

**Sedgwick County Emergency Medical Service
Sedgwick County Homeland Security Coordinating Committee
Terrorism Warning System Considerations**

Threat Level	Recommended Protocols	Recommended Actions
GREEN	Lowest risk of terrorist activity.	Normal operations with assessment and monitoring for possible terrorism activity.
Low risk of terrorist attacks.		
BLUE	When there is a general threat of terrorist activity.	All elected officials and Department Directors notified of potential problems/threat as indicated. Personnel maintain routine security posture. Regular shifts maintained. Contact or establish liaison with Federal, State and local agencies to evaluate threat.
General risk of terrorist attacks.	Note and report suspicious circumstance, packages, and activity. Ensure essential facilities are secured and building integrity is maintained. Emergency Service units exercise heightened caution when responding to related calls for service. Police conduct location verification "drive by" of potential critical sites.	
In addition to above measures.		
YELLOW	When there is a specific threat of possible terrorist activity.	All elected officials and Department Directors notified of the potential problem/threat. Daily liaison with Federal, State, and local agencies as appropriate.
Significant risk of terrorist attacks.	Implement physical security measures. Conduct cursory check for suspicious items, persons, and vehicles. Limit public access to critical infrastructure, sites, and facilities. All personnel to wear ID cards whether in uniform or not while in secured facilities.	
In addition to above measures		
ORANGE	When there is a specific threat of possible terrorist activity.	Activate joint information center as indicated. Activate EOC if warranted. Consider alternate staffing plans and additional staffing. Ready mass casualty and other special support resources. Ongoing liaison with Federal, State, and local authorities as appropriate.
High risk of terrorist attacks.	Erect barricades and obstacles to control traffic if warranted. Terminate all non-essential contract work and deliveries to critical infrastructure and facilities. Conduct detailed searches of all operational areas and vehicles. Limit or restrict parking around sensitive areas and buildings. Increase security forces at appropriate sites.	
In addition to above measures.		
RED	When terrorist attack is imminent or is occurring.	Emergency recall of all personnel should be considered. Full IMS Command System activation and/or Unified Command Activated. Activate EOC. Deploy MCI resources as needed Activate joint information center.
Severe risk of terrorist attacks.	Deny access to all non-essential personnel. Verify identities and the need for access to essential critical facilities. Restrict/deny parking in controlled areas. Limit responses to non-emergency EMS calls as indicated.	
In addition to above measures.		

Each Threat level encompasses all recommended actions found in lower threat levels

On Duty Ambulance

ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
G-2	Action: Report suspicious circumstances and/or individuals to law enforcement agencies.
B-13	Coordination: 911 Dispatch / WFD / WPD / SO
Y-17	Consideration: Relay information via a secure radio channel or land line when available
O-22	
B-6	<p>Action: Ensure that all government vehicles are secured.</p> <ul style="list-style-type: none"> • Lock all exterior compartment doors and cab doors when not in the immediate vicinity of the EMS unit. <p>Coordination: EMS personnel & observers assigned to the ambulance.</p> <p>Consideration: Ensure observers lock all compartment entry doors when exiting the ambulance.</p>
B-8	<p>Action: Continue routine checks of all equipment for operational readiness, fill fuel tanks, and check specialized response equipment.</p> <ul style="list-style-type: none"> • Maintain fuel levels at ½ or above. • Ensure all ambulance stocks are at or above minimum levels. • Ensure oxygen levels are at or above minimum levels.
Y-9	<p>Coordination: EMS personnel assigned to the ambulance</p> <p>Consideration: None</p>
Y-4a	<p>Action: Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities.</p> <p>Coordination: None</p> <p>Consideration: None</p>
Y-4c	<p>Action: Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening the door and starting the engine.</p> <p>Coordination: EMS crews should watch for suspicious activity around co-workers ambulances while at area hospitals.</p> <p>Consideration: None</p>
Y-4d	<p>Action: Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature.</p> <ul style="list-style-type: none"> • Move all trash containers at least 50' from post. • Do not allow non-employee vehicles to park within 50' of the post. <p>Coordination: Inform visitors of policy and move vehicles as required.</p> <p>Consideration: Check your personal vehicle for tampering before opening the door and starting the engine.</p>
Y-4e	<p>Action: Lock and regularly inspect all buildings, rooms, and storage areas not in regular use.</p> <ul style="list-style-type: none"> • Ensure all exterior doors to the post are locked. <p>Coordination: None</p> <p>Consideration: None</p>
Y-4f	<p>Action: At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.</p> <ul style="list-style-type: none"> • Check all storage and common areas for suspicious packages, backpacks, etc. at the start of each shift. Identify the owner of all articles found in these areas. • Check the exterior of the post at least twice a shift and/or upon the return from each call for suspicious packages or unknown vehicles. <p>Coordination: EMS crews assigned to the duty station.</p> <p>Consideration: Ensure that personal belongings, backpacks, duffel bags, etc. are stored in your assigned locker when not on duty.</p>
B-3	Action: Review all plans, orders, SOPs/Sogs, personnel details, and logistical requirements related to the

Y-15	introduction of a higher threat level.
O-20	<ul style="list-style-type: none"> • Review MCI/MVI procedures at the beginning of each shift. • Review the NBC Field Treatment guide at the beginning of each shift. • Review the Mark-I kit administration procedures. • Review the START triage procedures. <p>Coordination: None Consideration: None</p>
Y-16	Action: Check inventories of critical supplies and re-order if necessary.
O-21	<ul style="list-style-type: none"> • While at hospital supply posts, note any supply deficiencies and notify Support Services via email. <p>Coordination: Inform Support Services & District Captains of deficiencies. Consideration: None</p>
O-6a	<p>Action: At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.</p> <ul style="list-style-type: none"> • Check all storage and common areas for suspicious packages, backpacks, etc. at the start of each shift. Identify the owner of all articles found in these areas. • Check the exterior of the post at least twice a shift and/or upon the return from each call for suspicious packages or unknown vehicles. <p>Coordination: EMS crews assigned to the duty station. Consideration: Ensure that personal belongings, backpacks, duffel bags, etc. are stored in your assigned locker when not on duty.</p>
O-6g	<p>Action: Lock all exterior doors except the main facility entrance(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. Require a visitors sign-in log with information from their identification. Escort visitors when they are in the facility until they leave. Check where the visitors were or worked to assure nothing is amiss or left behind.</p> <ul style="list-style-type: none"> • Limit entry to the post to known persons. Unknown uniformed/plain clothes personnel should not be allowed access unless identity can be determined. • Contractors should be accompanied at all times by Support Service personnel. <p>Coordination: Verify all work orders of un-accompanied contractors through Support Services prior to granting entry to EMS posts. Consideration: None</p>
O-6h	<p>Action: Keep critical response vehicles in a secure area or in an indoor facility. Keep garage doors closed except for bona fide needs.</p> <ul style="list-style-type: none"> • Ambulances should be parked inside with garage doors closed. • Ambulances should be inspected for tampering if left un-attended at Emergency Rooms or Nursing Facilities. <p>Coordination: None Consideration: None</p>
O-11	<p>Action: Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.</p> <ul style="list-style-type: none"> • Inspect gas masks at the beginning of each shift for availability and functionality. • Ensure that Mark-1 kits are readily available. • Carry on your person: <ul style="list-style-type: none"> ○ One pair of safety glasses. ○ One N-95 surgical mask. ○ Three saline bullets to be utilized as eye wash. ○ One pen light or small flashlight. • Ensure bunker gear is readily available. <p>Coordination: None Consideration: None</p>
O-18	<p>Action: Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)</p> <ul style="list-style-type: none"> • Maintain fuel levels at ¾ or above. • Consider overstocking ambulance with trauma and IV supplies. • Maintain a full compliment of spine boards (4 ea.) • Consider securing 1 or 2 additional Oxygen D-cylinders. <p>Coordination: Support Services should routinely monitor supply posts for adequate levels and overstock as required. Consideration: None</p>

R-6	<p>Action: Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.</p> <ul style="list-style-type: none"> • Prior to leaving your duty station, ensure that your district captain has a current home and cellular phone number as well as an address where you can be located in the event call back is required. • Prepare for vacation and shift exchanges to be cancelled. <p>Coordination: On duty district captains, EMS administration.</p> <p>Consideration: Make emergency arrangements for childcare in the event of call back. Coordinate an emergency evacuation and communication plan with immediate and extended family members.</p>
R-7a	<p>Action: Make a positive identification of all vehicles located or operating within critical government areas.</p> <ul style="list-style-type: none"> • No un-authorized vehicles will be parked in EMS Post parking lots. <p>Coordination: District captains, EMS administration, local law enforcement.</p> <p>Consideration: None</p>
R-7c	<p>Action: Control access and implement positive identification of all personnel – no exceptions.</p> <ul style="list-style-type: none"> • No un-authorized personnel will be allowed at duty stations. • No observers allowed on EMS units. <p>Coordination: Area technical schools and colleges with EMT & MICT programs, EMS administration in charge of scheduling.</p> <p>Consideration: None</p>
R-17	<p>Action: Stress the possibility of a secondary attack against first responders.</p> <p>Coordination: None</p> <p>Consideration: None</p>

Operations & District Captain

ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
G-2	<p>Action: Report suspicious circumstances and/or individuals to law enforcement agencies.</p> <p>Coordination: 911 Dispatch / WFD / WPD / SO</p> <p>Consideration: Relay information via a secure radio channel or land line when available</p>
G-3	<p>Action: Routine operations without security stipulations are allowable.</p> <p>Coordination: None</p> <p>Consideration: None</p>
G-4	<p>Action: Continue to include responder safety and common sense practices in daily routines.</p> <ul style="list-style-type: none"> • Ensure crews remain cognizant of their surroundings. <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
B-3	<p>Action: Review all applicable emergency plans. (Emergency Operations Plan, SOP/SOGs, personnel staffing schedules, internal security plans, etc.)</p> <ul style="list-style-type: none"> • Review and update applicable schedules and plans during the monthly staff meeting. <p>Coordination: EMS administration, EMS training.</p> <p>Consideration: None</p>
B-6	<p>Action: Ensure that all government vehicles are secured.</p> <ul style="list-style-type: none"> • Lock all doors and compartments when vehicle is unattended. <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
B-7	<p>Action: Review and update public and private critical infrastructure target listings.</p> <ul style="list-style-type: none"> • Disseminate and discuss during monthly staff meeting when applicable. <p>Coordination: EMS administration, EMS training.</p> <p>Consideration: None</p>
B-8	<p>Action: Continue routine checks of all equipment for operational readiness, fill fuel tanks, and check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)</p> <ul style="list-style-type: none"> • Routine inspection of PPE on each ambulance & supervisor vehicles • Routine inspection of MVI/MCI equipment • Routine inspection of MARK 1 kit on each ambulance & supervisor vehicles • Oxygen and supplies above the minimum level • Discuss alternate fueling procedures and/or locations. <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
B-9	<p>Action: Brief emergency response personnel on increased security/safety concerns appropriate to the threat level. (Security measures, suspicious situations, etc.)</p> <ul style="list-style-type: none"> • Discuss during monthly staff meeting when applicable <p>Coordination: EMS administration, EMS training.</p> <p>Consideration: None</p>
B-10	<p>Action: Monitor and test communications and warning systems at periodic intervals.</p> <p>Coordination: 911 dispatch, EMS crews assigned to the district captain.</p> <p>Consideration: None</p>
B-13	<p>Action: Be alert to suspicious activity and report it to the proper authorities.</p> <p>Coordination: 911 Dispatch / WFD / WPD / SO</p> <p>Consideration: None</p>
Y-4	<p>Action: Be alert to suspicious activity and report it to the proper authorities.</p>
O-22	<p>Coordination: 911 Dispatch / WFD / WPD / SO</p> <p>Consideration: None</p>
Y-4a	<p>Action: Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities</p> <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p>

	Consideration: None
Y-4c	Action: Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening the door and starting the engine. <ul style="list-style-type: none"> • Ensure crews comply with procedure and report anything suspicious immediately. Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: None
Y4d	Action: Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature. Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: None
Y-4e	Action: Lock and regularly inspect all buildings, rooms, and storage areas not in regular use. <ul style="list-style-type: none"> • Ensure posts are locked and secure • Ensure supply areas are locked and secure Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: None
Y-4f	Action: At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages. Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: Personally inspect posts of high call volume crews as time permits.
Y-7	Action: Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work / rest cycles. <ul style="list-style-type: none"> • Discuss during staff meetings and adjust when applicable Coordination: EMS administration, EMS training. Consideration: None
Y-8	Action: Consider plans and contingencies to assist public safety employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time. Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.
Y-9	Action: Continue routine checks of all equipment for operational readiness, fill fuel tanks, check specialized response equipment (Hazmat, TRS, SWAT, bomb squad, command post, etc.) <ul style="list-style-type: none"> • Routine inspection of PPE on each ambulance & supervisor vehicles • Routine inspection of MVI/MCI equipment • Routine inspection of MARK 1 kit on each ambulance & supervisor vehicles • Oxygen and supplies above the minimum level • Discuss alternate fueling procedures and/or locations Coordination: None Consideration: None
Y-11	Action: Check recall roster and recall processes for accuracy. Review vacation / day off roster and consider staffing options if the situation escalates. <ul style="list-style-type: none"> • Ensure employee roster is accurate and updated at least quarterly • Ensure reserve/volunteer staff roster is accurate and updated • Ensure the operation schedule is accurate and updated Coordination: EMS administration, EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: None
Y-15	Action: Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level. <ul style="list-style-type: none"> • Review and update applicable schedules and plans during the monthly staff meeting Coordination: EMS administration, EMS training, Support Services Consideration: None
O-6a	Action: At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages. <ul style="list-style-type: none"> • Ensure personnel inspect perimeter of their post at least once per shift Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: Personally inspect posts of high call volume crews as time permits.
O-6b	Action: Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforce entry control procedures. Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.

	Consideration: Personally inspect posts of high call volume crews as time permits.
O-6g	<p>Action: Lock all exterior doors except the main facility entrance(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. Require a visitor sign- in log with information from their identification. Escort visitors when they are in the facility until they leave. Check where the visitors were or worked to assure nothing is amiss or left behind.</p> <ul style="list-style-type: none"> No visitors or observers are to be left unattended at the station or with the ambulance <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: Personally inspect posts of high call volume crews as time permits.</p>
O-6h	<p>Action: Keep critical response vehicles in a secure area or in an indoor facility. Keep garage doors closed except for bona fide needs.</p> <ul style="list-style-type: none"> Ensure all vehicles are secured at the hospital or receiving facilities and are unattended for the least amount of time possible. Ensure personnel secure the ambulance in the garage with the doors closed anytime they are at post. <p>Coordination: EMS crews including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
O-7	<p>Action: Contact all personnel to ascertain their recall availability. Plan modifications where appropriate to staffing schedules to provide the maximum recall surge of personnel if needed.</p> <ul style="list-style-type: none"> Ensure callback plan and employee numbers are accurate Document those personnel who are unavailable for callback <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.</p>
O-8	<p>Action: Advise staff of contingency plans for shift modifications, assignments, work / rest cycles and family member care / assistance and security plans if the situation escalates.</p> <p>Coordination: All EMS personnel.</p> <p>Consideration: Contact off duty personnel as warranted.</p>
O-11	<p>Action: Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.</p> <ul style="list-style-type: none"> Ensure all personnel have PPE readily available, including bunker gear, APR's, eye protection, and N-95 masks Ensure MARK 1 kits are readily available Ensure MVI/MCI guidelines and equipment is readily available on supervisors vehicles <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
O-18	<p>Action: Check all equipment for operational readiness, fill fuel tanks, and check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)</p> <ul style="list-style-type: none"> Mandatory inspection of PPE on each ambulance & supervisor vehicles Mandatory inspection of MVI/MCI equipment Mandatory inspection of MARK 1 kit on each ambulance & supervisor vehicles Oxygen and supplies above the minimum level Fuel levels above ½ tank at all times Make personnel aware of alternate fueling procedures and/or locations <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel.</p> <p>Consideration: None</p>
O-20	<p>Action: Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.</p> <p>Coordination: None</p> <p>Consideration: None</p>
R-4	<p>Action: Staff Emergency Operations Center (EOC) or Command Post on a 24-hour basis. Provide security for this facility</p> <ul style="list-style-type: none"> Page all administrative staff to ensure awareness of this level <p>Coordination: EMS administration, EMS training, Support Services</p> <p>Consideration: None</p>
R-6	<p>Action: Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.</p> <ul style="list-style-type: none"> Contact off-duty personnel and advise of potential callback and/or work assignment Contact reserve/volunteer personnel and advise of potential callback or work assignment

	<ul style="list-style-type: none"> Contact all off-duty administrative staff for assignments and work schedules <p>Coordination: EMS personnel. Consideration: Consider coordinating staffing plans with Region III MERGe group.</p>
R-7b	<p>Action: If not already accomplished, implement parking restrictions and park vehicles away from critical facilities.</p> <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: Personally inspect posts of high call volume crews as time permits.</p>
R-7c	<p>Action: Control access and implement positive identification of all personnel -no exceptions</p> <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: Personally inspect posts of high call volume crews as time permits.</p>
R-17	<p>Action: Stress the possibility of a secondary attack against first responders.</p> <p>Coordination: EMS crews assigned to the district captain including reserve & Derby EMS personnel. Consideration: None</p>

Administration

ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
Y-5	<p>Action: Brief and stress information and operational security issues to first responders and government officials.</p> <ul style="list-style-type: none"> Communicate THREATCON to OPS, SUPPORT, TRAINING, RESERVE officers, MEDICAL ADVISOR. Verify receipt of information. <p>Coordination: None Consideration: None</p>
Y-6	<p>Action: Share pertinent information directly related to the threat level with first responders and government officials.</p> <ul style="list-style-type: none"> Communicate via face to face, electronic or by phone, any specifics and/or BOLO (be on the look out) advisories. Repeat at each shift change to notify the 4 shift cycles. Verify receipt of information. <p>Coordination: None Consideration: Expect questions of clarification and enable methods to answer inquiries from first responders.</p>
Y-7	<p>Action: Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work / rest cycles.</p> <ul style="list-style-type: none"> Remain appraised of VAC, SCK, TDY schedules, Duty Officer cycles, Division of Public Safety location. Duty Officer will carry a copy of the Call Back Plan. <p>Coordination: None Consideration: None</p>
Y-9	<p>Action: Continue routine checks of all equipment for operational readiness, fill fuel tanks, check specialized response equipment (hazmat, TRS, SWAT, bomb squad, command post, etc.)</p> <ul style="list-style-type: none"> All ADMIN vehicles will maintain ¾ tank of fuel status or greater. <p>Coordination: Casual users return the vehicles filled. Consideration: Have materials you may need as references in man portable configuration as the chassis may be pressed into alternative service.</p>
Y-12	<p>Action: Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.</p> <ul style="list-style-type: none"> Review medical standby schedule and Kansas Coliseum schedule for large events. Confer with LE, Division of Public Safety, event organizers for potential contingencies or changes. <p>Coordination: Local promoters, LE, Kansas Coliseum Director, Century II, Cotillion, Large church congregations with activist speakers. Consideration: Increased threat may generate public concern, manifesting in increased levels of medical presence at events concurrently.</p>
Y-13	<p>Action: Continue Meetings with appropriate representatives of critical infrastructure facilities to review contingency and evacuation plans and brief employees.</p> <ul style="list-style-type: none"> If civil infrastructure is targeted, define fuel, communication, energy, water, food, resupply, documentation of PCR alternatives to senior EMS officers in OPS, SUPPORT, TRAINING. <p>Coordination: Fleet Manager, hospital medical records, billing contractor, Emergency Communication. Consideration: EMS is battery dependant; gang charging for handi-talkies and Lifepaks is essential. Clear directives will be hard to articulate if intranet and power go down. 1015 Stillwell Complex phones are Voice Over Internet Protocol. If the internet goes down, phones go down. 2 hard lines exist, 1 in the FAX, Rm 7218 and 1 in the AED downloader, Rm 7204. These lines could be used by attaching handsets.</p>
O-3	<p>Action: Activate the jurisdiction's Emergency Operations Center (EOC) (level 2) for an initial situation briefing of EOC staff. Following the initial briefing, maintain limited staffing, as warranted/appropriate.</p> <ul style="list-style-type: none"> Designated Duty Officer must report to EOC within 20 minutes for briefing by the Homeland Security Coordinating Committee. <p>Coordination: Notify designated backfill person if in an acting capacity. Consideration: Establish an aid or runner, as you will be assigned to EOC TFN. Have notification lists</p>

	and pager/number lists.
O-17	<p>Action: Contact critical infrastructure facilities including: elected officials, businesses, schools, hospitals, etc. to discuss the heightened threat and security and contingency operations.</p> <ul style="list-style-type: none"> • Discuss heightened threat and security posture. Reconfirm material and procedural alternatives should they be enacted. Learn what receiving facilities are now requiring and articulate to field personnel in a protected manner. <p>Coordination: EMS employees and volunteers, Fleet Manager, hospital medical records, billing contractor, hospital security departments, facility security agents</p> <p>Consideration: Refresh EMS staff officers of all contingencies. Poll staff for any outlying situations that have developed which may preclude these.</p>
R-4	<p>Action: Staff Emergency Operations Center (EOC) or Command Post on a 24-hour basis. Provide security for this facility.</p> <ul style="list-style-type: none"> • EOC is now in 24-hour operation. Go to shift rotations. Alternate as necessary. You should have provisions for medications and any special articles that you may need on site. Advise family of restructured schedule and assure their safety. Assure safety of on duty associate's family as practicable. Cancel or re-schedule appointments. <p>Coordination: Family, appointment scheduler, rotation associates.</p> <p>Consideration: This may be protracted. Having prearranged family regroup location and procedures will improve morale. Exigencies will develop and stress of event will impact some staff negatively. Monitor for impact and replacement, rehab of personnel.</p>
R-6	<p>Action: Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.</p> <ul style="list-style-type: none"> • Initiate necessary recalls and mutual aid notifications. Maintain regular EMS staff briefings at preset times to allow for updates and participation in the event. MERGe phone initiate #1.800.435.7573, can provide up to 10 EMS Administrators/Advisors and 20 ambulances to Sedgwick County within 2 hr window. Local liaisons are Deck, Friesen, or Tolle. <p>Coordination: EOC is the principal hub, 1015 Stillwell is the EMS OPS hub.</p> <p>Consideration: Keep clear records, make clear and simple commands, simplify whenever possible. Remain calm and optimistic. Compliment staff.</p>
R-8	<p>Action: Consider releasing non-critical function personnel.</p> <ul style="list-style-type: none"> • As a part of regular EMS briefings, let people know about the expected duration and when they may be released when possible. Remember tomorrow may bring another. <p>Coordination: EOC is the principal hub.</p> <p>Consideration: After action reports will be expected. Consolidate/secure notes. Clarify payroll records early.</p>

Support Services & FM

ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
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G-2	Action: Report suspicious circumstances/individuals to law enforcement agencies.
B-13	Coordination: 911 Dispatch / WFD / WPD / SO
Y-17	Consideration: Relay information via a secure radio channel or land line when available
O-22	
B-6	Action: Ensure that all EMS staff vehicles are locked at all times Coordination: FM, EMS administration, EMS training, Support Services Consideration: None
B-8	Action: Continue routine checks of all equipment for operational readiness (fill fuel tanks and check equipment of spare ambulances)
Y-9	Coordination: FM, EMS administration, EMS training, Support Services Consideration: None
Y-3	Action: Provide weekly updates to Support Service staff (as required) Coordination: None Consideration: None
Y-4	Action: Continually review and be prepared to implement critical infrastructure facility security plans. Coordination: EMS administration. Consideration: None
Y-4a	Action: Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities <ul style="list-style-type: none"> • Remind Support Service staff to be maintain heightened awareness Coordination: None Consideration: None
Y-4b	Action: Increase spot checks of specific high-risk targets / facilities. <ul style="list-style-type: none"> • Walk through of B1 morning and evening. • Ensure all areas remain locked and secure. Coordination: None Consideration: None
Y-4c	Action: Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening the door and starting the engine. <ul style="list-style-type: none"> • Secure vehicle at all times. • Do not leave it running • Check underside of vehicle if left unattended in non-secure area. Coordination: FM, EMS administration, EMS training, Support Services Consideration: None
Y-4d	Action: Lock and regularly inspect all buildings, rooms, and storage areas not in regular use. <ul style="list-style-type: none"> • Ensure trash containers, crates, etc away from Building 1 Coordination: FM, EMS administration, EMS training, Support Services Consideration: None
Y-4f	Action: At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages. <ul style="list-style-type: none"> • Routinely inspect the Building 1 interior and exterior for suspicious pkg. Coordination: FM, EMS administration, EMS training, Support Services Consideration: None
Y-4g	Action: Check all deliveries to facilities. Advise families of responders to check home deliveries. <ul style="list-style-type: none"> • Check all delivery pack slips and addresses before opening. Coordination: None

	Consideration: None
Y-7	Action: Consider alternate Support Service staffing schedules. Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.
Y-8	Action: Consider Support Service families have plans in place for long absence Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.
Y-14	Action: Increase the frequency of backups for critical information systems and ensure availability of technical support. (i.e. technical personnel, redundancy of equipment, off-site storage of critical spare parts) Coordination: District Captains Consideration: Ensure that district captains have access to equipment in a timely manner. Monitor email/communication from EMS crews indicating supply shortages and equipment failure.
B-3	Action: Review logistical requirements related to a higher threat level
Y-15	Coordination: None
O-20	Consideration: None
Y-16	Action: Check inventories of critical supplies and re-order if necessary Coordination: EMS street personnel.
O-21	Consideration: Ensure that district captains have access to equipment and supplies in a timely manner. Monitor email/communication from EMS crews indicating supply shortages and equipment failure.
O-2	Action: Continue, or introduce all measure listed in Threat condition Yellow Coordination: None Consideration: None
O-6 O-6a O-6b O-6g O-6h	Action: Implement critical infrastructure facility security plans (see below) <ul style="list-style-type: none"> • Routinely inspect the Building 1 interior and exterior for suspicious pkg. • Limit access points to Building 1 to main door and gate • Lock all exterior doors at Building 1. • Use buzzer control for main door access. • Check all visitors' purpose, intent and identification. • Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. • Require a visitor sign-in log with information from their identification. • Escort visitors when they are in the facility until they leave. • Check where the visitors were or worked to assure nothing is amiss or left behind. • Keep all ambulances in a secure area. • Keep garage doors locked. • Facilitate FM secures all ambulances under maintenance. Coordination: FM, EMS administration, EMS training, Support Services, Animal Control, Security Consideration: None
O-7	Action: Contact Support Service staff to ascertain their recall availability. Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.
O-8	Action: Advise Support Service staff of contingency plans for shift modification assignment, work / rest cycles and family member care / assistance and security plans if the situation escalates. Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.
O-11	Action: Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment. Coordination: All EMS personnel. Consideration: None
O-14	Action: Monitor computer and network intrusion detection systems and security monitoring. Coordination: DIO, EMS system administrators, EMS DOC's

	Consideration: None
O-15	Action: Verify with DIO their resources to mitigate a cyber attack. Coordination: None Consideration: None
O-18	Action: Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.) Coordination: Monitor email/communication from EMS crews indicating supply shortages and equipment failure. Consideration: Support Services should routinely monitor supply posts for adequate levels and overstock as required.
O-19	Action: Consider off-site mail/package processing and sorting facility to reduce the threat to government employees. Coordination: Package delivery services including UPS, USPS, etc. Consideration: All deliveries should not be opened inside B1 and minimal personnel should be in the immediate area when the package is opened.
R-4	Action: Assist in the staffing of EOC 24/7 Coordination: EMS administration Consideration: Ensure that a designated representative and alternate have access to all supplies and equipment if Support Service personnel are not readily available at supply storage facilities.
R-5	Action: Maintain and monitor communications and warning systems and provide periodic operational status reports to next level of management. Coordination: EMS administration, Radio Shop Consideration: Charge all spare batteries.
R-6	Action: Recall all Support Service staff to their places of duty. Coordination: None Consideration: Ensure that Support Service personnel have made emergency arrangements for childcare in the event of call back and have coordinated an emergency evacuation and communication plan with immediate and extended family members.
R-7 R-7a R-7b R-7c R-7d R-7e R-7f R-7g R-7h	Action: Implement critical infrastructure security plan (see below) <ul style="list-style-type: none"> • Make positive identification of all vehicles located within B4 complex • Implement parking restrictions and park vehicles away from B4 building • Control access and implement positive identification of all personnel - no exceptions • Search all suitcases, briefcases, packages, etc brought into B1 • Maintain a security presence on a single point of access to B1 and check identification of potential visitors to determine valid purpose of entry. • Maintain a sign-in log. • Check all bags, briefcases, and packages at the security point. • All authorized visitors must be escorted while in the facility. • Make frequent checks of B1 exterior • Consider placing an individual on watch at all critical facilities 24/7 until the threat level has diminished • Deliveries to B1 should not be accepted unless approved by Support Service staff. <ul style="list-style-type: none"> ○ All deliveries should not be opened inside B1 and minimal personnel should be in the immediate area when the package is opened. Coordination: FM, EMS administration, EMS training, Support Services, Animal Control, Security Consideration: None
R-8	Action: Consider releasing Support Service personnel Coordination: None Consideration: None
R-12	Action: Ensure welfare checks of Support Service personnel and facilities throughout the day and night. Coordination: None Consideration: None
R-14	Action: Be prepared to control access routes serving B1 and evacuation routes. Coordination: 911 Dispatch / WFD / WPD / SO / Security Consideration: Be prepared to shelter in place.

Training and Medical Control

ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
Y-3	<p>Action: Provide weekly briefings to EOC staff, government officials, and first responders regarding the current threat advisory level and local implications. (As required)</p> <ul style="list-style-type: none"> • Receive weekly briefings on condition of threat and actions to take. <p>Coordination: None Consideration: None</p>
Y-4	<p>Action: Continually review and be prepared to implement critical infrastructure facility security plans.</p> <ul style="list-style-type: none"> • Be suspicious and inquisitive. • Maintain heightened awareness of people, vehicles and activities around Building 1 / Training office. <p>Coordination: None Consideration: None</p>
Y-7	<p>Action: Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work / rest cycles.</p> <ul style="list-style-type: none"> • Be prepared for alternative work schedule/staffing. <p>Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.</p>
Y-10	<p>Action: Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.</p> <ul style="list-style-type: none"> • Be suspicious and vigilant for unrecognized packages and mail/packages with no return address present. <p>Coordination: None Consideration: None</p>
Y-17	<p>Action: Report suspicious circumstances and/or individuals to law enforcement agencies.</p> <p>Coordination: 911 Dispatch / WFD / WPD / SO Consideration: Relay information via a secure radio channel or land line when available</p>
O-4	<p>Action: Provide a daily briefing to EOC staff and government officials. As appropriate.</p> <ul style="list-style-type: none"> • Receive daily briefings on condition of threat and actions to take. <p>Coordination: None Consideration: None</p>
O-6	<p>Action: If not already accomplished, implement critical infrastructure facility security plans.</p> <ul style="list-style-type: none"> • Perform frequent inspection of area around Building 1. • Assure training room doors are locked and room is secure. <p>Coordination: None Consideration: None</p>
O-7	<p>Action: Contact all personnel to ascertain their recall availability. Plan modifications where appropriate to staffing schedules to provide the maximum recall surge of personnel if needed.</p> <ul style="list-style-type: none"> • Advise duty officer of your availability and telephone number/location where you can be reached if necessary. <p>Coordination: None Consideration: Encourage personnel to make emergency arrangements for childcare in the event of call back and to coordinate an emergency evacuation and communication plan with immediate and extended family members.</p>
O-11	<p>Action: Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.</p> <ul style="list-style-type: none"> • Inspect gas masks at the beginning of each shift for availability and functionality. • Ensure that Mark-1 kits are readily available.

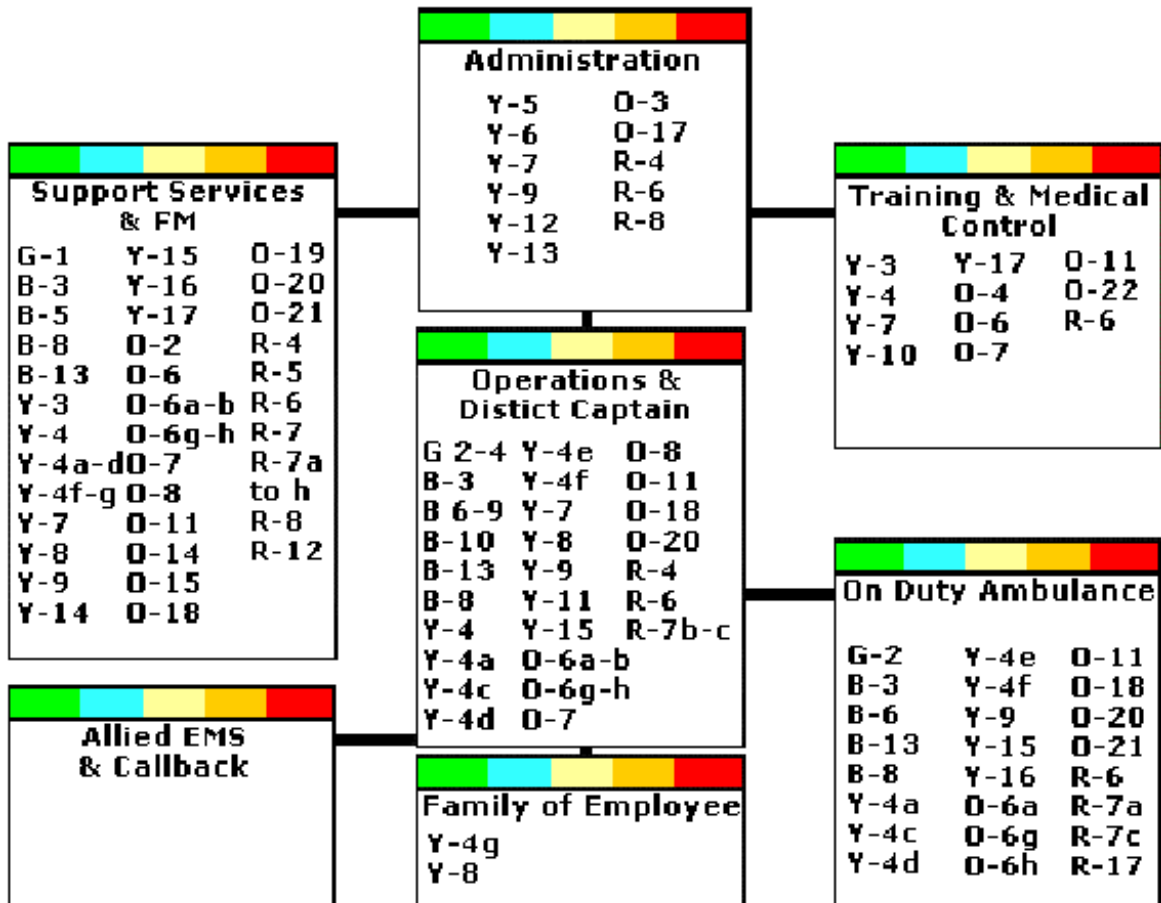
	<ul style="list-style-type: none"> • Carry on your person: <ul style="list-style-type: none"> ○ One pair of safety glasses. ○ One N-95 surgical mask. ○ Three saline bullets to be utilized as eye wash. ○ One penlight or small flashlight. • Ensure bunker gear is readily available. <p>Coordination: Support Services / Building 1 supply. Consideration: None</p>
O-22	<p>Action: Be alert to suspicious activity and report it to the proper authorities. Coordination: 911 Dispatch / WFD / WPD / SO Consideration: Relay information via a secure radio channel or land line when available.</p>
R-6	<p>Action: Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.</p> <ul style="list-style-type: none"> • Assist with recall of personnel as needed and be prepared to respond to an event. <p>Coordination: None Consideration: Ensure that Training personnel have made emergency arrangements for childcare in the event of call back and have coordinated an emergency evacuation and communication plan with immediate and extended family members.</p>

Family of Employee

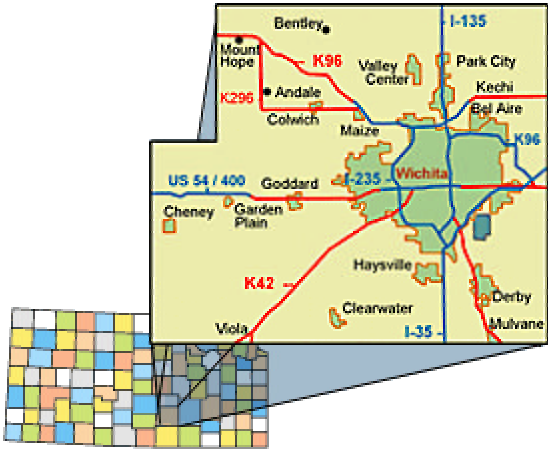
ACTION NUMBER	Recommended Action: Y = Threat Level Yellow O = Threat Level Orange R = Threat Level Red
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Y-4g	Action: Check all deliveries to facilities. Coordination: Advise families of responders to check home deliveries. Consideration: Be suspicious and vigilant for unrecognized packages and mail/packages with no return address present.
Y-8	Action: Consider plans and contingencies to assist public safety employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time. Coordination: None Consideration: Make emergency arrangements for childcare in the event of call back. Coordinate an emergency evacuation and communication plan with immediate and extended family members. Prepare to shelter in place. Review and implement practices found on Sedgwick County's Ready to Respond web site located at http://www.sedgwick.gov/readytorespond or http://www.sc-ems.com/emergencyplan.htm .

Threat Level Code Activity *by* EMS Division



COUNTY AND MUNICIPAL GOVERNMENT GUIDELINES FOR IMPLEMENTATION OF THE HOMELAND SECURITY ADVISORY SYSTEM



SEDGWICK COUNTY, KANSAS

Adapted by the
Sedgwick County Homeland Security
Advisory Committee

(Condensed Version)

**Actions as prescribed by the
COUNTY AND MUNICIPAL GOVERNMENT GUIDELINES FOR IMPLEMENTATION
OF THE HOMELAND SECURITY ADVISORY SYSTEM**

Action Number	By	By	Recommended Action:
G-1	C		Disseminate the GREEN advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
G-1		M	Disseminate the GREEN advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List
G-2	C	M	Report suspicious. circumstances and / or individuals to law enforcement agencies.
G-3	C	M	Routine operations without security stipulations are allowable.
G-4	C	M	Continue to include responder safety and common sense practices in daily routines.
Action Number	By	By	Recommended Action:
B-1	C		Disseminate the BLUE advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
B-1	L		Disseminate the BLUE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List
B-2	C	M	Continue, or introduce all measures listed in Threat condition GREEN Advisory.
B-3	C	M	Review all applicable emergency plans. (Emergency Operations Plan, SOP/SOGs, personnel staffing schedules, internal security plans, etc.)
B-4	C	M	Implement security plans appropriate to the facility.
B-5	C	M	Dispatch centers should prohibit any form of casual access by unauthorized personnel.
B-6	C	M	Ensure that all government vehicles are secured.
B-7	C	M	Review and update public and private critical infrastructure target listings.
B-8	C	M	Continue routine checks of all equipment for operational readiness, fill fuel tanks, and check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)
B-9	C	M	Brief emergency response personnel on increased security/safety concerns appropriate to the threat level. (security measures, suspicious situations, etc.)
B-10	C	M	Monitor and test communications and warning systems at periodic intervals.
B-11	C	M	Brief Public Information Officer (PIO) on appropriate response measures, protective actions, and self help options appropriate to the threat level.
B-12	C	M	Assess mail-handling procedures against intelligence in relation to the current threat level.
B-13	C	M	Be alert to suspicious activity and report it to the proper authorities.
Action Number	By	By	Recommended Action:
Y-1	C		Disseminate the YELLOW advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
Y-1		M	Disseminate the YELLOW advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
Y-2	C	M	Continue, or introduce all measures listed in Threat condition BLUE Advisory.
Y-3	C	M	Provide weekly briefings to EOC staff, government officials, and first responders regarding the current threat advisory level and local implications. (As required)
Y-4	C	M	Continually review and be prepared to implement critical infrastructure facility security plans. (See security recommendations)
Y-4a	Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities		
Y-4b	Increase spot checks of specific high-risk targets / facilities.		
Y-4c	Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening		

	the door and starting the engine.		
Y-4d	Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature.		
Y-4e	Lock and regularly inspect all buildings, rooms, and storage areas not in regular use.		
Y-4f'	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.		
Y-4g	Check all deliveries to facilities. Advise families of responders to check home deliveries.		
Y-5	C	M	Brief and stress information and operational security issues to first responders and government officials.
Y-6	C	M	Share pertinent information directly related to the threat level with first responders and government officials.
Y-7	C	M	Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work / rest cycles.
Y-8	C	M	Consider plans and contingencies to assist public safety employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time.
Y-9	C	M	Continue routine checks of all equipment for operational readiness, fill fuel tanks, check specialized response equipment (hazmat, TRS, SWAT, bomb squad, command post, etc.)
Y-10	C	M	Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.
Y-11	C	M	Check recall roster and recall processes for accuracy. Review vacation / day off roster and consider staffing options if the situation escalates.
Y-12	C	M	Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.
Y-13	C	M	Continue Meetings with appropriate representatives of critical infrastructure facilities to review contingency and evacuation plans and brief employees.
Y-14	C	M	Increase the frequency of backups for critical information systems and ensure availability of technical support. (i.e.: systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery site)
Y-15	C	M	Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
Y-16	C	M	Check inventories of critical supplies and re-order if necessary
Y-17	C	M	Be alert to suspicious activity and report it to the proper authorities.
Action Number	By	By	Recommended Action:
0-1	C		Disseminate the ORANGE advisory to county departments/ agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
0-1		M	Disseminate the ORANGE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
0-2	C	M	Continue, or introduce all measures listed in Threat condition YELLOW Advisory.
0-3	C	M	Activate the jurisdiction's Emergency Operations Center (EOC) (level 2) for an initial situation briefing of EOC staff Following the initial briefing, maintain limited staffing, as warranted/appropriate.
0-4	C	M	Provide a daily briefing to EOC staff and government officials. As appropriate.
0-5	C	M	Place all emergency management and specialized response teams on full alert status
0-6	C	M	If not already accomplished, implement critical infrastructure facility security plans (See Security Recommendations)
0-6a	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.		
0-6b	Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforce entry control procedures.		

0-6c	Increase security patrols around critical infrastructure facilities. Contact allied government agencies within the jurisdiction and advise them of the need for increased security and awareness.		
0-6d	Identify and protect all designated vulnerable points. Give special attention to vulnerable points outside of the critical facility.		
0-6e	Erect barriers and obstacles to control the flow of traffic, as appropriate.		
0-6f	Consider closing public roads and facilities that might make critical facilities more vulnerable to attack.		
0-6g	Lock all exterior doors except the main facility entrance(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. Require a visitors sign-in log with information from their identification. Escort visitors when they are in the facility until they leave. Check where the visitors were or worked to assure nothing is amiss or left behind.		
0-6h	Keep critical response vehicles in a secure area or in an indoor facility. Keep garage doors closed except for bona fide needs.		
0-6i	Increase defensive perimeters around key structures and events.		
0-7	C	M	Contact all personnel to ascertain their recall availability. Plan modifications where appropriate to staffing schedules to provide the maximum recall surge of personnel if needed.
0-8	C	M	Advise staff of contingency plans for shift modifications, assignments, work / rest cycles and family member care / assistance and security plans if the situation escalates.
0-9	C	M	Activate the jurisdiction's Emergency Public Information System. Coordinate information releases with municipal, county, and state governments, if possible. ¹
0-10	C	M	Test communications and warning systems to ensure operability.
0-11	C	M	Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.
0-12	C	M	Suspend public tours of critical infrastructure facilities.
0-13	C	M	Limit access to computer facilities. No outside visitors.
0-14	C	M	Increase staffing to monitor computer and network intrusion detection systems and security monitoring systems.
0-15	C	M	Ensure the availability of sufficient technical resources to respond to and mitigate a cyber attack.
0-16	C	M	If not already accomplished, identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
0-17	C	M	Contact critical infrastructure facilities including: elected officials, businesses, schools, hospitals, etc. to discuss the heightened threat and security and contingency operations.
0-18	C	M	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment. (hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)
0-19	C	M	Consider off-site mail/package processing and sorting facility to reduce the threat to government employees.
0-20	C	M	Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
0-21	C	M	Check inventories of critical supplies and re-order if necessary.
0-22	C	M	Be alert to suspicious activity and report it to the proper authorities.
Action Number	By	By	Recommended Action:
R-1	C		Disseminate the RED advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
R-1		M	Disseminate the RED advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.
R-2	C	M	Continue, or introduce all measures listed in Threat condition ORANGE Advisory.

R-3	C	M	Consider a local declaration to authorize activation of the local emergency management system .
R-4	C	M	Staff Emergency Operations Center (EOC) or Command Post on a 24-hour basis. Provide security for this facility.
R-5	C	M	Maintain and monitor communications and warning systems and provide periodic operational status reports to next higher level of government.
R-6	C	M	Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.
R-7	C	M	If not already accomplished, implement critical infrastructure security plans. (See Security Recommendations)
R-7a	Make a positive identification of all vehicles located or, operating within critical government areas.		
R-7b	If not already accomplished, implement parking restrictions and park vehicles away from critical facilities.		
R-7c	Control access and implement positive identification of all personnel -no exceptions.		
R-7d	Search all suitcases, briefcases, packages, etc brought into a critical facility.		
R-7e	Secure all doors to communications, command centers, and data processing centers. Maintain a security presence on a single point of access to each structure and check identification of potential visitors to determine valid purpose of entry. Maintain a sign-in log. Check all bags, briefcases and packages at the security point. All authorized visitors must be escorted while in the facility.		
R-7f	Increase defensive perimeters, including manpower, around critical facilities. Make frequent checks of the exterior of critical facilities and begin spot checks of lower risk targets.		
R-7g	Consider placing an individual (career or volunteer) on watch at all critical facilities 24-hours a day until the threat level has diminished.		
R-7h	Deliveries to critical facilities should not be accepted unless approved by supervisory staff. All deliveries should not be opened inside of the critical facility, and minimal personnel should be in the immediate area when the package is opened.		
R-8	C	M	Consider releasing non-critical function personnel.
R-9	C	M	Ensure 24-hour access to the jurisdiction's Principal Executive Officer (County Board Chair, Mayor, Village President) or their designated alternate.
R-10	C	M	If not already accomplished, implement the Emergency Public Information System. ²
R-11	C	M	Brief all EOC, government and first response personnel on critical facility evacuation routes and contingency communications plans. Provide direction regarding what equipment, supplies should be taken in the event of an evacuation.
R-12	C	M	Ensure welfare checks of government personnel and facilities throughout the day and night.
R-13	C	M	Activate, or place on high alert specialized response teams / personnel. (i.e.: hazmat, TRS, EMS, SWAT, Crisis Counseling, etc.)
R-14	C	M	Be prepared to control access routes serving critical infrastructure facilities and evacuation routes.
R-15	C	M	Increase security at water / sewer facilities and increase the frequency of testing for impurities and contaminants.
R-16	C	M	Maintain communications with, and provide security for hospitals and critical medical facilities, if appropriate.
R-17	C	M	Stress the possibility of a secondary attack against first responders.