



# Guadalupe County Emergency Management

## Our Mission:

The Office of Emergency Management is to be proactive in mitigation and preparation so the county and its citizens are prepared before the next event occurs. We are here to assist local, state, and federal agencies with response and recovery during and after the event.

## Inside this issue:

<b>Grilling Safety</b>	<b>2</b>
<b>Fire Prevention Month</b>	<b>3-5</b>
<b>Halloween safety</b>	<b>6</b>
<b>Office Safety</b>	<b>7-8</b>



**[For Information & weather alerts visit:](#)**

[www.co.guadalupe.tx.us/em/em.php](http://www.co.guadalupe.tx.us/em/em.php)

[www.facebook.com/GuadalupeOEM](https://www.facebook.com/GuadalupeOEM)



## Fire and Office Safety Tips

With Fire prevention month around the corner its time to do a safety check and remind people to stay safe.

# Grilling Safety

There's nothing like outdoor grilling. It's one of the most popular ways to cook food. But, a grill placed too close to anything that can burn is a fire hazard. They can be very hot, causing burn injuries. Follow these simple tips and you will be on the way to safe grilling.

## SAFETY TIPS

- » Propane and charcoal BBQ grills should only be used outdoors.
- » The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- » Keep children and pets at least three feet away from the grill area.
- » Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- » Never leave your grill unattended.
- » Always make sure your gas grill lid is open before lighting it.

## CHARCOAL GRILLS

- » There are several ways to get the charcoal ready to use. Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- » If you use a starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire.
- » Keep charcoal fluid out of the reach of children and away from heat sources.
- » There are also electric charcoal starters, which do not use fire. Be sure to use an extension cord for outdoor use.
- » When you are finished grilling, let the coals completely cool before disposing in a metal container.

## PROPANE Grills

Check the gas tank hose for leaks before using it for the first time each year. Apply a light soap and water solution to the hose. A propane leak will release bubbles. If your grill has a gas leak, by smell or the soapy bubble test, and there is no flame, turn off both the gas tank and the grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call the fire department. **If you smell gas while cooking, immediately get away from the grill and call the fire department.** Do not move the grill.

If the flame **goes out**, turn the grill and gas off and wait at least **5 minutes** before re-lighting it.

## FACTS

- ! July is the peak month for grill fires.
- ! Roughly half of the injuries involving grills are thermal burns.



**NATIONAL FIRE  
PROTECTION ASSOCIATION**  
The leading information and knowledge resource  
on fire, electrical and related hazards

Guadalupe County Fire Marshal  
830-303-8856



**FIRE PREVENTION WEEK**  
**OCTOBER 6-12, 2019**



Fire Prevention Week is around the corner its time to check your home for fire hazards. Can you make your home fire safe. Take a picture and send it to the fire Marshals Facebook page showing your safe.

Don't forget to visit us during the Guadalupe County Fair and get some free fire safety information.

### **LOOK**

Look for places fire could start. Take a good look around your home. Identify potential fire hazards and take care of them.

### **LISTEN**

Listen for the sound of the smoke alarm. You could have only minutes to escape safely once the smoke alarm sounds. Go to your outside meeting place, which should be a safe distance from the home and where everyone should know to meet.

### **LEARN**

Learn two ways out of every room and make sure all doors and windows leading outside open easily and are free of clutter.



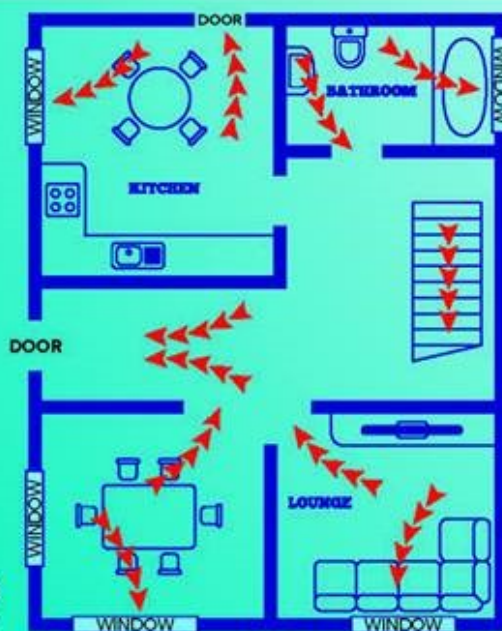


# How to make a Home Fire Escape Plan

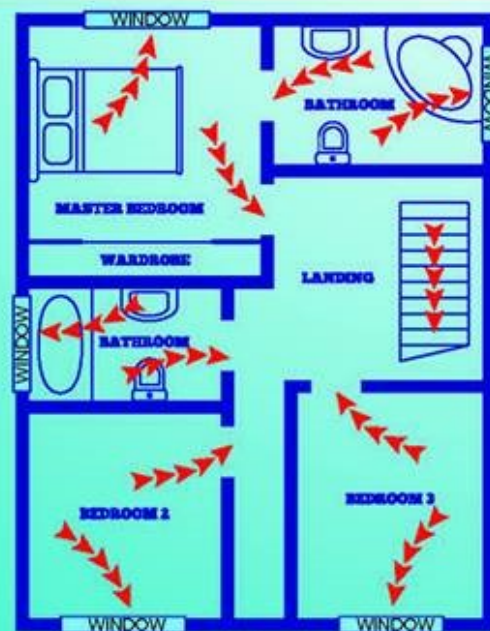


The Official Sponsor of Fire Prevention Week, Since 1922

- ☐ Draw a map of your home. Show all doors and windows.
- ☐ Visit each room. Find two ways out.
- ☐ All windows and doors should open easily. You should be able to use them to get outside.
- ☐ Make sure your home has smoke alarms. Push the test button to make sure each alarm is working.
- ☐ Pick a meeting place outside. It should be in front of your home. Everyone will meet at the meeting place.
- ☐ Make sure your house or building number can be seen from the street.
- ☐ Talk about your plan with everyone in your home.
- ☐ Learn the emergency phone number for your fire department.
- ☐ Practice your home fire drill!
- ☐ Make your own home fire escape plan using the grid provided on page 2.



**1st FLOOR**



**2nd FLOOR**

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## IT'S TIME TO ADD "CLOSE YOUR DOOR" TO YOUR FIRE SAFETY CHECKLIST

You know how important it is to have working smoke alarms, escape plans, and a designated meeting place in case of a fire. But did you know that closing your doors in your home is also important for your safety? Closed doors can reduce fire growth, limit damage to your home, keep temperatures down, and can even save your life if you become trapped.

### DID YOU KNOW?

Because of synthetic materials, furniture and construction,  
fire spreads faster than ever before.\*

\*NIST Technical Note 1455-1, February 2008



**MAKE A 900 DEGREE DIFFERENCE** - A closed door can mean reducing 1,000 degrees down to 100 degrees.



**TAKE IT DOWN A NOTCH** - During a fire, a closed door can keep carbon monoxide levels at 1,000 PPM versus 10,000 PPM if the door is left open.



**TAKE A BREATHER** - A fire needs oxygen to burn. A closed door keeps more oxygen in the room and away from the fire. When you exit a fire, make sure to close your door behind you to slow down its growth.



**DOZE SAFELY** - 50% of house fires happen between 11 p.m. and 7 a.m. Closing your doors before you hit the hay helps keep you safe.

Learn more at [closeyourdoor.org](https://closeyourdoor.org)

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# BE HALLOWEEN Safe

Halloween is a fun, and spooky, time of year for kids. Make trick-or-treating safe for your little monsters with a few easy safety tips.



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## HALLOWEEN FIRE SAFETY TIPS

- » **When choosing a costume**, stay away from long trailing fabric. If your child is wearing a mask, make sure the eye holes are large enough so he or she can see out.
- » **Provide children** with flashlights to carry for lighting or glow sticks as part of their costume.
- » Dried flowers, cornstalks and crepe paper catch fire easily. **Keep all decorations** away from open flames and other heat sources like light bulbs and heaters.
- » **Use a battery-operated** candle or glow-stick in jack-o-lanterns. If you use a real candle, use extreme caution. Make sure children are watched at all times when candles are lit. When lighting candles inside jack-o-lanterns, use long, fireplace-style matches or a utility lighter. Be sure to place lit pumpkins well away from anything that can burn and far enough out of the way of trick-or-treaters, doorsteps, walkways and yards.
- » **Remember** to keep exits clear of decorations, so nothing blocks escape routes.
- » **Make sure** all smoke alarms in the home are working.
- » **Tell children** to stay away from open flames including jack-o-lanterns with candles in them. Be sure they know how to stop, drop and roll if their clothing catches fire. (Have them practice, stopping immediately, dropping to the ground, covering their face with hands, and rolling over and over to put the flames out.)

If your children are going to **Halloween parties** at others' homes, have them look for ways out of the home and plan how they would get out in an emergency.

### Did you know?



Decorations are the first thing to ignite in **900** reported home fires each year. Two of every five of these fires were started by a candle.

Guadalupe County Fire Marshal

830-303-8856



Your Source for **SAFETY** Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

# Office Safety

Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.

## OFFICE EQUIPMENT

### Ensure

all filing cabinets are secured to each other, the wall or both.



### Avoid

injuring fingers, by closing all filing cabinet drawers with the handle.

### Avoid

top loading. Balance all file loads evenly through cabinet drawers.



### Do not

leave filing cabinet drawers open.



### Avoid

the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.



### Remove

any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.

## TRIPS, FALLS & COLLISIONS

### Ensure

all dangling telephone wires and other cables are housed in cable protectors.



### Keep

all walkways and hallways clear.

### Clean up

any spillages as soon as they occur.



### Be aware

of any loose carpets, lino or tiles.



### Never

stand on desks or chairs.



### Always

use a stepladder or foot stool.



### Walk

around corners slowly.



# REACHING TO SAFETY:

## Use Extension Cords Properly

Roughly **3,300 home fires** originate in extension cords each year, **killing 50 people and injuring 270 more**. Extension cords can overheat and cause fires when used improperly, so keep these important tips in mind to **protect your home and workplace**.

**DON'T** attempt to **plug extension cords into one another**.



Make sure extension cords are **properly rated** for their intended use, indoor or outdoor, and **meet or exceed the power needs** of the appliance or device being used.



Keep all **outdoor extension cords** clear of snow and standing water.



Do **NOT** overload extension cords.



A heavy reliance on **extension cords** is an indication that you have too few outlets to address your needs. Have **additional outlets installed** where you need them.



Inspect cords for **DAMAGE** before use. Check for **cracked or frayed sockets**, loose or bare wires, and loose connections.



Do **NOT** nail or staple electrical cords to walls or baseboards.



Do **NOT** run through **walls, doorways, ceilings or floors**. If cord is covered, heat cannot escape, which may result in a **FIRE HAZARD**.



**NEVER** use **three-prong plugs** with outlets that only have two slots. **Never cut off the ground pin to force a fit**, which could lead to electric shock.



Buy only cords that have been **approved by an independent testing laboratory**.



Do **NOT** substitute **extension cords** for permanent wiring.



**DO NOT** use an **extension cord** or a **power strip** with heaters or fans, which could cause cords to **overheat and result in a fire**.