised by the DPRT.

Hurricane Action Plan – Stage 5 (DURING Impact)

1. DPRT and volunteer responders will:
 - a. Stay in designated post/shelter following weather forecast.
 - b. **Without taking any risk to their safety and lives** evaluate internal building integrity and take action to avoid damage to product or facility in general.
 - c. Communicate with other plant, division and SLC management.

Hurricane Action Plan – Stage 6 – (AFTER Impact)

Management and DPRT activities will be resumed the next morning after the weather bureau and local agencies have declared that the storm has passed and it is safe to travel. An all clear is provided by NWS and plant management, which is the “official” signal to begin recovery activities.

1. The Facility DPRT, volunteer employees and other identified voluntary personnel will meet at the facility and will:
 - a. Evaluate damage.
 - b. Estimate cost of repairs.
 - c. Estimate recovery time.
 - d. Prepare recovery action plan.
 - e. Notify upper management and loss control representatives.
 - f. Manage media and communications.
2. DPRT Human Resources coordinator will:
 - a. Notify employees, by pre-designated radio stations, when plant start up will occur.
 - b. Will survey damages within workforce and coordinate emergency relief with Corporate DPRT as needed.

HURRICANES ADDENDUM

Hurricane Emergency Materials and Equipment Checklist

<input type="checkbox"/> Hardhats	<input type="checkbox"/> Duct tape
<input type="checkbox"/> Goggles	<input type="checkbox"/> Masking tape
<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Sandbags
<input type="checkbox"/> Face shields	<input type="checkbox"/> Waterproof tarp
<input type="checkbox"/> Hand gloves	<input type="checkbox"/> Manual and battery powered hand held tools
<input type="checkbox"/> Cots	<input type="checkbox"/> Shovels
<input type="checkbox"/> Drinking water	<input type="checkbox"/> Chainsaw
<input type="checkbox"/> Raincoats	<input type="checkbox"/> Carpenter saws
<input type="checkbox"/> Boots	<input type="checkbox"/> Axes
<input type="checkbox"/> Lanterns	<input type="checkbox"/> Nails
<input type="checkbox"/> Flashlights with fresh batteries	<input type="checkbox"/> Masonry screws
<input type="checkbox"/> Canned food	<input type="checkbox"/> Rope
<input type="checkbox"/> Fire extinguisher	<input type="checkbox"/> Mops
<input type="checkbox"/> Blankets	<input type="checkbox"/> Squeegees
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Water buckets
<input type="checkbox"/> Battery powered radio	<input type="checkbox"/> Cameras, videos and film
<input type="checkbox"/> Spare batteries	
<input type="checkbox"/> Plywood	
<input type="checkbox"/> 2x4's	
<input type="checkbox"/> Ensure an inventory of emergency equipment and materials is available and up to date.	
<input type="checkbox"/> Ensure a battery radio, lantern and extra batteries are available at the guardhouse.	
<input type="checkbox"/> Ensure a cellular phone with two additional charged batteries, is available.	
<input type="checkbox"/> Ensure water and other provisions are available for DPRT and volunteer personnel.	
<input type="checkbox"/> Ensure an updated copy of the contingency plan is distributed to managers and supervisors.	
<input type="checkbox"/> Ensure managers and supervisors understand their roles in the contingency plan.	
<input type="checkbox"/> Ensure every area has an updated copy of their hurricane emergency priority checklist.	

**Hurricane Emergency
Pre-Storm
Building Assessment
Checklist**

A. External building evaluation

- Collect, store or discard all loose materials.
- Ensure equipment anchors are in place (roof and floor level)
- Provide anchorage to equipment that can be lifted or otherwise damaged by hurricane winds and gusts (roof and floor level)
- Remove all loose materials from roof.
- Ensure all roof gutters and drains are clean and unclogged.
- Ensure oil, paint and other containers are in appropriate enclosures or discarded.
- Ensure all external gas cylinders are secured.
- Prune trees and shrubs that can damage electrical and communication lines or perimeter fence.

B. Internal building evaluation

- Verify electric panels are properly identified.
- Inspect doors and windows that can be vulnerable to the winds, gusts and heavy rain.
- Fill all cracks and crevices through which water may seep.

C. Fire protection

- Inspect fire protection equipment and ensure it is working properly:
 - Water tank reservoirs
 - Valves
 - Pipes
 - Control panels
 - Extinguishers
 - Fuel on demand
- Inspect all emergency lights, EXIT signs and related equipments, and ensure all are in good working conditions.

D. Emergency generators

- Ensure generators are fueled at all times.
- Verify batteries, oil, etc., are in good working condition and necessary inventory is on hand.

**Hurricane Emergency
Pre-Storm
Building Assessment
Checklist**

- E. Combustible fuel containers and tanks.
- Ensure they are adequately anchored.
 - Ensure all grounding is intact and in place.
 - Ensure all exposed parts are protected from flying debris.

Hurricane Emergency

Emergency Contacts

Ensure an updated list of all team members, management, and volunteer emergency responders and their telephone numbers are available to DPRT management, reception area and the guardhouse. A copy should be maintained by the division DPRT Coordinator.

This list should include:

- Governmental agencies
- Police
- Firemen
- FEMA
- Civil Defense
- Hospitals
- Environmental quality board
- Other emergency agencies
- Sara Lee Corporate DPRT Members
- Division DPRT Members
- Facility DPRT Members
- Volunteer employees
- Employee neighborhood contacts
- Management

**Hurricane Emergency
Stages II, III, IV
General Checklist**

Emergency actions to be taken by DPRT, maintenance, mechanics, production and other designated personnel:

A. Maintenance and Mechanics:

- Reinforce all doors, windows and roofing as needed.
- Ensure drinking and potable water is available.
- Secure any loose material or equipment left outside of the building.
- Close and disconnect all gas cylinders, secure with covers, take to appropriate containment or bring inside building to a designated area.
- Provide a copy of plant master key to security guard.
- Make arrangements to avoid any fire hazard.
- Disconnect or de-energize all equipment using circuit breakers.
- Assist production personnel to secure product as needed.
- Cover machines with plastic sheets.
- Ensure tape is placed on all glass doors and windows.
- Ensure all windows are closed.
- Install plywood panels or metal protectors to all exterior windows and doors.
- Ensure all flammable materials are in appropriate containers and adequately stored.
- Ensure propane gas tanks are secured.
- Ensure all emergency equipment is available.
- Ensure an updated telephone list of all maintenance and mechanics is available.

B. Production and other designated personnel:

- Place materials on pallets or on top of work benches and tables.
- Pick up loose debris within the plant.
- Protect sensitive equipment and product with plastic sheets.
- Disconnect all electrical equipment.
- Protect all sensitive production documents.
- Deposit garbage and refuse in main garbage dumpster, keep all waste cans empty. Have dumpster emptied and secured.
- Ensure all chemicals are in appropriate containers and adequately stored.
- Clean all areas and ensure all aisles are free of obstruction.
- Prepare a telephone list of all department employees.
- Ensure all electrical extensions are properly stored.

**Hurricane Emergency
Stages II, III, IV
General Checklist – Continued**

C. MIS personnel:

NOTE: All computer systems and peripherals must be turned off and disconnected.

- ❑ Ensure communication is provided to users on how to correctly turn off the system.
- ❑ Ensure all computer users are provided with waterproof protectors for their computers and data.

D. Warehouse and Facility Vehicles

- ❑ Ensure all gas tanks are full.
- ❑ Ensure all trailers are parked alongside one another to avoid being damaged by strong winds.
- ❑ Protect car and truck windshields and side windows.
- ❑ When parking the trailers, ensure the building is used as a buffer against strong winds.
- ❑ Place sandbags along every door entrance.
- ❑ Rolling doors must be closed and chain secured with padlocks.
- ❑ All windows must be closed and glass windows taped.
- ❑ Recharge all forklift batteries.
- ❑ Ensure that a forklift is available for emergency use.
- ❑ Ensure that all forklifts and electric pallet jacks are parked protected from rainfall.
- ❑ Ensure that an updated telephone list of all warehouse employees is available.

E. Accounting, finance and general offices

- ❑ Ensure all sensitive documents, diskettes, etc., are protected and stored in a safe place.
- ❑ Ensure all office equipment is properly protected.
- ❑ Ensure an updated telephone list of all employees is available.

VOLCANOES

VOLCANOES

Introduction

Volcanic eruptions are one of Earth's most dramatic and violent agents of change. Not only can powerful explosive eruptions drastically alter land and water for tens of kilometers around a volcano, but tiny liquid droplets of sulfuric acid erupted into the stratosphere can change our planet's climate temporarily. Eruptions often force people living near volcanoes to abandon their land and homes, sometimes forever. Those living farther away are likely to avoid complete destruction, but their cities and towns, crops, industrial plants, transportation systems, and electrical grids can still be damaged by tephra (solid material ejected during the eruption of a volcano and transported through the air), lahars (mud flow), and flooding.

Volcanic activity since 1700 A.D. has killed more than 260,000 people, destroyed entire cities and forests, and severely disrupted local economies for months to years. Even with our improved ability to identify hazardous areas and warn of impending eruptions, increasing numbers of people face certain danger. Scientists have estimated that by the year 2000, the population at risk from volcanoes is likely to increase to at least 500 million, which is comparable to the entire world's population at the beginning of the seventeenth century!

It is assumed:

- That in any community exposed to volcanic hazards there is general awareness of the hazard and of the attendant risks to life and property, and a general desire to take collective action to reduce these risks;
- That a legislative framework exists within which it is possible to plan, organize, and put in effect, at the national and at the local level, appropriate protective measures, including if necessary the evacuation of threatened areas and assistance to evacuees;
- That scientific knowledge of the potentially dangerous volcanoes is sufficiently advanced to permit the elaboration of "scenarios" of possible eruptions, their destructive effects and their social and economic consequences;
- That it will be possible to have some warning of impending eruptions, either from visible signs of volcanic activity or from scientific monitoring of the volcanoes, and that this warning will be given in time for appropriate action to be taken;
- That, if the above conditions are fulfilled, an emergency plan of action in case of eruption will be prepared for each potentially dangerous volcano.

The most basic element of a volcanic emergency plan is a map showing

the hazard zones around the volcano which are liable to be affected by one or more destructive phenomena (pyroclastic flows, mudflows, heavy ash falls, etc.) during eruption. Such maps normally include the subdivision of the area exposed to each type of hazard into two or three subzones corresponding to eruptions of different magnitudes.

The maps of hazard zones will be based upon the maps drawn by volcanologists, showing the areas devastated during previous (historic, or geologically reconstructed prehistoric) eruption. For practical purposes, e.g. evacuation plans, etc., the local authorities responsible for emergency management may be obliged to extend the limits of some zones in order to take account of available escape routes, the boundaries of settlements, etc.

If the evacuation of a hazard zone is to proceed in an orderly manner, it is essential that each person in the zone know where to go when evacuation starts. For each hazard zone (or part of each zone), the nearest easily accessible point outside the zone may be identified, to which the people should go or should be taken, as quickly as possible, and where they may assemble in safety while arrangements are made for their reception in a refuge zone.

Employee training (re: risks associated with volcanic activity and emergency response plans) is imperative to assure a successful evacuation. It is the responsibility of facility management to ensure that all employees receive the most current information regarding emergency response to volcanic activity.

Definitions

Ash Fall – Weak (<2 mm) to heavy (>5 mm) to very heavy (>50 mm) depending on the type and location of eruption. More of a threat to property (machinery, electronics, water supplies, etc.) than to life. Ash fall is the hazard most likely to directly effect facilities or properties some distance from the volcano.

Lava Flows – Lava flows are streams of molten rock that pour or ooze from an erupting vent. Lava is erupted during either nonexplosive activity or explosive lava fountains. Lava flows destroy everything in their path, but most move slowly enough that people can move out of the way. The speed at which lava moves across the ground depends on several factors, including (1) type of lava erupted and its viscosity; (2) steepness of the ground over which it travels; (3) whether the lava flows as a broad sheet, through a confined channel, or down a lava tube; and (4) rate of lava production at the vent.

Gases – Volcanic gases are chiefly water vapor, with lesser amounts of sulfur dioxide (SO₂), carbon dioxide (CO₂), and trace amounts of chlorine (HC1), fluorine (HF), and other chemical compounds. Together with entrained air, volcanic gases can rise tens of kilometers into Earth's atmosphere during large explosive eruptions. Once airborne, the prevailing winds may blow the eruption

cloud hundreds to thousands of kilometers from a volcano. The gases spread from an erupting vent primarily as acid aerosols (tiny acid droplets), compounds attached to tephra particles, and microscopic salt particles.

Mudflow (lahar) – a slurry of sediment and water that moves down the flanks of the volcano as a result of melting of snow and ice. These flows will follow drainages and are capable of moving for distances of 10's of miles at speeds of a few miles/hour or more.

Pyroclastic flows – Such flows are a dense mixture of volcanic gases and ash particles that move like a heavy fluid at speeds up to 60-90 m/hr and at temperatures of >700°C or more. These flows have the potential under some circumstances to jump topographic barriers and are extremely hazardous.

Debris Avalanches – Volcanic edifices are notoriously unstable and are subject to partial collapse that can result in avalanches of rock, ash, ice, and snow.

Local Management Responsibilities

Plant Manager

- Ensures all contingency and action plans for a volcanic activity are in place.
- Ensures that all emergency response and voluntary personnel are identified and trained.
- Ensures a team is organized to monitor action taken before, during and after a volcanic event.
- Provides guidance, allocates money for equipment, materials and provisions to adequately implement the procedure.
- Notifies employees of necessary actions based on current information regarding the volcanic area.

Production and Warehouse Managers

- Evaluate and identify risks in areas of responsibility.
- Develop action plans and priority checklists for materials inventory and equipment to be protected in order to minimize loss in their area.
- Identify emergency and voluntary personnel and ensure they are adequately trained.
- Ensure that all steps of action plans and priority checklists are followed and accounted for.
- Identify forklift(s) that will be used in the volcanic emergency.

Disaster Preparedness and Recovery Team (DPRT)

- The Facility DPRT members are appointed by management.
- If within the vicinity of a volcano, the team ensures that:
 1. All necessary equipment (communication, cameras, video equipment, manual tools, lanterns, cots, saws, battery operated hand tools, forklift, etc.) and materials (fresh camera film, blank video cassettes, window and door protectors, water, diesel, raincoats, rope, plywood, 2x4's, 6" masonry screws, batteries, silicone rubber sealant, etc.) for the activity are available.
 2. All members of the Disaster Preparedness and Recovery Team are trained in contingency procedures.
 3. A plant assessment is made and necessary arrangements for building repair, etc. are completed.
 4. All roof and storm water drainings are clean of debris.

Disaster Preparedness and Recovery Team (DPRT) – Continued

5. That all Managers, Superintendents and Supervisors have updated copies of the volcano contingency plan, understand it and provide training to subordinates.
6. That all plant areas have their volcano priority checklist and understand their participation in the contingency plan.
7. Training is provided to all employees via training sessions, poster, written communications, etc.
8. That before volcanic activity begins, videotape and take pictures of the facility for insurance purposes.

After a volcanic event:

1. Damages are evaluated (takes pictures and videos) and costs of repairs are estimated.
2. Action is taken to avoid additional loss and damage by minimizing accident risks.
3. Governmental agencies are notified of damage or hazards from utilities (broken electrical transformers, poles, fallen electrical wires, broken water/sewer lines, etc.)
4. Recovery action plan is prepared and submitted to upper management.
5. Cleanup and general facility restoration are undertaken.

Volcanic Activity Stage 1 – Green

1. Management strategy meeting – Before a volcano occurs.
 - a. Members: Planning, Production, Safety, Environmental, Human Resources, Nurses and Finance.
 - b. Agenda
 - Define DPRT (Disaster Preparedness & Recovery Team)
 - Develop Production strategy
 - Review disaster preparedness and recovery program
 - Review budget
 - Agreement with local vendors and suppliers
 - Review communication procedures
 - Media relations
 - Corporate
 - Internal
 - Intraplant
 - Interplant (use of satellite, short wave, cellular or VHF)
 - Review governmental resources
 - Initiate Information Protection Plan
 - Establish volcano preparedness information center
 - Establish alternate meeting point
 - Update company census per neighborhood and identify contacts.
 - Video tape and photograph facility before volcanic event.
2. Facility DPRT (Disaster Preparedness & Recovery Team)
 - a. Conducts DPRT refresher training.
 - b. Conducts plant assessment.
 - c. Identify authorized volcano tracking personnel for volcanic preparedness information center.

Volcano Stage 2 – Yellow

Volcanic activity has been identified.

3. Guidelines

1. Review appropriate checklists and manage/act accordingly.
2. Contact vendors and suppliers.
3. DPRT reviews human preparedness issues.
4. DRPT meets with employee neighborhood contacts.
5. Each department develops action plan to secure equipment and goods and to remove most valuable equipment to a safe environment.
6. Evaluates management production plans and take preventive action to minimize production loss.
7. Management develops a forecast and a work plan for plant start up after the volcano event.
8. As time permits, the human resources management will provide preliminary information to employees such as:
 - a. When is the plant shut down taking place.
 - b. Estimated return to work time.
 - c. Radio stations where return to work communication will be offered.
9. Evacuation will be initiated under local or federal mandate.

Volcano Emergency Stage 3 – RED

1. The National Weather Service broadcasts an hourly warning: Evacuation imminent or in progress.
2. DPRT calls upon previously identified emergency and voluntary personnel to take actions indicated in the volcano emergency priority checklist (developed beforehand by area management).
3. DPRT follows the National Weather Service broadcasts and relay information to management.
4. DPRT coordinates:
 - a. Water supplies
 - b. Food supplies
 - c. General provisions
 - d. Communication
 - e. Rest and hygiene areas for security guards and volunteers for the emergency event.
5. DPRT advises management of need to shut down operations, ensuring enough time is provided for employees to return safely to their homes, and to follow instructions of local authorities.

Volcano Emergency Stage 4 – GREEN

Management and DPRT activities will resume after the national weather bureau and local agencies have declared that the volcanic activity has diminished to the degree that it is safe to do so.

1. The Facility DPRT, volunteer employees and other identified voluntary personnel will meet at the facility and will:
 - a. Evaluate damage
 - b. Estimate cost of repairs.
 - c. Estimate recovery time.
 - d. Prepare recovery action plan
 - e. Call upon upper management and loss control representatives.
 - f. Manage media and communications.
 - g. Notify employees, by pre-designated radio stations, when start up will occur and which shift shall report.
 - h. Survey damages to workforce and coordinate emergency relief with Corporate as needed.

2. Information Management:
 - Only pre-authorized personnel are allowed to provide information to the news media.

VOLCANO ADDENDUM

Volcano Emergency Materials and Equipment Checklist

- Hardhats
 - Goggles
 - Safety glasses
 - Face shields
 - Hand globes
 - Cots
 - Drinking water
 - Raincoats
 - Boots
 - Lanterns
 - Flashlights with fresh batteries
 - Canned food
 - Fire extinguisher
 - Blankets
 - First aid kit
 - Battery powered radio
 - Spare batteries
 - Waterproof tarp
 - Manual and battery powered hand held tools
 - Shovels
 - Chainsaw
 - Carpenter saws
 - Axes
 - Rope
 - Cameras, videos and film
-
- Ensure managers and supervisors understand their roles in the contingency plan.
 - Ensure every area has an updated copy of their volcano emergency priority checklist.

Volcano Emergency Building Assessment

A. External building evaluation:

- ❑ Collect, store or discard all loose materials
- ❑ Ensure equipment anchors are in place (roof and floor level)
- ❑ Provide anchorage to equipment that can be lifted or otherwise damaged by explosive winds (roof and floor level)
- ❑ Remove all loose materials from roof
- ❑ Ensure all roof gutters and drains are clean and unclogged
- ❑ Ensure oil, paint and other containers are in appropriate enclosures or discarded
- ❑ Ensure all external gas cylinders are secured
- ❑ Prune trees and shrubs that can damage electrical and communication lines or perimeter fence
- ❑ Ensure that all combustible materials are removed, brought inside or otherwise protected where possible

B. Internal building

- ❑ Verify electric panels are properly identified
- ❑ Inspect doors and windows that can be vulnerable to explosive winds
- ❑ Fill all cracks and crevices through which water/mud may filter

C. Fire protection

- ❑ Inspect all fire protection equipment and ensure that it is working properly, including:
 - Water tank reservoirs
 - Valves
 - Pipes
 - Control panels
 - Extinguishers
 - Fuel
 - Inspect all emergency lights, EXIT signs and equipment

D. Emergency generators

- ❑ Ensure generators are operational and fueled at all times to not less than 80% of their fuel capacity
- ❑ Verify that batteries, oil, etc., are on hand

Volcano Emergency

Emergency Contacts

Ensure that an updated list of all team members, government agencies, management, and volunteer emergency responders and their telephone numbers are available to management, and to the DPRT.

This list should include:

- Police Department
- Fire Department
- National Emergency Management Agency
- Civil Defense
- Hospitals
- Environmental quality board
- Other emergency agencies
- Sara Lee Corporate DPRT Members
- Division DPRT Members
- Facility DPRT Members
- Volunteer employees
- Employee neighborhood contacts
- Management

Volcano Emergency General Checklist

Emergency actions to be taken by maintenance, mechanics, production and other designated personnel:

A. Maintenance and Mechanics:

- Reinforce all doors, windows and roofing as needed.
- Ensure drinking and potable water is available.
- Secure any loose material or equipment left outside of the building.
- Close and disconnect all gas cylinders, secure with covers, take to appropriate containment or bring inside building to a designated area.
- Disconnect or de-energize all equipment using circuit breakers.
- Assist production personnel in securing product as needed.
- Cover machines with plastic sheets.
- Ensure tape is placed on all glass doors and windows.
- Ensure all windows are closed.
- Install plywood panels or metal protectors to all exterior windows and doors.
- Ensure all flammable materials are in appropriate containers and adequately stored.
- Ensure propane gas tank is isolated closing the building intake valve, closing the tank feed valve, and if possible, physically disconnect from building intake.
- Ensure all emergency equipment is available.
- Ensure an updated telephone list of all maintenance and mechanics is available.

B. Production and other designated personnel:

- Place materials on pallets or on top of work benches and tables.
- Pick up all loose debris within the plant.
- Protect with plastic wrap sensitive equipment and product.
- Disconnect all electrical equipment.
- Protect all sensitive production documents.
- Deposit garbage and refuse in main garbage dumpster, keep all waste cans empty.
- Ensure all chemicals are in appropriate containers and adequately stored.
- Clean all areas and ensure all aisles are free of obstruction.
- Ensure an updated telephone list of all production personnel is available.

Volcano Emergency General Checklist

C. MIS personnel:

NOTE: All computer systems and peripherals must be turned off and disconnected adequately.

- Ensure previous communication is provided to users on how to correctly turn off the system.
- Ensure all computer users are provided with waterproof protectors for their computers and data.
- Ensure all computer equipment is adequately secured.
- Ensure an updated telephone list of all MIS employees is available.

D. Warehouse

- Ensure all gas tanks are full.
- Ensure all trailers are parked alongside one another to avoid being damaged by explosive winds or flows.
- Protect car and truck windshields and side windows.
- Where possible, use the building as a buffer for parked vehicles.
- Place sandbags along every door entrance.
- Rolling doors must be closed and chain secured with padlocks.
- All windows must be closed and glass windows taped.
- Recharge all forklift batteries.
- Ensure there is a forklift identified for emergency use only.
- All forklifts and electric pallet jacks must be parked protected from rainfall.
- Ensure an updated telephone list of all warehouse employees is available.

E. Accounting, finance and general offices

- Ensure all sensitive documents, diskettes, etc., are protected and stored in a safe place.
- Ensure all office equipment is properly protected.
- Ensure an updated telephone list of all employees is available.

EARTHQUAKES

EARTHQUAKES

Introduction

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. The earth's crust consists of about 20 rigid plates that move slowly past one another. The motion of these plates squeezes and stretches rocks at the edges of the plates. If the force becomes too great, the rocks rupture (break) and shift. These ruptures are called *faults*. Quakes cannot be predicted, but occur most often along *faultlines* in the earth's crust.

Earthquakes can cause buildings and bridges to collapse; disrupt gas, electric and phone service; and sometimes trigger landslides, avalanches, flash floods, fires and high, destructive waves (tsunamis).

An earthquake begins at a *hypocenter* and from there the rupture front travels along the *fault*. The amount of damage to structures does not depend solely on how hard they are shaken. *Proximity* to the fault is a very important factor. Certain soil conditions greatly amplify the earthquake. Waves travel at different speeds in different kinds of rock. The looser and thicker the soil is, the greater the amplifications will be. Earthquake waves die off as they travel through the earth, so earthquake shaking becomes less intense from the fault. "Jolts" are felt near an earthquake, whereas "rolling motions" are experienced farther away. *Magnitude* is a measurement of energy produced by the earthquake and is not what one feels during the event.

The *Richter Scale* is a logarithmic measurement of the amount of energy released by an earthquake. Earthquakes below 4.0 usually do not cause any damage, and earthquakes below 2.0 usually cannot be felt. An earthquake which measures more than 5.0 on the scale can cause damage. A magnitude 6.0 earthquake is considered strong and a magnitude 7.0 is a major earthquake.

Earthquakes typically come in clusters. In any earthquake cluster, the largest one is called the *mainshock*; anything before it is a *foreshock* and anything after it is an *aftershock*. Part of living with earthquakes is living with aftershocks. A mainshock can become a foreshock if a later event is larger. The most likely time for a mainshock is within the first hour, and after three days, the risk is almost gone.

Earthquake Preparation

An evaluation of the region and its historical incidents of earthquakes should reflect the likelihood of future earthquake. The level of potential exposure will dictate the degree of attention needed to respond to such an event.

Buildings and Structures:

If a facility is located in an area with a history of earthquakes, it is advisable to assess the stability of the structure and to ensure that it is properly reinforced and meets all codes.

Equipment and Furnishings:

1. Strap rows of multiple file cabinets, mainframes, bookcases, etc. together. High racks should be secured together on top and to the floor on bottom.
2. Secure desktop computers and typewriters.
3. Keep computer CPU's on the floor next to their workstations.
4. Secure cabinet doors with positive latches.
5. Store hazardous materials as directed by the manufacturer (MSDS) and ensure that all employees are aware of their hazardous nature and storage requirements.
6. Secure freestanding, moveable partitions.
7. Secure anything above desktop level. Seen and unseen objects overhead and above suspended ceilings may pose hazards to workers below.

Equipment and Furnishings: - continued

8. Check for diagonal bracing wires suspended in ceilings.
9. Ensure proper restraining of “stem” light fixtures and fluorescent light panels.
10. Secure attached decorative ceiling panels, spotlights, speakers, air conditioning units, etc.
11. Check above suspended ceilings for poorly attached ducts, cables, etc.

Electrical Equipment:

Shock hazards exist if unsecured electrical equipment breaks its connection or exposes its energized lines. Unsecured equipment may short out power.

1. Secure all electrically powered equipment.
2. Have back-up power generator for emergency lighting and to protect computer against data loss. Ensure that generators, their fuel tanks, battery packs, and fuel lines are properly secured.
3. Secure emergency lighting.
4. Secure telecommunication equipment, switches, and control boxes.

Plant Equipment:

Loss of plant equipment may prevent business continuing after a quake. Secure water heaters, furnaces, boilers, fans, pumps, heating, ventilating, air conditioning equipment, and the ducting or pipes that are associated with them.

Hazardous Materials:

Unsecured or improperly stored hazardous materials may force closing an otherwise undamaged building.

1. Secure large containers of production chemicals or cleaning supplies.
2. Ensure that all toxic items are in the correct container and properly labeled.
3. Ensure that all employees know what to do in case of a spill.

4. Keep all large containers or vats or toxic, hot, or hazardous items covered to prevent surging in an earthquake.

Employees:

As for other natural disaster scenarios, establish an employee education and awareness program for both work and home. Encourage family involvement with natural disaster preparedness.

During an Earthquake

- Instruct employees to duck under a desk, bench or sturdy table. Stay away from windows, bookcases, file cabinets and heavy objects that could fall. Watch out for falling plaster and ceiling tiles. Stay undercover until the shaking stops, and hold onto your cover. If it moves, move with it.
- If employees are not near a desk or table, instruct them to move against an interior wall and protect the head by covering with the arms. Do not use elevators. Do not be surprised if alarms or sprinkler systems come on.
- If employees are on a sidewalk near a building, duck into a doorway for protection from falling debris.
- If employees are outdoors, move to a clear area away from trees, signs, buildings, electrical wires and poles.
- If employees are driving, pull over to the side of the road and stop. Avoid overpasses, power lines and other hazards. Stay inside the vehicle until the shaking is over.
- If an employee is in a wheelchair, he/she should stay in it. Move to cover, if possible, lock the wheels and protect the head with the arms.

After the Earthquake

- Be prepared for aftershocks, and plan to take cover when they occur.
- Check for injuries. Give first aid, as necessary.
- Avoid broken glass
- Check for fire. Take appropriate precautions. Trained/authorized employees should take appropriate actions.
- Designated trained, authorized personnel should check gas, water, fire suppression systems and electric lines. If damaged, shut off service. If gas is leaking, do not use matches, flashlights, appliances, or electric switches. Open windows, leave building and report to gas company.
- Replace all telephone receivers, and use for emergency calls only.
- Tune to the emergency broadcast station on radio or TV. Listen for emergency bulletins.
- Stay out of damaged buildings.

Local Management Responsibilities

Plant Managers

- Ensure all contingency and action plans for earthquake activity are in place.
- Ensure that all emergency response and voluntary personnel are identified and trained.
- Provide guidance, allocate money for equipment, materials and provisions to adequately implement the plan's procedures.
- Notify employees of administrative actions, along with current information regarding the earthquake.

Production and Warehouse Managers (working with DPRT)

- Identify and evaluate risks in areas of responsibility.
- Develop action plans and priority checklists for materials inventory and equipment to be protected in their area.
- Identify emergency and volunteer personnel and ensure they are adequately trained.
- Ensure that all action plan/steps and priority checklists are followed.

Disaster Preparedness and Recovery Team (DPRT)

- The Facility DPR Team members are appointed by management.
- The Team ensures that:
 - All necessary equipment (communication, cameras, video equipment, manual tools, lanterns, cots, saws, battery operated hand tools, forklift, etc.) and materials (fresh camera film, blank video cassettes, window and door protectors, water, diesel, rope, plywood, 2x4's, 6" masonry screws, batteries, silicone rubber sealant, etc.) for the activity are available.
 - All members of the Disaster Preparedness and Recovery Team are trained in contingency procedures.
 - Using checklists and addendums, make a plant assessment and make necessary arrangements for building repairs, etc.
 - Inspect perimeter.
 - Coordinate tree and shrub pruning that can damage electrical facilities or fences.

Disaster Preparedness and Recovery Team (DPRT) – Continued

- Evaluate the building for structural damage that could contribute to damaging raw, processed or finished product and recommend repairs to upper management.
- Ensure that all Managers, Superintendents and Supervisors have updated copies of the earthquake contingency plan, understand it and provide training to subordinates.
- Ensure that all plant departments have created an earthquake priority checklist and understand their participation in the overall contingency plan.
- Ensure that training is provided to all employees via training sessions, poster, written communications, etc.
- Videotape and take pictures of the facility (annually) for insurance purposes.

After an earthquake:

- Evaluates damages (takes pictures and videos) and estimates costs of repairs.
- Takes action to avoid additional loss and damage minimizing accident risks.
- Notifies governmental agencies in the event of damage or hazards from utilities (broken electrical transformers, poles, fallen electrical wires, broken water/sewer lines, etc.)
- Prepare recovery action plan and submit to upper management.
- Coordinate cleanup and general facility restoration.

Action Plan

1. Management Strategy Meeting – Before an earthquake occurs.
 - a. Members: Planning, Production, Safety, Environmental, Human Resources, Nurses and Finance.
 - b. Agenda
 - Production strategy
 - Review disaster preparedness and recovery program
 - Review budget
 - Agreement with local vendors and suppliers
 - Review communication procedures
 - Media relations
 - Corporate
 - Internal
 - Intraplant
 - Interplant (use of satellite, short wave, cellular or VHF)
 - Review governmental resources
 - Information protection
 - Review loss control coverage
 - Define DPRT (Disaster Preparedness & Recovery Team)
 - Establish earthquake preparedness information center
 - Establish alternate meeting point
 - Update company census per neighborhood and identify contact
 - Video tape and photograph before earthquake event
2. Facility DPRT (Disaster Preparedness & Recovery Team)
 - a. Conduct DPRT refresher training.
 - b. Conduct Plant assessment.
 - c. Identify authorized personnel for earthquake preparedness information center.
 - d. Provide brochures for earthquake activity and identify preparedness status.

3. In the event of an earthquake advisory:
 - a. Plant management and DPRT will meet to discuss probably damage and course of action to be taken to include:
 1. Evaluate production planning and take preventive action to minimize production loss.
 2. The Plant Manager will select the area radio and/or TV stations to keep employees informed.
 3. Human Resources Management will ensure that all employees have information about the radio/TV stations selected.

EARTHQUAKE ADDENDUM

Earthquake Emergency

Materials and Equipment Checklist

NOTE: Store supplies in an easy to find location that has minimal chance of being buried under falling objects.

- Hardhats
- Goggles
- Safety glasses
- Face shields
- Hand gloves
- Ax/Maul (min. 6 lbs.)
- Spare batteries
- Tarp (PVC or canvas)
- Shovels (flat head and pointed)
- Hammer
- Screwdrivers
- Crowbar or Claw tool (36" or longer)
- Broom
- Chainsaw
- Mop
- Carpenter saws
- Squeegees
- Axes
- Water buckets
- Nails
- Cots
- Masonry screws
- Drinking water
- Coils of Role $\frac{1}{4}$ ", $\frac{1}{2}$ ", $\frac{3}{4}$ " (25'-50')
- Flashlights with fresh batteries
- Coil or wire
- Chemical light sticks
- Plastic Sheeting Rolls (4 mil. 10'x25')
- Matches in waterproof container
- Plastic garbage bags (Heavy Duty, 20 gal. or larger)
- Compass
- 20 gal. or larger)
- Dry food
- Small and large plastic bags.
- Fire extinguisher
- Cameras, videos and film
- First aid kit
- Battery powered portable radio
- Ensure an inventory of emergency materials and equipment is available and up to date.
- Ensure a battery radio, flashlight and extra batteries are available at the guardhouse.
- Ensure a cellular phone with two additional charged batteries, and an emergency telephone line that doesn't go through the switchboard, is available.
- Ensure water and other provisions are available to guard and volunteer personnel.
- Ensure an updated copy of the contingency plan is distributed to managers and supervisors.
- Ensure managers and supervisors understand their roles in the contingency plan.
- Ensure every area has an updated copy of their earthquake emergency priority checklist.

Fire often follows an earthquake event:

- Inspect and ensure that all fire protection equipment meets standards and is in proper working order.
- Ensure all emergency lighting and EXIT signs are in proper working order.

Earthquake Emergency Emergency Contacts

Ensure an updated list of all DPRT members, management, and volunteer emergency responders telephone directory is available to management, reception area and the guardhouse.

This list should include:

- Governmental agencies telephones
- Police
- Firemen
- FEMA
- Civil Defense
- Hospitals
- Environmental quality board
- Other emergency agencies
- Sara Lee Corporate DPRT Members
- Division DPRT Members
- Facility DPRT Members
- Volunteer employees
- Employee neighborhood contacts
- Management

**Earthquake Emergency
DPR Team
Disaster Evaluation Checklist**

- ❑ Take corrective actions to avoid fire hazards and other accident risks.
- ❑ Inspect building for structural damage.
- ❑ Inspect building surroundings for objects, broken telephone and electrical cables.
- ❑ Notify electricity, water, and telephone companies as needed.
- ❑ Take photographs and video of all damaged property.
- ❑ Communicate with Plant Manager, if not there, and brief on present situation.
- ❑ Call Recovery Team.
- ❑ Prepare an estimate of damage report for the Vice President of Operations within 24 hours after the Earthquake event.

TORNADOES

TORNADOES

Introduction

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. In the U.S., tornado season is generally March through August, although tornadoes can occur at any time of the year. They tend to occur in the afternoons and evenings: over 80% of all tornadoes strike between noon and midnight. Although tornadoes do occur throughout the world, the United States experiences the most intense and devastating tornadoes.

Fujita-Pearson Tornado Scale

RATING	INTENSITY (miles per hour)	EFFECT
F-0	40-72 mph	Chimney damage, tree branches broken.
F-1	73-112 mph	Mobile homes pushed off foundation or overturned.
F-2	113-157 mph	Considerable damage, mobile homes demolished, trees uprooted.
F-3	158-205 mph	Roofs and walls torn down, trains overturned, cars thrown.
F-4	207-260 mph	Well-constructed walls leveled.
F-5	261-318 mph	Homes lifted off foundation and carried considerable distance, autos thrown as far as 100 meters.

Awareness Information

The *National Weather Service* (NWS) is a primary office of the National Oceanic and Atmospheric Administration (NOAA). It is responsible for all aspects of observing and forecasting atmospheric conditions and their consequences. This includes severe weather and flood warnings.

The *National Weather Service* "Watch" is a message indicating that conditions favor the occurrence of a certain type of hazardous weather. The NWS Storm Prediction Center issues such watches.

Awareness Information - continued

A NWS “Warning” indicates that a hazardous event is occurring or is imminent in about 30 minutes to an hour. Local NWS forecast offices issue warnings on a county-by-county basis.

- Tornadoes may appear nearly transparent until dust and debris are picked up.
- Tornadoes often occur when it is not raining.
- Water spouts are weak tornadoes that form over warm water and are most common along the Gulf Coast and Southeastern states.

An evaluation should reflect the likelihood of a tornado and its effect on the location and in the immediate facility. The level of potential exposure will dictate the degree of caution needed to respond to such an event.

Tornado Preparation

Tornado planning should include:

- Learning about tornado risks in the area. Contact the local emergency management office, local National Weather Service office, or American Red Cross chapter for information.
- Ensuring that a safe area (“tornado haven”) has been designated within the facility where employees can seek refuge when instructed by management. Practice drills are required and records should be maintained according to company guidelines.
- Ensuring that all employees are knowledgeable of the facility’s warning system and designated tornado “havens.”
- Ensuring that emergency supplies/building materials are stocked.

Before a Tornado

- Use a NOAA weather radio with a tone-alert feature to keep informed of watches and warnings in the area.
- Watch for tornado danger signs. Weather clues that may warn of imminent danger include:
 - Dark, often greenish sky (a phenomenon caused by hail) indicating a tornado may develop
 - Wall cloud, an isolated lowering of the base of a thunderstorm
 - Large hail. Tornadoes are spawned from thunderstorms and the most powerful thunderstorms produce large hail
 - Cloud of debris
 - Funnel cloud
 - Roaring noise
 - NOTE: Tornadoes may occur near the trailing edge of a thunderstorm and be quite visible

During a Tornado Watch

- Listen to a NOAA weather radio or specified local radio or television stations for updated information. Tornadoes can change direction, intensity, and speed very quickly.
- Be alert to changing weather conditions.

During a Tornado Warning

- Listen to a battery-powered NOAA weather radio or regular radio for updated information.
- Seek refuge in the designated safe area.
- Use the arms and hands to protect the head and neck from falling or flying objects
- Stay away from windows.
- If traveling by car, go immediately to the basement of a nearby sturdy building or to its most interior wall area. If there is no building nearby, lie flat in a low spot. Use the arms and hands to protect the head.

After a Tornado

- Continue listening to local radio/TV stations or a NOAA weather radio for updated information and instructions.
- Give first aid to any injured persons.
- Assist any trapped persons.
- Be alert to fallen power lines, broken gas lines. Report them to the utility company immediately.
- Stay out of damaged buildings until an assessment (re: structural safety) is complete.
- Look for fire hazards.
- Evaluate electrical system damage.

Local Management Responsibilities

Plant Managers (working with DPRT):

- Ensure all contingency and action plans for the tornado season are in place.
- Ensure that all emergency response and voluntary personnel are identified and trained.
- Ensure that a team is organized to monitor action taken before, during and after the tornado event.
- Provide guidance, allocate money for equipment, materials and provisions to adequately implement the procedure.
- Notify employees of administrative actions, along with current information regarding the tornado event.

Production and Warehouse Managers (working with DPRT):

- Evaluate and identify risks in areas of responsibility.
- Develop action plans and priority checklists for materials inventory and equipment to be protected in order to minimize loss in their area.
- Identify emergency and voluntary personnel and ensure they are adequately trained.
- Ensure that all steps of action plans and priority checklists are followed.

Responsibilities - continued

Disaster Preparedness and Recovery Team (DPRT)

- The team members are appointed by management.
- As the season begins, the team ensures that:
 - All necessary equipment (communication, cameras, video equipment, manual tools, flashlights, cots, saws, battery operated hand tools, forklift, etc.) and materials (fresh camera film, blank video cassettes, window and door protectors, water, diesel, raincoats, rope plywood, 2/4's, 6" masonry screws, batteries, silicone rubber sealant, etc.) are available.
 - All members of the Disaster Preparedness and Recovery Team (DPRT) are trained in contingency procedures.
 - Trees and shrubs that can damage electrical facilities or fences are pruned.
 - All loose materials are discarded or stored in adequate receptacles.
 - All storm water drains are cleaned of debris.
 - The building is evaluated for structural damage that could give to wind forces or excessive rain damaging raw, processed or finished product, and recommend repairs to upper management.
 - All Managers, Superintendents and supervisors have updated copies of the tornado contingency plan, understand it and provide training to subordinates.
 - All plant areas have their tornado priority checklist and understand their participation in the contingency plan.
 - Training is provided to all employees via training sessions, posters, written communications, etc.
 - As the tornado season begins, videotapes and pictures of the facility are produced for insurance purposes.

Responsibilities - continued

- After a tornado event the DPRT:
 - Evaluates damages (takes pictures and videos and estimates costs of repairs).
 - Takes action to avoid additional loss and damage minimizing accident risks.
 - Notifies governmental agencies in the event of damage or hazards from utilities (broken electrical transformers, poles, fallen electrical wires, broken water/sewer lines, etc.)
 - Prepares recovery action plan and submit to upper management.
 - Coordinates clean-up and general facility restoration.

Tornado Emergency – AFTER Impact

Management and DPRT activities will be resumed during the next morning after the weather bureau and local agencies have declared that the storm has passed and is safe to transmit the return to work order.

1. The Facility DPRT, volunteer employees and other identified voluntary personnel who live within a 1-mile radius will meet at the facility and will:
 - a. Evaluate damage
 - b. Estimate cost of repairs
 - c. Estimate recovery time
 - d. Prepare recovery action plan
 - e. Will call upon upper management and loss control representatives
 - f. Manage media and communications
2. Human Resources management will:
 - a. Notify employees, by pre-designated radio/TV stations, when start up will occur in which shift
 - b. Will survey damages within workforce and coordinate emergency relief with Corporate DPRT as needed
3. Information management:
 - a. Only the Human Resources Director or the Vice President of Operations or other authorized personnel are allowed to provide information to the news media
 - b. The Plant Manager will select the area radio and/or TV stations to keep employees informed
 - c. Human Resources management will ensure that all employees have information about the TV/radio stations selected

TORNADO ADDENDUM

Tornado Emergency

Materials and Equipment Checklist

- Hardhats
- Goggles
- Safety glasses
- Face shields

- Hand gloves
- Cots
- Drinking water
- Raincoats
- Boots
- Flashlights with fresh batteries
- Canned food
- Fire extinguisher
- Blankets
- First aid kit
- Battery powered radio
- Spare batteries
- Plywood
- 2x4's
- Duct tape

- Masking tape
- Sandbags
- Waterproof tarp
- Manual and battery powered hand
Held tools
- Shovels
- Chainsaw
- Carpenter saws
- Axes
- Nails
- Masonry screws
- Rope
- Coil or wire
- Mops
- Squeegees
- Water buckets
- Cameras, videos and film
- Highway map to follow storm
Movement from weather
bulletins

- Ensure an inventory of emergency equipment and materials is available and up to date.
- Ensure a battery radio, a lantern and extra batteries are available at the guardhouse.
- Ensure a cellular phone with two additional charged batteries, and an emergency telephone line (that doesn't go through the switchboard) is available.
- Ensure water and other provisions are available to guard and voluntary personnel.
- Ensure an updated copy of the contingency plan is distributed to managers and supervisors.
- Ensure managers and supervisors understand their roles in the contingency plan.
- Ensure every area has an updated copy of their tornado priority checklist.

Tornado Emergency

Building Assessment

A. External building evaluation:

- ❑ Collect, store or discard all loose materials.
- ❑ Ensure equipment anchors are in place (roof and floor level)
- ❑ Provide anchorage to equipment that can be lifted or otherwise damaged by tornado winds.
- ❑ Remove all loose materials from roof.
- ❑ Ensure all roof gutters and drains are clean and unclogged.
- ❑ Ensure oil, paint and other containers are in appropriate enclosures or discarded.
- ❑ Ensure all external gas cylinders are secured.
- ❑ Prune trees and shrubs that can damage electrical and communication lines or perimeter fence.
- ❑ Evaluate external structure damage such as broken windows, non-operating roll up doors, etc.

B. Internal building

- ❑ Verify electric panels are properly identified and safe.
- ❑ Inspect doors and windows that can be vulnerable to the winds and heavy rain.

C. Fire protection

- ❑ Inspect all fire protection equipment and ensure they are working properly:
- ❑ Inspect water tank reservoirs
- ❑ Inspect valves
- ❑ Inspect pipes
- ❑ Inspect control panels
- ❑ Inspect extinguishers
- ❑ Inspect fuel
- ❑ Inspect all emergency lighting, EXIT signs and equipment. Ensure all are in good working conditions.

D. Emergency generators

- ❑ Ensure it is fueled at all times not less than 90% of its capacity.
- ❑ Verify batteries, oil, etc., ensure it is in good working condition and necessary inventory is on hand.

E. Combustible fuel containers and tanks

- ❑ Ensure they are adequately anchored.
- ❑ Ensure all grounding is intact and in place.
- ❑ Ensure all exposed parts are protected from flying debris.

Tornado Emergency

Emergency Contacts

Ensure an updated list of all team members, management, and volunteer emergency responders is available to management, reception area and the guardhouse.

This list should include:

- Governmental agencies telephones
- Police
- Firemen
- FEMA
- Civil Defense
- Hospitals
- Environmental quality board
- Other emergency agencies
- Sara Lee Corporate DPRT Members
- Division DPRT Members
- Facility DPRT Members
- Volunteer employees
- Employee neighborhood contacts
- Management

Tornado Emergency General Checklist

Emergency actions to be taken by maintenance, mechanics, production and other designated personnel:

A. Maintenance and Mechanics: (If there is time.)

- Reinforce all doors, windows and roofing as needed.
- Secure any loose material or equipment left outside of the building.
- Close and disconnect all gas cylinders, secure with covers, take to appropriate containment or bring inside building to a designated area.
- Ensure drinking and potable water is available.
- Provide a copy of plant master key to security guard.
- Take necessary precautions to reduce fire hazard.
- Disconnect or de-energize all equipment using circuit breakers.
- Assist production personnel in securing product as needed.
- Ensure all windows are closed and secured.
- Ensure all flammable materials are in appropriate containers and adequately stored.
- Ensure propane gas tank is isolated, closing the building intake valve, closing the tank feed valve, and if possible, physically disconnect from building intake.
- Ensure all emergency equipment is available.
- Ensure an updated list of all maintenance and mechanics is available.

B. MIS personnel:

NOTE: All computer systems and peripherals must be turned off and adequately disconnected.

- Ensure previous communication is provided to users on how to correctly turn off the system.
- Ensure all computer is adequately secured before being disconnected.
- Ensure all computer equipment is adequately protected.
- Ensure all updated contact list of all MIS employees is available.

Tornado Emergency

General Checklist

C. Warehouse

Company Cars and Trucks:

- ❑ Ensure company vehicles and trailers with product are moved away from the hazard area, if possible.
- ❑ If vehicles cannot be moved in time, protect car and truck windshields and side windows.
- ❑ Ensure all trailers left on the yard are parked along side one another, and use the building as a buffer.

Doors, Windows and Roll Up Doors:

- ❑ Rolling doors must be closed and chain secured with padlocks.
- ❑ All windows must be secured/protected.

Forklifts and Pallet Jacks

- ❑ Recharge all forklift batteries.
- ❑ Ensure a forklift is identified for emergency use only.

E. Accounting, finance and general offices

- ❑ Ensure all sensitive documents, diskettes, etc., are protected and stored in a safe place.
- ❑ Ensure all office equipment is moved to space away from the tornado hazard.
- ❑ Ensure an updated contact list of all employees is available.

**Tornado Emergency
DPR Team
Disaster Evaluation Checklist**

- ❑ Take corrective actions to avoid fire hazards and other accident risks.
- ❑ Inspect building for structural damage.
- ❑ Inspect building surroundings for objects, broken telephone and electrical cables.
- ❑ Notify electricity, water, telephone companies as needed.
- ❑ Take photographs and video of all damaged property.
- ❑ Communicate with Plant Manager, if not there, and brief on present situation.
- ❑ Call Recovery Team.
- ❑ Prepare an estimate of damage report for the Vice Present of Operations within 24 hours after the tornado event.

EXAMPLE OF A TORNADO PROCEDURES – OAK SUMMIT LOCATION

Definition:

Tornado Watch-A TORNADO MAY DEVELOP; “KEEP A “WATCH” OUT FOR ONE”

Tornado Warning-A TORNADO HAS BEEN SPOTTED AND MAY BE IN OUR AREAD. This type of report will be monitored closely and the signal initiated to move to the “Tornado Safe” Zones.

General Precautions:

Always leave the outside building wall offices, and move to the “Tornado Safe” Zones, closing the office door as you leave. Move away from any window.

Seek interior spaces as directed by the Tornado Floor Plans. This includes Bathrooms, Break rooms, Interior Conference Rooms, Copy Rooms, Closets, and Stairwells.

Use the stairwells as safe zones. Do not use the elevator.

Building Services, Safety, and Security are equipped with a “Weather Alert” Radio. The National Weather Service broadcasts “watches” and “warnings” on this radio. When the radio “alarms”, the broadcast will be monitored to determine the type and severity of weather being broadcasted and the area affected by the impending weather.

When the National Weather Service issues a “Tornado Watch” for our area, Security will notify Building Services and the Emergency Management Team. All Section Captains will be notified and will remain on “Standby” until the National Weather Service removes the Tornado Watch.

If a “**Tornado Warning**” is issued or a tornado has been spotted, Building Services and Security will alert the Section Captains to activate the notification plan and signal all associates using their “Tornado Whistles”. The Section Captains will sound a non-interrupted burst from their “Tornado Whistle” that should last for several seconds duration. Multiple blasts of several seconds duration will be sounded as the Section Captain walks through their area to assure everyone hears the signal.

Upon hearing the “Tornado Whistle” all associates are to move to the “Tornado Safe” Zones, as indicated by the color shaded building floor plans. Building Services and Security may use Bullhorns in conjunction with the Tornado Whistles used by the Section Captains to assist in issuing the warning.

The “Tornado Safe” zones are indicated by Yellow and Blue shading on the building floor plans posted throughout Oak Summit. (The plans also can be found on InSite by opening the following link: <http://hpintranet/intranet/tornadodrill/TornadoDrill.htm>. The Concourse, First and Second floors have Yellow section that indicates the safer area to be is you are unable to leave these floors and move to a Yellow area in the building. The stairwells have been designated as “Tornado Safe” zones.

- Associates on the Fourth Floor – Evacuate the floor using the stairwells and the Yellow area on the Second Floor. If time does not permit and you must stay on the Fourth Floor, remain in the Blue area.
- Associates on the Third Floor – Evacuate the floor using the stairwells and go to the Yellow area on the First Floor. If time does not permit and you must stay on the Third Floor, remain in the Blue area.
- Associates on the Second, First, and Concourse levels, move to the Yellow areas indicated for that level.

All Associates must remain in the “Tornado Safe” zones until Building Security and/or Building Services gives the “All Clear”. The “All Clear” will be announced by the use of a bullhorn.

Once the “All Clear” is given, all associates will return to their work areas. Building Security will document all incidents from the Tornado Emergency.

FLOODS

FLOODS

Flooding is natural phenomenon, the most common and widespread of all natural hazards. Periodically, rain and melting snow cause rivers to rise and streams and lakes to overflow their banks onto adjacent land areas (and plains). Homes, businesses and communities have unwisely been built in flood plains. Development of flood plains has resulted in continual, and often times, severe social and economic loss.

Traditionally, planning for floor control has focused on protecting existing development through structural works, such as dams, levees, etc. These approaches are expensive, and not totally effective in reducing flood damages. Despite considerate expenditure on flood control works, annual damages due to flooding are continually on the rise.

When a Sara Lee facility is located in a flood-hazard area, advance planning is imperative. Being prepared means that the business and community can continue to function and individuals can avoid the traumatic disruption of their daily lives.

Definitions:

Flood watch means a flood is possible in the area.

Flood warning means flooding is already occurring or will occur soon in the area.

Flash flood is a sudden, violent flood.

100-year flood means there is 1% possibility that this particular area will be flooded in any one year. It is possible to have a 100-year flood more than once in the same year.

Base flood elevation is the height that flood waters in a particular area have a 1% possibility of reaching or exceeding in a given year at that particular location.

Special flood-hazard areas are areas on a FEMA flood map that are at high risk of flooding.

National Weather Service is a primary office of the National Oceanic and Atmospheric Administration. It is responsible for all aspects of observing and forecasting atmospheric conditions and their consequences.

Preparation

Before Flooding Occurs

- Determine whether the location is in a flood-prone area.
- Determine whether the property is above or below the flood stage water level.
- Learn about the history of flooding in the area.
- If the location is in a frequently flooded area, stock pile emergency building materials.
- Ensure check valves are installed in building sewer traps to prevent flood waters from backing up in sewer drains.
- Plan and practice an evacuation route.
- Contact the local emergency management office or local American Red Cross chapter for a copy of the community flood evacuation plan.
- Develop an emergency communication plan.

During a Flood Watch

- Utilize a battery operated radio for the latest storm information.
- Bring outdoor equipment, etc., inside.
- Ensure that all trailers and company vehicles have been moved out of the risk zone.
- Turn off all utilities at the main switch and close the main gas valve if instructed to do so by local authorities.
- Be prepared to evacuate.

During a Flood

- Use battery-operated radio or television to get the latest emergency information.
- Get pre-assembled emergency supplies.
- If told to leave, do so immediately.

After a Flood

- Flood dangers do not end when the water begins to recede. Do not return to facilities until authorities indicate it is safe to do so.
- Stay out of buildings if flood waters remain around the building.

Local Management Responsibilities

Plant Managers

- Ensures that all contingency and action plans for flooding are in place.
- Ensures that all emergency response and voluntary personnel are identified and trained.
- Ensures that a team is organized to monitor action taken before, during and after the flood event.
- Provides guidance, allocate money for equipment, materials and provisions to adequately implement the procedure.
- Notifies employees of administrative actions along with current information regarding the flood event.

Production and Warehouse Managers

- Evaluate and identify risks in areas of responsibility.
- Develop action plans and priority checklists for materials inventory and equipment to be protected in order to minimize loss in their area.
- Identify emergency and voluntary personnel and ensure they are adequately trained.
- Ensure that all steps of action plans and priority checklists are followed and accounted for.
- Identify forklift(s) that will be used in the flooding emergency.

Disaster Preparedness and Recovery Team (DPRT)

- The Facility DPR Team members are appointed by management.
- As the season begins, the team ensures that:
 1. All necessary equipment (communication, cameras, video equipment, manual tools, flashlights, cots, saws, battery operated hand tools, forklift, etc.) and materials (fresh camera film blank video cassettes, window and door protectors, water, diesel, raincoats, rope, plywood, 2x4 s, 6 masonry screws, batteries, silicone rubber sealant, etc.) are available.
 2. All members of the Disaster Preparedness and Recovery Team are trained in contingency procedures.
 3. Using checklists and addendums, make a plant assessment and make necessary arrangements for building repairs, etc.

Local Management Responsibilities - continued

4. Inspect perimeter.
5. Coordinate tree and shrub pruning that can damage electrical facilities or fences
6. Recover all loose materials to be discarded or stored in adequate receptacles.
7. Evaluate the building for structural damage that could contribute to damaging raw, processed or finished product and recommend repairs to upper management.
8. Provide all Managers, Superintendents and Supervisors an updated copy of the flood contingency plan, and assist them in training subordinates.
9. Assure that all plant areas have their flood priority checklist and understand their participation in the contingency plan.
10. Assure that training is provided to all employees via training sessions, poster, written communications, etc.
11. Take videotapes and pictures of the facility for insurance purposes (annually).

After a Flooding Event

1. Evaluate damages (takes pictures and videos) and estimates costs of repairs.
2. Take action to avoid additional loss and damage minimizing accident risks.
3. Notify governmental agencies in the event of damage or hazards from utilities (broken electrical transformers, poles, fallen electrical wires, broken water/sewer lines, etc.)
4. Prepare recovery action plan and submit to upper management.
5. Coordinate cleanup and general facility restoration.

Action Plan

1. Management Strategy Meeting — Before a flood occurs
 - a. Members: Planning, Production, Safety, Environmental, Human Resources, Nurses and Finance
 - b. Agenda
 - Production strategy.
 - Review disaster preparedness and recovery program.
 - Agreement with local vendors and suppliers.
 - Review communication process.
 - Media relations
 - Corporate
 - Internal
 - Intraplant
 - Interplant (use of satellite, short wave, cellular or VHF)
 - Review governmental resources.
 - Information protection.
 - Review loss control coverage.
 - Define DPRT (Disaster Preparedness & Recovery Team).
 - Establish flood preparedness information center.
 - Establish alternate meeting point.
 - Update company census per neighborhood and identify contact.
 - Video tape and photograph before flood.
2. Facility DPRT (Disaster Preparedness & Recovery Team)
 - a. Conduct DPRT refresher training.
 - b. Conduct Plant assessment.
 - c. Identify authorized personnel for flood preparedness information center.
 - d. Provide brochures for flood and flash floods and identify preparedness status.

Flood — BEFORE Impact

1. Plant management and Prep. Team will meet to discuss probably damage and course of action to be taken to include:
 - a. Evaluate production planning and take preventive action to minimize production loss.
 - b. Evaluate avenues of approach in the need to shut down operations or in the event that recovery time is extended.
 - c. Develop a forecast and a work plan for plant start up after the flood event.
2. Managers will call upon previously identified emergency and voluntary personnel, designating employees to follow up on actions indicated in the flood emergency priority checklist (developed beforehand by area manager).
3. All flood emergency priority checklists will specify necessary actions to protect equipment and materials of a specific department.
4. Engineering and Safety Managers will follow National Weather Service broadcasts and relay information to management regarding current storm/flooding risks.
5. Human Resources management will coordinate:
 - a. Water supplies
 - b. Flood supplies
 - c. General provisions
 - d. Communications
 - e. Rest and hygiene areas for Prep. And Restoration Teams, Security Guards and volunteers.
6. DPRT advises management of need to shut down operations, ensuring enough time is provided for employees to safely return to their homes.
7. DPRT advises employees to follow instructions provided by local emergency agencies.

Flood — BEFORE Impact — continued

8. Human Resources Management will provide preliminary information to employees that includes:
 - a. When the plant is shutting down.
 - b. Estimated return to work.
 - c. Radio/TV stations where return to work communications will be offered.
9. Plant Manager will give the order to shut down after being advised by the Human Resources Management or at his/her own discretion.

Flood — DURING Impact

1. Security guard and volunteer personnel will:
 - a. Stay in designated post/shelter, following weather broadcast until instructed to evacuate.
 - b. Will evaluate without taking any risk to their own lives, internal building integrity and take action to avoid damage to product or facility in general.
 - c. Notify the engineering and safety manager of any abnormality, who in turn will relay to management.
 - d. Not allow access to the facility until an all clear is provided by the NWS and plant management.

Flood — AFTER Impact

Management and DPRT activities will be resumed during the next morning after the weather bureau and local agencies have declared it is safe to transit.

1. The Facility DPRT, volunteer employees and other identified voluntary personnel who live within a 1-mile radius will meet at the facility and will:
 - a. Evaluate damage.
 - b. Estimate repairs and costs.
 - c. Estimate recovery time.
 - d. Prepare recovery action plan.
 - e. Will call upon upper management and loss control representatives.
 - f. Manager media and communications.

Flood — AFTER Impact — continued

2. Human Resources Management will:
 - a. Notify employees, by pre-designated radio/TV stations, when startup will occur and during which shift.
 - b. Survey damages within workforce and coordinate emergency relief with Corporate DPRT as needed.

3. Information Management
 - a. Only the Human Resources Director, the Vice President of Operations or other authorized personnel are authorized to provide information to the news media.
 - b. The Plant Manager will select the most appropriate area radio/TV station to keep employees informed.
 - c. Human Resources management will ensure that all employees have information about the radio/TV stations selected.

BOMB THREAT

Although bomb threats are delivered in many ways, the majority of these threats are called in directly to the target. There are also bomb threats made by a third party.

Bomb threats are reported for two reasons:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed, and he/she wants to minimize personal injury or property damage. The call may be the person who placed the device or someone who has become aware of such information,
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the Building.

It is important to get as much information as possible: *(see attached checklist)*

1. Ask where the bomb is located and what kind it is
2. Ask when the bomb will go off
3. Ask why the bomb was set

While the majority of these calls are false alarms and meant only to disrupt the work of a person or company, at no time should any call be regarded as just another false alarm.

When a call is received you should follow these guidelines:

1. Remain Calm!
2. Keep the caller on the line as long as possible.
3. If possible, signal a co-worker to dial the local emergency or police phone number (911 in the U.S.). Tell the 911 operator to have the call traced. Be sure to use the street address, not the building name.
4. Obtain as much information from the caller as possible.
 - a. Time bomb is to explode.
 - b. Location of bomb.
 - c. Description of bomb.
 - d. Time call is received.
 - e. Exact wording used by caller. (Write it down if possible.)
 - f. Voice of caller (male, female, dialect, etc.)
 - g. Reason for threat.
 - h. Background noise.
5. The attached checklist may be useful in helping you record exactly what the caller is saying.
6. After the caller hangs up, call the building office or designated manager immediately to report the threat.
7. The decision to evacuate is ordinarily a management decision unless physical evidence of a bomb is found.

8. If you determine that your employees and visitors are in imminent danger, and you cannot reach the designated manager by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move to the nearest stairwell or evacuate your personnel.

Physical Evidence of a Bomb:

In the event that you discover an item that you suspect to be a bomb, do the following:

1. Call the designated emergency agency. Be sure to use the address street address when speaking with the operator.
2. After phoning the emergency agency, contact the designated manager immediately.
3. Do not touch the item in any manner.
4. Do not use radio equipment to transmit messages.
5. Inspect your work area, but do not touch or remove any suspicious objects.
6. Do not smoke!
7. If you determine that your employees and visitors are in imminent danger — and you cannot reach the designated manager in a reasonable length of time — you may determine it prudent to exercise your independent judgment and move to the nearest stairwell or evacuate your personnel.

CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

TIME AND DATE REPORTED: _____

HOW REPORTED: _____

EXACT WORDS OF CALLER: _____

NUMBER ON CALLER I.D.: _____

QUESTIONS TO ASK:

- a) When is the bomb going to explode?

- b) Where is the bomb right now?

- c) What kind of bomb is it?

- d) What does it look like?

- e) Why did you place the bomb?

- f) What will cause it to explode?

- g) Where are you calling from?

TIME CALLER HUNG UP _____ **LENGTH OF CALL** _____

DESCRIPTION OF CALLER S VOICE: (circle choices)

Calm	Angry	Excited	Slow	Rapid	Soft
Loud	Laughter	Crying	Normal	Distinct	Slurred
Nasal	Stutter	Lisp	Raspy	Ragged	Deep
Disguised	Accent	Familiar	Nervous	Sincere	Broken
Clearing Throat	Deep Breathing				

IF FAMILIAR, WHO DID IT SOUND LIKE? _____

CHECK LIST WHEN YOU RECEIVE A BOMB THREAT cont.

BACKGROUND SOUNDS: (circle choices)

Street Noises	Crockery	Voices	PA System
Office Machinery	House Noises	Motors	Music
Factory Machinery	Animal Noises	Clear	Static
Phone Booth	Long Distance	Local	Other: _____

THREAT LANGUAGE: (circle choices)

Foul	Irrational	Incoherent	Taped
Well-spoken	Educated	Message read by threat maker	

REMARKS:

YOUR NAME, LOCATION, PHONE NUMBER:

TERRORISM

A GUIDE TO PREVENTING TERRORISM IN TENNESSEE

Domestic Preparedness

What is Terrorism?

Terrorism is no longer reserved for remote countries or international boundaries. The new threat, as we have witnessed, is the emergence of terrorism within the borders of the United States, such as the bombing at the World Trade Center and in Oklahoma City. Even in the State of Tennessee, threats of terrorist incidents are on the rise.

Definition:

According to the Federal Bureau of Investigation (FBI), terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.

What do terrorists do?

Terrorists may use a wide range of weaponry, and effects can vary — from loss of life and injuries to property damage and service disruptions (electricity, water supply, public transportation, and communications).

What is TEMA?

- The Tennessee Emergency Management Agency (TEMA) is committed to developing measures to protect public health and safety, restore essential services, and provide emergency relief to local governments, businesses, and individuals affected by the consequences of terrorism.
- Planning for, training, and exercising emergency first responders and support agencies at the state and local level is TEMA's primary focus in reducing the risk of terrorism.

Nature of Terrorism

While we can never predict what target a terrorist will choose, we do know some of the factors terrorists use when selecting a target.

- Terrorists often choose targets that offer little danger to themselves areas with relatively easy public access.
- Terrorists look for visible targets airports, large cities, major events, resorts, and other high-profile landmarks where they can avoid detection before and after an attack.

- Terrorists commonly use bombs as a weapon of choice.
- Terrorists aim to achieve large numbers of victims, high media attention, or mass panic and public anxiety.
- Terrorists select targets best suited for the type of material being used. For example, some biological agents are not effective in sunlight, while most chemical agents work best indoors with limited airflow.

Reducing the Risk

Physical Security Measures

- Eliminate hiding spaces near facility.
- Provide unobstructed view of the facility.
- Prevent targeted attacks on personnel by not labeling employee parking spots with names.
- Provide maximum separation from facility to outer boundary using physical barriers.
- Provide adequate lighting for the exterior and parking lots.
- Secure utility access.
- Be tidy. Keep the dump-sites clean of excessive trash.
- Install entrance and exit doors with the hinges and hinge pins on the inside to prevent their removal.
- Secure exposed ladders and fire escapes.
- Place the mail room on the perimeter of the facility, because one of the most common ways bombs are delivered is by mail.
- Use security cameras, alarms, and security patrols.

Personal Security Measures

- Remember, anyone can be a victim.
- Keep your car locked, and check your car before getting into it.
- Vary your routine, and if possible, your times of arrival and departure.
- Travel main roads.
- Travel with others when possible. In general, there is safety in numbers.
- Do not frequent high risk areas.
- Do not advertise your schedule, and do not give personal information to strangers.
- Never accept any package from a stranger or leave your luggage unattended.
- Report anything suspicious.
 - In the event you are taken hostage:**
 - Do not call attention to yourself.
 - Do not over or under comply with demands of your captors.
 - Do not complain.
 - Try to have your captor see you as a real person.

HEALTH AND MEDICAL

HEALTH AND MEDICAL

A. Health and medical pre-planning before a disaster occurs:

1. If you live in a potentially natural disaster area, and before a disaster occurs:
 - Take a First Aid course.
 - Prepare a Disaster Supply Kit (suggestions for this kit are provided below).
 - Prepare a First Aid Kit (suggestions for this kit are provided below).
 - Inform employees of the availability to help at the plant, etc.
2. Specific functions for the Occupational Health Nurse after flooding has occurred:
 - Coordinate with the Community Resources, Red Cross, Health Department, etc.
 - Provide wound care for employees.
 - Provide Tetanus/Diphtheria immunizations for employees.
 - Coordinate with the EAP for availability for counseling as needed.
 - Provide disposable dust masks for clean-up.
 - Provide latex gloves/rubber gloves for clean-up.
 - Provide information on water quality, food safety, sanitation and hygiene, and clean-up safety.

B. Disaster Supply Kit

Prepare this well in advance of the natural disaster season(s) and re-check regularly to be sure that everything is in date and readily usable.

- Three-day supply of water (one gallon per person per day).
- Water purifying supplies (chlorine or iodine tablets or unscented, ordinary household bleach (5.25% sodium hypo chlorite))
- Food that won't spoil.
- One change of clothing and footwear per person.
- One blanket or sleeping bag per person.
- First Aid Kit including prescription medicines.
- Emergency tools, including battery powered NOAA weather radio and a portable radio, flashlight and plenty of extra batteries.
- Extra set of car keys, a credit card or cash.
- Special items for infant, elderly or disabled family members.
- Personal hygiene supplies, - soap, toothbrush, toothpaste, sanitary napkins, etc.

C. First Aid Kit

Store the first aid supplies in a toolbox or fishing tackle box so they can be easy to carry and protected from water. Inspect your kit regularly and keep it freshly stocked.

1. Drugs/Medications
 - Hydrogen peroxide to wash and disinfect wounds
 - Antibiotic ointment
 - Individually wrapped alcohol swabs
 - Aspirin and non-aspirin tablets
 - Prescriptions and any long-term medications (keep these current)
 - Diarrhea medicine
 - Eye drops

2. Dressings
 - Band Aids
 - Elastic bandages
 - Rolled gauze
 - Cotton-tipped swabs
 - Adhesive tape roll
 - Clean sheets torn into strips

3. Other First Aid Supplies
 - First aid book
 - Writing materials
 - Scissors
 - Tweezers
 - Thermometer
 - Bar Soap
 - Hand Sanitizer
 - Tissues
 - Latex gloves
 - Sunscreen
 - Paper cups
 - Pocket knife
 - Small plastic bags
 - Safety pins
 - Needle and thread (sewing kit)
 - Instant cold packs for sprains

- Sanitary napkins
- Splinting materials
- Contact lens case and solution (if applicable)
- Disposable dust masks
- Extra glasses
- Insect repellent containing DEET

D. Sanitation and Hygiene

It is critical to practice basic hygiene during the emergency period. Always wash hands with soap and water that has been boiled or disinfected or use a hand sanitizer:

- Before preparing or eating food.
- After toilet use.
- After participating in cleanup activities.
- After handling articles contaminated with floodwater or sewage.

Floodwaters may contain fecal material from overflowing sewage systems, and agricultural and industrial byproducts. Although skin contact with floodwater does not, by itself, pose a serious health risk, there is some risk of disease from eating or drinking anything contaminated with floodwater. If you have any open cuts or sores that will be exposed to flood water, keep them as clean as possible by washing well with soap to control infection. If a wound develops redness, swelling or drainage, seek immediate medical attention to control infection.

In addition, parents need to help children avoid waterborne illness. Do not allow children to play in flood water areas, wash children's hand frequently (always before meals), and do not allow children to play with flood water contaminated toys that have not been disinfected. You can disinfect toys using a solution of one cup of bleach in 5 gallons of water.

E. Food/Water Safety

1. Do not eat any food that may have come into contact with floodwater. Discard any food without a waterproof container if there is any chance that it has come into contact with floodwater. Undamaged, commercially canned foods can be saved if you remove the can labels, thoroughly wash the cans, and then disinfect them with a solution consisting of one cup of bleach in 5 gallons of water. Relabel the cans, including expiration date, with a marker. Food containers with screw-caps, snap-lids, crimped tops (soda pop bottles), twist caps, flip tops, and home canned foods should be discarded if they have come into contact with flood water because they cannot be disinfected. For infants, use only commercially prepared canned baby formula that requires no added water, rather than powdered formulas prepared with treated water.

2. Frozen and Refrigerated Foods:

If your refrigerator or freezer may be without power for a long period:

- Divide your frozen foods among friends' freezers if they have electricity.
- Seek freezer space in a store, church, school, or commercial freezer that has electrical service.
- Use dry ice — 25 pounds of dry ice will keep a 10-cubic-foot freezer below freezing for 3-4 days. (Exercise care when handling dry ice, because it freezes everything it touches. Wear dry, heavy gloves to avoid injury.)

Thawed food can usually be eaten or refrozen if it is still refrigerator cold, or if it still contains ice crystals. To be safe, remember, When in doubt, throw it out. Discard any food that has been at room temperature for two hours or more, and any food that has an unusual odor, color or texture.

Your refrigerator will keep foods cool for about 4 hours without power if it is unopened. Add block or dry ice to your refrigerator if the electricity will be off longer than 4 hours.

3. Water for drinking and cooking:

- a. Safe drinking water includes bottled, boiled, or treated water. The state or local health department can make specific recommendations for boiling or treating drinking water in your area. Here are some general rules concerning water for drinking and cooking:
 - Do not use contaminated water to wash dishes, brush your teeth, wash and prepare food, or make ice.
 - If you use bottled water, know where it came from. Otherwise, water should be boiled or treated before use. Drink only bottled, boiled, or treated water until your supply is tested and found safe.
 - Boiling water kills harmful bacteria and parasites. Bringing water to a rolling boil for 1 minute will kill most organisms.
 - Water may be treated with chlorine or iodine tablets, or by mixing six drops (1/8 teaspoon) of unscented, ordinary household chlorine bleach (5.25 percent sodium hypochlorite) per gallon of water. Mix the solution thoroughly, and let stand for about thirty minutes. However, this treatment will not kill parasitic organisms.

- b. Containers for water should be rinsed with bleach solution before reusing them. Use water storage tanks and other types of containers with caution. For example, fire truck storage tanks, as well as previously used cans or bottles, may be contaminated with microbes or chemicals. Do not rely on untested devices for decontaminating water.

4. Disinfecting Wells

If you have a well and suspect that it has been contaminated, contact your local or state health department or agriculture extension agent for specific advice on getting the water tested and for instructions for disinfecting the well.

F. Clean Up

1. Open windows and doors to ventilate and dry the home.
2. Dry and disinfect all materials inside the house to prevent the growth of mold and mildew.
3. Use a disposable dust mask at all times during the clean up process.
4. Always use latex or heavy rubber gloves when cleaning up after a flood/disaster

Walls, hard-surfaced floors, and many other household surfaces should be cleaned with soap and water and disinfected with a solution of 1 cup of bleach to five gallons of water. Be particularly careful to thoroughly disinfect surfaces that may come in contact with food, such as counter tops, pantry shelves, refrigerators, etc. Areas where small children play should also be carefully cleaned. Wash all linens and clothing in hot water, or dry-clean them. For items that cannot be washed or dry-cleaned, such as mattresses and upholstered furniture, air-dry in the sun and then spray thoroughly with a disinfectant. Steam clean all carpeting. If there has been a backflow of sewage into the house, wear rubber boots and waterproof gloves during cleanup. Remove and discard contaminated household materials that cannot be disinfected, such as wall coverings, cloth, rugs, and drywall.

G. Immunizations

Outbreaks of communicable diseases after hurricanes/floods are unusual. However, the rates of diseases that was present before the disaster may increase because of decreased sanitation or overcrowding among displaced persons. If you receive a puncture wound or a wound is contaminated with feces, soil, or saliva, have a doctor, health department, or the nurses in the plant determine whether a tetanus booster is necessary.

H. Mosquitoes

The large amount of pooled water remaining after a flood will lead to an increase in mosquito populations. Mosquitoes are most active at sunrise and sunset. The majority of these mosquitoes will be pests but will not carry communicable diseases.

To protect yourself from mosquitoes, use screens on dwellings and wear long-sleeved and long-legged clothing. Insect repellants containing 35% DEET are very effective. Be sure to read all instructions before using DEET. Care must be taken when using DEET on small children.

To control mosquito populations, drain all standing water left in containers around the home.

I. Animals

Many wild animals have been forced from their natural habitats by flooding, and many domestic animals are also without homes after a disaster. Take care to avoid these animals because some may carry rabies. Remember, most animals are disoriented and displaced too. Do not corner an animal. If an animal must be removed, contact your local animal control authorities.

Rats may be a problem during and after a flood. Take care to secure all food supplies. Remove any animal carcasses in the vicinity.

If you are bitten by any animal seek immediate medical attention. If you are bitten by a snake, first try to accurately identify the type of snake so that, if poisonous, the correct anti-venom may be administered.

J. Summary

The physical devastation that accompanies hurricanes/floods is enormous. As the floodwaters recede, there may be more threats to your personal health and safety. By taking some basic precautions, you can help prevent many injuries as well as the possibility of some diseases.

In the midst of all this water, remember that heat or cold can play a major role in your personal health. Drink plenty of fluids, avoid caffeine, and do not wait to get thirsty. When possible, take a break, being careful not to get any more exhausted than you already may be. Do not add weather-related health problems like heat stress or hypothermia to your other problems.

The weeks after a disaster are going to be rough. In addition to your physical health, you need to take some time to consider your mental health as well. Remember that some sleeplessness, or anxiety, anger, hyperactive, mild depression or lethargy are normal, and may go away with time. If you feel any of these symptoms acutely, seek some counseling. Your Plant Nurse will help you find the local resources that you may need.

TRAINING

A. General

All employees must have an understanding of the facility emergency action plans, including the natural disaster response plan. It is the responsibility of the facility management to ensure the plan is reviewed and a practice drill is conducted at the following times:

1. Initially when the plan is developed and annually thereafter,
2. Whenever the employee s responsibilities or designated actions under the plan change, and
3. Whenever the plan is changed.

Facility management shall review those parts of the plan which the employee must know to protect the employee in the event of emergency.

B. Facility DPRT

Facility management shall ensure training and education for all DPRT members commensurate with those duties that the team members are expected to perform. This training shall be provided to the DPRT members before they perform emergency activities. Training should be conducted frequently enough to assure that each member is able to perform the assigned functions satisfactorily and in a safe manner. Training shall be provided at lease annually. Practice drills are required and to ensure effectiveness, training should involve those community agencies which are a part of the plan.

INSTRUCTIONAL AUDIT

This checklist is intended to help assess your emergency plan s completeness.

SYSTEM:	YES	NO	COMMENTS
Do you have a policy statement?			
Do you have goals and/or objectives?			
MANAGEMENT PLAN:	YES	NO	COMMENTS
Does the plan specify a team leader?			
Does the plan specify a back-up?			
Does the plan specify who has final decision making responsibility in your facility/organization?			
Does the plan specify a chain of command?			
Are there limitations on the authority of the individual with final decision making responsibilities?			
Do you specify a method to change command during an emergency?			
Does the plan specify the role of function of the			

Corporate and Division Management?			
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INSTRUCTIONAL AUDIT

NOTIFICATIONS:	YES	NO	COMMENTS
Does the plan specify a procedure for notifications of key personnel?			
Does the plan establish a priority for who is notified?			
Does the plan include notification to Division and Corporate Management?			
EMERGENCY NOTIFICATIONS:	YES	NO	COMMENTS
Does the plan include the home phone, cell phone and pager numbers of key staff and how they are distributed?			
Does the plan identify key staff and general staff recall procedures organized by geographic proximity to the location?			
Does the plan call for specific phone system for use in emergencies?			

INSTRUCTIONAL AUDIT

MEDIA:	YES	NO	COMMENTS
Does the plan specify those authorized to release information to the media?			
Does the plan specify the process to coordinate media operations with Division and/or Corporate offices?			
Does the plan address communicating with the local community and organizations?			
Does the plan specify training for the designated management who will be assuming public relations responsibilities?			
Does the plan specify a location for the media on site?			
EVACUATION:	YES	NO	COMMENTS
Does the plan provide details for evacuating each building?			
Does the plan provide for evacuation details, on-site, as well as away from the buildings?			
Does the plan include a procedure for documenting			

changes and updates?			
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INSTRUCTIONAL AUDIT

EVACUATION: - continued	YES	NO	COMMENTS
Does the plan provide for food services and hygienic needs for staff, and rescue workers?			
Does the plan provide security systems and perimeter barricades?			
Does the plan include regularly updated staff emergency-notification lists?			
Does the plan address procedures for handling family members who arrive at the location?			
Does the plan provide copies of blueprints for the facility?			
Include identification of exits, location of fire hoses, extinguishers and fire hydrants?			

INSTRUCTIONAL AUDIT

RISK ASSESSMENT:	YES	NO	COMMENTS
Does the plan provide written recommendations to reduce risks and follow-up procedures for compliance?			
Does the plan identify and evaluate equipment, such as generators, fire extinguishers, and supplies?			
Does the plan provide for building to be easily marked and recognizable?			
Does the plan provide for emergency equipment to be tested quarterly?			
Does the plan provide for staff training to operate the equipment?			
Does the plan provide fuel location for generators and schedule of how often it should be checked?			
LOCATIONS:	YES	NO	COMMENTS
Does the plan specify an equipment supplies area?			
Does the plan specify a command post and alternate?			
Does the plan specify a media room?			

INSTRUCTIONAL AUDIT

LOCATIONS: - continued	YES	NO	COMMENTS
Does the plan identify traffic control points?			
Does the plan identify a triage area?			
Does the plan identify local medical facilities?			
PROCEDURES:	YES	NO	COMMENTS
Does the plan specify record-keeping procedures and responsibilities?			
Does the plan specify procedures to account for staff, volunteers, and emergency workers?			
Does the plan address coordination with local emergency responders?			
Does the plan provide procedures for expenditures for emergency supplies and contractors?			
Does the plan provide procedures regarding hazardous materials removal, stabilization of buildings?			
Does the plan identify alternate storage sites for supplies, equipment, product, as well as security?			

INSTRUCTIONAL AUDIT

PROCEDURES: - continued	YES	NO	COMMENTS
Does the plan include scheduling periodic review, as well as distribution of copies at the location?			
Does the plan identify Employee Assistance Programs available for traumatized employees?			

REFERENCES AND AIDS

Internet Sites

1. www.fema.gov/impact/cities/

This site shows all the Project Impact communities in the country. Project Impact emphasizes public-private partnerships for disaster preparedness/response. Very good contacts and ideas to be gleaned from this site. For each community is listed a community profile, disaster risk, capacity for partnership, etc. Important information to develop a focused disaster preparation plan.
2. www.disasters.org/emgold/sem.htm

Link to state and local emergency management agencies. Very comprehensive.
3. www.disasters.org/emgold/emergency.htm

Gives information on current international disasters. Lists pertinent NGOs (non-government organizations).
4. www.undp.org/erd/

The United Nation s Crisis Prevention and Recovery Site.
5. www.hurricanes98.com

User-friendly hurricane tracking site.
6. www.noaa.gov

Informative site. Frequently requested products and services on-line.
7. www.dola.state.co.us/

Comprehensive site. Great deal of information on floods.