



**Heat-related emergencies** are progressive conditions caused by overexposure to heat. If recognized in the early stages, heat-related emergencies can usually be reversed. If not recognized early, they may progress to heat stroke, a life threatening condition.

**There are three types of heat-related emergencies.**

**Heat Cramps** affect people who sweat a lot during demanding activity. Sweating reduces the body's salt and moisture and can cause painful cramps or muscle spasms that usually occur in the legs or abdomen. Heat cramps are the least severe of the heat-related emergencies and may also be a symptom of heat exhaustion.

**Heat Exhaustion (early stage)** is an early indicator that the body's cooling system is becoming overwhelmed.

Signals of heat exhaustion include:

- Cool, moist, pale, ashen or flushed skin.
- Headache, nausea, dizziness
- Weakness, exhaustion
- Heavy sweating

**Heat Stroke (late stage)** is the most serious heat-related illness. It happens when the body's systems are overwhelmed by heat and stop functioning. Temperature rises quickly and the body cannot cool down. Heat Stroke is a life-threatening condition.



**Signals of heat stroke include:**

- Red, hot, dry (or moist) skin.
- Changes in the level of consciousness.
- Vomiting.

**Who's at Risk :** Those at highest risk include the elderly, the very young, people with mental illness and people with a chronic disease. However, even young and healthy individuals can succumb to heat if they participate in demanding physical activities during hot weather.

### Care for Heat-Related Emergencies

Take the following steps to care for someone suffering from a heat-related emergency:

- Move the person to a cool place.
- Remove perspiration-soaked clothing.
- Apply cool, wet towels to the skin.
- Fan the person..
- If the person is conscious give small amounts of cool water to drink.
- Avoid liquids that have alcohol, caffeine or lots of sugar because they will speed up fluid loss.

### If the person refuses water, vomits or starts to lose consciousness —

- Send someone to call 9-1-1 or the local emergency number.
- Place the person on his or her side.
- Continue to cool the person by using ice or cold packs on their wrists, ankles, groin, neck and in the armpits.
- Continue to check signs of life (movement and breathing)

# Great California ShakeOut

In three months we all will practice how to be safe during earthquakes at home or work as part of the **Great California ShakeOut** earthquake drill. But have you thought about how to be safe and prepared while traveling this summer?

When away from home, either for work or for vacation, you may be in unfamiliar areas and uncertain about local emergency procedures, so it is especially important to learn how to protect yourself.

## **Protect yourself during earthquakes, wherever you are!**

Preparedness experts in most areas of the world agree that the best way to reduce injury and death during earthquakes is to:

- **DROP** to the ground (before the earthquake drops you!)
- Take **COVER** by getting under a sturdy desk or table (or against a wall with your arms covering your head/neck), and
- **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.

This is the basic procedure for most people in most situations. Whether at home or when traveling, consider *your unique situation or location* as you may need to do something different to avoid being injured. Your goal is to get as low as possible, protect your head and neck, and move away from windows that may break or other items that can fall on you.

Here are suggestions for certain situations:

### ***In bed:***

Stay in bed and protect your head with a pillow. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to another location.

### ***In a wheelchair:***

Lock your wheels and remain seated until the shaking stops. If possible protect your head and neck with your arms, a pillow, a book, or whatever is available.

### ***In a store:***

Being next to a shopping cart or getting inside display racks can provide some protection. To get away from heavy items on high shelves, drop to the ground first and crawl only the shortest distance necessary.

### ***Outdoors:***

Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

### ***Driving:***

Pull over to the side of the road, stop, and set the parking brake. Avoid bridges, power lines, and other hazards. Stay inside the vehicle until the shaking is over.



More on page 3

Federal, state, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes. The ShakeOut is our opportunity to practice how to protect ourselves during earthquakes. This page explains what to do-- and what not to do.

## **PROTECT YOURSELF. SPREAD THE WORD.**

Official rescue teams who have been dispatched to the scene of earthquakes and other disasters around the world continue to advocate use of the internationally recognized "Drop, Cover and Hold On" protocol to protect lives during earthquakes:

- **DROP** to the ground (before the earthquake drops you!),
- Take **COVER** by getting under a sturdy desk or table, and
- **HOLD ON** to it until the shaking stops.

If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.

The main point is to not try to move but to **immediately** protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be start of the big one. You should Drop, Cover, and Hold On immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. *Drop, Cover, and Hold On* offers the best overall level of protection in most situations.

As with anything, practice makes perfect. To be ready to protect yourself immediately when the ground begins to shake, practice Drop, Cover, and Hold On as children do in school at least once each year.

## **What NOT to do:**

### **DO NOT get in a doorway!**

An early earthquake photo is a collapsed adobe home with the door frame as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. In modern houses and buildings, doorways are no safer, and they do not protect you from flying or falling objects. Get under a table instead!

### **DO NOT run outside!**

Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.

**DO NOT** believe the so-called "**triangle of life**"! In recent years, an e-mail has circulated which has recommends potentially life threatening actions , and the source has been discredited by leading experts.





# If an Employee is Injured at Work

An injury/illness is not necessarily considered work-related just because it occurs at work. If it is determined that the employee is entitled to workers' compensation benefits, medical treatment is provided through the County's Medical Provider Network. All employees should report all industrial injuries to their supervisors as soon as possible. Delay in reporting may effect benefits. The County of Riverside is "self-insured" for workers' compensation benefits, which means that the County administers and funds its own workers' compensation program.

Upon notification of an employee's work-related injury requiring medical treatment, immediate supervisors should call the "County's Intake Service" on the day of the injury at 1-888-826-7835. The purpose of this call is to provide all of the necessary information to officially document the injury and to generate the Employers First Report of Occupational Injury or Illness, form # 5020. The County's Intake Service oversees all employee injury intake and referral claims that require treatment at a medical facility.

The following steps should be taken when an injury/illness occurs:

- The Employer's First Report of Injury form must be reported and submitted. This should be no later than 24 hours of the supervisor's knowledge of the injury. The Intake Service can advise the supervisor as to where to send the employee for medical treatment. The Intake Service will send a copy of the completed 5020 form to the HR/Workers' Compensation Division.
- The supervisor should fill out a Form WC 5, Medical Service Order, to authorize the employee's medical treatment and to show that the employee is a county employee.
- The supervisor should also provide an Employee's Claim for Workers' Compensation Benefits form # DWC-1 to the employee. The form is divided in two sections and the employee fills out the top part and the supervisor fills out the bottom section.
- Along with the DWC-1 Form, the supervisor must provide the pamphlet, "Facts for Injured Workers to the employee".
- The Acknowledgement Form should be filled out by the employee acknowledging receipt of the required forms and pamphlet, and returned to the supervisor before going to the clinic.
- Lastly, an Immediate Supervisor's Report of Employee Injury, Safety Form # 674 should be completed. This form documents how the injury happened and should list procedures that the supervisor thinks will prevent the injury from happening again; a copy should be sent to the Safety Division, MS#2170 or Fax (951) 955-9200.

For more information go to Document 403 in the County Safety Manual

In addition, fatal and/or serious injuries must be reported to the County Safety Division  
**(951-955-3520) immediately!**

# Safety Training Schedule



## CPR/AED/First Aid

7/16	Tue	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.
7/25	Thu	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.
7/31	Wed	8:30- 4:30	Indio	44-199 Monroe St. (Conf. Room. 402)
8/14	Wed	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.
8/29	Thu	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.
9/12	Thu	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.
9/18	Wed	8:30- 4:30	Indio	44-199 Monroe St. (Conf. Room. 402)
9/25	Wed	8:00-4:00	Riverside	Safety Office: 1111 Spruce St.

## Supervisor Workplace Violence

7/18	Thu	12:30-4:30	Riverside	Safety Office: 1111 Spruce St.
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## Supervisor Safety Orientation

**None scheduled at this time**

\*These classes are for positions that have a job description that requires this specialized training.

## \* Reasonable Suspicion Training

**None scheduled at this time**

## \* Forklift Training

**None scheduled at this time**

## \* Airborne/Bloodborne

8/15	Thu	9:00- 12:00	Riverside	Safety Office: 1111 Spruce St.
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## \* Hazardous Materials First Responders Awareness

**None scheduled at this time**

This course teaches first responders to recognize a hazardous materials incident and implement actions to protect themselves and the public from harm.

### County Safety Division Information

Monday—Friday, 7:00 AM to 5:30 PM

24 Hour Safety Hotline: (951) 955-5868

( Urgent Safety Issues Call Main Office )

Main Office (951) 955-3520 FAX: (951) 955-9200 Mail Stop #2170

Safety Website: <http://www.rc-hr.com/> Go to HR Divisions, then Safety

Have a question on training/classes: [SafetyTraining@rc-hr.com](mailto:SafetyTraining@rc-hr.com)

Have a question on an article or need to contact the Safety Office? Email us at: **Safety Publications** —Within the OUTLOOK network.

[Safety\\_Publications@rc-hr.com](mailto:Safety_Publications@rc-hr.com)—Outside OUTLOOK

## Employee Workplace Violence

7/11	Thu	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.
7/23	Wed	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.
8/8	Thu	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.
8/20	Tue	8:30-9:15	Indio	Sheriff Coroners: 47-225 Oasis St
8/22	Thu	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.
9/10	Tue	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.
9/24	Tue	8:00-9:00	Riverside	Safety Office: 1111 Spruce St.

## Repetitive Motion

7/11	Thu	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.
7/23	Wed	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.
8/8	Thu	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.
8/20	Tue	9:30 –11:00	Indio	Sheriff Coroners: 47-225 Oasis St
8/22	Thu	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.
9/10	Tue	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.
9/24	Tue	9:15 –11:00	Riverside	Safety Office: 1111 Spruce St.

## Drivers Training

7/11	Thu	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.
7/23	Wed	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.
8/8	Thu	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.
8/20	Tue	9:30 –11:00	Indio	Sheriff Coroners: 47-225 Oasis St
8/22	Thu	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.
9/10	Tue	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.
9/24	Tue	11:15-12:30	Riverside	Safety Office: 1111 Spruce St.

If you have any questions regarding the articles in this newsletter please contact;

The Riverside County Safety Division



**Think  
Safety**  
it couldn't hurt