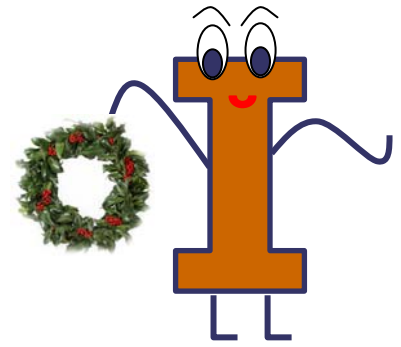


I Watch

Putting the I in Safety



A Newsletter from the
Division of Public Safety

Volume 2 Issue 2

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Have a Safe & Fun Holiday

In order to ensure we all have a safe holiday season, the following tips are offered:

Christmas Trees:



Most artificial trees are fire resistant. If you buy one, look for this protection.

If you insist on a real tree, you should consider buying a living

tree to be planted immediately after Christmas. Several local garden centers have these available, along with the information necessary to make transplanting successful.

If you buy a cut tree, make certain it is fresh, checking these factors:

- ★ Needles are hard to pull from the branches.
- ★ When bent, fresh needles do not break.
- ★ The trunk will be sticky with resin.

When you get the tree home, cut about two inches of the trunk to expose fresh wood and immediately set the tree in a sturdy base and fill the reservoir with water. Keep the stand filled with water at all times, not allowing it to dry out.

Locate the tree far away from fireplaces, radiators, and other heat sources.

Candles:



Never use candles on a tree or near any evergreen branches.

Always place candles on non-flammable holders and place them where they cannot be knocked over or reached by children.

Keep candles away from all flammable decorations.

Extinguish all candles before going to bed or leaving the house.

Lights:



Check every set of lights for broken or cracked sockets, exposed or damaged wires, and loose connections. Discard damaged sets.

For outdoor lights, make certain they are designed for this purpose. Some lights are for interior use only. Secure all lights to protect from falling and wind damage.

Use no more than three standard size light sets per extension cord. Place

extension cords so that they will not be damaged or present a tripping hazard.

Turn off all lights before you go to bed or leave the house.

My Shopping List for You



1. **A cell phone**—I want to make certain you can call for help anytime you need it. And to make certain the police can know exactly where you're calling from, I'll make certain it is "Phase 2 Compliant."
2. **Several smoke detectors and fresh batteries**—because we all know you should have one in each bedroom and on each level of your house.
3. **A carbon monoxide detector**—to be certain that nasty carbon monoxide from your furnace, water heater, or fireplace doesn't harm you.
4. **Two good fire extinguishers**—a nice smaller one for the kitchen, just in case things start to get out of hand, and a bigger one for the utility room or garage.

Oh the Weather Outside is Frightful...

Winter is just around the corner, and it's time to make certain your car or truck is ready for the task. Make certain your vehicle is in good operating condition, paying special attention to your tires, battery, windshield wipers, and antifreeze.



Once you know your vehicle is in good condition, it's time to put together a safety kit to carry with you at all times. You can customize your kit, but make certain to include at least the following:

- * Flashlight with spare batteries
- * First aid kit
- * Several blankets or sleeping bags
- * Plastic bags
- * Extra set of gloves, socks, and a warm hat
- * Windshield scraper
- * Small bag of sand or kitty litter for traction
- * Booster cables
- * Dried fruit, nuts, or granola bars
- * Several bottles of water
- * An extra container of windshield wiper fluid
- * Small shovel

If you have one, a cell phone is a great addition to your winter driving supplies!

And don't forget to keep the gas tank topped off. It's a good practice to make certain you always have at least a half of a tank.

Approved Vendors List

Any vendor or entity that does business with the University is required to have adequate insurance coverage to protect both the vendor and the University in the event of a liability claim.

Risk Management now has an on-line listing of all vendors that have been pre-approved. If you are looking for a caterer, a photocopy repair company, a charter bus company, or any other vendor or supplier, please check our website at www.dps.uiuc.edu/certificates.aspx. This site also provides information for those vendors and suppliers who you currently use, or may wish to use in the future who are not on the list.

If you have any questions about this process, please call 333-4660.

While making certain that your suppliers and vendors are properly approved in order to protect the University, it is still important to comply with all other purchasing guidelines.

Change Your Batteries

Did you remember to change the batteries in your smoke and carbon monoxide detectors when you changed your clocks? If not, stop on the way home, buy the necessary batteries, and change them **TONIGHT!**

Four Keys to Holiday Toy Safety

With the holiday season approaching, the U.S. Consumer Product Safety Commission (CPSC) is providing safety tips to holiday toy shoppers. CPSC has developed a color poster outlining important toy safety tips for parents and consumers to keep in mind while shopping for their children this holiday season. To view and download the poster in either English or Spanish, please visit <http://www.cpsc.gov/nsn/nsnposter.html>.

Gift buyers should also be on the lookout for recently recalled toys and children's products. Recalled products pose potentially serious safety threats to youngsters, so visit www.cpsc.gov to view a news release on the top 10 toy recalls of 2004.

