



# Is Your Family Prepared?

During an emergency, you may be at work or in transit, so a family emergency plan can help you and your loved ones react appropriately. Family emergency preparedness includes communication, meeting location(s), supplies, and addressing any special needs. Follow the steps from the Department of Homeland Security to make sure you are prepared. For more information, visit <https://www.dhs.gov/prepare-my-family-disaster>.

1) Put Together a Plan

When creating a plan, discuss these four questions:

- 1) How will you receive emergency alerts and warnings?
- 2) What is your shelter plan?
- 3) What is your evacuation route?
- 4) What is your communication plan?

2) Consider Your Household's Specific Needs

When preparing your plan, tailor it to the needs of your family. Discuss your needs and responsibilities and how people in the network can assist each other with communication, care of children, business, pets, or specific needs like medical equipment.

3) Complete a Family Emergency Plan

Use the gathered information from Steps 1 and 2 to create your family-specific emergency plan. There are free templates available online. When the plan is complete, make sure it is posted in your home and everyone has a copy with them at all times!

4) Practice Your Plan

Practice makes perfect! Practice your plan and different scenarios within it to ensure everyone knows what to do, where to go, and how to communicate during an emergency. Practicing can also help you identify ways to improve your emergency plan.

During an emergency, having the right supplies is very important! If you are forced to shelter in place without access to supermarkets or pharmacies, you should have enough? (choose the best answer below)

Battery or Crank-Powered Radio	Flashlight	First-Aid Kit	Extra Batteries	Dust Masks
Tools to Turn Off Utilities	Manual Can Opener	Local Maps	Cell Phone Charger	Moist Towelettes, Garbage Bags

## Important Safety Training Dates for 2022

**NEW!** Two new interactive classes have been a hit so far. Watch for more dates!

**Workplace Violence Prevention** training meets requirements of Administrative Bulletin 434, prohibiting violence in the workplace. **Active Shooting Incident** training will be coordinated by risk Management Safety and Loss Control and led by Ben Alldritt from the Sheriff's Office, Chief of Police for the city of Lafayette. Both classes will be given via Zoom. Look up the dates and times and sign up on Vector Solutions.

### Required COVID-19 Training in Vector Solutions:

- CCC COVID-19 Safety in the Workplace
- TAILGATES - CCC - COVID-19 Safety Training
- TAILGATES - CCC - Emergency Evacuation Procedures during COVID-19

### Required for Departmental Personnel Contacts in Vector Solutions

- COVID-19 - Reporting Positive Results to Public Health

### Other Coronavirus Training in Vector Solutions:

- COVID-19 Field Safety 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

### General Safety Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees (Annual requirement)
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- CCC HSD 2021 Workplace Violence Prevention
- TAILGATE - Workplace violence
- TAILGATE - Shelter in Place Procedures - Violence

**Hybrid CPR Classes  
Available Now!**

**Check Vector Solutions for  
Dates and Instructions**



Check the Vector Solutions page for new 2022 Safety Training Dates. New classes, workshops, and dates are being posted often!

Log into the Vector Solutions website at  
[www.targetolutions.com/ccc](http://www.targetolutions.com/ccc) for the full list of  
ONLINE, ZOOM, and HYBRID classes!

# Incident Investigations: Step by Step

Incidents cause suffering and financial loss to workers, their families, and the county. Many more “near misses” or “close calls” also happen; these are incidents that could have caused serious injury or illness but did not, often by sheer luck. Most incidents and close calls are preventable. All incidents, regardless of size or impact, need to be investigated. The process look beyond *what* happened to discover *why* it happened. This allows us to identify, correct, and learn from any shortcomings in safety and health management programs. The County Incident Investigation Form is on the Risk Management intranet: <http://insidecontracosta.org/DocumentCenter/View/2379/Incident-Investigation-Form>. To conduct an incident investigation, follow these steps:

## **Step 1: Preserve/Document the Scene**

Preserve the scene to prevent material evidence from being removed or altered; investigators can use cones, tape, and/or guards. Document the incident facts such as the date of the investigation and who is investigating. Essential to documenting the scene is capturing the injured employee’s name, injury description, whether they are temporary or permanent, and the date and location of the incident. Investigators can also document the scene by video recording, photographing and sketching.

## **Step 2: Collect Information**

Incident information is collected through interviews, document reviews and other means. A checklist to can be used to help ensure all information pertinent to the incident is collected. In addition to interviews, investigators may find other sources of useful information, such as equipment manuals, company policies/records, maintenance schedules and training records.

## **Step 3: Determine Root Causes**

The root causes of an incident are exactly what the term implies: The underlying reasons why the incident occurred in a workplace. Root causes generally reflect management, design, planning, organizational and/or operational failings (e.g., employees were not trained adequately; a damaged guard had not been repaired). Determining the root cause(s) is the result of persistently asking “why” and is the most effective way to ensure the incident does not happen again.

## **Step 4: Implement Corrective Actions**

An investigation is not complete until corrective actions are implemented that address the root causes of the incident. Implementation should entail program level improvements and should be supported by management. Corrective actions may be of limited value if they do not address the incident’s root causes. Some root causes will take time and perseverance to fix. Persisting in implementing substantive corrective actions, however, will not only reduce the risk of future incidents but also improve safety and morale.

## Emergency Preparedness: Evacuation Routes

During an 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. 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 so you can vacate quickly and safely.

### Fire Escapes

If visiting or working 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

## County 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. 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 925-655-0111 today! In addition to official CWS messages for evacuations, shelter-in-place orders and the like, local traditional and online media can be good resources.



### Additional Resources

- Twitter Resources: CWS: @CoCoCWS, Fire: @Contracostafire, Sheriff: @cocosopio
- Contra Costa County Crisis Center: [www.crisis-center.org/211](http://www.crisis-center.org/211)
- Contra Costa County Public Information: <https://contracosta.ca.gov/>
- Contra Costa County Fire: [www.cccfpd.org/](http://www.cccfpd.org/)
- Tune your radio to KCBS 740 AM

## Be Prepared with a Go Bag

Preparing for a  
**DISASTER**  
is as easy as  
**PREPARING**  
for game day



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 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, plan to be away from your home for an extended period of time. Use strong, sturdy bags to pack your items; backpacks work great for 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 to pack and get ready to go:

- 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—stash 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, children or pets
- 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, wipes
- Hand sanitizer
- Tools to turn off gas and water
- Cell phone charger(s)
- Glasses, sunglasses, hearing aids
- Lighters
- Local maps
- Paper and pen
- Important documents

### 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

## Spot the Hazards!



Having a fresh, clean supply of water at outdoor work sites is not only important, it is required by California's Division of Occupational Health and Safety. See if you can spot what is wrong in this picture. The answers are below the Cal/OSHA Corner with the applicable regulatory requirement for reference.

By the way - don't forget that water supplies need to be maintained or replenished at the worksite at a level of 4 cups per hour per employee during a work shift. This ensures there is enough water for everyone to stay hydrated and beat the heat. Hydration and cooldown rest breaks in the shade are two key components of preventing heat illnesses.

### Cal/OSHA Corner



The following are brief announcements and select upcoming changes to California Division of Occupational Health and Safety (Cal/OSHA) standards.

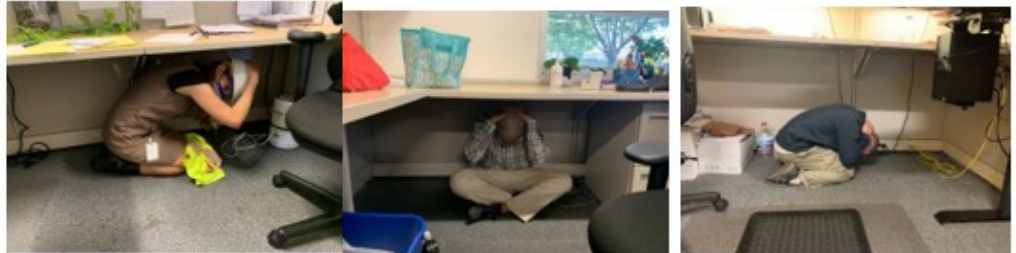
- **The IIPP Turns 30:** From its somewhat humble beginnings in the early 1990s as part of workers' compensation reform, the Injury and Illness Prevention Program (IIPP) standard has emerged as a foundation of California employers' safety programs. It is routinely the most-cited Cal/OSHA standard. While in its early years, it was taboo to consider it the California equivalent of Federal OSHA's General Duty Clause, it is now the go-to regulation for both Cal/OSHA and informed employers.
- Nothing illustrates the IIPP's prominent place as much as in the debate over regulating COVID. Employer advocates insist that §3203 should be The template for regulating COVID. One group, led by Former Division of Occupational Safety and Health, seeks to have a permanent airborne-infectious disease standard (which will replace the Emergency Temporary Standard).

- 1) The water cooler lid is partially open, allowing for potential contamination. [§3363\(c\)](#) Portable drinking water dispensers shall be designed, constructed, and serviced so that sanitary conditions are maintained, shall be capable of being closed, and shall be equipped with a tap.
- 2) A common drinking cup is being used, potentially by multiple employees. [§3363\(e\)](#) A common drinking cup and other common utensils are prohibited.
- 3) An active electrical power strip is located directly beneath the water tap. [§2340.2\(a\)](#) Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.



# Great Shakeout - Great Participation!

Public Works Engineering, Real Estate, Environmental, Personnel and Admin



Thanks to everyone that participated in the Great Shakeout and thanks to Public Works and Behavioral Health for sharing your photos!

Check out the [Earthquake Safety Video Series](#) to learn how you can stay safe from earthquake shaking in a variety of situations such as driving, attending the theater or in a stadium event, in bed, or if you are near the shore. There are also special actions to take for those with mobility disabilities.



# Don't Forget These Safe Earthquake Actions



## Behavioral Health



## Earthquake Preparedness Resources:

Prepare to survive and recover with the [Seven Steps to Earthquake Safety](#)

Recommended Earthquake Safety Actions [Protect yourself during an earthquake: Drop, Cover, and Hold On!](#)

Alert systems in California can now detect earthquakes and send alerts that may provide time to act before strong shaking arrives, including [Earthquake Warning California](#)

# Compressed Gas Cylinder Safety Quiz

Compressed gas cylinders are found at work and at home - welding gases, fire extinguishers, SCUBA tanks and propane tanks to name a few common types. Hazards associated with compressed gases include oxygen displacement, fires, explosions, and toxic gas exposures. The metal containers under high pressure also pose a physical hazard if they rupture and create metal shrapnel or shoot through the work or living space at high speed like a missile. Special storage, use, and handling precautions are necessary in order to control these hazards.



How many questions regarding compressed gas cylinder safety can you answer correctly?

- 1) Complete the following sentence. A ruptured compressed gas cylinder \_\_\_\_\_.
  - a. Has the potential force of an anti-tank weapon or small missile.
  - b. Can break through a concrete wall.
  - c. Can release potentially harmful gases into the work area.
  - d. All of the above.
- 2) If there are no leaks present when using a compressed gas cylinder, there is no danger.
  - a. True
  - b. False
- 3) Standard color codes can be used for proper identification of cylinder contents if the stenciled or stamped markings are illegible or the label tag is defaced.
  - a. True
  - b. False
- 4) To move a compressed gas cylinder properly:
  - a. Remove protective valve cap, install regulator, and strap to hand cart.
  - b. Roll cylinder to hand cart and fasten to cart with chain or strap around bottom 1/3 of cylinder.
  - c. Place cylinder on hand cart and secure by fastening chain or strap around upper 1/3 of cylinder.
- 5) A cylinder is considered to be safely empty once it no longer contains any gas.
  - a. True
  - b. False
- 6) If a regulator does not properly attach to a valve fitting, \_\_\_\_\_.
  - a. Attempt to modify the ends using your own adaptor.
  - b. Add a small amount of grease to inside of threads and try again.
  - c. Check for leaks using soap and water mixture.
  - d. Double check for compatibility.
- 7) Empty cylinders of flammable gas can be stored next to empty containers of corrosive gas as long as they are all empty.
  - a. True
  - b. False
- 8) Compressed gas cylinders can be stored in any position as long as they are secured in place.
  - a. True
  - b. False
- 9) Oxygen must be stored at least \_\_\_\_ feet or separated by a non-combustible 5-foot high barrier from any flammable gas containers and combustibles.
  - a. 10
  - b. 15
  - c. 20
  - d. 25

Answers: 1) D 2) B 3) B 4) C 5) B 6) D 7) B 8) B 9) C

# National Preparedness Month



The Department of Homeland Security recognizes September as National Preparedness Month. This year's theme is '[A Lasting Legacy](#).' Being

prepared for emergencies, whether at home or at work, is essential to protect people and property. Ready.gov provides great resources to ensure you and your family are ready when an emergency occurs. Select topics for this year's National Preparedness Month are shown below:



RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

Dedicated to  
preventing  
injuries and  
illnesses.  
**[CONTACT  
US!](#)**

2530 Arnold Drive, Suite 140, Martinez

925-335-1400

**Safety Newsletter E-mail:**

[RiskMSafety@riskm.cccounty.us](mailto:RiskMSafety@riskm.cccounty.us)

**Safety and Loss Control [Intranet Site:](#)**

<https://www.insidecontracosta.org/469/Safety-and-Loss-Control>

## Kids

- ◆ Teach your kids how to #BeReady this hurricane season! Find fun activities & safety tips: [ready.gov/kids](https://ready.gov/kids)
- ◆ Prepare your kids for disasters and emergencies. Take time to make a plan and have conversations about preparedness. Help them know how to stay safe and navigate potentially scary situations. [Ready.gov/kids](https://ready.gov/kids)
- ◆ Disasters can leave children and teens feeling frightened, confused and insecure. Their responses can be quite varied. It's important to not only recognize these reactions, but also help children cope with their emotions. [ready.gov/helping-children-cope](https://ready.gov/helping-children-cope)

## Emergency Kits

- ◆ An emergency kit should have everything you need to survive for several days. Keeping your kit stocked with necessities like food, water, and medical care can make the difference in the face of a disaster. [Ready.gov/kit](https://ready.gov/kit)
- ◆ Build an emergency supply kit this #NationalPreparednessMonth! Consider unique needs of your family. Include supplies that might be needed by pets, older adults, and those with disabilities in the event of the emergency. [Ready.gov/kit](https://ready.gov/kit)

## Make a Plan

- ◆ Make a plan this #NationalPreparedness Month!
  - Consider your family's special needs
  - Ensure your kids know important phone numbers
  - Learn your evacuation routes
- ◆ Disasters can happen anywhere, any time. That's why it's important you're prepared. Do you have a plan for yourself, your pets, and your family? Consider the specific needs you might have in an emergency [Ready.gov/plan](https://ready.gov/plan)

## Pets

- ◆ Your pets are also part of your legacy! Add these items in your emergency bag in case you need to evacuate with your four-legged buddies:
  - A picture of each pet in case you get separated
  - Medicine & grooming items
  - Food and water
  - Collar with an ID & a leash
  - A crate or carrier