Now that we’ve set our clocks back one hour, LACOE Risk Management would like to take a moment to mention some safety tips which our staff may encounter in the colder autumn and winter seasons.

Earthquake Awareness

Did you know?

There is No Earthquake Weather or Season
There is no such thing as "earthquake weather," they can strike California at any time. Because earthquakes can happen at any point, it is important to be prepared for such an event.

What Should You Have In a Survival Kit?
Here are some American Red Cross recommended items to carry in your survival kit:

1. Water: one gallon per person, per day. (3-day supply for evacuation, 2-week supply for home)
2. Food: non-perishable, easy-to-prepare items. (3-day supply for evacuation, 2-week supply for home).
3. Flashlight.
4. Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
5. Extra batteries.
6. First aid kit.
7. Medications (7-day supply) and medical items.
8. Multi-purpose tool.
9. Sanitation and personal hygiene items.
10. Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies).
12. Family and emergency contact information.
15. Map(s) of the area.

Keep Aisles, Passageways and Emergency Exits Easily Accessible
Source: National Safety Counsel
In case of an emergency, you’ll need quick, easy access to the exits. It’s also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning. All aisles and passageways must remain clear at all times, due to fire code regulations, which is vital when an emergency situation arises.

Be Mindful of Storage
LACOE staff should not utilize cabinets which are greater than roughly 5 1/2 feet high in cubicles and open areas.

Lower cabinets should be kept as neat as possible and clear of unnecessary items that could fall or be projected during an earthquake.
**Fall Safety (continued)**

### What to Do During an Earthquake

**Source:** National Safety Counsel

#### Staying Safe Indoors

Move as little as possible - most injuries during earthquakes occur because of people moving around, falling and suffering sprains, fractures and head injuries. Try to protect your head and torso.

If you are in bed, stay there, curl up and hold on, and cover your head. Stay indoors until the shaking stops and you are sure it is safe to exit.

If you must leave a building after the shaking stops, use stairs rather than an elevator in case of aftershocks, power outages or other damage.

Be aware that smoke alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

If you smell gas, get out of the house and move as far away as possible.

Before you leave any building check to make sure that there is no debris from the building that could fall on you.

#### Staying Safe Outdoors

Find a clear spot and drop to the ground. Stay there until the shaking stops. Try to get as far away from buildings, power lines, trees, and streetlights as possible.

If you’re in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible.

Stay inside with your seatbelt fastened until the shaking has stopped. Avoid bridges, overpasses and power lines if possible.

If a power line falls on your vehicle, do not get out. Wait for assistance.

If you smell gas, get out of the house and move as far away as possible.

If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris as well as landslides.

#### Emergency Events May Trigger Fire

Fire safety has come a long way since the tragedy at the Triangle Shirtwaist Factory in New York City, that killed 146 garment workers -123 women and 23 men, in 1911.

But unexpected explosions and fires in the workplace are frequently caused by risk factors such as broken or faulty gas lines (which can present themselves as a hazard during an earthquake) poor pipework, improperly stored combustible materials or open flames. Inappropriately used space heaters can also contribute to workplace and home fires. Do not plug space heaters into power strips. Power strips cannot handle the high current flow from space heaters.

### How to Operate A Fire Extinguisher

Not sure how to operate a fire extinguisher? Just practice the P-A-S-S technique for fire extinguisher use:

1. **P** - Pull the pin. It is there to prevent accidental discharge.
2. **A** - Aim low at the base of the fire. This is where the fuel source is.
3. **S** - Squeeze the lever above the handle. Release to stop the flow.
4. **S** - Sweep from side to side. Move toward the fire, aiming low at its base. Sweep until all flames are extinguished. Watch for re-igniting. Repeat as necessary. Have site inspected by fire department.

### Fall Brings More Frequent Night Driving

**Source:** National Safety Counsel

Shorter days, fatigue, compromised night vision, rush hour and impaired drivers all contribute to making driving at night more dangerous than any other time of day.

### What Can You do to Combat Darkness While Driving?

- **Aim** your headlights correctly, and make sure they’re clean.
- **Dim** your dashboard.
- **Look** away from oncoming lights.
- **If** you wear glasses, anti-reflective surfacing can be helpful.
- **Clean** the windshield to eliminate streaks.
- **Slow** down to compensate for limited visibility and reduced stopping time.
Fall Safety (continued)

Autumn is the Beginning of Flu Season
Source: National Safety Counsel

Fever, headache, fatigue, dry cough, sore throat, stuffy nose, nausea: If these symptoms hit, you may have been bitten by the flu bug.

What Can You do to Stay Healthy?

CDC recommends everyone older than 6 months get an annual flu vaccine as soon as the vaccine becomes available; October is the ideal time to get vaccinated, but it’s never too late

If you don’t like needles, ask your doctor if a nasal flu spray is available.

Avoid being around sick people if possible

Wash your hands frequently with soap and water, or use hand sanitizer, if soap and water is not available.

Cover your mouth when coughing or sneezing, preferably with the inside of your arm rather than your hand. Avoid touching your face.

Disinfect surfaces that may be contaminated.

How Do We Compare?

We compared LACOE’s 2016 injury/incident rates and the most current available values for local educational service providers from the Department of Labor Injury/Incident Statistics.

<table>
<thead>
<tr>
<th>Safety Statistics</th>
<th>Sept/Oct 2018</th>
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<tr>
<td>Location</td>
<td>Job Transfer/Restriction</td>
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<tr>
<td>Afflerbaugh/Paige</td>
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<td>Central JH</td>
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<tr>
<td>Buena Vista PAU</td>
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<td>Los Padrinos JH</td>
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</tbody>
</table>

Injury Rates - 2016

By comparison, LACOE’s total injury rates are lower than the local average for the educational sector.

LACOE rates are slightly higher than the local average in the areas of job transfer/restriction due to injury and days spent away from work due to injury. Numbers which indicate an elevation in job transfer/restriction due to injury greater than that of the local average, are not necessarily indicative of a safety red flag. What this value means, is that injuries and illnesses LACOE has incurred resulted in job transfer or restriction of some of the work activities related to the job—without days away from work. What does that mean? It means for those who have been injured, LACOE has been able to accommodate individuals in order to continue to work in greater numbers than educational sector entities average.

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