



September 2012

Mardi Gras Madness

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Frisco Mardi Gras Madness

President's Message

Can you say *Conference*? And what a conference it is going to be! It's jam packed with a variety of education sessions that are sure to satisfy your needs. Hats off to the Education *Krewe* for the great line-up this year. It's going to be really hard to choose which session to go to, because they are all so enticing. Our key note speakers will get things kicked off with an upbeat, yet educational offering. The duo is known for crowd participation, they have some unique activities in store for all the Kings and Queens of Texas PRIMA.

If you haven't had a chance to register, there is still time! Conference Registration brochures were sent out so you can fill it out and turn it in OR you can register on the website. Either way, don't miss out on this amazing educational and networking opportunity. Also, if you've already given away your doubloons, apply for a Texas PRIMA scholarship! So come join us and all your fellow risk management Kings and Queens when we "*Unmask Risk Management*" in Frisco!

Donna James-Spruce
2012 Texas PRIMA President

Texas PRIMA Board Member Spotlight

The spotlight is shining in this issue on Regan J. Rychetsky, aka "Rege". He is the director of HHS Enterprise Risk Management and Safety for the Texas Health and Human Services System (HHS). HHS consists of the Texas Health and Human Services Commission, Department of Assistive and Rehabilitative Services, Department of Aging and Disability Services, Department of State Health Services and Department of Family and Protective Services.

Regan conducts Threat Management Team training, workplace violence and domestic violence in the workplace training for HHS. He works regularly with executive teams, regional administration, and many others regarding workplace violence, domestic violence and stalking issues. Regan is often consulted by other entities, including the Internal Revenue Service in Washington, D.C., regarding workplace violence and domestic violence in



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workplace situations and programs. He provides consult and safety plans to victims of domestic violence, stalking or other threats of harm. Regan also serves as Safety Officer as part of the Command Staff of the Department of State Health Services, State Medical Operations Center (SMOC).

Regan is the Past President of Texas PRIMA and currently serves as a Director on the National PRIMA Board. Regan has a Bachelor of Science degree from Texas A&M University and holds an Associate Business Continuity Professional (ABCP) certification.

Wow, he is a busy guy!! We are proud to have this shining star on the Board!

MEMBERS ON THE MOVE



Linda Spacek was recently promoted to Director of Human Resources for the City of San Marcos. Linda joined the City in 1990 as Risk, Benefits and Safety Manager and was later promoted to Assistant Director. In her new role, Linda will be responsible for Human Resources, Labor Relations, Employee Benefits and Risk Management. Linda is a past president and board member of Texas PRIMA and has served several terms on the PRIMA Board of Directors.



William (Bill) Paterson was recently promoted to Risk Manager of Travis County. Bill joined Travis County in the beginning of 2001 as Risk/Safety Specialist.



Manuel Trejo

City of Sugar Land has added two new staff members to its Risk Management Division. New Safety Coordinator is **Manuel "Manny" Trejo** and Risk Analyst is **Meril Philip**. Manny's main focus is on the City's Safety Program and Meril's is all trend analysis and reporting. They are both working towards their certification as Certified Safety & Health Official (CSHO).



Meril Philip

Tell us about your new position, promotion or designation.

Send submission to info@texasprima.org.

Warm Welcome To New Texas PRIMA Members

The Texas PRIMA Board of Directors would like to extend a warm welcome to the new members of our organization.

Derrick Brown, Regional Territory Manager, Texas – Preferred Medical Network

Dana Moreno, Montgomery County

Manuel Trejo, Safety Coordinator – City of Sugar Land



Long Term Member Spotlight: Featuring Tina Paquet



Wow. The years have flown by and Texas Chapter PRIMA has grown in so many ways since 1990. That was the year that I became a member and attended the first Texas PRIMA conference, held in McAllen. At that conference, I was surprised to learn that there was an available resource of professional education, tailored to public entities. I was equally surprised to learn that joining Texas PRIMA meant that I could join a network of really intelligent Risk Management Professionals, who also worked at public entities. The attendees that I met seemed to share the same need for continuing education and training. Boy, was this the perfect organization for me!

My career with the City of Houston began in 1986. My previous private sector jobs, in corporate Risk Management at United Energy Resources and with Kemper Insurance, did not provide the background that I needed for my new job. I was especially challenged by the lack of understanding of Risk Management; job duties were being defined and written at that time. I was hired as the City's first "Insurance Claims Coordinator", but I didn't handle claims! I was fortunate that my hiring manager, Tom Cody, was one of the first group of Risk Managers who joined together to form Texas PRIMA. He knew that this organization would provide the professional support that I needed and he encouraged my participation. Tom was right. I will always be thankful for his advice.

And, that was how I became committed to Texas PRIMA.

I have attended every annual conference, except the year that my son, Brent, was a newborn; he is now 19 years old. The first conference in McAllen was really small, but it had all the elements needed for a great conference; now, our Texas tradition. There were informative break-out sessions, exhibitors (a couple who had folding tables that were set up in the hallway), networking and a great reception – complete with a mariachi band! Many of the Texas PRIMA conference, opening night receptions are especially memorable. The 1997, Corpus Christi conference reception on the USS Lexington, was one of my favorites. Many of the conference attendees participated in the 1940's patriotic dress theme. Texas PRIMA's favorite D.J., "Phil", was set up on the deck spinning tunes and, like me, everyone seemed to have had an enjoyable time. The only exception to that great night was the below deck restroom, I do believe that small, dark place, was haunted! Another favorite reception was, of course, the Houston conference in 2003. It was the year of the Academy Awards theme. The opening reception hall was filled with conference attendees, beautiful people in their best evening wear. I also have to mention the 2005, annual conference in Austin. The opening night reception was a Renaissance theme and many, many "Lords" and "Ladies" participated. Alan Smith had one of the best costumes; he sure made a grand Wizard! This represents the short list of all of my favorites.

I was a member of the Board of Directors from 1997 to 2006. One of the memorable board positions was Treasurer. In addition to reviewing bank statements and reconciling the association's checkbook – by hand, I had responsibility for carrying the organization's huge checkbook (was it 11" x 14"?) to conference. It was kept securely locked away in the conference hotel safe. My favorite and most memorable years on the board were during my one and a half year terms as Chapter President. I was constantly humbled by the hard work of so many dedicated public entity Risk Management Professionals.

Each year the board would seek out sponsors for the following year. This task was easy because as Texas PRIMA grew, sponsors wanted to support our organization. As the number of sponsors has grown, from a couple of exhibitors at the McAllen conference to 36 sponsors and more than 70 exhibitors in 2011, Texas PRIMA has grown and formed many long-term sponsor partnerships. This is proof that Texas PRIMA is recognized as the leader in providing quality professional development for public entity Risk Management Professionals in the State of Texas.

I have gained more than I have given to Texas Chapter PRIMA. The public entity focused continuing education has benefited my professional career. The professional support of so many peers across the State of Texas and out of State as well - and my treasured "PRIMA Family", who I won't name because I'll surely miss a few, has been a blessing beyond measure. Let me encourage you to get involved in Texas PRIMA, attend regional meetings, attend annual conferences, join a committee or join the Board of Directors. I am certain that you will never regret it.

Written by: Tina Paquet, Assistant Director – Insurance Management, City of Houston

SPONSOR HIGHLIGHTS

aetnaSM Aetna was founded in Hartford, Connecticut in 1853 and is one of the nation's leading providers of health care, dental, pharmacy, group life, disability insurance, and employee benefits. Building on their 159-year heritage, Aetna is a leader in cooperating and working with doctors, hospitals, employers, patients, public officials and the community in general to build a stronger, more effective health care system. They want make sure healthcare is high quality and affordable for all. Aetna believes it can help create a better health care system and this belief drives their daily decisions as one of the nation's leading health care benefits companies. They work hard to provide their members with information and resources to assist them to make the most informed decisions about their health. Aetna lives by a core set of values and the people who use their services are the focus of everything they do so that they can deliver on their mission to help people achieve health and financial security by providing easy access to cost-effective, high-quality health care. Aetna continually develops new products and services that will have a positive impact. ·

- Offers a broad range of insurance and employee benefits products.
- The first national, full-service health insurer to offer a consumer-directed health plan.
- Full line of consumer-directed health care products.
- Offers a wide array of programs and services that help control rising employee benefits costs while striving to improve the quality of health care, such as case management; disease management and patient safety programs; integrated medical, dental, pharmaceutical, behavioral health and disability information.
- Provides members with access to convenient tools and easy-to-understand information that can help them make better-informed decisions about their health and protect their finances against health-related risks.

For more information please visit www.aetna.com



AS&G Claims Administration, Inc. is the nation's premier provider of claims administration services to the public risk sector. For 29 years, they have been a single source provider of workers' compensation, general liability, automobile liability, professional liability and property claims expertise to local governments and municipal organizations. AS&G has 7 offices in Texas and 17 offices nationwide that service the Gulf Coast, South East and Mid-Atlantic states.

Their goal is to reduce our clients' costs through proactive claims handling and experienced decision making. AS&G's dedication is to deliver quality service that exceeds expectations.



Holmes Murphy is among the 22 largest independent premier risk management and insurance brokerage firms in the United States. Over the past ten years, the dedicated Public Entity team within Holmes Murphy has worked on roughly 33% of all municipality business in Texas with estimated populations of 60,000 and above. They are the only firm in the country to have representatives from one office sit on the national consultant advisory boards of each of the three largest national health plans. Holmes Murphy specializes in a wide variety of plans and lines of coverage, including: insured and self funded health plans, group life insurance, accidental death and dismemberment insurance, dental plans, short- and long-term disability plans, vision plans, voluntary benefits, and cafeteria plans.

Over the past 2 years, the clients of Holmes Murphy have seen a 5% or lower medical trend while the rest of the market has experienced 10% or more. With Holmes Murphy as your consultant, you can expect to receive a full scope of resources, expertise, and capabilities. This includes in-house access to actuaries, compliance, reporting, marketing and a Medical Director. Holmes Murphy is a leader in developing clinical risk management and wellness initiatives. Additionally, Holmes Murphy has dedicated a separate division by the name of ACAPHealth whose sole responsibility is to develop new and innovative strategies. In fact, ACAPHealth provides consultative services to the insurance carriers themselves regarding their wellness capabilities and how to more effectively improve the health of their members. Holmes Murphy's understanding and commitment to innovation and wellness is one of the greatest features that set them apart from their competitors.

For more information about Holmes Murphy Employee Benefits, call 800-882-5949 and ask for the Public Entity team.



Texas PRIMA “23rd Annual Conference Scholarship Program”

The scholarship application process for Texas PRIMA’s 23rd Annual Conference at the Embassy Suites Hotel and Convention Center in Frisco, Texas, November 11-14, 2012 is now underway!

We are encouraging members to get the word out to any of your public entity colleagues and clients who might qualify. The scholarship program is designed to assist risk management professionals whose public entity might not be able to afford the cost of attending the Annual Conference. The scholarship includes:

Conference Registration Costs

All costs related to attending the conference, including travel and lodging at the conference hotel.

Complimentary membership in Texas PRIMA through 2013.

We appreciate your help in spreading the word about the Texas PRIMA 23rd Annual Conference and scholarship program, but hurry, application deadline is September 7, 2012. [Click here](#) to view the scholarship application or copy and paste this link in your browser:

http://texasprima.org/DOWNLOADS/2012_scholarship_application.pdf

Regional Risk Management Seminars

Texas PRIMA Education Committee is proud to bring to its members the last Regional Risk Management Seminar in our series. The last seminar for this year will be held on **September 27, 2012** in the beautiful City of **Corpus Christi**. The City of Corpus has been gracious enough to provide its Central Library’s Retama Room, located at 805 Camanche Street as our next venue.

The topics and speakers are currently being confirmed and the formal agenda will be provided shortly via email so please be on the look-out. Registration is available at www.texasprima.org.

Whether you want Texas PRIMA to present on a specific topic of interest or want to present a topic please send your submission to info@texasprima.org.



We look forward to seeing you there!

MyTexasPRIMA...Social Media Network

As you all are aware, written letters and “actual” telephone conversations have become things of the past. Texas PRIMA members: Welcome to the age of Social Media!

In order to keep up with the changing times, Texas PRIMA developed a “Members Only” Section on the Texas PRIMA website named MemberClicks, which is accessible on the internet to current members with a Username and Password. You can update your profile, post comments and even upload pictures. You also have access to “My Community” which is similar to Facebook. Members can form their own community, by making connections, with colleagues whom you network. Another valuable tool is the Community Forum. This is where members can post messages that are available for all Texas PRIMA members to see. You can post or reply to questions for help, advice on programs, new ideas or even list job postings. To be notified when any members reply to your post or a topic posted by someone else, you must click “yes” next to “subscribe” and then click “submit”. For members who have iPhones, there is a free app you can download. The app is not available for other phones yet, but it will be soon.

Some members may be limited or even restricted from internet usage at the office. For Texas PRIMA to determine the best way for members to connect and network a social media survey was sent out in May asking members about their usage and preferences of Facebook, LinkedIn, Google, etc. We received 90 responses. Over 50% of our members do utilize social media sites with Facebook having the highest usage. Most members can access the internet at work but the largest accessible site was MyTexasPRIMA and it had the highest percentage responses for being beneficial. An entry for a \$25 gift card was offered to everyone who took the survey and provided their email address. Melissa Nixon, Port of Houston Authority, was randomly selected as the winner at the Summer Board Meeting.



Now that the results are in, we have a better idea of where we want to focus our efforts. Changes will be coming to the Texas PRIMA website and the “Members Only” section. If you have any suggestions, ideas or comments about changes you would like to see, please let us know.

Sharada Phillips, Texas PRIMA Social Media Chairman

Looking for the Frisco Mardi Gras Royalty Court...

oh where oh where art thou?

Risk Associate of the Year



In the Risk Management area of your organization, do you have a right hand person that you cannot function without? Is there a person that is indispensable to your organization? Texas PRIMA is looking for nominations for **Risk Associate of the Year**. We want to recognize an individual whose responsibilities are in the risk and insurance management discipline and whose performance is exceptional. You can [click this link](#) to obtain information and a nomination form.

If selected, look what this individual will receive:

- Texas PRIMA’s Risk Associate of the Year will be announced at the Awards Luncheon at the Annual Conference.
- The recipient will receive a wall plaque.
- The recipient will be recognized in the newsletter, Texas PRIMA Press.
- The recipient will be recognized on the Texas PRIMA web page.
- Notification of the award will be sent to the award winner’s supervisor.
- The recipient will be reimbursed for the conference registration and one night of hotel accommodation costs.

Nominations are due by September 14, 2012. Please do not hesitate to recognize one of your valuable associates.

Risk Management Program Achievement Awards

In the Risk Management area, we are always looking for that program that will save money or reduce injuries or simply make us a better manager of risks. Texas PRIMA would like to recognize a program that helps accomplish these goals. Do you have a program that you have developed that you can share? The Risk Management Program Achievement Award is waiting for you.

This award, sponsored by Texas PRIMA, recognizes a project, program or product that contributes to successful risk management programs and provides an opportunity to share these accomplishments and promote the value to risk management public entities. Texas PRIMA will present up to three Risk Management Achievement Awards at the annual conference.

[Click this link](#) to obtain information concerning the nomination of your program. The Risk Management Achievement Awards will be presented at a special ceremony during Texas PRIMA’s Annual Conference. The recipients will receive a plaque and recognition in our newsletter, Texas PRIMA Press, and on the Texas PRIMA website.

2013 Board of Directors Nominations – Take a Chance!



The Nominating Committee is calling for nominations to serve on the Texas PRIMA Board of Officers and Directors and invites you to consider involvement in the leadership of our Chapter through Board membership. The Nominating Committee will be accepting nomination applications through **Monday, September 17th, 2012** to fill expiring Board positions. Elections will be conducted in October, the new Board installed at our annual membership meeting in November, and new Board terms begin January 1, 2013.

Our elected Board is comprised of two Past Presidents (Immediate Past and Past President), four Officers (President, President Elect, Secretary, and Treasurer), and four Directors-at-Large. In accordance with Chapter bylaws, the outgoing President becomes a Director, the President Elect becomes President, and the Secretary becomes a nominee for President Elect. The Officers of the board shall nominate an active Director to serve as the Secretary prior to each annual election.

For 2013, the Nominating Committee is seeking applicants for nomination to fill the expiring terms of two Director-at-Large positions and the positions of President-Elect (Irma Hernandez of San Antonio ISD) and Secretary (Gilbert Sanchez of City of Laredo). Nominees must be a member of Texas PRIMA, employed by a qualified governmental entity, have responsibility for risk management functions, insurance, benefits and/or safety management, and be able to attend Board meetings in accordance with our bylaws. The Board typically meets four times a year, and again at our annual conference.

The Nominating Committee will receive and review applications for nomination and develop a slate of nominees for presentation to the membership. Consideration is given to experience, demonstrated leadership, participation in our Chapter, and proven commitment to our organization and profession.

[Applications for nomination](#) are available on the Texas PRIMA [website](#). Applications must be received by e-mail or fax at the address or fax number included on the form, on or before September 17th. We encourage you to consider this challenging and rewarding experience and welcome your interest in a leadership position with Texas PRIMA. If you have any questions regarding the nomination process, please contact Tracy L. Seiler of The University of Texas System at 512-499-4447 or Texas PRIMA at 512-394-0719.

Get Your Masks and Beads Ready!!!

The Texas PRIMA Board of Directors looks forward to seeing all of you November 11-14th in Frisco, Texas for “The Big (not so) Easy World of Risk Management” annual Texas PRIMA conference at The Embassy Suites Hotel and Convention Center. This year’s conference will be based on a Sunday through Wednesday date format with plenty of events and educational sessions to keep you busy. Here is a run-down of all of the events to assist you in your planning (and packing!) efforts:



Sunday

- This year’s golf tournament at Twin Creeks kicks off with a shotgun start at 12PM.
- Conference Registration opens at 3pm on Sunday at the Frisco Ballroom Foyer.
- An evening welcome reception will be held from 6PM-8PM in the Frisco Ballroom Foyer with hor d’oeuvres.

Monday

- Classes start Monday morning at 8:30 AM with a Keynote Address at 10AM.
- The Annual Membership Meeting will be held at lunch on Monday at 11:45AM with dessert immediately following in the Exhibit Hall.

- An opportunity to meet casually with Exhibitors will take place at 5PM on Monday.
- Put on your Mardi Gras finest and join us for a great evening at the Opening Night Reception. Be sure to pack your favorite Mardi Gras masks and attire for this event – PRIMA always encourages attendee costume participation! A fantastic dinner buffet will be served and don't forget to use your coins and stick around 'til the end to enjoy our prize drawing!

Tuesday

- Sessions start at 8:30AM.
- The annual Awards Lunch is held on Tuesday at 12:15PM where you can enjoy learning more about the success of your peers and their entities who are recognized for their contributions to public entity risk management.
- Our final full day concludes with a sponsor/exhibitor appreciation networking event in the Exhibit Hall at 4:45PM.

Wednesday

- Sessions start at 8:30 AM.
- A closing General Session is at 10AM followed by the annual prize drawing.

A few conference reminders include the fact that PRIMA has gone “green” and no paper handouts will be provided at the conference. We will post these on the Texas PRIMA website in the “Members Only” section as we get closer to the conference - please print out your own handouts prior to departing for conference. Continuing Education Credits will once again be offered for sessions that qualify. Also, remember that conference rooms are usually on the cold side, so pack accordingly!

Embassy Suites Hotel guests are provided with free covered parking and in-room internet for only \$5 per day! Breakfast for Conference Registrants begins at 6AM each day in the Embassy Suites Restaurant.

Be sure to register before October 18th to take advantage of reduced registration rates. A registration brochure was recently delivered in the mail... [CLICK HERE](#) to register on-line! See you there KREWE!

Calling All Golfers and Duffers!

The new date format is in effect for the 2012 Texas PRIMA Annual Conference in Frisco, Texas. The Embassy Suites will be the venue and the dates are from November 11, 2012 to November 14, 2012. Play golf with us on Sunday, November 11, 2012 at the Texas PRIMA Annual Conference. We will be at



The Golf Club at Twin Creeks which is about 15 minutes from the Embassy Suites in Frisco. It will be a scramble format, shotgun start with three flights with three winners. It will be limited to 144 players. We will start at noon and be done in time for the first event of the conference, The Welcome Reception from 6PM to 8PM. There will be Scratch-off Fantasy Golf cards to win prizes and Mulligans (4 per team) will be available

Just look at what your entry fee gets you:

- \$27 practice rounds for participants (2 weeks prior to date of event).
- 15% Merchandise discount.
- Complimentary Green Fee voucher for each participant (a \$40 value).
- \$10.00 Cash Card to Golfsmith for each participant.
- Three flights with three winners
- Longest Drive and Closest to the Hole contest.

OK, just how much is this going to cost me? Well here is the good news. We have held prices from last year. **\$25 for Public Entities, \$75 for Pools and \$100 for Corporate.** So do not delay as the participation is limited. Don't know where you can get a deal like this anywhere else.



Letter From The Editor

Dear Colleagues,

Many of us are preparing to start operations for a new scholastic year and as we begin I want to share some words of encouragement by Joel Osteen that one colleague recently shared with me. I hope it gives you the courage and strength you will need for the difficult challenges you will undoubtedly be facing in your profession as a risk, benefit and/or safety manager for your organization in the months ahead.

“Anytime you set out to do something great in life, there will be critics. If you’re going to be a great businessperson, coach, student, leader or employee, there will be opposition. The more success you have, the more opportunities there will be for distractions. The higher you go, the more haters will come out. When you start stretching to a new level and pursuing what God has placed in your heart, the jealous people, the critical people, and small-minded people come out of the woodwork and start making negative comments, but you don’t have to let that distract you.

If you are under pressure today, if the critical voices are coming against you, know that it’s because you are making a difference. Don’t let them throw you like a flint, and say, ‘I will not get distracted, I will not get drawn into battles that don’t matter. It doesn’t matter what others think, it matters what God thinks!’”

Good luck and brace yourselves for legislative changes that will impact us financially and the national elections which will potentially rock our world in 2013 and beyond.

Sincerely,

Irma Hernandez, PHR, CSRM

Editor, Texas PRIMA Newsletter



For your BENEFIT!



Supreme Court Upholds Health Care Reform Law

In one of the most eagerly anticipated decisions in its history, the Supreme Court rejected constitutional challenges to the health care reform law. The Court held that Congress acted within its authority under the taxing power to impose the penalty associated with failure to purchase health insurance coverage. While the Court found that the individual mandate violates the Commerce Clause, the constitutionality of the mandate under the taxing power controls. Additionally, the Court ruled that the Anti-injunction Act does not preclude the Court from addressing the constitutionality of the mandate. The Court also held that states must have a choice about whether to expand Medicaid eligibility without risking current Medicaid funding.

What this means for employer plan sponsors...

With Court upholding the health reform law, plan sponsors should now focus on complying with those provisions of the law that become effective later this year and in 2013, such as:

- The summary of benefits and coverage (SBC) requirement

- Form W-2 reporting of the cost of health care

- The \$2,500 cap on health care flexible spending accounts

Although health care reform will continue to be a focus of the upcoming elections, plan sponsors that have not yet done so should also begin designing their benefits strategy for 2014 when the employer responsibility provisions go into effect and Exchange coverage becomes available.

*Source: fyi For your Information, Volume 35, Issue 38, June 28, 2012, article submission by:
Buck Consultants, a Xerox Company*



Risk Management Tips & Tools



Active Shooter Training from Homeland Security/FEMA IS 907

The protection of the Nation's critical infrastructure from all-hazards threats is a shared responsibility between the U.S. Department of Home-

land Security (DHS) and the public and private sector partners who own and operate vital assets and facilities. The DHS National Protection and Programs Directorate's Office of Infrastructure Protection leads the Department's efforts to strengthen public and private sector operations by securing critical infrastructure and assisting owners and operators to prepare for threats from all hazards, including events like an active shooter. In light of the shooter event in Aurora, Colorado this is a reminder about the information, products and training that is available.

Online Training

DHS developed an online Independent Study Course titled Active Shooter: What You Can Do. This 45-minute course was developed in consultation with the Federal Law Enforcement Training Center and the Hospitality, Entertainment, and Tourism Security Council to provide guidance on how to prevent and prepare for a potential active shooter incident.

Upon completion of the course, participants will be able to:

- Describe the actions to take when confronted with an active shooter and to assist responding law enforcement officials;
 - Recognize potential workplace violence indicators;
 - Describe actions to take to prevent and prepare for potential active shooter incidents; and
 - Explain how to manage the consequences of an active shooter incident.
- The online training is available through the Federal Emergency Management Agency Emergency Management Institute at www.training.fema.gov/EMIWeb/IS/IS907.asp.

Active Shooter Resources

DHS has also developed a booklet and poster, with assistance from the Fairfax County Police Department of Virginia, the National Retail Federation, and the Retail Industry Leaders Association, to assist facilities owners and operators to prepare for and respond to an active shooter incident.

- Topics covered in the "Active Shooter How to Respond" booklet and poster includes:
- Profile of an active shooter;
- Practices for coping with an active shooter;
- How individuals should respond when an active shooter enters their vicinity;
- How individuals should respond when law enforcement arrives on the scene;
- Responsibilities of human resources departments and facility managers in preparing for and managing an active shooter situation; and
- Tips for recognizing signs of potential workplace violence; and managing the consequences of an active shooter situation.

Additional resource materials include the Active Shooter Booklet, the Active Shooter Poster (English and Spanish), the Active Shooter Pocket Card (English and Spanish), and the Active Shooter/Suicide Bomber Awareness Bomb-Making Materials Awareness Program Card can be found at www.dhs.gov/cfsector.

Webinars

In September 2011, DHS hosted the Active Shooter Awareness Virtual Roundtable, a Webinar designed to help private and public sector partners understand the importance of developing an emergency response plan and the need to train employees on how to respond if confronted with an active shooter.

An archived version of the Webinar, which includes presentations from a former police officer and a behavioral psychologist, as well as a video produced with assistance from the Federal Protective Service, can be viewed on demand at www.dhs.gov/files/programs/gc_1231165582452.shtm.

Live Workshops

The Department and its partners host monthly day-long workshop events, including presentations from law enforcement and behavioral subject matter experts, guest speakers, and facilitated discussions. Since the pro-

gram's inception in December 2008, nearly 4,000 people have participated in DHS co-sponsored active shooter workshops. Thirty workshops have been scheduled for Fiscal Year 2012 in various cities across the country.

Source: July 30, 2012 via email by Arthur J. Gallagher & Co, information contained above was provided by GovDelivery on behalf of U.S. Department of Homeland Security

Occupational Property & Casualty Hazard Awareness...this could happen to YOU!!!

HURRICANE PREPAREDNESS ACTIVITIES FOR YOUR WORKPLACE

At the beginning of every hurricane season, review any existing emergency response plans you have developed. These plans detail the actions you will take in the event of an emergency. Generally speaking, these plans include up-to-date contact information of employees, business partners and vendors; a pre-determined group of employees who will perform specific tasks in order to prepare for an event; communication procedures; and a list of needed items and materials.



In order to prepare a specific property or structure for a hurricane, keep in mind that buildings located next to open terrain, where the wind can blow unobstructed, such as near fields, large bodies of water, parking lots and airport runways, are likely to be damaged when the wind strikes with full force.

The roof covering and building envelop is your first line of defense. A building's envelop consists of foundation, roof, walls, doors and windows which provide a physical barrier between the interior and exterior areas of the building. Now is the time to check the roof drains to ensure they are not clogged with debris and that water can flow properly. The roof covering should be in good condition and free from blisters and other signs of physical damage. Also, the roof flashing should be tightly secured at the edge of the roof where the roof and building walls meet. Rain entering the building, not wind striking it, can account for significant damage to equipment, furnishings and interior finish. In addition, unreinforced parapets, decorative facades and unsecured mechanical equipment can blow over and damage the rooftop.

Glass wall panels and plate glass windows are vulnerable to damage by windborne debris and the direct force of wind. Before the storm, remove outdoor furniture, trash cans and other lightweight objects that could become windborne missiles.

Indoors, relocate equipment away from windows or cover it with waterproof tarps. In offices, remove items from the windowsill and place papers and files in cabinets or other waterproof containers.

Outside trailers should be tied down to the ground or building to prevent movement. Back-up electrical equipment, such as uninterruptable power supplies (UPS systems) and generators, as well as sump pumps and other water removal systems, should be tested to ensure proper operations.

Once the hurricane warning is issued, it is time to finalize all preparations as it may quickly become too dangerous to finish all the items you want to complete.

Depending on the operation being performed, an orderly shutdown of equipment and utilities is required. Simply turning a piece of equipment to the *off* position may not be recommended until other steps are taken first. Since it may be several days before the building can be occupied, make sure all fire protection equipment is in ready and working condition. Since electric power will probably not be available, ensure all fuel fired equipment is full. Finally, if deemed necessary, you may want to shut down critical utilities, such as natural gas and electrical systems to prevent possible sources of ignition.

Further, close and latch exterior doors and windows, and brace large doors at shipping and receiving docks. Now is the time to close hurricane shutters or cover windows with plywood.

Once the storm has passed, secure the facility and survey for damage, taking pictures or video. Review and document any damage to both the buildings and their contents.

Assume that all downed power lines are *fully* energized under all circumstances and avoid them. Before utilities are returned to service, check for gas leaks, look for electrical system damage and check for sewage and water line damage.

Personnel walking through areas covered with glass and other debris should wear proper personal protective equipment, including such items as steel-toed work boots, thick gloves, eye protection, dust masks and other safety equipment.

During any restoration or repair period, make sure that property conservation programs and procedures are explicitly followed. Should you need to shut down a fire sprinkler system, follow the proper impairment procedures. Follow proper permit procedure for any hot work that you may need to perform. Hot work includes the use of any flame or heat producing device used for welding, brazing, grinding and soldering.

Source: Willis, Strategic Outcomes Practice, Technical Advisory Bulletin, August 2012

Workers' Compensation...things that make you go HA???

A Business Trip Includes Roundtrip Travel

This employee got in a car accident on the way home from a business trip. Under normal circumstances, that's a no-brainer – he'd be entitled to comp. But this case involved a twist.



What happened: The employee was sent on a business trip to another state. Once his duties were completed, he asked if he could stay away longer and do some work for a different employer. He was told he could. Then, on the way back, he was injured in a car accident. He wanted comp.

Company's reaction: We shouldn't have to pay. His most recent work before the accident was for another company. And his reasons for staying were personal – it amounted to an unpaid leave of absence.

Decision: The company lost. The court said that even though he'd stayed longer than necessary and worked for someone else while there, the return trip was still a necessary and compensable part of the job. In other words, the employee hadn't made a significant enough departure from the original purpose of the trip to compromise his eligibility.

Cite: *Gaines Gentry Thoroughbreds/Fayette Farms v. Mandujano et al.*, Ky. Supreme Court, No. 2011SC-00298-WC, 5/24/12

Source: Injury Prevention & Cost Control Alert, June 15, 2012

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