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Emergency drills are an effective technique for preparing for stressful situations and ensuring that crises are handled effectively.

Many organizations have reduced the injuries and chaos that can accompany an emergency because they have been prepared through their drill program. Drills should be run at least every quarter, including a full evacuation drill at least twice a year. The best times to run an evacuation drill are when the weather permits, but allows enough time to pass where people will need the training; every October and April works well. In some areas, such as child care, the department is required by the local jurisdiction to run evacuation drills every month. Winter months are better times for conducting scenario-based drills and reviewing emergency procedures at departmental meetings. More information on conducting drills is available [HERE](#).

Plan now to participate in National Child Abuse Prevention Month this April.

The national effort and help you to raise awareness about child abuse and neglect and to encourage individuals and communities to support children and families. More about the about the history of the month and sample strategies for engaging communities and supporting families is available from the [US Department of Health and Human Services](#). Events and activities can be tied into regular program efforts, parent meetings and community activities over the month of April.

Ensuring good data loss prevention practices is important for all organizations.

Data loss prevention efforts should focus on two areas: computer system controls and the implementation of responsible information handling practices. More information on preventing data loss at your organization is available [HERE](#).

Organizations should look to retire and replace their 15 passengers

vans because of serious safety concerns associated with these vehicles. In the meantime good practices can be enhanced by following these safety tips suggested by the [National Highway Transportation Safety Administration \(NHTSA\)](#).

Winter months can bring on stressful activities that may cause back injuries. Reducing these injuries is an important accident prevention issue. One out of every five workers in this country who is hurt and off the job for a day or more has a back problem. One out of every five workers who becomes disabled because of a work-related injury is the victim of a problem back. Nonprofits are not immune to these realities. Because of this, it's important for us to teach staff how to keep their back healthy and strong. Resources on injury prevention including: [General Considerations](#), a [Lifting Training Outline](#) (also in [Spanish](#)), [Safe Shoveling](#) and [Safe Use of Snow Throwers](#) are available in the [Online Library](#).

Remind your drivers of how to handle the challenges of winter weather. Winter driving can be hazardous; especially in northern regions that get a lot of snow and ice. Additional preparations can help make a trip safer, or help staff deal with an emergency. Remind them of the three P's of safe winter driving: Prepare, Protect and Prevent. Learn more about safe winter driving for all regions [HERE](#).

Organizations are required to post an Annual Summary of Occupational Injuries and Illnesses for the previous calendar year. The summary must be posted no later than February 1 and must remain in place until March 1. The Occupational Safety and Health Act requires employers to record and report occupational injury and illness. Some nonprofits and most YMCAs are exempt from keeping OSHA injury and illness records unless they are asked in writing to do so by Occupational Safety & Health Administration (OSHA), the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA or the BLS. More information about recording and reporting occupational injuries is available [HERE](#).

This Month's Topics:

Emergency Drills
National Child Abuse Prevention Month
Data Loss Prevention
Reducing risks with 15-passenger vans
Back Injury Prevention
Winter Driving
OSHA Reporting