

Preparing for and Responding to Terrorism: Internet Resources for Businesses

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Family and Personal Preparedness

Sources

ACC	American Chemistry Council
AIA	American Institute of Architects
AIHA	American Industrial Hygiene Association
ARA	Agricultural Retailers Association
ARC	American Red Cross
ASHRAE	American Society of Heating, Refrigeration, and Air-Conditioning Engineers
ASIS	American Society of Industrial Security
ATA	American Trucking Associations
BOMA	Building Owners and Managers Association (BOMA) International
CDC	U.S. Centers for Disease Control and Prevention
CERT	CERT/CC (Networked Systems Survivability Program at Carnegie Mellon University)
DHS	U.S. Department of Homeland Security
DOT	U.S. Department of Transportation
FAS	Federation of American Scientists
FDA	U.S. Food and Drug Administration
FEMA	U.S. Federal Emergency Management Agency
FMCSA	U.S. Federal Motor Carrier Safety Administration
GSA	U.S. General Services Administration
IBHS	Institute for Business and Home Safety
LBNL	Lawrence Berkeley National Laboratory
NAA	National Apartment Association
NAS	National Academy of Sciences
NCSPICE	North Carolina Statewide Program for Infection Control and Epidemiology

LOSS CONTROL TIPS

NFPA	National Fire Protection Association
NICS	National Institute for Chemical Studies
NIOSH	U.S. National Institutes for Occupational Safety and Health
NSC	National Safety Council
OSHA	U.S. Occupational Safety and Health Administration
RAND	RAND
RSPA	U.S. DOT Research and Special Programs Administration
TSA	U.S. Transportation Security Administration
USACE	U.S. Army Corps of Engineers
USATF	U.S. Bureau of Alcohol, Tobacco and Firearms
USDA	U.S. Department of Agriculture
USPS	U.S. Postal Service
USDS	U.S. State Department

Overview

Terrorism is defined in the U.S. Code of Federal Regulations as “the unlawful use of force and 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.”

Just as every business is vulnerable to the effects of natural disasters such as hurricanes and earthquakes, so too every business is vulnerable to terrorist attacks. Business owners should:

- Become familiar with terrorist threats and their effects (physical, biological, chemical, etc.)
- Conduct a risk assessment for all buildings, facilities, equipment, processes, and employees
- Develop and implement a comprehensive emergency preparedness plan which includes provisions for preparedness, response, and recovery from terrorist events

The first step in this process is to gain access to reliable information and stay abreast of news, government activities, and regulatory requirements that may affect your business. Since the terrorist attacks of September 11, 2001, an abundance of information on preparing for and responding to terrorist attacks has become available, much of it on the Internet. This guide offers quick reference to selected information from government agencies and other organizations. Some of these sites offer general overviews; others provide specific, detailed instructions for protection of people and property; and some gather links to additional resources.

General Information and Assistance

ARC <http://www.redcross.org/>

BOMA *BOMA International Emergency Resource Center*. <http://www.boma.org/emergency/>

CDC: Public Health Emergency Preparedness and Response <http://www.bt.cdc.gov/>

CERT: Improve Security. http://www.cert.org/nav/index_green.html

DHS <http://www.dhs.gov/dhspublic/> and www.ready.gov

EPA Chemical Emergency Preparedness and Prevention <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/index.html>

FEMA: *Hazards: Terrorism* <http://www.fema.gov/hazards/terrorism/>

NIOSH Emergency Response Resources <http://www.cdc.gov/niosh/topics/emres/>

NSC: *Emergencies and Disasters*. <http://www.nsc.org/issues/prepare.htm>

OSHA: *Emergency Response*. <http://www.osha.gov/SLTC/emergencyresponse/index.html>

U.S. Department of Justice Criminal Division, Computer Crime & Intellectual Property Section. <http://www.cybercrime.gov/>

Responding to Terror Alerts

ARC: *How Can You Prepare When A Terror Threat is Issued?* <http://www.redcrossatlanta.org/homelandsecurity/index.html>

ARC: *Homeland Security Advisory System Recommendations for Individuals, Families, Neighborhoods, Schools, and Businesses* <http://www.redcross.org/services/disaster/beprepared/hsas.html>

Businesses: <http://www.redcross.org/services/disaster/beprepared/hsas/business.pdf>

DHS: *Threats and Protection: Advisory System.* <http://www.dhs.gov/dhspublic/display?theme=29>

NAA: *U.S. Department of Homeland Security: Security Measures at Various Threat Levels* <http://www.naahq.org/Government/Security%20Measures%20Checklist.pdf>

Emergency Preparedness Planning

ARC: *Preparing Your Business for the Unthinkable.* <http://www.redcross.org/services/disaster/beprepared/unthinkable2.pdf>

ASIS: *ASIS Disaster Preparation Guide.* <http://www.asisonline.org/newsroom/crisisResponse/disaster.pdf>

FEMA: *Emergency Management Guide For Business & Industry* <http://www.fema.gov/library/bizindex.shtm>

IBHS: *Getting Back to Business – A Guide for the Small Business Owner Following Disaster.* <http://www.ibhs.org/docs/GBB.pdf>

IBHS: *Open for Business: A Disaster Planning Toolkit for the Small Business Owner* <http://www.ibhs.org/docs/openforbusiness.pdf>

NIOSH: *Emergency Preparedness for Business* <http://www.cdc.gov/niosh/topics/prepared/>

OSHA: *How to Prepare for Workplace Emergencies and Evacuations.* <http://www.osha.gov/Publications/osha3088.pdf>

Protecting Buildings and Their Occupants

General Resources

ASHRAE: *Risk Management Guidance for Health, Safety, and Environmental Security Under Extraordinary Incidents.* <http://xp20.ashrae.org/about/extraordinary.pdf>.

ASIS: *Potential Indicators of Threats Involving Weapons of Mass Destruction (WMD) and Emergency Actions.* <http://www.asisonline.org/newsroom/wmd.htm>

LBNL: *Advice for Safeguarding Buildings Against Chemical or Biological Attack.* <http://securebuildings.lbl.gov/secure.html>

NAA: *Apartment Industry Response to Terrorist Threats on Apartments* <http://www.naahq.org/Government/naaresponsetoterrorthreat.aspx>

NIOSH: *Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks* <http://www.cdc.gov/niosh/bldvent/2002-139B.html> (HTML format) and <http://www.cdc.gov/niosh/bldvent/pdfs/2002-139.pdf> (pdf format)

NSC: *Emergency Response Reference Guide.* <http://www.nsc.org/public/issues/emergref.doc>

USACE: *Basic Information on Building Protection.* <http://buildingprotection.sbcom.army.mil/basic/index.htm>

USACE: *Operational Measures for Protecting Building Occupants.* <http://buildingprotection.sbcom.army.mil/basic/ompbo.htm>

USPS: *Mail Center Security Guidelines.* <http://www.usps.com/cpim/ftp/pubs/pub166.pdf>

Bioterrorism

CDC: *Public Health Emergency Preparedness and Response*. <http://www.bt.cdc.gov/>

BOMA. *Protecting HVAC Systems*. (Guardsmark) <http://www.bomasf.org/pdf/news/guardsmark.pdf>

DHS *Biological Threat*. <http://www.ready.gov/biological.html>.

FDA: *Bioterrorism*. <http://www.fda.gov/oc/opacom/hottopics/bioterrorism.html>

UNC: *Bioterrorist Agents (Chart)*. <http://www.unc.edu/depts/spice/chart.pdf>

USACE. *Operational Measures for Protecting Building Occupants*.
<http://buildingprotection.sbccom.army.mil/basic/ompbo.htm>.

USACE: *Protecting Buildings And Their Occupants From Airborne Hazards (DRAFT)*
http://buildingprotection.sbccom.army.mil/downloads/reports/airborne_hazards_report.pdf

Bombs and Explosives

AIHA: *Facts about "Dirty Bombs" for Industrial Hygienists*.
<http://www.aiha.org/GovernmentAffairs-PR/html/pr-dirtybomb.htm>

USATF: *Bomb Threat Checklist*. <http://www.atf.treas.gov/explarsen/information/bombthreat/fl16131.pdf>

USATF: *Letter and Package Bomb Detection Techniques*. http://www.atf.treas.gov/explarsen/information/bomb_broch.pdf

USATF: *Suspect Letter and Package Indicator*. <http://www.atf.treas.gov/explarsen/information/indic.htm>

USATF: *Vehicle Bomb Explosion Hazard and Evacuation Distance Tables*.
http://www.fortliberty.org/ATF_Vehicle_Bomb_and_Explosion_Hazard_Evacuation_Distance_Tables.html

Chemical Terrorism

CDC: *Chemical Agents*. [list of fact sheets with information for preparedness, response, and recovery]
<http://www.bt.cdc.gov/Agent/AgentlistChem.asp>

CDC: *Chemical Agents: Facts About Evacuation*. <http://www.bt.cdc.gov/planning/evacuationfacts.pdf>

CDC: *Chemical Agents: Facts About Personal Cleaning and Disposal of Contaminated Clothing*.
<http://www.bt.cdc.gov/planning/personalcleaningfacts.pdf>

CDC: *Chemical Agents: Facts About Sheltering in Place*. <http://www.bt.cdc.gov/planning/Shelteringfacts.pdf>

NCSPICE: *Chemical Terrorism Agents and Syndromes (Chart)*. <http://www.unc.edu/depts/spice/chemical-generic.pdf>

NICS: *Shelter In Place At Your Office: A General Guide For Preparing A Shelter In Place Plan In The Workplace*.
<http://www.nicsinfo.org/SIP%20plan%20for%20offices%20NICS%20feb2003.pdf>

NIOSH: *Chemical Agent Information*. [list of fact sheets with information for preparedness, response, and recovery]
<http://www.cdc.gov/niosh/topics/emres/chemagent.html>

Evacuation Planning

NFPA: *Employee Fire And Life Safety: Developing A Preparedness Plan And Conducting Emergency Evacuation Drills*.
<http://www.nfpa.org/PDF/Evacuation.PDF?src=nfpa>

OSHA: *Emergency Exit Routes Fact Sheet*.
http://www.osha.gov/OshDoc/data_General_Facts/emergency-exit-routes-factsheet.pdf

OSHA: *Evacuation Planning Matrix*. <http://www.osha.gov/dep/evacmatrix/index.html>

OSHA: *Evacuation Plans and Procedures eTool*. <http://www.osha.gov/SLTC/etools/evacuation/index.html>

High-Rise Buildings

OSHA: *Evacuating High-Rise Buildings* http://www.osha.gov/OshDoc/data_General_Facts/evacuating-highrise-factsheet.pdf

RAND: *Protecting Occupants of High-Rise Buildings*.
<http://www.rand.org/publications/randreview/issues/rr.08.02/occupants.html>

Security

AIA: *Building Security Through Design*. <http://www.aia.org/security/SecurityBooklet.pdf>

ASIS: *Anti-Terror Security Measures*.
<http://www.asisonline.org/newsroom/crisisResponse/antiterrorMeasures.xml>

ASIS: *General Security Risk Assessment Guideline*. <http://www.asisonline.org/newsroom/crisisResponse/guidelines.pdf>

BOMA: *Suggested Anti-Terrorism Security Measures*. <http://www.boma.org/suggestedanti-terrorismsecuritymeasures.doc>

GSA *Security in the Workplace*. http://www.gsa.gov/Portal/content/pubs_content.jsp?contentOID=115872&contentType=1008

NSC: *Basic Safety & Security Checkpoints For Public & Commercial Buildings*.
<http://www.nsc.org/public/library/basic saf.doc>

Hazardous Materials

ACC. *Guide to Site Security in the US Chemical Industry*.
<http://www.americanchemistry.com/cmawebsite.nsf/s?readform&nnar-53rkt8>

ASSE: *Hazardous Materials Safety Information Guide*. http://www.asse.org/naoshweek02_brochure_haz.pdf

DOT: *Enhancing Security of Hazardous Material Shipments Against Acts of Terrorism or Sabotage*.
http://hazmat.dot.gov/rmsef_security_template.pdf

FMCSA *Hazardous Materials Company Anti-Terrorism Tips* http://www.fmcsa.dot.gov/Home_Files/hmcatt.htm

FEMA *Hazardous Materials* <http://www.fema.gov/hazards/hazardousmaterials/>

OSHA *Hazardous Waste Operations and Emergency Response*. <http://www.osha.gov/Publications/OSHA3114/osha3114.html>

Transportation: Vehicle and Cargo Security

ASSE: *Providing Secure Truck Operations: Safety Recommendations For The Commercial Vehicle Operator*.
http://www.asse.org/naoshweek02_brochure_securetruck.pdf

ASSE: *Providing Secure Bus Operations: Safety Recommendations For The Commercial Vehicle Operator*.
http://www.asse.org/naoshweek02_brochure_securebus.pdf

ASSE: *Developing A [Bus] System Shutdown Protocol: Planning Recommendations For The Commercial Vehicle Operator*.
http://www.asse.org/naoshweek02_brochure_sysshutdown.pdf

ATA: *Trucking Industry Anti-Terrorism Action Plan Measures*. http://www.truckline.com/insideata/atap/051002_alert.html

FMCSA: *Motor Carrier Security*. <http://www.fmcsa.dot.gov/security/index.asp>

FMCSA: *Hazardous Materials Company Anti-Terrorism Tips*. http://www.fmcsa.dot.gov/Home_Files/hmcatt.htm

FMCSA: *Hazardous Materials Driver Anti-Terrorism Tips* http://www.fmcsa.dot.gov/Home_Files/hmdatt.htm

RSPA: *Security Guidelines*. http://hazmat.dot.gov/pubtrain/security_fedreg.pdf

Agricultural Operations

AGA: *Guidelines to Help Ensure a Secure Agribusiness* <http://www.aradc.org/secureagribusinessguidelines.pdf>

FDA: *Bioterrorism*. <http://www.fda.gov/oc/opacom/hottopics/bioterrorism.html>

FDA: *Countering Bioterrorism and Other Threats to the Food Supply*. <http://www.foodsafety.gov/%7Efsg/bioterr.html>

FDA: FoodSafety.gov, the “Gateway to Government Food Safety Information.” <http://www.foodsafety.gov/>

NAS: *Making the Nation Safer: The Role of Science and Technology in Countering Terrorism*. <http://www.nap.edu/html/stct/>
Chapter 3 covers “Human and Agricultural Health Systems” <http://www.nap.edu/html/stct/65-106.pdf>

USDA: *Keep America’s Food and Agriculture Safe*. <http://www.usda.gov/homelandsecurity/homeland.html>

Travel Safety and Security

TSA: *Are You Prepared for Takeoff?* http://www.tsa.gov/public/theme_home1.jsp

USDS. *Current Travel Warnings*. http://travel.state.gov/warnings_list.html

USDS: *Travel Warnings & Consular Information Sheets*. http://travel.state.gov/travel_warnings.html#Dept%20of%20State

USDS: *A Safe Trip Abroad*. <http://travel.state.gov/asafetripabroad.html#Safe%20Trip%20Abroad,%20US%20Govt>

Family and Personal Preparedness

ARC: *Homeland Security Advisory System Recommendations for Individuals, Families, Neighborhoods, Schools, and Businesses*: <http://www.redcross.org/services/disaster/beprepared/hsas.html>

Individuals: <http://www.redcross.org/services/disaster/beprepared/hsas/individual.pdf>

Families: <http://www.redcross.org/services/disaster/beprepared/hsas/family.pdf>

Neighborhoods: <http://www.redcross.org/services/disaster/beprepared/hsas/neighborhoods.pdf>

Schools: <http://www.redcross.org/services/disaster/beprepared/hsas/schools.pdf>

DHS: <http://www.ready.gov/>

FEMA: *Your Family Disaster Plan* <http://www.fema.gov/rrt/famplan.shtm>

NSC: *Checklist to Prepare for Home Evacuation*. <http://www.nsc.org/issues/emerg/familyck.htm>

For more information, contact your local Hartford agent or your Hartford Loss Control Consultant.

Visit The Hartford’s Loss Control web site at <http://www.thehartford.com/corporate/losscontrol/>

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