



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

**OCT 5 2001**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/SG  
110 Luke Avenue, Room 400  
Bolling AFB, DC 20332-7050

SUBJECT: Personal Protection Information Card

Recent terrorist activities have caused us to increase our emphasis on homeland defense and enhance the safety of our people. Adequate preparation is vital to ensure the correct response to a possible terrorist use of chemical or biological agents. As part of this preparation, the Air Force Chief of Staff has issued the attached guidance directing the rapid distribution of a Personal Protection Information Card to our total forces. This card describes some basic measures that can be taken to protect individuals in case of exposure to any chemical or biological agents.

The medical community will serve as the distribution channel for these cards. They will be shipped to you in the very near future. Please ensure these cards get into the hands of our total forces (active, guard and reserve forces) as soon as possible. Local reproduction of this card is authorized. We must all work together to ensure our people are ready to protect themselves if the need arises.

My point of contact for more information on this matter is Col Deneice Van Hook, AFMOA/SGZP, 110 Luke Avenue, Room 405, Bolling AFB, DC 20332-7050, DSN 297-4286, e-mail [deneice.vanhook@usafsg.bolling.af.mil](mailto:deneice.vanhook@usafsg.bolling.af.mil).

  
PAUL K. CARLTON, JR.  
Lieutenant General, USAF, MC, CFS  
Surgeon General

Attachment:  
CSAF Memo on Personal Protection  
Information Card

Distribution:

HQ ACC/SG  
HQ AETC/SG  
HQ AFMC/SG  
HQ AFRC/SC  
HQ AFSPC/SG  
HQ PACAF/SG  
HQ AFSOC/SG  
HQ AIA/SG  
HQ ANG/SG  
HQ USAFE/SG  
HQ AFIA/SG  
HQ USAFA/SG  
HQ AFIC/SG  
11 MDG/CC  
HQ USAFSAM/SG  
HQ AMC/SG



DEPARTMENT OF THE AIR FORCE  
OFFICE OF THE CHIEF OF STAFF  
WASHINGTON, DC

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC

OCT 15 2001

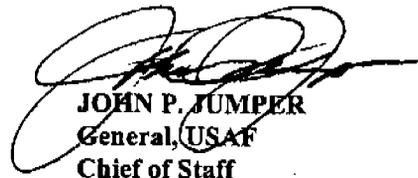
FROM: HQ USAF/CC  
1670 Air Force Pentagon  
Washington, DC 20330-1670

SUBJECT: Personal Protection Informational Card

The threat of terrorism and our heightened security measures have made these very stressful times for all of us. Even though we may not know what the future holds, it is our responsibility to prepare for the full spectrum of threats and possible terrorist actions. Attached is a simple information card we have developed that could help our survivability during such an event. It is not meant to answer all questions dealing with these topics, but is rather a "very basic and easy to carry with you" card that might help someone survive when faced with one of these emergency situations. We plan to distribute these cards to your MAJCOM surgeons who will arrange shipment to individual bases.

Please ensure these cards are distributed to all Air Force active duty, Air National Guard, and Air Force Reserve personnel within your command. Please include your geographically separated units as well. It is imperative that our people have this information close at hand to help them be prepared to take basic protective measures when dealing with a chemical or biological exposure. Please contact your local disaster preparedness or medical authorities for further information.

My point of contact for more information on this matter is Col Deneice Van Hook, AFMOA/SGZP, 110 Luke Avenue, Room 405, Bolling AFB, DC 20332-7050, DSN 297-4286, e-mail [deneice.vanhook@usafsg.bolling.af.mil](mailto:deneice.vanhook@usafsg.bolling.af.mil).



JOHN P. JUMPER  
General, USAF  
Chief of Staff

Attachment:  
Personal Protection Information Card

BACK

FRONT

**AFTER ANY BW/CW INCIDENT**

**LISTEN:** Keep calm and listen to the radio/TV for official news updates. Stay indoors and maintain protective measures until notified by the media or public safety officials that the area is safe

**DECON:**

- Minimize contact with all outside surfaces; avoid droplets and residues
- Remove contaminated clothing as soon as possible/place in a sealed plastic bag
- Wash exposed skin with soap and water and shampoo hair

**SEEK CARE:** If exposure is known or suspected, report to the nearest medical facility as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated

**EMERGENCY ACTIONS  
TO TAKE FOR  
SELF PROTECTION  
AGAINST POTENTIAL  
BIOLOGICAL AND  
CHEMICAL AGENT  
EXPOSURE**



**U.S. AIR FORCE**

**INDOORS**

**MASK:** Put on breathing protection (gas or escape mask) or cover mouth and nose with a cloth

**MOVE:** To the highest and most interior room of the house or building

**SHELTER:**

- Turn off all electrical appliances, fans, air conditioners, furnaces, etc
- Close and lock all windows, vents, doors, fireplaces, etc
- Seal room windows and door seals with duct or masking tape
- Seal door thresholds with wet towel
- Sit adjacent to an inner wall and away from outer walls and windows Do not smoke, light candles, or use any sources of open flame

**OUTDOORS**

**MASK:** Put on breathing protection (gas or escape mask) or cover mouth and nose with a cloth

**MOVE:** Laterally and upwind, away from any smoke or aerosol cloud

**SHELTER:** Seek shelter in a building or covered structure (see above).

If caught in a vehicle - pull over, shut off the engine, air conditioner, heater and vents, and roll up windows

INSIDE - LEFT

INSIDE - RIGHT