



Safety Newsletter

April 2019



It's that time of year again in the County of Riverside, time to practice safe evacuation procedures in case of a fire or emergency at your facility. If you've been with the County for a while you probably remember the drill, but practice makes perfect and in the event of a real fire or emergency at your facility you may only get one chance. When was the last time you walked around your office or building and observed fire precautions? Do you remember where the fire extinguishers are? The fire alarm activation points? Do you know what kind of audio or visual cues are in operation around your office? If you have co-workers with physical limitations, do you have a plan in place to assist them with safe evacuation? Over the next few weeks you have a golden opportunity to answer these questions and many more. Pull out your Emergency Action Plan (EAP) and familiarize yourself with the evacuation procedures for your office or facility.

Don't be an April Fool, the life you save might be your own!

WHY EVACUATE ?

There are a number of reasons to evacuate a County facility. The most obvious is when a fire threatens the safety of the occupants. Other reasons may include the threat of toxic fumes from chemical spills affecting the building, bomb threats when there is enough information to believe it is not a hoax or when the building may have been damaged by a strong earthquake.



WHEN TO EVACUATE:

Evacuations may be initiated in several ways:

- Activation of the building fire alarm system (not all buildings have such a system, but for those that do, evacuation should begin immediately without questioning whether it is a false alarm or not).
- Use the public address system or "face to face" directions.
- Spontaneous evacuation in response to an observed emergency.
- Facility Manager or a Supervisor's request to evacuate.



In 2018 the County of Riverside experienced two of the most destructive wildland fires in our County's history, the Cranston Fire and the Holy Fire. Without the hard work of our County partners, so much more would have been lost. We here at the Human Resources Safety Division just wanted to say...



Thank You!

Fire Alarm Drill and Evacuation

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HOW TO EVACUATE A BUILDING SAFELY:

When an evacuation becomes necessary, you should:

- Calmly and quickly proceed to the nearest safe exit.
- Instruct clients or visitors who are present to exit with you.
- Use only the EXIT stairways. (NOTE: Using stairs can be hazardous if you wear high-heeled shoes. You should keep a spare pair of "stair shoes" near your workstation).

- Never use an elevator during an evacuation unless told to do so by the emergency response personnel. Elevators may malfunction and trap their passengers during a fire or following an earthquake. At the time of the evacuation announcement, you will not know how long it will be before you will be allowed to reenter the building. For that reason, you should take all necessary personal possessions with you (purse, keys, eyeglasses, medication, jacket or sweater, etc.). If time allows, turn off equipment such as tools, computers, cooking appliances, etc. before leaving. If left on and unattended, they could become a hazard or be damaged.

KNOW YOUR EMERGENCY EXITS:

Most people are only aware of how they entered the building and will therefore, use the same route to leave. In an emergency, it may be necessary to use an alternate route. Learn the location of ALL exits from your work area or building, and practice an evacuation on your own, to find out where exits lead. Be aware of ALL available exits in the event the regular exits become unusable. All County buildings are required to have a floor plan posted with the exits clearly indicated.



Your Monthly Department Safety Representative Tip:



Combine Culture of Health activities and walk around your facility to look for potential safety issues like blocked fire exits.



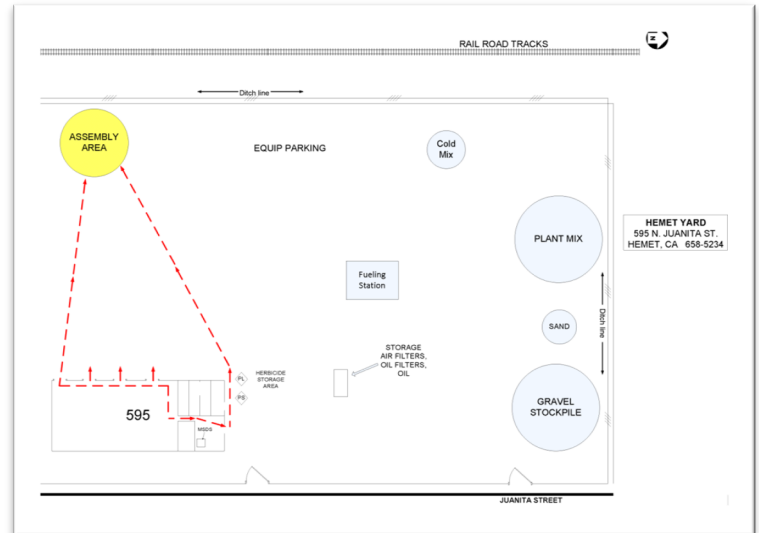
WHEN NOT TO EVACUATE:



There may be situations where it is more dangerous to leave the building than it is to stay inside. An example might be a toxic cloud that is passing by outside. In situations such as these, take appropriate measures (such as shutting off the ventilation system and closing doors and windows) and tell employees to stay inside.

EVACUATION ASSEMBLY AREA:

Each County facility should have a designated evacuation assembly area. These are usually located away from the building in a parking lot. The assembly area may be sectioned off to allow for an orderly assembly according to floor or department. Once the evacuation order is given, proceed directly to the evacuation area and remain there until told to do otherwise. Consult your Emergency Action Plan to locate the evacuation assembly area for your facility.



SEARCH AND RESCUE:

During an evacuation, trained employees will be searching the building to ensure that no one is left behind. It is important to identify anyone in the building that may have a disability that would make their exiting difficult; a plan for assisting them should be developed. To ensure that no one is left behind, a search of the facility will be conducted before exiting.

Consider CERT training at:

<https://www.rivcocert.org/>

Get Ready to Shake Out.



Shake Out

Register at www.ShakeOut.org

EVACUATION DRILLS:

April and October

April is designated as Fire Prevention Month and October is designated as Earthquake Preparedness Month. An evacuation drill is required of all County facilities in these two months and must be documented. You are expected to participate in any evacuation drill and to cooperate with the Facility Manager and organization managers. These drills are conducted to familiarize you with the emergency exits and evacuation procedures for your facility. They also help to identify problem areas such as alarms that may not be functioning properly or obstacles that might hamper evacuation.

**LOOK.
LISTEN.
LEARN.**
Be aware.
Fire can happen anywhere™





Recently, the Safety Office received a call regarding emergency evacuation procedures for staff with disabilities. Since there are many different conditions on the disability spectrum, there isn't a catch all for every situation. The needs of staff with disabilities involving movement are different than the needs of staff who are hearing or vision impaired but preparing for an eventual emergency with everyone in mind can minimize injury and save lives.

Inside your Emergency Action Plan (EAP) should be a section covering those staff members with disabilities or special needs. It's important not only to have this section, but to also instruct staff on the emergency response procedures inside. If your EAP doesn't have a section covering staff with disabilities, contact the Safety Office at (951) 955-3520 and ask to speak with a safety coordinator.

The responsibility to be prepared in case of an emergency is shared jointly with the department and its staff members. Specifically, the employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. Don't assume that someone with an obvious disability will need help in the case of an emergency, or what help they may need. Let them explain the situation and what they feel is going to be needed.



A good rule, as part of your annual review of safety procedures, is to advise staff that EAPs are in the process of being updated and anyone who would require assistance during an evacuation should speak with their immediate supervisor to identify the level of need. The department safety representative (DSR) or Floor Warden should solicit volunteers to escort disabled staff when an evacuation occurs. Remember that employees cannot be forced into this role, it is volunteer only. Once those staff members are identified two things should happen.



Emergency Evacuation and Employees With Disabilities



SPECIAL NEEDS EMPLOYEE EMERGENCY EVACUATION ROSTER

NAME	DAYS OFF	MOBILE NUMBER	SPECIAL NEED	EVAC LOCATION
John Doe	Payday Friday	(951) 955-1234	Mobility Impaired	2 nd Floor Elevator Lobby
Jane Smith	Non-Payday Friday	(951) 955-6789	Visual Impairment	Rally Point "A"

CONTACT FIRST RESPONDERS IMMEDIATELY IF EMPLOYEE IDENTIFIED ON THIS ROSTER WAS UNABLE TO EVACUATE THE BUILDING. ALL EMPLOYEES LISTED ABOVE MUST BE ACCOUNTED AS SOON AS POSSIBLE.

First, a special roster should identify those who will require special assistance, the escorts who have volunteered to assist them and the area designated as the refuge.

The area should have direct access to an exit where those who are unable to navigate the emergency route may remain. Some examples are a one-hour fire-resistive hallway adjacent to an exit or a vestibule located next to an exit enclosure.

Staff with hearing impairments may be unable to perceive an audible emergency alarm. In this situation you may consider a pre-made card with the wording "EMERGENCY-FOLLOW ME NOW" that can be placed in their hands, or by turning the office lights on and off as a signal. If possible, escort these staff member out of the building if they can follow. See template on next page.

Once those identified as requiring special assistance are to the designated area, it becomes the responsibility of the Floor Warden or DSR to contact first responders to advise them of the location of those staff members. It is not advisable to re-enter the building.

Staff with hearing or vision impairments should also be identified and a plan developed to assist them with notification and evacuation. Staff with vision impairments should be familiar with their immediate work area. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

EMERGENCY!



FOLLOW ME NOW



For questions or help with disability access programs, contact the HR Disability Access and Leave Management Office at:

Main Number: (951) 955-5663 Fax: (951) 955-7954
Email: ADA@rivco.org

EMERGENCY!

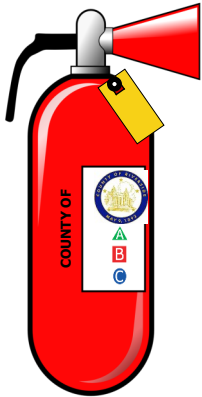


FOLLOW ME NOW



Inspecting a Fire Extinguisher

Safety Newsletter



Every County owned or leased building, by State law, is required to provide fire extinguishers for use in a fire emergency. Knowing how to inspect and deploy a fire extinguisher is an important part of your department's safety program and will save lives in the event of a fire emergency at your facility.

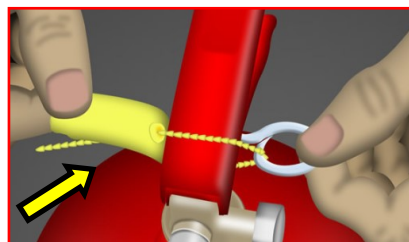
Fire Extinguisher Inspection

First, take a look at the extinguisher. What do you see? Well, if you see any of the following you might need to contact EDA Facilities

Maintenance or you leased building's maintenance engineer-

- Powder or liquid leaking from anywhere on the extinguisher
- Dents, holes or rust on the tank
- A cracked or missing hose
- Missing safety pin or tie
- The needle inside the pressure gauge positioned anywhere other than in the green

If you see any of these defects, document the defects and notify your supervisor immediately.



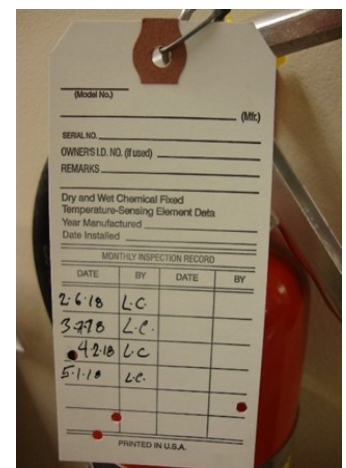
Yearly/Monthly Inspection Tag

This tag can tell you a few things, and is a very important part of your department's safety program. The front shows the annual inspection date of the extinguisher. The yearly inspection is mandated by the California State Fire Marshall. The day, month and year of the inspection are hole punched and clearly visible from the front. All extinguishers past the yearly inspection date should be documented and the information passed on to EDA-Facilities Maintenance or your department's supervision.

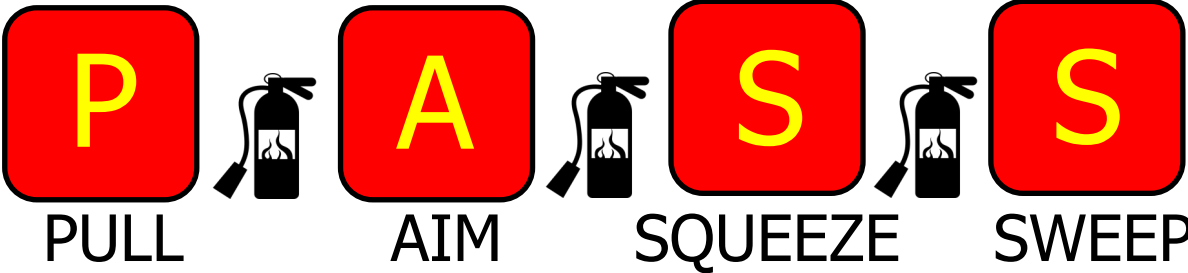
The back of the tag shows the required monthly visual inspection dates. All County fire extinguishers shall be inspected on a monthly basis to ensure operability.



FRONT: YEARLY



BACK: MONTHLY



PULL: Place a finger inside the safety pin loop and pull the pin **FIRMLY!**



AIM: Remove the nozzle and point it at the base of the fire

SQUEEZE:

Place your hand on the bottom of the handle, leaving your thumb free to depress the top lever. Pressing down will activate the extinguisher.



SWEEP: Activate the extinguisher and make a sweeping motion at the base of the fire. Try to use short bursts so that you don't waste the fire retardant.

ALWAYS REMEMBER:

Don't get caught by the fire, have your back to the exit and if it grows rapidly GET OUT!. If you don't believe you can perform the task, don't deploy the extinguisher. Only use the an extinguisher on the type of fire it is intended for.

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
A	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
B	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder Halon		
C	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder Halon		
D	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol
K	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			