

# Safety Matters

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## Emergency Event Reminders...

In the event of an emergency, people need to respond quickly; knowing where to go and how to get there is often an important part of a quick response. Depending on the type of emergency, people will either need to exit the building as quickly as possible or be prepared to navigate to a safer part of the building. It is important each person knows exactly where to go in the event of an emergency.

**Current floor plans are an integral part of every written Emergency Action Plan (EAP).** Regardless of the emergency, an EAP should contain an up-to-date floor plan for the entire property. The floor plan should include clearly marked evacuation routes and all emergency exits should be easily identifiable. Remember, this information isn't only posted for the good of employees; guests, including emergency personnel, will rely on this information to navigate the building safely.

**Emergencies Outside of the Building** — In most cases, when an emergency starts outside of the building, the safest thing to do is find a safe place within the building. Most often, emergencies outside of the building will be weather-related or natural disasters like a tornado, earthquake or lightning storm. These events provide different levels of warning before they strike, so it's important to be prepared to respond to the emergency quickly.

**Emergencies Within the Building** — For emergencies occurring inside of the facility (e.g., fires, power outages, etc.), the main goal is to get everyone out of harms way. To achieve this goal, staff should be aware of the fastest and safest way out of the building. It will also be necessary to ensure that evacuation procedures are easily accessible to customers or visitors inside of the building. Having a broad understanding of the layout of a building can help staff prepare for unanticipated detours along the most common emergency exits. In some rare cases, employees may be asked to shelter-in-place. Management should determine the proper course of action and notify designated personnel to communicate the directions, whether it be building evacuation or shelter-in-place.

**Health Emergencies** — If someone inside of the building is injured or harmed in some way, an EAP should be initiated quickly. Staff should be prepared to respond to a wide range of plausible health scares such as a heart attack, seizure, possible drowning and more. Depending on the emergency, local emergency medical services may be contacted. Be sure that these authorities will have easy access to the injured person, and they'll be able to exit the building quickly when it is time to do so.

## Reporting and Alerting Authorities

Most emergencies will require the involvement of police, fire and rescue, and medical professionals. Contacting these authorities is usually as easy as dialing 9-1-1. With that said, it's important that someone in the organization be designated to make that call. There's nothing worse than a delayed response because everyone assumed someone else contacted authorities. It is critical after contacting medical authorities to have someone outside the building that can direct authorities to the proper area and get them through any potential slow-downs (such as electronically controlled access points, construction obstacles, restricted areas, etc.)

It's important to note that some emergencies will require specialized emergency responders. For instance, a chemical spill will need the services of specialized Hazardous Materials unit and downed power lines or utilities issues will require the work of the utility company. Make sure the Emergency Action Plan contains all the emergency numbers and contact information that may be needed to include all possible emergency situations.

## Alerting Staff and Visitors of an Emergency

In addition to alerting the proper authorities, it is equally important to communicate to all staff and guests that an emergency is occurring. The exact method of communication will vary based on the size and design of the facility and the type of emergency.

For example, in the event of a fire, the best way to alert everyone is to simply pull the fire alarm. For other emergencies an intercom or phone tree notification system might be the most effective method. Some alert systems can be as simple as ringing a bell or blowing a whistle for aquatic events.

If you see anyone unfamiliar with what they should do give them proper guidance!!

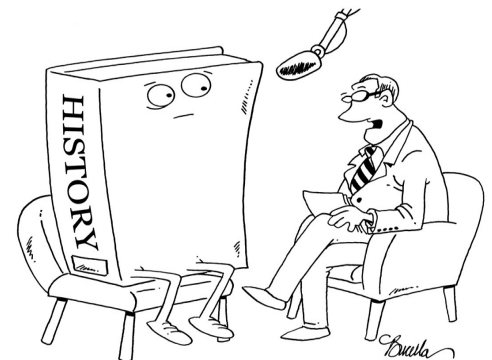
## EMERGENCY PREPAREDNESS MONTH

September is Emergency Preparedness Month. One of the emergencies any of us could face at any given time is a medical emergency. Exactly what symptoms would indicate an emergency medical situation and what is the correct response? Symptoms of an emergency medical situation might be the sudden onset or prolonged experience of any of the following:

- ◆ Difficulty breathing, shortness of breath.
- ◆ Uncomfortable pressure, squeezing, fullness or pain in the center of the chest that lasts more than a few minutes or that goes away and comes back.
- ◆ Discomfort in other areas of the upper body including one or both arms, the back, neck, jaw or stomach.
- ◆ Chest or upper abdominal pain or pressure.
- ◆ Fainting, sudden dizziness, weakness.
- ◆ Numbness or weakness of the face, arm or leg, especially on one side of the body
- ◆ Changes in vision, especially difficulty seeing in one or both eyes.
- ◆ Confusion or changes in mental status.
- ◆ Any sudden or severe pain.
- ◆ Uncontrolled bleeding.
- ◆ Severe or persistent vomiting or diarrhea.
- ◆ Coughing or vomiting blood.
- ◆ Suicidal feelings.
- ◆ Difficulty speaking.
- ◆ Difficulty walking, loss of balance or coordination.
- ◆ Unusual abdominal pain.

**If you, anyone you know or have contact with, experiences any of these symptoms, you should call 9-1-1 immediately.**

It's important to know that for certain conditions, such as heart attack or stroke, it is essential to call 9-1-1 because paramedics can deliver life-saving care on the way to the hospital.



"...and for those just tuning in, could you repeat that?"

## RIDDLES OF THE MONTH

1. How do football players stay cool during a game?
2. What did the tree say to autumn?
3. What has ten letters and starts with gas?
4. A man and his boss have the same parents, but are not siblings. How is this possible?

Answers on Page 2

# Hurricane Preparation Tips

Sometimes Mother Nature has a way of reminding us who's in charge. While you can't control when or where a hurricane will hit, the best way to minimize potential damage is to be prepared.

When a major storm is coming, stay informed by following NOAA Weather radio or your local news channels for updates. In addition, make sure to obey all orders if requested to evacuate by the authorities. Follow these hurricane and storm preparation steps to keep your home and loved ones safe before disaster strikes.

## Make a plan

If evacuation is necessary, turn off all utilities and follow community disaster preparedness plans. Select a common meeting place or single point-of-contact for all family members. If you have pets, have a plan for their evacuation as well.

## Secure the exterior

Trim large trees and shrubs and bring all outside patio furniture, potted plants, bikes and toys indoors. If necessary, secure outdoor sculptures with burlap or blankets tied with rope.

## Install storm shutters

Protect windows, doors and skylights with appropriate shutters or impact-resistant glass. You can nail pieces of plywood to window frames as last-minute protection. Duct tape, applied across window panes in the pattern of an X, can reduce the amount of flying glass if windows become broken during the storm.

## Check wall hangings and art

Make sure wall hangings are secure and take notes about your art collection and any existing damage. Make sure that decorations hung on outside walls are taken inside.

## Move your cars

Move cars to higher ground or park them in your garage against the garage doors. Do not park under trees, power lines or in low-lying areas.

## Power up

Fill your car's gas tank, charge your cell phone, test your generator and have plenty of fuel ready in case of power outages.

## Unplug appliances

Move appliances and household fixtures away from exterior doors and window openings. Store them in cabinets or interior closets.

## Store important documents

Keep important documents, such as legal papers, birth certificates, marriage license, financial papers and insurance policy information, as well as valuables such as jewelry, in a safety deposit box or in a bolted safe in an interior closet in your home.

## Prep an emergency kit

Gather flashlights, a portable battery operated radio, extra batteries, non-perishable food, bottled water, cash, blankets, list of emergency phone numbers, needed medications, a first aid kit, clothing and toiletries. Maintain at least a three day supply of all of these items in your emergency kit. One gallon of water per person per day is recommended.

## Identify a shelter room

This enclosed area should be on the first floor, in the central part of the house with no windows. Avoid all unprotected windows and doors until the storm passes.

## SAFETY TIPS OF THE MONTH

Many home electronics can be damaged during a power outage. Here are some ways to protect sensitive equipment:

- Purchase equipment with built-in surge protection or a battery-powered back-up system.
- Plug sensitive equipment into separate, grounded circuits to isolate them from fluctuations caused by major appliance restarts.
- Plug electronic equipment into electrical surge suppressors or arresters on properly grounded circuits.
- Consider having a lightning arrester installed at your main circuit panel.
- During a power outage, turn off all appliances, including your furnace, air conditioner, and water heater to avoid overloading circuits. Leave one lamp on so you will know when your service is restored.
- If you own a business or have a home office, consider installing an uninterruptible power supply for temporary backup power for your electronic equipment.

## DID YOU KNOW?

To protect your food during a power failure, keep refrigerator and freezer doors closed as much as possible. Food can stay frozen for 36 hours or more in a freezer if you can keep the door closed. Consider freezing containers of water ahead of time and keeping them in the freezer to help your food stay frozen longer.



"On the plus side, by the time you read all the side effects, you'll be done with the medication."

## RIDDLES OF THE MONTH ANSWERS

1. They stand next to the fans.
2. Leaf me alone!
3. An automobile
4. He is self-employed, therefore, he is his own boss!

## QUOTATION OF THE MONTH

The future belongs to those who believe in the beauty of their dreams.

ELEANOR ROOSEVELT



September 11, 2021  
20th anniversary  
Attack on America

