

Safety Matters

State of Delaware Issue CCXIV NOVEMBER 2024

Produced by the Insurance Coverage Office



Emergency Evacuation Best Practices

When an emergency arises on the job, evacuating the workplace can be challenging. However, preparing in advance to safely exit the area can help ensure a smooth and successful evacuation. Consider the following emergency evacuation best practices.

Before an Emergency

- Become familiar with your workplace's emergency evacuation plan and pathways to at least two exits.
- Recognize the signaling methods of the building's fire and evacuation alarms. Know where these safety alarms are located and how to use them.
- Report damaged or malfunctioning safety alarms or backup systems to your supervisor immediately.

In the Event of an Emergency

- Leave the area quickly and in an orderly fashion, following your workplace's emergency evacuation plan.
- Listen carefully for any additional instructions issued over the building's public address system.
- Report to the designated meeting place once outside the building and wait for further information from your supervisor.
- Do not reenter the building until it is deemed safe to do so by authorities.

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ELEMENTS FOR AN EFFECTIVE emergency action plan

01.



How to report emergencies

02.



Who to contact

03.



How to evacuate and assign emergency escape routes

04.



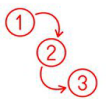
Rescue and medical duties

05.



Accounting for all workers after evacuation

06.



Duties of critical workers before evacuation

OSHA.GOV

One of the most important things you can do when evacuating the workplace during an emergency is to stay calm and encourage others to do the same.

November's Riddle

(Answers on page 2)

- 1- Did you hear about the scarecrow who won first prize?
- 2- What do you get when you drop a pumpkin?
- 3- Who lives in the scary Haunted Acre Wood?
- 4- What did one leaf say to another?
- 5- Why do birds fly south in the fall?

Safety Focused

Become an Active Safety Program Participant

Workplace safety is something all employees should take seriously – nothing less than the future of your family is at stake. An on-the-job accident could very easily disable you, leaving security and future plans up in the air.

Together, you and your co-workers can get your own safety program off the ground by giving your supervisors or safety leaders ideas on how to overcome or avoid hazardous situations. In a workplace, any idea no matter how small it may seem to you, may prevent a serious accident.



If you are a seasoned employee, you can use your years of valuable experience to spot potential safety hazards. Or, if you are a new employee, you may be able to spot something right away that an old pro may have overlooked.

Here are some examples of rules you can follow to set an example for others and help your safety program succeed.

- Do not engage in horseplay in the workplace at any time; stay focused on the task at hand.
- Allow your co-workers always to stay focused by refraining from distracting actions.
- Always wear the required personal protective equipment (PPE) and look out for new or unidentified hazards that may require new or modified PPE.
- Always watch your footing, and never run through the workplace.

- Remember that sanitation is key: keep yourself and your work area clean and free from debris.
- Know your limits – if you feel fatigued or like you cannot complete your work safely, stop and decide what you need to do to stay out of harm's way.
- Never perform work that you are unauthorized to do.
- Know what to do in case of emergency, whether it's an on-the-job injury or natural disaster.

In short, safety takes teamwork. Whatever your job is or whatever your duties include, keep your eyes open for hazards and report them. Help keep our safety program on solid ground.

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Open Burning Ban

Due to extremely dry conditions, the Delaware State Fire Marshal has issued a ban on open burning. This measure is in place to reduce the risk of unplanned fires. The ban includes:

- Bonfires.
- Controlled burnings, including burning of leaves and yard waste.
- Agricultural burnings.
- Fires for land clearing.
- Fires for demolition and removal of hazards.
- Outdoor rubbish fires, whether or not contained.

Currently, campfires are permitted only in areas cleared of all combustibles, surrounded by a non-combustible ring no larger than 3' x 3' and used for cooking only. Grills/hibachis are also allowed in areas cleared of surrounding combustibles and used for cooking only.

Carelessness with matches, discarded cigarettes, and vehicle exhausts are the most frequent causes for ignition of dry grass, mulch, and other landscape materials.

