

SAFETY MATTERS



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Practice Makes Perfect!

Are you prepared for April 4th?

Every year on the first Tuesday of April, the Governor's Office of Emergency Services conducts a statewide earthquake drill: **DUCK, COVER, AND HOLD**. Fullerton's first ever campus-wide drill will take place, rain or shine, April 4th at 11 a.m. In the past, fire/evacuation drills were held in January and conducted building by building. Although much easier to manage, these drills never tested the system while classes were in session and the campus fully staffed.

Evacuation Tips

- When the alarm sounds, move towards and down the stairways. Elevators may not be operational in an actual emergency. Most elevators are designed to go to the first floor and cease operation.
- Close hallway doors and ask your students to take their belongings, as they will be moving on to their next class.
- Volunteer your services to assist a disabled coworker or student
- Building Marshals will help occupants to the exits and conduct a quick sweep for stragglers before moving to the first floor entrances.

University Hall occupants - fire doors will close around the 1st and 2nd floor elevators creating a small "foyer." If you are in the elevator when the alarm sounds, the fire doors can be easily pushed open.

- Move 150 feet away from the building. Ideally, your department or class should assemble in a predetermined location and conduct a head count.

- Physical Plant personnel have the task of staffing the pull stations and resetting the fire panels.
- Police, Building Marshals, Community Service Officers and Parking Service Officers will be outside the buildings waiting for the "All Clear" signal. They will notify you when it's safe to re-enter.

The drill should last no more than 15 minutes and will be a learning experience for everyone. If you have any constructive comments, please email Chief Judy King, University Police or Co Wilkins, EH&IS. We look forward to improving our procedures each year. The next evacuation drill will be April 3, 2001, so please put it on your calendars now.

SAFETY LOGO CONTEST



EH&IS is sponsoring a contest to design a logo that represents and promotes Cal State Fullerton and safety. The selected logo will be used on this newsletter and our web-site as well as various promotional items. The contest is open to staff, faculty & students. Keep in mind the goals and objectives of the department which can be found at <http://ehs.fullerton.edu>. **GRAND PRIZE:** \$100 Gift Certificate to Titan Shops, **RUNNERS-UP:** \$50 Gift Certificate to Titan Shops. Deliver or mail your entry to T-14P no later than Friday, May 19th. Any questions, call Allen You at x3083.



During an earthquake move 150' away from the building

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This issue is devoted to emergency preparedness. It's never too late to prepare for the "big one."

Cal State Fullerton's Emergency Operations Center

Whenever a major disaster takes place, the news media invariably shows pictures of the fire and police in action and the Public Information Officer describing the emergency. Behind the scenes, however, is an activated Emergency Operations Center (EOC) that controls all field operations. While anyone in the university can fill a position in the EOC, they are typically employees who have been designated and trained in a variety of different scenarios— both simple and elaborate.

At Fullerton, our EOC is located in the Public Safety

building – T1200. In the event of a disaster or incident requiring on and off campus coordination, the President or his designee can activate the EOC team. Supplied with communication equipment and a set of checklists and instructions, each member has a specific job to perform. If you would like more information on this campus function, call Co Wilkins at ext. 4347.



"Learn to be prepared for emergencies"

Laboratory Emergencies

While emergencies in teaching and research laboratories are typically small and contained, their occurrence is more frequent than the larger disasters like fires and earthquakes. The following incidents are typical emergencies that might occur in a lab, but the response can be used in any situation:

Clothing on Fire

- Roll person in a fire blanket (if available), lab coat, or on the floor to smother the flames, or
- Drench with water if a safety shower is immediately available.

Biological Spill on the Body

- Remove contaminated clothing.
- Vigorously wash exposed area with soap and rinse with water for 5 minutes.

Radiation Spill on the Body

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water until arrival of Radiation Safety Personnel.

Hazardous Material Splashed in the Eye

- Immediately rinse eyeball and inner surface of eyelid with water continuously for at least 15 minutes from an eyewash.
- Forcibly hold eye open to ensure effective wash under eyelids.



Chemical Spill on the Body

- Flood exposed area with running water from the faucet or safety shower for at least 15 minutes.

- Remove contaminated clothing at once. Make sure chemical has not accumulated in shoes.

Minor Cuts and Puncture Wounds

- Wash injury with soap and water for several minutes.

FIRES

Small fires can be extinguished with a fire extinguisher used by trained personnel only. An immediate readiness to evacuate is essential in the event the fire cannot be controlled. Standard precautions are:

- Never enter a room that contains smoke or fire.
- Never enter a room if any part of the door is hot.

Small Fires

- Alert people in the lab, activate the alarm, and call University Police, ext. 2515.
- Smother fire or use correct fire extinguisher
- Aim extinguisher at the base of the fire
- Always maintain an accessible exit
- Avoid smoke and fumes
- Report fire to University Police and EH&IS

Major Fire

- Alert people in the lab and activate alarm.
- Close door to contain the fire.
- Evacuate building using the stairs. Do not use elevator.
- Move to a safe area 150' from the building.
- Persons knowledgeable of the incident should assist emergency personnel.

For more information on laboratory safety, call Sue Fisher at x2507 or Skip Hines at x5938.

Fire Safety Tips

Protect yourself, prevention is the best way to keep your home safe from fire.

- **Be Kitchen Wise:** Never leave cooking unattended. Wear clothes with tight fitting sleeves when you cook. Always set a kitchen timer to remind you to turn off the burners and oven. Keep stove surfaces free of clutter and built-up of grease.
- **Be Smoker Wary:** Use large, deep, non-tipping ashtrays. Empty ashtrays often, wetting the contents before dumping into the trash. Never smoke in bed or while drinking alcohol or while you are on medication that could make you drowsy, or dis-



Prevention is the best way to keep your home safe from fire

orientated.

- **Give Space Heaters Space:** Keep electric portable space heaters at least 3-feet from everything including you! Just brushing against one could set your clothing on fire.
- **Install Smoke Detectors:** Be sure to have smoke detectors outside all sleeping areas and on every level of your home, including the basement. Test your detector monthly, and change your batteries once a year. If you sleep in a room with the doors closed, install a smoke detector inside the room as well. If you are hearing impaired, use a tested and approved smoke detector that triggers a strobe light.

Selecting a Fire Extinguisher

Extinguishers are classified according to the type of fire for which they are suitable. The four basic classes are A, B, C, and D.

- **Class A:** Ordinary combustible such as wood, paper, cloth, and most plastics.
- **Class B:** Flammable liquids and gases such as gasoline, oils, paint, lacquers and greases.
- **Class C:** Energized electrical equipment where non-conductivity of the extinguishing agent is important.
- **Class D:** Combustible metals such as magnesium or titanium

**FOR FIRE EXTINGUISHER OPERATION
REMEMBER....**

PULL THE PIN

AIM AT THE BASE OF THE FIRE

SQUEEZE THE HANDLE

SWEEP THE FIRE



**California State University
System-wide Emergency Preparedness
Workshop
Practical Side of the EOC
Fullerton Marriott
May 1 – May 2**

This workshop is intended for all employees of the California State University system responsible for their department's preparedness and ultimately their recovery. This workshop is devised to increase your awareness regarding preparedness and response so that you know what to do in any emergency. Call Co Wilkins at x4347 for the registration form and answers to questions.

CPR & First Aid Instructors

We need your help! Several people have already inquired about becoming CPR/First Aid Instructors for our very popular campus courses. We are scheduling an instructor class very soon. If you would like to participate in this program and help out, please call (ext. 4345) or email Bob Gill. Thanks.

IRENE DUNCAN, Secretary, RISO
ALICE ESCOTO, Department Secretary, EH&S
SUE FISHER, Director of RISO
BOB GILL, Environmental Compliance Mgr.
SKIP HINES, Chemical Hygiene Officer
TOM WHITFIELD, Director of EH&S
COLLEEN WILKINS, EH&S Officer
ALLEN YOU, EH&S Officer

We're on the Web!
<http://ehs.fullerton.edu>

Emergency Telephone Numbers

Fire, Medical, Police Emergencies (24 hrs)
911

University Police
2515

Environmental Health & Instructional Safety
7233 (SAFE)

Physical Plant Work Order Control
3494

SPENCER COLMAN has been employed at Cal State Fullerton for nineteen years as an electrician. In addition to being a valuable member to the campus community, he is a proactive supporter of Fullerton's safety programs. He has made employee safety part of his job and is a strong advocate with his co-workers.



Due to the nature of his job, Spence goes everywhere on campus and especially into areas where safety can easily be compromised such as elevator shafts, escalators, and electrical vaults. He has a gift for finding potential safety hazards and can be counted on to immediately diffuse the hazard and report them so they can be corrected before any mishaps occur.

SPENCES proactive attitude does not end with reporting potential hazards. He is presently serving as an active member of the campus-wide Occupational Health and Safety Committee and Parking Advisory Committee where he continually pushes for safety issues. He is an executive board member for the State Employees Trades Council Union (SETC) and constantly promotes safety issues during negotiations.

We would like to thank **SPENCE** for his commitment and attitude toward safety and health. It is his efforts that makes CSUF a safer place to work, visit, and study.

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