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*Features*

This issue addresses preparation and planning for pandemic influenza, simple hygiene practices. On page three you will find a brief description on Fire chemistry of fire and procedures to follow when using a fire extinguisher. The last page is a handy reference sheet for emergency contacts.

*What is the Office of Risk Management*

ORM is the Property and Casualty and Worker's Compensation Insurance for all state departments, agencies, boards and commissions. This includes coverage for employee bonds, crime, automobile liability and physical damage, comprehensive general liability, personal injury liability, boiler and machinery, medical malpractice, road hazards and miscellaneous tort coverage for those claims otherwise not covered. In order to be fully covered, we must comply with the ORM Safety and Risk Management programs and policies.

Find out more at: <http://www.doa.la.gov/orm/>

In conjunction with requirements by our state safety carrier, the Office of Risk Management, safety meetings will be held twice each semester. Attendance is mandatory for all full time faculty, staff, adjuncts and student workers. Attendance will be measured by written acknowledgement, through paper format, email, or web-based.

Each college and department has appointed a Safety Representative to administer safety meeting information and to take safety suggestions.

*Reminder: Safety Meetings are to be held twice per semester*

**Safety Meeting Acknowledgments are due to your Safety Rep by September 15**

**Next Safety Meeting: November 15**

**Fire Suppression Safety rules:**

- Use official safety equipment
- Work with a buddy
- Have a backup team & plan
- Always have two ways to exit from the fire area
- Feel closed doors with the back of your hand
- Confine the fire
- Stay low to the ground
- Maintain a safe distance
- Overhaul the fire

Campus Safety Representatives

- |  |                   |
|--|-------------------|
| College of Business                        | John A. Vassar    |
| College of Science                         | Wayne Gustavson   |
| College of Education and Human Development | Timothy P. Winter |
| College of Liberal Arts                    | Stacey Martino    |
| Continuing Education                       | Tisha Taylor      |
| Student Affairs                            | Joseph Pearson    |
| Academic Affairs and Chancellor's Office   | Betty Taylor      |
| Business Affairs                           | Larry Laborde     |
| Development                                | Dolly Salter      |

# Pandemic Influenza Planning

*Statement from Michael O. Leavitt Secretary of Dept. of Health and Human Services*

*“ While pandemics have happened several times in the past, never before have we had all the tools of today. Never before have we possessed the wealth of knowledge on the problem and the ability to prepare. The challenge is immense, but so is our will to protect and preserve.”*

Since March of last year the Avian H5N1 virus has increased by 15 countries hereby total confirmed in 53 countries. Some may have heard of the first evidence of the flu caught from another human and passed on. To date no confirmed cases have occurred in North America despite migratory patterns of waterfowl and mobility of human transportation. That does not mean we should not be prepared and plan. Many of the practices recommended in planning and preparation demonstrate just ‘good’ health practices. Before I list what we can do it is important we recognize the five priorities our government has established—view box to the right.

## Five Priorities:

- Monitor disease spread to support rapid response
- Develop vaccines and vaccine production capacity
- Stockpile antiviral and other counter measures
- Coordinate federal, state, and local preparation
- Enhance outreach and communication planning

## *Stop the Spread of Germs—it is the simple things that can help*

Avoid close contact with people who are sick.

Stay home when you are sick, it can prevent others from ‘catching’ your illness.

Cover your mouth and nose with tissue when coughing. If no tissue is available cough/sneeze into your arm sleeve.

Avoid touching your eyes, nose, and mouth. Germs are spread when someone touches a contaminated surface with germs and then has contact with their own nose, mouth or eyes.

**TYPICAL INFLUENZA SYMPTOMS:** coughing, sneezing, fever, sore throat, muscles aches;  
**TO pneumonia, severe respiratory diseases.**

## *Washing hands*

Keeping your hands clean is one of the most important things you can do to avoid becoming sick and spreading germs. It is recommended in washing your hand with soap and water for 20 seconds. If soap and water are not available then use the alcohol-based gels. With gels apply to one hand then rub hands together over all surfaces and fingers until the completely dry. When wash your hands: during food preparation or eating, before and after going to the restroom, before and after tending to someone who is ill, after blowing your nose, coughing or sneezing, after handling of animals or animal waste, after handling garbage, and before or after treating a cut or wound.

## Quick Facts on Influenza Pandemics:

1918 Influenza caused at least 500,000 U.S. deaths, up to 40 millions deaths worldwide

1957 Influenza caused at least 70,000 deaths in the U.S. and 1-2 millions deaths worldwide

1968 Influenza caused approximately 34,000 deaths in the U.S., estimated death worldwide at

## Fire Chemistry

How many individuals have notice where fire extinguishers are located in your building? Most of us walk past them every day but do you know how to properly use them?

Fire requires three basic elements to exist:

- \* Heat
- \* Fuel
- \* Oxygen

If any of these three are missing a fire will not occur or will extinguish.

Fires are also classified based upon the fuel source:

Class A fire—combustibles like paper, cloth, wood rubber and some plastics.

Class B fires: flammable liquids like charcoal lighter fluid, kerosene. Class C Fires—energized electrical equipment, wiring motors.

Class D fires—combustible metals such aluminum, magnesium.

Considering the different fuel sources, portable fire extinguisher come in different types: A is for solid material fires; B is for flammable liquid; C is or electrical equipment fires; and D is for combustible metal fires.

Next time you walk down the hall in the building make a mental note where they are located and review on the extinguisher the type. Most extinguishers provided on campus are versatile combination types of A, B, and C.



## Fire Extinguisher Protocol

Most fire extinguishers include four parts: a pressure gauge, a hose, cylinder, and carrying handle with a trigger. The common acronym used for fire extinguisher operation is P.A.S.S. 'P' is for Pulling the pin in the handle to prevent misuse during storage. 'A' is for Aim, by grasping the handle with one hand and holding the hose aim toward the base of the fire. 'S' is for squeezing the handle. The second 'S' is for sweeping motion of the spray from side to side.

### When to use an extinguisher

Before you use a fire extinguisher ask yourself the following questions:

1. Can I escape quickly and safely from the area if I attempt to extinguish?
2. Do I have the right type of extinguisher?
3. Is the extinguisher large enough for the fire area?
4. Is the area free from other hazardous materials or falling debris?

If NO is a response to any of these questions then

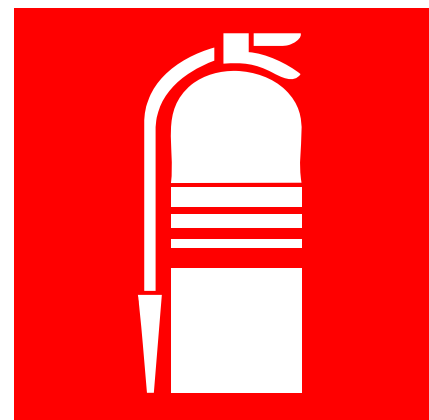
**EXIT IMMEDIATELY!**

1. University Police Department at #999; after hours 9-455-5497

2. For more information on Pandemic Influenza: <http://www.pandemic.gov>

3. For more information on Seasonal Influenza Go online to: <http://www.hhs.gov/flu/>

4. Questions & Answers on Pandemic Flu go to: [http://answers.pandemicflu.gov/cgi-bin/pandemicflue.cfg/php/enduser/std\\_alp.php](http://answers.pandemicflu.gov/cgi-bin/pandemicflue.cfg/php/enduser/std_alp.php)



## **EMERGENCY CONTACTS FOR THE HOME:**

<b>Contacts</b>	<b>Name/Phone Number</b>
Local personal emergency contact	
Out-of-town personal emergency contact	
Hospitals near:	
Work	
School	
Home	
Other	
Family physicians (s)	
State public health department	
Pharmacy	
Employer contact and emergency information	
School contact and emergency information	
Religious/spiritual organization	
Veterinarian	