



## Emergency Preparation Guide

# Marine Corps Installations East- Marine Corps Base Camp Lejeune

**“Home of Expeditionary Forces in Readiness”**



**Are You Prepared?**



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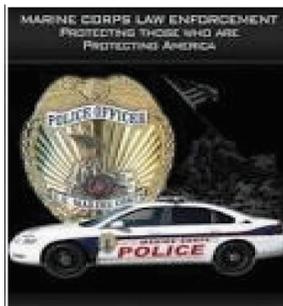
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## Emergency Phone Numbers



**EMERGENCY POLICE, FIRE,  
MEDICAL DISPATCH Call: 911**  
**Hearing Impaired Emergency:  
(910) 451-4444**



**Non-Emergency  
PMO Desk Sergeant:  
(910) 451-5688 or  
(910) 451-3005**



**Naval Medical Center  
Camp Lejeune  
Information Desk:  
(910) 450-4300**



**Eagle Eyes:  
See Something Suspicious?  
Say Something.  
Call: (910) 451-3333/911  
[USMCEagleEyes.org](http://USMCEagleEyes.org)**



# Emergency Information



**For Emergency Information and updates,  
base closures and delays**

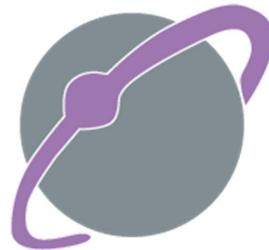
**Visit:**

**lejeune.marines.mil**

**or**

**facebook.com/camp.lejeune**

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**Sign up for ATHOC:**

**https://**

**alerts1.mcdsus.mcids.usmc.mil/**

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**MCIEAST-MCB CAMLEJ  
Command Duty Officer:  
(910) 451-2414**

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**II MEF  
Command Duty Officer:  
(910) 451-9788**

# **MASS NOTIFICATION SYSTEMS WARNINGS AND ALERTS**

## **AtHoc:**

**The purpose of AtHoc is to quickly notify the base population of an emergency situation. Examples include active shooter, terrorism attack, tornado, and/man-made disaster. In addition to the Giant Voice speaker system which is already in place, AtHoc provides an automated capability to publish notifications via e-mail, phone, and text message. The Camp Lejeune 911 Emergency Consolidated Communication Center will publish AtHoc alerts.**

## **Giant Voice:**

**An array of outdoor loud speakers linked to the Emergency Dispatch Center will provide initial warnings and instructions.**

**“Shelter-in-Place, Shelter-in-Place, Shelter-in-Place. All personnel hearing this message are directed to Shelter-in-Place immediately. There has been an event requiring you to take immediate protective measures.”**

**"Emergency Lockdown, Emergency Lockdown, Emergency Lockdown. All personnel hearing this message are directed to immediately implement Emergency Lockdown procedures. There is a security breach that requires you to take immediate protective actions."**

**“Destructive Weather, Destructive Weather!  
(e.g., Tornado, Hail) Seek Shelter, Seek Shelter.”**

**“Attention in the area, attention in the area, All Clear, All Clear. Resume operations. All Clear, All Clear.”**

# Reporting Suspicious Behavior and Activity

## **"EAGLE EYES" / TRAPWIRE**

**Your "Eyes and Ears" Are Your Weapons  
"See Something Suspicious...Say Something"**



**"EAGLE EYES"**

### **SURVEILLANCE**

Someone observing target area; drawing diagrams, annotating maps, in possession of floor plans.

### **SUSPICIOUS QUESTIONING/ELICITATION**

Someone making unusual inquiries about a place, person, or operation.

### **TESTS OF SECURITY**

Someone moving into sensitive areas to observe and gather data.

### **ACQUIRING SUPPLIES**

The purchase or theft of explosives, weapons, or ammunition, or storing harmful chemicals or equipment, or counterfeiting ID's.

### **SUSPICIOUS PERSONS WHO DON'T BELONG**

Because of their demeanor, their language usage or unusual questions they ask.

### **DRY RUNS**

Practice run for terrorist activity. Someone monitoring police scanners to record emergency response times, or mapping routes to determine traffic flow.

### **DEPLOYING ASSETS/GETTING INTO POSITION**

This is our last chance to alert authorities before the act occurs.

**OBSERVE SUSPICIOUS ACTIVITY, CALL:  
(910) 451-3333 / 911 IMMEDIATELY**

**[www.USMCEagleEyes.org](http://www.USMCEagleEyes.org)**



# Shelter-In-Place Guidelines



## What is Shelter-in-Place?

**Shelter-in-place is a short-term safety procedure that will help protect staff, families, and students by taking shelter inside the building if hazardous materials are released into the atmosphere. Hazardous materials are all around us at work and school. When properly handled, they do not pose a health threat; however, when they are accidentally or intentionally released, there is a potential for danger. Preparedness is the key to surviving any emergency, especially a hazardous materials accident. Toxic releases can come without a warning and allow only minutes to respond.**

## Why Would You Shelter-in-Place?

**Shelter-in-place would be necessary if chemical, radiological, or biological contaminants are accidentally or intentionally released into the environment. During a release of hazardous materials, the air quality may be threatened and an evacuation may take you through a plume of toxic materials that could lead to serious health problems.**



# Shelter-In-Place Guidelines



## Shelter-in-Place Procedures

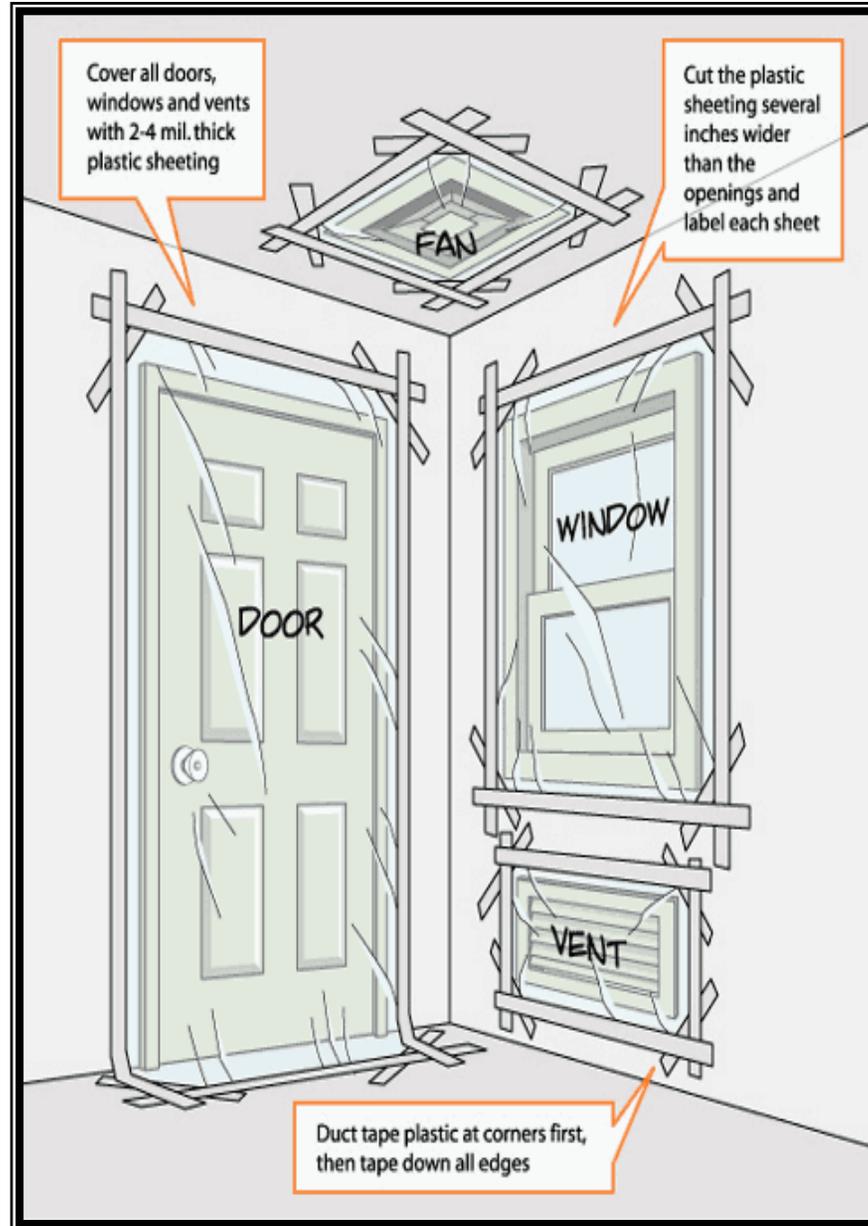
- ◆ **Choose a room to be used. The ideal room is an interior room above the ground floor that has access to water and restroom facilities.**
- ◆ **Pre-cut plastic sheeting so it can be quickly applied to windows and vents.**
- ◆ **Assemble shelter-in-place supplies and store in the chosen shelter room.**
- ◆ **Your shelter-in-place bag should contain important information on your emergency plan and personnel accountability. You may want to revise this emergency resource to provide needed information during a shelter-in-place event as well as an evacuation.**
- ◆ **Educate personnel on the importance of complying with SIP procedures.**

## Shelter-in-Place Supplies

- ◆ **Pre-cut plastic sheeting and duct tape to cover windows, doors, air vents, or other openings. Wet cloth towels can also be used if plastic is not available.**
- ◆ **Battery-powered radio.**
- ◆ **Flashlight (with extra batteries).**
- ◆ **Telephone or communication device.**
- ◆ **Hygiene items if restroom facilities are not available (e.g., plastic bucket with a tight lid, garbage bags).**
- ◆ **First aid kit.**
- ◆ **Water and snacks.**
- ◆ **Games and books.**
- ◆ **Any specialized student health care items including medications and equipment.**



## Shelter-In-Place Guidelines





# Destructive Weather Events



**For emergency information and updates, or information regarding base closures due to inclement weather call:**

**(910) 451-1717**

## Preparing for a Hurricane

**Hurricane Season :**

**1 June– 30 November**



- ◆ **Closely monitor radio or TV for updates .**
- ◆ **Be prepared to cover all windows and doors with shutters or other shielding materials. Secure outdoor objects such as toys, garden tools, lawn furniture etc.**
- ◆ **Check batteries and first aid supplies and stock up on canned food, drinking water, and medications.**
- ◆ **Fuel and service vehicles in case evacuation is ordered.**
- ◆ **Follow instructions and stay in a secure location until notified it is safe to leave.**

## Preparing for a Tornado

- ◆ **Designate a shelter area in your home or office without windows, and practice getting there.**
- ◆ **During a tornado warning you should Shelter-In-Place.**
- ◆ **If you are caught outside, seek shelter in a ditch or culvert; lie flat and cover your head.**
- ◆ **Do not venture outside or attempt to outrun a tornado.**



# ☰ Destructive Weather Events ☰

## Severe Thunderstorm

- ◆ **Thunder storms in Eastern NC can cause tornados, lightning, large hail, and straight line winds in excess of 100+ MPH and extreme local flooding.**



- ◆ **When a public address warning is issued over the mass notification system you should Shelter-In-Place.**
- ◆ **If outdoors, immediately move indoors or seek cover.**

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## Floods

- ◆ **Closely monitor radio or TV for updates .**
- ◆ **Know how to get to higher ground from home and work.**
- ◆ **Do not walk through moving water over 6 inches deep.**
- ◆ **Do not drive through flooded areas.**
- ◆ **If your vehicle stalls in a flooded area, safely exit the vehicle and move to higher ground.**



## ☰ **Emergency Preparedness Kit** ☰

**Have your emergency supply kit ready since disasters can strike without warning. Each kit should have enough food for up to a week for each member of your family, including pets. The following items will help ensure that your emergency supply kit contains all the essentials:**

- ◆ **Water: one gallon of water for each person, per day.**
- ◆ **Food: canned meat, instant soup, cereal, fruit bars, canned fruits and vegetables, can opener, etc. Do not forget your pets' food.**
- ◆ **Baby supplies: formula, bottle, baby food, diapers, wipes, clothing, etc.**
- ◆ **First Aid: first aid manual, adhesive bandages, thermometer, isopropyl alcohol, hydrogen peroxide, anti-bacterial hand wipes or gel, etc.**
- ◆ **Portable radio with extra batteries.**
- ◆ **Flashlight and extra batteries.**



- ◆ **Important documents.**
- ◆ **Cash.**
- ◆ **Essential medication.**
- ◆ **Blanket or sleeping bags.**
- ◆ **Matches or lighter.**





## Active Shooter Awareness



### BE AWARE OF PEOPLE AROUND YOU:

- ◆ **Is a family member, co-worker, or friend going through a stressful situation?**
- ◆ **Has their demeanor changed significantly?**
- ◆ **Are they acting extremely peculiar in action or comments.**
- ◆ **Admiration for other violent Active Shooter/Lone Offender extremists or terrorists.**
- ◆ **Estrangement or rejection from a group for advocating violence that the group does not support.**
- ◆ **Agreement with the ideologies of a group but, due to a lifelong pattern of difficulties with interpersonal relationships, lack of affiliation with a group.**
- ◆ **Expression of a desire to attack a "specific target" and taking action to conduct surveillance and collect information on the target.**
- ◆ **Obtaining and using weapons, explosives, and bomb making materials and manuals for use in violent actions.**
- ◆ **If you know of an individual having extreme problems or whose demeanor has changed significantly, report it to the proper authorities.**



## VITAL KNOWLEDGE

- ◆ **Learning the "Behavioral Traits" of the Lone/Mentally Disturbed offender.**
- ◆ **Just as important as "Surveillance Detection" skills -- these are Behavior Detection skills.**

## WHAT TO DO

- ◆ **In a work environment, report to your supervisor and/or the security department.**
- ◆ **In imminent danger:**

**DIAL 911**

# HOW TO RESPOND

## WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

### 1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

### 3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS  
SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

# SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



UNITED STATES POSTAL SERVICE



Poster 94  
August 2006  
PSN 7500-07-000-7007

## **☰ Suspicious Mail or Packages ☰**

### **WHAT TO LOOK FOR:**

- ◆ **Restricted endorsements such as “Personal” or “Private.”**
- ◆ **Has an inaccurate addressee’s name or title.**
- ◆ **Has distorted handwriting, homemade labels, or cut-and-paste lettering for the name and address.**
- ◆ **Has visible protruding wires, aluminum foil, oil stains, or emits a peculiar odor.**
- ◆ **Has an excessive amount of postage stamps affixed.**
- ◆ **Letter bombs may have a rigid feel or an uneven or lopsided appearance.**
- ◆ **Parcel bombs may have unprofessional wrapping, with several combinations of tape used to secure the package and may have an endorsement of “Fragile-Handle with Care” or “Rush-Do-Not-Delay.”**
- ◆ **Parcel bombs may have a buzzing, ticking, or sloshing noise.**
- ◆ **Do not attempt to move, open or handle the item.**
- ◆ **Evacuate the area and warn others to stay clear of the item(s). Call 911 or (910) 451-3005.**
- ◆ **From a safe distance wait for the arrival of law enforcement personnel.**
- ◆ **Provide a description of the package or item and what made you suspicious.**

### Bomb Threat Checklist

Exact time of call \_\_\_\_\_ Phone Number call received at \_\_\_\_\_ Date \_\_\_\_\_  
Exact words of caller \_\_\_\_\_

**Questions to Ask:**

- 1. When is bomb going to explode? \_\_\_\_\_
- 2. Where is the bomb located? \_\_\_\_\_
- 3. What does it look like? \_\_\_\_\_
- 4. What kind of bomb is it? \_\_\_\_\_
- 5. What will cause it to explode? \_\_\_\_\_
- 6. Did you place the bomb? \_\_\_\_\_
- 7. Where are you calling from? \_\_\_\_\_
- 8. What is your address? \_\_\_\_\_
- 9. What is your name? \_\_\_\_\_

**CALLER'S VOICE (Circle as many that apply)**

Age _____	Normal	Nasal	Angry	Excited
Sex _____	Calm	Stutter	Lisp	Disguised (How)
Other (Specific) _____	Deep	Crying	Squeaky	Stressed
_____	Accent	Loud	Slurred	

If voice is familiar, whom did it sound like? \_\_\_\_\_

**Were there any background noises? (Circle as needed)**

Street Noises	Music	Machinery	Television	Train
Voices	Long Distance	Crying	House Noises	Other
Animal Noises	Motor	Clear	Office Machinery	
PA system	Static	Airport/Jet	Subway	

Person receiving call: \_\_\_\_\_

**REPORTING PROCEDURES: TRY TO KEEP CALLER ON THE PHONE.** If possible, notify fellow workers to call 911 on another line to report the incident and so Dispatch can call Telephone Repair to initiate a phone trace on the bomb threat line. If the caller hangs up, initiate **CALL TRACE PROCEDURES.**

**CALL TRACE PROCEDURES:**

- 1. Keep the caller on the line if possible.
- 2. When the caller hangs up, "HOOK FLASH" your phone and dial \*57 to activate trace.
- 3. Do not use that phone line again. Use another line and call 911, and ask to ensure call trace was activated.



## Resources and Information



**National Weather Service  
provides severe weather  
warnings and advisories.  
[www.weather.gov](http://www.weather.gov)**

**Federal Emergency  
Management Agency  
(FEMA) 800-621- 3362  
[www.fema.gov](http://www.fema.gov)**

**North Carolina Road  
Conditions  
[www.ncdot.org/traffictravel](http://www.ncdot.org/traffictravel)**

**American Red Cross  
[www.redcross.org](http://www.redcross.org)**

**Family Preparedness  
“Prepare. Plan. Stay  
Informed”  
[www.ready.gov](http://www.ready.gov)**

**NC Crime Control and Public  
Safety  
[www.nccrimecontrol.org](http://www.nccrimecontrol.org)**

**National Terror Alert News  
[www.nationalterroralert.com](http://www.nationalterroralert.com)**

**Ready North Carolina  
“Prevent. Prepare.  
Respond. Recover”  
[www.ReadyNC.org](http://www.ReadyNC.org)**

**Installation Emergency  
Management  
[http://www.mcieast.marines.mil/  
StaffOffices/  
EmergencyManagement.aspx](http://www.mcieast.marines.mil/StaffOffices/EmergencyManagement.aspx)**

**Disaster Assistance  
[www.disasterassistance.gov](http://www.disasterassistance.gov)**

### Local Television and Radio Stations

**Local Television Stations:  
WITN 7, WNCT 9, and WCTI 12**

**Local Radio Stations:  
WJNC (1240 AM), WXQR (105.5 FM), and WILL (98.7 FM)**