

RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

**THIS  
MONTH'S  
SAFETY  
EMPHASIS IS  
EMERGENCY  
PREPAREDNESS**

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# Risky Business

SAFETY & LOSS CONTROL NEWS — SEPTEMBER 2020

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## Preparation is Power

Being prepared for an emergency is a powerful tool and vitally important to reduce loss of life and property damage. An emergency is a very stressful, frightening situation which can cause confusion and anxiety. Emergency preparedness helps people approach the danger in a systematic, calm, controlled manner. Part of being prepared for an emergency means you've tested your communication systems, you have a plan for many groups to work together effectively, and you have a system to get people to a safe location. Preparing for emergencies is important because there are steps you take *before* an emergency takes place that you can't take afterwards. During an emergency, the first priority is always life safety. Preparedness helps protect you, your coworkers and the public when an emergency occurs at work.

~Kayvan Vafa



## A Step in the Wright Direction

by Norman Wright

In 1910, two explorers resumed Sir Ernest Henry Shackleton's quest to become the first humans to set foot upon the southernmost point on earth in recorded history. The South Pole (90° South) represented one of the last unexplored places on earth. Sir Robert Falcon Scott from England and Roald Engelbregt Gravning Amundsen from Norway, each hoped to reach the Pole first and plant their country's flag. Both had been part of past failed attempts to reach the Pole.

Although both explorers had a common goal, Amundsen's and

Scott's approaches to reaching the Pole were quite distinctive and ended dramatically different. Amundsen reached the Pole first and returned home safely. Scott arrived at the Pole 34 days later, only to see the Norwegian flag flapping vigorously in the Antarctic wind. Scott, unlike Amundsen, would not return home.

There are many factors to consider in evaluating the results of the different exploitations; both explorers had heart and desire, but they differed in preparation and tactics. Neither could know exactly what Mother Nature would throw at them and how to pre-

(SEE WRIGHT PAGE 2)

## Wright Direction *continued...*

pare for the worst. Amundsen's preparation led to his ultimate success, and Scott's lack of foresight eventually led to his failure.

Both men took different approaches. Scott left from *Discovery House* basecamp on McMurdo Sound, the same location he departed from three years earlier on



Inside the Discovery House, 1910

the exploration led by Ernest Shackleton. He followed the same route (familiar ground) they took in 1907 and got within 112 miles of the Pole. Amundsen made his base camp at the Bay of Whales. No explorer had camped at that spot previously. Still, he believed this location would give him the advantage, being 60 miles closer to the Pole than Scott's basecamp. Scott, not knowing that Amundsen was 500 miles to his west, nor seeing any Norwegian tracks in the snow, believed that he was in the lead.

In preparing for any event, it is essential to maintain focus to achieve your goal. Picking one goal to focus on at a time is the most effective way to ensure you have enough energy and motivation to achieve the goal. Despite what people may think, multitasking will prevent you from achieving either goal as effectively as if you address one at a time. Amundsen had one goal — reach the South Pole! Scott's expedition had two purposes: to get to the South Pole first and to gather scientific information about the Antarctic. These goals, while noble, were at times in conflict with each other. Time

was of the essence in reaching the Pole first. Making scientific discoveries and surveying required slowing down to make careful observations. Due to the delay, Scott had only five days of food left for himself and his companions on his return trip.

The Scott team was within five days of the next cache of food and supplies when they decided to stop and take geological samples, gathering 30 stones, and adding 35 pounds to the sleds instead of proceeding to the food cache. Had Scott

Setting up a cache



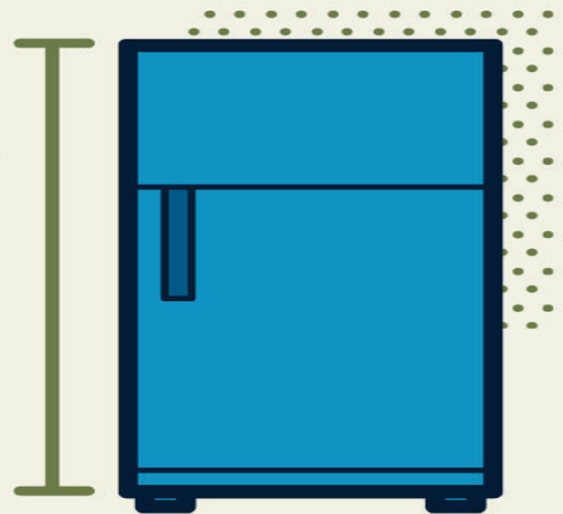
(SEE WRIGHT DIRECTION PAGE 4)

**“If you fail to plan, you are planning to fail!”**

**B. Franklin**

## What does 6 feet *really* look like?

About the height  
of a refrigerator.



cchealth.org

**RESPONSE**  
Coronavirus (COVID-19)  
CONTRA COSTA  
HEALTH SERVICES



## Emergency Preparedness: Evacuation Routes



During an emergency evacuation, one of the most important pieces of information to protect your safety is knowing your evacuation routes. Evacuation routes differ from facility to facility, so it is important to know the routes specific for the location in which you may be working or visiting. Evacuation maps are posted at key locations throughout each facility. Each time you visit a new facility, take a moment to review these maps to know the evacuation routes for that facility. It is equally important to know that, during certain emergencies such as fires, one evacuation route may be blocked or become unsafe to use. As such, ensure you know more than one evacuation route to ensure you can vacate quickly and safely.

### Fire Escapes

If you work in a facility with a fire escape, it is critical that you understand where to access and how to use these devices. This is especially important if you work on upper-level floors, as a fire escape may be the only means to safely evacuate a building during a fire. In general, to use a fire escape:

- Access the fire escape. Once on the platform, carefully make your way to the First Level platform using the dedicated stairway (always use the handrails when descending)
- Once on the lowest platform, use the horizontal stairway to reach the ground level. To engage the horizontal stairway, grasp the stairway handrails firmly and step backwards onto the counter-balanced stairway, which will lower the stairs to ground level

## Wright Direction *continued...*

planned a return trip to the Pole to focus 100% of his exploration to scientific work, he may have saved precious time during this attempt. In all fairness, Amundsen did devote time to making scientific observations; he produced and recorded daily meteorological observations at each of his campsites.

One of the most significant differences between the Scott and Amundsen expeditions were the forms of transportation each explorer chose on their journey. Scott went with four diverse transportation options: motor sleds (primitive snowmobiles), dogs, ponies, and man-hauling. Each time a mode of transportation dropped off, men were sent back to Discovery House. The motor sleds failed early, never having been tested in Arctic-like conditions. The dogs performed well, but Scott did not feel they were reliable for the crevasse-pocked terrain, and he sent them back to base camp when they were about halfway to the Pole. The ponies lasted a little longer, but being ill-suited to the climate and the terrain, they were eventually put down. That left five team members to pull the sleds the remainder of the journey to the Pole and the return to Discovery House.



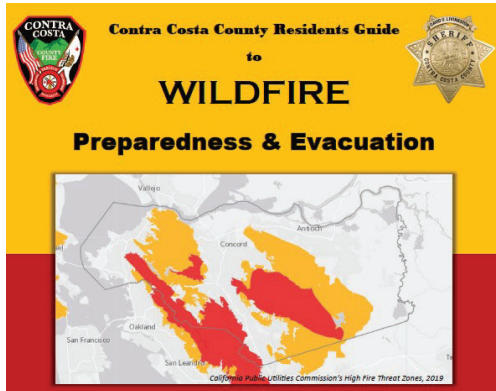
Man-hauling, Scott's pony cavalry, Scott's snowmobile

Imagine the effort involved with pulling the 200-pound sleds, step by step (sometimes on skis), through the snow and ice for more than 1,000 miles, rising to an elevation of around 9,000 feet above sea-level. Amundsen, having worked with Inuits in Arctic conditions, used dog sleds the entire trip. To keep up the desired pace, Scott's team had to haul the sleds 9-10 hours a day; Amundsen's dogs worked 5-6 hours a day and still reached the Pole first. Man-hauling was an English sense of pride but was not the most effective way to transverse the Antarctic.

It is not that Scott failed to prepare, but that he prepared for the same conditions that existed when he was with Shackleton three years earlier. He failed to prepare for the worst possible conditions. For his part, Amundsen left nothing to chance. He designed his own pemmican (a caloric and nutritious food mixture), goggles, skis, and dog harnesses. He also selected members of

(SEE WRIGHT DIRECTION PAGE 8)

# Contra Costa County Wildfire Preparedness Guide



Most Californian's have become aware of the dangers of wildfire. In 2018, Northern California experienced devastating wildfires that impacted the area and caused numerous fatalities. Contra Costa County has created a *Wildfire Preparedness and Evacuation Guide* (<http://www.co.contra-costa.ca.us/DocumentCenter/View/60616/Residents--Contra-Costa--County-Guide>) to provide residents with an overview of the steps they can take to prepare themselves, their families and neighbors should an evacuation become necessary. The guide contains important recommendations

and safety tips all residents should review and implement to help protect themselves and their property if a wildfire occurs. It also contains methods to help prepare for evacuations and how to sign up for emergency alerts so you can stay informed during these emergencies. Information included in the guide includes:

- ⇒ **Red Flag Warnings:** How to understand the warnings, what they mean, and actions to take when they are issued
- ⇒ **Preparing Your Home:** Steps to take to protect your home before a wildfire begins, such as clearing dry vegetation (creating a defensible space)
- ⇒ **How to Create an Emergency Plan:** Information on what should be included in your plan and how to create these plans to meet the needs of your family
- ⇒ **Planning for your Animals:** Don't forget the pets! Includes tips on preparing when animals need to be evacuated and their supplies
- ⇒ **How to Create a 'Go Kit:'** How to create a grab-and-go emergency kit
- ⇒ **How to Stay Informed:** Methods to stay informed when evacuation orders are issued
- ⇒ **The Importance of Knowing Your Neighbors:** Tips to help you and your neighbors work together to keep each other safe
- ⇒ **Tips for Evacuations:** What to do when an evacuation order is issued
- ⇒ **Cues for First Responders:** Signs for your home in an evacuation
- ⇒ **Preparing for Power Outages:** Steps and supplies to prepare for outages
- ⇒ **Preparing for Other Hazards:** Helpful tips on other emergencies such as earthquakes



# Emergency Preparedness: Workplace Fires

The National Fire Protection Association (NFPA) reports that since 2013, fire departments have responded to over 365,000 home structure fires and 100,000 non-residential fires annually. Fires put you, your coworkers, and fire fighters at risk for injury and death. In 2015, the NFPA and National Institute for Occupational Safety and Health reported more than 2,600 people and 16 on-duty fire fighters died in structure fires. It is critical that you know what to do if a fire starts at work!



## **Portable Fire Extinguishers**

Fire extinguishers can play a critical role in limiting the amount of damage and injuries fires can cause. Many times, they are the first line of defense when a fire has started. If used quickly and properly, extinguishers can mean the difference between a small fire and a large fire that can quickly engulf an entire building. They can also save lives when used to extinguish small fires before they grow larger. Having properly-maintained fire extinguishers is important in helping minimize the damage fires can cause.

## **Monthly Inspections: What to Look For**

California's Division of Occupational Safety and Health requires that portable fire extinguishers be inspected monthly. These inspections help ensure that extinguishers are in proper working order in case of an emergency. Those which are found to be damaged, such as inadequately or over-charged, must be taken out of service. Below are items that should be checked during these inspections. If all items pass the inspection, the initials and date of the inspection can be inserted on the extinguisher's inspection tag.

### **Monthly Fire Extinguisher Inspection Items**

1. Was the extinguisher inspected within the last year?
2. Is the extinguisher mounted & accessible (not blocked by equipment, clothing, etc.)?
3. Is the pressure at the recommended level (needle should be in the green zone)?
4. Are the hose and nozzle operable (nozzle should not show signs of powder or blockage, hose should be flexible with no cracks or tears)?
5. Are the pin and tamper seal intact?
6. Is the extinguisher free from dents, leaks, rust, chemical deposits and/or abuse/wear? Wipe down extinguishers that have dust and dirt on them.
7. Are legible operating instructions on the extinguisher nameplate?

**INSPECTION PASSED:** If all answers are **YES**, note the inspection date and initial the extinguisher inspection tag.

**CORRECTIVE ACTIONS:** If any answers are **NO**, remove from service and take appropriate corrective action.

Replace it if needed.

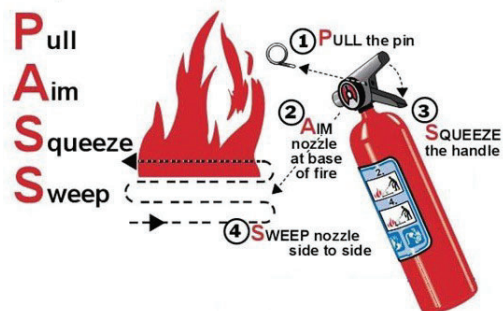
**NOTE:** Recharging is required after use.

# Emergency Preparedness: Workplace Fires *continued...*

## Using a Portable Fire Extinguisher

Even with proper training, it may not be possible to extinguish a fire with a small extinguisher. The **FIRST** thing you should do when you see a fire is to help others escape and sound the alarm. Only attempt to extinguish a fire if you are trained and it is safe, the fire is smaller than your body, you have a good escape route, and you are comfortable doing so. If you have even the slightest doubt you are in danger, evacuate immediately! When using an extinguisher, use the **P.A.S.S.** technique:

To operate an extinguisher:



Class ABC is effective on these types of fires:



trash, wood, paper



flammable liquids



electrical equipment

1. **PULL:** Pull the pin; this will also break the tamper seal

2. **AIM:** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire. NOTE: Do not touch the plastic discharge horn on, it gets very cold and may damage skin

3. **SQUEEZE:** Squeeze the handle to release the extinguishing agent

4. **SWEEP:** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire reignites, repeat steps 2 through 4

## For a Fire At Work: Evacuate

If extinguishing the fire is not possible, evacuate the facility! When sirens or strobes activate at your facility, it is important to treat this as a real emergency and follow your evacuation plan. If working at a facility that is unfamiliar to you, ask about their evacuation plan, including assembly areas, so you can stay safe in an emergency. During evacuations, one of the most important things you can do is to stay calm and not panic. Assess the situation and try to identify signs of a fire. If these are present and escape is necessary, follow the actions on the right.

Sound the alarm if safe to do so and immediately depart the area, closing doors behind you

If you encounter smoke, try another route. If you pass through smoke, stay low to the ground

When passing through doors, test knobs for heat. If they are cool to the touch, open with caution

Never use the elevator when escaping a fire, use the stairs

Once outside, meet at the assembly area and provide any important information to your suite/floor/building warden or Responders

## Wright Direction *continued...*

his team with skills needed for the exposition. He expected his team to work 9-5, six days a week, honing their equipment and clothing in preparation. His equipment and his team were field-tested at the base camp the winter before starting. Scott's team did work with their equipment somewhat while at Discovery House the winter before but spent a great deal of their time playing games, attending evening lectures given by each other, and writing letters.

Because it was impossible to carry all the food, fuel, and supplies on the sleds 1,500 miles to the Pole, caches were set up along the way. The caches were set up at specific intervals along the route; some before the expedition began, others en route as proceeding. Amundsen spent a year creating a caches-laying plan (where and how much to leave at each cache). He planned for ten times the amount of food that Scott did. They were laid out at regularity, along the prepared route. Scott made his cache-laying plan only after he landed at McMurdo Sound; he divided up the supplies with his team just a week before setting out on their trek. Scott's caches ended up containing just enough food and fuel to sustain his men for a planned five-day leg or the distance to the next cache and nothing more.

(SEE WRIGHT DIRECTION PAGE 11)

## Contra Costa County Community Warning System



CONTRA COSTA COUNTY  
OFFICE OF THE SHERIFF

### COMMUNITY WARNING SYSTEM

In an emergency, timely information can save your life! The more notice you have to evacuate, the better the chances that you, your loved ones and pets can evacuate safely. The Contra Costa County Community Warning System (CWS), maintained by the Office of the Sheriff, is an all-hazards system, designed to ALERT the community of an EMERGENCY through multiple communication tools. In addition to official CWS messages for evacuations, shelter-in-place orders and the like, local traditional and online media can be good sources. Make sure you are setup to receive these critical alerts before an emergency arises!

Follow on Twitter:  
CWS: @CoCoCWS  
Fire: @Conracostafire  
Sheriff: @cocosopio

To receive CWS alerts you must register your cell phone number or home phone number, home address, and email address. Your information will be kept confidential and will not be used for any other purpose other than for emergency alerts. To register for CWS, visit [www.cococws.us](http://www.cococws.us) or call 925-313-9622 !



## Emergency Preparedness: Go Bags

Living in the Bay Area with ongoing threats of evacuations due to wildfires, having a ‘Go Bag’ long before a wildfire or other disaster occurs has become even more important. The term go bag came from the idea that in an emergency such as an evacuation or home fire, you don't have the time to get your things together, so you grab it and go. Ensure that each person in your household has a readily available and easily accessible bag with all applicable items. When packing your go bag, you should plan to be away from your home for an extended period of time, and pack accordingly. Use strong, sturdy bags to pack your items; backpacks work great for storing these items and are easy to carry when you leave. Remember to keep the bag light enough to be able to carry on foot if needed. Here is a list of suggested items that, at minimum, should be packed and ready to go:



- Have a portable radio or scanner and plenty of batteries to stay updated on the fire – phones and TVs may not work
- Emergency contact numbers
- Extra emergency kit in car – in case fire cuts you off from your home
- Cash – credit cards may not work due to lack of electricity -a minimum of \$200 in denominations less than \$20
- One gallon of water per person and per pet per day
- Three days of nonperishable food and one week’s supply of any special foods needed for medical purposes or for children
- Paper cups, plates and plastic utensils, paper towels, can opener
- One week + supply of medications
- First aid kit
- Plastic bags, garbage bags
- Flashlight
- Blankets
- Extra clothes, comfortable shoes, hat, sunscreen
- Pocket knife or multi-purpose tool
- Personal hygiene items, e.g. women’s products, toilet paper
- Tools to turn off gas and water – If you have time, turn off gas, electricity and water
- Cell phone charger(s)
- Glasses, sun glasses, hearing aids
- Lighters
- Local maps
- Paper and pen
- Important papers



## Emergency Preparedness: Go Bags *continued...*

When packing your go bag, take into account the weight and how easily the bag can be easily moved. Since you may have to walk to safety, pack your emergency supplies in something that's durable and easy to carry, such as a backpack or duffle bag. For heavier items, such as food and water, using a tub or chest on wheels may make it easier to transport — but make sure it's still light enough to lift.

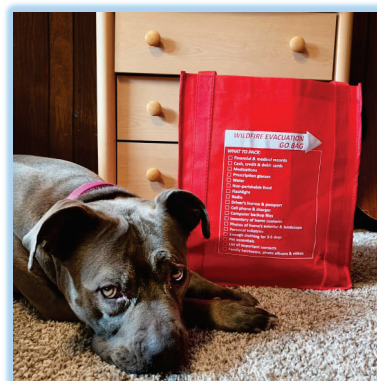
### Accounting for Covid-19

In addition to the typical items you should have in your go-bag, it is important to account for Covid-19 in your supplies. Ensure you have:

- Adequate supply of face coverings (at least two per person)
- Sanitation supplies such as hand sanitizer with at least 60 percent alcohol, soap and disinfectant wipes

Many of us have pets, and during an evacuation, it is important that materials and supplies for them as well. When packing a go bag for pets, consider the following items:

- A carrier for each pet
- Vaccination and medical records, proof of ownership, a current photo, contact information for the pet's veterinarian
- Two week supply of food and water
- Food and water bowls that are non-spill
- A pet first aid kit
- Medications and instructions on dosing
- A cat litter box and litter, leashes for dogs
- Waste disposal bags



### Maintain Your Go Bag

You've got all the important items in your go bag, great! But it is equally important to periodically inspect and maintain your kit so it's ready to go:

- Keep canned food in a cool, dry place
- Store boxed food in tightly closed plastic or metal containers
- Replace expired items as needed
- Re-think your needs every year and update your kit as your family's needs change

### Go Bag Storage Locations

**Home:** Each family member should store their kit in a designated place and have it ready in case you have to leave your home quickly

**Work:** Ready.gov recommends being prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a "grab and go" case

**Car:** In case you are stranded, keep a kit of emergency supplies in your car

## Wright Direction *continued...*

Scott's team would often arrive at the cache with less than a day's rations of food and fuel. Man-hauling burns about 7,000 calories a day, up to 11,000 when pulling uphill, but Scott only planned for 4,500 calories a day for each individual. While Scott and his men died from exposure and starvation, Amundsen's team actually gained weight on their return from the Pole.

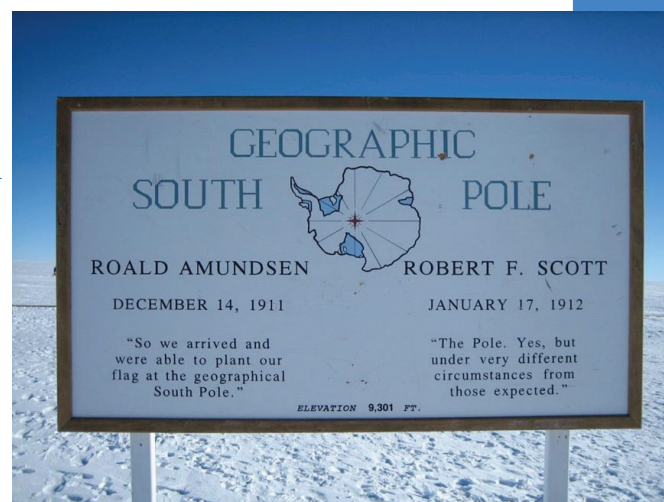


Final resting place of Scott's remaining party

Preparing for the unexpected disaster is just as important as planning an Antarctic adventure. Just as the weather may change or the ground may shake, you may receive the call or text from the Community Warning System advising you to evacuate your home or workplace. Have you planned in advance? Do you know where important documents are located? Do you have a sufficient amount of food, medication, and cash (in small bills) for your family and pets to live on for several days? Are your supplies tested, maintained, and kept in diverse locations? Or have you approached emergency preparedness like Sir Robert Scott, making your plans on the fly, as you walk out the door?

Perhaps the deadly cache-laying mistake Scott made was in the placement of the "One Ton Cache." While laying out the cache locations, the last cache was supposed to be at 80° south latitude. Thirty-seven miles from this target, the ponies were floundering, and the men were exhausted. Scott decided to dispose of the ponies and cache the remaining supplies (2,200 pounds). This decision would prove fateful. On their return from the Pole, Scott and his surviving four team members, hungry and exhausted, pitched their tent at their final campsite 12 miles south of the "One Ton Cache." Had it been at the designated location or had Scott not picked up the 30 stones, he may have been able to return for a scientific exploration another year. Their campsite, bodies, and journals were found the following year. Their journal provided great scientific information about the Antarctic, but it was left to others to interpret.

On 12 May 1926, aboard the airship *Norge*, Amundsen flew over the North Pole, becoming the first man to see both poles.



# Available Training in Target Solutions

## IMPORTANT TRAINING DATES 2020

In-person training classes have been suspended through September 30, 2020 but there are plenty of safety training classes and the County's mandatory compliance classes available online at Target Solutions! Consider these safety and compliance classes:

### General Coronavirus Training:

- Courses - Coronavirus 101 - What You Need to Know (Newest Version)
- Courses - Coronavirus 102 - Preparing Your Household
- Courses - Coronavirus 103 - Managing Stress and Anxiety
- Courses - Coronavirus 104 - Transitioning to a Remote Workforce
- Courses - Coronavirus 105 - Cleaning and Disinfecting Your Workplace
- CCC - COVID-19 Safety Training
- TAILGATE - CCC Emergency Evacuation Procedures during COVID-19

### General Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- Anti-Harassment Training for All Employees (every 2 years)
- Cultural Diversity (every 3 years)
- Fire Extinguisher Safety
- Fire Prevention Safety
- Mandated Child Abuse Reporting

### Supervisors are recommended to take the classes above and:

- CCC Serious Injury & Illness Reporting
- CCC Wildfire Smoke Safety for Supervisors and Managers
- Anti-Harassment Training for Supervisors and Managers (every 2 years)

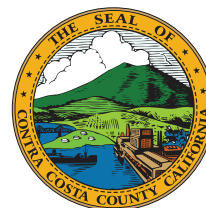
Log into the Target Solutions website at [www.targetsolutions.com/ccc](http://www.targetsolutions.com/ccc)

# National Preparedness Month



The Department of Homeland Security recognizes September as National Preparedness Month. This year's theme is 'Disasters Don't Wait. Make Your Plan Today.' This topic is recognized each September to promote family and community disaster

planning. Being prepared for emergencies, whether at home or at work, is essential to protect people and property. Given the added challenges that COVID-19 has presented, there is no better time to ensure you are prepared! Ready.gov provides great resources to ensure you and your family are ready when an emergency occurs. The focus for each week of September is provided below:



RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

2530 Arnold Drive, Suite 140, Martinez  
925-335-1400

Safety Newsletter E-mail:  
Norman.Wright@riskm.cccounty.us

Dedicated to  
preventing  
injuries and  
illnesses.

**CONTACT  
US!**

## Week 1: Make a Plan

Talk to your friends and family about how you will communicate before, during, and after a disaster. Make sure to update your plan based on the Centers for Disease Control recommendations due to the coronavirus.

## Week 2: Build a Kit

Gather supplies that will last for several days after a disaster for everyone living in your home. Don't forget to consider the unique needs each person or pet may have in case you have to evacuate quickly. Update your kits and supplies based on recommendations by the Centers for Disease Control.

## Week 3: Prepare for Disasters

Limit the impacts that disasters have on you and your family. Know the risk of disasters in your area and check your insurance coverage. Learn how to make your home stronger in the face of storms and other common hazards and act fast if you receive a local warning or alert.

## Week 4: Teach Youth About Preparedness

Talk to your kids about preparing for emergencies and what to do in case you are separated. Reassure them by providing information about how they can get involved.