



September 2014

Volume 3, Issue 1
Newsletter

Safety Matters In the Lives of Employees

<http://www.phila.gov/risk>



September is National Preparedness Month

A MESSAGE FROM THE OFFICE OF EMERGENCY MANAGEMENT

Mayor's Press Conference: September 2, 2014



Disasters can strike at any time, often with little or no warning. Having a family emergency plan ready can help you keep your family safe. This September, during National Preparedness Month, the Philadelphia [Office of Emergency Management](#) encourages you to get ready now. By taking these easy steps, you and your family will know what to do during an emergency.

Develop a plan: Prepare a family emergency plan that meets the needs of everyone in your household.

Get a kit: Put together an emergency supply kit that includes a gallon of water a day for each family member and pet for at least three days. Also include enough food goods for at least three days. Remember to include a manual can opener, eating utensils, a flashlight with extra batteries, and a battery-operated radio.

Be prepared to shelter in place: If there is a hazardous chemical release, officials may tell you to shelter in place, which means to stay indoors.

Be ready to evacuate: Plan an escape route from your home in case of fire or other emergency. Visit the Office of Emergency Management's website to look up evacuation routes for your neighborhood.

To get an easy-to-complete family emergency plan, learn how to prepare an emergency supply kit, and to look up your neighborhood evacuation routes, visit the Philadelphia Office of Emergency Management's website at www.phila.gov/ready.

Help us spread the word about the need to prepare. Take a selfie with your family preparing your emergency supply kits or completing your Family Emergency Plan, and post it to your Twitter using #ReadyPhila. Let everyone know you are READY for emergencies.

To sign up for emergency notifications click here



WORKPLACE EMERGENCY ACTION PLANS (EAPs)

Equally important is the ability to adequately and properly respond to building emergencies such as fires, utility outages, floods, or other emergencies at your workplace. It is critical for employees to know and understand their department's/agency's Emergency Action Plan (EAP) which includes both the Citywide Emergency Action Plan and site specific procedures for each particular workplace.

Click here for [Citywide EAP](#).

"Practice Makes Perfect": Do you participate in fire drills?

The National Fire Protection Association (NFPA) states that an "element in surviving a high-rise building fire is the ability of occupants to escape effectively." In order to escape effectively from any facility, fire drills are conducted for your benefit including practice following your facility's EAP protocols each and every time. In addition, listen to your **floor captains**. They can help you follow the correct procedures for the emergency at hand. Emergency protocols do not end once you are outside the building, all employees must know the location of the pre-designated meeting or "rally" point for *building specific emergencies*. It is important that you proceed to the "rally" point in order to be accounted for and remain there unless otherwise instructed by emergency personnel and/or the "all clear" is issued.

For additional EAP information contact your department Safety Office

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AEDs Saves Lives at the Philadelphia International Airport



If you've ever walked through the Philadelphia International Airport (PHL), and look around, you'll notice Automated External Defibrillators (AED's) installed throughout the terminals in conspicuous locations accessible to anyone. The placement of these AEDs are strategic and deliberate. Over the past 13 years, the Philadelphia Division of Aviation purchased and installed over 125 AEDs throughout the Philadelphia International Airport. The Airport's program is administered and maintained by the Division of Aviation's Safety Office, headed by John McCourt. Since 2001, their AED program has saved 18 lives. Such a feat is not an easy task which requires many areas of responsibilities including, continued and ongoing training of personnel, routine inspections, and maintenance of its AEDs. More importantly, PHL's return on investment and commitment to its AED program to helping save lives is immeasurable and priceless given those lives that have been saved to date. Since implementing their AED program the Airport has received the American Red Cross "Award of Excellence" for the successful implementation of its Automated External Defibrillator Program. PHL was awarded two years in a row, the American Red Cross' "Help Can't Wait" award in 2009 and 2010. In 2011, PHL was also awarded by the Southeastern Pennsylvania Chapter of the American Red Cross with its Partner Award in recognition of the Airport's participation in health and safety programs. This year, PHL will be receiving the American Red Cross' award for AED SAVES & AED Program in recognition for its long standing commitment to saving lives and successful implementation of its AED program at the Philadelphia International Airport.

CONGRATULATIONS

Philadelphia Division of Aviation!



Guidelines to Setting Up An AED Program

Sudden cardiac arrest is one of the leading causes of death in the U.S. Over 350,000 people will suffer from sudden cardiac arrest this year. It can happen to anyone, anytime, anywhere and at any age. An AED is the only effective treatment for restoring a regular heart rhythm during sudden cardiac arrest and is an easy to operate tool for someone with no medical background.

- The [national] average response time for first responders once 911 is called is 8-12 minutes.
- For each minute defibrillation is delayed, the chance of survival is reduced approximately 10%.

Improved training and access to AEDs could save 50,000 lives each year.

- American Red Cross

An Automated External Defibrillator (AEDs) is a portable electronic device that analyzes the heart's rhythm and, if necessary, tells the responder to deliver an electrical shock to a person of sudden cardiac arrest. These devices allow for quick detection and defibrillation of a shockable rhythm by trained, nonprofessional responders and even the lay public. However, in order to have a successful AED program, there are certain standard operating procedures (SOP) requirements that departments must include in its program. The SOP must contain components such as those listed below:

1. Department Program Administrator & Site Coordinator
2. Trained Responders for First Aid, CPR, & AED
3. AED Program Medical Director
4. AED Utilization Review
5. Documented AED Inspections
6. Maintenance of AED Equipment
7. Record-Keeping
8. AED Protocols

Departments that are interested and/or planning to purchase and implement an AED program should work with their department's Safety Office. The Safety Office can help ensure that the program is developed and implemented according to the City's established AED standard operating procedures through Risk Management.



Back to School Driver Safety



Most schools have started, but do you know what you must do if you see a school bus stopped with its lights flashing, and the stop arm extended? The answer is not as simple as you think. Depending on the type of roadway you are driving on, the rules may be different. Test your knowledge for safe operation of your vehicle around school buses. **Protect the safety of all children.**

- Under which of the following conditions do you have to stop for a school bus?
 - A divided highway with painted lines only
 - If a school bus is in an intersection, regardless of whether you have a stop sign or not
 - A highway with ridged or grooved dividers
 - All of the above
- What is the minimum distance you must stop from a school bus when children are boarding with its lights flashing and the stop arm extended?
 - 50 feet
 - 10 feet
 - 100 feet
 - 25 feet
- What is the penalty for violating PA's School Bus Stopping Law?
 - 60 day suspension, 5 points, \$250 fine
 - 6 months suspension, 4 points, \$500 fine
 - 30 day suspension, 3 points, \$100 fine
 - 90 day suspension, 6 points, \$250 fine

- How many points are received if the 15 mph speed limit is exceeded in a school zone?
 - 1 point
 - 4 points
 - 3 points
 - 2 points
- How many points on your drivers license trigger action (i.e. suspension or revocation of license) from PENNDOT?
 - 1 point
 - 2 points
 - 5 points
 - 6 points

CHECK YOUR ANSWERS BELOW

If you didn't know the answers to these 5 questions, it may be time for a refresher on the **Rules of the Road**. Please check the Risk Management website training calendar for the next course date for Driver Safety training available to any City employee.

 [Click here for Risk Management's website](#)



REMEMBER! If you are driving and see a school bus with its orange lights flashing, you should be getting ready to stop. Chances are the school bus is very close to putting its red flashing lights on. School buses are not the only sort of concerns you should be aware of now that school has started.

- ◆ Many children walk to school, so be aware of children, especially on busy streets and school zones.
- ◆ Increased automobile, bus, and pedestrian traffic will be on the road as both students, parents, and employees prepare traveling to and from school.
- ◆ There will be crossing guards out at busy intersections near the schools, you should stop as directed by the crossing guards because they help ensure the safe travel of students.
- ◆ As you drive to work in the morning and return home in the early evening, watch for students crossing streets especially when it is dark out and visibility is reduced.



Answers

1 D, 2: B, 3:A, 4:C, 5:D



Home

Safety Training Sept-Oct 2014

Click on icon to RSVP

TRAINING • LEARNING • APPLYING

DATE	TOPIC	TIME
Tues 9/23/14	Chemical Right to Know Training (SAFETY OFFICERS ONLY)	10:00AM — 12:00 PM
Thurs 10/2/14	Safety Committee Annual Refresher Training (SAFETY COMMITTEES ONLY)	10:00AM — 12:00 PM
Wed 10/8/14	Safety Committee FACILITATOR Training (CHAIR, CO-CHAIR, SECRETARY, & SAFETY OFFICERS ONLY)	9:00 AM— 12:00 PM
Thurs 10/9/14	Distracted Driver Training (ALL CITY EMPLOYEES)	10:00 AM— 12:00 PM
Tues 10/14/14	DEFENSIVE Driver Training (ALL CITY EMPLOYEES)	8:30 AM — 12:30 PM
Thurs 10/16/14	Distracted Driver Training (ALL CITY EMPLOYEES)	10:00AM — 12:00 PM
Wed 10/22/14	AIPP Elements for Compliance: <i>A Formula for Success</i> (SAFETY OFFICERS ONLY)	9:00AM — 12:00 PM

Newest Members of Risk Management's Safety Unit

Menglu Li, *Safety & Health Specialist*



As a previous researcher at the National Institute of Occupational Safety and Health (NIOSH) Deep South Educational Research Center, Menglu has provided ergonomics program support for multiple companies, performed ergonomic evaluations, and worked to reduce musculoskeletal injuries exposures. Ms. Li is also experienced in general health and safety and industrial hygiene including Job Hazard Analysis, Hazard Communications, Noise Monitoring, Lockout / Tagout, Fall Protection Programs, Ventilation, and Emergency Response. Menglu received her B.S. in Safety Engineering from North China Institute of Science & Technology. She also holds a M.S. in Safety Engineering with a concentration in Safety Management from Capital University of Economics and Business from Beijing, China. Ms. Li additionally received an M.S. in Industrial and Systems Engineering, with a concentration in Occupational Safety, Ergonomics, and Human Factors from Auburn University. Menglu is the team leader for Risk Management's Musculoskeletal Injuries and Data Management Proactive Team.

David Williamson, *Safety & Health Specialist*



Mr. Williams comes to Risk Management with over with over 20 years of experience in Construction Safety, Industrial Hygiene, Occupational Health, and Risk Management. David has managed safety programs in the construction safety industry and manufacturing industries, as well worked in safety and health consulting. David received his B.S. in Industrial Hygiene & Occupational Safety Management from Millersville University, and is a M.S. Occupational Safety and Environmental Management candidate for 2014, from Columbia Southern University. Dave is the team leader for Risk's Management's Special Programs Proactive Team, including but not limited to vehicle safety, special events, construction safety, contractor safety, and workplace violence among other areas. David is a certified Graduate Safety Practitioner (GSP).

For an up to date schedule go to: <http://www.phila.gov/risk>

RSVP Click Here

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"Breathing Life Into Safety"

Send feedback and comments about the SMILE Newsletter to: Doua.Xiong@phila.gov

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