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DON'T GET CAUGHT

Unprepared

SEVERE WEATHER AND EMERGENCY PLANNING

P.20

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**CONSTRUCTIVE FEEDBACK
HEALTHY AGING**

LGRMS IS SEARCHING FOR A

**PUBLIC SAFETY RISK
CONSULTANT**

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SAFETY THEME

DOWNLOAD THIS MONTH'S
SAFETY POSTER

HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING WELL
GEORGIA CORNER

RISK/LIABILITY

OVERSEEING DEPARTMENTAL
LIABILITY

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Peachtree Corners, GA 30092

www.lgrms.com

UPCOMING WEBINARS AND TRAINING EVENTS

For a current list of training events, please visit:
www.lgrms.com/trainingcalendar

SAFETY COORDINATOR TRAINING (IN PERSON CLASSES)

SC 1 - Cornelia, GA - 9/28/21 - 9:00am - 12:00pm
SC 2 - Cornelia, GA - 9/28/21 - 1:00pm - 4:00pm
SC 3 - Cornelia, GA - 9/29/21 - 9:00am - 12:00pm
SC 1 - Statesboro, GA - 10/5/21 - 9:00am - 12:00pm
SC 2 - Statesboro, GA - 10/5/21 - 1:00pm - 4:00pm
SC 3 - Statesboro, GA - 10/6/21 - 9:00am - 12:00pm
SC 1 - Tifton, GA - 10/12/21 - 9:00am - 12:00pm
SC 2 - Tifton, GA - 10/12/21 - 1:00pm - 4:00pm
SC 3 - Tifton, GA - 10/13/21 - 9:00am - 12:00pm
SC 1 - Macon, GA - 10/19/21 - 9:00am - 12:00pm
SC 2 - Macon, GA - 10/19/21 - 1:00pm - 4:00pm
SC 3 - Macon, GA - 10/20/21 - 9:00am - 12:00pm

HEALTH PROMOTION SERVICES CHAMPION TRAINING (IN PERSON CLASSES)

HPC - Macon, GA - 10/12/21 - 9:00am - 12:00pm
HPC - Tifton, GA - 10/13/21 - 9:00am - 12:00pm
HPC - Cartersville, GA - 10/19/21 - 9:00am - 12:00pm
HPC - Cornelia, GA - 10/20/21 - 9:00am - 12:00pm
HPC - Gainesville, GA - 10/21/21 - 9:00am - 12:00pm

www.lgrms.com/trainingcalendar



A NOTE FROM THE EDITOR

By Dennis Watts,
LGRMS Training, Communication, and Public Safety Risk Manager

Fall is on the Horizon!

Welcome to the September edition of SHARE, the combined monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, WC, and Life & Health members 10 times per year.

SHARE has two sections: (1) a general safety, risk, and health section, and (2) a worker safety-focused section similar to the old Safety Theme.

We cover those topics and issues most relevant to Local Governments in Georgia, plus some new features. We look forward to your feedback. The LGRMS SHARE is published on or around the 20th of each month. If you are not currently on the distribution list to receive our monthly newsletter, it can be downloaded for free from the LGRMS website (www.lgrms.com).

IN THIS ISSUE

In this issue we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus for workers is on preparedness in anticipation of winter weather and other emergencies. Continuing our leadership focus Dan Beck has provided his thoughts on constructive feedback. Be safe.

Should you have any questions or concerns, please contact: Dennis Watts, dwatts@lgrms.com, or Tammy Chapman, tchapman@lgrms.com.



DIRECTOR'S CORNER



By Dan Beck, LGRMS Director



Constructive Feedback: The Most Effective and Least Used Tool in Reducing Risk

I've been in safety and risk management for almost 25 years and have seen new programs every

year that profess to be the key to reducing risk. As I frequently say, "there are no magic bullets", "there are no simple solutions", and "good risk control comes from good management practices".

From my perspective, one of the most effective management practices is constructive feedback. The problem is that providing quality feedback is not always easy and/or comfortable. Therefore, most people tend to shy away from this opportunity to reduce risk. Constructive feedback is a critical component to improve any employee's performance. Employees should be provided regularly with risk reduction feedback, both formal performance evaluations and informal day-to-day coaching.

Why do we shy away from providing feedback to employees, co-workers, and bosses?

I think it could be said in one word: “FEAR”. We all have many internal questions, including: What will happen if I tell someone they are doing something wrong? Will they dislike or hate me? Will they call me out on my mistakes? Will they stop working or be less productive? What if I’m wrong? What if they are doing it the correct way?

We must realize that the “fear” is there for a reason. That any and all of these fears could come to be. Your co-workers could stop talking to you. Your employee could be less productive. Your boss could retaliate.

In order to fight these real fears, you must realize two things:

1. **The consequences of not providing constructive feedback could be worse than your fears.** Your co-worker might stop

socializing with you temporarily, but they will go home safely. That you may lose some productivity temporarily, but in the long run it is the best thing for your organization. Ultimately, if you are unwilling to provide constructive feedback, your value to the organization will be questioned.

2. **Constructive feedback can and should be provided in a way that leaves the recipient wanting more and doesn’t cause conflict.** Of course, this is not easy and takes lots of practice, but it can be done.

How do you make feedback constructive?

1. **Have a Goal** – If you can't think of a constructive purpose for giving feedback, don't give it. Before you start the feedback process, understand what you want to accomplish and develop a plan.
2. **Time and Location** – Feedback should be



given as close as possible to when the performance incident occurs, so that the events are fresh in everyone's minds. Adjust the timing of feedback based on the environment. Feedback should be provided in an area that provides privacy, and ease of comfortable communication.

3. **Describe facts of the behavior rather than the person** – Describe what you observed in a clear, respectful manner. Refrain from referencing past issues or performance. Focus on the specific issue at hand.
4. **Provide a balance of positive and negative feedback** – Provide specifics on what they did well and what they can improve upon. People distrust or devalue feedback that is consistently positive or negative.
 - Express appreciation providing positive feedback - The more your feedback is focused on the specifics of their actions, the more it is appreciated. Provide your appreciation on the detail of their behavior and actions rather than just the results.
 - Express concern when providing negative feedback - A tone of concern communicates a sense of importance and care and provides the appropriate level of sincerity to the message.
5. **Be aware of feedback overload** – Prioritize the issues with performance you observe. Select those that will have the most impact on the person's long-term performance. Providing feedback on a laundry list of issues will more than likely result in a less receptive recipient.

6. **Understand the recipient's perspective** – Allow the recipient to explain the rationale and motivation for their behavior and actions. Understand the root cause of the issue. You can't resolve any problem without understanding the root cause.
7. **Agree on a resolution** – Suggest how you would like to see the issue addressed. Ask the recipient for their plan in changing their behavior or actions. Agree on next steps.
8. **Express your support for their continued success**
 - Express your goal of their continued safety and the safety of the organization. Provide your role in meeting this goal.

Remember, giving quality constructive feedback is not always easy or comfortable. Being able to give constructive feedback requires dedication and practice. Here is my recommended plan for how to accomplish this:

- Set a goal of providing quality feedback at least once a week and tell your employees/coworkers/bosses about this goal.
- Then, before providing feedback to someone, explain that you are practicing and want their evaluation of your feedback.
- After doing this multiple times, your talents will improve dramatically.

Good luck in reducing risk within your organization through the use of constructive feedback.



ELEVENTH CIRCUIT DISCUSSES PROTECTIVE SWEEPS *and* PLAIN VIEW

by Brian S. Batterton, J.D., LLRMI

NO VACANCY

.On September 2, 2020, the Eleventh Circuit Court of Appeals decided *the United States v. Rivera*^[i], in which the court examined whether a protective sweep of a motel room was reasonable under the Fourth Amendment. The relevant facts of *Rivera*, taken directly from the case, are as follows:

From June 7 through 17, 2015, five convenience stores in the Tampa area were robbed during early morning hours by an unknown Hispanic male brandishing a short-barreled shotgun. In four of the robberies, the suspect appeared to be wearing the same white athletic shoes with black edging. Although the suspect's face was covered, surveillance footage from inside one of the convenience stores shortly before it was robbed showed a Hispanic male, whose face was uncovered, wearing similar shoes as the robber. This person was seen exiting the store and getting into a Ford "Expedition or van" parked nearby. A dark Ford Expedition was also seen around the same area and time of two other robberies. Law enforcement was able to obtain a license plate number for the Expedition that was seen on June 7.

With this information, law enforcement located the Expedition, which was registered to Leila Green, at a Knights Inn motel. Approximately five to seven officers went to the motel to conduct surveillance on the vehicle. While conducting surveillance, Detective Ronald Corr observed a Hispanic male who matched the description of the robbery suspect, later identified [*4] as Rivera, and a Black female, later identified as Green, "screaming and cussing at each other" outside of room 314. Green entered the room and slammed the door. After briefly walking away, Rivera returned and tried to

open the door, which was locked. Rivera then kicked in the door and entered the room.

Upon seeing these events, Corr radioed the other officers to inform them of a potential violent domestic situation involving the suspect, and they made the decision to check on Green's safety. The officers approached the motel-room door and an officer identified himself. After a brief conversation with Rivera, officers entered the motel room and made contact with Rivera and Green, who had a bruise on her cheek. Meanwhile, another officer, Sergeant Janak Amin, went straight to the back of the motel room, checked the bathroom, and then turned around. As he turned around, he saw a white athletic sneaker with black trim on the floor of the motel room. Recognizing this sneaker from pictures of the robbery suspect, Amin yelled to everyone in the room to "get out" so the room could be secured and a warrant obtained. According to Corr, he could also see the sneaker from about halfway inside the room. The room was immediately emptied. The events inside the motel room lasted no more than two minutes.

Based on the discovery of the sneaker, the officers obtained search warrants for the motel room and Green's Expedition. In the Expedition, officers found a short-barreled shotgun similar to the one used in the robberies, among other pieces of evidence.^[ii] Rivera was charged with weapons violations under federal law. He filed a motion to suppress the evidence and argued that the protective sweep of his motel room violated the Fourth Amendment because it occurred after he and Green were secured and there was no

reason to believe anyone else was in the room. Further, he argued that the discovery of the sneaker violated the Fourth Amendment because it was in a bag, not in plain view. The district court held the entry into the motel room was justified by exigent circumstances to protect Green, the protective sweep was reasonable, and credited the officer's testimony that the shoe was in plain view, not in a bag, and as such, denied the motion to suppress. Rivera appealed the denial of the motion to suppress to the Eleventh Circuit Court of Appeals.

On appeal, the Eleventh Circuit noted that, regarding the location of the shoe on the floor in the room (as opposed to in a bag), the decision of the district court must not be disturbed unless the evidence showed the district court committed "clear error." There was no evidence of "clear error" regarding that decision of fact, therefore, the holding of the district court that the shoe was located on the floor, rather than in a bag, remained.

The Eleventh Circuit also noted that, on appeal, Rivera did not contest the district court's holding that the initial non-consensual entry into his room was reasonable under the Fourth Amendment, based on exigent circumstances to prevent violence against Green. Rivera's primary issue related to the motion to suppress was that the protective sweep violated the Fourth Amendment and any evidence seen or derived from that protective sweep should be suppressed.

The court then identified the legal principles that were relevant to Rivera's case. The first principle was concerning the exigent circumstance exception to the warrant requirement. The court stated

While warrantless searches and seizures within a home are presumptively unreasonable, an exception to the warrant requirement permits police to "enter a private premises and conduct a search if 'exigent circumstances' mandate immediate action." [United States v. Holloway](#), 290 F.3d 1331, 1334 (11th Cir. 2002); see [United](#), 963 F.3d 1056, 1062 (11th Cir. 2020) (en banc) (explaining that the [Fourth Amendment's](#) protections may extend to hotel rooms). **As relevant here,** "[u]nder the 'emergency aid' exception, officers may enter a home without a warrant to render emergency assistance to an injured occupant or to protect an occupant from imminent injury." [United States v. Timmann](#), 741 F.3d 1170, 1178 (11th Cir. 2013)[iii]

The second legal principle, and the one most relevant to the main issue on appeal, was related to protective sweeps of residence, which includes motel rooms. The court stated

When officers are lawfully within the premises, they may undertake a "protective sweep"—a quick and limited search of the premises to protect the safety of the officers or others—so long as they "possess] a reasonable belief based on specific and articulable facts that the area to be swept harbors an individual posing a danger to those on the . . . scene." *Id.* (quoting [Maryland v. Buie](#), 494 U.S. 325, 337 (1990)). **"The sweep must be narrowly confined to a cursory visual inspection of those places in which a person might be hiding."** [United States v. Yarbrough](#), 961 F.3d 1157, 1163 (11th Cir. 2020) (quotation marks omitted).[iv]

The third legal principle noted by the court was related to the "plain view" doctrine. The court stated

Police can seize evidence discovered in plain view during a protective sweep and use it to obtain a search warrant. [*United States v. Williams*, 871 F.3d 1197, 1202 \(11th Cir. 2017\)](#). The “plain view” doctrine permits a warrantless seizure “where (1) an officer is lawfully located in the place from which the seized object could be plainly viewed and must have a lawful right of access to the object itself; and (2) the incriminating character of the item is immediately apparent.” [*United States v. Folk*, 754 F.3d 905, 911 \(11th Cir. 2014\)](#) (quotation marks omitted).[v]

With these legal principles in mind, the court set out to determine if the protective sweep of Rivera’s motel room was an unreasonable search under the Fourth Amendment. Rivera argued that the danger had passed at the time of the sweep because the police had secured him and Green and there was no reason to believe there was anyone else that posed a threat was in the motel room. As such, Rivera argued there was no right to search the motel room without a search warrant.

The court then set out to determine if the protective sweep was reasonable under the Fourth Amendment. The court looked at the facts of Rivera’s case that are relevant to this issue. First, the court observed that, while the officers entered the motel room under the emergency-aid exigent circumstance, the officers still had reason to believe that Rivera was a multiple robbery suspect who used a short-barreled shotgun to commit his crimes. Second, the officers also had reason to believe that Rivera was assisted by one or more persons during the robberies. Third, since the Expedition, the suspect’s vehicle, was at the motel, there

was uncertainty as to who else may be in the room with Rivera and Green. Fourth, the officers had not been monitoring the room prior to seeing Rivera and Green in the argument “so there was a risk that the motel room contained another unknown person with access to a firearm.”[vi] Fifth, the evidence showed that the protective sweep was part of a rapid sequence of events in which an officer conducted the protective sweep immediately after the other officers secured Rivera and Green. Sixth, the protective sweep was a cursory check for persons, was limited to only places a person could hide, and took less than a minute. After a review of the relevant facts listed, the court of appeals stated

In the uncertain circumstances facing the officers on the scene, officer safety justified the officer’s cursory visual inspection of the bathroom and back part of the motel room-places where a person could be hiding.[vii]

Therefore, the court of appeals held that the protective sweep of Rivera’s motel room was reasonable under the Fourth Amendment.

The court also examined the plain view doctrine’s applicability in Rivera’s case. In order for the plain view doctrine to allow the sneakers to be admissible as evidence, two parts of a test must be satisfied. First, the officers must be lawfully present in the location where they saw the evidence and must have lawful access to the evidence. In Rivera’s case, the officers lawfully entered Rivera’s motel room based on exigent circumstances and conducted a lawful protective sweep of the motel room. This gives the officers a lawful vantage point to observe the sneakers and lawful access

to seize the sneakers.

The second part of the test for the plain view doctrine is that the incriminating character of the item must be immediately apparent. While the sneakers themselves are not one-of-a-kind, some facts that make the sneakers immediately apparent to be evidence in the robberies. First, Rivera was present and met the physical description of the robbery suspect. Second, the Expedition linked to at least one of the robberies was present at the motel. These two factors, along with the fact that the robbery suspect wore sneakers with same distinctive pattern were sufficient to render the evidentiary nature of sneakers “immediately apparent.” As such, the court held

Because the sneaker could lawfully have been seized, it clearly could have been used as support for a search-warrant application.^[viii]

Therefore, the court of appeals upheld the denial of the motion to suppress.

Citations

[i] No. 16-15729 (11th Cir. Decided September 2, 2020)

[ii] Id. at 3-5

[iii] Id. at 6 (emphasis added)

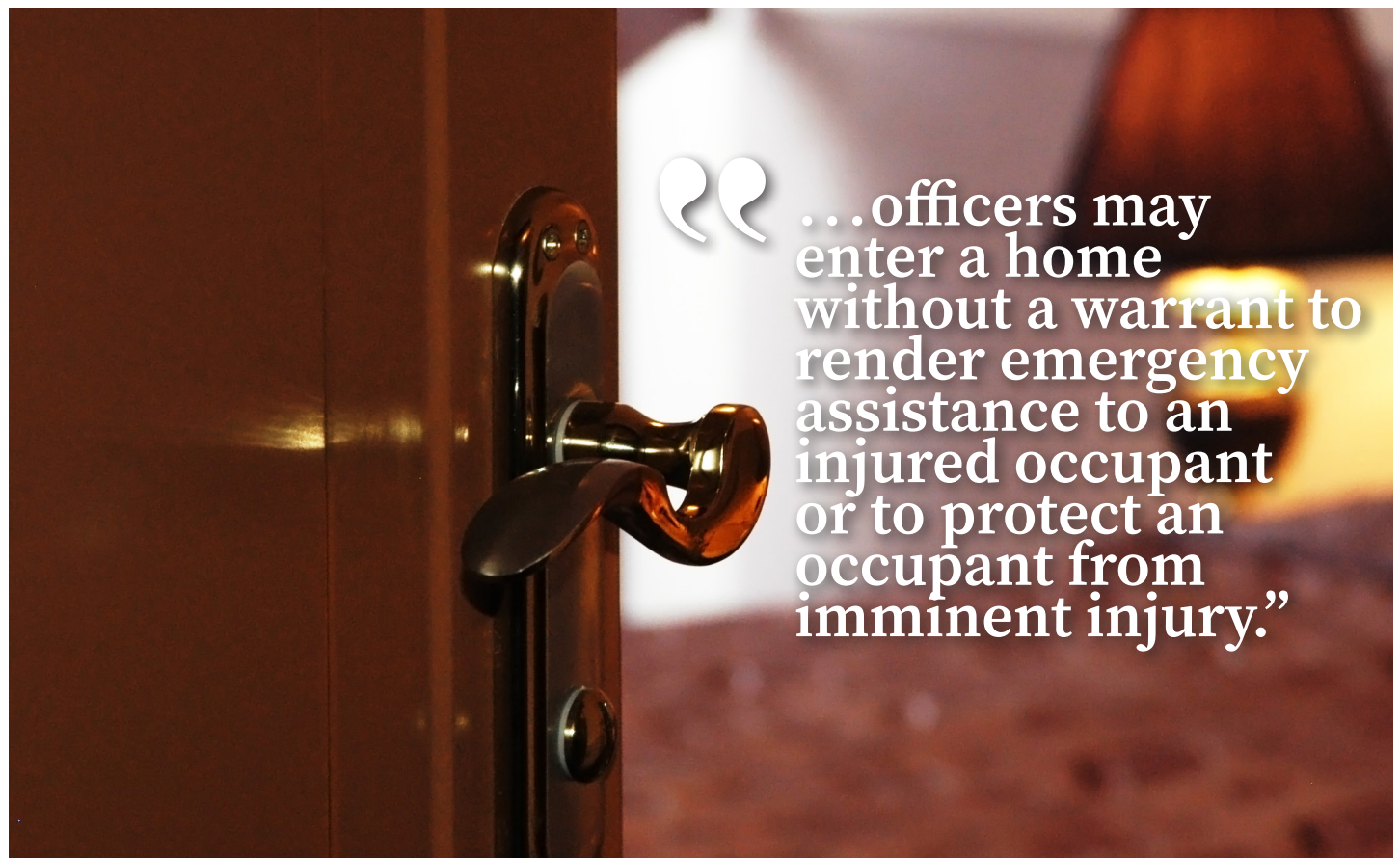
[iv] Id. at 6-7 (emphasis added)

[v] Id. at 7 (emphasis added)

[vi] Id. at 9

[vii] Id. at 9-10

[viii] Id. at 11





by Natalie Sellers,
LGRMS Law Enforcement Risk Consultant

Overseeing **DEPARTMENTAL LIABILITY**

The Police Reform Movement is bringing about changes in the way law enforcement do their job. Use of force, the impact of reform legislation on policy and training, and sudden in-custody death/asphyxiation/neck restraints ought to be on the table for discussion. No-knock warrants, de-escalation, protests, and the use of chemical and kinetic energy munitions must be open to discussion. Dealing with persons in crisis, procedural justice, legitimacy of authority, implicit bias, managing a crisis - what to say/what not to say should all be up for discussion.

How does your agency stay ahead of reform, recognize new risks, manage those risks, and control departmental losses? In the interest of reducing risk in law enforcement, LGRMS has developed a risk management course.

Law Enforcement Risk Specialist training was created

to help identify departmental risks, implement simple strategies to help reduce exposure, and how to monitor the effectiveness of implemented strategies.

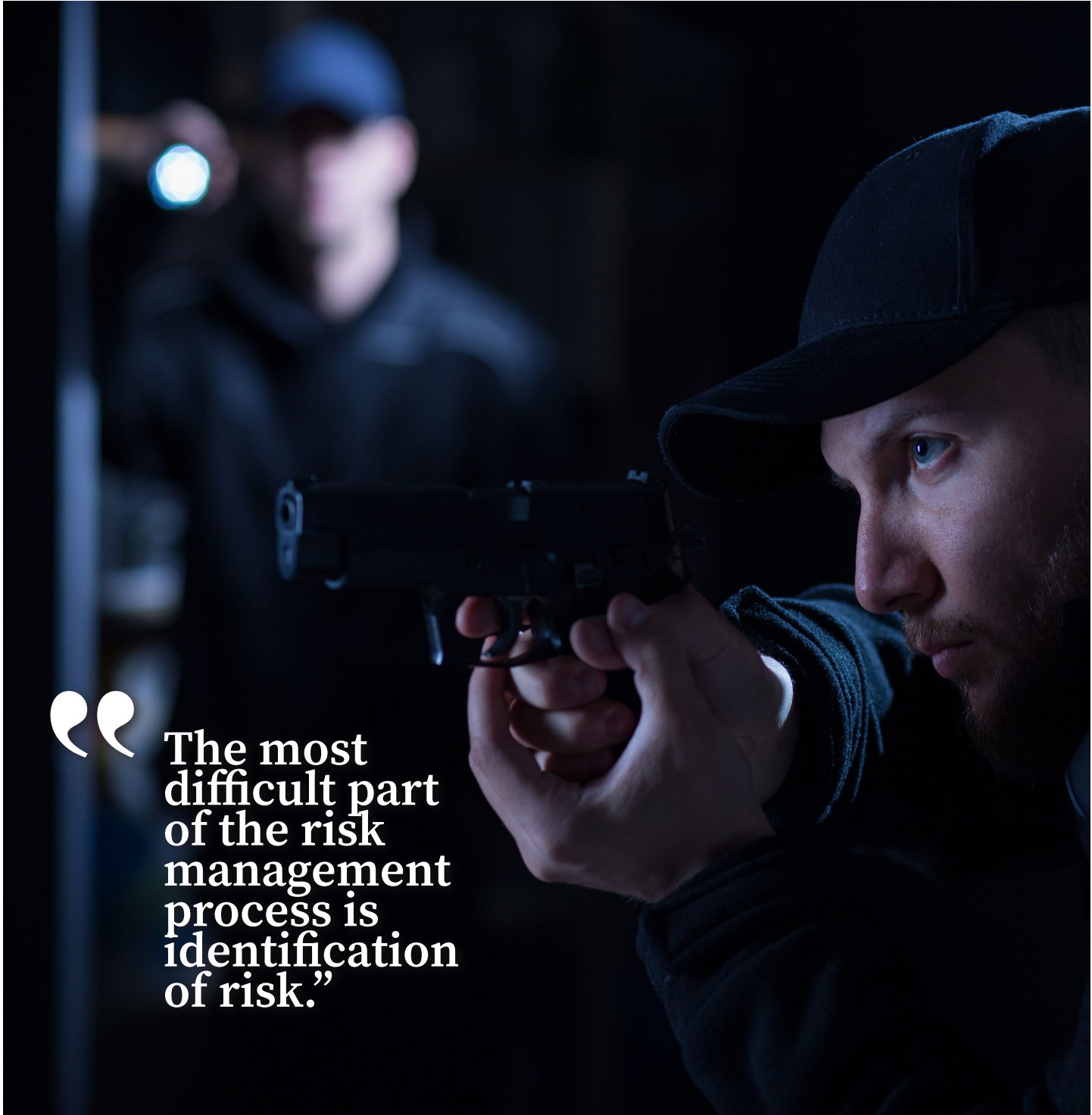
The most difficult part of the risk management process is identification of risk. It is very easy to discount potential threats, because we are not fully aware of the likelihood of something going wrong. We are all guilty of taking shortcuts because of restrictions on time, employees, or resources.

Risk management is a cognitive approach to thinking ahead. It's planning for and developing alternatives that will help reduce exposures to lawsuits, OIS, and on the job injuries. Risk management is not a theory or something to turn to when needed. It is a daily practice.

In order to truly understand and reduce your risks, one

must take an honest assessment of current operations to determine if there are problems lying in wait. Lawyers focus on fixing the problems after they occur. Risk managers focus on preventing the problems.

For more information on the Law Enforcement Risk Specialist Training, contact your LGRMS Representative today.

A man in a dark cap and jacket is shown in profile, aiming a handgun. He has a focused expression. In the background, another person is visible, holding a flashlight that illuminates the scene. The overall atmosphere is dark and tactical.

“The most difficult part of the risk management process is identification of risk.”



Fun WITH SAFETY

Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. The puzzles below and on the adjoining page can be solved using words and clues scattered throughout the publication.

Check your answers to the crossword puzzle on p.19.

E E T L M S J E S R I S K D E
S H O I A A N Y L N E P V E V
S H E L U E N I D L O C C P I
Q T M A P C A A B L F R A A T
A O I O L B R A G N X A F R C
N L C U I T T I H E J G F T E
M Y S L R E H O C K M E E M T
L J I C G F V Y D C T E I E O
H T N E V E L E S A Q L N N R
Y O V N R N D P W B D C E T P
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P W O Q Z E R Q K E G K B L F
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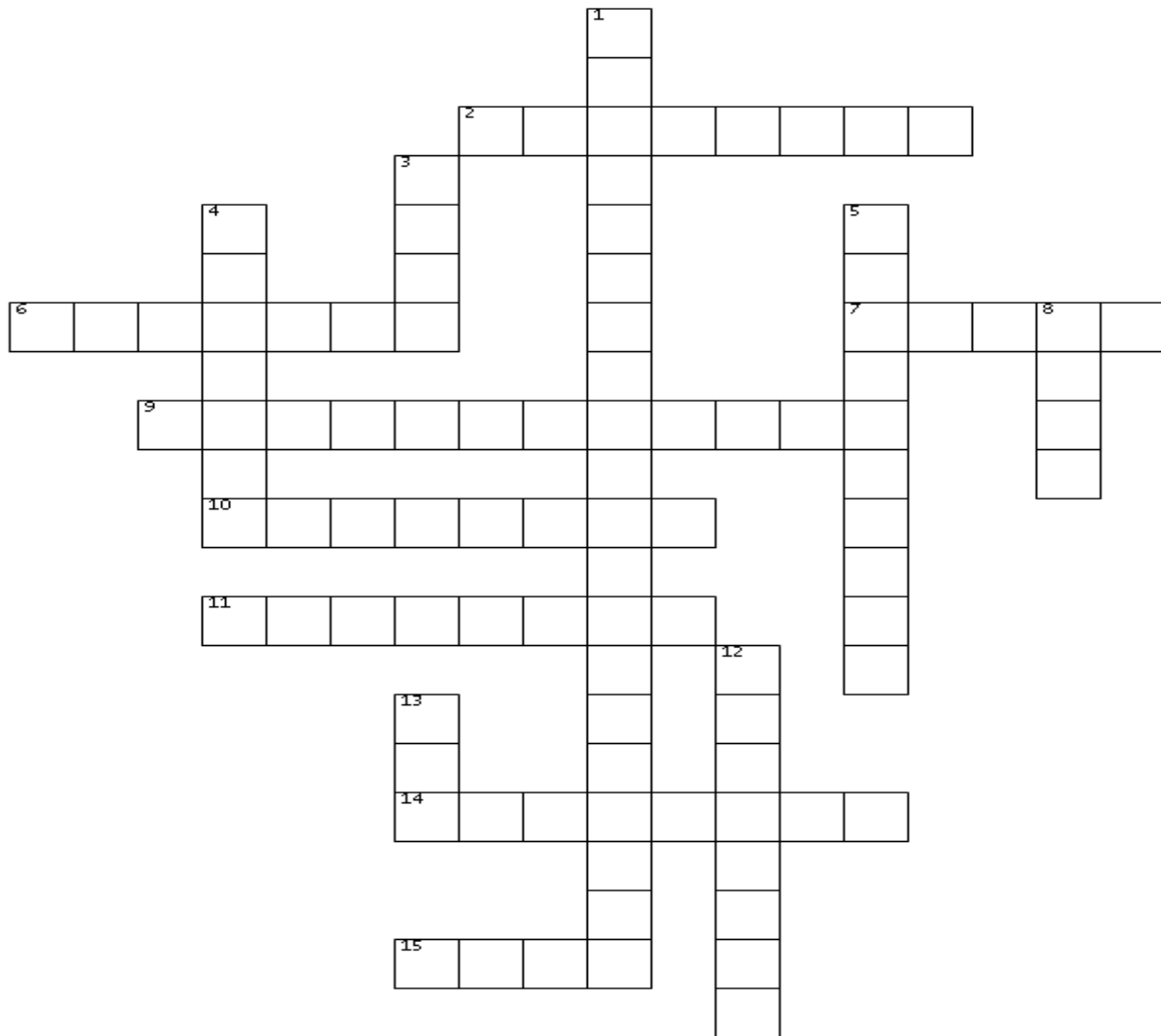
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eleventh
healthy
management
risk
vegetables
alzheimers
circuit
feedback
liability
overload
salmon
wrinkles
balance
departmental
fruits
lycopene
protective
sweeps

SAFETY CRYPTOQUOTE. Enjoy a good mystery? Try your hand at figuring out this quote. Each letter in the phrase has been replaced with a random letter or number. try to decode the message. The first letter has been provided. **Check your answers on p.19.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
F														K											

R W E G A A O A
 Z F P F A I Z I P S W E P K S F
 O O O O O
 S J I K R V K R E K Z I S J W P A S K S C R P S K
 U J I P P I I B I B W S W E F A A
 T R F L S W L I

AUGUST SHARE Crossword PUZZLE



ACROSS

2. provide a balance of positive and negative
6. are rich in beta-carotene
7. three fatty acids are found in salmon and other fatty fish
9. the consequences of not providing this could be worse than your fears
10. this court discussed protective sweeps and plain view
11. describe facts of this rather than the person
14. be aware not to do this when offering feedback
15. this type of management is a cognitive approach to thinking ahead

DOWN

1. the most difficult part of the risk management process
3. these are high in phytochemicals
4. everyone needs this in life
5. this type of sweep is a quick and limited search of the premises
8. set at least once a week when providing quality feedback
12. eliminate free-radicals caused by the sun
13. the SHARE has this number of sections



As Young As You Feel

**September is
Healthy Aging
Month**



by Candace Amos,
LGRMS Health Promotion Representative

SEPTEMBER IS HEALTHY AGING MONTH

We grow older every year, but mentally how we age is up to us. To keep our bodies young physically, we need to select the best nutrition and exercise. The popular path to live a longer life is to avoid smoking, excessive alcohol, sugar, and caffeine. If this is the way to keep our bodies younger and healthier, then what is the key to keeping our minds younger and healthier? To staying young at heart? Staying young in our minds is about having a positive mental attitude. The quality of your life is largely under your control.

TO BOOST YOUR QUALITY AND QUANTITY OF LIFE:

Have goals and look forward to them. Goals identify your purpose. Everyone needs a purpose in life.

Understand you are as old as you feel. See aging as an opportunity. Focus on what's important and you will be motivated to make better use of your time, which builds positive attitude and drives success.

Whether you want to prevent wrinkles, help combat cancer, or improve brain health; antioxidant rich foods play a vital role. Combined with proper water consumption, sunblock, and healthy choices, eating these foods can lead to anti-aging effects.

- Orange and yellow fruits and vegetables. Carrots are rich in beta-carotene, which convert to vitamin A (retinol) in the body. Sweet potatoes and pumpkin also contain beta-carotene. Vitamin C, found in oranges, mango, and cantaloupe, protects the skin from UV rays and contributes to collagen synthesis. According to Harvard T.H. Chan School of Public Health (2021), vitamin C also helps make several

hormones and chemical messengers used in the brain and nerves.

- Tomatoes. Lycopene, released in tomatoes when cooked, eliminate free-radicals caused by the sun. They also contain beta-carotene and Vitamin C.
- Beans and lentils. These little guys are packed with fiber, iron, and potassium. Lentils and beans promote healthy hair, skin, and nails.
- Salmon and other fatty fish. Omega 3 fatty acids found in salmon and other fish such as mackerel are great for internal and external health. Benefits include improved skin quality and slowing down the aging process. These fatty acids may also protect against Alzheimer's disease and dementia, as well as have a positive effect on gradual memory loss linked to aging (WebMD, 2005-2021).
- Nuts. Walnuts, for example, are high in phytochemicals, which reduce inflammation in the skin (and they even have anti-aging properties that are beneficial to the brain)! Almonds are another great option.

Opt for these yummy foods. Below is a tasty recipe including some of them. Eating these foods just a few times a week can lead to a healthier, more vibrant you.

"How old would you be if you didn't know how old you were?" - Satchel Paige

Boosting your quality and quantity of life shows that you care for yourself, and that you are thinking about others who care for you too. And there are many ways you

can protect yourself, as well as your employees' health. You can start by participating in the LGRMS HPS Forum Call, in which we'll go over a Health Toolkit that provides "tools" to promote health in your organization.

The Health Toolkit will be placed in the next issue of the SHARE newsletter, following the Forum Call, but it will be for the upcoming month. You'll receive all the tools you'll need beforehand to start planning.



The Forum Call is for Health Promotion Champions and individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. All are welcome to participate. You'll receive an invite each month. Please stay on the lookout!

Sources

1. Harvard T.H. Chan School of Public Health. (2021). The Nutrition Source: Vitamin C. From <https://www.hsph.harvard.edu/nutritionsource/vitamin-c/>
2. WebMD. (2005-2021). The Facts on Omega-3 Fatty Acids. From <https://www.webmd.com/healthy-aging/omega-3-fatty-acids-fact-sheet#1>



Ingredients:

1 medium potato sliced into very thin rounds

2 Salmon Filets about 6 ounces each

4 Tbsp. olive oil, divided

1 orange halved

1 lemon halved

A close-up photograph of a cooked salmon fillet, likely baked or pan-seared, resting on a white plate. The salmon is topped with a thick, golden-brown sauce made of mustard and herbs, garnished with fresh green herbs. To the right of the salmon is a portion of roasted, golden-brown potatoes. In the background, there is a fresh green salad with various leafy greens. A decorative drizzle of the mustard sauce is visible on the plate in the foreground.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
F	N	L	B	I	M	A	J	W	O	G	H	Z	P	K	T	X	R	E	S	C	Q	U	D	V	Y

RISK MANAGEMENT IS NOT A
THERORY OR SOMETHING TO TURN T O
WHEN NEEDED, IT IS A DAILY
PRACTICE.

INTERNET

[illegible]

SHARE NEWS

DON'T GET CAUGHT: UNPREPARED

**SEVERE WEATHER AND
EMERGENCY PLANNING**



The weather can be unpredictable. The nation in recent months has experienced severe weather in many forms. September is National Preparedness Month. It is a good time of year to remind us that, regardless of forecasts, weather can change from bad to worse very quickly, stranding people from home and work. Take personal responsibility and plan ahead for these events. As employers we really need to think about the impact and consequences of travel for our employees. This includes employee safety and their legitimate concern for their family's safety. It is worth taking some time before winter hits to review both our workplace emergency plans and our individual and family emergency plans. The following is a summary for preparedness from the ready.gov site. Please visit the site for more details.

PREPARING FOR SEVERE WEATHER

Build an Emergency Supply Kit, which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights and batteries. You may want to prepare a portable kit and keep it in your car in case you are told to evacuate. This kit should also include a pair of goggles, and disposable masks for each member of the family.

Make a Family Emergency Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.

Continually monitor the media. Be aware of storm's which could impact your area. Know how you will be warned in an emergency (NOAA Weather radios with a

tone alert are a good option).

Know if you live or work in a flood prone area. Check with your local emergency management agency for details.

Know where to shelter (ie: basement, interior room/hall, bathroom, closet, etc) if conditions warrant and where shelters in your area are located.

Ensure your home is ready. Elevate items in the basement which could be flooded. Bring in outdoors items such as children's toys, patio furniture, garbage cans, etc which could be blown around and cause injury or be damaged. Remove dead or rotting trees and branches that could fall and cause injury or damage.

Know how to shut off utilities, including power, water and gas, to your home. Have proper tools (i.e.: wrench) ready and nearby.

Find out what types of events and kinds of damages are covered by your insurance policy. Keep insurance policies, important documents and other valuables in a safe and secure location.

Keep fire extinguishers on hand and make sure everyone knows how to use them.

DURING SEVERE WEATHER

Keep an eye on the sky. Look for darkening skies, flashes of light or increasing wind. Listen for the sound of thunder. If you can hear thunder, you are close enough to be struck by lightning.

Blowing debris or the sound of an approaching tornado may alert you. Tornado danger signs include dark, almost greenish sky; large hail; a large, dark, low-lying cloud or a loud roar, similar to a freight train.

Heed shelter or evacuation requests made by officials or announcements on radio/television.

Gather family members, bring pets indoors and have your emergency supply kit ready.

Close outside doors and window blinds, shades or curtains. Stay away from doors, windows and exterior walls. Stay in the shelter location until the danger has passed.

During lightning, do not use wired telephones, touch electrical appliances or use running water. Cordless or cellular telephones are safe to use. **Remember the 30/30 Lightning Safety Rule:** Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood. Do not walk through flowing water. Drowning is the number one cause of flood deaths. Six inches of swiftly moving water can knock you off your feet.

Stay indoors and limit travel to only absolutely necessary trips. Listen to radio/television for updates.

AFTER SEVERE WEATHER

Stay off roads to allow emergency crews to clear roads and provide emergency assistance.

Help injured or trapped persons. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.

Use the telephone only for emergencies.

Use care around downed power lines. Assume a downed wire is a live wire. Report to emergency authorities. Watch out for overhead hazards such as broken tree limbs, wires and other debris. Be cautious walking around.

Be aware of children playing outdoors and in the streets, particularly climbing on or running around downed trees and wires. Parents should remind their children to stay away from these hazards.

Avoid walking into flood waters. The water may be contaminated by oil, gasoline or raw sewerage, contain downed power lines or animals.

Look for hazards such as broken/leaking gas lines, damaged sewage systems, flooded electrical circuits, submerged appliances and structural damage. Leave the area if you smell gas or chemical fumes.

Clean everything that gets wet. For food, medicines and cosmetics; when in doubt, throw it out.



“Tornado danger signs include dark, almost greenish sky; large hail; a large, dark, low-lying cloud or a loud roar, similar to a freight train.”

Make sure backup generators are well ventilated.
Never use grills, generators or camping stoves indoors.

Listen to media reports and/or local authorities about whether your community water supply is safe to drink and other instructions.

Make sure gutters and drains are clear for future rain/flood events.

Take photographs/videos of damage as soon as possible. Contact your insurance company to file a claim.

General Self Inspection Program

[Click Here to Print Form](#)

Location, Area, or Department: _____ Date: _____

Surveyor: _____

General Evaluation

	Needs Action	Needs Improvement	Good	Very Good
A. Property/Liability				
a. Fire protection	_____	_____	_____	_____
b. Housekeeping	_____	_____	_____	_____
c. Slip/trip/fall	_____	_____	_____	_____
d. Public safety	_____	_____	_____	_____
B. Employee Safety				
a. Safety meetings	_____	_____	_____	_____
b. Safety rules	_____	_____	_____	_____
c. Work conditions	_____	_____	_____	_____
d. Auto/equipment	_____	_____	_____	_____

Property/Liability

	Yes	No
Fire protection	<input type="checkbox"/>	<input type="checkbox"/>
Emergency numbers posted	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers available/serviced	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm panel showing system is operational; no warning lights.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler system control valve locked in open position.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler heads clear of storage within three feet.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquids stored in UL-listed containers.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquid containers stored in proper cabinet or container.	<input type="checkbox"/>	<input type="checkbox"/>
Smoking, No Smoking areas designated/marked.	<input type="checkbox"/>	<input type="checkbox"/>
Any cigarette butts noticed in No Smoking areas.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Housekeeping

Stairwells clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Furnace, hot water heater, and electrical panel areas clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Work and public areas are clear of extension cords, boxes, equipment, or other tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces kept clear of oils, other fluids, or water.	<input type="checkbox"/>	<input type="checkbox"/>
Stored items are not leaning or improperly supported; heavy items are not up high.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Slip/Trip/Fall

Stair treads are in good condition; not worn, damaged or loose.	<input type="checkbox"/>	<input type="checkbox"/>
Handrails for all stairs/steps.	<input type="checkbox"/>	<input type="checkbox"/>
Guardrails for all elevated platforms.	<input type="checkbox"/>	<input type="checkbox"/>
Stair handrails are in good condition; not loose or broken.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces are even, with non-slip wax if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
All rugs are held down or have non-slip backing.	<input type="checkbox"/>	<input type="checkbox"/>
Any holes, pits or depressions are marked with tape, barricades, or guardrails.	<input type="checkbox"/>	<input type="checkbox"/>
Wet floor signs are available and used.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

General Self Inspection Program

Public Safety

	Yes	No
Public areas kept clear of storage and supplies.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans posted for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Public areas have necessary warning or directional signs.	<input type="checkbox"/>	<input type="checkbox"/>
Construction work has barriers, covers, and markings.	<input type="checkbox"/>	<input type="checkbox"/>
Street and road signs noted in good condition, clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks smooth and even; no holes, no raised or broken areas.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Employee Safety

Safety Meetings

Held in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held ____ monthly ____ quarterly ____ other _____; documented	<input type="checkbox"/>	<input type="checkbox"/>
Different topic each time.	<input type="checkbox"/>	<input type="checkbox"/>
Covers department safety rules.	<input type="checkbox"/>	<input type="checkbox"/>

Safety Rules

Rules specific for this department.	<input type="checkbox"/>	<input type="checkbox"/>
Rules are written, posted in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with new employees.	<input type="checkbox"/>	<input type="checkbox"/>

Work Conditions

Employees exposed to:	____ Heat	____ Cold	____ Rain/sleet/snow	____ Use of chemicals
	____ Noise	____ Work in confined spaces		____ Work in trenches
	____ Traffic	____ Blood/body fluids	____ Other _____	

Proper personal protective equipment available

Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing

Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)

Confined space equipment, harness, air testing equipment, ventilation equipment, tripod

Fire department turn-out gear, blood-borne pathogens kits

Personal protective equipment required to be worn.	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on proper use.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used in the department.	<input type="checkbox"/>	<input type="checkbox"/>
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Auto and Equipment

Seat belts provided.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts required to be used.	<input type="checkbox"/>	<input type="checkbox"/>
Drivers noted wearing seat belts.	<input type="checkbox"/>	<input type="checkbox"/>
All lights working including strobe lights, turn signals.	<input type="checkbox"/>	<input type="checkbox"/>
Tires in good condition, tread, sidewalls.	<input type="checkbox"/>	<input type="checkbox"/>
Glass in good condition; not cracked, broken.	<input type="checkbox"/>	<input type="checkbox"/>
Reflective tape, signs in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
Any periodic, documented, self-inspection of the vehicles/equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Proper guards on mowers, other equipment.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Safety Meeting Attendance Sign Up Sheet

[Click Here to Print Form](#)

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Next meeting scheduled for _____

Safety Coordinator _____



LGRMS CONTACTS 2021

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JOB POSTING

Do you possess a high level of customer service, team membership, communication and influence skills? Would you like to see your name listed among our team members? If so, this may be the position for you.

LGRMS IS SEARCHING FOR A

**PUBLIC SAFETY
RISK CONSULTANT**

See page **28** for more info.

ANNOUNCEMENTS

INTERESTED IN APPLYING

Send your cover letter and resume to: applications@gmanet.com

HELP WANTED!

LGRMS IS SEARCHING FOR A

**PUBLIC SAFETY
RISK CONSULTANT**

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice or other closely related field; 15-20 years of experience may be considered in lieu of a Bachelor's degree; minimum 10 years of current law enforcement experience; Served as a POST Certified Peace Officer; POST Certified Law Enforcement Instructor; EVOC or Law Enforcement Driving Instructor background a plus; minimum of 5 years as a Training Officer for a Law Enforcement Department; must possess and maintain a valid Georgia driver's license.

Go to:

www.lgrms.com/resources
for full description of the job
and requirements

Location:

This position will be responsible for supporting GMA and ACCG members primarily, but not exclusively within middle and Southern Georgia

Salary/Benefits:

- Strong family and team working environment
- Ability to positively impact member employees' and citizens lives
- Based on the candidate's experience, we offer a six-month to two-year onboarding process to ensure their success in this new role
- Career development strongly encouraged, with a potential for growth/advancement within LGRMS, GMA and ACCG
- Competitive salary and strong benefits package

If Interested, please send your
cover letter and resume to:
applications@gmanet.com

The Ideal Candidate's Background/Experience:

- The Public Safety Risk Consultant (PSRC) position reports to the Training Manager. PSRC team members have a great deal of independence and autonomy. Candidates should have a proven record of self-management and motivation.
- The position requires a high level of customer service, team membership, communication (written/verbal), and influence skills. Candidates should have a proven record of presenting, influencing or leading people from all levels of an organization.
- This position requires a high level of analytical and problem-solving skills. Candidates should have a proven record of conducting surveys or evaluations, loss & root-cause analysis, and making sound recommendations for long-term sustainable corrective actions.

For More Information:

To read the full job description, please click the link below:

www.lgrms.com/resources

SHARE

SEPTEMBER 2021 - ISSUE 8.0

LOCAL GOVERNMENT RISK
MANAGEMENT SERVICES,
INC., - A Service Organization
of the ASSOCIATION COUNTY
COMMISSIONERS OF GEORGIA
and the GEORGIA MUNICIPAL
ASSOCIATION

VISIT THE LGRMS WEBSITE

For more information.

www.lgrms.com

Has your organization undergone any changes in personnel? Are there other staff members that you would like to receive a copy of our publications? If so, please click the link below to download our contact list form.

[Contact List Form](#)



Local Government
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Peachtree Corners, Georgia 30092