

News & Notes

EMERGENCY PREPAREDNESS TERMS

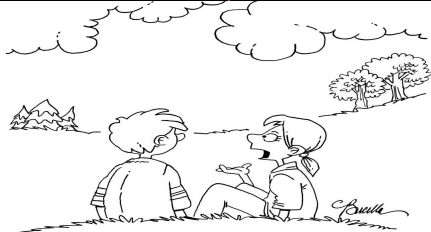
Acquaint yourself with the following terms that are often used when discussing emergency preparedness:

Emergency Action Plan (EAP): The EAP is a written document used to help facilitate and organize employer and employee actions during various workplace emergencies. Emergencies can range from weather conditions to active shooter incidents.

Shelter-in-Place: This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. Shelter-in-place areas should be stocked with water, blankets, food stuffs and a means of obtaining information about conditions in the outside world such as a portable radio.

Lock down: Lock downs are implemented as security precautions to protect the residents of the facility from a potential source of harm - either external or internal. Lock downs limit the scope and function of business activities until the element of danger has been addressed/removed.

Designated Meeting Place: Designated meeting places are those places outside of the facility where all employees are to gather and wait for additional directions on how to proceed. Designated meeting places should be a safe distance from the facility to allow emergency vehicles clear access to the facility. The designated meeting place should be known by all facility employees.



"Which one stores our computer data-the cloud that looks like a kitty or the one that looks like a pony?"

RIDDLES OF THE MONTH

- 1) My first is nothing but a name; my second is more small; my whole is of so little fame it has no name at all. What am I?
- 2) When the horse strokes the cat the wood begins to sing. What am I?
- 3) They belong to me; they belong to you. They can make you happy or make you feel blue. They never end until the day you do. What are they?
- 4) Sometimes black, sometimes white, I have veins but no blood. What am I?

Answers on page 2 Safety Bits & Pieces

Safety Matters



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Emergency Evacuation Plans

September is Emergency Preparedness Month. Emergency evacuation plans are a crucial part of any Emergency Action Plan (EAP). Evacuation Plans are developed to ensure the safest and most efficient evacuation. The evacuation plan must identify when and how workers are to respond to different types of emergencies. When developing the plan, it is important to ask questions and plan for worst-case scenarios. What would happen if the worksite caught fire, the nearby river flooded, or a chemical release occurred in the facility?

Check your emergency plan to see if the following items are included:

- § Conditions under which an evacuation would be necessary
- § Conditions under which it may be better to shelter-in-place or lock down the facility. Shelter-in-place is a precaution aimed to keep you safe while remaining indoors in a safe, restricted, interior space. Lock downs enforce a state of isolation or restricted access that has been implemented as a security measure.
- § A clear chain of command and designation of the person(s) in the workplace authorized to order an evacuation or shutdown and who will determine when the facility may be accessed by evacuees
- § Specific evacuation procedures, including maps showing evacuation routes, exits and specific designated meeting place outside of the facility
- § Specific evacuation procedures for workers in buildings (including high-rise buildings)
- § Specific evacuation procedures and responsibilities for contractual employers in buildings such as plumbers, electricians, alarm systems personnel, etc. (including high-rise buildings)
- § Specific evacuation procedures on construction sites or non-fixed facilities such as maintenance garages, mobile command centers, mobile labs or classroom pods not attached to the main structure
- § Procedures for assisting visitors and workers to evacuate who may be unfamiliar with the building, evacuation procedures or the specific designated meeting place
- § Designation of which, if any, workers will remain after the evacuation alarm to shut down critical operations or perform other duties before evacuating
- § A means of accounting for workers after an evacuation and a specific designated meeting place
- § Special equipment for workers, such as appropriate respiratory protection
- § Appropriate personal protective equipment (PPE)
- § Procedures that address special needs workers, such as those that may have physical limitations
- § Any special actions for evacuation during an active shooter or other dangerous intruder situation

SAFETY TIPS OF THE MONTH

September has been declared Home Eye Safety Awareness Month in an effort to remind everyone of the hazards in their own homes that could damage sight. Follow these tips to avoid eye injuries around the house:

- § Eye protection and appropriate gloves should be worn when using any chemical inside or outside the house. Read and follow all product instructions. After using any chemicals wash hands thoroughly before touching the eyes or face.
- § When mowing, wear safety glasses with side protection or goggles. Remove yard debris before mowing.
- § When using a weed eater, wear safety glasses/goggles under a face shield.
- § Wear goggles when working with power saws or trimmers.
- § Turn off power tools near unprotected bystanders, especially when young children approach. Bystanders and helpers need eye protection when around tools in use.

Safety Bits & Pieces

DISASTER PREPAREDNESS STEPS

A few easy steps can help you prepare for disaster since no part of the country is immune to natural or man-made disasters. During September, the Department of Homeland Security joins with national, state, and local agencies to encourage Americans to prepare their homes for disasters of all kinds. According to the Federal Emergency Management Agency (FEMA), engaging citizens in disaster preparedness is a critical first step in effective response and recovery efforts. In other words, if you know what to do when a disaster is predicted, what to do when it occurs, and what to do afterward, you will be in a better position to save yourself and your home before help arrives.

While there are obvious differences in preparing for a hurricane and preparing for a forest fire, there are similarities in preparedness for all types of disasters. You should know where you will go to escape, what your mode of transportation will be, and when you should leave. (It's never a good idea to let your car be almost out of gas.)

Assemble important documents to take with you including copies of insurance policies, identification, and bank account numbers. Use a waterproof container and include some cash.

It may not be necessary to leave your home. Do what you can in advance of a storm or earthquake to make it safer. Remember the basics of survival: water, food, clean air, and warmth.

Consider the amount of water and non-perishable food your family will need to stay in place without power for at least three or four days. Always have extra batteries for portable radios and cellphones.

For additional disaster preparedness information please copy and paste the following Delaware Emergency Management Agency (DEMA) link in your browser:

http://dema.delaware.gov/services/disaster_prep.shtml

RIDDLES OF THE MONTH ANSWERS:

- 1) Nameless
- 2) Violin
- 3) Thoughts
- 4) Marble

QUOTATION OF THE MONTH



Watch Out for Falls...

Think a fall could never happen to you? Here's one reason it could: Falls are the No. 1 cause of workplace injuries. There are hazards found in all workplace settings.

One can occur during the simple acts of walking, climbing a ladder to change a light bulb, or rocking back on a chair. And sometimes it's the result of a complex series of events, according to the Centers for Disease Control and Prevention.

Note that injuries and falls occur more often when a fire alarm goes off or when building management does a fire drill. To avoid a hasty evacuation decision, be sure you know where the emergency exit you should use is located. Practice leaving the workplace in a calm and orderly manner so you know how to do it in an emergency.

The highest counts of nonfatal fall injuries are associated with health services, wholesale and retail industries. Other areas of danger include healthcare support, building cleaning and maintenance, transportation and material moving. Construction jobs have the highest risk for fatal and nonfatal falls.

Though you work in a "safe" environment, you still play a part in fall prevention. Falls may be the result of a slippery floor, cluttered aisle, or unstable walking or working surface. You should report these conditions and maybe even wipe up a spill or ask a co-worker to move his box out of the aisle.

A low safety culture can cause rising injury rates every year.



ON THE LIGHTER SIDE...



School Bus Driver Safety Tips

School bus drivers often work split shifts of mornings and afternoons. They hold a very important responsibility for safely transporting students. The role of drivers might appear small but there are a lot of things that drivers should concentrate on. Here is a partial listing of some safety tips for school bus drivers:

- 1) Safety should never be sacrificed to maintain a schedule
- 2) Drivers must concentrate on traffic conditions, particularly moving traffic
- 3) Drivers should concentrate on safely transporting children to/from school, not on music, handheld video devices or other distractions that could result in accidents
- 4) Drivers should never wear hoods or other clothing items that could make it difficult to see or hear traffic
- 5) Children should be safely seated before starting the bus
- 6) Drivers should show courtesy and respect to children while maintaining order on the bus
- 7) Drivers should drive with headlights on at all times
- 8) Drivers must be prepared for a variety of emergency situations
- 9) Drivers should deal with the public in a positive, courteous and respectful manner
- 10) Drivers must remain alert for ice, debris or slippery spots
- 11) Drivers should pay attention to all adverse weather alerts
- 12) Drivers should evacuate the bus immediately if it is trapped on railroad tracks
- 13) Drivers should drive the bus at a safe speed for the weather conditions at all times
- 14) Drivers should perform a safety inspection before beginning their route
- 15) Drivers should immediately report any problems with either the bus or their passengers
- 16) Drivers should check that all children who exit the bus at each stop are safely out of harms way before beginning the route again

