



SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1000

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEFS OF THE MILITARY SERVICES
CHIEF OF THE NATIONAL GUARD BUREAU
COMMANDANT OF THE COAST GUARD
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: DoD Participation in the 2019 National Preparedness Campaign

Effective guardianship of the American people requires our resilience and preparedness. It is the personal responsibility of Service members, DoD civilians, and DoD contractors to ensure your preparedness to respond in support of our mission. An equally important responsibility is ensuring the preparedness, safety, and well-being of your families and dependents. In times of crisis, your family's resilience and preparedness will ensure that you are personally postured to fulfill your national security and warfighter mission responsibilities at home or overseas, secure in the knowledge that, in your absence, your family is safe.

Consistent with the 2017 National Security Strategy and the 2018 National Defense Strategy, the 2019 National Preparedness Campaign, led by the Federal Emergency Management Agency, is an opportunity to build and sustain DoD's culture of preparedness and resilience and to maintain readiness and build a more lethal force. I encourage all commanders and Component Heads to promote and participate in this campaign. You should ensure that your workforce and their families are familiar with the natural and manmade threats we face; how to develop and execute an appropriate response plan; and how to build an emergency kit to ensure our resilience and ability to execute our specific missions.

Please refer to the attached 2019 DoD National Preparedness Campaign Planning Guidance (TAB A) for campaign participation and reporting information, and the DoD Emergency Preparedness Guidance booklet (TAB B).

Patrick M. Shanahan
Acting

Attachments:
As stated



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TAB

A

2019 DEPARTMENT OF DEFENSE NATIONAL PREPAREDNESS CAMPAIGN

Planning Guidance

This document provides resource information to synchronize DoD participation and planning efforts with the Federal Emergency Management Agency's (FEMA) National Preparedness Campaign (including National Preparedness Month in September). This campaign is an opportunity to ensure that our Service members, civilians, staff, families, installations, and organizations take action to prepare and plan ahead for emergencies.

BACKGROUND:

The National Preparedness Campaign, directed by Presidential Policy Directive 8 (PPD-8), National Preparedness, is a "campaign to build and sustain national preparedness, including public outreach and community-based and private-sector programs to enhance national resilience, the provision of Federal financial assistance, preparedness efforts by the Federal Government, and national research and development efforts."

DOD OBJECTIVES:

1. Promote the campaign and amplify the key messages through senior leader engagements, sharing resources, utilization of social media, and internal and public communications channels;
2. Participate in the campaign by taking action to make DoD installations, Components, and the DoD workforce and their families more resilient to, and prepared for, emergencies and disasters by tailoring and emphasizing hazards, threats, preparedness topics, and activities relevant to your local area, installation, and missions;
3. Work with partners and stakeholders (both internal and external to DoD) to participate in preparedness activities, exercises, drills, training events, and other initiatives; and,
4. Complete DoD's after-action questionnaire online by December 17, 2019; and register National Preparedness Campaign participation.

2019 NATIONAL PREPAREDNESS MONTH: Schedule of Weekly Themes

Check for updates at: <https://www.ready.gov/september> for FEMA's 2019 National Preparedness Month's weekly themes.

WAYS TO PARTICIPATE IN NATIONAL PREPAREDNESS CAMPAIGN

All DoD Components are requested to participate in the campaign to strengthen the preparedness of organizations, employees, families, and individuals:

- ☐ Learn about local hazards and conduct drills to practice emergency response actions.
- ☐ Participate in preparedness discussions, training, classes, and seminars.
- ☐ Conduct organization-level, scenario-based continuity of operations tabletop exercises.
- ☐ Assemble or update emergency supplies, plans, and kits.
- ☐ Sign up for local alerts and warnings, and download emergency alert apps.
- ☐ Develop and test emergency communication plans.
- ☐ Collect and safeguard critical documents (e.g., insurance policies, birth records).
- ☐ Document property and obtain appropriate insurance for relevant hazards.
- ☐ Make property improvements to reduce potential injury and property damage.
- ☐ Plan with neighbors to help each other prepare for emergencies, and share resources.

Suggested Actions:

- **Leadership Engagement and Public Service Announcements:** Engage military and civilian leaders to promote National Preparedness Campaign activities through internal correspondence, memorandums, videos, webinars, conferences, and speaking engagements.
- **Social Media and Communications Channels:** Use social media and communications channels to promote the National Preparedness Campaign through websites, newsletters, and social media to reach internal audiences, partners, and stakeholders.
- **Conduct Drills, Events, or Preparedness Activities:** Host preparedness discussions, training, classes, seminars; conduct scenario-based continuity drills; learn about local hazards and threats specific to your geographic location and mission areas; and conduct drills to exercise plans and practice emergency response actions.

Be Counted:

- Complete the 2019 DoD National Preparedness Campaign After-Action Questionnaire to have your participation reported in a final report to the Secretary of Defense:
 - You may access the After-Action Questionnaire through one of the two methods below:
 1. **For users who are internal to the Office of the Secretary of Defense (OSD), but external to OSD Policy, please visit:**
<https://policy.sp.pentagon.mil/mission/hdgs/hdidsca/internal/CBRN/feedback/Pages/DoD-NPM-After-Action-Questionnaire.aspx>, and request access; or you can email this alias, (osd.pentagon.ousd-policy.list.eis-analysts@mail.mil) if requesting multiple users.
 2. **For users who are external to OSD (e.g., Military Services, Combatant Commands), please email** osd.pentagon.ousd-policy.list.eis-analysts@mail.mil with your full name, NIPR DoD email address, and EPIDI (DoD ID number on back of CAC). An external account request will be made (allow 24 to 36 hours for the account to be created). Access to the 2019 DoD National Preparedness

Campaign After-Action Questionnaire will be granted shortly thereafter. You will receive an email notification granting you access. Once your access has been approved, visit:

<https://policy.sp.pentagon.mil/mission/hdgs/hdidsca/internal/CBRN/feedback/Pages/DoD-NPM-After-Action-Questionnaire.aspx>.

- **For all DoD National Preparedness Campaign After-Action Questionnaire Survey Users:** Fill out the survey and click “next” to proceed to the next page (click “previous” if you need to go back a page). On the last page, press “Submit” when you are ready to save your entry and you will receive a pop-up notification informing you that your survey has been saved successfully. *(NOTE: By clicking “submit,” you are saving your inputs, allowing you to visit the page in the future to update, as necessary.)* If you have any questions or concerns, please reach out to us (osd.pentagon.ousd-policy.list.eis-analysts@mail.mil).
- Register for the National Preparedness Campaign on FEMA’s website to be counted as part of the growing community of people who understand that preparedness is a shared responsibility at: www.ready.gov/prepare.

Guidance for Social Media:

- Use public and internal websites to promote participation in the National Preparedness Campaign.
- Use National Preparedness Campaign communications toolkits. These toolkits have messages to share within social networking communities (e.g., Twitter, Facebook, Instagram) and customizable promotional materials: <https://www.ready.gov/september>.
- Showcase your Component’s participation through social media or other communications channels to set an example for other stakeholders and to foster collaboration.
- Use hashtags (#NatlPrep and #PlanAhead) when sharing preparedness tips, actions, events, and National Preparedness Campaign resources with stakeholders.
- Identify and encourage supporters (e.g., Federal Departments and Agencies, organizations, private sector partners) who will help share the message through Twitter, Facebook, Tumblr, and Instagram.

Resources are available at <https://www.dvidshub.net/feature/Preparedness>, www.ready.gov/prepare, and <https://www.ready.gov/calendar> for:

- Defense and Service-related preparedness information and tools.
- Hazard-specific preparedness guides, playbooks, and informational material.
- Tips and information about National Preparedness Month themes, calendar, and links including the digital engagement toolkit with social media content.
- National Preparedness Campaign factsheet, talking points, graphics, videos, links, webinars.
- Links for registering organizations/individuals for participation in National Preparedness Campaign.

TAB

B



DEPARTMENT OF DEFENSE

EMERGENCY PREPAREDNESS GUIDANCE

Department of Defense
Emergency Preparedness Guidance

Message from the Acting Secretary of Defense

From our duty stations, to our classrooms, to our homes, effective guardianship of the American people requires our resilience and preparedness against life's storms, both natural and manmade. In the event of crisis, you and your family's preparedness will be vital to our Department's ability to continue to execute critical national security functions and warfighting missions, both at home and overseas.

This document provides life-saving preparedness guidance, information, and resources on the nature of the threats we face for all Service Members, DoD civilians, contractors, and their families. Study it. Evaluate these threats. Develop and exercise a response plan. Build an emergency kit to ensure our resilience and ability to execute our DoD mission.

As directed by the President in the National Security Strategy, we in DoD must create a culture of preparedness at every level. In this, remember that attitudes are caught, not taught. Demonstrate this readiness for your team. Ensure your workforce and their families are familiar with the nature of the threats they may face.

Recognize that you and your family's resilience and preparedness are integral to maintaining readiness and building a more lethal force.

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THE NATURE OF THE THREATS WE FACE:

The security environment and threats we face require a clear-eyed understanding by all members of the DoD workforce – Service Members, DoD civilians, contractors and their families. The U.S. homeland is no longer a sanctuary and is actually a target for some groups and individuals. Due to the rapid pace of commercial technological advancements, state and non-state actors are realizing lower thresholds to access and adapt technology for evil and destructive purposes. Individually and collectively, we have a responsibility to be knowledgeable, prepared, and resilient against a wide variety of threats, ranging from nation-states, and non-state actors, to natural and manmade hazards.

The central security challenge to the United States comes from nation state actors, primarily China and Russia. This reemergence of long-term, strategic competition between nation-states has replaced terrorism as our primary national security focus.

Rogue regimes in North Korea and Iran are destabilizing regions through their pursuit of nuclear weapons and terrorism.

Non-state actors also threaten the security environment with increasingly sophisticated capabilities. Terrorists, trans-national criminal organizations, cyber hackers, and other malicious non-state actors have transformed global affairs with increased capabilities of mass destruction. Terrorists continue to seek opportunities to execute attacks against our citizens at home and abroad.

New threats to commercial and military uses of space are emerging, while increasing digital connectivity linking all aspects of life, business, government, and military affairs creates significant vulnerabilities. During conflict, attacks against America's critical defense, government, and economic infrastructure must be anticipated. Additionally, malicious cyber activity against personal, commercial, or government infrastructure, as well as political and information subversion, are becoming all too common.

Natural disasters such as hurricanes/typhoons, floods and earthquakes and pandemics do not respect borders. The Department's workforce and families must be prepared and resilient in order to respond quickly in the event of a natural disaster and to help meet the needs of our fellow Americans.

MISSION IMPERATIVE:

MOBLIZATION, DEPLOYMENT, AND FAMILY PREPAREDNESS

“America’s guardians must be ready to respond to any contingency. When called upon, they must be confident their families are prepared and safe, so they can fully devote themselves to accomplishing the mission.”

Patrick M. Shanahan, Acting Secretary of Defense

Mobilization and deployment away from your home duty station in times of a national emergency or crisis present unique challenges to, and confer critical responsibilities upon, the Total Force. As Service Members, DoD civilians, and DoD contractors, it is your personal responsibility to ensure your readiness to respond in support of the mission. An equally important responsibility is ensuring the preparedness, safety, and well-being of your families and dependents. Execution of DoD’s mission-essential activities require planning and preparation. Confidence that your loved ones will be safe and secure in a crisis is a key component of your ability to accomplish the mission. This guidance is designed to help prepare members of the DoD community to take the initiative now to ensure the safety, well-being, and resilience of their families by establishing the highest possible level of preparedness against the threats and hazards you and your family may encounter. In times of crisis, your family’s preparedness will ensure you are personally postured to fulfill your national security and warfighter mission responsibilities at home or overseas, secure in the knowledge that in your absence, your family is safe and secure.

WHAT I NEED TO KNOW:

BE INFORMED ABOUT THE THREATS AND HAZARDS YOU MAY ENCOUNTER

NATURAL HAZARDS:

The types of natural hazards you may face will vary, depending on your geographical location. Examples of natural hazards you may face include:

- Earthquakes
- Floods
- Hurricanes or typhoons
- Landslides or debris flows
- Snowstorms and extreme cold
- Thunderstorms and lightning
- Tornadoes
- Tsunamis
- Volcanoes
- Wildfires

Every time you relocate, take the time to learn about the specific natural hazards likely to affect the new area in which you reside.

MANMADE HAZARDS:

All DoD Service Members, civilians, contractors and their families need to be knowledgeable of manmade hazards such as terrorism, active shooter events, and online/cyber threats and hazards.

Terrorism:

Terrorists often use threats to create fear among the public, to convince citizens that their government is unable to protect them, and to get immediate publicity for their cause.

DoD installations and personnel are high-risk targets for terrorists.

Acts of terror include:

- Threats of terrorism
- Assassinations
- Kidnappings
- Hijackings
- Bomb scares and actual bombings
- Cyber attacks
- Use of chemical, biological, radiological, and nuclear weapons

Active Shooter:

An active shooter is an individual actively engaged in killing or attempting to kill people in populated areas, primarily through the use of firearms, but an active shooter event may also involve the use of explosive devices.

Cyber And Online Threats:

The potential consequences of compromised data at work and in personal life could be serious,

not just for you and your families, but for the readiness and resiliency of the Department. State and non-state actors seek to penetrate and exploit work-related data. They also seek through online activities to access personal health, biometric, and financial information, as well as Social Security Numbers, often exploiting information sharing in social media.

CRITICALLY EVALUATE MEDIA AND OTHER INFORMATION SOURCES

Consider carefully the credibility of the sources of news, opinion views and information you consume from foreign and domestic media outlets and other organizations in print, online/social media, radio, or television. Use multiple sources. Ask yourself how these news, opinion or informational sources are trying to sway or distort our values or attempting to influence how we act.

During an emergency, first reports from the media outlets and social media sources can be inaccurate. Examples of credible sources of information are the Office of Personnel Management (OPM), the Pentagon Force Protection Agency (PFPA) Alerting System, and the Department of Defense's website, www.defense.gov. Also consider information from official local, state, and federal-level websites.

WHAT I NEED TO DO:

1. MAKE A PLAN

Plan in advance what you and your family will do to protect against, prevent, mitigate, respond to, and recover from manmade and natural threats and hazards. In all cases, use common sense to assess the situation as it unfolds.

Put together a plan by discussing these 5 questions below with your family, friends, or household to start your emergency plan. Complete and distribute the information at the end of this publication and distribute it to the members of your household, family, friends, and other trusted friends, neighbors, and colleagues with a need to know. Also, ensure that your family knows the following:

1. How will I receive emergency alerts and warnings?
2. What are the unique family needs I must consider (disabilities, specific health needs, infants/children, elderly, pets, etc.)?
3. What is my shelter plan? What is my shelter-in-place plan?
4. What are my primary and secondary evacuation routes?
5. What is my family/household communication plan?

2. ASSEMBLE A KIT OF EMERGENCY SUPPLIES

RECOMMENDED SUPPLIES TO INCLUDE IN A BASIC KIT:

Customize your emergency supply kits to your and your family's specific needs. Your kits must be able to sustain you and your family for a minimum of 72 hours. Your immediate needs are for fresh water, non-perishable high-energy food, and clean air. Periodically check expiration dates of your non-perishable food, water, and medications. If you live in a cold climate, include in your kits warm clothes and sleeping bags for each member of the family. Consider assembling two kits: one kit for staying where you are; and another smaller kit that you can easily transport if you need to evacuate.

- ☐ **Water.** At least one gallon per person per day, for drinking and sanitation (commercially available canned water stays fresher longer than bottled water).
- ☐ **Food.** At least a three-day supply of non-perishable food.
- ☐ **Prescription Medications.**
- ☐ **Hand-crankable or battery-powered radio, cellphone charger, and extra batteries.**
- ☐ **Flashlight and extra batteries.**
- ☐ **First Aid kit.**
- ☐ **Whistle to signal for help.**
- ☐ **Filter mask or cotton t-shirt,** should it become necessary to help filter the air. Make sure the filter mask or other material fits snugly so the air you breathe is actually being filtered through that material.
- ☐ **Moist towelettes** for sanitation.
- ☐ **Wrench or pliers** to turn off utilities.
- ☐ **Manual can opener,** preferably as part of a multi-tool, for canned food.
- ☐ **Plastic sheeting (heavy weight) and duct tape** to shelter-in-place and seal windows, doors, and vents from outside contamination.
- ☐ **Garbage bags and plastic ties** for personal sanitation.
- ☐ **Unique family needs,** such as feminine hygiene products, infant formula, diapers, etc.
- ☐ **Important identification documents** and financial, property, insurance, and other legal documents. Place documents in a waterproof container.
- ☐ **Pet considerations,** such as 3 days-worth of food and water, medications, leash, travel case, and pet documents.
- ☐ **Cash.** It is important to establish an emergency fund of cash in small denominations.

Additional items essential to include in your kit for those stationed abroad:

- ☐ **Passports.**
- ☐ **International driver's license.**
- ☐ **Birth abroad certificate** for children born overseas.
- ☐ **Cash in local currency** and in small denominations.
- ☐ **Card with local translations of basic terms.**
- ☐ **Electrical current converter.**



3. ACTIONS TO TAKE

REPORTING TO YOUR COMMAND DURING AND AFTER AN INCIDENT

During and after an emergency, you need to report to your command. Learn and follow the established procedure by visiting your affiliated Service Branch website.

Military OneSource is the central point of contact for the distribution of information and referral services for Service Members, DoD civilians, and their families. Military OneSource provides 24/7, 7-days a week resources on what to do before, during, and after disasters and hazards. A list of these websites and phone numbers are located on the back page of this booklet.

EMERGENCY ALERTS

You can receive emergency alerts from public safety officials in the event of a natural or manmade disaster or emergency. Download emergency alert applications (Apps), such as the FEMA App, to your mobile devices. The FEMA App can be found at: <https://www.fema.gov/mobile-app>. Services have their own emergency notification systems. As applicable, you are encouraged to enroll in Service-specific enterprise mass notification alerts. Keep your personal information within those systems up to date.

CONTINUITY AND MISSION ASSURANCE PERSONNEL

DoD personnel have operational and response roles that may prevent them from being there to support their families in an emergency. Emergency Relocation Group (ERG) personnel may be required to deploy for up to 30 days or more. As such, ERG personnel should have financial and dependent care in place.

ERG members must understand the importance of planning and preparing their families in the event of their absence. DoD personnel have split responsibilities to their families and mission. Prior planning is essential to enable DoD members to perform their essential tasks while knowing their families are safe.

DoD accomplishes mission assurance by ensuring assets, information, and personnel are available when required. This means understanding your importance to your organization's mission execution or its role in picking up other missions. It is therefore especially important for DoD mission assurance personnel to prepare themselves and their families.

EVACUATIONS

If you are non-essential, non-emergency personnel, and should advance warning and

other conditions allow, you and your family should evacuate with your emergency supply kit using specified routes and transportation modes to a safe place or shelter. Plan ahead before an emergency by checking your installation's plans and procedures for you and your family. You may want to include in your plan primary and secondary evacuation routes for several destinations.

SHELTERING

Your installation coordinates shelter needs with local, State, host nation, and other organizations. The American Red Cross is the principal resource for those within the United States for operations of certified shelters. Download the FEMA app to your mobile devices so that you can use it to find a list of open shelters in your local area during a disaster.

Consider that there may be no advance warning before you are required to evacuate; and evacuating or moving to a shelter may be more dangerous than staying where you are. The safest sheltering locations vary by the type of hazard you may encounter.

Earthquakes:

- If in a vehicle, find a clear area away from buildings, utility lines, and overpasses and stop your vehicle. Do not get out of the vehicle.
- If outdoors, stay outdoors.
- If inside, stay inside and “drop, cover and hold on.” This means to drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover, but do not go through an area containing more debris. Do not stand in a doorway, and stay away from windows or objects that could fall, move, or strike you. Do not run outside. Stay in place until shaking stops.

Floods:

- Depending on where you are, the degree of impact, and the warning time you have concerning local flooding, go to the safe location that you previously identified.
- If directed to evacuate, do so immediately, and follow the posted evacuation routes. Listen to the Emergency Alert System, National Oceanic Atmospheric Administration (NOAA) Weather Radio, or local alerting systems for current emergency information and instructions.
- Do not walk, swim, or drive through flood waters and stay off bridges over fast-moving water.
- If your vehicle is trapped in rapidly moving water, then stay inside. If water is rising inside the vehicle, seek refuge on the vehicle's roof.

- If trapped in a building, then go to its highest level. Do not climb into a closed attic, as you could become trapped by rising floodwaters. Go on the roof only if necessary. Once there, signal for help.

Hurricanes/Typhoons:

- If told to evacuate, do so immediately, and follow the posted evacuation routes.
- If sheltering during high winds, go to a storm shelter or to a small, interior, windowless room or hallway on the lowest floor that is not subject to flooding.
- If trapped in a building by flooding, go to the highest level of the building. Again, do not climb into a closed attic.
- Listen for current emergency information and instructions. Do not walk, swim, or drive through flood waters.
- Stay off of bridges over fast-moving water.

Tsunamis:

- If you are in a tsunami area and there is an earthquake, first protect yourself from the earthquake as addressed in the earthquake section above.
- When the shaking stops, if there are natural signs or official warnings of a tsunami, then move immediately to a safe place as high and as far inland as possible. Listen to the authorities, but do not wait for tsunami warnings and evacuation orders.
- If you are outside of the tsunami hazard zone and receive a warning, then stay where you are unless officials tell you otherwise.
- Leave immediately if you are told to do so. Evacuation routes are often marked by a sign with a wave of water with an arrow pointing in the direction of higher ground.
- If you are in the water, then grab onto something that floats, such as a raft, tree trunk, or a dislodged floating door or piece of furniture.
- If you are in an operational boat, then direct it in the direction of the approaching waves and head out to sea. If you are in a harbor, then go inland.

Nuclear Explosions:

- Do not look at the flash or the explosion - it can blind you.
- Find shelter immediately in the nearest building, preferably constructed of brick or concrete, to avoid/limit radiation exposure.
- If you were outside after fallout arrived, remove all contaminated clothing and wash unprotected skin and hair. Place contaminated clothing in a plastic bag, seal it, and place it out of the way. Clean any exposed pets by gently brushing their coats and washing them with soap and water.
- Go into the basement or middle of the building.

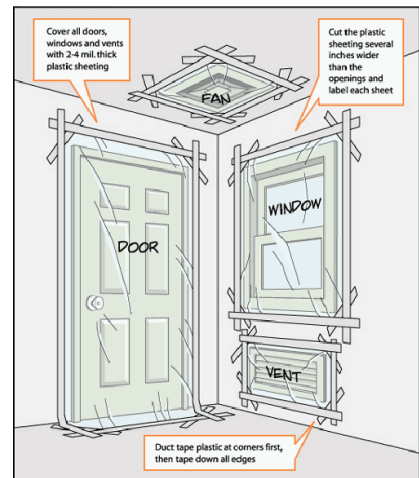
- Stay inside for 24 hours following the explosion unless local authorities issue other instructions.
- Battery-operated or hand-crankable radios will function after a nuclear explosion. Listen for information and official news and instructions from authorities.

Nuclear Power Plant Emergencies:

- Follow the Emergency Alert System instructions on the radio or television.
- Minimize your exposure by increasing the distance between you and the source of the radiation by either evacuating or remaining indoors. If you are instructed to evacuate, keep car windows and vents closed, and use re-circulated air. If you are advised to remain indoors, turn off the building's air conditioning and central air unit, ventilation fans, furnace, and other air intakes. Shield yourself by placing heavy, dense material between you and the radiation source.
- Go to a basement or other underground area, if possible. Stay out of the incident zone. Most radiation loses its strength fairly quickly.

Radiological Dispersion Devices (RDD):

- In the event of an RDD explosion, you will not know the radiation levels until they are measured by personnel using specialized equipment.
- If the explosion or radiological release occurs inside a building you are occupying, get out immediately and seek safe shelter.
- If the explosion or other radiological release occurs outdoors:
 - Seek shelter indoors immediately in the nearest undamaged building.
 - If appropriate shelter is not available, cover your nose and mouth and move as rapidly as is safe upwind, away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.
 - Listen for and follow official instructions.
- If the explosion or radiological release occurs indoors:
 - If you have time, turn off ventilation and heating systems, and close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents.
 - Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room.
 - Seek shelter immediately, preferably underground or in an interior room of a



building, placing as much distance and dense shielding as possible between you and the source of the radioactive material.

- Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity or from blast effects of a nearby explosion.
- Listen for and follow official instructions.

Hazardous Materials Release:

- Bring all family members and pets inside.
- Lock all doors.
- Close all windows, doors, air vents, and fireplace dampers.
- Turn off air conditioning, forced air heating systems, exhaust fans, and clothes dryers.

Terror Attack:

Actions to take BEFORE a terrorist attack:

- Learn about the nature of terrorism.
- Be aware of your surroundings.
- Take precautions when traveling.
- Leave an area if you feel uncomfortable or if something does not feel right.
- Create an evacuation plan for your family and have a backup route in mind.
- Determine an out-of-town relative that all family members can contact if separated.

Actions to take DURING a terrorist incident:

- Take cover immediately; stay low to the ground.
- Listen to local radio or television stations for updates.
- Evacuate immediately if directed to do so.

Actions to consider AFTER a terrorist incident:

- Stay away from the incident area to prevent injury from secondary devices.
- Check for injured and trapped people if already near the event area and administer first aid and CPR if trained to do so.
- Notify friends and family of your condition.
- Use mobile devices sparingly, and check local news for updated information.

Active Shooter:

During an active shooter incident, commit to your actions, RUN if possible, HIDE if you can, or FIGHT if you must.

RUN:

- Leave your personal possessions behind and get out immediately.
- Take others with you, but do not take wounded.

- Keep others away from the area.
- Call 9-1-1 when you are safe.

HIDE:

- Avoid the shooter's line of sight.
- Lock door(s), close blinds, and turn off lights if possible.
- Block the door if there is no way to lock it.
- Silence mobile devices - remember that vibrate mode makes noise.
- Do not hide in groups - spread out or hide separately to make it more difficult for the shooter.
- Remain silent.

FIGHT:

- Fight only as a last resort.
- Incapacitate the shooter.
- Use improvised weapons - throw items at the shooter.
- Use all force necessary.

OPERATIONAL SECURITY AND CYBERSECURITY AT HOME

Practice Sound Operational Security (OPSEC) in Online Activities

Avoid sharing too much information online and be careful who you “friend” or permit to follow you on social media. Use discretion when sharing information online about yourself, and be cautious about what you disclose about your family and occupation.

Only allow people you actually know in real life into your online social presence. Service Members, civilians, contractors, and family members should avoid sharing the following types of information online:

- Deployment status.
- Home address.
- Telephone numbers.
- Location information and associated information in:
 - Fitness apps.
 - Geo-locating tracking devices.
 - Posts, tweets, check-ins, photos and videos not officially released by U.S. Government social media presence.
- Schedules.

Your close friends and family members already have this information, so there is no need to post it online.

Other information that should not be shared online or with those who do not have a need to know include:

- Description of bases.
- Unit morale.
- Future operations or plans.
- Results of operations.
- Discussion of areas frequented by Service Members (even off-duty hangouts).
- Daily military activities and operations.
- Technical information.
- Details of weapon systems.
- Equipment status.
- Personally Identifiable Information.

Protect Yourself Against a Cyberattack at Home

- Use strong passwords - 12 characters or longer with upper and lowercase letters, numbers, and special characters. Change passwords regularly or use a password manager.
- Use a secondary form of authentication in addition to your password, such as a PIN or a separate device or application that can receive a code or use biometrics. Watch for suspicious activities that urge you to do something right away, offers something that sounds too good to be true, or seeks your personal information.
- Check your financial account statements and credit reports regularly.
- Use a Virtual Private Network (VPN) to establish connections with networks that you do not trust, such as in hotels, coffee bars, or other public places.
- Use sites that use HTTPS if you will access or provide any personal information. Do not use sites with invalid certificates.
- Use anti-virus solutions.
- Regularly back up your files in an encrypted file or encrypted file storage device.
- Limit the personal information that you share online. Change privacy settings, and do not use location features.
- Protect your home network by changing the administrative and Wi-Fi passwords regularly. When configuring your router, choose the Wi-Fi Protected Access 2 (WPA2) Advanced Encryption Standard (AES) setting, which is the strongest encryption option.

RESOURCES:

US Government:

- Military OneSource: <https://www.militaryonesource.mil>
- Office of the Secretary of Defense for Policy: <https://www.dvidshub.net/feature/Preparedness>
- Department of the Army: ready.army.mil
- Department of the Navy: ready.navy.mil
- Department of the Air Force: beready.af.mil
- Marines Corps: ready.marines.mil
- Defense Security Service: http://www.dss.mil/ci/ci_handouts.html
- Federal Emergency Management Agency (FEMA): ready.gov
- FEMA Emergency Warning App for Mobile Phones: www.fema.gov/mobile-app
- Shelter: www.ready.gov/shelter
- DHS Cybersecurity: <https://www.dhs.gov/stopthinkconnect-toolkit>
<https://www.us-cert.gov/home-and-business>
- Department of State: www.travel.state.gov
- Centers for Disease Control and Prevention: www.cdc.gov

Non-Governmental Organizations:

- American Red Cross: www.redcross.org
- World Health Organization: www.who.int

For local hazards and more information to prepare yourself/your family, contact your local Emergency Management office.

FAMILY EMERGENCY PLAN

Family EVACUATION Procedure:

Where the Family will meet near home/instructions: _____

Phone # (if any): _____

Alternate meeting place/instructions if access to home is blocked: _____

Phone # (if any): _____

Family COMMUNICATION Procedure:

Fill out and keep this plan with your emergency supply kit, along with any standard and emergency reporting procedures for your command or organization. Ensure each member of your family has the most important contact information for each other.

WORK

Address: _____

Mobile #: _____ Evacuation location: _____

WORK

Address: _____

Mobile #: _____ Evacuation location: _____

SCHOOL

Address: _____

Mobile #: _____ Evacuation location: _____

SCHOOL

Address: _____

Mobile #: _____ Evacuation location: _____

OTHER

Address: _____

Mobile #: _____ Evacuation location: _____

In Case of EMERGENCY (ICE) Contact:

Name: _____

Mobile #: _____ Home #: _____

Address: _____

Out of Town Contact Information:

Name: _____

Mobile #: _____ Home #: _____

Address: _____

Family Members:

Name: _____ Birth Date: _____

Driver License #: _____ Passport #: _____

SSN #: _____

Important Medical/Other Information: _____

Name: _____ Birth Date: _____

Driver License #: _____ Passport #: _____

SSN #: _____

Important Medical/Other Information: _____

Name: _____ Birth Date: _____

Driver License #: _____ Passport #: _____

SSN #: _____

Important Medical/Other Information: _____

Name: _____ Birth Date: _____

Driver License #: _____ Passport #: _____

SSN #: _____

Important Medical/Other Information: _____

Insurance Policy #s:

Medical: _____

Homeowners/Renters: _____

Life: _____

Automobile: _____

Pets:

Name: _____

Name: _____

Name: _____

Name: _____

HOUSEHOLD INFORMATION	HERE	EMERGENCY MEETING PLACES
Home #:		Indoor:
Address:		Instructions:
Name: Mobile #:
Other # or social media: Email:		Neighborhood:
Important medical or other information:		Instructions:
Name: Mobile #:
Other # or social media: Email:		
Important medical or other information:		
FOLD HERE		
Name: Mobile #:		Out-of-Neighborhood:
Other # or social media: Email:		Address:
Important medical or other information:		Instructions:
	
Name: Mobile #:		Out-of-Town:
Other # or social media: Email:		Address:
Important medical or other information:		Instructions:
	
FOLD HERE		
SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS		IMPORTANT NUMBERS OR INFORMATION
Name:		Police: Dial 911 or #:
Address:		Fire: Dial 911 or #:
Emergency/Hotline #: Website:		Poison Control: #:
Emergency Plan/Pick-Up:		Doctor: #:
Name:		Doctor: #:
Address:		Pediatrician: #:
Emergency/Hotline #: Website:		Dentist: #:
Emergency Plan/Pick-Up:		Medical Insurance: #:
		Policy #:
		Medical Insurance: #:
		Policy #:
		Hospital/Clinic: #:
FOLD HERE		
Name:		Pharmacy: #:
Address:		Homeowner/Rental Insurance: #:
Emergency/Hotline #: Website:		Policy #:
Emergency Plan/Pick-Up:		Flood Insurance: #:
Name:		Policy #:
Address:		Veterinarian: #:
Emergency/Hotline #: Website:		Kennel: #:
Emergency Plan/Pick-Up:		Electric Company: #:
		Gas Company: #:
		Water Company: #:
		Alternate/Accessible Transportation: #:
		Other:
		Other:

REPORTING YOUR STATUS TO YOUR COMMAND DURING/AFTER AN INCIDENT:

Military OneSource for all Services:

<https://www.militaryonesource.mil/emergency-contacts-for-disasters-evacuations>

Army:

ADPAAS - <https://adpaas.army.mil>
800.833.6622

Navy:

NFAAS - <https://navyfamily.navy.mil>
877.414.5358
TDD 866.297.1971

Air Force:

AFPAAS - <https://afpaas.af.mil>

Marine Corps:

<https://www.mol.tfs.usmc.mil>

US Coast Guard:

CGPAAS - <https://cgpaas.uscg.mil/>

DoD Civilians:

FEPAAS - <https://fepaas.whs.mil> or

MilitaryOneSource - <https://www.militaryonesource.mil/department-of-defense-agencies-component-emergency-contact-information>
800.342.9647

