

# INSTALLATION MANAGEMENT COMMAND KOREA REGION



## FAMILY SAFETY HANDBOOK

## **INTRODUCTION**

The safety and wellness of the family members of the Installation Management Agency – Korea Region is and always has been a subject of major concern on the top of this command's priority list. Leaders must be committed in reducing the hazards in the environment that may contribute to potential accidents for our military and civilian personnel and their families.

As we all know, the basic mission of our military and civilian personnel in Korea is to support the mission and to win on the battlefield. Family concerns can affect the readiness of our soldiers. To maintain our readiness and accomplish this mission, the Installation Management Agency – Korea Region Safety Office has developed this family safety handbook that will help our military and civilian personnel and their family members live and play in a safe environment.

This safety handbook was developed specifically with the family members in mind. It includes useful and important information on recreation and home safety. The intent is that each military and civilian personnel together with their families, will take a few minutes to read this handbook and discuss the various areas of concern, keeping safety foremost in day-to-day activities.

All family members injured, as a result of accidents, need to report these accidents to their local Area Safety Office so that accident preventive countermeasures can be developed.

Together, we can make a difference!

**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND – KOREA REGION  
FAMILY SAFETY HANDBOOK**

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## Chapter 1. GENERAL

This handbook provides accident prevention information for safeguarding of our soldiers, civilians, and their family members during off-duty activities. Thousands of individuals are seriously injured each year in home and recreational accidents. Vehicle accidents, fires, and drowning claim many lives, while trips and falls, poisonous household chemicals and dangerous toys are responsible for much undue personal suffering.

## Chapter 2. AROUND THE HOME

### 1. POWER LAWN MOWERS.

a. General Information. Power lawn mowers are the cause of many disabling injuries. Most serious injuries result from contact with the mower blade. Additional injuries result from flying objects propelled by the blade. Unsafe acts and improper attire by the operator and inadequate guards on mowers contribute to the majority of injuries from lawn mowers. Personnel have been observed mowing lawns in their bare feet, wearing open toe shoes, and shorts, with children or pets in the immediate vicinity, mowing with engine at excessive speeds, while pulling the mower toward themselves.

b. Safe Operating Procedures. The operator should follow these tips for a safer mowing:

(1) **Always read and follow the manufacturer's instruction booklet** for safety, operation and maintenance. Check the mower for loose, worn, or broken parts. Check oil and fuel, and ensure guards are in place.

(2) Before mowing, check the area. Clear all obstacles such as rocks, sticks, stones, glass, pieces of wire and other debris. Remove all bystanders from the immediate area. Be sure children and pets are not in the area being mowed.

(3) Wear good shoes and close-fitting trousers. Safety shoes or combat boots prove good protection for feet and ankles.

(4) Start the mower on firm, level ground. Maintain a firm grip on the mower and stand to one side, making sure your feet are not under the mower deck.

(5) Do not use the mower on wet grass. Wet grass clogs the mower and creates unsafe footing conditions. Wet grass can cause a severe shock hazard when operating electric power mowers. **NOTE: DO NOT USE ELECTRICAL MOWER WITHOUT PLUGGING INTO A FUNCTIONAL GROUND FAULT CIRCUIT INTERRUPTER (GFCI) OUTLET TO PREVENT ELECTRICAL SHOCK HAZARD.**

(6) If the area is not level, mow across the slope. Do not pull the mower toward you while operating on a grade.

(7) It is not advisable to allow children or young teenagers to operate power mowers. Older teens should be thoroughly instructed and closely supervised while operating power mowers.

(8) Keep the mower free from accumulation of grass or leaves.

(9) Do not refuel gasoline mowers while the engine is hot, running, or in a closed area. Do not refuel while smoking or near an open flame. Keep gasoline in an approved container.

(10) Turn the mower off before leaving it unattended.

(11) Cut off the power and disconnect spark plug wire before making any adjustments, unclogging mower, or tilting mower.

(12) Stop the engine before moving mower over curbs or paved surfaces.

(13) After operation, disconnect the spark plug wire, clean the mower, and check for leaks. Allow the engine to cool before storing.

(14) Some mowers operate with a high noise level. Check your owner's manual for the decibel reading (DR). You may need to wear hearing protection.

**2. HOME WORKSHOPS.** Power tools play a major role in many house and garden chores. To aid in making your home chores safe, the National Safety Council offers these power tool pointers:

a. Get to know your power tools well. Read the instruction booklets carefully. Find out the possibilities, limitations, and hazards inherent in each tool.

b. Always use the right tool for the job. Don't substitute. Never force a tool to do what it was not manufactured to do.

c. If the electrically powered tool is not double-insulated, make sure it is grounded properly to reduce the shock hazard. Never snip off the third prong to make it fit into a two-prong outlet. Check the owner's manual or look on the tool to see if it is double insulated. The symbol commonly used to indicate that a tool is double insulated is two squares, one inside the other.

d. Always keep guards in place. They are there to protect you and are designed to help the tool operate at optimum safety.

e. Make sure the tools and accessories are in top working order. A dull cutting edge on a saw, for instance, will force the user to apply extra pressure that could lead to slippage and an accident.

f. Never operate a power tool in a damp or wet area. If operating a hand-held power tool while standing on concrete or on the ground, it is recommended that the electrical system be connected to a ground-fault circuit interrupter (GFCI). On newer homes, GFCI receptacles are usually provided for all receptacles located in the garage or on an outside wall. If your home is not provided with GFCI protection, you may want to consider using a GFCI-type extension cord.

g. Dress with safety in mind. Never wear dangling sleeves, loose shirttails, jewelry, etc., that could get caught in moving parts. Wear short sleeves. If you wear long sleeves, make sure the cuffs are buttoned. Watch long hair, too; tie it back or tuck it under a cap to avoid entanglement or scalping. It is also a good investment to purchase safety glasses or goggles. They are not expensive, and they could save you from eye injury and tragic blindness. Respirators that provide a good seal will protect against dust, spray paint, etc.

h. Don't clutter up your work area. Sloppy housekeeping is an invitation to accidents.

i. Discourage an audience. They are a distraction and accidents are likely to happen when you are distracted. Make the workshop area off limits to children and pets.

- j. Always store tools in a safe place and away from the prying eyes and probing hands of children.

**3. HAND TOOLS.** While we all use hand tools, many injuries occur due to misuse. The following are general safety rules in using hand tools:

- a. Before using any hand tool, inspect it. Repair or replace loose, splintered, or defective handles and damaged blades or parts. Remove rough edges or burrs and any other defect that may lessen the strength of a hand tool or make it unsafe for use. Do not tape a tool's broken handle.
- b. Use each hand tool only for the purpose for which it was intended. Tools used improperly can break or become damaged whereby they may cause injury.
- c. Be sure hand tools are not dirty, oily, or greasy.
- d. Do not carry sharp-edged or pointed tools in pockets or where they can protrude and cause injury.
- e. Wear safety goggles or other approved safety-type face and eye protectors when grinding, drilling, striking metal against metal, or performing similar operations that might result in flying particles.
- f. Steady or secure with clamps or vises any loose material to be cut, sheared, chiseled or filed to prevent the tool from slipping and causing injury.
- g. Do not allow pointed or edged tools to lie around on work surfaces, sawhorses, or on the ground in such a position that persons brushing against them may suffer injuries.
- h. Store hand tools in a suitable storage space so that the tools do not injure persons who are storing, removing, or working with them.
- i. Never leave power tools running unattended. Be sure the motor is turned off before leaving a power tool.
- j. When using a knife, always cut away from your body.

#### **4. CHAIN SAWS.**

- a. One person with a chain saw can cut more firewood than several with axes. Along with the chain saw's time and labor-saving advantages come increased operator hazards. The main hazards are:
  - (1) Cuts from the chain, either moving or stopped.
  - (2) Kickback -- an upward jump or jerk of the saw.
  - (3) Falling trees or limbs and rolling logs.
  - (4) Sawdust or wood chips in the eyes.
  - (5) Hearing problems -- progressive and cumulative effects of noise.
  - (6) Sprains and strains from carrying a heavy saw or wood.
- b. Treat your chain saw with the special caution and extra care it deserves. Here are a few general safety tips to help you avoid a chain saw injury:

(1) Read and understand the operator's manual.

(2) Wear protective equipment. Safety goggles protect your eyes from sawdust and chips; hearing protection (earplugs/muffs) reduce excessive engine noise; safety shoes guard toes against falling limbs; heavy work gloves protect against scrapes, splinters, and engine vibrations; close-fitting clothes (long-sleeve shirt and long pants) protect against scrapes and abrasions. Avoid loose clothing that may catch in the saw.

(3) Handle fuel safely. Store in an approved container and keep it out of reach of children. Never smoke while refueling. Shut off the chain saw and allow it to cool before refueling. The break will be good for you. Wipe spilled fuel from saw before restarting.

(4) Carry the saw properly. Shut off engine before moving to a new location, and carry the chain saw in your left hand with the blade to the rear.

(5) Prepare the cutting area. Make sure people are out of harm's way. Clear the work area of brush. Check your escape route, 45 degrees from line of fall.

(6) Cut safely. Take frequent breaks. Hold the saw firmly with both hands while the engine is running.

## **5. HEAT INJURIES.**

a. General Information. Exposure to high environmental temperatures and humidity produces stress on the body. This stress, usually in combination with other stresses, caused by physical labor, dehydration, or fatigue may lead to heat injury. Heat injuries develop most often when heavy work is performed by persons unaccustomed to high temperatures and humidity. These injuries include heat cramps, heat exhaustion, and heat stroke. Heat injuries may be serious, resulting in disability and death. Although all individuals are susceptible to heat injury, new arrivals and overweight or physically disabled persons are particularly susceptible. Current respiratory and other mild illnesses, recent illnesses, fever, immunization reactions, previous heat injuries, dehydration, fatigue, blood donations, and alcohol intake are conditions known to predispose an individual to heat injuries. Heat injuries are preventable with the proper precautions.

b. Identifying Heat Injury Symptoms and Treatments. Three heat injury conditions produce distinctive signs and symptoms which should be recognized at once if an individual is to receive proper care and attention. The three heat-related conditions which may occur are heat cramps, heat exhaustion, or heatstroke.

(1) Heat Cramps are characterized by painful cramps of the voluntary muscles following exposure to heat. Heat cramps result primarily from excessive loss of salt from the body. Leg and abdomen muscles are likely to be affected first. Heat cramps are promptly relieved by replacing the salt lost from the body. Saline solution (0.1 percent, 1/4 teaspoon salt to a quart of water) should be given the victim at a rate of approximately four ounces per fifteen minutes for a period of an hour.

(2) Heat Exhaustion is characterized by profuse perspiration, pallor of the skin, headache, weakness, and dizziness. The skin is cool and clammy to the touch and a rapid pulse is noted. The condition may come on gradually or it may happen suddenly. Remove the victim from the heat to a shaded, cool place. Give sips of salt water solution and have the person lie with the feet raised eight to twelve inches above the head.

(3) Heatstroke is a breakdown of the body's ability to perspire and is the most dangerous of heat injuries. Heatstroke is characterized by extremely high body temperatures; mental confusion; a red, hot, dry skin; a throbbing headache; and nausea. Lack of sweating in the heat is one sign of imminent heat stroke. Collapse and unconsciousness may come suddenly. Unlike other heat disorders, heatstroke is often fatal. If immediate medical attention cannot be obtained, the victim's body temperature should be lowered as rapidly as possible. Remove clothing and immerse in cold or cool water or sponge off the skin with wet cool towels moistened with water or rubbing alcohol. Move to medical facility as soon as possible.

c. Heat Injury Prevention.

(1) Acclimatization takes up to two weeks of gradually increasing exposure to heat and increased activity. This process allows the body to slowly become accustomed to the climate.

(2) Physical activity should be reduced; use common sense in strenuous activities. Schedule physical exercise for early morning or late evening.

(3) Clothing offers protection from direct sun. Bare skin absorbs the sun's radiant heat and raises body temperature. Loose clothing allows air circulation and evaporation of sweat.

(4) Water loss must be replaced by periodic intake of small amounts of water throughout the day. Water loss may be in excess of 1 quart per hour during high heat stress periods. Drink before thirst develops. Thirst is not an adequate indicator of water need. Alcohol is not a replacement for water replenishment.

**6. OUTDOOR COOKING.** The following safety reminders are offered:

a. Never start a fire with gasoline or similar flammable liquid. Follow directions when using charcoal starter fluid, allowing it to soak into the charcoal before lighting.

b. Never add starter fluid after charcoal has been ignited.

c. Keep the charcoal fluid out of the hands of children.

d. When you finish using the burning charcoal briquettes, soak them in water and leave them until cold.

e. Never use charcoal grill or hibachi indoor. (Beside the hazard of some flammable material igniting, the burning charcoal uses up oxygen and will produce lethal carbon monoxide.)

f. Make sure the outdoor cooking grills are stable enough to prevent being tipped over easily.

g. Protect your charcoal from becoming wet. There have been some occurrences where wet charcoal has auto-ignited (spontaneous combustion) while being stored.

**7. THE CHILDREN'S PLAYGROUND.**

a. The U.S. Consumer Product Safety Commission has estimated that more than 118,000 individuals are injured annually in accidents involving public and home playground equipment- - injuries so serious that they require hospital emergency room treatment. Most of those injured are children between the ages of five and ten.

b. Although the safest equipment can be involved in accidents if used improperly, there are several things you can do to protect your children from accidents on playground equipment.

- (1) Teach your children to use safe play habits around playground equipment.
- (2) No rough plays around playground equipment--no shoving, no pushing, and no fighting.
- (3) Sit in the center of a swing, not off to the side.
- (4) Don't twist the swing chains and never swing empty seats or walk in front of moving swings.
- (5) Young children should always be supervised when using playground equipment.

c. If you are shopping for playground equipment, there are certain things you can look for that may save your child from injury.

(1) If the equipment is not fully assembled, be sure there are detailed assembly instructions. They should be simple enough to follow correctly.

(2) Stability is very important. The equipment should come with anchoring devices to hold it firmly to the ground.

(3) Any exposed screws or bolts should be capped. If you can't find a set with protective caps, you should tape these protrusions.

(4) You should not buy equipment with open-ended hooks, particularly S-hooks; moving parts which could pinch or crush fingers; sharp edges or rough surfaces; or rings with a diameter more than five inches but less than ten inches, since they may entrap children's heads.

(5) Installing and maintaining equipment properly is important in accident prevention.

(6) Never install playground equipment over hard surfaces such as concrete.

(7) Place playground sets at least six feet from obstructions such as fences or walls.

(8) Check twice a month to be sure that all nuts, bolts, and clamps are tight.

(9) Replace nuts and bolts that have rusted. Swing chains and swings should be checked for rust and replaced if necessary. All rusted areas on metal tubing should be sanded and repainted.

**8. KITE FLYING.** There are a few simple points to make kite flying as safe as is fun.

- a. The most important point in kite flying is to stay away from electric lines.
- b. Fly your kite in level open spaces away from traffic.
- c. If your kite breaks free let it go.
- d. If it gets caught in a power line, leave it there. It is better to lose a kite than to lose your life.
- e. Never use metal in the kite or string with fine wire as they conduct electricity.

f. Don't fly kites on rainy days. Wet strings are also conductors, and electricity could go right down the string to you.

## 9. CHILDREN'S TOYS.

a. Each year a profusion of new and different children's toys are marketed. A working knowledge of what to look for in toy selection is helpful in ensuring your child's safety. The National Safety Council says a good toy is safe, durable, and made of quality materials. The toy should offer the child a variety of play possibilities and suit the child's age, ability, and interests.

b. Inspect a toy carefully before you buy it. Avoid purchasing toys with any of the following hazards: sharp points or metal edges, rough or unfinished surfaces, cheap plastic or glass parts that can be easily broken, small detachable components that can be swallowed, dangerous spikes or pins used to attach eyes or ears to dolls or stuffed animals, parts activated by a spring or motor that may pinch fingers or catch hair.

c. Make sure the toy has no toxic substances or paint that can be chipped off and eaten.

d. Electrical toys should be reserved for older children and should display the Underwriters Laboratories, Inc. (UL) logo.

## 10. POISON PREVENTION.

a. General Information. About one-half million children accidentally poison themselves each year. Approximately ninety percent of these poison victims will be less than five years old. Young children are apt to put anything in their mouths. Prescription drugs, cleaning agents, polishing products, pesticides, and petroleum and paint products have all been involved in accidental poisonings. This happens because of adult carelessness in storing and handling.

b. Prevention. Poison Prevention is a full-time responsibility. The National Safety Council urges parents to remember the acronym POISON and these six simple rules to safeguard your child.

(1) Put away all hazardous substances and medicines. Lock up household chemicals. Store internal medicines separately from other household products. If you can't lock the chemicals up, put them in upper cabinets where small children cannot reach.

(2) Original containers are the only proper containers for chemicals. Even adults have been fooled into taking a swig from a pesticide-filled pop bottle left on a kitchen counter. Keep all products properly labeled and read labels.

(3) Imitating adult behavior is how children learn, so teach them the right way. Let them know medicine is serious business. Avoid taking medicine in front of children. Never refer to medicine as "candy."

(4) Syrup of ipecac should be kept at home for poison emergencies. This syrup is used to induce vomiting in certain poisoning cases. But call a poison control center or doctor before administering syrup of ipecac because vomiting is not recommended in some poisoning cases.

(5) Opening medicine containers with safety caps is too difficult for most children. It is essential that adults secure all packages after use.

(6) Numbers - Telephone numbers should be at hand in case of a poisoning mishap. Hospital emergency room and family doctor's phone numbers should be posted by the phone. Have the poison

container in hand when you call, and take the container with you if you go to the emergency room or doctor's office.

## **11. FIREPLACES AND WOOD STOVES.**

a. General Information. Each winter more than 100,000 house fires involve wood heat. Seventy-five percent of wood heat fires involve one or more chimney-related causes. The two most prevalent problems are improper installation of the chimney and creosote buildup. In addition, some accident patterns associated with wood burning involve--

- (1) Cuts, bruises, and burns caused by handling wood, irons, and other equipment.
- (2) Clothing ignition from the open flames.
- (3) Sparks from the fire landing and igniting nearby flammable material.
- (4) Using gasoline to start or restart the fire.
- (5) Carbon monoxide poisoning caused by inadequate ventilation.

b. Suggestion for Safe Wood Burning.

(1) Adequate clearance is necessary between chimney and combustibles, such as wood framing. Masonry chimneys should be checked for cracks and deteriorating mortar.

(2) Chimneys-should be thoroughly cleaned periodically to prevent creosote buildup. Cleaning intervals depend on the type of wood, moisture content, frequency of use, etc. Burn only seasoned, dry wood to prevent creosote buildup. Before ever building the first fire of the season, the chimney should be inspected. Nesting birds may have stopped the chimney when not in use.

(3) Keep a screen in front of the fireplace any time a fire is burning. For wood stoves, keep the door closed.

(4) Before starting a fire, remove all unnecessary combustibles from the area and be sure the flue is open. National Fire Protection Association recommends a thirty-six-inch clearance between a stove and any combustibles. (This includes distance between stove and wall.)

(5) Never use the fireplace or stove as an incinerator. Do not burn package wrappings or loose newspaper. Sparks and burning debris can be thrown out or up the chimney to start a fire.

(6) Don't use gasoline or other flammable liquids to start or restart a fire because the flammable vapors can explode. Never use fuel near a fire; unseen vapors can travel to ignition sources.

(7) Always keep the damper open while the wood fuel is burning to provide for efficient burning and to prevent the accumulation of explosive gases or carbon monoxide. Do not close the damper until the ashes are cold.

(8) When you dispose of ashes, put them in a metal container--never a wood, cardboard, or plastic one. Ashes that appear to be out can re-ignite days later.

(9) Be prepared; keep an approved fire extinguisher nearby at all times.

Family Wellness Plan

## **12. CARBON MONOXIDE.**

a. General Information. Carbon monoxide (CO) poisoning is particularly treacherous because it is an odorless, tasteless, colorless gas that can act so quickly that a victim may have no sign or warning. Many individuals are not aware of the danger of CO poisoning created by the incomplete combustion of fuels such as coal, wood, and other hydrocarbon fuels. The most common sources are engine exhausts and coal stoves.

b. Symptoms. The symptoms of carbon monoxide poisoning may or may not be recognized before collapse, unconsciousness, and death results. The symptoms include tightness across the forehead, throbbing in temples, headache, weariness, weakness, dizziness, loss of muscular control, pain, nausea, and increased pulse and respiration.

c. Prevention. The best defense against CO poisoning is adequate ventilation (supply of fresh air), whether in the home, automobile, or industrial work place. Exhaust systems for home heating devices should be checked periodically to ensure leaks are not present. Open garage doors to allow air circulation before starting gasoline engines.

d. Treatment. The best first aid for CO poisoning is lots of fresh air. Administer artificial respiration if individual is not breathing, Request medical assistance.

## **13. FIRE SAFETY.**

a. Family Escape Plan. If a fire should occur in your home, you and your family should be prepared to move quickly and effectively to an area of safety. Important points to remember when making up your plan of action are--

- (1) Establish an alternate exit from every room in your home, especially the bedrooms?
- (2) Prearrange a signal to arouse and alert everyone in the home.
- (3) Have an established meeting place outside.
- (4) Teach everyone to test for heat outside the bedroom by feeling the door. If the door feels hot, keep it closed and use the alternate exit.
- (5) Get in the habit of closing bedroom doors before retiring.
- (6) Plan to call the fire department from a neighbor's house in case of fire.
- (7) Impress upon everyone, especially your children, to strictly obey the rule "once out, stay out."
- (8) Conduct a family drill periodical. Seventy-eight percent of house fires start between 8 p.m. and 8 a.m. Consider a night drill for your family.
- (9) When you employ only certified baby-sitters, do you instruct them carefully on what to do in case of fire?

b. Fire Reporting Procedures. If a fire should occur in your home and you feel you can extinguish the fire, evacuate your family and attempt to do so. If not, evacuate the building and do not return for any reason. Give the address if known, your name, a call back number, and a cross street for reference. Always keep the Local fire department number posted near your telephone.

c. Smoke Detectors. Three out of four fire deaths in homes are from fire gases. An approved smoke detector system will give your family extra time to escape a fire. Install at least one smoke detector per floor, close enough to be heard from bedrooms. Install according to manufacturer's instructions and test monthly. Periodically clean the smoke detector housing to clear away any dust/dirt that may obstruct the sensor unit.

d. Fire Prevention. Eliminate potential fire hazards and your family may never have to use the family escape plan, except in a drill. Here are some tips to reduce the chance of fire in your home.

(1) Always use an ashtray. Don't smoke in bed. Never set ashtrays on the arms or seats of chairs or couches. Never smoke around flammable liquids. Be sure matches and cigarettes are out before discarding.

(2) Never leave matches where children can get them. Do not leave small children at home unattended.

(3) Clean out accumulated rubbish from the attic, basement, and garage.

(4) Don't leave combustible materials near a source of heat.

(5) Don't overload electrical circuits or use frayed extension cords.

(6) Never run an extension cord under a rug or behind curtains.

(7) Clean work areas of paint, sawdust, or trash after do-it-yourself projects,

(8) Don't use flammable liquids (paint thinner, glue, gasoline, or solvents) indoors if you can avoid it. Vapors can travel to distant sources of ignition, such as cigarettes, electrical switches, or pilot lights (oven or water heater).

(9) Aerosol cans often have flammable contents or propellants that can be ignited by a carelessly lit cigarette.

(10) Cooking and overheated grease left unattended on stoves result in many house fires. Never leave cooking appliances unattended while in use. Always keep a lid handy to smother flames. Baking soda or a small dry chemical fire extinguisher can be used for grease fires. Keep stoves, hoods, and filters clean and in good repair.

(11) Always clean the lint filter of your dryer after use. Periodically clean the dryer's exhaust tubing to remove accumulated lint or more frequently depending on usage.

**14. HOME FIRE SAFETY CHECKLIST.** Home fires in the United States number close to 800 a day. How safe is your home from fire? Have the whole family study these questions and check for fire hazards. Answer the questions carefully, crossing out any that do not apply. Every "no" answer points to a fire hazard. If you can answer "yes" to every question, congratulations! If there are any "no's," you can learn from them the hazards that exist in your home, and the steps which can be taken to correct them.

a. Matches and Careless Smoking Hazards

(1) Do you keep matches away from sources of heat such as stoves or heaters and out of reach of small children?

(2) Do you ensure matches and smoking materials are out before disposing of them?

(3) Do you have plenty of good-sized, noncombustible ashtrays in every room?

(4) Is "No Smoking in Bed" a rule in your home?

b. Electrical Hazards

(1) Do you allow only a qualified electrician to install or extend your wiring, ceiling fan or other electrical appliances (permission required from Family Housing Office)?

(2) When you buy electrical equipment; e.g., extension cords, appliances, TV sets, and all other devices, do you always look for the UL logo of Underwriters Laboratories, Inc.?

(3) Are there enough electrical outlets in every room to avoid need for multiple attachment plugs and long extension cords?

(4) Do you have special circuits for heavy-duty appliances such as stoves?

(5) Blown fuse in your household should only be replaced by DPW, circuit breakers (CB) should be reset to the off position then on. If CB continue to cut off, contact DPW Work Order Clerk.

(6) Are all extension cords in the open--not run under rugs, over hooks, through partitions or door openings, furniture not on cord, and does not present a trip hazard ?

c. Housekeeping Hazards

(1) Do you keep your closets cleared of old rags, papers, mattresses, broken furniture, and other combustible odds and ends?

(2) After using oily polishing rags or waste, do you destroy them or place them in covered metal cans? Cleaning of used rags must meet environmental discharge requirement or comply with the manufacturer's instruction.

(3) If you store paint, varnish, etc., do you keep the containers tightly closed and stored outdoors in an approved and safe location such as an unattached shed?

(4) Do you put ashes in metal containers, clear of wood floors or partitions, and dispose of them at frequent intervals?

(5) Has everyone in your family been warned never to use gasoline, benzene, or other flammable fluids for cleaning clothes, furnishings or floors?

d. Cooking and Heating Hazards

(1) Are walls, ceilings, and partitions near heating and cooking equipment either adequately separated from these sources of heat or protected by noncombustible insulation?

(2) Are wood floors under stoves and heaters protected by insulation or ventilated air space?

(3) Is your stove, including oven and broiler, kept clean of grease?

(4) Are curtains near stoves arranged so as not to blow over them?

e. Yard and Garage Hazards

- (1) Do you keep your yard cleared of leaves, debris and combustible rubbish?
- (2) If any of the surrounding property is vacant, have weeds, dry leaves, and rubbish been removed from it?
- (3) If you keep gasoline for use in a power mower or outboard motor, is it stored in a approved metal safety-type can with self-closing caps on the openings?
- (4) If your garage is attached to the house, is it separated by a tight-fitting door which is kept closed?

#### **15. CHRISTMAS TREE SAFETY.**

- a. The tree and decorations for the traditional Christmas celebration must be selected with care to prevent installing a hazard in your home.
- b. Some Christmas tree safety tips to keep in mind include the following:
  - (1) Check to see if the tree is fresh before you buy it by striking the trunk against the ground. If more than a few needles fall off, the tree is dry and could catch fire.
  - (2) To keep your tree fresh, cut an inch or so off the bottom of the trunk and stand it in water. Do not place the tree near a fireplace, or any other heat source that could dry it out **or cause it to ignite**.
  - (3) Don't use lighted candles on the tree.
  - (4) Never leave the house or go to bed without first unplugging all indoor and outdoor Christmas lights.
  - (5) Check your Christmas tree and light sets before installing them. Light sets with worn electrical insulation, cracked or broken sockets should be discarded. Use only light sets that are listed by Underwriters Laboratory (UL) and identified by the logo " a circle with the letters UL inside of the circle.
  - (6) Never use metal trees, they conduct electricity and could become a shock/electrocution hazard. Metal Christmas trees are not approved for use in family housing unit.
  - (7) Trimmings used on or around the tree should be noncombustible or flame resistant.
  - (8) Mistletoe and holly should be kept out of reach of children, as these decorations may be harmful if eaten. Also, the favorite Christmas plant, the Poinsettia, has poisonous leaves. Eating one leaf may be fatal to a young child.
  - (9) A dry tree is a fire hazard. Keep the tree watered. If the tree shows signs of drying, you should discontinue using the tree lights.
  - 10) Outdoor electrical decorations must be UL listed and designated for outdoor use. All outdoor electrical decorations must be plugged into a ground fault circuit interrupter (GFCI) outlet and should not be routed through doorways or windows.

### **Chapter 3. RECREATIONAL ACTIVITIES**

## **16. SWIMMING SAFETY.**

a. Swimming is more than fun. The ability can even save your life. Boating, water skiing, and even wading can lead to tragedy for the non-swimmer. American Red Cross statistics reveal that half of all drowning occur within twenty feet of safety. The frightening statistic is that forty percent of the population cannot swim twenty feet and would probably drown attempting it.

b. If you or any member of your family don't know how to swim, the following safety tips are worth remembering since even "good swimmers" have drowned:

- (1) Never swim alone, even if you are an experienced swimmer.
- (2) Swim only at supervised swimming areas.
- (3) Never swim when exhausted, overheated, or immediately after eating.
- (4) Explore the water cautiously for drop-offs, washed-out areas, and underwater hazards.
- (5) Before diving, make sure the water is deep enough.
- (6) Don't depend on a tube or inflated toy to hold you up.

(7) Don't drink and swim. These are just a few of the common sense rules that can save your life or the life of a loved one.

c. Learn to Swim. You may not end up as an Olympic champion but you will have the satisfaction of knowing that you have mastered the "art of swimming."

## **17. BOATING SAFETY.**

a. Boating is one of the most enjoyable of all water sports. Whether you just cruise around, fish, or water ski, a boat properly handled can be your passport to fun and relaxation on the water. It is highly recommended that all soldiers and family member attend a safe-boating course, it free, just contact the local U.S. Coast Guard Auxiliary for course date and time or call the toll free Boating Course Hotline @ 1-800-336-BOAT. To make the waterways a safe and enjoyable place for all, every boat owner should know and follow a few simple safety rules. Do get your boat inspected by the U.S. Coast Guard or its auxiliary, it is free and will help you from getting into trouble. The Red Cross offers courses in first aid. Both of these courses could help save your life.

b. Before starting out, be sure your boat is equipped. The Coast Guard requires the following items:

- (1) A personal flotation device (PFD) (Coast Guard approved) for each person in the boat. A good place to keep it is on - especially for youngsters and non-swimmers.
- (2) Fire extinguisher. One each B-1 fire extinguisher if under 16 feet, two if under 40 feet and three if over 40 feet.
- (3) Paddle, oar or other propulsion device for boats under 16 feet. If another outboard motor or trolling motor is the alternative propulsion device it must have a separate fuel and starting source.
- (4) Anchor and line is required. Drag or chute anchors can be dangerous near shoreline, use only when in deep waters.
- (5) Bailing device. Buckets, scoops, cans, etc. are required in addition to any electrical operated bilge pump.

(6) Lights: Combination red and green light on bow; white horizon light aft.

(7) Ventilation and flame arrestor on inboard boats.

(8) Whistle or horn.

(9) Although not required, carrying a small toolbox to make minor repairs may prevent you from being stranded out on the water.

(10) Sunglasses and sunscreen lotion are good eye and body protection from the sun.

c. Know the "rules of the road."

(1) In crossing situations, the boat being overtaken has the right of way and will maintain its course. The crossing boat will move to the right aft of the boat being passed. Remember the boat on your right has the right of way.

(2) In meeting situations (head-on), both vessels turn right and pass port-to-port.

(3) Passing starboard on head-on situation is permitted if proper signals are given. The passing boat will give the approaching boat will acknowledge by 2 short blast (1 second each). The passing boat will then pass on the starboard side of the approaching boat.

(4) Overtaking situations. The boat that is overtaking will give a one second blast if passing on right side and two, one second blast if overtaking on the left side. Boat being overtaken will maintain speed and direction.

d. Reduce speed while in harbors and confined areas. Avoid making disturbing waves in congested waters. Make no sharp turns at high speed.

e. In rough water, stay low in the boat and cross-waves at a slight angle.

f. Never overload your boat--most boats have a metal capacity plate that tells you how many people and gear you can safely carry. Passengers and gear should be evenly distributed.

g. Avoid horseplay--all passengers should remain seated in small boats.

h. When refueling, stop smoking, extinguish all fires, and close all vents, doors, and hatches.

i. If you do capsize, remember: If the boat continues to float, stay with it.

j. If you are a new boat owner or just need some assistance, the Coast Guard Auxiliary will give your boat a free courtesy inspection to help ensure your boat is properly equipped.

## **18. SHORE FISHING SAFETY.**

a. Know how to swim and know basic first aid.

b. Listen to the weather forecast and prepare accordingly.

c. Stow away some needle-nose pliers, wire cutters, and a pocket knife in your tackle box.

d. Tell someone where you plan to fish, mentioning also when you plan to return. Take a friend along--it makes for good and, of course, safe company.

e. Don't fish in waters where there are swimmers or scuba divers. In, Hawaii many times this is not possible cause swimmers and drivers or spear fishermen may approach your line.

f. Do not go barefoot--fish fins, broken glass, nails, or other beach debris can hurt. Always wear shoes when walking on coral or lava rocks.

g. When wading, move cautiously--watch for drop off into deep water and unsteady rocks/coral.

h. Be careful extracting hooks--some Hawaiian fishes have teeth that can severely lacerate and/or knife fins that will cut your hand. Use gloves if you're not familiar with the fish you caught. Other fish may have spines that are toxic. Should a hook snag you, cut it from the line, put a dressing on the injured area, and get to a doctor.

i. Eye injuries occur frequently. Eye protection should be used to protect the eyes from fish hooks. Sunglasses should be used for protection from UV rays and local fishermen uses a darker shade for spotting fish along the shore line.

j. Apply sunscreen to all exposed skin surfaces and use a wide-brim hat or ball cap to reduce sun exposure to the face.

## **19. GUIDE FOR SAFE WATER SKIING.**

a. Learn to water ski by taking instructions from a certified water ski instructor.

b. Know how to swim, and wear a vest-type flotation device.

c. Look ahead and know where you are going at all times.

d. Stay away from solid objects such a docks, boats, etc.

e. Be courteous and stay a reasonable distance from others--fishermen, swimmers, and boatmen.

f. Run parallel to shore and come in slowly when approaching for a landing.

g. Learn new maneuvers progressively.

h. Have an extra person in the boat to watch the skier or use a wide-angle (170 degree minimum) rearview mirror to observe the person being towed.

i. If you are all right after a fall, clasp both hands overhead to let the driver know. Hold up a ski after taking a fall in a well-traveled boating area.

j. Check your equipment for dangerous, sharp, or protruding objects on skis such as wing nuts, loose runners, slivers, etc.

## **20. JOGGING SAFETY.**

a. There are 25 million American men and women who run or jog as a means to a healthier life. Jogging requires nothing more than a good pair of shoes and a willing spirit. It is an effective way to train the cardiovascular system; and the heart, like any muscle, becomes stronger, more efficient, and

more resilient when trained correctly. While jogging is an excellent form of exercise, the National Safety Council has expressed its concern for the increasing number of joggers on the streets who have placed themselves in a potentially dangerous environment. Individual runners have the following responsibilities:

(1) Run on sidewalks or shoulders where these are available. In other areas, run on the extreme left side of the roadway facing oncoming traffic and yield to vehicles when necessary to ensure safety. Avoid streets with heavy traffic.

(2) Run in single file when jogging with others.

(3) Cross traffic arteries at intersections or crosswalks. Stop for red traffic signals and stop signs, and observe all other official traffic controls. Pedestrian traffic rules apply to joggers.

(4) At uncontrolled intersections, anticipate dangers and check traffic before crossing. Make eye contact and be sure of the driver's intention before crossing in front of a stopped vehicle.

(5) Wear light-colored clothing, especially when running in the early morning, at dusk, or at night. Reflective vests or bands will increase your visibility to vehicle drivers.

(6) Keep your head up as you run. Dropping the head hinders breathing and cuts down on your line of vision.

(7) Wearing of earphones when running is prohibited on post. The only way you can be warned of vehicles approaching from outside your field of vision is by hearing them.

b. In addition, proper physical training techniques will help you avoid muscle strain and related injuries.

(1) Stretch before and after running. Proper stretching means progressive lengthening of the muscle, while holding it in place ten to twenty seconds. Warm up for ten to fifteen minutes.

(2) Maintain a pace that does not leave you breathless. You should be able to carry on a conversation while jogging.

(3) Jog at about the same time each day. Establish a progressive training cycle. Run hard one day, less intensely the next. Allow time for recovery between sessions.

(4) Good jogging shoes are essential. Never substitute tennis or gym shoes for jogging shoes. They do not offer the same support, cushioning, and stability.

(5) Run on "forgiving" surfaces. Soft surfaces like grass or dirt roads are better than hard paved roads.

(6) Strengthen your muscles. Manual resistance exercises and lightweight lifting improve muscle conditioning.

c. When you do it right, fitness, challenge, fun, and overall well-being are the rewards.

## **21. BICYCLING SAFETY.**

a. General Information. Today millions of people seek recreation and exercise by riding bicycles. Records show that nearly half a million bike related injuries occur each year. Cyclists are particularly

vulnerable on the highway. Any fall or collision is likely to result in injury. In any right-of-way dispute with an auto or truck, the bicycle is overmatched in weight, speed, and protection provided to the operator. Since drivers are used to sharing the road with other autos, many auto operators fail to see the smaller vehicles of the cyclist.

b. Accident Prevention. Here are some things you can and should do to protect yourself while cycling:

(1) Select a bicycle that fits. The size of your bike affects your balance and ability to reach the steering and brake controls and pedals. You should be able to reach the ground comfortably with the ball of your foot while sitting on the seat.

(2) Periodically do a complete inspect of the bike to see that it is in good working order. Check the tires for wear and tear. Also check the wheel spokes, chain, lights, and horn. Tighten any loose nuts and bolts, adjust chain as needed.

(3) Know the rules of the road. Traffic laws apply to bicycle just as if you were driving a car. Always signal your intentions; make sure drivers know what you are going to do. Children should not be allowed to ride on roadways until they have mastered all aspects of the bicycling, including starting, safe operation, right-of-way rules, turning corners, and rapid stopping.

(4) Dress properly. Wear brightly colored clothing during daylight hours and a reflective vest during hours of limited visibility to make yourself more visible. High-flying flags are a good idea to increase visibility. If wearing long pants, roll them up or secure them so pant legs don't get caught in the chain. Wearing of bicycle helmet is mandatory on all military installations in Hawaii. Helmets must be worn with strap fastened while riding. Helmets will reduce the amount of injury in a collision. Three-quarters of all fatalities in bicycling accidents involve head injuries.

(5) In bad weather don't travel on your bike. Rain and fog produce slick pavement, poor visibility, and wet brakes. and deep puddles.

(6) Be on the alert for animals. Dogs running into your path or chasing you can cause accidents. If a dog is chasing you--stop. Use your bike as a shield if attacked.

(7) Use of a headlight, reflectors, horn or bell and reflective clothing is required at dusk and dawn while on the installation be extra careful.

c. Bicycles are great for transportation and exercise. Don't let an accident spoil your ride.

## **22. HUNTING SAFETY.**

a. Firearms may serve many purposes. Some are used for recreation, such as-hunting or target and skeet shooting; others provide the hobbyist or collector with hours of enjoyment.

(NOTE: Accidents with firearms are needless and can be prevented through conscientious adherence to the following cardinal rules for firearm safety from DA Pamphlet 385-7.)

(1) Treat every gun as if it were loaded.

(2) Don't trust safety mechanisms. Never pull the trigger of a loaded gun to test the safety.

(3) Make sure the gun is empty before handling or cleaning.

- (4) Always keep a gun pointed in a safe direction.
- (5) Point guns only at targets you intend to shoot.
- (6) Keep guns unloaded when not in use.
- (7) Avoid horseplay.
- (8) Be sure the gun barrel is clean and free of obstructions
- (9) Store your guns and ammunition separately. Guns should be inaccessible to children.

b. In addition to the rules for gun safety, the sportsman must also practice the following rules of good judgment when in the field with his gun:

- (1) Wear a safe color. Wear clothing that makes you easily visible.
- (2) Never climb trees or fences or jump ditches while carrying a loaded gun. With a companion, the chamber should be open or empty of rounds--hunters then hold guns for each other.
- (3) Don't lean loaded guns against fences, tailgates, trees, etc. The fall could cause accidental discharge.
- (4) Unload your gun before entering camp, house, car, or boat.
- (5) Never transport loaded weapons in motor vehicles.
- (6) Point your gun in a safe direction. Keep the safety on and never put your finger inside the trigger guard except when ready to fire.
- (7) Be sure there are adequate backstops when target practicing. Don't shoot in the direction of a dwelling.
- (8) Be sure of your target. People have been seriously wounded by sportsmen who have fired into the underbrush thinking the sound was made by game.
- (9) Don't hunt alone; use the "buddy system" and carry a compass.
- (10) Gunpowder and alcohol don't mix; don't drink before or during a hunt. **CONSIDER EVERY GUN AS LOADED AND HANDLE ACCORDINGLY.**

## **Chapter 4. POV SAFETY**

### **23. VEHICLE RESTRAINTS (Seat Belts).**

a. Seatbelts use is mandatory both on and off post. Of all the safety equipment installed in a vehicle, seatbelts have the greatest potential for saving lives at the least cost. When operating a vehicle equipped with seatbelts, the lap belt should be drawn snugly across the hipbones, NEVER across the abdomen or soft part of the stomach. The shoulder belt should have just enough slack to let the driver reach the important controls. Normally, the shoulder belt is properly adjusted when there is just enough room for a fist between the chest and the belt. Whether going to the corner store, or on a long distance trip, seatbelts save lives.

b. Child Seat Restraints. Most state laws require all children under the age of 4 to be secured fastened in a child-restraining seat and fastened to the vehicle restraining system in the back seat. When choosing a restraint system for your child, ensure that it has the Department of Transportation seal of approval. Also, read the manufacturer's instruction on the proper installation of child restraining seat.

c. Children under the age of twelve will not be placed in the front passenger seat of vehicles that are equipped with dual air bags. Children have been killed by the air bags when it activated. It is high recommended that all children be placed in the back seat and seat belted at all times when the vehicle is in operation.

## **24. DRINKING AND DRIVING.**

a. Research indicates that in recent years, drunk driving has been growing as a factor in our national highway safety problem. These accidents most often occur in late evening and early morning hours of the weekends. Many involve a single vehicle.

b. What is the answer to drinking and driving? The answer lies in a general understanding of the human, physical effects of alcohol, and a specific understanding of one's own personal limitations, capacity, tolerance level, or whatever it may be called in your home.

(1) Your brain is a computer. It receives live information constantly through your senses and makes decisions that help you control your vehicle to avert all the hazards that confront every driver in any kind of driving situation.

(2) The results are slowed reflexes, impaired coordination, reduced visual acuity, and dulling of normal caution. Concentration becomes difficult. You cannot think as clearly, as quickly, or as rationally as you usually do, and you cannot act as fast. A delay of a mere half-second in braking allows a car, at 55 mph, to travel an additional forty-one feet.

(3) Alcohol is a drug. It is not a stimulant. Actually, it is a depressant that affects your central nervous system. You do not digest is absorbed directly into your blood stream where it is carried of the body.

(4) When is it safe to drive after drinking? Never! Time--and only time--is the answer. It has been recommended you wait at least one hour per ounce of alcohol (80 proof) before attempting to driving. That is the minimum time, experts say, in which the body can rid itself of alcohol.

c. As a host, you can influence the drinking behavior of your guests.

(1) Offer food first. Starting with food first shortens the time in will be drinking. Also, the food will lessen the effects of the drinking begins.

(2) Measure the drinks. Do the pouring yourself or designate a bartender to control the amount of alcohol in each drink. Stiff drinks cause people to drink more than intended.

(3) Have a selection of nonalcoholic drinks. Many guests will choose soft drinks if they are available.

(4) Close the bar early. An hour or so before the party breaks up, serve desserts and coffee. These won't reduce drunkenness, but the time your guests stay around after he quits drinking will. Time is the key to sobering.

(5) Designate drivers. Ensure that one driver per car stays sober. Take responsibility to find a ride, call a cab, offer your couch for the night, or drive them home yourself. Convince a drunken guest not to drive.

d. The occasions for drinking are endless. So are the changes for accidents on the highway. You can help solve the number one highway problem if you--

- (1) Understand alcohol and what it does.
- (2) Understand what alcohol does to you.
- (3) Know your limitations and stay within them.
- (4) As a host, plan moderation into the party.

## **25. TIPS FOR SAFE MOTORCYCLING.**

a. The most important point for the brand new or novice motorcycle rider is to get quality instruction on how to safely operate the vehicle. Many motorcycle distributors or manufacturers offer a motorcycle operator training course. Such investment in time and perhaps a little money is wise. In addition, to operate a motorcycle on Army installations, you must complete the Motorcycle Safety Foundation Course of instruction prior to operating on or off post. Contact the Installation Office for details. Other safety tips are--

(1) Keep your headlight on at all times, maintain the proper lane position, and use your directional signals.

(2) Maintain a safe following distance. Traffic accidents caused by cyclists are usually a result of following too closely. The greater the distance between you and the car ahead, the more time you have to react to hazards or obstructions in the road ahead.

(3) Use your brakes wisely. To stop, your hands and feet work together -- in and down at the same time. Squeeze the clutch and the front brake as you press on the brake pedal and downshift. Always use both brakes to stop the bike. The front brake provides three-quarters of the stopping power, so the operator should brake cautiously. Some motorcycles have integrated braking systems that link the front and rear brakes together, on application of the brake pedal.

(4) Carry passengers only after you become a thoroughly experienced rider.

(5) Be sure the bike is legally equipped and maintained in a safe operating condition.

(6) Ride in the left tract, that is, to the left of the grease strip in your lane of traffic unless you intend to turn right. The left track position assures better visibility, more evasive escape room, and encourages the motorist to pass properly. A cycle is not permitted to share lane position with any other vehicle, including another cycle.

(7) Be in top mental and physical condition before operating a motorcycle. Coordination and concentration are essential.

(8) Do not lend your bike to a buddy since many motorcycle accidents occur on borrowed machines. Due to manufacturers having different methods of mounting controls and inconsistencies in control location between name brands, every rider will not be familiar with every motorcycle. Also, will your insurance cover possible claims arising from your borrowed cycle's accident, or you could be held criminally liable in case of a serious accident or injury?

(9) Observe all traffic laws. The motorcyclist must not only look for and evade the other guy, he must think for him as well. Always anticipate the unexpected so you are alert to control any situation that may arise.

b. Remember, when it's two wheels versus four, your skill and know-how are your best--and may be your only--protection.

## **26. HALLOWEEN TRAFFIC HAZARDS.**

a. While the young folks are off in their own world of Halloween fantasy, motorists should do their very best driving so we can keep them in our own world of reality.

b. The National Safety Council, which has been promoting the cause of defensive driving for quite a number of years, is cautioning you to be more on the defensive than ever come 31 October.

c. The main thing to bear in mind is that the youngsters garbed in outlandish costumes for their trick or treat ventures may be concentrating so much on having fun that they neglect their own safety.

d. Also, many of the young fun seekers will be wearing facemasks that severely restrict their vision. A number of youngsters will be in cumbersome costumes that prevent them from easily moving about. Virtually all will be hampered by big shopping bags for their trick or treat booty.

e. The National Safety Council offers these safe motoring tips to, help make this Halloween even safer for both children and adults.

(1) Make sure your headlights and windshield areas are as clean as possible to ensure good visibility that night.

(2) Obey all traffic signs and regulations, and slow down more than you normally would in residential areas.

(3) Watch for children darting from between parked cars.

(4) Be on the lookout for children in dark clothing walking down the road, on the shoulders, on the median, and everywhere else you normally would not expect to see them.

f. What do you do if you are the chauffeur and in charge of a carpool group of candy seekers? More important than anything else, your job is to concentrate on the job of driving and not allow yourself to become distracted by the noisy crowd of kids around you.

g. Traffic safety experts of the National Safety Council recommend that you park your car on the right side of the road and "kill" your headlights so that oncoming drivers are not blinded. Switch on your flashing lights to serve as a caution to other drivers.

h. The following list of tips is provided to parents for them to observe and pass along the information to their children.

(1) Never let small children go trick or treating alone. They should be accompanied by older children or adults.

(2) Advise children to wear costumes that are light in color, short enough to prevent tripping, and are nonflammable. Costumes can be covered with reflective tape or "glow" spray paint so they pick up the beams of vehicle headlights.

(3) Children should carry flashlights after dark. If a pumpkin is carried, it should be lit with a battery-operated device.

(4) Warn against the wearing of vision-restricting Halloween masks or other head coverings by youngsters. Use colorful facial makeup instead.

(5) Children should be instructed on pedestrian traffic rules.

(a) Cross only at corners, never between cars or diagonally across an intersection.

(b) Look in all directions before crossing the street.

(c) Watch and obey all traffic lights.

(d) Use sidewalks, not the street, for walking.

(e) Wait on the curb until the street is clear to cross.

## **27. VACATION TRAVELING.**

### **a. Planning.**

(1) Once you have decided to make a vacation trip by car, get out your map and determine how far you will have to drive each day.

(2) Don't try to drive too many miles in one day. Long hours on the highway with several cranky children can sour even the sweetest disposition.

(3) While you are checking the route map, identify several possible stopping points.

(4) Rather than set rigid rest stop guidelines, plan to stop whenever you feel any sort of fatigue. Each time you stop for gas, stretch or take a short walk.

(5) If you must travel in the vicinity of a large city, plan your trip to miss the morning and evening rush hours.

### **b. Packing.**

(1) After you have planned your trip, think about packing. The first thing to remember is don't overload. Overloading can affect handling, braking, and tire wear.

(2) Pack as few items as possible in the passenger compartment to reduce the danger of being hit by a flying object if you must brake suddenly or are involved in a collision.

(3) Carry a flashlight, flares, fuses, spare tire, first aid kit, maps, spare keys, and identification.

### **c. Private Motor, Vehicle Operation.**

(1) Your car should be checked well in advance of the trip. Be sure the lighting system, brakes and braking system, steering mechanism, tires, windshield wipers, and horn are in good repair.

(2) Posted speed limits are the maximum permissible under favorable conditions. Adjust your speed downward as required by weather, highway, and traffic conditions.

(3) Keep a safe distance behind the car in front. Follow the two-second rule. As the vehicle ahead passes a landmark, count "one thousand one, one thousand two." If you reach the landmark before you finish the count, you are following too close.

(4) Practice Defensive Driving. Anticipate what MAY happen and be ready for any emergency. Avoid accidents by anticipating hazards created by the unsafe acts of others, adverse traffic, and weather conditions. Never place too much faith in the other driver's signals.

d. Never leave babies, small children, or pets in a closed car in hot weather. Death by heat exhaustion or suffocation may result.

e. Leave sooner - drive slower - live longer!