



# ARCHDIOCESE OF INDIANAPOLIS

## Safety and Loss Control News

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Michael J. Witka, Director of Parish Financial Services and Risk Management  
Archdiocese of Indianapolis • (317) 236-1558

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## Tips for Preventing Driver Fatigue

With just-in-time shipping schedules and a 24-hour workplace, driver fatigue is a major problem in industry today. Drowsy drivers are involved in many fatal traffic incidents, frequently taking occupants of other vehicles with them.

The statistics are staggering and the more time you spend on the road; the greater the odds are that you'll be involved in such an incident. On-the-job driving involves heavy responsibility, so make sure you get enough rest to drive alert.

Here are some tips for staying awake when you drive for your job, to and from work, or on your own time:

- Get enough sleep before you drive. For most people, eight hours of sleep every 24 hours is about right, but everyone is different.
- If you have a choice, don't drive during your normal sleeping hours. If you are accustomed to being asleep at 2 a.m. you could easily doze off behind the wheel at that hour.
- If you start to get sleepy, pull off the road in a safe place and take a nap. Be sure to lock your vehicle doors and be prepared to drive away promptly if your security is threatened.
- Plan your route with overnight accommodations or highway rest areas in mind. Make reservations at a motel or have alternative accommodation lined up. Vacationers can use sources such as an automobile association to locate rest areas. Planning these stops in advance keeps you from driving around tired looking for a place to spend the night.
- Eat lightly and often rather than larger meals. The meat and potato platter, dessert included at the truck stop can make you sleepy.
- Avoid alcoholic beverages and other drugs. Even ordinary medications such

as cold and cough remedies can contain ingredients to make you drowsy.

- Keep your vehicle interior fairly cool with plenty of fresh air.
- Shift position frequently, instead of remaining static for long periods of time.
- Take breaks at least every two hours. Walk around in the fresh air for a while instead of just walking from your vehicle to a warm coffee shop. A fast-paced walk around the rest area can do wonders to get your circulation going again to keep you alert.
- Switch with your co-driver every couple of hours. You can also ask your co-driver to stay awake to keep you company and keep an extra set of eyes on the road.
- If you are alone, use your radio, tape or CD player for company.
- Keep your eyes moving. Look at the road and traffic far ahead, check your mirrors often and scan the sides of the road.
- Check your instrument panel often, making sure your speed is within posted limits and not becoming erratic because of fatigue or inattention. Consider turning your instrument lights down low to keep your eyes adjusted to the darkness outside.

Remember that the only substitute for sleep is sleep. Short-term measures may help you stay alert for awhile, but eventually you will need to sleep.

*-Information excerpted from Safety Toolbox Talks, "Driver Fatigue," [www.safetytoolboxtalks.com](http://www.safetytoolboxtalks.com)*



**Take breaks at least every two hours. A fast-paced walk around the rest area can do wonders to get your circulation going to keep you alert.**

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# Water Damage Prevention

Water damage prevention plays a key role in a comprehensive Preventive Maintenance Program. Building water damage is a primary source of commercial property claims, resulting in significant structural and operational losses.

## Sources of Building Water Damage

### 1. Rain and Surface Water

- Poor maintenance of roof.
- Inadequate or poor maintenance of roof gutter system.
- Severe storms and flooding.
- Building envelope fails allowing water intrusion through windows, doors and wall materials.
- Ground water flooding of buildings in hilly terrain.

### 2. Building Maintenance Systems

- The fire sprinkler system, hot water heater, air conditioning condensation pan and drain line installations bring large volumes of water into a building. System leaks can result in extensive water flow and property damage, especially if these systems are located on the top floor or roof of a multi-story facility.
- Water pumping stations require proper maintenance to prevent a system failure. Leak detection devices can monitor water fixture and system status and prevent major flooding.
- Unoccupied properties require routine maintenance activities to prevent possible water intrusion or system failures.
- The water supplies in some areas contain certain minerals, which can increase the corrosion rate of the water. System monitoring is recommended.
- Hot water header dissimilar metal installations can result in flooding due to galvanic corrosion. For example, galvanized pipe connected to copper pipe without insulator.
- Gray or foul water tends to present intermittent leaks, which can slowly build up over time.
- Residential (rectory, convent) commercial appliances (washing machines, refrigerators with ice machines, coffee machines, water coolers, etc.) require more sophisticated plumbing hook-ups. Improper installation can cause leaks.

## Water Damage Prevention

Water damage can affect your building's structure and operations, and a water-related incident can cause significant business interruption.



A Water Damage Prevention Program is recommended. A typical program checklist assesses procedures and practices such as:

- Is water run-off and drainage evaluated to determine potential flooding? Complete a drainage system analysis and implement corrections to prevent property damage.
- Has a Facility Assessment and Preventive Maintenance Plan been developed?
- Do you have formal closing procedures for your buildings, including plumbing checks?
- Have critical building components been inspected by a qualified contractor (e.g. roof)?
- Are small leaks promptly repaired?
- Is the cause of any leak analyzed to determine the cause and if it was an isolated occurrence or a system-wide problem?
- Are housekeeping personnel instructed to immediately notify maintenance when any types of dripping, leakage, or clogged drains are found?
- Is there close monitoring of work involving outside contractors/vendors that may affect piping systems (e.g. irrigation, water lines)?
- Are there any liquid storage tanks or vessels (e.g. hot water, heating/air conditioning, boilers) inside the building or on the roof?
- Are pipe diagrams or prints up to date and show the location of tanks and valves?
- Are shut-off valves "exercised" (closed and reopened, lubricated as needed) at least annually?
- Have leak detection devices been installed and are they monitored?
- Is someone available and trained to respond immediately to a leak emergency?
- Are professional clean-up and restoration companies immediately available, with authorization, 24 hours x 7 days a week?

*-Information excerpted from "Water Damage Prevention," Arthur J. Gallagher & Co.*

# Tornado Preparedness Checklists for Schools

## **PRE-SEASON TO-DO LIST:**

- Develop and confirm protocols to facilitate decision making regarding temporary classrooms, special needs students, assembly areas, outdoor activities, etc.
- Establish protocols for delayed release times.
- Identify a means of communication for buses, coaches, etc.
- Conduct a pre-season survey of all shelter spaces.
- Prepare emergency equipment.
- Make provisions for quick shut-off of utilities.
- Pre-assign responsibilities to staff members.
- Identify potential post-event assembly areas.
- Communicate/coordinate plans with local emergency response personnel.
- Train employees, staff and students.
- Conduct a practice drill.

## **PRE-STORM CHECKLIST:**

- Keep a weather alert radio in the main office and constantly monitor conditions for current information. Additional information sources include The Weather Channel, Internet and local TV/radio news stations.
- Provide staff with regular communications, advising them of impending weather conditions and any alerts issued by the National Weather Service.
- When school is in session, suspend or postpone outdoor physical education, recess, field trips and any activities located away from the school. The same applies to after-school sporting events and practices, clubs and field trips.
- Assemblies, events and other activities scheduled to take place in areas with large roof spans should also be suspended or postponed. Remember that these areas often collapse and are not recommended tornado shelters.
- Anticipate immediate evacuation of students and staff in temporary or portable classrooms, special needs students, and younger children to shelters as severe weather approaches.
- Should severe weather be approaching at release time, implement your delayed release plan/protocol and communicate this information to staff, students and parents.

## **AFTER A TORNADO STRIKE—POST EVENT CHECKLIST:**

- Provide immediate directions to those in shelter areas. If shelter areas appear undamaged and safe, remain in the space until further directions are given.
- If necessary, send a pre-assigned staff member to shut-off building gas, electric and water as needed.
- Check the identified post-event assembly areas for hazards. Outdoor areas should be checked for downed power lines and hazardous debris. Indoor areas should be checked for damage, debris and other hazards. Choose the best available area. Direct staff and shelter supervisors to assemble all persons in the designated assembly area for a headcount, first aid assistance, etc.
- Implement post-event staff assignments, including building security, student supervision, traffic control and first aid.
- Do not allow anyone to enter a damaged building. Secure the building as needed to keep persons away from weak structures and wreckage until professionals arrive to assess the structure and clear away debris.
- Follow your child/parent reunification procedures.

## **TORNADO DANGER SIGNS:**

- Dark, greenish sky
- Large hail
- Low-lying cloud that may be rotating
- Loud roar, like a freight train
- Sudden drop in barometric pressure
- Strong winds >60 mph
- Frequent, intense lightning

## **TERMS TO KNOW:**

### **Tornado Watch:**

Tornadoes are possible in the area. Be ready to act quickly if a warning is issued.

### **Tornado Warning:**

A tornado has been sighted or indicated by weather radar. Take shelter immediately underground to a basement, storm cellar or interior room.

## **SHELTER AREAS:**

### **Best Shelter Areas:**

- Basements or interior lower levels
- Areas with a short roof span
- Away from glass or other safety hazards

### **Hallways:**

- Use interior hallways at a 90 degree angle to thru hallways that exit to the outside to help reduce wind tunnel effects.
- Harden hallway shelter areas as needed to reduce exposure to flying debris and other hazards.

### **Do Not Use:**

- Areas with large roof spans such as gymnasiums, auditoriums, cafeterias, etc.
- Temporary or portable classrooms.
- Hallways that have glass doors at each end that open to the outdoors.

## ARCHDIOCESE OF INDIANAPOLIS

**Michael J. Witka**  
**Director of Parish Financial Services**  
**and Risk Management**  
**1400 N. Meridian Street**  
**Indianapolis, IN 46202**  
**(317) 236-1558**



**Gallagher Bassett Services, Inc.**

If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Ms. Amanda Weller, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 815-236-5170, Email: Amanda\_Weller@gbtpa.com.

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## Floods and Flash Floods

Most floods develop slowly, however, flash floods are like walls of water that can develop in a matter of minutes. Flash floods can be caused by intense storms or dam failure.

### Ways to prepare for flooding conditions:

- Know the history of flooding in your area.
- Review your emergency plan and evacuation routes.
- Establish warning and evacuation procedures for your facility.
- Listen for flood information on an NOAA Weather Radio.

→ **Flood Watch**—Flooding is possible, be prepared to evacuate!

→ **Flood Warning**—Flooding is already occurring or will occur soon, take precautions at once.

- If advised, evacuate immediately and go to higher ground.

