MODULE 3

SITE SAFETY
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## ENVIRONMENTAL SAFETY

- Poisoning
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- Safe Cleaning Supplies
- Cigarette Smoking
- Risks of Slips from Slippery Floor Surfaces
- Risk of Trips and Falls in Work Areas and Walkways
What you will learn in this Module:

- Promoting self-determination in a safe environment
- Accident prevention
- Information about emergency preparedness planning
- Information about fire prevention and fire drills
- Information about emergency weather preparedness
- Unsafe practices that lead to fire, electrical shock, poisoning, and falls in the home.
- How to test water temperature
- Information about safe cleaning products
- How to identify common safety concerns in the kitchen, bathroom and basement.
- Back safety
- Safe transporting
- Safety tips for working with hazardous products
- Information on how to control the spread of germs
- Information about universal precautions and isolation procedures

INTRODUCTION

People with developmental disabilities must be given the dignity of risk and the chance to learn and make their own decisions in a safe environment. Support staff should understand as much as possible about the people they support in order to help them lead safe lives. They need information to help them make the best choices for themselves. Persons should know what the risks are in their residences and the settings they work, and the communities where they recreate and how to avoid injuries from these risks. The persons should know about the safety features and equipment available in the buildings, vehicles, and other environments. Staff members should be prepared to let people learn from small mistakes. However, no person should knowingly be given the chance to learn from a dangerous accident. If there is a serious risk of potential harm to others who use the environment, it is acceptable to, for instance, lock or restrict items like knives, dish soap, cleaning supplies, etc.

Also, keep in mind that when people with developmental disabilities are active members of their communities, they have more chances to learn safety skills in natural environments, and in the normal pursuit of interests. However, you should always be aware of the person’s risk management plan.
PROMOTING SAFETY

People with developmental disabilities have the same safety needs as the staff. A clean and orderly living space promotes staff and the persons’ safety and accident prevention. The people you serve need to exercise control over their environment. Every room in a home needs to accommodate the accident prevention needs of each person who uses that room.

People need to develop the right knowledge, skills, and habits necessary to prevent unsafe behavior. Teaching people the right skills and attitudes can prevent behaviors that result in accidents. The staff must set a good example and communicate a level of expectation on how to maintain clean and orderly environments.

Accidents

An accident is an unplanned act or event resulting in injury or death to people or damage to property. Accidents are not really accidental. Most accidents take place for obvious reasons. Most accidents are caused by unsafe behavior. You can reduce accidents by changing your own behavior and the behaviors of people with developmental disabilities.

Statistics show that 15% of accidents are caused by unsafe environments. Control over the environment reduces accidents. Remember:

- Improper use of equipment and machinery creates an unsafe environment. Machines and equipment in the home and work require property maintenance and use.
- Protective equipment and procedures can prevent accidents.
- Disorder causes accidents. Keep the home and workplace free of clutter.

WHEN do accidents occur?

- When children (or adults with intellectual disabilities and/or challenging behaviors) are not properly supervised.
- When preparing food.
- When making repairs, doing home improvement projects, or participating in hobbies that involve tools.
- When simply moving about the house and doing everyday things.
WHY do accidents occur?

- People are stressed, hurried, or upset.
- People are distracted, absentminded or negligent.
- People are mentally incapacitated by illness, fatigue, drugs or alcohol, or disability.
- People are simply careless or irresponsible.

Good housekeeping helps prevent accidents
To prevent the creation of fire hazards, be sure to follow these general housekeeping practices:

- Discard trash often, especially boxes, papers, and other items that could easily catch on fire if exposed to a spark or heat.
- Handle carefully any containers that have been used to store cleaning products, chemicals, or any substance labeled as being flammable, ignitable, or even poisonous. If a fire involving chemicals occurs, it can be toxic to firefighters, persons, and staff because the poisons can be released with the smoke.
- Return soiled rags and linens to the laundry as soon as possible, since they may be flammable.

Other housekeeping practices can also help to maintain fire safety. For example, be sure to keep areas around fire alarms and extinguishers clear, so that everyone has ready access to them in the event of a fire. Keep exits and corridors clear of obstacles such as furniture or boxes so the facility can be evacuated easily in the event of a fire or explosion.

Preventing Falls

- Make sure slick floors are dry. Leaks or spills that make floors slippery should be attended to immediately.
- Use safety mats and railings in entry ways, kitchen and bathroom floors, and other areas that are often wet and slippery.
- When floors are waxed or mopped, make sure everyone knows.
- Make sure sidewalks are cleared and salted after a snow or ice storm.
- Make sure you and the persons served and staff use a safe stepladder instead of a chair or stool when getting items from high shelves or cupboards.
Preventing Poisoning or Chemical Accidents

If anyone at your facility has specific behavioral characteristics that put them at risk of poisoning or accidental injury, make there is a policy and procedures that staff should follow for keeping harmful chemicals (e.g., cleaning supplies, gasoline) and objects (e.g., knives, baseball bats, ladders) secure. However, if the persons know how to use these items appropriately, then it would be an unnecessary restriction to keep them locked.

As you know, household cleaners can be toxic, even poisonous, if ingested, inhaled, or, in some cases, even if it comes in contact with skin. It is the organization’s responsibility to make sure that your persons served are kept safe. Therefore, it is imperative that caution be used with household cleaning products. They can cause illnesses. Most, but not all, household cleaners have labels. Many times there are chemicals listed which you may not be familiar with. Some of these ingredients and their risks are listed on the following pages and can be used as a resource when you read the labels of household cleaners. BE SURE not to store household cleaners near food. And keep toxic products in their original containers. Some cleaning product bottles look VERY SIMILAR to bottles used to hold drinks and other edibles. A few years ago, a person drank Dawn dishwashing liquid and subsequently died from it. One of Dawn’s ingredients contains 5-10% ethanol. Your agency may want to consider some environment friendly products for the cleaning needs and safety of the persons served.
## Hazardous Chemical Glossary

**Directions:** Use the glossary below to help you determine whether certain chemicals are harmful. **Reminder:** do a National Safety Data Sheet for each household cleaner containing hazardous chemicals.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ammonia</strong> (Also known as ammonium chloride, ammonium hydroxide and benzalkonium chloride.)</td>
<td>An irritant that affects the skin, eyes, and respiratory passages. It is extremely toxic when inhaled in concentrated vapor. Repeated exposure may lead to bronchitis and pneumonia. It can cause chemical burns, cataracts, and corneal damage. It has been shown to produce skin cancer. Disruptions to the ecosystem can result with toxic effects to plants, animals and fish. Found in a wide range of household cleaning products, including glass cleaners, all-purpose cleaners, &amp; disinfectants.</td>
</tr>
<tr>
<td><strong>Ammonium Laureth Sulfate</strong></td>
<td>A milder surfactant commonly used in shampoos, bubble baths and other cosmetics. Produces large quantities of foam. Can cause eye and skin irritation, but it is mild.</td>
</tr>
<tr>
<td><strong>Benzene</strong></td>
<td>Carcinogenic. Harmful amounts may be absorbed through skin. Irritating to mucous membranes. Poisonous when ingested. Inhalation of fumes may be toxic. Found in oven cleaners, detergents, furniture polish, spot removers, and nail polish remover.</td>
</tr>
<tr>
<td><strong>Chlorine</strong> (Also known as sodium hypochlorite, chlorine dioxide, sodium dichloroixocyanurate, hydrogen chloride, hydrochloric acid.)</td>
<td>A powerful irritant that can be fatal upon inhalation. It causes the most household poisonings in the US. There is growing evidence that chlorinated drinking water causes bladder and rectal cancer. Chlorine and compounds are environmentally damaging, break down slowly in the ecosystem, are stored in the fatty tissue of wildlife, and a prime cause of atmospheric ozone loss.</td>
</tr>
<tr>
<td><strong>Formaldehyde</strong></td>
<td>A carcinogen. Can cause insomnia, coughing, headaches, nausea, nosebleeds, and skin rashes. Widely used in deodorizers, disinfectants, personal care products (including shampoo) and cosmetics (including nail polish and hardeners). A common air pollutant, it is also used in permanent press sheets, mattresses, foam, plastics, and building materials.</td>
</tr>
<tr>
<td><strong>Fragrance</strong></td>
<td>Artificial fragrances are 95% derived from petrochemicals. As many as 600 separate chemicals may have been used. Some are carcinogenic or may contain formaldehyde. They often cause allergies, skin irritation, headaches, and nausea.</td>
</tr>
<tr>
<td><strong>Napthalene</strong></td>
<td>Irritating to eyes and skin. Can cause cataracts, corneal damage, and kidney damage. A suspected carcinogen, it is extremely toxic to small children and infants. Can cause blood damage to the fetus. Found in mothballs, air fresheners, deodorizers, carpet cleaners and toilet bowl cleaners.</td>
</tr>
<tr>
<td><strong>Phosphates</strong></td>
<td>Causes excessive growth in aquatic plants (especially algae) leading to suffocation of fish and other aquatic life. Found in laundry detergent, dishwasher detergent, and all-purpose cleaners.</td>
</tr>
<tr>
<td><strong>Sodium Bicarbonate</strong> (Also known as bicarbonate of soda or baking soda.)</td>
<td>The major use is in baked goods. It is used in effervescent “salts” and is sometimes used medically to correct excess stomach acidity. It is also used in several kinds of fire extinguishers.</td>
</tr>
<tr>
<td><strong>Sodium Carbonate</strong></td>
<td>Commonly used in washing soda. Also called soda.</td>
</tr>
<tr>
<td><strong>Sodium dichloro-s-triazinetrione</strong></td>
<td>An oxidizer</td>
</tr>
<tr>
<td><strong>Sodium Hydroxide</strong> (Also known as lye, caustic soda, soda lye.)</td>
<td>Corrosive. Eye, skin, and respiratory irritant. Can burn eyes, skin, and internal organs. Can cause lung damage &amp; blindness. Fatal if swallowed.</td>
</tr>
<tr>
<td><strong>Sodium Perborate</strong></td>
<td>A mild alkaline oxidizing agent used in toothpaste and as a topical antiseptic and deodorant.</td>
</tr>
<tr>
<td><strong>Sodium Silicate</strong></td>
<td>Harmful if ingested. It is a corrosive that may cause burns through the skin or eye contact. It is very destructive of mucous membranes.</td>
</tr>
<tr>
<td><strong>Anionic &amp; Non-ionic Surfactants</strong></td>
<td>Active ingredient in shampoo, dishwashing liquids and washing powders. May cause skin irritation. If ingested may cause nausea, diarrhea, intestinal distension and vomiting. No fatalities from ingestion have been reported.</td>
</tr>
<tr>
<td><strong>Triclosan</strong></td>
<td>Bacteria-killing agent. Used in detergents, dish soaps, laundry soaps, deodorants, cosmetics, lotions, creams and toothpastes and mouthwashes. The EPA registers it as a pesticide. Hormone disruptors pose enormous long-term, chronic health risks because they interfere with the way hormones perform (such as changing genetic material or fostering birth defects). Suspected of causing cancer in humans. Can cause skin irritations. Internally, it can lead to cold sweats, circulatory collapse, convulsions, coma and even death. Stored in body fat, it can accumulate to toxic levels, damaging the liver, kidneys and lungs. It can cause paralysis, sterility, suppression of immune function, brain hemorrhage, decreased fertility and sexual function, heart problems and coma.</td>
</tr>
<tr>
<td><strong>Vinegar</strong></td>
<td>Cider vinegar is reported to be one of the most trusted and misunderstood remedies of all times. It is a neutralizer, a cleaner and a medicine. Taking apple cider vinegar pills is reported to avoid premature aging, help you lose weight, relieve headaches, quell nausea &amp; queasiness, alleviate sore throats and clear up sinuses.</td>
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</tbody>
</table>
### AGENCY INVENTORY OF TOXIC PRODUCTS

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>BRAND</th>
<th>800 #</th>
<th>FIRST AID</th>
<th>LOCK UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEANERS:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Floor</td>
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<tr>
<td>Window</td>
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<tr>
<td>Drain</td>
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<tr>
<td>Carpet</td>
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<tr>
<td>Oven</td>
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<tr>
<td>Toilet</td>
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<tr>
<td>Furniture Polish</td>
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<tr>
<td>Bathroom</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Disinfectant</td>
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<tr>
<td><strong>LAUNDRY</strong></td>
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</tr>
<tr>
<td>Detergent</td>
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<tr>
<td>Additive</td>
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<tr>
<td>Bleach</td>
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<tr>
<td><strong>GARAGE</strong></td>
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<tr>
<td>Gasoline</td>
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<tr>
<td>Motor Oil</td>
<td></td>
<td></td>
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<tr>
<td>Insect Repellant</td>
<td></td>
<td></td>
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<tr>
<td>Fertilizer/pesticides</td>
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</tbody>
</table>


**Hazardous Materials**

Following proper safety procedures when using a product labeled as a hazardous material will protect individuals, employees, visitors, and the environment. Always know what products you are using and how to use them properly. To inform you about potentially hazardous products:

- Read available information about products that may be hazardous.
- In addition to reading the information on container labels, request and read the material safety data sheet outlining health-related information on the product. Facilities are required to keep information on each product that they use, in a location that is accessible to all employees.

Comply with all recommendations made by the product labeling and in the material safety data.

**Material Safety Data Sheets**

A material safety data sheet (MSDS) is a form containing data regarding the properties of a particular substance. It is intended to provide workers and emergency personnel with procedures for handling or working with substances in a safe manner and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. Chemical compounds, and chemical mixtures. MSDS information may include instructions for the safe use and potential hazards associated with a particular material or product.

The Occupational Safety and Health Administration (OSHA) requires that material safety data sheet MSDS "shall be maintained and kept in a readily accessible area". That means that MSDSs for the hazardous substances should be available to all staff. Any MSDS sheets that you receive with shipments or that you receive separately should be placed in your MSDS binder or file.

Before you work with products or chemicals, you should familiarize yourself with their potential for flammability, corrosiveness, and toxicity, as well as storage and handling information. Also, it is vital that you are able to refer to that MSDS immediately in the event of an emergency such as a spill, fire, or physical contact with the chemical. So, the next time you receive an MSDS, remember that it provides important and necessary health and safety information.
Preventing Injuries Caused by Tools and Household Items

- Make sure staff and persons who use tools for any reason are aware of and follow good safety habits, such as wearing appropriate safety gear and goggles when necessary.
- Make sure tools are put away when not in use. This includes garden tools, mowers, and other items used outside.
- Make sure people who prepare their own food are aware of and follow good safety habits, such as using oven mitts, never leaving ovens or ranges unattended when they are on, keeping flammable items (including clothing) away from the range, and using appropriate cookware.
- Ensure that sharp objects such as knives, scissors, fireplace utensils and other potentially dangerous utensils are stored and used safely. If the people living at your facility are deemed at risk of hurting themselves or others with these items, the items should be kept in a place where they are not easily accessible.

Preventing Shocks and Electrocution

- Make sure persons served and staff are aware of potential dangers in using small and large appliances. For example, they should know not to use radios or hair dryers near water, and not to use appliances with wet or damp switches, heating elements, or motors.

Make sure all electrical appliances are in good working order.
Be sure to inspect all electrical appliances regularly to make sure cords are not frayed or worn out.

Be sure to check the local Building Officials & Code (BOCA) (the name has been changed to International Code Council but it is still referred to as BOCA or the National Fire Protection Association.

www.iccsafe.org

(NFPA) for the code requirements regarding the use of ground fault outlets in the kitchen and bathroom, or near any water source. Use of ground fault outlets will reduce the chance of shocks or electrocution.

www.nfpa.org
**Preventing Burns and Scalds**

- Make sure heaters and radiators are never too close to flammable objects such as draperies or bedclothes.
- People who live in the home and use space heaters or electric blankets should know how to regulate temperatures and turn them off when they are not in use.

Note: Space heaters can be hazardous and their use must be closely monitored.

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**Hot Water and Burns**

A person’s intellect, perception, memory, judgment, or awareness may hinder his/her ability to recognize a dangerous situation.

- People may not be able to appropriately respond and remove themselves from a tub filled with hot water.
- People respond differently to water temperature. What feels warm to one person will feel hot to another.
- Some people have reported that water over 100° F feels very hot and have reported feeling pain when water temperatures reach 103° F.

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Public Health standards state that water from the taps be no warmer than 110°. Quality Assurance and Survey staff are checking water temperatures in CILAs, including foster care sites and DT programs. The Department of Public Health checks ICFDDs, including SODCs.
How to Test Your Water Temperatures

- Follow the thermometer manufacturer’s recommended instructions for use.
- Measure the hot water temperature prior to heavy use, or at least one hour after, so the hot water heater has time to recover and heat to its set temperature.
- To insure accuracy, do not hold the thermometer under the running water to measure the temperature.
- Allow the hot water to run for a sufficient amount of time to ensure the water is at its hottest temperature.
- Fill a bowl or cup with hot water.
- Immediately immerse the end of the thermometer completely into the contained water.
- Keep the thermometer in the water until the measurement has stabilized (30 to 60 seconds), then read the temperature.

Water temperature should be tested as often as necessary to ensure people’s’ safety.

How to Prevent Scald Burns

- Check water temperatures daily at various points to ensure that the temperature of hot water available to individuals at shower, bathing, and hand washing facilities does not exceed 110 °F.
- Limit access to water temperature controls.
- Water heater thermostats may not be very reliable. Most are marked low-medium-high and do not indicate exact water temperature.
- Install mixing valves and aqua stats on plumbing systems.
- Install anti-scald devices on faucets and showerheads. Follow manufacturer’s instructions for proper maintenance and calibration of anti-scald devices.
- When filling the bathtub, mix the water thoroughly and check the temperature by moving your elbow, wrist, or hand (with fingers spread) through the water before allowing someone to get in.
- Provide constant supervision to anyone who may experience difficulty removing themselves from hot water or people who may not recognize the dangers associated with turning on the hot water.
- Be certain that the water temperature in the house is at a safe level and that all of the people who live there can mix hot and cold water to the correct temperature. If they are unable to do so, then ensure that the water temperature does not exceed 110 °F. The water test should be done during periods of use and water heater recovery to insure correct temperature is maintained.
If Water Hotter than 110 Degrees is Needed. . .

- If you set the water temperature at 110°, do you see any issues that might cause a problem? (Dishwasher not able to work properly.) Solution to this problem include:
  - Install a second hot water heater (If you install a second hot water heater, do not hook into the flue from an existing gas hot water heater.)
  - Install tempering valves on faucets/shower heads.
  - Install anti-scald devices at the faucets and shut off valve.
  - Install an “on demand” water heater.

Safety in the Kitchen

- Make sure the correct class of fire extinguisher is located in the kitchen.
- Keep handles of cooking pots turned inward.
- Keep electrical cords and appliances away from sinks containing water.
- Store poisonous cleaning materials in clearly identified areas away from food.
- Hands should be dry before using electrical appliances.
- Prevent steam burns by lifting the far side of pot lids.
- Use pot holders (not paper towels, dish towels, or napkins) when handling hot containers.
- Keep the stove top clean and free of clutter.
- Don't leave spoons or other utensils in pots while the food is cooking.
- Don't toss wet or frozen food in hot grease or oil. The violent reaction will spatter hot oil.
- Don't pour water on a grease fire.
- Make sure counter-top appliances are in good repair – cords too.
- Return foods promptly to the refrigerator.
- Make sure that all poisonous and flammable substances are stored in original containers.
- Discard all chipped and cracked plates, cups, glasses, etc.
- Ensure the kitchen is adequately wired.
- Avoid burns from foods cooked in microwave ovens by waiting a few minutes to remove lid or cover from foods that have been microwave.
Safety in the Bathroom

The most common accidents in the bathroom result from falls and electrical shocks. Most surfaces in the bathroom – tile walls and floor, porcelain tubs, and showers – become very slippery when wet. The proper combination of rugs, mats and hand bars will prevent slips and falls.

Electricity and water are a deadly combination. Separate them. Never use an electric razor, radio, hair dryer, or other electrical appliance near water. Never grab an appliance or light fixture with wet hands or while standing in the tub or shower.

Remember:

- Always check the water temperature of the bath and shower water.
- Avoid storing glass bottles near the bathtub or shower.
- Use non-skid mats or strips in the shower/tub.
- Make sure there are adequate grab bars and handrails installed.
- Avoid using electrical appliances in the bathroom
- Dispose of razor blades in closed containers.

Lifting Guidelines and Proper Body Mechanics

The following guidelines should be followed when lifting heavy objects or transferring/assisting individuals.

1. When you are moving something, use a wide, balanced stance with one foot ahead of the other. Keep the lower back in its normal, arched position while lifting. Plan ahead before lifting.
2. Use a wide base of support.
3. Avoid bending by adjusting work heights to appropriate level.
4. Use smooth movements.
5. Ask for assistance when you can’t handle the job alone or the load looks too heavy. Explain to the person you are assisting what you are going to do
6. Make changes whenever possible or necessary
7. Use the strongest muscles (upper arms, thighs, hips, legs)
8. Bend at your knees and squat down, keeping your back straight.
9. Turn, don’t twist. Move your body as a single unit. Don’t twist while lifting or lift while twisted. Make turns with your feet, not your waist.
10. Lift with your legs – let your powerful leg muscles do the work of lifting, not your weaker back muscles.
11. Keep the load close. Don’t hold the load away from your body. The closer it is to the spine, the less force it exerts on your back.
12. Keep your back straight – whether you are lifting or setting down the load, do not add the weight of your body to the load.
13. Have the individual help as much as possible

Source: Clearbrook

Reaching

Reaching for supplies, especially in high places, can strain your back.
Reach only as high as your shoulders.
Use a stool or stepladder if needed.

Bending

When bending down to reach or lift, move your whole body to protect your back.
Bend your knees and hips, not your back.
Kneel down on one knee, if necessary.
Get as close to the object as you can, so you won’t have to reach with your arms.

Lifting

Lifting is one of the most common causes of back injuries.
Get a firm footing.
Tighten your abdominal muscles to support your back when you lift.
Lift with your legs.
Keep the load close to your body.
Test the weight of the load by pushing up on a corner before lifting. If it is too heavy, get help.
See what your agency’s policy is on moving persons served.

Pushing

Pulling large objects can be as hard on your back as lifting. Instead, push.
Stay close to the load without leaning forward.
Tighten your stomach muscles as you push.
Push with both arms, keeping your elbows bent.
Turning

For some tasks you may be tempted to twist your body. Instead: Get close to the object. You may need to kneel down on one knee. Position yourself so you're stable. Use your arms and legs to do the work...not just your back.

Planning

Always plan the move. Think about what you’re going to do before you do it. Do not move any object further than is absolutely necessary. Prepare the surface where the object is being moved to before moving it.

Common Workplace Injuries

Employees at all types of workplaces report health problems that result from:

• Slips, trips, and falls
• Back and other musculoskeletal injuries (due to equipment use)
• Hazardous product use

Those who work in direct support are especially at risk of these common workplace injuries. Everyone employed in such facilities needs to take preventive actions against such injuries.

Support staff, individuals, and visitors are all at risk of injury from falling on slippery surfaces in buildings and in common areas such as walkways or parking lots. Slippery floors may be the result of:

• Floor cleaning
• Spills that have not been cleaned up properly
• Floor coverings (such as rugs) that are used improperly
• A lack of a slip-resistant surface in areas that get wet

Noise

Noise can adversely affect people in activity centers and work training programs. Noise levels exceeding 90 decibels can result in significant hearing loss over extended periods of time. Excessive noise levels can also cause fatigue, frustration, and as a result, accidents.
Transport Safety

Assisting People with Hearing Impairments:

- Approach the individual from the front.
- Speak in normal tone. Do not use exaggerated mouth movements.
- Use universal signs that indicate directions.
- Carry and use pad and pen or pencil, if necessary.

Assisting People with Mobility Issues:

- If the person has a cane, assist on the opposite side as the cane.
- If the person has a walker, ask on which side they would prefer to be helped.
- Ask the individual to grasp your arm with both hands.
- Spread your legs to shoulder width.
- Bend your knees, keep your back straight, lean back & use your body weight to help lift.

Assisting People who use a Wheelchair

When assisting an individual in a wheelchair into a vehicle:

- Always back the chair onto the lift
- Always set the chair brakes before lifting it onto or off a bus
- Keep one hand on the chair at all times if you choose to ride the lift
- Always face the individual being loaded
- Be sure the safety barrier at the front of the lift is activated when the lift is in an “up” position

Securing Wheelchairs: (Whenever there is doubt, contact the equipment vendor):

- Whenever possible, use a four-point tie-down system to secure a wheelchair and its passenger. The tie-down system should include lap belt, shoulder strap(s), and/or special wheel tie downs as appropriate.
- Set the chair brakes
- Test the hand grips to assure they are on solidly enough to use control.
- Make sure foot plate is up when individuals gets in or out of chair.
- Be gentle in your movements as you approach barriers in sidewalk or driveway.
- Maintain solid control of wheelchair.
- Advise passengers before tilting wheelchairs.
• Follow procedures for negotiating up over a curb or other barrier:
  -- Set foot plate close to curb.
  -- Put your foot on the tilt bar.
  -- Use your full body weight to elevate and push forward so casters are on top of barrier.
  -- Push the chair flush against the barrier, with both wheels touching the barrier.
  -- Position your body weight to roll the wheels over the barrier.
• Follow procedures for negotiating down from curb or other barrier:
  -- Back the chair to the barrier.
  -- Step down and position your feet firmly.
  -- Take the wheels to the edge of the barrier.
  -- Use your hip to cushion the chair on the way down.
  -- Let the wheels touch down.
  -- Back up and put your foot on the tilt bar to lower the chair.
• Advise passengers to put their hands on their lap.
• Make sure passengers’ feet are both on the foot rests before moving chair.
• Advise passengers when you are going to tilt the chair.
• Find balance point of wheelchair.
• Set wheelchair brake when individuals are getting into or out of wheelchair.

Wheelchair Transport Terms

**Anchor point:** The location on a vehicle, wheelchair, or wheelchair tie down where a belt-restraint of wheelchair-tie down anchorage is attached.

**Docking tie down:** A method for securing wheelchairs where portions of the wheelchair frame, or add-on components fastened to the wheelchair frame, engage with a securement device anchored to the vehicle.

**Four-point strap-type tie down:** A method for securing a wheelchair where four straps are attached to the wheelchair at four separate securement points and attached to the vehicle at four separate anchor points.

**Securement points:** Specific structural points on the wheelchair base or seat frame that are designed for attachment of wheelchair tie downs.

**Note:** When transporting a group of people, keep a roster and check off names as people exit the bus/van to assure that no one is left in the vehicle. Use this procedure both coming and going..
Risk of Back Injuries and Musculoskeletal Disorders

Many support staff are at increased risk of back injuries and musculoskeletal disorders. Transporting individuals, moving heavy equipment, and lifting supplies all require the use of safe practices to prevent back injury.

The best way to prevent back injuries is to develop habits that reduce the strain placed on the back. Preventing back injuries is a lot easier than correcting them.

It is important to know your body’s limitations and to be aware of your body positions at all times. Learn to recognize situations where your back is most at risk when bending, lifting, reaching and twisting. Then take measures to avoid an injury.
EMERGENCY PREPAREDNESS

Many emergency situations caused by weather or terrorism could potentially create disasters or major emergencies.

Emergencies/disasters usually fall into one of the following four categories/hazard groups:

- Natural disasters
- Technological disasters
- Civil disruption or violence
- Long-term or ecological changes

Emergency Preparedness Plan

Your facility should have, or should develop, an emergency preparedness plan that will cover all categories of emergencies. It should be practiced at least twice a year.

The staff and persons at your facility need to be aware of the actions they should follow in the event of an emergency, using their facility’s emergency plan as a guide.

Evacuation

The plan should describe and show a diagram of the safest escape routes for staff and individuals. Choose area leaders for emergency evacuation. The escape plan should be posted and also distributed to all employees.

Hazards

Plans should identify hazards, and which hazards are the biggest risks. Outline actions that prevent or reduce hazards, and recommend actions to take in advance to mitigate, or prevent, a problem from becoming a major emergency.

Responsibilities

The emergency plan should outline the responsibilities of each department during an emergency.
Agencies should determine how it will communicate emergency roles and actions to its employees. Speak with your facility’s management to find out how your facility provides information on its emergency plan to employees.

The emergency preparedness plan covers the following six critical areas of emergency management:

- Communication—plans for maintaining communication
- Resource and assets—how to access needed supplies and support
- Safety and security—how to maintain a safe environment
- Staff responsibilities—adopting staff roles to meet the demands of caring for individuals
- Utilities management—supplying uninterrupted utilities
- Clinical and support activities—plans to address the needs of individuals during extreme conditions

**Emergency Response Providers**

Planning will also include collaborating with community and regional emergency response providers such as police, fire, rescue, and public health departments. Organizations must be ready to handle emergency situations in each of the six critical areas, including:

- Having continuous training, drills, and review of exercises to ensure facilities are prepared if and when a disaster strikes
- Maintaining emergency generators to keep the electric power going during a power outage
- Accessing critical resources and assets, including materials, supplies, services, and government programs
- Planning for back-up methods of communication
- Planning to address increased security needs during a disaster
- Planning to address the needs of individuals during extreme conditions

**Emergency Preparedness Initiative (EPI)**

*a program of the National Organization on Disability (NOD)*

Following the attacks of September 11, 2001, NOD launched the Emergency Preparedness Initiative (EPI) to ensure that emergency managers address disability concerns and that people with disabilities are included in all levels of emergency preparedness including planning, response, and recovery. EPI offers national outreach, training programs to ensure that preparedness officials across the country include people with disabilities in their emergency planning, preparation, response and recovery activities at the community level. EPI works to
ensure that people with disabilities take an active role in emergency plan development and practice before, during, and after emergencies.


**Workplace Emergency Preparedness Program**

In 2009, EPI unveiled its new Workplace Emergency Preparedness Program (WEPP), an 8-step training program for businesses. This training and outreach program is delivered by qualified and experienced EPI staff and can be customized to fit any company’s needs. Core topics include Access, Inclusion, Representation, Disability Considerations, Pandemic Planning, Business Continuity, and Disability Sensitivity Awareness. Whether your business is just starting a workplace emergency program, or if you have a highly developed and integrated emergency operations center, WEPP can help to ensure that all employees are safe at work.

**Developing Partnerships**

The National Organization on Disability’s Emergency Preparedness Initiative (EPI) is continuing to build partnerships with non-profit organizations that hire people with severe disabilities, such as Mount Vernon–lee Enterprises (MVLE, Inc.) which provides employment and support services for people with disabilities. As a partner with the EPI national outreach and education program, MVLE is coordinating the compilation of over 50,000 packets of emergency preparedness materials, including posters, pamphlets, and a functional need planning guide and CD. These materials are being mailed to emergency managers, disability advocacy organizations, colleges and universities, medical facilities, businesses, government agencies and elected officials across the nation. For more information, go to [www.mvle.org](http://www.mvle.org)
Where to find more information on Emergency Preparedness

Emergency Preparedness Plan templates can be found at these sites:

www.teajf.org/grants/.../SAMPLE_EMERGENCY_PLAN.doc

ehs.wustl.edu/emergency/dptemplate.doc

http://www.state.sc.us/scdah/palmcop/template.htm

After getting to this link, click on "Emergency Procedures Flip Chart Template".

American Foundation for the Blind
www.afb.org  (212) 502-7600

American Red Cross
www.redcross.org  (or call your local chapter)

Easter Seals (s.a.f.e.t.y.First program)
www.easter-seals.org  (800) 221-6827

Federal Emergency Management Agency
http://www.fema.gov/preparedness/  (800) 480-2520

National Organization on Disability
www.nod.org/emergency
(202) 293-5960  (202) 293-5968 (TTY)

Telecommunications for the Deaf, Inc.
www.tdi-online.org  (301) 589-3786

U.S. Department of Homeland Security
www.ready.gov  (800) BEREADY

United Spinal Association
www.unitedspinal.org  (718) 803-3782
Severe Weather Preparedness

2010 Illinois Severe Weather Facts:

There are a number of severe weather hazards that affect Illinois, including thunderstorms, tornadoes, lightning, floods, and flash floods, damaging winds and large hail.

Tornadoes

- Most tornado damage paths in Illinois are less than 100 yards wide and a couple of miles long, but can be up to a mile wide and more than 60 miles long.
- The majority of Illinois tornadoes occurred between April 1 and June 30, and between the hours of 3 PM and 10 PM. However, they have occurred every month of the year and at all hours of the day.
- Nearly 30% of all tornadoes in Illinois occur after dark. It is CRITICAL that homes monitor severe weather conditions. A weather radio is an excellent way to do this.

- Illinois averages 43 tornadoes each year.
- There were 52 tornadoes reported in Illinois during 2009 which caused more than $25 million in damage and 27 people were injured. All the injuries occurred between March 8th and August 19th.

Tornado Preparedness

When a tornado is coming, you only have a short amount of time to make life or death decision. Advance planning and quick response are the keys to surviving a tornado.
Conduct tornado drills each tornado season. Designate an area in the residential home as a shelter and practice having everyone in go there in response to a tornado threat. If there is no basement, use an inner hallway or a small inner room without a window.

Know the difference between a "tornado watch" and a "tornado warning."

A tornado watch is issued by the National Weather Service when weather conditions are such that tornadoes are likely to develop. When a watch is announced, you should listen to the radio or television for further developments; keep a battery-powered radio on hand in case electrical power is lost.

A tornado warning is issued when a tornado has been sighted or indicated by radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television and wait for the "all clear" by the authorities.

If a Tornado strikes:

Indoors:

- Stay away from windows
- Go immediately to your predetermined shelter such as storm cellar, basement or the lowest level of the building, or if there is no lower level, then to the center of the room or an inside hallway where there are no windows.
- Stay away from corners because they tend to attract debris
- If possible, get under a piece of sturdy furniture such as a heavy table or desk and hold on to it.
- Use pillows, mattresses or cushions to protect our head and neck.
- Avoid wide rooms such as auditoriums, cafeterias or large hallways.
- Use your arms to protect your head and neck
- Watch for falling debris

Outdoors:

- Lie in a ditch or culvert.
- Use your arms to protect your head and neck. Stay aware of the potential for flash flooding.

In a Vehicle:
• Do **NOT** park under a bridge or overpass!

• If safe, get out of the vehicle immediately and take shelter in a nearby building.

• Never try to outrun a tornado in a vehicle. Heavy rain, hail and traffic may impede your movement. Tornadoes can change directions quickly and can easily lift up a vehicle and toss it through the air.

• As a **VERY** last resort, if there isn’t time to get indoors – or if there is no secure shelter nearby, you have one of two choices (1) get out of the vehicle and lie flat in a ditch, culvert, or low-lying area away from your vehicle or (2) stay in the vehicle with your seat belt fastened, and get as low as you can below the level of the windows.

**AFTER A TORNADO**

**Be extremely careful in areas of downed power lines or natural gas leaks.**

**Gas leaks:** If you smell the putrid odor of leaking gas, vacate the home immediately and call 911. Torches, electrical sparks and cigarettes could cause an explosive fire if there is a leak. Do not turn on any light switches.

**Electrical hazards:**
Check utility lines and appliances for damage. If electrical wiring appears damaged, turn off the current at the main fuse box or circuit breaker.

**Structural damage.** Watch for falling debris and the possibility of collapse.

**Water Pipes:** If water pipes are damaged, do not use water from the tap; it may be contaminated. Damaged sewage systems should be serviced as soon as possible - they are health hazards.
Severe Thunderstorms

Terms:

- **Severe Thunderstorm Watch:** Severe thunderstorms are possible. Watch the sky and listen to the radio or television for more information. Be prepared to take shelter.

- **Severe Thunderstorm Warning:** Severe thunderstorms will be approaching or are occurring. They produce damaging winds in excess of 60 mph and/or hail 1 inch in diameter or larger. Seek safe shelter. Turn on a battery-operated radio or television to receive warning and severe weather statements.

- Wind gusts from severe thunderstorms can do as much or more damage than many tornadoes!

- Check the weather forecast before leaving.

During a Thunderstorm:

- Stay away from all windows and doors during the storm.

- Monitor the radio or television for the latest weather information.

- Avoid using a corded telephone or other electrical appliances.

- Turn off air conditions. If lightning strikes, a power surge could damage the compressor.

- Delay taking baths or showers.

- If outdoors, seek shelter IMMEDIATELY!

- If you are driving, pull safely to the shoulder away from trees and power lines.

- If no shelter is available, find a low spot away from trees and power poles.

Flooding

During a Flood:

- People lose their lives by attempting to drive over a flooded roadway. The speed and depth of the water is not always obvious. There may be a hidden portion of the roadway washed out under the water. Two feet of water will carry away most automobiles.
• Monitor the radio or television for the latest weather information.
• Move valuable household possessions to the upper floor or move to another location if flooding is imminent and time permits.
• If instructed to do so by local authorities, turn off utilities at their source.
• Listen to a battery-operated radio for evacuation instructions.
• If advised to evacuate, do so quickly. Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.
• Follow recommended evacuation routes.

Lightning
Facts:

• On average, 58 people are killed by lightning in the United States each year. This is more than those killed by tornadoes (55) and hurricanes (47).
• It is estimated that more than 1,000 people are injured by lightning strikes in the United States each year.
• In 2009, 34 people were killed by lightning strikes in the United States. Nearly 60% of the fatalities occurred in open areas outdoors, while 15% of those killed were standing under a tree.
• Ninety-nine people have been killed by lightning in Illinois in the past 49 years.
• Lightning strikes caused an estimated $2 Million in damage to personal property in Illinois during 2009.
• Lightning results in an economic impact of about $5 Billion in the U.S. each year.
• It is also one of the leading causes of forest fires.
• On average, about 67% of lightning fatalities and injuries occur outdoors at recreation events (baseball games, soccer games, lakes, and on golf courses), and under or near trees.

The odds of an individual being a lightning casualty are about 280,000-to-one in any given year in the United States. The odds of winning the lottery are a HUNDRED times greater!
A substantial building offers the best protection from lightning. Open shelters, carports, garages and sheds are designed to protect people and property from rain and sun – **NOT** lightning.

There are three main ways lightning enters a building:

1. A direct strike
2. Through wires or pipes that extend outside the building
3. Through the ground

Once in a structure, the current from a lightning strike can travel through electrical lines, plumbing, phone lines, and radio or TV reception systems. Lightning can also travel through any metal wiring or bars in concrete walls or flooring.

- **AVOID CONTACT WITH CORDED PHONES**
- **STAY AWAY FROM WINDOWS AND EXTERIOR DOORS**
- **STAY OFF OF PORCHES AND DECKS**
- **AVOID CONTACT WITH ELECTRICAL EQUIPMENT OR CORDS**
- **STAY AWAY FROM PLUMBING AND PLUMBING APPLIANCES**
- **BE ALERT FOR DIRECT LIGHTNING STRIKES**

**Emergency Supply Kit**

A disaster of any kind may interfere with normal supplies of food, water, heat and day-to-day necessities. It is important to keep a stock of emergency supplies on hand.

**An emergency supply kit should include the following:**

- A battery powered radio, weather radio, and flashlights, with extra batteries
- Bottled drinking water – one gallon per day per person with at least a three-day supply for each person
- Canned or sealed packaged foods that do not require refrigeration or cooking (at least a three-day supply)
- Non-electric can opener, utility knife and mess kits
- Paper towels, toilet paper, soap and detergent
- Household laundry bleach (unscented)
- A blanket or sleeping bag for each person
- One change of clothing and footwear per person
- Fire extinguisher
• Shut-off wrench, to turn off household gas and water
• Signal flare, matches and whistle
• Cell phone and extra battery
• An extra set of car keys and a credit card, cash or traveler’s checks
• A list of family physicians
• First-aid kit and manual
• Medications or special foods needed by individuals such as insulin, heart medication, dietetic food and baby food (Do not store in the kit for long period of time but add at the last minute)
• If needed – Ensure and Depends
• Denture needs, extra eye glasses and contact lens supplies
• You can store additional water by filling bathtubs and sinks with water if an emergency is declared.
• Clean water is also available in toilet tanks, presuming chemicals and other cleaning agents are not used in the water tank.

For additional information go to:

Illinois Emergency Management Agency website at http://www.state.il.us/iema

Sources of Weather and Weather Safety Information

For additional information on severe weather or other hazards, contact the following:
• Your local Emergency Management Agency (EMA/ESDA)
• Your local chapter of the American Red Cross (ARC) or www.redcross.org
• The nearest office of the National Weather Service (NWS)

National Weather Service Forecast Office websites:
Davenport, IA www.weather.gov/davenport
Romeoville, IL www.weather.gov/chicago
Lincoln, IL www.weather.gov/lincoln
St. Louis, MO  www.weather.gov/stlouis
Paducah, KY  www.weather.gov/paducah

**Illinois Emergency Management Agency**
website at http://www.state.il.us/iema
State of Illinois  www.ready.illinois.gov

Source:  Illinois Emergency Management Agency
FIRE SAFETY

Fire is the most dangerous household accident. Injury and death result from smoke inhalation, burns, and heat. Smoke inhalation causes most of the deaths. Modern plastics do not burn quickly, but they produce large amounts of very toxic smoke. Fire and smoke are especially dangerous for people who do not make quick decision, or who move slowly.

Fire is a chemical reaction. A fire requires three elements in order to burn: oxygen, heat, and fuel. When heat (such as a spark from a cigarette or badly maintained electrical equipment) occurs in the presence of a fuel (such as paper) and the oxygen that is found in regular air, a fire can easily occur.

Under special conditions, when the fuel is a chemical rather than paper, an explosion can occur in addition to the fire.

The fire triangle can help you remember the three ingredients needed to make a fire burn. If one of the three critical elements (fuel, oxygen, or heat) is missing, there can be no fire. In many situations, you can help to prevent a fire if you remember this fact—for example, if you remember to store cleaning chemicals or other fuel away from heat sources or equipment that might make a spark.

Fire Hazards

1. No means of exit.
2. Exit is not appropriate for the individual.
3. No escape plan (or inappropriate escape plan).
4. Individuals do not know the escape plan.

5. No alternate means of escape.

6. No working smoke detectors.

7. Smoke detectors not well located.

8. No working fire extinguishers.

9. No one knows how to properly use the fire extinguisher.

10. Flammable materials stored in unsafe locations.

11. Poor smoking habits.

**Plan Your Escape**

Smoke alarms can cut your risk of dying in a home fire nearly in half, but you have to know what to do when they go off.

Every home should have an escape plan and all the employees and residents should practice the escape plan at least twice a year. First develop and practice a fire evacuation plan. In an emergency, follow the escape plan. Stay close to the floor where there is more oxygen but less heat and smoke. Take short breaths. Cover your face and hair with a wet cloth. Open individuals’ doors with extreme caution. Never open a hot door. If possible, close all doors and windows when evacuating a room. Meet at a preselected place outside the building. Determine if all the people are present. Do not reenter the building until it is safe.

**Make a Plan**

Draw a floor plan of your facility, marking two ways out (including windows) of every room, and decide on the best escape routes. Pick an outside meeting place, preferably in front of your home and tell everyone to meet there after they've escaped, so you can count heads and tell firefighters if anybody's trapped inside.

**Practice Your Plan**

It is also recommended and required by rules that a responsible person, such as a house or site manager, conduct a “walking safety tour” at least every six months. What is a walking safety tour? It’s merely a systematic way to ensure that your site is not only pleasing to look at, but also safe. Every household should have a fire escape plan, but practice is essential; there's no time to lose in a fire emergency. Practice your escape plan at least twice a year. Make your exit drills realistic. Pretend that some exits are blocked by smoke or fire and practice using alternative escape routes.
If you are caught in a fire, remember:

Heat rises carrying smoke with it, so air will be cooler and cleaner near the floor during a fire. If you run into smoke, try another escape route. If you must exit through the smoke, crawl on your hands and knees and keep your head close to the floor.

**Stop Drop and Roll**

If your clothes catch on fire, stop where you are. Don’t run. Drop to the ground, cover your face with your hands, and roll over and over to smother the flames. Cool the burned area with water.

**Test Doors before Opening Them**

Kneel or crouch and touch the door with the back of your hand. If the door is warm, use another escape route. If it’s completely cool, put your shoulder against the door and open it slowly. Be prepared to slam it shut if there's smoke or flame on the other side.

**Other Fire Evacuation Considerations**

- Always crawl or stoop low in leaving a smoky environment to stay above the heat and toxic gases.
- Keep doors and windows closed.
- When evacuating a non-ambulatory individual, make sure his/her head is as low as possible.
- Smoke follows the path of least resistance. Know your building and predict where and how smoke will travel. Use this information in your evacuation plan.
- NEVER re-enter a burning building once you and others have made it outside.
- If trapped in a room, seal the doors and vents to prevent smoke from entering.
- If trapped in a room, hang a bed sheet/blanket/etc. from the window. This is the universal sign to request help.
Remember to RACEE

If you smell smoke or discover a fire at your site, you should do the following in the order outlined:

- **Remove/Rescue** the resident and anyone else in immediate danger.
- **Alert** the fire department by calling **911** (or local emergency number) from a phone out of harms way.
- **Contain** the fire by closing the doors between you and fire.
- **Extinguish** the fire, by using the proper type of fire extinguisher, when appropriate or if it is small and easy to contain.
- **Evacuate** (leave) the building immediately.

![Figure 3. Remember the sequence of critical actions in case of fire.](image)

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Source: Illinois Department of Human Services, Bureau of Training and Development through its license with NetLearning, a part of Cengage Learning.
Fire Drills

When an alarm sounds for a fire drill or a real fire, follow the instructions provided by your facility. After a fire drill or an evacuation drill, everyone’s response to the fire drill is reviewed and evaluated so improvements can be made in future drills or in the case of an actual fire.

- Review agency policy and procedure on disaster drills to ensure compliance with rule requirements and agency philosophy.
- Write a drill schedule for the entire year, including the dates each type of drill should be run and on what shift it should occur.
- Ensure staff is following the drill schedule by checking documentation the following day.
- Follow up on any problems that may have occurred during the drill. Then check the documentation next month to see if they reoccur.
- If your system is hard wired to an alarm company, check with them for any reception problems.
- Run a surprise drill by not telling any staff or residents. If there are problems during this drill, it may be an indication that staff is not properly implementing fire & disaster drills.

REMEMBER – DO THE DRILL NO MATTER WHAT!

Fire and Evacuation Drill Statutory Requirements

ICFDDs

ICFDD’s disaster preparedness, fire and evacuation drill requirements include the following:
• **Fire drills shall be held at least quarterly** for each shift of facility personnel. Disaster drills for other than fire shall be held **twice annually** for each shift of facility personnel. Drills shall be held under varied conditions. . .

• Fire drills shall include simulation of evacuation of residents to safe areas during at least **one drill each year on each shift**.

• Each facility shall establish and implement policies and procedures in a written plan to provide for the health, safety, welfare and comfort of all residents when the heat index/apparent temperature, as established by the National Oceanic and Atmospheric Administration, inside the residents’ living, dining activities, or sleeping areas of the facility exceeds a heat index/apparent temperature of 80 degrees F.

Source: JCAR Administrative Code, Title 77, Chapter I, Section 350.690 a) through j)

**CILAs**

CILA fire and evacuation drill requirements include the following:

• Each living arrangement shall have a smoke detection system which complies with the Smoke Detector Act [425 ILCS 65].

• There shall be documentation that living arrangements are inspected quarterly by the licensed CILA agency to insure safety, basic comfort and compliance with this Part.

• The agency shall develop, implement and maintain a disaster preparedness plan which shall be reviewed annually, revised as necessary and ensure that records and reports of fire and disaster training are maintained.

• **Evacuation drills are conducted at a frequency determined by the agency to be appropriate based on the needs and abilities of individuals served by the particular living arrangement but no less than on each shift annually.**

• Special provisions shall be made for those individuals who cannot evacuate the building without assistance, including those with physical disabilities and individuals who are deaf and/or blind.

• Evacuation drills shall include actual evacuation of individuals to safe areas.

• At least one approved fire extinguisher shall be available in the residence, inspected annually and recharged when necessary.

• First aid kits shall be available and monitored regularly by the agency.

Source: JCAR Administrative Code, Title 59, Chapter I, Section 115.300 and Environmental Management of Living Arrangements, a) through e) and rules of the Office of the State Fire Marshal at 41 Ill. Adm. Code 100 and any local fire codes that are more stringent than the NFPA as enforced by local authorities or the Office of the State Fire Marshal.
Other CILA Statutory Requirements Pertaining to Safety and Basic Comfort

CILAS are also required to provide persons served with the following:

- **Bathrooms**: At least one bathroom shall be provided for each four individuals.
- **Bedrooms**: Each single individual bedroom shall have at least 75 square feet of net floor area, not including space for closets, bathroom and clearly definable entryway areas. Each multiple bedroom shall accommodate no more than two individuals and each bedroom for two individuals shall have at least 55 square feet of net floor area.
- **A fire-graded mattress and box springs that is suitable to the size of the individual, if beds are provided by the agency.**
- **At least one outside window**

Source: JCAR Administrative Code, Title 59, Chapter I, Section 115.300 Environmental Management of Living Arrangements, a) through e),

Day Training

Day training facilities’ fire and evacuation drill requirements (in part) are as follows:

- Buildings used by the provider for the program shall conform with Chapters 28, 29 and 31 (specifically Section 31-1.1 through 31-1.6 of Chapter 31) of the NFPA 101, Life Safety Code (National Fire Protection Association, 1988)
- The provider shall develop, implement and maintain a disaster preparedness plan which shall be reviewed annually, revised as necessary and ensure that . . .
- A record of actions taken to correct noted deficiencies in disaster drills or inspections is maintained.
- Evacuation drills are conducted at a frequency determined by the provider based on the needs and abilities of the individuals served.
- Evacuation drills occur at least annually.
- Special provisions are made for those individuals who cannot evacuate the building without assistance, including those with physical disabilities and individuals who are deaf and/or blind.

Source: P JCAR Administrative Code, Title 59, Chapter I, Section 119.255 a) through e)

Fires are classified by the type of fuel that causes the fire:
Fire Extinguishers

Fire extinguishers should be available in your facility. All personnel are required to be properly instructed in the use of these fire extinguishers. Various types of fire extinguishers are designed for different types of fires.

There are five different types of fire extinguishers, one for each type of fire. Class A, B, C, and K fire extinguishers are the types normally found in health care facilities.

**CLASS A:** Class A fires involve common combustibles such as wood, paper, cloth, rubber, trash and plastics. They are common in typical commercial and home settings, but can occur anywhere these types of materials are found.

**CLASS B:** Class B fires involve flammable liquids, gases, solvents, oil, gasoline, paint, lacquers, tars and other synthetic or oil-based products. Class B fires often spread rapidly and, unless properly secured, can re-flash after the flames are extinguished. Never store volatile liquids in closed areas such as car trunks, garage cabinets, or basement rooms where there is no air circulation. Do not store volatile liquids near a furnace or an open flame. Discard any rags, cardboard or newspapers that have absorbed volatile liquids.

**CLASS C:** Class C fires involve energized electrical equipment, such as wiring, controls, motors, data processing panels or appliances. They can be caused by a spark, power surge or short circuit and typically occur in locations that are difficult to reach and see. Electrical malfunctions are a major cause of fires. Wires overheat when too many appliances are operated off extension plugs in one outlet. Frayed and cut electrical cords can cause both electrical shock and fire. Replacing blown fuses with new fuses of higher amperage can cause wires to overheat. Staff should be able to identify potential
problems; i.e. fuses or circuit breakers that trip repeatedly indicate trouble; unusual odors coming from appliances indicate a malfunction. Staff should identify problems but in general, you should consult an electrician when problems are detected.

**CLASS D:** Class D fires involve combustible metals such as magnesium and sodium. Combustible metal fires are unique industrial hazards which require special dry powder agents.

**CLASS K:** Class K fires involve combustible cooking media such as oils and grease commonly found in commercial kitchens. The new cooking media formulations used form commercial food preparation require a special wet chemical extinguishing agent that is specially suited for extinguishing and suppressing these extremely hot fires that have the ability to re-flash.

Many fires are also caused by defective or misused heating equipment. Fires often occur in cold weather when heating systems are pushed beyond capacity. All gas, oil, and electrical heating systems should be inspected each year.

(Note: Although ABC and BC Dry Chemical extinguishers can control a fire involving electronic equipment, the National Fire Code (NFPA 75-1999 edition), Section 6-3-2, specifically advises against dry-chemical extinguishers for fires involving computers or other delicate electronic equipment due to the potential damage from residues.

Standard for the Protection of Electronic Computer/Data Processing Equipment 6-3.2 Listed extinguishers with a minimum rating of 2-A shall be provided for use on fires in ordinary combustible materials, such as paper and plastics. Dry chemical extinguishers shall not be permitted."

If you use a fire extinguisher on a fire, remember to PASS in order to use the fire extinguisher properly:

- Pull the pin.
- Aim at the base of the flame.
- Squeeze the handle.
- Sweep from side to side.

**Portable Fire Extinguishers**

Portable fire extinguishers are your best defense against a small fire. Fire extinguishers for home use are not intended to fight large or spreading fires.
There are local building codes that are required as well as NFPA 101, Life Safety codes that would apply to living arrangements under Rule 115.300. NFPA 1 provides the fire codes information while NFPA 10 contains the regulation on the portable fire

**Installation/ Maintenance**

*Ask the Fire Department for advice on where to locate fire extinguishers at your facility and to inspect them periodically.* Extinguishers should be installed in plain view, above the reach of small children, near an escape route and away from stoves and heating appliances. Extinguishers require routine care. Read you operator’s manual and ask your dealer how your extinguisher should be inspected and serviced. Rechargeable models must be serviced after every use. (Service companies are listed in the Yellow Pages under "Fire Extinguishers.") Disposable fire extinguishers can only be used once and must be replaced after use.

**Smoke Detectors**

Lives can be saved when smoke detectors are properly installed and maintained. Most areas require smoke detector installation for new structures. Smoke alarms can cut your risk of dying in a home fire nearly in half, but people must know what to do when they go off.

**Choice of Detectors**

There are several types of smoke detectors available. Some run on batteries, some run on household current and others get their main power source form the household current with a battery back up in the event of a power failure.

There are several ways smoke detectors operate. Some use an "ionization" sensor that detects slow smoldering fires, some use a "photoelectric" sensor that detects flame. There are also combination detectors that use "ionization" and "photoelectric" sensors.

**How Many**

Minimum protection requires a smoke detector outside each sleeping area and on every level of the home. Be sure everyone sleeping in your home can hear your smoke detector alarms with bedroom doors closed.
Smoke detectors are not recommended for kitchens, bathrooms, or garages where cooking fumes, steam, or exhaust could set off false alarms or for attic and unheated spaces, where humidity and temperature changes might affect a detector's operation. Your local fire department can provide advice on smoke detectors.

For people who are hearing impaired, consider smoke detectors that vibrate.

**Installation and Maintenance**

Check with your local fire department for advice on where to install smoke detectors. Also refer to the State Fire Marshall’s web site.

Test your smoke detectors weekly and replace the batteries twice a year. Many battery powered smoke detectors "chirp" or give some type of audible signal when their battery power is low.

Clean your smoke detectors at least once a year. Dust and cobwebs can reduce a detector's sensitivity to smoke. The life expediency for any type of smoke detector is about 10 years. If you have smoke detectors that are older than 10 years they need to be replaced.

Complete information about smoke alarms is covered under the Smoke Detector Act, Illinois Chapter 425 (425 ILCS 60/1)

**Carbon Monoxide Detectors**

Carbon monoxide detectors are true life savers. Carbon monoxide (CO) is:

- a colorless, odorless, and tasteless gas or liquid
• It results from incomplete oxidation of carbon in combustion.
• It burns with a violet flame.
• It is slightly soluble in water
• It is soluble in alcohol and benzene.

**Sources of carbon monoxide**

• Unvented kerosene and gas space heaters
• Leaking chimneys and furnaces
• back-drafting from furnaces, gas water heaters, wood stoves, and fireplaces; gas stoves; generators and other gasoline powered equipment
• automobile exhaust from attached garages
• tobacco smoke.
• Incomplete oxidation during combustion in gas ranges and un vented gas or kerosene heaters may cause high concentrations of CO in indoor air.
• Worn or poorly adjusted and maintained combustion devices (e.g., boilers, furnaces) can be significant sources, or if the flue is improperly sized, blocked, disconnected, or is leaking.
## Disaster Preparedness Rules

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>CILA (Rule 115)</th>
<th>DT (Rule 119)</th>
<th>ICFDD (Rule 350,370)</th>
<th>CARF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Extinguishers</strong></td>
<td>At least one at each site which staff can locate and use. Inspected annually.</td>
<td>Same as Rule 115</td>
<td>All personnel must be properly instructed in its use. Practice during drills.</td>
<td>Check regularly.</td>
</tr>
<tr>
<td><strong>Diagram of Evacuation Route</strong></td>
<td>Same as Rule 119.</td>
<td>Special provisions for individuals who cannot evacuate without assistance.</td>
<td>Must be posted and made familiar to all personnel employed.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Severe Weather</strong></td>
<td>Plan reviewed annually and revised as necessary. Staff know how to react. Drills no less than annually on each shift.</td>
<td>Same as Rule 115.</td>
<td>Written plan developed. Drills held twice annually for each shift. Written evaluation of effectiveness.</td>
<td>Plans comply with local requirements. And are known by individuals, staff, etc. Held at least quarterly, not necessarily evacuation. Corrective actions documented. Have earthquake kit.</td>
</tr>
<tr>
<td><strong>Fire Drills</strong></td>
<td>Plan reviewed annually and revised as necessary. Staff know how to react. Drills (incl. actual evac) no less than annually on each shift. Plan of correction for inefficiency or problems.</td>
<td>Same as Rule 115.</td>
<td>Held at least quarterly on all shifts. Written evaluation of effectiveness.</td>
<td>Plans comply with local requirements and are known by individuals, staff, etc. Held at least quarterly, not necessarily evacuation. Corrective actions documented.</td>
</tr>
<tr>
<td><strong>Disaster Requiring Relocation</strong></td>
<td>Disaster drills should include actual evacuation of individuals to safe areas.</td>
<td>Same as Rule 119</td>
<td>Written plan for bedrooms below 55 degrees or over 80 degrees. Actual evacuation to safe areas at least once a year.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Retain records and reports, including plan of correction. Staff and volunteers trained. Safety, fire, and disaster procedures.</td>
<td>Keep records of fire and disaster training. Safety, fire and disaster procedures. Must have CPR, Heimlich, and First Aid Training.</td>
<td></td>
<td>Training for individuals, staff, volunteers, etc. Document.</td>
</tr>
<tr>
<td><strong>Emergency Phone numbers</strong></td>
<td>Readily Available</td>
<td>Readily Available</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Smoke Detectors</strong></td>
<td>Must comply with Smoke Detector Act (425 ILCS 65)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Mattresses &amp; Box Springs</strong></td>
<td>Should be fire grade.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>First Aid Kits</strong></td>
<td>Available and monitored regularly</td>
<td>First Aid kit should be equivalent to the American Red Cross First Aid Kit</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Buildings</strong></td>
<td>Same as Rule 119</td>
<td>Conform with NFPA, Life Safety Code</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Disaster Plan</strong></td>
<td>Must be reviewed annually</td>
<td>Same as Rule 115</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Know the Person's Risk Management Plan

Be aware of all habits and potential behaviors of the adults or children in the home that can present dangers such as:

- Self abuse
- Pica behavior.
- Lighting fires
- History of aggressive/abusive behaviors

Assure there is proper supervision based on the needs of the individuals.

The information on the following pages will help them stay safe.

Emergency Drills and Training Programs

Through drills and other training programs, your facility will practice what to do in the case of an emergency. For example, prepare exercises which staff members will practice following emergency procedures for dealing with a power outage during severe cold or hot weather conditions. Every facility’s plan and drills will be designed to address the specific needs of the facility and the possible hazards that may surround the facility.
Staff Physical Limitations and Training

1. Know the physical limitations of your staff and assign work based on this knowledge. Do not expect staff to perform activities unless you know they have the necessary physical capabilities to perform the activity.

2. Make sure staff knows how to perform a task (i.e., turning on a generator in the event of a power outage; using a Hoyer lift; transferring people who are non-ambulatory). Be aware of any hazards associated with a task. Knowledge about tasks is necessary before attempts are made to do them.

3. Competent skill levels reduce accidents. People should be trained to perform job duties to the best of their abilities.

4. Skills repeated over and over become habits. Safe habits become automatic safety measures.

5. Develop a concern about safety. A concerned but realistic attitude toward safety will decrease unsafe behavior and reduce the likelihood of accidents.

DHS Surveyors’ Recommendations on Fire Drills

You are required by law and Rule(s) to practice fire drills at your facility. When conducting drills, remember:

- During a drill, practice what is written in the evacuation procedures. If they don’t result in a successful outcome, evaluate the reasons and amend the procedures.

- Record actual time of day the drill began, the length of time it took to clear the site, and the time it took for all individuals to reach the agreed upon meeting place.

- Be sure to document what was done to correct a problem, not just identify the problem in the follow up documentation.
• If multiple individuals at the site need physical assistance, how and/or in what order are staff to assist.

• When planning drills, not only should they be timed during different shifts, but also during various activities.

• If your agency changes a procedure in writing in order to correct a problem, you are responsible for implementing that change.

• You may want to incorporate rule language when writing policies and procedures.

• Whenever possible, teach individuals to use safety devices (drop down ladders, fire extinguishers, etc.) IN CASE STAFF ARE UNABLE TO ASSIST THEM DURING AN EMERGENCY.

Documentation of a disaster drill should include:

• what time of the day the drill occurred. Be sure and put PM or AM- and the specific time. Be precise about the shift.

• what activity was occurring at the time of the drill.

• how long it took to evacuate.

• listing of who was present by name (staff and individuals).

• citation of problems.

• defining resolutions to problems.

• Weather conditions

• Exits purposely
Food Safety Guidelines

The law requires that if you prepare and/or serve food as part of your job that you be trained and use proper care.

Unsafe Foods

Foods becomes unsafe when it is contaminated with harmful things such as:

- micro-organisms
- Bacteria – Salmonella in eggs or chicken
- Viruses – Hepatitis A
- Parasites – Tricanosis in undercooked pork
- Fungi – molds such as in blue cheese
- physical objects such as broken glass, packing material, metal shavings, chemicals, dish soap, and other cleaning supplies

Careful shopping can help you avoid purchasing foods that are unsafe; or could become unsafe:
• Shop for shelf-stable items first (shelf-stable refers to unopened canned, bottled, or packaged food products that can be stored at room temperature before opening; the contents may require refrigeration after opening.)

• Add the frozen and refrigerated foods to your cart last, especially during the summer months.

• Check “sell by” and “use by” dates on dairy products, eggs, cereals, canned foods and other goods. Select only the freshest products.

• Check packaging dates and “use by” dates on fresh meats, poultry and seafood. Do not purchase if they are outdated.

• Do not use damaged, swollen, rusted, or deeply dented cans. Check that packaged and boxed foods are properly sealed.

• Avoid unpasteurized juice (unless prepared at home with washed produce).

• Choose shelf-stable salsa rather than salsas found in the refrigerator section of the grocery store.

• Avoid unpasteurized milk, yogurt, cheese, and other unpasteurized milk products.

• Do not use foods with any mold present. Throw away the entire food packages or containers with any mold present, including yogurt, cheese, cottage cheese, fruits (especially berried), vegetables, jelly, bread, cereal and pastry products.

• Avoid unrefrigerated, cream and custard-filled pastry products such as fresh bakery items such as cream-filled doughnuts, cream pies, crème puffs, etc. Commercial, shelf-stable items are allowed.

• Avoid foods from “reach in” or “scoop” bulk food containers if it will not be cooked prior to consumption.

• Do not use cracked eggs.

• Place meat, poultry and fish in plastic bags. Ask to have these items placed in separate bags from the fresh produce and ready-to-eat foods when at the checkout stand.

• Wash the tops of canned goods before opening. Clean the can opener after each use.
Keeping Foods Safe

Fruit and Vegetable Handling
All fresh produce (whether organic, natural or general produce) may carry dangerous bacteria or other organisms that can cause food borne illness from handling, fertilizers, pesticides, etc. The term “organic” or “natural” refers to growing without the use of chemical fertilizers or pesticides, and has no relationship to the cleanliness of the produce and may contain bacterial contamination from natural fertilizers (such as animal manure).

Use the following guidelines for handling all raw produce, including organic, organically grown, “natural” and general produce:

- Refrigerate fruits and vegetables promptly.
- Do not purchase produce that has been cut at the grocery store (such as melon or cabbage halves). This is particularly true for produce that will not be cooked prior to eating.
- Rinse produce thoroughly under clean, running water just before use, including produce that is to be peeled (such as bananas, melons and oranges) or cooked. Do not wash fruits and vegetables with soaps, detergents or chlorine bleach solutions. Produce can absorb these cleaning agents.
- Commercial produce rinses (such as Fita Fruit and Vegetable Spray) are not recommended since they have not been shown to be more effective for removing bacteria off the produce than washing under running water.
- Scrub produce that has a thick, rough skin and rind (such as cantaloupe for potatoes) or visible dirt on the surface using a clean vegetable scrubber.
- Rinse leaves of leafy vegetables such as lettuce, spinach, cabbage) individually under running water.
- Packaged salads, slaw mixes and other prepared produce, even when marked pre-washed, should be rinsed again under running water. A colander or salad spinner can make this easier.
- Do not eat raw vegetable sprouts such as alfalfa sprouts, mung bean sprouts, etc. because of the high risk of Salmonella and E. coli contamination.

Personal Hygiene

Food borne illness is a disease that is carried or transmitted to people by food. Bacteria are the cause of foodborne illness. Food borne illness is occurring with increasing
A food borne illness is any illness caused by eating a food that is contaminated with a bacteria, virus, mold or parasite. Examples of organisms that can cause a food borne illness are E. coli, Salmonella, and Listeria. Sources of food borne illness or “food poisoning” may be the food handler, the environment (such as a contaminated work surface) or the food itself.

**Wash hands.**
Everyone preparing food should wash their hands before handling food and after handling raw meat. Ensure that soap and paper towels are always available. Follow good hand washing procedures.

**Make sure direct care staff wash their hands:**
- When they come to work.
- Before touching:
  - Food
  - A person’s medicine
  - Kitchen utensils and equipment
  - Someone’s skin that has cuts, sores or wounds
  - Before putting on disposable gloves
- After:
  - Using the bathroom
  - Sneezing, coughing or blowing one’s nose
  - Touching one’s eyes, nose, mouth or other body parts
  - Touching bodily fluids
  - Touching someone’s soiled clothing or bed linens
  - Providing assistance with medications
  - Removing and disposing of used disposable gloves
  - Touching anything else that could be contaminated with germs
  - Smoking

**How to Prepare and Serve Safe Food**
Many of the pathogens or bacteria that cause foodborne illnesses are very hard to get rid of, but their spread can be controlled by careful food preparation. These basic principles can be followed to prepare food and keep it safe.

1. **Fruits and Vegetables:** Rinse raw produce under running water. Don’t use soap, detergents or bleach solutions. For thick or rough skinned vegetables and fruits, use a small vegetable brush to remove surface dirt.

2. **Surface Cleaning:** Consider using paper towels to clean up kitchen surfaces and throw the germs away with the towels. If you use cloth towels, launder them often using hot water.
3. **Wash your cutting boards, dishes, utensils and countertops** with hot, soapy water after preparing each food item and before you go on to the next food. Whenever possible, dishes should be washed in a dishwasher. If this is not possible, use one teaspoon of liquid chlorine bleach per quart of clean water to sanitize surfaces. The bleach solution needs to sit on the surface to be sanitized for about 10 minutes to be effective.

4. **Replace excessively worn cutting boards.** Bacteria can grow in the hard-to-clean grooves and cracks.

5. **Wipe up spills in your refrigerator immediately.** Clean refrigerator surfaces with hot, soapy water and cutting boards, utensils, sponges, countertops often. Wash hands before handling food. As you prepare food, wash hands often with soapy water and keep everything clean that is in contact with food.

6. **Prevent cross contamination.** Raw food can have bacteria on it that can contaminate other foods. Safely separate raw meat, poultry and seafood from other foods in your grocery store cart and in your refrigerator. If possible, use two cutting boards; one for raw meat and one for fresh fruits and vegetables. If not, sanitize the board after using it for cutting raw meat. Wash hands, utensils, cutting boards, and work surfaces with hot soapy water after contact with raw meat and poultry.

7. **Cook foods to proper temperatures.** Meats should be cooked to an internal temperature of 165 degrees F. Whole poultry should be cooked to 180 degrees F. Leftovers should be reheated to 165 degrees F and leftover sauces, soups and gravies should be brought to a boil. Use a meat thermometer to check temperatures. Never cook meat in an oven below 325 degrees F. Meat should not be pink and juices should be clear. If reheating foods, they should also reach a temperature of 165 degrees F or come to a full rolling boil. If foods should be served cold, be sure they remain cold and not at room temperature.

8. **Refrigerate all leftovers promptly.** Use containers that are shallow, and do not stack on other containers. This allows the cool refrigerated air to circulate and cool the food quickly. Take extra care to be sure that dense foods, like stew, and large pieces of meat are broken down into small enough pieces to cool quickly.

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1. National Center for Disease Control, Center for Disease Control and Prevention

**Do not Cross-Contaminate**

- Use a clean knife for cutting different foods (for example, use different knives for cutting meat, produce and bread).
- During food preparation, do not taste the food with the same utensil used for stirring.
- In the refrigerator, store raw meat separately from ready-to-eat foods.
- When grilling, always use a clean plate for the cooked meat.

**Tools for Food Safety**

- Food and refrigerator thermometers
- Hand soap
- Clean towels (cloth or paper)
- Bleach solution* (for washing countertops, cutting boards and other items)

*Dilute Bleach Solution: Mix 1/3 cup unscented household bleach with 3 1/3 cups of water (This will make a total of 3 2/3 cups of bleach solution.)

**Cooking and Food Temperature**

**Cooks Foods Adequately:**

- Insert the meat thermometer into the middle of the thickest part of the food to test for doneness. The entire part of the stem, from the dimple to the tip, must be inserted into the food. For thin foods, insert the thermometer sideways. (Also, follow the manufacturer’s instructions.)
- Test a thermometer’s accuracy by putting it in boiling water. It should read 212° F.
- A refrigerator thermometer should be placed on a shelf toward the back of the refrigerator. It should read 40° F.
- Cook meat until it is no longer pink and the juices run clear. These are signs that the meat may be cooked to a high enough temperature. However, the only way to be sure that the meat has been cooked to the proper temperature is to use a food thermometer (See Table 1 on the next page).
- Thoroughly heat hot dogs until steaming (165° F) before eating.
- Do not eat raw or lightly cooked eggs or soft boiled eggs
• Do not eat uncooked foods containing raw or undercooked eggs, such as raw cookie dough, cake batter or salad dressings containing raw or coddled eggs.

• Hold food at safe temperatures: hot food above 140° F.

Microwave Cooking

• Microwave cooking can leave cold spots in food where bacteria can survive. Rotate the dish a quarter turn once or twice during cooking if there is no turntable in the appliance.

• When heating leftovers, use a lid or vented plastic wrap to cover them. Stir several times during reheating. When the food is heated thoroughly (to a minimum of 165 o F) cover and let sit for 2 minutes before serving.

• Use caution when removing hot liquids from the microwave. According to General Electric, microwaved water and other liquids do not always bubble when they reach the boiling point. They can actually get superheated and not bubble at all. The superheated liquid will bubble up out of the cup (much like a carbonated liquid that has been shaken) when it is moved or when something like a spoon or tea bag is put into it. To prevent this from happening, do not heat any liquid more than two minutes per cup. After heating, let the cup stand in the microwave for thirty seconds before moving it or adding anything into it.
**Thawing Frozen Foods**

Frozen foods must be thawed in a manner so that the growth of bacteria will be inhibited.

There are four (4) methods considered acceptable ways of thawing:

1. Thaw frozen foods in the refrigerator. Always thaw so that any melting liquid from the food doesn’t cross-contaminate ready-to-eat foods in the refrigerator. Thaw on a lower shelf in the refrigerator to avoid cross contamination.

2. Frozen foods may be thawed under cold running water. (Never place frozen foods in sitting water to thaw.)

3. Frozen foods may be thawed in the microwave and then cooked immediately. It would not be acceptable to thaw in the microwave and then refrigerate before cooking at a later time.

4. Frozen foods may be cooked directly from the freezer to the proper internal cooking temperature. However, it would not be acceptable to cook large frozen items such as a turkey....

**Storing and Reheating Leftovers**

1. Always wash hands before handling food.

2. Use food-grade storage containers.

3. Large quantities of food should be divided into small containers and refrigerated promptly for rapid cooling.’ This includes large pieces of meat, large quantities of soup, stew, rice, etc.

4. Always store left over foods in the refrigerator with the temperature range between 35 and 40 degrees F. If desired, some left over foods may be frozen for future use.

5. Space foods in the refrigerator so that cold air can freely and evenly circulate.

6. Do not store left over foods beyond the recommended time frames. Remember to put the date which the food was prepared on the container before storing in refrigerator.

7. Left overs should be reheated rapidly to 165 degrees F.

8. Left over soups, stews, and gravies should be brought to a ‘rolling boil.’

9. Keep track of the number of times a food is reheated. The fewer, the safer.
**Food Storage**

- Keep the refrigerator temperature between 34 to 40° F.
- Keep the freezer temperature below 0 to 2 ° F.
- Never leave perishable food out of the refrigerator for over 2 hours. Throw away food left out longer than two hours.
- Marinate foods in the refrigerator.
- Never thaw foods on the counter.
- Thaw meat, fish, or poultry in the refrigerator away from raw fruits and vegetables and other prepared foods. Place on a dish to catch drips. Cook defrosted meat right away; do not refreeze. If you are in a hurry, you can thaw meat in the microwave, but the meat must be cooked immediately after thawing.
- Cool hot foods uncovered in shallow containers in the refrigerator. Cover storage containers after cooling. Make sure that covers seal tightly.
- Throw away all prepared food after 72 hours (3 days). Date foods place in the refrigerator to keep track of their age.
- Freeze foods that will not be used within 2 to 3 days.
- NEVER TASTE FOOD THAT LOOKS OR SMELLS STRANGE.

What is Involved in Serving Foods to People with Special Needs?

Before the meal begins

- Make sure tables, chairs and wheelchair trays are clean
- Have person use the washroom to use toilet and/or wash hands
- Have adaptive equipment on hand and clean.

Serving the person

- Wash your hands
- Ensure that the food to be served adheres to the person’s dietary requirement.
- Observe and provide assistance as needed

Allow for as much independence as possible. Let the person decide:

- How the food is seasoned
- What to eat first etc.

Alternate liquids and solids

Don’t rush the person
Be aware of:

- food temperature
- size of bites
- the person’s likes and dislikes

Abnormal eating movements with specific persons require specific feeding techniques

- Jaw thrust
- Tongue thrust
- Tonic bite
- Tongue retraction
- Sucking problems
- Swallowing problems
- Nasal regurgitation

Devices used in eating or food preparation:

- Oversized handles on utensils
- Dycem mats to prevent plates from slipping
- Curved ridges on plate rims
- Jar/bottle openers
- Picture recipes
- Switch adapted appliances
- Double handled cups

Maintaining good body positioning:

- Provides comfort
- Inhibits abnormal reflex patterns
- Decreases respiratory problems
**Make sure individual:**
- is relaxed
- fits the chair
- Sits upright as possible
- Head is not tipped back
- Feet are on floor or foot rest
- Does not slide or slouch down during the meal
- Stays as close to upright as possible for an hour after the meal

**Meal time as social time:**
- Communicate: make small talk and talk about the meal
- Set a pleasant mood

**Nutrients**
Besides having the same nutritional needs as everyone else, persons with developmental or psychiatric disabilities often have additional nutritional or mealtime requirements because of their medical or physical condition, or the treatment they are receiving (e.g. medications).
Nutritional Assessment

Nutritional assessments are done upon admission to residential facilities and updated after 30 days, then annually or as needed. They are completed by a professional, certified nutritionist. This assessment will guide you in meal planning, preparation and serving.

Documentation is kept in the individual’s clinical file that should include:

- an analysis of a person’s nutritional condition which takes into account: general physical condition, age, lab results, medications, eating habits, and food preferences.
- recommendations on how the person can maintain a healthy diet and improve eating habits.
- recommendations to staff with ideas for nutritional goals.

ENVIRONMENTAL SAFETY

Poisoning

Accidental poisoning can be reduced by keeping all medicines, including nonprescription drugs, and other poisonous substances away from regular food and drink. Never store poisonous materials in unmarked or easily confused containers. But what if it does happen while you are at work? What would you do? Be sure to find out your agency's policy on accidental poisonings. Store cleaning supplies securely and well away from food and food preparation areas. Keep all products in original containers. Make sure you have a list of antidotes for various poisons.
Common Household Poisons

When you think of poisonous materials, you may not think of common household products. The following products are poisonous and should be kept away from people who such as these:

**Cleaning Aids**
- Ammonia
- Bleach
- Detergents
- Drain cleaners
- Dyes
- Cleaning fluids
- Lye

**Cosmetics**
- Astringents
- Nail polish remover

**Maintenance items**
- Gasoline
- Insect sprays
- Point products
- Glues
- Rat/mouse poison

**Medical Items**
- Antiseptics
- Aspirin
- Cough syrup
- Cold medications
- Iodine
- Prescription and over-the-counter Medications
- Rubbing alcohol

**Miscellaneous items**
- Benzene
- Aerosol sprays
- Kerosene

The telephone number of the nearest poison control center should be readily available. Call the center even if you only suspect someone has consumed a dangerous substance. Common symptoms of poisoning are nausea, vomiting, headache, and coughing, but these symptoms occur only 10% of all poisoning cases. A variety of other symptoms, including stomach pain, breathing difficulty, weakness, confusion, diarrhea, ringing in the ears, and seating, may be associated with poisoning because poisons can attack many different parts of the body.
Some poisoning victims require only mild treatment such as application of water or milk to areas affected by the poison, such as skin, mouth, or stomach. The use of ipecac to induce vomiting is needed in some cases. Only a small percentage of poison victims require intravenous fluids or need to have their stomachs pumped. In severe cases, dialysis, oxygen, or heart monitoring procedures may be required.

**It is important that you know the telephone number for the National Poison Control Center. This number is the same for anywhere in the USA.**

**1-800-222-1212**

C Store pesticides, gasoline, turpentine, paint products, car products, and garage products out of reach and out of site. Lock up these products.
C Keep paint in good condition.
C Always prepare and use products according to label directions.
C Never store food and household cleaners together.
C Never transfer products like bleach, gasoline, insecticides or other cleaning agents to containers such as a soft drink bottle, cup or bowl.

**Appliances, Furnace, Hot Water Heater**

Understand how the homes major appliances, furnace, hot water heater, washer, dryer, etc. operate. Know who and when to call for service. Also, know the location of the pilot light for gas heating units.

Review the operation of the circuit breaker panel or fuse box. Some new appliances, such as microwave ovens and hair dryers, draw large amounts of electricity. If fuses keep blowing, the electrical system should be checked. Also keep extra fuses available for the occasional need and made sure you know how to change them if necessary.

Also, be sure you know:
- Where the main water and gas valves are located.
- Where the main electric switch is located.
- Know how to light

**Safe Cleaning Supplies**

When considering the use of commercial cleaning products that may be toxic some eco friendly products could be considered such as vinegar, activated charcoal, etc. Visit the website that lists the Sixty Uses of Vinegar at [http://www.i4at.org/lib2/60vine.htm](http://www.i4at.org/lib2/60vine.htm)
Cigarette Smoking

Cigarette smoking is a threat to health and can also lead to injury by fire. Smoking in bed should never be allowed. Increased carbon monoxide levels in the smoker’s blood can make the person drowsy, causing them to fall asleep with a lit cigarette and a subsequent disaster.

Risks of Slips from Slippery Floor Surfaces

- Make sure carpets and rugs are tacked down and secure.
- Make sure slick floors are dry. Attend to leaks or spills that make floors slippery. Tack down safety mats in areas that are often wet and slippery, such as entry ways, kitchen and bathroom floors. When floors are waxed or mopped, make sure everyone knows.

The following measures help reduce the risk of slips from slippery floors:

- Keep floors dry and free from slippery substances.
- Use protective nonslip mats and/or protective footwear when working in areas that will be damp or wet.
- Post “Wet Floor” signs to indicate where usually dry surfaces have gotten wet.
- Avoid walking in areas where signs warning of wet surfaces are posted.
- Report spills or wet spots on floors so they can be mopped up.
- Report uneven or slick surfaces on floors so they can be repaired.

Injuries from trips and falls range from strains and sprains to broken bones. Such injuries can result in the workplace when walkways and work areas become cluttered. Causes of these types of injuries include:

- Improperly stored supplies blocking walkways
- Inadequate lighting
- Equipment cords allowed to cross walking areas
- Uneven walking surfaces
• Climbing on objects other than ladders to retrieve materials

**Risk of Trips and Falls in Work Areas and Walkways**
To reduce employee, visitor, and individual injuries:

• Keep work areas, hallways, and exit areas clean, orderly, and uncluttered.
• Provide and use handrails on stairs and other areas to reduce the risks of tripping and falling.
• When using equipment with power cords, make sure cords do not stretch across walkways or work areas.
• Do not stack supplies, so employees will not need to reach or climb to get them.
• If you must reach for work items, use ladders—not chairs or boxes.

Also remember that lighting in all areas of health care facilities and grounds should be adequate to prevent trips and falls.