

Safety Matters



State of Delaware Issue CCVII April 2024
Produced by the Insurance Coverage Office

Bomb Threats, Suspicious Items, and How to Respond

Each year, thousands of businesses, schools, and other establishments are mailed suspicious items (e.g., unmarked packages) or are the target of bomb threats. These threats can be made via phone calls, letters, social media channels, emails, or other similar means.

Bomb threats and suspicious items are often used to cause alarm, panic, disruption, or in extreme cases, direct harm. However, when threats are made, organizations of all kinds need to take them seriously and know how to respond appropriately.

What to Do If You Receive a Bomb Threat

Organizations often wrongly assume they aren't at risk of a bomb threat. However, the truth is that no organization is 100 percent safe from malicious attacks or threats, so making proper preparations is very important. If your organization receives a bomb threat—whether it be over the phone, via email, or another means—follow these procedures.

Threats Made Over the Phone

1. Remain calm. Keep the caller on the line for as long as possible, and don't disconnect even if the caller does.
2. Signal or pass a note to another staff member, instructing them to notify the authorities. If this isn't possible, call 911 from another phone after the caller hangs up.

3. Document as much information about the call as possible. Details related to a caller ID number, the wording of the threat, the time of the call, background noises on the caller's end, and the tone and inflection of the caller can all aid investigators. If possible, ask questions to infer specific details about the threat itself, including:
 - a. Who is making the threat and where they are calling from?
 - b. The type of device and when it might go off.
 - c. What the device looks like
 - d. Where the device is located
 - e. Who or what the target is
4. Record the call if possible.
5. Follow any instructions from supervisors and local authorities. These individuals will also provide specific guidance regarding facility lockdowns, searches, or evacuations.

Plan and stay safe.

Regarding bomb threats and suspicious items, every situation is unique. Typically, facility supervisors and law enforcement officials will be in the best position to assess the situation, determine if a real risk is present and provide instruction on how to respond.

April's Riddles

(answers on page two)

1. Why don't scientists trust Atoms?
2. Why couldn't the bike stand up?
3. Where do computers go to dance?
4. What do you call an alligator in a vest?

Safety Focused

Most on-the-job injuries involve hand, and fingers during material handling

It is an unusual job that does not include a certain amount of material handling. Whether you are a warehouse person, a machine operator, or an office worker, you handle material either frequently or occasionally. That's when your hands and fingers are at risk. According to the National Safety Council, most on-the-job injuries involve fingers and hands. Here are some things you can do to keep your hands safe:

- * Inspect materials for slivers, jagged or sharp edges, burrs, and rough or slippery surfaces.
- * Wear the right kind of gloves for the task. Use gloves, hand leathers, or other hand protectors when applicable.
- * Grasp objects with a firm grip
- * Know your equipment. Keep your fingers away from pinch points.
- * Keep your hands away from the ends of boards, pipes, or other long objects.
- * Wipe off materials that are wet, greasy, slippery, or dirty before handling them.
- * Keep your hands free of oil and grease.
- * Check to see if handles are available for various items such as auto batteries. Use tongs for feeding material into metal-forming machines and use baskets for carrying laboratory samples.
- * Know that your hands and fingers are clear before putting down a heavy carton.

Answers

- 1- They make up everything.
- 2- It was two-tired.
- 3- A Disk-o
- 4- An investigator

Use your sunscreen the right way.

Most Americans think they do a pretty good job with sunscreen, but they're usually mistaken, according to the American Academy of Dermatology (AAD). In a 2022 survey of more than 1,000 U.S. adults, the AAD found that more than half reported getting a tan during the previous year, and one-third reported sunburns.

First, choose water-resistant broad-spectrum sunscreen rated SPF 30 or higher. Apply it at least 15 minutes before going outdoors to any uncovered skin.

The AAD recommends that people with thinning hair apply sunscreen to their scalps or wear protective hats and encourages everyone



to use lip balm with SPF 30 or higher.

If you use a sunscreen stick, use four full passes (each back-and-forth stroke is one pass) to apply enough product to your exposed skin. Rub it in after you apply it to all exposed skin.

For spray sunscreens, hold the nozzle close to your skin and spray generously until your skin glistens, then rub it in thoroughly. Avoid using spray sunscreen on windy days and remember that the average six-ounce can only contain six full body applications.

Use a full ounce of lotion sunscreen (about a shot glass full) to cover your entire body, including the ears, back, shoulders, and back of your legs. Your face alone should get between a quarter to half a teaspoon.

Remember that sunscreen doesn't last all day.

Reapply every two hours, more often after swimming or sweating.