



# Safety Newsletter

David Stephens, Director of Risk Mgmt.

**“Safety First, Then We Teach”**

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## **Back to school!**

It seems like only yesterday, there were chants of “No more teachers, no more books!” Now, it’s September and time to consider the back-to-school routine and the “3 Rs” of waste reduction. Reduce. Reuse. Recycle.

**Reduce.** Buy only the supplies you know you’ll need during the year. Consider asking the teacher, professor, or principal for a list to take shopping with you. Purchase school supplies wrapped with minimal packaging. Waste from packaging accounts for more than 30 percent of all the waste generated each year.

**Reuse.** Flip through last year’s notebooks. Are there some with only a few pages written in them? Turn the used and inked pages into some fun origami or recycle them. Reuse the notebook with the remaining pages for the current year. Share old textbooks with friends, relatives, or students in the grade below yours. The reuse of text books saves money and reduces waste.

**Recycle.** Purchase and use a wide assortment of school supplies made from recycled products. Cover your textbooks with cut-up grocery or shopping bags. This helps reduce waste and keeps your books in good condition. Be creative! Make unique designs and doodles on your recycled book cover.

## **Prepare for a disaster!**

September is National Preparedness Month (NPM). NPM is designed to encourage businesses and communities to prepare and plan for emergencies and disasters. You need to know and understand the plans at your business in the event that they are implemented.

**Resource Management** addresses resources needed for responding to emergencies, continuing business operations and communicating during and after an incident.

**Emergency Response Plan** protects people, property, and the environment. Plans include evacuation, sheltering, and lockdown.

**Crisis Communications Plan** addresses communication with employees, customers, the news media, and stakeholders.

**Business Continuity Plan** addresses recovery strategies to overcome the disruption of business.

**Information Technology Plan** addresses the recovery of computer hardware, connectivity, and electronic data.

**Employee Assistance & Support** encourages employees and their families to develop family preparedness plans.

**Incident Management system** addresses responsibilities and coordination of activities before, during and following an incident.

**Training** helps people with a defined role in the preparedness program be ready to perform assigned tasks.



AMERICA'S  
**PrepareAthon!**

Ready

## **FACTS ABOUT FIRES**

According to the U.S. Fire Administration:

- **Fire is fast.** In less than 30 seconds, a flame can turn into a major fire.
- **Fire is hot.** A fire's heat can kill.
  - Room temperatures in a fire can be 100°F at floor level.
  - It can rise to 600°F at eye level.
  - Inhaling this super hot air will scorch your lungs.
  - This heat can melt clothes to your skin.
  - In five minutes a room can get so hot that everything in it ignites at once.
- **Fire is dark.** Although fire starts bright, it quickly produces black smoke and complete darkness.
- **Fire is lethal.** Smoke and toxic gases kill more people than flames do.
  - Fire uses up oxygen and produces smoke and lethal gases.
  - Breathing smoke and toxic gases can make you drowsy, disoriented, and short of breath.

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## **Learn about lightning** *Don't get struck*

According to the Lightning Protection Institute ([www.lightning.org](http://www.lightning.org)), lightning's extreme electrical charge can cause destructive power surges through circuitry, burn holes in gas piping, explode brick and roofing materials, and ignite fires. Take precautions to stay safe.

If you can hear thunder, you are within striking distance of lightning. Look for shelter inside a home, large building, or a hard-topped vehicle right away. Do not go under tall trees for shelter. Wait at least 30 minutes after the last thunder before leaving your shelter. In addition:

- Stay away from windows and doors.
- Unplug appliances and other electrical items. If you are unable to unplug them, turn them off.
- Do not use electronic equipment that puts you in direct contact with electricity or plumbing.
- If you are in or on open water, go to land and seek shelter immediately.
- If you feel your hair stand on end, lightning is about to strike. Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize contact with the ground. Do not lie flat on the ground.
- If a person is struck by lightning, call 911. Lightning strike victims carry no electrical charge so attend to them immediately. Check their breathing, heartbeat, and pulse. Cardiopulmonary resuscitation (CPR) may be needed.



***If you have any ideas or recommendations of things you would like to see in the newsletters, please contact the FSBIT Safety Program. We look forward to your ideas!***

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