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Risk Management and Safety combines the dedicated technical and professional staff in the departments of Emergency Programs, Environmental Health & Safety, Laboratory & Radiation Safety, and Risk Management & Insurance.

Our mission is to assure, as much as possible, the protection of the University’s assets from unnecessary harm or unwanted risk to ensure Ohio can pursue and achieve its vision and goals.

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Business Continuity Planning Underway
By: Bev Wyatt

The Office of Emergency Programs has begun work with University offices and departments on the development of Business Continuity Plans (BCP). Jill Harris, Emergency Programs Manager states that “A Business Continuity Plan (sometimes referred to as a Continuation of Operations Plan) addresses the question: How can we prepare in advance to continue regular business operations despite those adverse events that we call disasters? OR if we can’t continue, how can we resume our core operations rapidly and gracefully?” (Cont. on pg. 8)
College students living away from home should take a few minutes to make sure they are living in a fire safe environment. Educating students on what they can do to stay safe during the school year is important and often overlooked.

**SAFETY TIPS**

>>> Look for fully sprinklered housing when choosing a dorm or off-campus housing

>>> Make sure you can hear the building alarm system when you are in your residence hall

>>> If you live in a residence hall, make sure your sleeping room has a smoke alarm or your suite has a smoke alarm in each living area as well as the sleeping room. For the best protection, all smoke alarms in the suite should be interconnected so that when one sounds, they all sound

>>> Test all smoke alarms at least monthly

>>> Never remove batteries or disable alarm

>>> Learn your building’s evacuation plan and practice all drills as if they were the real thing

>>> If you live off campus, have a fire escape plan with two ways out of every room

>>> When the smoke alarm or the fire alarm sounds, get out of the building quickly and stay out

>>> Stay in the kitchen when cooking

>>> Cook only when you are alert, not sleepy or drowsy from medicine or alcohol

>>> Check with EHS fire safety department at 593-1665 for any restrictions before using a barbecue grill or fire pit

>>> Check your residence life rules before using electrical appliances in your room

**Smoking Sense**

Ohio University is now a Tobacco Free campus. If you smoke, smoke outside and only where it is permitted. Use sturdy, deep ashtrays. Don’t smoke in bed or when you’ve been drinking or are drowsy.

**Candle Care**

Candles are not permitted in Ohio University buildings. If you are living off campus never leave your candles unattended. Blow out your candle before leaving the room.

**FACT**

> Fires in dorms are more common during 5-11 pm, and on the weekends

> Roughly six out of every seven fires in dorms are started by cooking

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Tips to have a faBOOlous HallOUween!

Costumes:

- Do not have weapons as a part of your costume
- Do not impersonate anyone in a position of law enforcement (police officer, firefighter, traffic director)

Safety:

- Your phone will not work, so stick with a buddy at all times
- Pick a meeting place in case you split up
- Avoid open containers
- Police are everywhere if you need help
- Call 911 in an emergency
- If you are given a wristband, do not lose it

Tips:

- If you get arrested cooperate with the Police
- Keep a photo ID with you at all times
- Stay on the sidewalk
- Public urination is illegal
- Have fun

This year’s block party will be on Halloween Day, October 31, 2015. There will be two or three stages set up. One by Courtside Pizza, another by West Union St., and the Four Loko, Loko-ween stage will possibly be by Lucky’s. This night also happens to be Daylight Savings, this means you get an extra hour of HallOUween.

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Microwave Oven Safety

With busy lives, most people rely on the microwave oven as a quick way to heat up a meal, warm up a drink or defrost dinner. While the convenience of the microwave oven is something we take for granted, safety should not be. By following a few simple safety tips you can prevent painful burns and possible fires.

SAFETY TIPS

>>> PURCHASE a microwave oven that has the label of an independent testing laboratory. Make sure to complete and return the product registration card. This way the manufacturer can reach you if there is a recall on the product

>>> PLUG the microwave oven directly into the wall outlet- never use an extension cord

>>> MAKE sure the microwave oven is at a safe height within easy reach of all users

>>> OPEN food slowly, away from the face. Hot steam or the food itself can cause burns

>>> FOOD heats unevenly in microwave ovens. Stir and test before eating

FACT

Scald burns are the leading cause of injury from the microwave ovens

MICROWAVE USE

Use only microwave-safe food containers or dishes. Never use aluminum foil or metal in a microwave oven.

If you have a fire in the microwave, leave the door closed, turn the oven off and unplug it from the wall. If the fire does not go out, get outside and call the fire department,

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Avoiding Potluck Problems

Potluck parties can be great fun, but be sure to use basic safe food handling practices to make sure no “uninvited guests” are at your festivities.

- **Food safety is really just common sense.** The first rule of food safety is to keep everything clean. This includes having good personal hygiene and keeping all food preparation surfaces, equipment and utensils clean.

- **The second rule is to keep foods separate to avoid cross contamination.** Always keep raw foods separate from cooked and ready-to-eat foods while grocery shopping, during transportation home, during storage in the refrigerator and during food preparation.

- **The third rule is to cook foods properly.** Foods should be cooked to the proper internal temperature which kills or destroys most parasites, bacteria and viruses. Use a calibrated food thermometer to check temperatures.

- **Rule four is to keep hot foods hot.** Once cooked, potentially hazardous foods, must be kept hot at 135 degrees or hotter. Use crock pots, chafing dishes or other methods to keep foods hot, safe to serve to your guests.

- **The fifth rule is to keep cold foods cold, at temperatures below 41 degrees.** Cold salads need to be made with cold ingredients and kept cold, to maximize food safety. Use coolers, ice packs or ice baths to transport and serve cold foods. Potentially hazardous foods should never be in the “Danger Zone” (41-135 degrees) for more than a total of two hours. Potentially hazardous foods include meat, eggs, fish, shellfish, milk and dairy products, sprouts, cut melons, cream pies, and cooked potatoes, beans, rice or pasta.

Foods are safest within the first two hours after they are cooked. To transport hot foods, wrap the item in several layers of aluminum foil, then a heavy towel and/or newspapers, and transport in an insulated cooler. For optimum potluck safety, prepare hot dishes right before the meal, rather than cooking and cooling in advance and then reheating at the potluck party. If foods need to be re-warmed before serving, do not use warming trays or crock pots. An oven or a microwave must be used. The food must be re-heated quickly to 165 degrees.

If the temperature cannot be controlled, eat the food within two hours and throw away leftovers. If you cannot keep hot foods hot and cold foods cold during the transportation and serving time, bring foods to the party that don’t require temperature control. You can’t see, smell or taste the bacteria that causes foodborne illness, so it is better to be safe than sorry.

To see the full article click [here](https://www.ohio.edu/riskandsafety/)!
As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.

PICKING THE TREE
>>> Choose a tree with fresh, green needles that do not fall off when touched

PLACING THE TREE
>>> Before placing the tree in the stand, cut 2” from the base of the trunk
>>> Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights
>>> Make sure the tree is not blocking an exit
>>> Add water to the tree stand. Be sure to add water daily.

LIGHTING THE TREE
>>> Use lights that have the label of a recognized testing laboratory. Some lights are only for indoor or outdoor use
>>> Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer’s instructions for number of light strands to connect
>>> Never use lit candles to decorate the tree
>>> Always turn off Christmas tree lights before leaving home or going to bed

After Christmas
Get rid of the tree after Christmas or when it is dry. Dried out trees are a fire danger and should not be left in the home or garage, or placed outside against the home. Check with your local community to find a recycling program. Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.

FACT
> One of every three home Christmas tree fires are caused by electrical failures
> Although Christmas tree fires are not common, when they do occur, they are more likely to be serious
> A heat source too close to the tree causes roughly one in every five of the fires

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Why not take a little time to make sure your vehicle is ready for the harsh winter weather ahead? Taking a few simple steps now can save you the headaches and the cost of an emergency breakdown later.

Whether you do it yourself or take your car to a professional service technician, I recommend you take four proactive steps to make sure your car is safe and ready for winter driving.

Battery- Keep the battery connections clean, tight and corrosion-free. Cold weather is hard on batteries, so it’s wise to check the battery and charging system. Because batteries don’t always give warning signs before they fail, it is advisable to replace batteries that are more than five years old.

Heater, Defrosters and Wiper Blades- Check that the heating, ventilating and air conditioning (HVAC) system are working properly as heating and cooling performance is critical for interior comfort and for safety reasons, such as defrosting. Fall is also a great time to check your air filters. Wiper blades that are torn, cracked or don’t properly clean your windshield should be replaced as well. As a general rule, wiper blades should be replaced every six months. When changing the blades, be sure to also check the fluid level in the windshield washer reservoir.

Tires- Check the tires, including the tire pressure and tread depth. Uneven wear indicates a need for wheel alignment. Tires should also be checked for bulges and bald spots. In snow and ice, consider special tires designed to grip slick roads. During winter, tire pressure should be checked weekly as tires lose pressure when temperatures drop.

Brakes- Have the brake system checked, including brake linings, rotors and drums. Brakes are critical to vehicle safety and particularly important when driving on icy or snow-covered roads.

Getting your vehicle ready for winter while temperatures are still mild is a proactive approach to preventive maintenance that helps ensure safety, reliability and fewer unexpected repairs when severe winter weather strikes.

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In 2012, the University contracted with Kuali systems a hosted open source administrative software solution, to utilize an application within their suite of programs that incorporates planning and emergency preparedness into higher education. Referred to on the Ohio University Campus as “OHIO ready”, the application will serve as both a tool for BCP creation as well as a data repository for all Ohio University BCP plans. The development of unit plans is questionnaire-based, flexible, allows for attachments, and is institution-specific with pre-populated resources and information. The system also provides reporting capabilities so that progress and updates can be monitored centrally as well as quick institutional wide access during critical situations.

This past January, Bev Wyatt, Business Continuity Coordinator originated Ohio University’s first BCP plans with the Heritage College of Osteopathic Medicine. She continues to lead the initiative on campus to introduce, and assist departments in the development of their individual plans. Plans require a departmental review and update on an annual basis and monitoring of these reviews will be managed by the Emergency Programs Office. Outreach efforts will continue until all University offices, departments and/or units have a BCP plan established. The Office of Internal Audit will be reviewing BCP’s as part of their department audit process to insure compliance.

If you would like additional information regarding Business Continuity Planning or would like to schedule a meeting, please contact either Jill Harris harrisj4@ohio.edu or Bev Wyatt wyatt@ohio.edu.

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