CMHA-CEI TRAINING UNIT

ENVIRONMENTAL SAFETY

PREVENTING, PREPARING AND RESPONDING TO ENVIRONMENTAL EMERGENCIES

DESCRIPTION

- Emergency preparedness means planning so that you and the people receiving services from CMH will understand how to prevent crisis situations when possible and manage those you can't prevent.
- This training focuses on environmental hazards you must be prepared for and your responsibilities in maintaining a safe environment for the people you serve. Your role in teaching people how to be prepared in emergencies is explored.
- It will not cover emergencies related to personal injury covered in Standard First Aid. There may be times when the skills covered in first aid would be required in responding to an environmental emergency.

PLANNING FOR AN EMERGENCY INCLUDES:

- Knowing the kinds of emergencies and disasters to be prepared for;
- Doing what you can to help stop these emergencies from happening;
- Knowing the procedures and policies to be followed for each situation BEFORE it occurs;
- Knowing your responsibilities DURING an emergency situation;
- Keeping an UPDATED list of phone numbers and other information by each phone;
- Being sure you know who is “on call” at all times;
- Being sure you are aware of any unusual physical problems people might have and knowing what to do for them;
- Teaching people what to do for each situation BEFORE it occurs.

BE PREPARED FOR DIFFERENT TYPES OF EMERGENCIES

- Winter Storms
- Heating Failure
- Thunderstorms
- Tornadoes
- Lightning
- Power Outages
- Water Shortages
- Floods
- Fire
- Poison

WHEN CALLING 911

- Speak slowly and clearly so the dispatcher can understand you
- Give the phone number and complete address of your location and a nearby cross street
- Describe the emergency
- Describe the actions you have taken in dealing with the emergency
- Describe any special needs the people involved may have, (injuries, special conditions, etc.)
- Do not hang up before the dispatcher does

YOUR ROLE AS A TEACHER

- You and your supervisor should discuss emergency policies and procedures.
- You should know **what** to do.
- You should also learn **how to teach** the people receiving services:
  - How to prevent emergencies;
  - How to prepare for them; and,
  - What to do in case of an emergency.

YOUR ROLE AS A TEACHER

- You need to know what each person can do for himself/herself in the event of an emergency.
- This helps you decide what you need to teach him/her.
- The worksite may need to consult with the case manager or psychologist to develop a plan to teach emergency preparedness.

YOUR ROLE AS A TEACHER

- You will have different expectations for different people.
- For example, a person who can't move himself could not learn to follow a fire evacuation route, but would need to learn to stay calm so that you can assist him out easily.

Teaching the people you serve emergency preparedness may not only save their lives, but yours as well!

SEVERE WEATHER

SEVERE WEATHER MAY CAUSE AN EMERGENCY.

- Strong winds can knock down lines creating a power outage; heavy rains may cause flooding resulting in power outages, lack of drinking water, and isolation.
- There is little you can do to prevent a weather-related emergency, but you can be ready for them.
- The simplest way to prepare is to listen to the radio or watch television and remember two terms: Watch and Warning.

- **WATCH** means that there *COULD* be severe weather because the conditions are right.
  - Stay tuned to your TV or radio weather reports!
- **WARNING** means that a severe weather condition *has been spotted* in your area.

FIND SHELTER IMMEDIATELY!

THUNDERSTORMS

- A few hours advance warning of a storm coming can be the key to not being caught in it, and being better prepared to handle it.
- When planning outdoor activities, check the latest weather forecast and keep an eye on the sky. If you see darkening clouds, graying skies, increasing winds, tune in your car or portable radio for weather information.
- When a thunderstorm threatens, get inside a home, large building, or an automobile. Do not use a telephone except for emergencies.

LIGHTNING

- Lightning often occurs during thunderstorms.

LIGHTNING

- To lessen the chance of being struck by lightning take these steps.
  - Do not stand underneath a tall isolated tree or telephone pole or on a hilltop or other high places. They act as natural lightning rods.
  - In a forest, seek shelter under a thick growth of **small** trees.
  - In open areas, go to a low place such as a ravine or valley.

LIGHTNING

- Seek shelter during a storm: get inside a home, building or automobile. If outdoors, avoid tall structures, open water, metal equipment or wires.
- Get away from open water, tractors, and metal equipment or small metal vehicles such as bicycles, motorcycles, or golf carts.
- Stay away from wire fences, clotheslines, metal pipes and rails. Put down golf clubs.

LIGHTNING

- If you are with a group of people, keep several yards apart.
- If you are caught on a level field and feel your hair stand on end, or a “tingling” sensation, lightning may be about to strike. Drop to your knees and bend forward, put your hands on your knees.
- **Do not** lie flat on the ground.

LIGHTNING

- Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely.

LIGHTNING

- Persons struck by lightning need immediate First Aid treatment.
- Call 911 and follow the steps taught in your CPR Class.

TORNADOES

- Tornadoes are the most violent offspring of a severe thunderstorm.
- They are often seen as a funnel-shaped arm or leg to a thunderstorm.
- When a tornado warning is given, your immediate actions can save your life and lives of those with you!

TORNADOES

- Take cover **immediately**! Follow the worksite's Tornado Evacuation Procedures.
- Stay away from doors, windows, and outside walls.
- Know where the shelter location in a public building is and be ready to use it.
- Get out of a car or mobile home and seek shelter in a large building. If there is none, lie down in a ditch or ravine. **DO NOT** try to outrun a tornado!
- Protect your head.
- Keep tuned to weather information.

FLOODS

- Severe thunderstorms may cause flash floods. To lessen their dangers:
  - Avoid low places.
  - Seek shelter in a large, sturdy building. **Don't** stay outdoors!
  - If your worksite is flooded, have faucet water checked before drinking. Use canned or bottled liquids until the faucet water's safety can be assured.

WINTER WEATHER HAZARDS

WINTER STORMS AND HEATING FAILURES

- Winter storms: blizzards, heavy snows, ice storms, freezing rain or sleet can be a serious danger.
- **Keep posted on weather conditions** in your area through television and radio.
- **Be prepared for isolation at the worksite.** If you work in a rural area, make sure you could survive for a week or two in case a storm made it impossible for you to leave.

WINTER STORMS AND HEATING FAILURES

- Store an emergency supply of food, water, and cooking equipment.
- Keep a battery-powered radio and flashlights with extra batteries handy.
- Keep an adequate supply of heating fuel and use it **sparingly.**
- Conserve heat by “closing off” some rooms.

WINTER STORMS AND HEATING FAILURES

- Stock an emergency supply of food and water, and cooking equipment such as a camp stove. Some food should be of the type that does not require refrigeration or cooking.
- Make sure you have a battery-powered radio, flashlights or lanterns, and extra batteries.

WINTER STORMS AND HEATING FAILURES

- Keep simple tools on hand to fight a fire. Be certain that all persons know how to take precautions that prevent fires at times when the fire department may not be available.

WINTER STORMS AND HEATING FAILURES

- If your furnace is controlled by a thermostat and your electricity is cut off by a storm, the furnace probably would not operate and you would need emergency heat.
- This is a problem since portable heaters are not permitted for use in CMH worksites.
- Know how to use your emergency heating and lightning equipment safely.
- Use only safety listed equipment. Proper ventilation is essential.
- **Never** use charcoal fires indoors for cooking, burning charcoal gives off deadly amounts of carbon monoxide.

WINTER STORMS AND HEATING FAILURES

- Winter standby gear should include extra bedding and plenty of warm clothing. You may want to substitute sleeping bags for added warmth.
- Dress in layers adding sweaters and warm outer clothes as needed.
- The more you move, the warmer you'll be.

PORTABLE HEATERS ARE NOT PERMITTED FOR USE IN CMH WORKSITES!

NEVER USE CHARCOAL FIRES INDOORS FOR COOKING; BURNING CHARCOAL GIVES OFF DEADLY AMOUNTS OF CARBON MONOXIDE.

FROSTBITE AND HYPOTHERMIA

- Be careful with the winter cold. Limit the time spent exposed to extreme cold, wear protective clothing.
  - thermal underclothing,
  - head and ear coverings (an uncovered head accounts for over 50% of lost body heat),
  - extra socks, warm boots, and gloves or mittens of wind and water-repellent material.
  - Keep clothing loose and dry.

FROSTBITE AND HYPOTHERMIA

- Take specific precautions for persons with known circulatory problems.
- Early signs that someone has been out in the cold too long include: shivering, numbness, low body temperature, drowsiness, and muscle weakness.

FROSTBITE AND HYPOTHERMIA

- **Frostbite** results from freezing a part of the body.
- The body's blood circulation decreases to the fingers, toes, nose, cheeks, and ears to protect the vital organs in the trunk of the body from cold.
- The affected area may first become flushed. If exposure continues, it turns gray and "frosted", intensely numb and cold. The body part has actually become frozen.

FROSTBITE AND HYPOTHERMIA

- **Hypothermia** is when a person is exposed to cold for a long period of time, the body temperature falls.
- The person loses so much body heat they may:
  - lose awareness of the cold
  - become drowsy and confused,
  - have difficulty moving, and
  - finally, become unconscious.

FROSTBITE AND HYPOTHERMIA

- Hypothermia can cause Death.
- Hypothermia can occur when swimming in water that is very cold or when swimming for a very long time.

FROSTBITE AND HYPOTHERMIA

- For both hypothermia and frostbite, prompt medical attention is necessary.
- Frostbite and hypothermia, their causes and emergency treatment, are discussed in more detail in the American Heartsaver First Aid Class.

OVEREXERTION - GETTING TOO TIRED

- Every winter many unnecessary deaths occur because people , especially older people, engage in more strenuous physical activity than their bodies can stand.
- Cold weather itself, without any physical exertion, puts an extra strain on your heart. If you add this to physical exercise, especially exercise that you are not accustomed to, such as shoveling snow, pushing an automobile, or even walking fast or far, you risk a heart attack, a stroke, or damage to your body.
- In winter weather, and especially in winter storms, avoid overexertion.

SAFE DRIVING TECHNIQUES

This section helps us match our driving habits with the conditions we drive in.

SAFE DRIVING TECHNIQUES

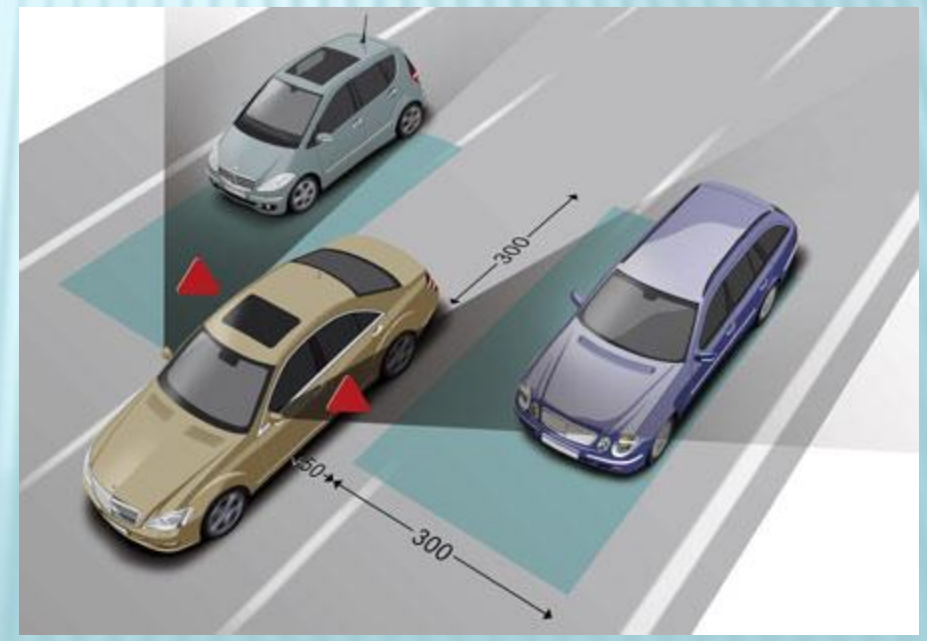
- Driving a passenger van can be very different from driving smaller vehicles because vans are so much longer and need a larger turning radius, making maneuvering more difficult.
- Sound, sensible driving habits are important to anyone transporting people.
- Many suggested techniques for staying alive on roads and highways result from the experiences of experts: traffic engineers, police officers, and safety researchers who have witnessed mistakes.

BEFORE DRIVING

- Fasten your seat belt.
- Make sure all passengers buckle up.
- Check and reset (if necessary) the seat and mirror. Check the “feel” of the brakes and steering.

WHILE DRIVING

- Look for an “out”, a place to steer if you get in a jam.
- Before changing lanes, glance back over your shoulder to check the blind spot that your mirror doesn’t show.



WHILE DRIVING

- Keep the car moving at a reasonable speed. If something happens inside your vehicle that requires your attention, get completely off the road and stop.
- Anticipate stops and slowdowns: don't wait until you're out of space.
- When slowing in fast traffic, tap your brakes to flash your tail lights.

WHILE DRIVING

- When passing wait until you can see the passed car in your mirror before cutting back.
- If your windshield is dirty, so are your headlights. Clean them when you stop for gas.
- You pass the peak of your driving efficiency between your fifth and sixth hours at the wheel. Slow down and take it easy, or take rest breaks during the day.

WHILE DRIVING

- Never let your guard down. It's easy to drift up to 70 plus miles per hour. The faster you travel, the less reaction time you have.
- Yield the right of way, especially if the other driver is at fault. The best place for a faulty driver is out of your way.
- Be courteous to other vehicles: cars trucks, motorcycles, emergency vehicles, bicycles, mopeds and other slow moving vehicles.

WHILE DRIVING

- Use your turn signals!
- DON'T TAILGATE!! And DON'T BE TAILGATED!!
- DEER CROSSING signs are installed **after several** accidents in that stretch of road. Check the sides of the road. Remember: **deer travel in groups.**
- If you see someone stranded **in** the road DON'T STOP. Notify the police.

If you know what can happen. . .
and drive as if it will happen. . .
chances are greater that it won't happen.

SKID CONTROL

- According to AAA Michigan, 13% of the vehicle crashes in Michigan occurred on snow and ice-covered roads.
- Skid control becomes a winter driving skill that all Michigan drivers must master.
- But skids occur at other times too.

SKID CONTROL

- In General to avoid skids remember:
  - Wear and oil splatter often make the right lane of a multi-lane road **more** slippery than the passing lane.
- If it's "just sprinkling", roads are more slippery than in a heavy rain.
  - A few raindrops make roads more slippery because of oil buildup, a heavy rain washes away oil film.

SKID CONTROL

- In winter, heavy use of the right lane of a multi-lane road may make it **less** slippery than the snow covered passing lane. This makes passing more dangerous.

SKID CONTROL

- Front-wheel drive provides a feeling of good traction, **but** some people drive faster and sudden spinouts can result.
- Rear-wheel drive vehicles tend to slide to one side or the other.
- If you lock the brakes of either type of vehicle you lose steering control. **Be gentle.**

USE THESE TECHNIQUES TO GET A SKIDDING VEHICLE BACK IN CONTROL

- Remain calm: DO NOT PANIC.
  - Let up on the gas pedal (accelerator).
  - Shift into neutral or depress the clutch to remove power from the drive wheels.
  - Steer **gently** in the direction you want the car to go. Leave your foot off the brakes or **gently** pump them to slow the car if you feel some traction.
  - Be ready in case you oversteer. Oversteering can cause the car to skid in the opposite direction.
  - When you get traction, shift into drive and continue.

TRAVEL DURING SEVERE WEATHER

- Avoid unnecessary trips. If you must travel, use public transportation if possible

TRAVEL DURING SEVERE WEATHER

- If you must use your automobile take these precautions:
  - Make sure your car is in good condition, properly serviced, and equipped with chains or snow tires.
  - Take another person with you if possible.
  - Maintain a full tank of gas.

TRAVEL DURING SEVERE WEATHER

- Have emergency “winter storm supplies” in the car, such as a container of sand, shovel, windshield scraper, tow chain or rope, flashlight, and blankets or sleeping bags.
- Carry extra heavy gloves or mittens, overshoes, woolen socks, and winter headgear to cover your head and face.

TRAVEL DURING SEVERE WEATHER

- Always carry an emergency First Aid Kit.
- Travel by daylight and use major highways if you can.
- Keep the car radio turned on for weather information and advice.
- Drive with all possible caution. Don’t “save time” by traveling faster than road and weather conditions permit.

TRAVEL DURING SEVERE WEATHER

- Don’t be foolhardy. Stop, turn back, or seek help if conditions threaten that may test your ability or endurance, rather than risk being stalled, lost or isolated.
- In whiteouts, use your hazard lights as well as your headlights. People see them better than your headlights.
- If you are caught in a blizzard, seek refuge immediately.

IF YOU ARE STRANDED

- If your car breaks down during a storm, or if you become stalled or lost, don't panic.
- Think the problem through, decide the safest and best course of action.
- Act slowly and carefully.

IF YOU ARE STRANDED

- If you are on a well-traveled road
  - Show a trouble signal: Raise your hood, or hang a cloth from the radio aerial or a car window.
  - Set your hazard lights to flash.

IF YOU ARE STRANDED

- Stay in your car (unless your position on the road makes it unsafe to do so) and wait for help to arrive. Do not leave your car to search for assistance, as you may become confused and get lost.
- If you run the engine to keep warm, make sure exhaust pipes are not blocked by snow and open a window enough to provide ventilation and protect you from carbon monoxide poisoning.

SEVERE WEATHER ISN'T THE ONLY REASON WE GET STRANDED.

- Getting a flat and running out of gas can happen to anyone.
- Most of us see them as inconvenient, but they cause many freeway accidents on the road.

SEVERE WEATHER ISN'T THE ONLY REASON WE GET STRANDED.

- Today's roads are designed to keep traffic moving fast, smoothly and without stopping so it is best to avoid being stranded:
  - Before you leave for a trip to someplace new, map a route to follow.
  - Check your gas and tires before you go out

IF YOU MUST STOP:

- Get completely off the road and stop.
- Immediately turn on your 4-way flashers.

IF YOU MUST STOP:

- If there is no shoulder and you must stop **in** the road, get passengers out of the car and on the side of the road away from traffic as quickly as possible.
- Sunken or narrow freeways in larger cities make this very difficult.
- Plan with other staff what to do if you have no place to take people in an emergency.

ADVANCED DRIVER SAFETY AND DEFENSIVE DRIVING TECHNIQUES

VEHICLE INSPECTION

- When driving a vehicle being used for the purpose of transporting others, you are responsible for your passengers safety. You need to make sure that the vehicle you are driving is in good and safe working condition.
- Get into the habit of inspecting your vehicle

VEHICLE INSPECTION

- OUTSIDE THE VEHICLE:
  - Vehicle leaning
  - Leaking any fluids
  - Cracks in the windshield
  - Lights, turn signals, and hazard lights working properly
  - Windshield and headlights clean
  - Wheels: lug nuts tight, tires inflated to proper pressure, proper tread depth
  - Wheelchair lift functioning properly

VEHICLE INSPECTION

- UNDER THE HOOD
  - Oil level
  - Windshield fluid
  - Radiator coolant
  - Hoses and belts for wear and signs of leaking
  - Battery cable for tension
  - Battery terminal for corrosion

VEHICLE INSPECTION

- INSIDE THE VEHICLE:
  - Check the following for wear and be sure it is in proper working condition, where appropriate. Be sure that any additional articles are secured and will not slip during transit:

VEHICLE INSPECTION

- PASSENGER AREA:
  - Floor
  - Seats, safety belts, wheelchair tie-downs
  - Exits
  - Safety equipment, i.e. emergency triangles, flares, fuses, fire extinguisher, first aid kit
  - Passenger equipment, i.e. wheelchairs
- DRIVER AREA:
  - Horn
  - Under seat
  - Floor
  - Dashboard, top of engine cover
  - Seat, steering wheel and mirror adjustments
  - Gauges
  - Brakes

VEHICLE EQUIPMENT ADJUSTMENTS

- Each time you enter a vehicle and prepare to drive, check and make adjustments as needed to the following:
- Adjust seat and mirrors for you
- Side mirrors: Left - so you can just see the side of your vehicle
- Right - so you can see your right rear tire
- Know your blind spots

Develop a regular routine for equipment adjustments so it becomes a habit

CUSHION OF SAFETY

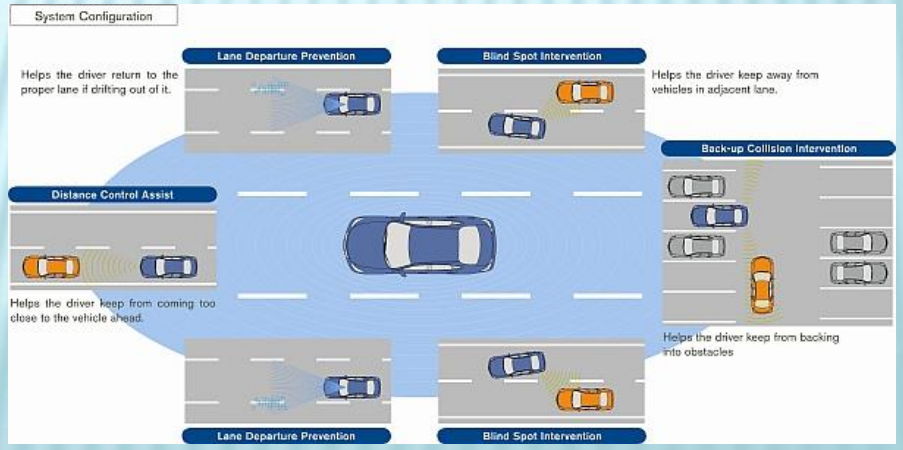
- You cannot control how other drivers on the road operate their vehicles.
- That is why it is important to drive defensively.
- One way to accomplish this is to safely manage the space around your vehicle as you are driving.
- This "***cushion of safety***" should be free of other vehicles and pedestrians.

CUSHION OF SAFETY

- Your cushion of safety includes:
  - The distance between you and the vehicle in front of you - **“Following Distance”**
  - The distance between you and any vehicle behind you.
  - The area to either side of your vehicle.

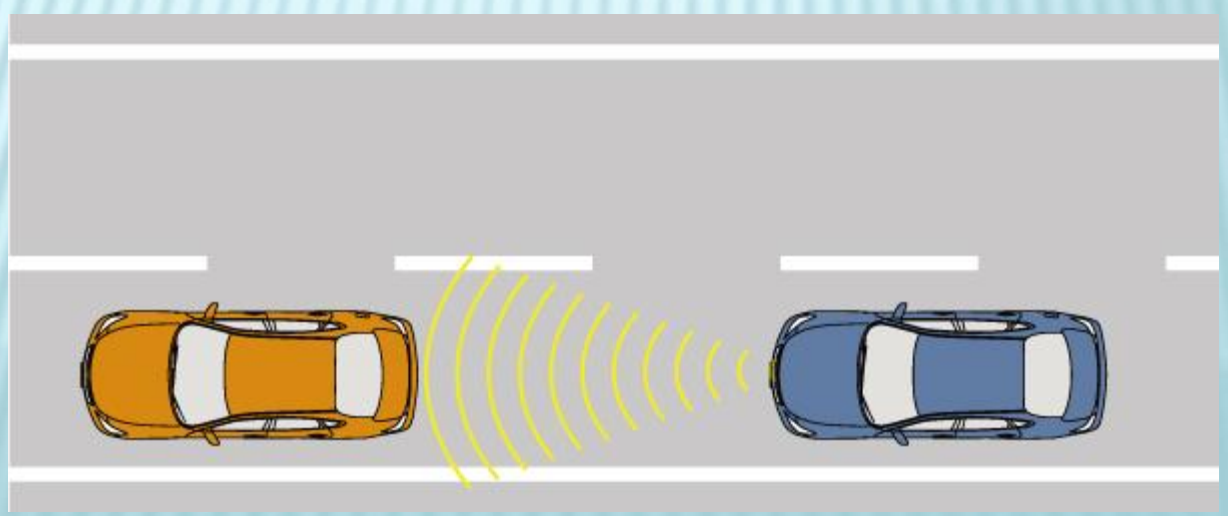
CUSHION OF SAFETY

- Your cushion of safety moves with you as you drive down the road.
- If a vehicle or pedestrian moves into your cushion of safety, adjust your position by:
  - Changing speed, or
  - Changing position by changing lanes



TOTAL STOPPING DISTANCE

- Another factor in creating safety and driving defensively is to consider how much distance your vehicle would travel if you needed to stop abruptly
- By creating and maintaining a safe following distance, you will allow yourself time to brake if necessary, to look away at your mirrors periodically, as well as time to give your passengers a smooth stop.



TOTAL STOPPING DISTANCE

- There are 3 factors that affect your total stopping distance:
  - **Perception Distance :** When you are driving down the road and you spot a hazard in the road, it takes time for your brain to realize the hazard and then send another message to you that you should begin braking. The distance that the vehicle travels during this time is called "**Perception Distance**".

TOTAL STOPPING DISTANCE

- **Reaction Distance :** Once you've made the decision to brake, it takes time to physically react, while the message travels from your brain to your leg and foot which then presses down on the brake.
- The distance that your vehicle travels during this time is called **"Reaction Distance"** and for most people takes about 3/4 of a second.

TOTAL STOPPING DISTANCE

- To reduce your reaction distance, “cover the brake” so that your braking foot is near, but not on, the brake. This technique is especially helpful in heavy traffic, whenever you see potential problems on the road ahead.

TOTAL STOPPING DISTANCE

- Now that you have begun to apply the brake, it takes some time and distance before the vehicle actually comes to a complete stop. This is called **"Braking Distance"**.

Perception Distance
+ Reaction Distance
+ Braking Distance.
= TOTAL STOPPING DISTANCE

To insure safety,
your following distance
should be greater
than your
total stopping distance.

TOTAL STOPPING DISTANCE

- You can check your following distance while driving down the road.
  - Locate a fixed object on the side of the road just ahead of the vehicle in front of you.
  - At the moment the car ahead passes that object, begin counting. If you can count to 1,000, 1,001……1,005 as your vehicle reaches that fixed object, then you are at a 5 second Following Distance.

GUIDELINES FOR SAFE FOLLOWING DISTANCE

- When traveling under 40 mph you should keep at least a 4-second following distance.
- When traveling 40 mph or greater, increase your following distance to at least 5 seconds.
- When your cushion of safety is jeopardized, such as during adverse driving conditions: rain, snow, nighttime, tailgaters, or when driving down a big hill, you should increase your Following Distance.

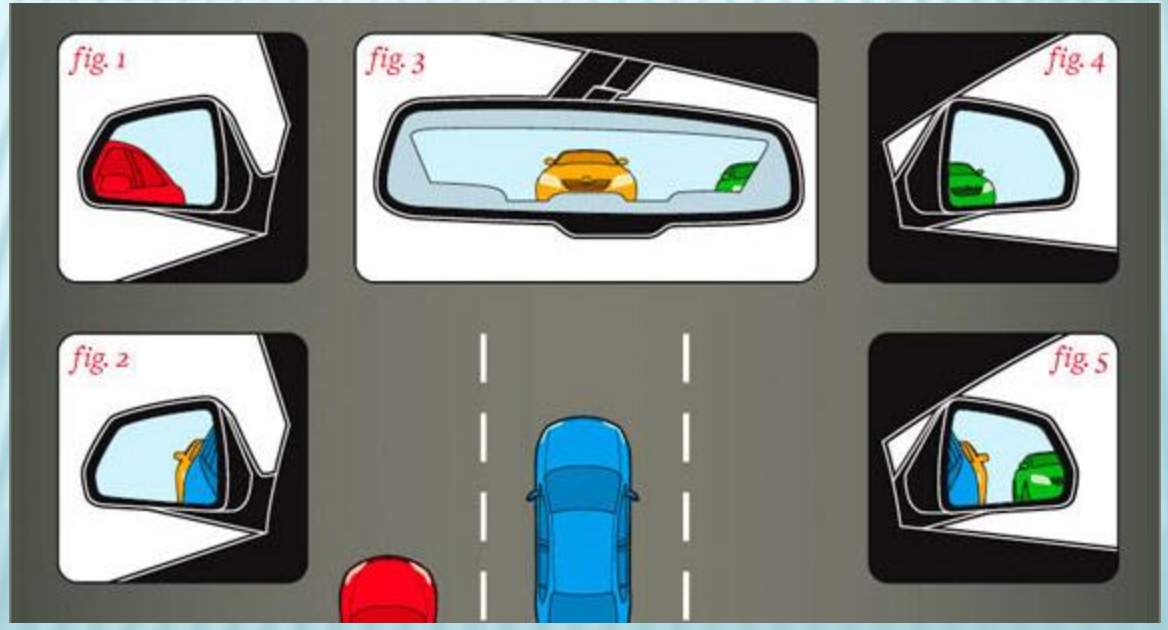
GUIDELINES FOR SAFE FOLLOWING DISTANCE

- As you are driving down the road, you should get into the habit of checking your mirrors every 3-5 seconds to see if you have any tailgaters.
- If you have a tailgater what should you do? Increase **your following distance.**
  - This will give you and the tailgater more room to stop and will also provide the tailgater someplace to go when they pass.
  - Be prepared for the tailgater to drive like they are in a big hurry and to cut you off

BLIND SPOTS

- You are also checking in your mirrors every 3-5 seconds to check your blind spots. To reduce blind spots:
  - When scanning in your mirrors *lean in your seat* to change your sight angel
  - Turn your head when glancing to either side of your vehicle

The Society of Automotive Engineers (SAE) published a paper in 1995 suggesting how outside mirrors could be adjusted to eliminate blind spots. The paper advocates adjusting the mirrors so far outward that the viewing angle of the side mirrors just overlaps that of the cabin's rearview mirror. This can be disorienting for drivers used to seeing the flanks of their own car in the side mirrors. But when correctly positioned, the mirrors negate a car's blind spots.



BLIND SPOTS

- You also want to make sure that your vehicle is not in someone else's blind spot. Any time you are behind a vehicle and you cannot see that car's rear view mirror through their back window, you are in that driver's blind spot.

READING TRAFFIC PATTERNS

- Another way to maintain your cushion of safety is to scan ahead to see what's coming:
  - On the open road, you should scan ahead 12-15 seconds (= 1/4 mile)
  - At lower speeds, like in town, you should still scan 12-15 seconds ahead (=1 to 1 ½ blocks) to spot traffic tie ups and upcoming hazards:

READING TRAFFIC PATTERNS

POTENTIAL HAZARDS WHEN DRIVING IN TOWN:

- Check the traffic light ahead. If it is green, get ready for it to change on you.
- You spot a car parked on the side of the road. The car's brake lights are lit and it's wheels are turned out towards the street. Be prepared for the driver to pull out into the road.
- Watch for both pedestrians crossing and car doors opening on the street side.
- You spot a jaywalker on the other side of the road. Cover your brake. DO NOT stop in the middle of the road to let the jaywalker cross the street. You can't control actions of other drivers around you.

READING TRAFFIC PATTERNS

POTENTIAL HAZARDS WHEN DRIVING IN TOWN:

- Watch for both pedestrians crossing and car doors opening on the street side.
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READING TRAFFIC PATTERNS

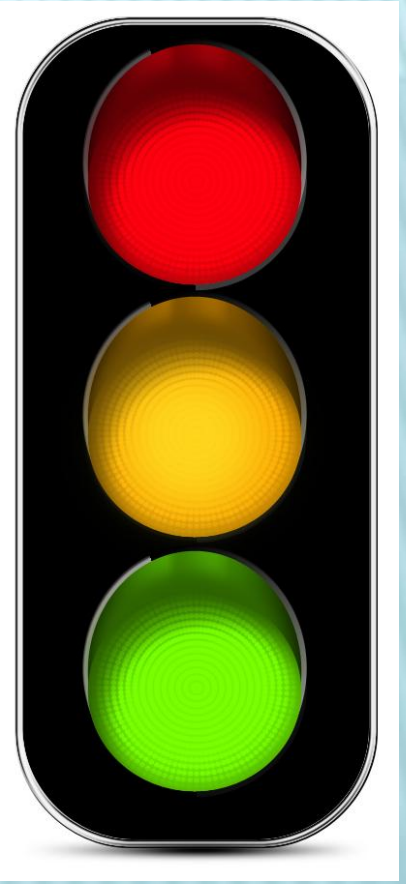
INTERSECTIONS:

- When approaching an intersection with a traffic signal light: Even when the light is green, check to the left and right before crossing to make sure cross traffic has stopped.
- Also, when stopped at a light that is turning green, look across to drivers waiting to turn, be prepared for them to try and beat you through the light.

READING TRAFFIC PATTERNS

INTERSECTIONS:

- When stopped at a light, stop far enough behind the vehicle in front of you so you could pull around that vehicle if you had to without having to back up. In order to accomplish this, you should still be able to see the bottom of their rear tires touching the pavement.



READING TRAFFIC PATTERNS

INTERSECTIONS:

- When turning right at an intersection: signal well in advance of a right turn, at least 100 ft. ahead, check your mirrors before you turn and watch the cross traffic and facing traffic ahead at that intersection.
- In preparation for making the turn, pull to the right side of your lane to prevent anyone trying to squeeze by on your right and causing accident. Once you've made the turn, cancel your turn signal.

Being aware and maintaining your cushion of safety
are your best defenses
against collisions.

READING TRAFFIC PATTERNS

INTERSECTIONS:

- When turning left in an area that has multiple left turn lanes: make the turn in the lane furthest to the right so you'll more easily be able to check for any vehicles in your left blind spot. You also won't have to worry about drivers on your right while turning.

READING TRAFFIC PATTERNS

INTERSECTIONS:

- At an intersection without a protected left turn: wait with your wheels aligned straight, until there is a break in traffic. Doing so will prevent your vehicle from veering into oncoming traffic if you are struck from behind.

READING TRAFFIC PATTERNS

- When you are driving in rural areas you will find that the roads are less congested.
- Nevertheless, maintaining a cushion of safety and scanning are no less important habits.
- There are some hazards inherent in rural areas, like soft shoulders, narrow roads, and curves.
- Be aware of these special hazards, and be sure to reduce your speed before entering a curve.

PICKING UP PASSENGERS

- When approaching a pick-up sight, be sure to signal well ahead of the pick-up area and move to the right early.
- Begin braking well enough in advance and slow gradually to allow for a smooth stop.
- Once you have come to a complete stop, turn on your 4 way flashers.
- Set the parking brake and if you are exiting the vehicle to help passengers, try to exit from the non-traffic side of the vehicle.
- Make sure you check the traffic before opening your door.

PICKING UP PASSENGERS

- When preparing to load passengers in wheelchairs:
  - Park in a flat area to lower the lift
  - Move the wheelchair all the way onto the platform
  - Make sure the passenger is *outward* facing
  - If you need to use a handhold, use one recommended by the manufacturer as other areas may be sharp and cut your hand or have moving parts
  - Set both wheelchair brakes
  - Fasten the lift safety restraint, if there is one
  - Once in the vehicle, use a 4 point tie down to secure the passenger
  - Secure your passenger with a safety belt

Remember:
<u>you</u> are responsible for the safety of your passengers

SPECIAL CONSIDERATIONS

- Use 2-way radio or cell phone *only when stopped*

NEVER

TEXT WHILE

YOU ARE DRIVING!

VEHICLE BREAKDOWN:

- Most vehicle breakdowns can be prevented by conducting a thorough vehicle inspection on a regular basis.

VEHICLE BREAKDOWN:

- If you do experience a breakdown and you are transporting passengers with special needs, you should take additional precautions, because your first priority should always be the safety of the passengers:

VEHICLE BREAKDOWN:

- Get your vehicle off the roadway
- Turn on hazard lights
- Call dispatcher if you have radio
- Set out flares or reflective triangles to make your vehicle more visible. This is required by law if you will be stopped for more than 10 minutes.

VEHICLE BREAKDOWN:

- If you have another staff member with you, have them stay with the passengers

VEHICLE BREAKDOWN:

- On a two-lane road with two way traffic, place 3 triangles on the traffic side of the vehicle: one placed 100 ft. ahead, one placed 10 ft. behind, the third triangle 100 ft. behind.
- On a one-way roadway, place the first triangle 10 ft. to rear of vehicle, another 100 ft. behind, and the 3rd 200 ft. behind. If you are parked at the top of a hill or on a curve that blocks the view of oncoming drivers, place the 3rd triangle well down the road.

ADVERSE WEATHER

- The weather conditions are something you have no control over while driving. But there are some things you can do in an attempt to drive more safely during inclement weather:
  - Always turn on your headlights to be more visible to other drivers
  - Reduce your speed
  - Slow down even more before entering curves
  - Be ready to be sprayed with water at any time

ADVERSE WEATHER

- Most drivers expect difficulty traveling in ice or snow, but you should know that water can be just as hazardous.

ADVERSE WEATHER

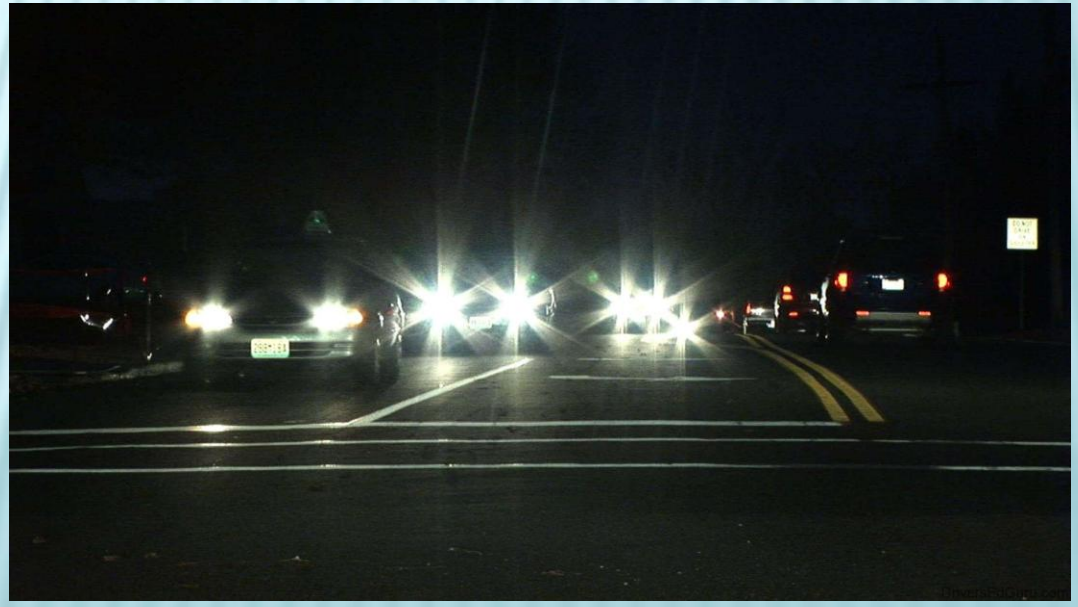
- At speeds just over 30 mph, your vehicle may “hydroplane”, where water can lift your tires off of the road surface.
  - This will cause reduced steering control and reduce the vehicle’s ability to stop quickly.
  - If you sense that your vehicle is hydroplaning, take your foot off the accelerator, and allow your vehicle to slow down.
  - Conditions are right for hydroplaning anytime you can see reflections on the road surface.

NIGHT DRIVING:

- When you drive after dark, your long distance scanning ability is limited to the area illuminated by your headlights.
- Slow down until you think you can easily stop within the distance you can see ahead, then resume travel at this speed.
- On the open road, use your high beams when it is safe and legal to do so.
  - When you are within 500 ft. of another vehicle, you must use your low beams.

NIGHT DRIVING:

- During dusk or dawn, when the available light is in transition, use your headlights.
- If the headlights of oncoming vehicles are bothering you, look to the right side of your lane.



NIGHT DRIVING:

- Most alcohol-related accidents occur within the hours of 8 PM and 8 am. Watch for erratic drivers, especially during this time. If you see someone driving erratically, stay away from them, don't try to pass. If you have a radio or mobile phone, alert the authorities.
- Of course, don't drink while driving, it is illegal. And, do not drive while taking prescribed medications that effect driving.

BACKING UP YOUR VEHICLE:

- Backing up causes many low speed collisions. Any vehicle with a large rear blind spot should *avoid* backing whenever possible.

BACKING UP YOUR VEHICLE:

- If you must back up, always scan the area before backing up for people and obstructions, and do the following:
  - Turn down your radio
  - Open the window to hear any warning sounds
  - Don’t forget to check for any overhead obstructions
  - Try to back from the driver’s side since you will be able to see better
  - Always back slowly
  - If you have any doubt about what is behind you, get out and check

BACKING UP YOUR VEHICLE:

- When backing into an area with a curb, remember that if your vehicle has a substantial overhang, as is true with most vans and buses, you can continue backing until your wheels hit the curb.
- If there is a sidewalk directly behind the curb, do not back so far to the curb that your vehicle is overhanging the sidewalk and blocking transit, especially wheelchairs.
- Make sure your wheels are straight once parked so that when you go to pull out later, you won't curve sharply and hit another vehicle parked next to you.

BACKING UP YOUR VEHICLE:

- If you have an aide with you when you need to back up, have them get out and guide you.
  - Make sure you can see them in your mirrors.
  - Agree on hand signals especially a signal for stop.
  - Direct your aid to communicate with the hand signals in an exaggerated manner.
  - *Do not* rely on verbal communication. If you can't see the helper---------STOP.

BACKING UP YOUR VEHICLE:

- If you don't have an aid to assist you in backing up and are unable to see well directly behind your vehicle, use the "step technique":
  1. Stop before you think you need to, get out, and step off the number of feet left to the end of where you are backing in.
  2. Go back to the front (on the driver's side) of your vehicle, walking towards the back, and pace off that same distance. Stop and place a rag there on the ground.
  3. Get back into your vehicle and continue to back up. Stop your vehicle when your driver's window reaches that rag. Get out and check one more time before finally adjusting your position.

ASSISTING YOUR PASSENGERS

- When transporting passengers with special needs, it is important to treat everyone with dignity and respect.
  - Do not use any unprofessional language.
  - Address passengers by using their name.
  - Do not address passengers using short cuts or “cute” language, such as “baby”, “honey”, or “chum”.

ASSISTING YOUR PASSENGERS

- Reminders when approaching passengers:
  - Get his/her attention
  - Be very clear
  - Treat with dignity and respect

ASSISTING YOUR PASSENGERS

- The best way to learn transport techniques
  - Watch someone demonstrate it
  - Study and think about it
  - Try it yourself

ASSISTING YOUR PASSENGERS

VISUALLY IMPAIRED PASSENGERS

- Initiate and maintain verbal contact throughout the transport
- Never touch a passenger until you've connected with them verbally, introduced yourself and received their permission to move them.
- The passenger will need to be led: they may hold your arm, forearm, or shoulder. They should be a half-step behind you so they can anticipate your movements.
- Constant communication with your passenger is important, especially regarding upcoming barriers, expectations, etc.
- Don't elevate your voice, they are not deaf.

ASSISTING YOUR PASSENGERS

HEARING IMPAIRED PASSENGERS

- Approach a hearing impaired individual directly from the front so they can get visual cues first.
- Don’t use loud or exaggerated mouth movements.
- Have a name badge if they do not know you. Introduce yourself and point to your name badge.
- Carry a pad and pencil with you. Your passenger may become confused or may not understand your directions, or may not read lips.

EMERGENCIES AT WORK

POWER OUTAGES

- Communications
  - Power outages make people feel alone and helpless. Televisions, clocks and radios and most furnaces with electric thermostat won't work without power. Telephone service can also be interrupted. Prolonged power outages usually occur with or as a result of some other emergency, such as a thunderstorm, tornado, etc. In those cases multiple problems often exist.

POWER OUTAGES

- A battery-powered radio or television for emergency use keeps you in touch with your community.
- Store extra batteries in the same place you store the radio.
- For two-way communication, walkie talkies or battery powered citizen band (CB) radios work well.
- ***Keep your Cell Phone charged***

Use battery power radios, TV's and cellular phones to keep in touch when electric service is interrupted.

POWER OUTAGES
AIR CONDITIONING

- If it's hot outside, an emergency that includes power failure can make it miserable for people used to air conditioning. Some people receiving services have conditions that make heat hard to take

POWER OUTAGES
AIR CONDITIONING

- To keep cool remember these tips:
  - Shut all draperies.
  - Don’t open windows without checking. They may let more heat blow in.
  - Go to an interior room out of the sun.
  - If your worksite has more than one floor, the lowest level will be the coolest.
  - If the air conditioner, but not the power, is out, some furnace fans can be turned on to circulate unheated air.

POWER OUTAGES
FOODS THAT SPOIL

- If the power failure lasts a long time, foods may begin to spoil.
- Foods will remain frozen between 36 and 48 hours in a loaded freezer when the door is **kept shut.**
  - If the freezer is half full, food should be fine for about 24 hours. Frozen meat keeps longer than packaged foods.
  - Frequent openings speed up thawing.
  - To avoid opening refrigerator and freezer doors more than necessary, transfer the food you will use soonest into a good chest-type cooler. If you are unable to obtain ice nearby, transport as much as possible in coolers.

Transfer foods that will be used quickly to a cooler to avoid opening refrigerator and freezer doors.

POWER OUTAGES
WHAT TO DO WHEN THE LIGHTS GO OUT

- “Don’t Panic !”.
- Darkness is inconvenient and scary, but most worksites have a light source.
- The two safest sources of alternate light are flashlights and battery-powered lanterns.

POWER OUTAGES

WHAT TO DO WHEN THE LIGHTS GO OUT

- Keep **flashlights** and spare batteries handy for emergency use. They provide a convenient and portable light source inside and outside your worksite.
- When storing flashlights for long periods, remove the batteries and keep them easily accessible with other emergency supplies.
- Keep spare batteries for any pocket flashlights as well.
- Periodically recharge rechargeable models according to directions, to be sure your light works when you need it.

POWER OUTAGES

WHAT TO DO WHEN THE LIGHTS GO OUT

- **Lanterns** used for recreational purposes are another source of “standby” light.
- Rechargeable battery-powered lanterns are easily stored and operated.
  - Many models have sealed batteries which require no filling.
    - They light as soon as they’re taken off the shelf, and operate 10 to 15 hours before they need recharging.
    - Recharge them once in a while during storage to keep the batteries at full charge.

POWER OUTAGES

WHAT TO DO WHEN THE LIGHTS GO OUT

- Some worksites have **fixed emergency lighting** in halls and stairs that comes on automatically during power failures.
- Follow directions carefully that call for testing the lights and fully discharging their batteries. If the battery “exercise program” is not followed, lights may not work as long as they should.

POWER OUTAGES

WATER SHORTAGES

- Power outages generally don't affect the flow of water in cities.
- In rural areas that rely on wells, even a short term loss of power can be a big problem when trying to feed and care for six people and several staff.
- Floods, earthquakes and other disasters can contaminate or completely interrupt normal water supply even in large cities.

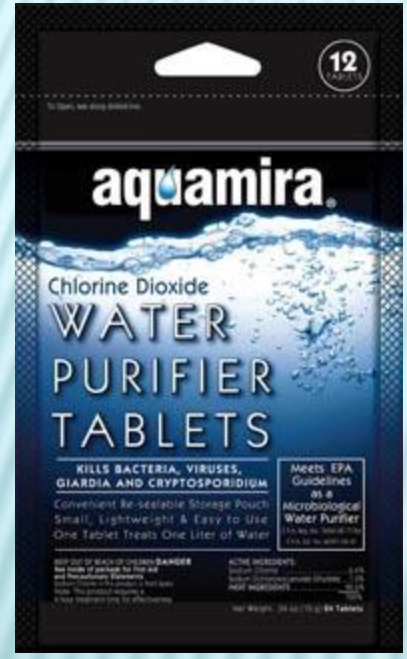
POWER OUTAGES
WATER SHORTAGES

- A few simple precautions can give your worksite an adequate emergency water supply:
  - Store a supply of water in clean **dated** containers. Picnic jugs, normally stored empty, can be filled with an emergency water supply and kept for up to six months.
  - If you have room in your freezer, freeze containers of water and melt them as necessary.
  - Keep a supply of bottled water.

POWER OUTAGES
WATER SHORTAGES

- Cook with canned or frozen foods that contain lots of liquids.
- If you expect your water supply to be cut off, fill bath tubs. Use this supply for personal care, bathing, filling toilets, washing dishes, etc.
- Drain the hot water heater, **after turning it off**, from the faucet at the bottom of the tank. Take only what you need and use the tank as clean storage.

POWER OUTAGES
WATER SHORTAGES



- If water becomes contaminated or the source is “questionable”,
  - Treat it with “potable” water tablets (tablets which make water safe for drinking) available at any drug or hardware store. Keep these with other emergency supplies.

POISONING

- Watching carefully, being safe and knowing what is or what is not a poison stops people form getting poisoned. Being ready means that you know what to do in case a person is poisoned.

If you think a person has swallowed a poison of any type.
CALL POISON CONTROL immediately!

The number will put you in touch with trained personnel who can help you in the steps to take in case of poisoning. This will save you precious time.

POISONING

- Remember
- **The wrong treatment is often more dangerous than no treatment.**
- **NEVER** make the victim vomit unless directed to by Poison Control
- When taking a poisoned victim to the hospital, take a second person to attend to the victim. Take the poison container, and any spilled substance with you.

FIRE SAFETY AND TRAINING

FIRE SAFETY AND TRAINING

- Environmental emergencies can, and do, occur without warning and with no time to become prepared. In some emergency situations you will have time to plan and to act. In both cases you have to know what your responsibilities are and be prepared to act.

FIRE SAFETY AND TRAINING

- The potential for a FIRE exists 24 hours a day, every day and in every setting that an individual may be living or attending. Every fire has the potential of being life threatening.
- YOUR role and responsibilities in this area are essential to assuring the safety of individuals you serve, therefore the remainder of this module will address this topic in considerable detail.

FIRE SAFETY AND TRAINING

DID YOU KNOW?

- Over 2 million people are burned in the United States each year, 200,000 require medical treatment. Of these 75,000 require hospitalization.
- Fires and burns are the third most common cause of death by accident in the United States.

FIRE SAFETY AND TRAINING

DID YOU KNOW?

- The average burn patient stays in the hospital for three weeks, with severe cases staying six months or more.
- Each year there are more than 700,000 home fires nationally.
- Of every 1,000 home fires, 7.2 people die. Of every 1,000 fires in residential care settings, 27 people die.

FIRE SAFETY AND TRAINING

- Fire represents a failure that can be avoided by implementing safety inspections, maintaining a safe environment and practicing fire evacuation drills for staff and destination training for the individuals you serve.

FIRE SAFETY AND TRAINING

CAUSES OF FIRE

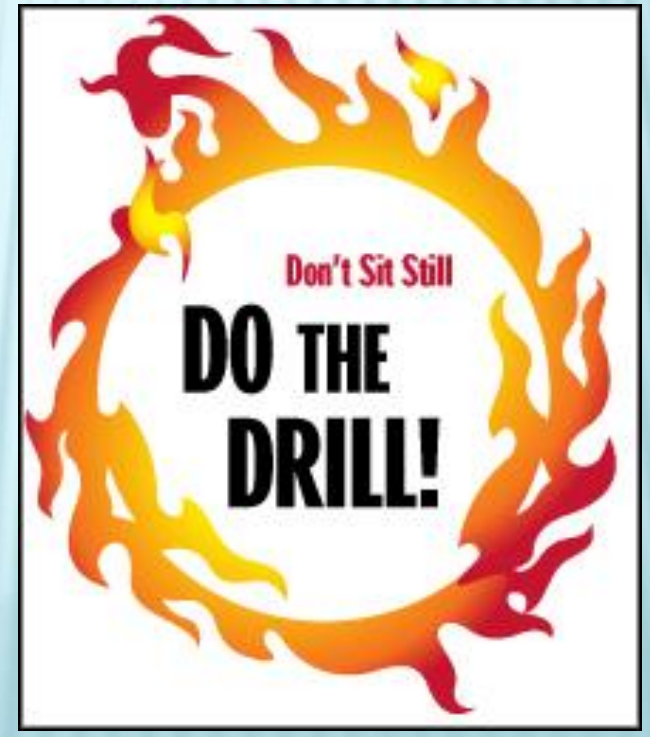
- CARELESS SMOKERS cause 30% of fires
- HEATING/COOKING EQUIPMENT cause 26% of fires
- MATCHES & OPEN FLAME cause 14% of fires
- MISUSE OF ELECTRICITY causes 13% of fires
- HOT OBJECTS such as TRASH BURNING/OPEN FLAMES/SPARKS cause 19% of fires
- OTHER SOURCES cause 2% of fires

FIRE SAFETY AND TRAINING

- Most deaths and accidents from fire are unnecessary.
- Fire marshals agree that most people caught in a fire could escape without injury if they knew a few facts about fire and had taken the time to plan what they would do in a fire.
- Fire can be avoided and injury prevented by having safety inspections, maintaining a safe environment, and by staff practicing fire evacuation drills and destination training for the individuals they serve.

WHAT CAN YOU DO TO SAVE LIVES?

- Prevention and Preparation For a Fire
  - Knowledge, prevention measures, fire drills, destination training and early detection are the best protection from a fire.



WHAT CAN YOU DO TO SAVE LIVES?

- Your absolute FIRST PRIORITY in a fire emergency is to evacuate all people from the worksite. NO attempt should be made to fight a fire except to evacuate or rescue someone.

Get out now!
Use fire extinguishers only to fight your way out of a fire or to rescue someone.

WHAT CAN YOU DO TO SAVE LIVES?

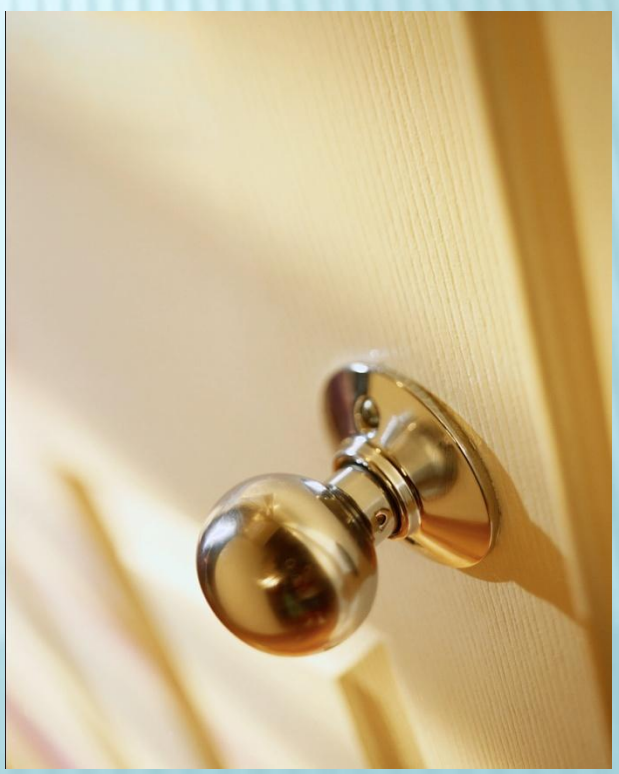
- TIME is the most important factor in a fire. Any delay in evacuation increases the danger

Waste no time!

WHAT CAN YOU DO TO SAVE LIVES?

- Closing doors on the way out helps contain smoke and fire - it will give more time to evacuate.

Close the doors on your way out.



WHAT CAN YOU DO TO SAVE LIVES?

- Smoke inhalation is the most common cause of injury and death. Smoke rises to the ceiling. Cover mouths and noses with a wet cloth if possible and stay low.

Smoke rises so keep low.

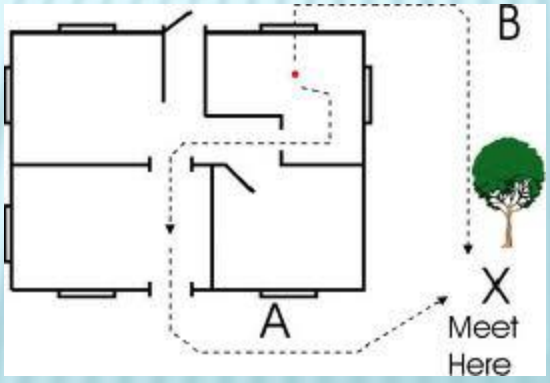
WHAT CAN YOU DO TO SAVE LIVES?

- Once everyone is out, count heads and do not re-enter the building (even to call the Fire Department).
- *If a fire occurs:*
  - *Do not re-enter the building.*
  - *Call the fire department from a neighbor's house or use a cordless phone from outside the building.*

WHAT CAN YOU DO TO SAVE LIVES?

- Bring everyone to a Place of Safety and attend to the needs of the individuals.

Go to Place of Safety



THE FIRE TRIANGLE

- A fire requires three elements:
  - Fuel - something to burn
  - Heat - from something hot
  - Air - to supply oxygen
- Basically, three elements are needed for a fire to start: A source of fuel; a source of heat; and Air (Oxygen). These three factors have been diagramed as the three sites of a triangle.

THE FIRE TRIANGLE

- When the three sides of this “Fire Triangle” come together, a fire will occur. To stop or prevent a fire you must remove at least one of the three elements.

Only one side of the triangle needs to be removed to put out the fire

SMOKE IS THE REAL KILLER

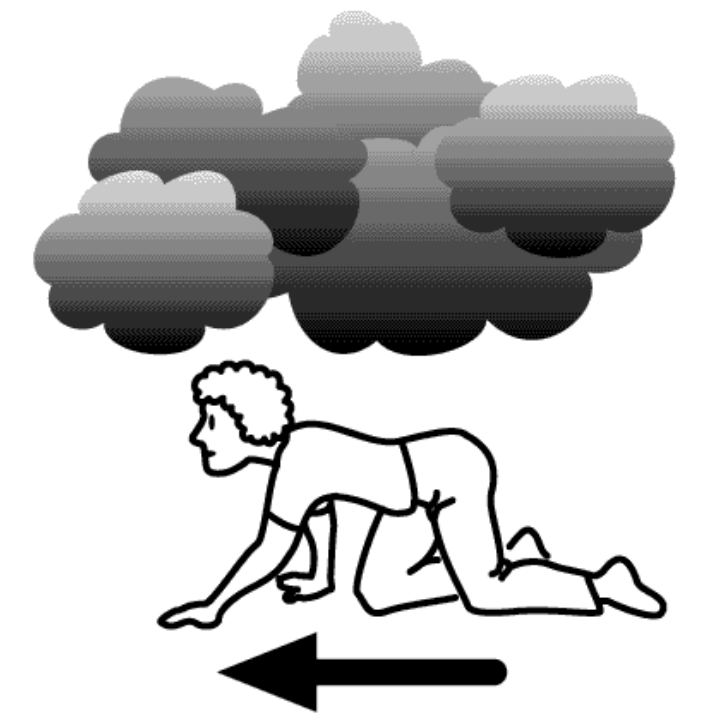
- Smoke, not flames, is the real killer in a fire. Very few people burn to death. Most fire victims are asphyxiated (poisoned) by toxic fumes. Many corpses are hauled out without having been burned.

SMOKE IS THE REAL KILLER

- Smoke is a mixture of poisonous gases.
  - The most dangerous is carbon monoxide - the killer you cannot see, smell or taste.
    - As little as just 1.26% in the air can knock you unconscious after two or three breaths and kill you in two or three minutes.
    - Other gases deaden your sense of smell so that you could not even smell the smoke.
    - Smoke that is thin and gray can be just as dangerous as smoke that is thick, dark and soupy.

SMOKE IS THE REAL KILLER

- Wherever there is smoke, there is potential danger - so get low and *get out……fast!!*



SMOKE IS THE REAL KILLER

- The safest way for staff and the people you serve to get out is to crawl or for you to “drag” the individual on the floor with you.
- Because the poisonous gases and heat may overcome you, you should not stand up to get people out of bed.
- Both you and the individual will be better able to see and breathe the lower you are.
- Everyone should stay as close to the floor as possible (1-2 feet).

SMOKE IS THE REAL KILLER

- People are most likely to be a victim of fire when they are the most helpless - at night when sleeping.

SMOKE IS THE REAL KILLER

- You can't count on the smell of smoke to wake those sleeping or in any way to alert you.
  - Even if it does, you may have breathed so much of it that you can only stumble around before falling down unconscious.
  - This is why people should sleep with their bedroom door closed.
  - The more closed doors between a person and the fire, the safer they are.
  - Most bedroom doors will hold back the heat and gases for 5 to 11 minutes.
  - This gives everyone extra time to escape and for you to help others escape.

SMOKE IS THE REAL KILLER

- Some worksites even install additional smoke detectors in bedrooms, particularly where individuals are known to smoke or play with fire.

SMOKE IS THE REAL KILLER

- When people smell smoke they often make the terrible mistake of flinging open doors trying to find where it is coming from - they may be instantly overcome by a blast of hot air and fumes.

SMOKE IS THE REAL KILLER

- NEVER open a door without first checking to see if it is warm.
  - If you touch a door and it is warm, try to escape through the window. If possible, hold a wet washcloth over your nose and mouth to help you breath.
  - Keep low, open the window from both the top and the bottom, breathe from the bottom.

SMOKE IS THE REAL KILLER

- Break the window if you must. Wave a cloth to attract attention and yell for help. Wait to be rescued. Do not jump unless there is no other choice.
- If you are on an upper floor, lower individuals by a sheet rope or ease them over the window ledge by holding on to their shoulders before letting them go.
  - This should be used only as a last resort. Many people have been hurt jumping from a burning building when help is on the way.

FIRE EVACUATION

- Your first thought during a fire at the worksite should be to help everyone escape. This does not come automatically. Many people become frightened and make no attempt to escape at all. Some will hide in their closets or under beds. Even adults have to be dragged to safety. Effective fire drills and destination training will increase everybody's chance to survive a fire.

FIRE EVACUATION

- There is never time to waste in a fire. A fire is never too small to begin the evacuation procedures. No matter how insignificant it may seem, evacuate immediately. Then call the fire department from a neighbor's house, or a cordless phone. After you are safely out of the building, never go back in unless it is to rescue someone else.

FIRE EVACUATION

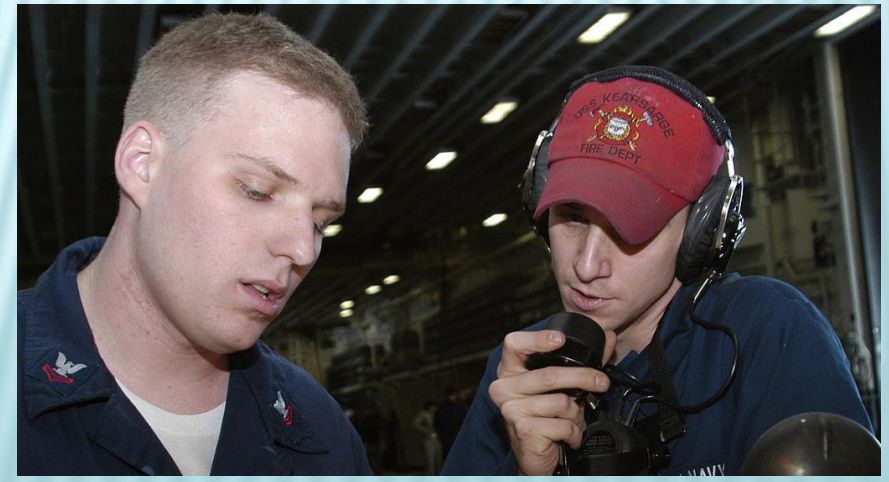
- Life is more precious (it cannot be replaced) than property. Better that the house and all the belongings burn than to risk your safety or the safety of other individuals at the worksite.

FIRE EVACUATION

- Count heads - keep the group together.
- When you call the fire department be sure to stay on the phone until they tell you to hang up.
- The fire department will want to know your name, the name of the worksite, the telephone number, the house number and street, the nearest cross street, and the type of fire, if known.

FIRE EVACUATION

- If you know, tell the fire department what caused the fire.
- Tell them if you think someone is trapped in the house.
- After you are finished do not hang up.
- Wait and see if your information was understood or if the fire department has any questions.



SMOKE DETECTORS

- The best way to survive a fire is to hear it before you see it. This is why your worksite has fire alarms and smoke detectors that are battery operated.
- Be sure that they are cleaned regularly and that the batteries are changed on a regular basis - checked monthly and replacements every 12 months are recommended.
- Some worksites select one day a week to be the designated day to test the fire alarms and smoke detectors.

SMOKE DETECTORS

- YOUR CHANCES OF SURVIVING A FIRE ARE TWICE AS GOOD WITH SMOKE DETECTORS
- Seventy-five percent (75%) of all U.S. homes now have smoke detectors, but there may be one third to one half that are not inspected on a regular basis.
- For the safety of the individuals you serve and yourself, take responsibility to be sure that the alarms and detectors are regularly checked, cleaned and batteries replaced when necessary.

SMOKE DETECTORS

- **It's As Simple As 1, 2, 3.**
  1. TEST all of your smoke detectors often; at least once a month.
  2. CLEAN your smoke detectors once a year.
  3. REPLACE batteries once a year.

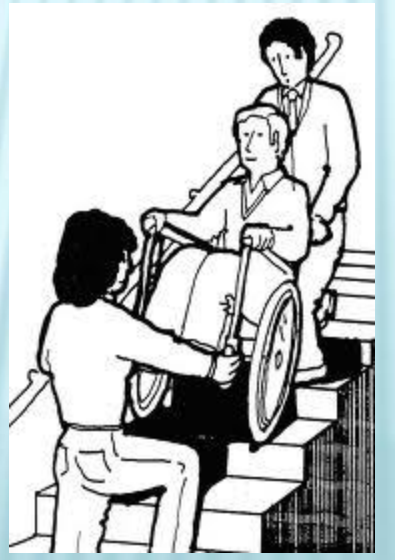
Report any false alarms to the supervisor so that the equipment may be tested.

DANGERS AND PREVENTION

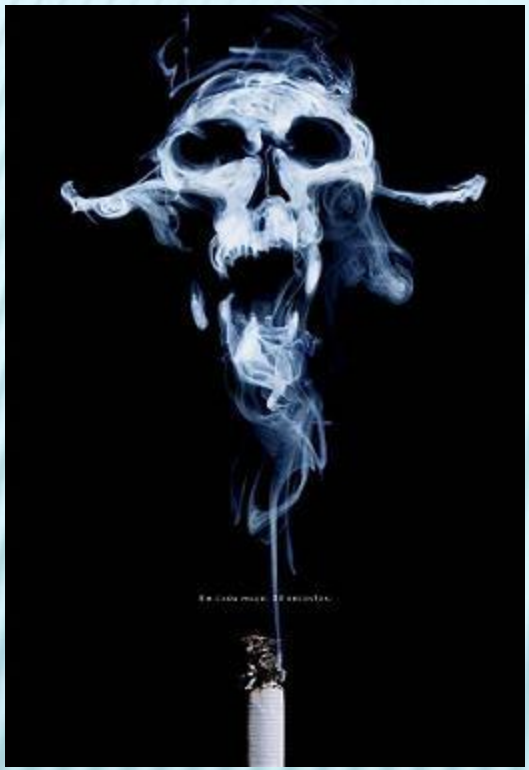
1. Do people at the worksite smoke?
2. Do people at the worksite cook?
3. Is there a furnace, dryer, water heater?
4. Is there a gasoline powered lawn mower?
5. Do you have cleaning supplies or paint?

If you answered yes to any of these questions then you have the makings of fire.

Individuals who are dependent on you to provide a safe environment should never be left alone, nor should they be left with staff who are not trained to implement evacuation procedures and protection plans.



SMOKERS



- Smokers are careless, 200,000 fires are caused each year by cigarettes and over 1,200 people die from these fires.

SMOKERS

- These fires can be avoided.
  - Use proper ashtrays and properly dispose the butts.
  - When emptying ashtrays, make sure that all the butts are dead.
  - Empty cigarette butts into a covered tin can instead of dumping them into the trash.

SMOKERS

- Seventy percent of all fire victims die because smokers doze off in beds or in chairs.

SMOKERS

- Strictly enforce worksite rules regarding smoking in designated areas only - and apply them equally to both staff and to the individuals served

ELECTRICAL FIRES

- Fire behind a wall can smolder for several hours, even days, before it will burst into flames.

ELECTRICAL FIRES

- Electric wires can overheat at any time. This usually happens when outlets or extension cords are forced to carry too much electricity.

EXTENSION CORDS ARE NOT TO BE USED IN CMH WORKSITES

ELECTRICAL FIRES

- Never take out or tamper with a fuse. These are the best safeguards against electrical fires.
- Fuses cut off the flow of electricity when there is the threat of a fire
- Have your supervisor call an electrician if the fuse keeps going out.

ELECTRICAL FIRES

- Do not run appliance cords (lamps, toasters, etc.) under rugs, or over radiators, pipes, or rough edges.
- Never let cords become frayed, and never splice cords.
- Do not use too many appliances from the same outlet - if necessary, suggest that additional outlets be installed.

GASOLINE FIRES

- Gasoline, some paints, thinners and many cleaning fluids are flammable.
- They should be used, and stored, with extreme caution.

GASOLINE FIRES

- Store flammables away from the worksite.
  - Vapors can explode into flame if exposed to any ignition source.
  - Never keep or use gasoline in the house. Store gasoline in a specially designed safety can and keep it in the tool shed, away from the house and garage.
  - Never put gasoline in open containers or in a glass jar.
  - Be sure the lawn mower is not running when you are filling it with gas

GASOLINE FIRES

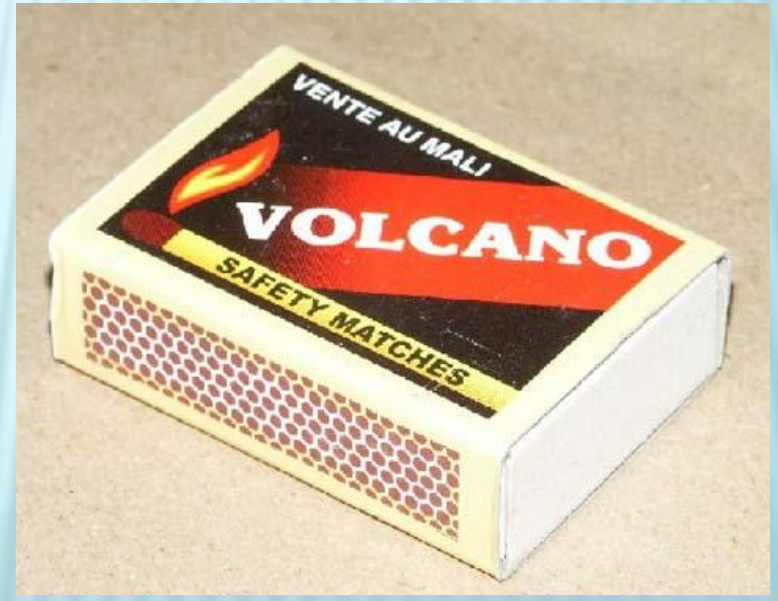
STORING GASOLINE IS ASKING FOR TROUBLE.

- Gasoline expands which causes fumes to escape and spread along the floor.
- These fumes will travel along lower than the pilot light of a water heater, furnace or oven.
- By the time the accumulation reaches the level of the pilot light, you have the potential for an explosion over a large area.
- The same holds true for flammable liquids and some cleaning fluid.

A FEW HELPFUL PREVENTION TIPS

MATCHES ARE VERY DANGEROUS.

- If matches are kept out of a person's easy reach who doesn't know how to use them safely, the possibility of an accidental fire and injury is reduced.



A FEW HELPFUL PREVENTION TIPS

MOVE THOSE COOKIES!

- Some people will climb kitchen cabinets to reach a cookie jar or get to the snack cabinet.
- Some may also climb up on stove or range tops for salt, pepper, etc., if they are stored on the stove or in a rack above the stove.
- To play it safe, all “luring food” should be kept away from cooking surfaces.

A FEW HELPFUL PREVENTION TIPS

MOVE THOSE COOKIES!

- Cooking supplies and food items should not be stored above the stove.
- Cooks should wear tight fitting sleeves.
- Staff must teach individuals how to behave safely in the kitchen.

A FEW HELPFUL PREVENTION TIPS

WATER AND OIL DO NOT MIX

- Hot grease splatters when water is thrown on it.
- The safest way to put a grease fire out is to smother it by covering the burning area with a tight fitting pan lid so oxygen cannot feed the fire.
- Turn off the burner or unplug the heat source.

A FEW HELPFUL PREVENTION TIPS

WATER AND OIL DO NOT MIX

- Don’t try to carry smoking/burning pans of grease outside. There is the risk of spilling and spreading the fire, or burning your hands and arms.
- Remember, your job is to help everyone evacuate - not to fight the fire, unless it is to get out or to rescue someone.

A FEW HELPFUL PREVENTION TIPS

STORE IT OUTSIDE

- Gasoline and kerosene both burn quickly and easily.
- Vapors that escape them can also cause fires and explosions when brought in contact with lit cigarettes, match flames or any other combustible materials.
- Avoid risking a house fire or explosion by storing all combustible items in a garage or storage shed where they're less accessible and lives are less endangered.
- Store out-of-season clothing in a safe area away from heat sources. Never store odds and ends near the furnace.

A FEW HELPFUL PREVENTION TIPS
SMOKERS ARE NOT ALWAYS CAREFUL

- Cigarettes can start fires as easily as lit matches if they are left unattended or are not properly extinguished, and smokers may be careless.

A FEW HELPFUL PREVENTION TIPS

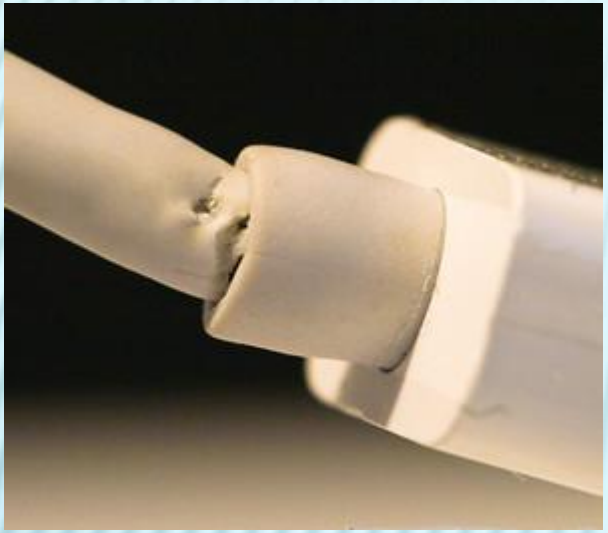
SMOKERS ARE NOT ALWAYS CAREFUL

- When smokers have been present, after they leave, check under sofa and chair cushions to make sure cigarettes have not fallen behind them.
  - It's a good habit to get into every night after the individuals go off to bed for the night.
  - Cigarettes can smolder unnoticed for hours before a fire breaks out.
  - Some worksites have implemented a designated "Smoking area" for all people living, working or visiting in the worksite.

HAZARDS IN THE WORKSITE:

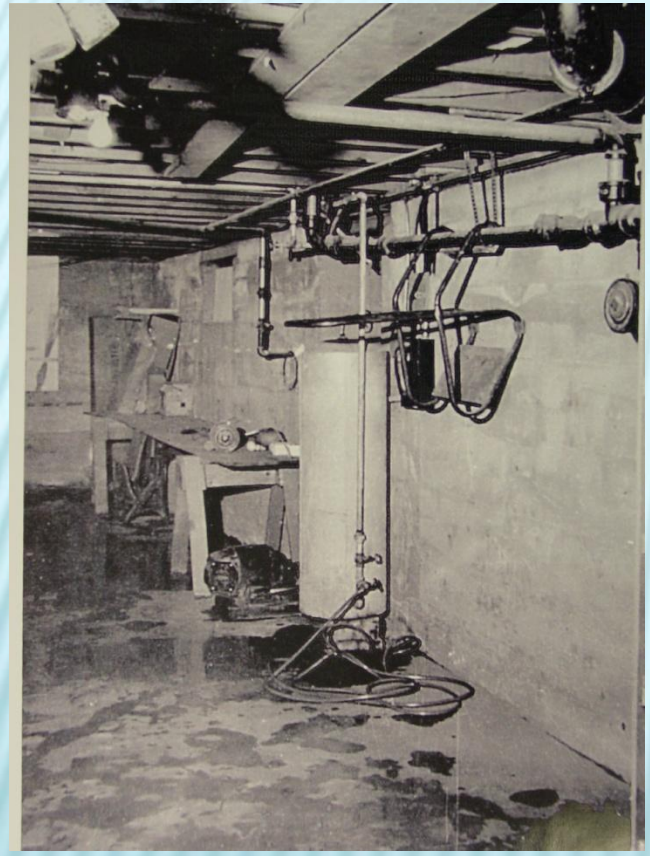
- Improperly stored matches or lighters. Keep in fire safe container and out of easy reach.
- Improper storage or use of any flammable materials, including activity supplies.
- Improper use of fuses. Always replace blown fuses with the same size. Report blown fuses to the supervisor.

HAZARDS IN THE WORKSITE



- Improper disposal of spray cans. Never discard in a furnace, incinerator, trash burner, or other fire.
- Overloaded electrical outlets.
- Frayed, worn or otherwise exposed wiring on electrical cords of any kind.

HAZARDS IN THE WORKSITE



- Accumulation of trash and other burnables.
- Careless storage of papers and other inflammable materials that can ignite by spontaneous combustion.
- Keep attics, basements, garages, and worksites neat and tidy.
- Some worksite regulations do not allow storage in basements.
- Check with your supervisor before storing anything.

HAZARDS IN THE WORKSITE

- Combustible materials stored in rooms where the furnace or water heater are located
- Do not use space heaters.

OUTSIDE THE WORKSITE

- Improper burning of trash. Always use a covered metal container.
- Improper storage of matches. Mice, rats, and squirrels have been known to start fires by gnawing on matches left carelessly about.
- Careless use of fire starters for barbecue grills. Never use gasoline or other dangerous fuels to start outdoor campfires.

OUTSIDE THE WORKSITE

- Careless burning of leaves and grass.
- Bad smoking habits. Never discard burning cigarettes or matches. Keep a “Butt Can” for freshly disposed butts.
- Playing around or fooling with fire in any way. Warn people about playing with lighters, matches, cigarettes, candles, bonfires, fireworks, or cooking

OUTSIDE THE WORKSITE

- Using a match or candle for a flashlight is a hazard of the worst kind.
- Using candles near flammable materials at holidays or birthdays.
- Failing to supervise people who are dependent upon you at all times.
- Wearing loose, flimsy clothing too near flames of any kind.

EVERYDAY FIRE HAZARDS
IN A CAR OR THE VAN

- Empty ashtrays before they become full. A cigarette put out in a full ashtray can cause a fire.
- Never throw cigarettes or matches out of the window because they could fly back into the vehicle and cause a fire, and because of the danger of forest or grass fires.
- If you carry extra gasoline, use only regulation containers, and be sure that no one has access to them unattended.

EVERYDAY FIRE HAZARDS
IN A SERVICE STATION

- Cigarettes and matches should never be thrown out of the car, especially near gasoline pumps, because they could cause an explosion and fire. Avoid smoking in repair areas, because of the oil and gasoline.

EVERYDAY FIRE HAZARDS

HOUSEHOLD CLEANING

- Never use gas, lighter fluid, kerosene, etc., to clean tar, paint, grease, etc., off clothing, wheelchairs, or vehicles.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

1. Is the television set, microwave or refrigerator suffocating? Make sure that it is away from the wall by at least 3 inches.
2. Has the dryer been checked for lint recently? Make sure that after each load of clothes the lint trap is cleaned.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

3. Is the dryer vent hose made of aluminum and is it cleaned and properly connected? At least once a month the vent hose should be cleaned of lint and checked for any “leaks” that may allow lint to collect behind the dryer. The hose must be connected to force the air from the dryer outside of the building.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

4. Are the hallway doors clear of obstacles such as wheelchairs or chairs? The hallway must be free of any obstacles and should never be used temporarily for a “storage area”. Are the fire doors propped open? Fire doors should never be propped open and always maintained properly.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

5. Does the worksite have an artificial Christmas tree? The tree should be rated for fires. Christmas lights should be rated for use on an artificial tree with a careful check of the cords to be sure no wires are frayed.
6. Ask the supervisor if the furnace has been checked before the heating season? A yearly check should be made by service personnel for plugged up or worn outlets and malfunctioning controls.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

7. Are the staff and individuals living at the worksite “firebug” housekeepers? Do not allow combustibles (clothing, rubbish, paints, etc.) near heating equipment. Bring this, or any other safety concern up again and again during staff meetings, if necessary.
8. Do newspapers stack up or oily rags lie around? These can generate their own heat and become hot enough to produce flame. Keep oily rags in closed, metal containers and don’t allow rubbish to collect.

10 QUESTIONS CONCERNING FIRE DANGERS THAT CAN BE AVOIDED:

9. Could the clothes iron melt? Never leave an iron plugged in for even a few minutes unattended. Never leave a curling iron or hair dryer operating unattended.
10. Do you put foam rubber items in the dryer? Rubber in brassieres, shoulder pads, pillows, sheets, or stuffed toys can start a fire inside the dryer.

PREPARING THE PROTECTION PLAN

- In the event of a fire, the personal safety of the individuals receiving services and the staff come first.
- Knowing what to do and where to go can save precious seconds.
- Being awakened from a sound sleep can cause confusion which may be more so for persons with developmental disabilities or mental illness.
- Couple this with fire and total panic can result.
- If both the individuals and the staff don't know the plan on how to get out and where to meet, the result could be tragic.

PREPARING THE PROTECTION PLAN

BASIC RULES

- First decide which method of escape to use.
- Going through a door is the easiest and most natural route to take but, you may have to use a window as an alternative route.
- Staff should be aware of at least two escape routes from each area of the worksite.
- Practice these routes during fire drills.
- Remember not to go through the fire doors

PREPARING THE PROTECTION PLAN

CHECK THE DOOR!

- Before opening any doors, feel the door with the palm of your hand.
- If after a few seconds you feel no heat from the door, chances are escape can be made through a hall or front door.
- Be sure you close any windows before opening the door and close all doors behind you to slow the spread of the fire.

PREPARING THE PROTECTION PLAN

CHECK THE DOOR!

- Heat and gases can't always be seen or smelled but they're present.
- Because they rise, stay low to the ground (between 1 to 2 feet) when making your escape. For some people this means getting down on all fours. You may have to "drag" an individual on a blanket or escape pad.

PREPARING THE PROTECTION PLAN

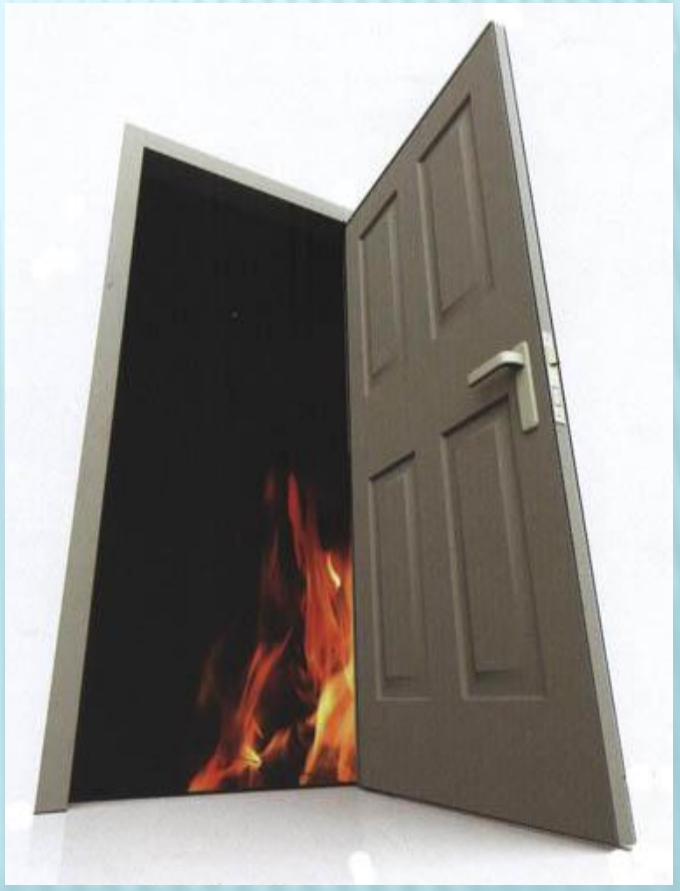
CHECK THE DOOR!

- Using the window as an escape will depend on how close the fire is.
- If the door feels warm or hot to the touch, don't open it. The smoke and fire may be right outside the door.
- If you open the door in this case the fire will explode into the room (possibly knocking you down), filling the room immediately with smoke, heat and toxic gases.

PREPARING THE PROTECTION PLAN

CHECK THE DOOR!

- If the door is not hot to the touch, open it only a crack at first.
- If the fire in the hall or stairway is too severe, you may also have to leave by a window.
- In that case, get back behind a closed door.
- **Block the door with blankets or clothing to reduce smoke entering the room under the door.**



PREPARING THE PROTECTION PLAN

CHECK THE DOOR!

- A window escape from the second story is less risky if you hang from the window sill by your finger tips before you drop to the ground. Falling in this manner will reduce impact.
- A rope escape ladder is also a consideration but should be used only as a last resort.
  - It is not recommended that individuals practice escaping on a ladder due to the risk of injury.
- You may assist an individual over the window ledge and ease them as close to the ground as possible before dropping them.

PREPARING THE PROTECTION PLAN

- Once the staff have assured that all individuals are out of the building, go to the prearranged meeting place and stay there.
- Don’t allow anyone to go back into the building to recover a pet toy or valuables.
- Use the Emergency Kit supplies to help calm the group and meet needs.

PREPARING THE PROTECTION PLAN

- At the meeting place do a head count and let the fire fighters know if everyone is present or if someone is missing.
- Each year some fire fighters die and hundreds are injured searching houses for someone who has already escaped.
- Wait for the fire fighters “all clear” before reentering the worksite.
- Make other arrangements for accommodations if necessary. Contact your “on call” supervisor.

PROTECTION PLANS AND FIRE DRILLS IN THE WORKSITE

- Every worksite must have a written protection plan.
- The plan may be developed by the worksite supervisor, Fire Safety Coordinator, and/or the case manager with input from the direct care staff.
- The protection plan must be reviewed and approved by the Interdisciplinary Team.
  - This plan anticipates that when a fire actually occurs that people will panic and be confused.
- The protection plan is your guideline as to how you should respond during a fire.

PROTECTION PLANS AND FIRE DRILLS IN THE WORKSITE

- The protection plan will include written directions on how to evacuate each individual at the worksite.
- These guidelines will address characteristics of the individual (i.e., hearing or vision impairment, how to handle resistance, ambulation [walking] problems).

PROTECTION PLANS AND FIRE DRILLS IN THE WORKSITE

- New staff, immediately upon being hired, should review the protection plan and “walk through” it with their supervisor.
- For your safety and the safety of the individuals you serve, fire drills should be held at least on a monthly basis, the supervisor and staff should practice and, if necessary, revise the protection plan.
- During fire drills, the individuals you serve will be required to be evacuated from the worksite by following the protection plan.

PROTECTION PLANS AND FIRE DRILLS IN THE WORKSITE

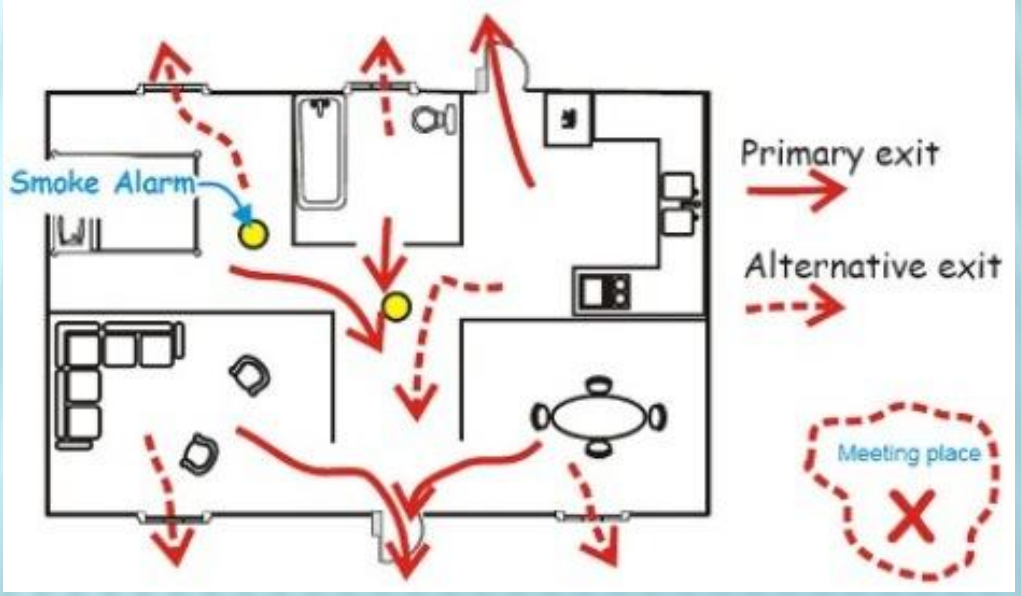
- The plan may be revised whenever the needs of the individuals or the skills of the staff change. It has been recommended that all staff should review the plan at least twice a year during staff meetings.
- This will give employees the opportunity to role play “what if’s” with co-workers and to identify changes that may be required for the protection of the people living at the worksite.

EVACUATION PLANS

- An Evacuation Plan is a SIMPLE diagram of each floor of the worksite that includes:
  1. PRIMARY exit routes will be shown by a solid, heavy line from each room to the best exit door.
  2. On a separate diagram ALTERNATE route will be shown by a thin (or dashed) line that would be used only if the primary route is blocked.

EVACUATION PLANS

- The diagram will show the location of:
  - Fire Extinguishers,
  - Telephone
  - Alarm Pull Stations
  - Emergency Kit Bag.



FIRE DRILLS

- To test the effectiveness of the protection plan, you will have opportunities to implement the plan during fire drills conducted at least monthly.
- Regulations require that one drill per shift each quarter be conducted when the individuals receiving services at the worksite are present.
- Fire drills may be scheduled more frequently. It is recommended that one drill per shift be conducted each month.

DESTINATION TRAINING EPISODES DO NOT QUALIFY AS FIRE DRILLS.

- **Destination training** is to teach the individuals you serve where to go and to wait during a fire;
- **Fire drills** are for staff to test and practice their preparedness to promptly evacuate in the event of a fire.

FIRE DRILLS

- After each fire drill, the protection plan should be reviewed and changed or updated to better prepare you to respond in the case of a real fire

FIRE DRILLS

- During a fire drill you must be able to:
  - Show the primary and alternate route.
  - Locate and know how to operate the Fire Extinguisher, Telephone (neighbor's or a cordless), Alarm Pull stations, Emergency Kit Bag.

FIRE DRILLS

- The purpose of Fire Drills is for staff to practice what they would do to evacuate everyone in the event of a real fire emergency.
- All staff at the worksite must participate in enough Fire drills to be efficient and well practiced in using the worksite's evacuation plan.

FIRE DRILLS

- Fire Drills are to be conducted with the normal number of staff on duty for that shift.
- Extra staff may be present to observe and record but may not help in evacuating individuals.

FIRE DRILLS

- At least once a year on each shift, worksite supervisors and other management personnel should conduct unannounced (surprise) fire drills when staff are not alerted in advance. This drill helps everyone to access their preparedness for a real fire.
- The individuals at the worksite are never alerted in advance or told there will be a Fire Drill.

FIRE DRILLS

- Priority is given to hold Fire Drills during the most difficult conditions and times:
  - **During the period of deepest sleep** (1/2 to 2 hours after going to sleep).
  - **During mealtimes**, bathing activities (be considerate of person's rights to privacy and dignity, do not violate these rights by taking someone outside during "practice" when they are only partially clothed), recreation periods, etc., on all shifts.
  - **When individuals are experiencing temporary behavioral or physical problems.** Health, safety and rights should not be put at risk but the staff should carefully plan what actions are necessary for evacuating someone who is experiencing a temporary behavioral or physical problem.

FIRE DRILL PROCEDURE:

1. The alarm system (or smoke detector) is activated. (Record the drill start time.)
2. Staff follows the Plan for evacuating individuals.
3. Give the instruction “Go To The (name of destination)” - never shout “FIRE:
4. Help, guide, prompt and/or transport individuals as necessary without waiting for individuals to respond on their own. Evacuate everyone quickly and safely.

FIRE DRILL PROCEDURE:

5. Staff must assure that the Emergency Kit is taken to, or immediately accessible at the destination.
6. Account for everyone at the destination. All occupants must have exited. (Record the Evacuation Time.)

FIRE DRILL PROCEDURE:

7. One staff returns, shuts off and resets the alarm, checks to see if everything is alright, and returns to the Destination to give the “ALL CLEAR” signal. This should be done in a discrete manner to avoid giving the individuals the impression that it is okay to re-enter the house while the alarm is still ringing.
8. Return to the worksite and complete Fire Drill Log documentation.

FIRE DRILL PROCEDURE:

- For the drill to be acceptable to the fire safety coordinator and the Fire Marshall, EVERYONE must exit or be evacuated during the drill.
- If everyone is not evacuated from the worksite it does not count as a fire drill.

FIRE DRILL PROCEDURE:

- It is not necessary to “create” a behavioral outburst or put somebody at risk of injury by insisting that everyone leave.
- If the drill is aborted simply plan on repeating it after the staff have developed or improved the plan to handle this situation.

FIRE DRILL PROCEDURE:

- Individuals do not have the “right to refuse” to participate in a fire drill.
- Frequently the person who “refuses” to participate in the drill is expressing that participation in the activity is not sufficiently reinforced or that the drills have become aversive.

FIRE DRILL PROCEDURE:

- Individuals who have a pattern of refusal or severe behavioral outbursts associated with fire drills will require additional training and attention by the TEAM.
- The TEAM may need to involve the Fire Safety Coordinator, the Recipient Rights Advisor, and the Fire Marshall to help satisfactorily address these issues.

Physical intervention should be used only in the event of imminent danger, such as a real fire.

FIRE DRILL PROCEDURE:

- No one is allowed to re-enter the building until the “all clear” is given.
- If conditions warrant, coats, robes, footwear, blankets, etc., may be placed at the exit door prior to starting the drill. Individuals may not dress or be dressed before going to the exit.

FIRE DRILL PROCEDURE:

- Remember to take the Emergency Kit when you evacuate during a fire drill. If you don't get into the habit now, you won't do it during a real fire.
- Fire Drills must be evaluated by completing the Fire Drill Performance Evaluation.
- You may be asked to countersign the evaluation report to verify its accuracy.
- The MINIMUM number of Fire Drills is one per shift per quarter.

THE EMERGENCY KIT BAG

- In a fire, emergency staff and the people receiving services at the worksite who have successfully evacuated will be exposed to unfavorable conditions outside of the worksite.
- Preparation for these conditions may include providing an Emergency Kit Bag which staff bring with them if possible during evacuation.
- Contents of the Emergency Kit Bag should take into consideration what would make the situation safer and less stressful for the individuals and their specific needs.

THE EMERGENCY KIT BAG

- Contents of the Emergency Kit Bag should take into consideration what would make the situation safer and less stressful for the individuals and their specific needs.

THE EMERGENCY KIT BAG

This is an example inventory of what could be included in an Emergency Kit Bag:

- SMALL FIRST AID KIT
  - Waterproof Flashlights (2)
  - Emergency Poncho's
  - Small Bottle of Water
  - Extra Fresh Batteries
  - $10 in Quarters
  - Deck of Cards
- SMALL FIRST AID KIT
  - Snacks
  - Extra House Keys
  - Extra Van Keys
  - Emergency Blankets (foil)
  - Small Transistor radio
  - Fold-up Slippers

SUMMARY OF EMERGENCY PROCEDURES

1. Evacuate
2. Do Not Re-Enter House
3. Call the Fire Department (phone number)
4. Go To Place of Safety
5. Watch the House Burn

EMERGENCY INFORMATION BOOK

- Fire Department Phone Number
- EMS Phone Number
- Police Phone Number
- Directions to House
- Pharmacy 24 Hour Phone Number
- Guardian Names and Phone Numbers
- Staff Injury Directions
- Medicaid Numbers
- Contents for Treatment
- Alternate Housing Options
- Copy of Evacuation Route

DESTINATION TRAINING

- Just as the staff need time to practice the evacuation/protection plan when there is not the confusion and panic present during a real fire emergency, individuals at the worksite need the same opportunity to learn how to evacuate from the worksite and go to the destination.

DESTINATION TRAINING

- Destination training is a program that has been identified by the Team as necessary for the individual's safety.
- The Team will determine the objective and methodology.

DESTINATION TRAINING

- This section will discuss implementation procedures for a program using the “backward chaining” method of teaching.
- This is one method that has been shown to be effective with persons with severe learning problems and for some persons with developmental disabilities.

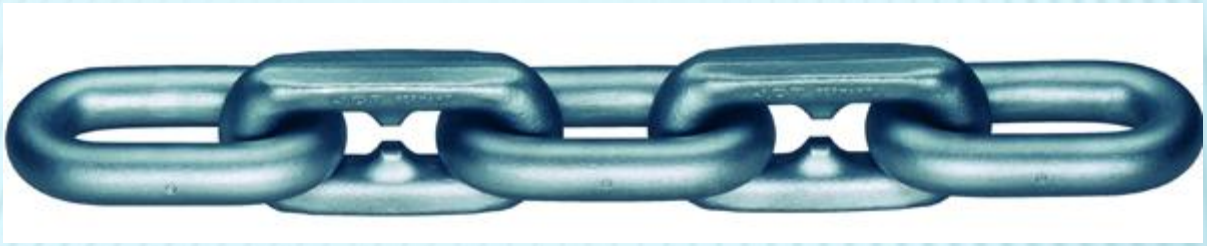
DESTINATION TRAINING

- Other teaching methods may have been chosen by your Team.
- Staff should receive training directly from their provider, case manager, fire safety coordinator and/or program author for each of the individual programs in the worksite, including the destination training program.

DESTINATION TRAINING

- The goal of destination training is for the individual to calmly and safely exit the building and report to an identified destination, without any assistance.
- This is to be done from any place in the worksite within two and one half minutes after the alarm sounds.

DESTINATION TRAINING
BACKWARD CHAINING TECHNIQUE



- Initially, two staff work with one individual. The first staff will stand calmly behind the destination point. Their role is to REINFORCE, not prompt, the individual when the individual touches the destination.

DESTINATION TRAINING
BACKWARD CHAINING TECHNIQUE

- The second staff will stand behind the individual who is right in front of the destination.
- The staff prompt the individual to touch the destination)"Go to the _____ (Name the destination point").
- If the individual requires hand over hand guidance, this is given immediately.

DESTINATION TRAINING

BACKWARD CHAINING TECHNIQUE

- The first and second staff enthusiastically and immediately reinforce the individual.
- After the individual has demonstrated that they can touch the destination when given the command three out of four trials, he is moved further away from the destination by one step.

DESTINATION TRAINING

BACKWARD CHAINING TECHNIQUE

- Again the second staff serves to prompt the individuals. Assist only if necessary.
- Both staff reinforce.
- Gradually (one step at a time) as the program objectives are met, the starting place is moved further from the destination point (closer to the house).

DESTINATION TRAINING

BACKWARD CHAINING TECHNIQUE

- Once you reach just inside the door, staff will first sound the alarm, then give the instruction "go to the (name of destination)". Training continues until the individual learns to go to (and touch) the destination in response to the fire alarm signal without waiting for the verbal command.
- The starting place is then moved further into the building.

DESTINATION TRAINING

BACKWARD CHAINING TECHNIQUE

- The basic program is used to first teach the individual to independently respond to the fire alarm signal when lying in bed, fully clothed and wide awake during the daytime by going through the closest door to (end touching) the destination point.
- The program is then repeated from the beginning to teach the person to respond to the fire alarm signal when starting from common living areas (dining room, living room) of the worksite, using other doors.

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- The PRIMARY RESPONSIBILITY OF THE DIRECT CARE STAFF IS TO GET EVERYONE OUT OF THE WORKSITE ALIVE.
- The contents of a fire extinguisher last only a few seconds.
- Use them only to fight your way out of a fire or to rescue someone.

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- Fire extinguishers are required by various standards governing the operation of the worksite.
- Staff must be trained and able to use fire extinguishers.

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- Worksites should have an adequate number of fire extinguishers.
- Two story worksites may need more fire extinguishers.
- Fire extinguishers should be checked periodically, no less than monthly, to assure that they are properly charged and functional. Some have “expiration dates” and should be renewed before that date.

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- If the fire is small (i.e., wastebasket, crevice of a couch) the fire extinguisher may be able to control the fire.
- **However, it remains your responsibility to evacuate the individuals and call the fire department.**
- You should not re-enter the worksite until you're given the all clear.
- Even if you put out the "surface fire" but its source may still be burning.
  - You have not been trained to make this type of decision: it should be left to the fire department to decide if it is safe to re-enter the building.

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- You have not been trained how to fight a fire.
- You have been trained how to evacuate the individuals out of the worksite.
- Therefore, the rule is:

If fire breaks out, help everyone to escape

THE NEED FOR AND PROPER USE OF FIRE EXTINGUISHER

- Once you are all out of the worksite, use a cordless phone or your neighbor's phone to call the fire department.
- In a panic you may waste valuable seconds, even minutes, trying to use the phone inside while you should be helping everyone to escape.
- Once everyone is evacuated, don't go back into the building to use the phone or to get anyone's belongings, including yours.

FIRE EXTINGUISHER TIPS

- **Your primary responsibility is to help everyone escape.**
  - Never let fire get between you and an escape route. Studies show that from the time a fire starts, a person has less than four minutes to escape the overcoming effects of smoke, poisonous gases or superheated air.
  - There are several people dependent upon you to help them get out.
  - Any time that you spend fighting the fire subtracts from your chances of being able to get everyone out alive.

OPERATION OF FIRE EXTINGUISHERS

- Contents empty fast. Therefore, proper use is essential.
- Aim at the base of the fire and sweep from side to side.
- Stand six to eight feet from the fire.

OPERATION OF FIRE EXTINGUISHERS

Learn How to P.A.S.S.:

- **Pull:** Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion.
- **Aim:** Aim the extinguisher nozzle (horn or hose) at the base of the fire from 6 to 8 feet away.
- **Squeeze:** Squeeze or press the handle.
- **Sweep:** Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary. Foam and water extinguishers require slightly different action. Read the instructions.

OPERATION OF FIRE EXTINGUISHERS

- Although the majority of extinguishers work in this manner, there are exceptions.
- Before and after fire drills, read the instructions on the label of the extinguishers in your group home for any possible variations.
- Your supervisor may be able to arrange for the local fire department to demonstrate the use of fire extinguishers.
- If you think you need more practice using a fire extinguisher than was given during the class, ask the supervisor to arrange practice opportunities during a staff meeting, or as part of a fire drill.

SUMMARY

SUMMARY

- There are many sources of environmental emergencies. Some, such as fires and poisonings, you can prevent through planning, and precaution.
- Other areas beyond your control, such as those caused by severe weather, but you can be prepared for them.
- Knowing what to do and staying calm are critical. This means you and the people you serve must rehearse what to do.

SUMMARY

- In your discussions with your supervisor and other staff about emergency preparedness and your worksite's policies and procedures, be sure to talk about your role in teaching people you serve how to prevent emergencies, how to be prepared for them, and what to do in case of one.

SUMMARY

- You will need to know what each person can already do for himself/herself in the event of an emergency and what you can expect to teach him/her.
- It may be necessary to consult with the case manager or psychologist to develop a plan for teaching the people emergency preparedness.

SUMMARY

- You will have to have different expectations for different people.
  - For example, a person who can't walk without assistance could not follow an evacuation route alone in case of fire but he/she could learn to stay calm so that you can assist him/her out more easily.

SUMMARY

- Teaching the people you serve emergency preparedness may not only save their lives but yours as well!!

You must pass the final exam to receive credit for completing this course