

# Emergency Procedures Manual for Foreigners

Government of the Republic of Korea  
Ministry of Security and Public Administration  
Ministry of Foreign Affairs

## 1 Important Information

### ① Be aware of the situation and remain in contact

- Avoid listening to rumors or false news, stay tuned to broadcasts(TV, Radio) of the ROK Government, and follow instructions accordingly
- Assess the situation accurately by regularly contacting your embassy, host, employer, or acquaintances
- Try to refrain from outdoor activities such as shopping, traveling, and going to the theater, and stay near your residence or place of employment

### ② Deciding to leave or to stay

- In case of an emergency, consult with your place of employment, school, or host organization to decide whether to leave or stay and follow your embassy's instructions
- If you decide to depart Korea, use air/seaports instructed by the Korean government and your embassy
- Once you decide to remain in Korea, report to your local immigration office if you have not yet registered yourself as a foreigner

### ③ Emergency shelters

- The ROK Government has designated, and operates over 24,000 shelters for emergencies throughout the country
  - Underground facilities that have shelter signs such as subway stations, underground parking lots, and building basements
- During normal times, look for the nearest shelter and exit routes from your home or place of employment with family or co-workers
- Provide your children with a map showing shelter locations and exit routes in advance and remind them of the information on a regular basis.

#### ④ Emergency warnings

- The ROK Government manages a nation-wide warning system in order to alert people promptly when an emergency situation occurs.

Types	Situation	Alarm Tone
Warning Alarm	Enemy attack is anticipated	1 Minute Siren Flat tone(---)
Air-raid Alarm	Enemy attack is commencing or in progress	3 Minute Siren Wave tone(ㄴㄴㄴ)

- ※ Alarms are sent through loudspeakers, TV and Radio simultaneously
- When a warning alarm is issued : Prepare to evacuate
  - Outside : Follow instructions from designated personnel at your place of employment, school, or from Civil Defense personnel and prepare to evacuate
  - At home : Turn off gas valves and unplug electrical cords that may cause an explosion or a fire, and prepare emergency supplies such as food, water and first-aid kits
- When an air-raid alarm is issued : Promptly evacuate to an emergency shelter
  - Outside: Park your car on the right side of the road or in a vacant lot (leaving your keys in the car) and promptly evacuate to the nearest shelter
  - At home : Help the elderly, the weak and children evacuate first, and evacuate to the nearest shelter with the prepared emergency supplies
- ※ During the night, turn off all the lights or close the curtains to prevent light from leaking out

#### ⑤ Cooperate with the ROK Government

- Follow instructions and control from Civil Defense personnel wearing yellow hats and jackets with a civil defense mark on them
- In order to avoid communication network paralysis, refrain from using wired or wireless telephones and use text

messaging services for communication purposes instead

- When you find an injured person or an explosive object, report to the police(☎112) or a fire station(☎119) and participate actively in assisting the government's recovery efforts

## ② Guidelines for Emergency Situations

### ① During an Artillery or an Air-raid Attack

- Prompt and calm evacuation
  - Avoid using elevators in high-rise or apartment buildings and use emergency stairwells for prompt evacuation
  - ※ Elevators may stop working due to a fire or a power outage
  - Park your car on the right side of the road or in a vacant lot (leaving your keys in the car) and promptly evacuate to the nearest shelter
  - If you cannot evacuate to an emergency shelter, hide in a ditch, pothole or crouch near a wall facing south.
  - ※ When the firing ceases, move to the nearest shelter
- Beware of shrapnel and fires
  - Be cautious of falling furniture and electric appliances, and debris such as broken glasses and bricks, and debris from explosions
  - Crouch as low as possible while covering your mouth and nose in order to avoid suffocation by poisonous gases from a fire
  - If your clothes catch fire, do not panic and roll over on the floor to extinguish the fire while covering your mouth and eyes
- Remain calm when trapped in the rubble of a collapsed building

- Do not force yourself out and wait for rescue
- Regularly send out rescue signals by tapping pipes, debris or through cell phone signals
- Do not use matches or lighters as there is a high possibility of explosion from gas leakages

## ② During a Chemical Weapons Attack

- Symptoms when attacked by chemical weapons
  - Birds and fish getting sick or suddenly dying
  - Sore eyes, breathing difficulties, spasms, or red skin
  - When these symptoms are noticed, cover your mouth and nose with a gas mask, mask, handkerchief, or paper towels, and evacuate promptly
- Consider terrain conditions and wind direction when evacuating
  - As chemical gases tend to be thicker than air, try to evacuate to high-rise buildings or highly elevated areas
  - Seal all doors, windows, and ventilators using duct tape in order to block the inflow of gases from outside
  - Do not operate air conditioners or air refreshers as they may cause gases outside to flow in
  - If the wind from a contaminated area is blowing directly at you, avoid it by moving to your right or left and if the wind is blowing towards a contaminated area, move against the wind
- Promptly remove contaminated materials and receive medical treatment
  - Avoid contact with contaminated materials or patients, and report locations, symptoms, etc. to a fire station(☎119) or Civil Defense personnel

- Wash all body parts exposed to the contaminated materials with soap or cleanser for more than 15 minutes, and seal up the exposed clothing in a plastic bag or a plastic container
- Receive medical prescriptions and treatment from a hospital or an emergency clinic

## ③ During a Biological Weapons Attack

- Symptoms when attacked by biological weapons
  - Mass mortality of animals and livestock without any distinct reason
  - Many people show symptoms of fever, vomiting and stomachache
- Avoid contact with contaminated materials or patients
  - Avoid contact with contaminated materials or patients, and report locations, symptoms, etc. to a fire station(☎119) or Civil Defense personnel
  - Cover your mouth and nose with a mask, handkerchief or paper towels, and evacuate from the contaminated area promptly
  - After evacuation, get yourself checked for contamination at a hospital or an emergency clinic located in a safe area, and receive appropriate treatment
- Thorough hygiene management
  - Boil food and water for more than 15 minutes, and keep yourself and your living space clean
  - Have your pet checked as there is the possibility of pet-borne disease
  - Check government instructions and the latest information to avoid additional infection
- How to handle mail suspected of carrying biological weapons
  - When suspicious mail is received, do not open it, keep it

isolated, and report to a fire station(☎119) or Civil Defense personnel

- After putting the people around you in quarantine, record personal information and report it to ROK Government personnel
- If suspicious powder is found, cover it with clothes or a vinyl wrapper in order to prevent it from spreading

#### ④ During a Nuclear Attack

- Effects of a nuclear explosion
  - Powerful flash of light and 3000-4000℃ of intense heat causing skin burns and fire
  - The blast from the explosion causes buildings to collapse and gas explosions
  - Extensive spread of dust and debris contaminated by radioactivity
  - Electromagnetic waves paralyzing functions of nearly all the electronic devices such as computers and communication tools
- Evacuate to an underground evacuation facility before a nuclear attack
  - When a nuclear attack alarm is issued, promptly evacuate to an underground shelter or an underground facility(subway station, basement, etc.)
  - If you do not have enough time to evacuate, hide in a sewer, ditch, etc.
- Promptly hide yourself in case of an ongoing nuclear attack
  - When a flash light from a nuclear explosion is sensed, lie flat facing the opposite direction from the explosion, cover your eyes and ears with both hands, but leave your mouth open
  - Minimize exposure to radioactivity after the nuclear explosion, and evacuate to buildings with lead and concrete walls
- Following a nuclear attack, be cautious of radioactive fallout

- Radioactivity cannot be sensed as it does not have any color, scent, taste or sound
- If there is not enough time to evacuate from radioactive fallout regions, evacuate to a deep basement.
- Store food and water after tightly covering it with plastic bags, cling films, or plastic containers
- When evacuating, minimize exposure by covering yourself with vinyl wrappers, a raincoat, an umbrella, etc.

### ③ Preparations in Advance

※ It is recommended that you check and prepare items mentioned below. Also, make sure you know where nearby emergency shelters are located and which numbers to call in case of an emergency by filling in the boxes below.

#### ① Recommended Items during an Emergency Situation

- Food : Canned food or ones contained in plastic containers
- Water : 2 liters daily per person
- Cooking tools : Portable pots and pans, portable gas stove, butane fuel canisters
- Emergency first-aid kit and medical prescriptions (for patients)
- Battery-operated radio and extra batteries
- Flashlights, candles, lighters and matches
- Sleeping bags or blankets, jackets and underwear, and durable shoes
- Gas masks or masks, rubber gloves and boots, raincoat, adhesive tape, and soap
- Paper towels, plastic bags, cling film, and, wet tissues and diapers for babies
- Important documents, securities, cash and jewelry

#### ② Emergency Shelters

Category	Location of nearby shelter (address)
Home	(1st) (2nd)
Employment	(1st) (2nd)
School	(1st) (2nd)

### ③ Emergency point of contact

Embassy	Information Center for Foreigners	Fire Station (Fire, Ambulance)	Police
( )	☎ 1345	☎ 119	☎ 112
Employment	Guide(Host)	School	Friend
( )	( )	( )	( )

## ④ How to Wear a Gas Mask and Use a Fire Extinguisher

### ① How to Wear a Gas Mask

1. Remove the cover of the filter cartridge and connect the cartridge to the gas mask
2. Before wearing the mask, take a deep breath
3. Wear the gas mask, making sure the front rubber part is tightly pressed against your nose, mouth, and chin
4. Adjust the rear strap
5. Check for air leakage by inhaling while blocking the other inlet of the cartridge

6. After wearing the mask, promptly evacuate to a safe place
  - ※ There are 2 types of filters : For fire / chemical gas
  - ※ A filter is effective for 5 years, but not reusable once it is used or the cover is removed

### ② How to Use a Fire Extinguisher

1. Hold the upper lever of the handle and take out the safety pin
2. Leaning against the wind, stand 3–5m away from the fire and aim the hose towards the fire
3. Tightly squeeze the lower and upper levers and spray over the fire
  - ※ Do not approach the fire too closely in order to avoid skin burns
  - ※ After using a fire extinguisher, do not breathe in the sprayed gas and ventilate immediately (potential risk of suffocation when using a fire extinguisher underground or in a room without any windows)