

Fire Prevention FOCUS

*Refresh your fire safety
practices with these tips. - p. 13*

BE PREPARED

Fall and Halloween safety tips
for work and home. - p. 5

FIRE DEPT GRANTS

Money is still on the table for
two Georgia fire depts. - p. 4

LAW ENFORCEMENT

Defining growth from a risk
management perspective. - p. 9



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The opinions expressed in this newsletter are those of the authors and do not reflect the views of LGRMS, ACCG, or GMA.



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lgrms.com  



UPCOMING WEBINARS AND TRAINING

Law Enforcement Risk Specialist

FULL DAY | 8:30AM-3:30PM Nov. 12 - Tifton, GA [🔗](#)
Oct. 29 - Cedartown, GA [🔗](#)

PAST WEBINARS ON YOUTUBE

Ashley Wilson Act & First Responders PTSD Program

Oct. 16, 2025 [🔗](#)

Law Enforcement Crisis Communications

Oct. 15, 2025 [🔗](#)

Elected Official Crisis Communications

Oct. 7, 2025 [🔗](#)

Role of the Certified Swimming Pool & Splash Pad Operator

May 22, 2025 [🔗](#)

Responding to a Use of Force Incident

Jan. 24, 2024 [🔗](#)

Georgia Open Records Act

Sep. 21, 2023 [🔗](#)

Reasonable Suspicion-based Drug Testing

Apr. 25, 2023 [🔗](#)

Employee Social Media Activity and Political Divisiveness in the Workplace

Aug. 25, 2021 [🔗](#)



Events subject to change.
Check website for updates.

lgrms.com/training-event-calendar.aspx



A NOTE FROM THE EDITOR



By Dennis Watts
Training and Communications Manager

Welcome to the October edition of SHARE, the monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, and WC, members 10 times per year around the 20th of the month. SHARE has two sections: (1) a general safety and risk, and (2) a worker safety-focused section. We cover topics and issues most relevant to local governments in Georgia. We look forward to your feedback.

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

This month's Safety Theme is Fire Prevention, as October is nationally recognized as Fire Prevention Month. Review essential fire safety practices at home and work, from kitchen safety and fire drills to proper extinguisher maintenance and emergency exit plans.

LGRMS Director Dan Beck has an update on the 2025 Firefighter Cancer Awareness Action Plan in his Director's Corner.

I've rounded up some tips that you'll find useful as Halloween approaches. Remember to keep children

safe with reflective gear and adult supervision, and take this opportunity to review workplace safety, especially motor vehicle policies and fall hazard prevention.

In the Liability Beat, Weston Cox brings us some valuable information about Clean Agent vs. Dry Chemical Fire Suppression Systems. Clean agent fire suppression systems offer significant advantages over dry chemical systems in public buildings, leaving no damaging residue and reducing downtime while protecting sensitive electronics and records.

In Law Enforcement Matters, Natalie Sellers takes a closer look at organizational growth from a Risk Management Perspective. Law enforcement leadership can reduce vehicle crashes and liability by fostering a growth mindset that combines proper fleet selection, maintenance, driver training and technology into a coordinated safety system.

The next issue of SHARE will cover November and December and will be published on or about December 20.

Be safe, and Happy Halloween!

Dennis

CONTACT: Dennis Watts, dwatts@lgrms.com

2025 FIREFIGHTER CANCER AWARENESS ACTION PLAN

DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

It is not too late to send in your application

Just a reminder: LGRMS partnered with Lt. David Bullard, past GSFA president and NVFC state director, and Chief David E. Eddins, president of Georgia Association of Fire Chiefs, to develop the 2025 Firefighter Cancer Awareness Action Plan. Our focus this year will be to continue building basic awareness of the hazards and controls of firefighter cancer. We produced an online interactive training called “Taking Action Against Cancer in the Fire Service” and worked with GPSTC to place it on their learning management system.

LGRMS, working in conjunction with ACCG and GMA, wants to encourage awareness of the hazards and controls surrounding firefighter cancer across Georgia. We will award two fire departments (one county, one city) up to \$5,000 in reimbursement toward the purchase of equipment that will assist in the reduction of firefighter cancer risks (e.g., washer extractor, ventilation equipment, decontamination, etc.).

Please use the link to access the 2025 Firefighter Cancer Awareness Incentive Brochure for more details on this year's program and how you could receive the \$5,000 reimbursement.

Questions:

- Did you know studies have shown that firefighters have a higher rate of cancer than the public?
- Did you know there are controls for the hazards that may increase those risks of cancer within firefighters?
- Did you know each firefighter in Georgia has Cancer insurance? Did you know that this insurance provides financial benefits for certain types of cancer regardless of cause?
- Did you know if you build awareness of the hazards and controls of firefighter cancer within your department, you could win a reimbursement up to \$5,000 toward the purchase of a washer extractor or any other firefighter cancer risk reduction item for your department? Learn more below.

Program & Sponsors:

LGRMS, working in conjunction with ACCG and GMA, wants to encourage the awareness of the hazards and controls surrounding firefighter cancer across the State of Georgia. Thus, we will award two fire departments (1 County, 1 City) up to \$5,000 in reimbursement, toward the purchase of equipment that will assist in the reduction of firefighter cancer risks (e.g. washer extractor, ventilation equipment, decontamination, etc.).

Eligibility Requirements:

1. The fire department must be an active member of either GMA's or ACCG's Firefighters' Cancer Benefit Program.
2. Must complete the application on the next page.
3. Must have 80% of their firefighters (based on insured FD's population) complete the GPSTC Online Training Course: Taking Action Against Cancer in the Fire Service GPSTC Online Training Link URL: <https://onlinelearning.gpsts.org/login/index.php>
4. LGRMS will be verify completed training using the GPSTC training report.
5. Application must be submitted by October 31, 2025. Your application should be submitted electronically to Dan Beck at LGRMS_dbeck@lgrms.com.

LGRMS: Firefighter Cancer Awareness Incentive Program 1

Click above to access the brochure.



HALLOWEEN AND FALL SAFETY

Avoid ghoulish injuries at home and on the job

By Dennis Watts
LGRMS Training and Communications Manager



Halloween is not only a time for ghostly fun but also a time to take measure of our workplace and home safety. Please be careful and aware Halloween night. Our little ghosts and goblins and countless costumed characters are out in the neighborhoods looking for tricks or treats. The kids are excited and may not be as aware as they normally are. Have fun, but be safe!

Check out these Halloween tips from the National Safety Council.

Costume Safety

To help ensure adults and children have a safe holiday, follow these Halloween safety tips:

- Be sure to choose a costume that won't cause safety hazards; all costumes, wigs and accessories should be fire-resistant.
- If children are allowed out after dark, fasten reflective tape to their costumes and bags, or give them glow sticks.
- Opt for nontoxic Halloween makeup over masks, which can obscure vision; always test makeup in a small area first to see if any irritation develops.
- Remove all makeup before children go to bed to prevent skin and eye irritation.

When They're on the Prowl

Here's a scary statistic: Children are more than twice as likely to be hit by a car and killed on Halloween than on any other day of the year. Lack of visibility because of low lighting at night also plays a factor in these incidents.

Keep these tips in mind when your children are out on Halloween night:

- A responsible adult should accompany young children on the neighborhood rounds.
- If your older children are going alone, plan and review a route acceptable to you. Agree on a specific time children should return home.
- Teach your children never to enter a stranger's home or car.
- Instruct children to travel only in familiar, well-lit areas and stick with their friends.
- Tell your children not to eat any treats until they return home, and take care to avoid any food allergies.

Safety Tips for Motorists

NSC offers these additional safety tips for parents — and anyone who plans to be on the road during trick-or-treat hours:

- Watch for children walking on roadways, medians and curbs.
- Enter and exit driveways and alleys carefully.
- At twilight and later in the evening, watch for children in dark clothing.
- Discourage new, inexperienced drivers from driving on Halloween.

Keep Your Workplace Safe From Ghoulish Injuries

Speaking of spooky, workplace injuries are a lot more serious than what we'll see on the streets tonight. Consider the following statistics and ask yourself: What can I do, or what can my organization do, to prevent workplace injuries?

- Workers' compensation claims have been decreasing over the last many years with the exception of one category: motor vehicle accidents. Take this knowledge and turn it into action. Adopt a fleet plan, train your drivers, consider tracking systems and other telematics that will help drivers perform more safely, and enforce all vehicle policies. Motor vehicle accidents and other transportation-related incidents tend to result in more serious injuries and

lead to more deaths than any other cause. Of course, this isn't just a workplace issue — almost everyone drives, including our teenagers. The Centers for Disease Control and Prevention has a page devoted to motor vehicle safety.

- Fatal workplace injuries have been on the rise during the period 2021-23. In 2021, there were 5,190 fatalities; in 2023, there were 5,283 people who lost their lives at work. In Georgia, 187 lost their lives in 2021, 192 in 2023. It isn't just that more people are working, either. The fatality rate per 100,000 workers increased from 3.4 to 3.6. Yes, this is scary for sure! This represents the ultimate failure of an organization's safety program. Nothing is more important than sending your employees home every night safe and sound. As mentioned above, transportation is the leading cause of workplace death. Ask yourself: Did I do everything I could do today to prevent an injury?
- Even scarier might be that workplace violence is the No. 2 killer in the workplace! With all these safety programs, engineering controls and safety training requirements, it turns out that violence by people or animals is No. 2. This is a human behavior issue that deserves everyone's attention. Take advantage of your company's counseling services, any employee assistance program, follow all security procedures, and if you see something, say something. We have to take care of each other. Check out OSHA's Workplace Violence page for more information regarding this frightening topic.





Other tips to keep your workplace safe and free from horror and hauntings:

1. Good housekeeping not only helps keep your workplace less stressful but less hazardous, too.
2. PPE: Fall is a good time to check your personal protective equipment. Are there defects that mean it is time to replace? Are your workers using it when appropriate?
3. Slips, trips and falls: Have you inspected your work areas, walking paths, public access areas for slip, trip and fall hazards? Are you prepared for winter ice?
4. Ergonomics: This is a good time of year to inspect those office chairs, workstations and job hazards to ensure we are doing things to protect our employees from repetitive stress injuries or awkward moving and lifting.
5. Electric outlets: As the weather gets colder, we tend to plug too many devices into our overtaxed electric outlets or power strips. Space heaters, microwaves and other devices may overload and cause a fire.
6. Fire hazards: Good time to check smoke alarm batteries, fire extinguishers and think about reviewing and updating emergency plans. It doesn't hurt to do an occasional fire drill or emergency exit drill.

Safety is everyone's business, and we owe it to our families, friends and coworkers to operate safely at work and at home. Enjoy the Halloween fun, but keep safety at the forefront.

LIABILITY BEAT

HELPING CITIES AND COUNTIES REDUCE PROPERTY AND LIABILITY RISK

CLEAN AGENT VS. DRY CHEMICAL FIRE SUPPRESSION SYSTEMS

A safer choice for public buildings

By Weston Cox
LGRMS Risk Control Consultant

When protecting sensitive environments like city municipal buildings and county courthouses, choosing the right fire suppression system is critical. While dry chemical fire suppression systems have long been a staple in fire protection, their drawbacks make them less ideal for facilities with high-value electronics, records and daily public operations. Dry chemical systems discharge a powder that, while effective at extinguishing fires, creates extensive residue that can damage electronics, corrode metal and be hazardous to inhale.

According to the National Fire Protection Association, dry chemical discharges have resulted in longer downtime in municipal facilities operations compared to cleaner alternatives, due to the extensive cleanup and restoration required.

In contrast, clean agent fire suppression systems offer a safer and more efficient solution. These systems use gaseous agents like FM-200 or Novec 1230 that leave no residue, are electrically non-conductive and are safe for occupied spaces when properly designed.

Recent studies by the Fire Suppression Systems Association found that clean agent systems greatly reduced property damage in facilities with high concentrations of electronics, including government



buildings, when compared to the effects of dry chemical systems. In environments where uninterrupted service and preservation of critical records are paramount, clean agents minimize recovery time, prevent secondary damage and significantly reduce health risks associated with exposure to chemicals or particulates.

Regular inspections and maintenance of both sprinkler and fire suppression systems are also essential to ensure their effectiveness in an emergency. NFPA 25 and NFPA 2001 recommend quarterly and annual inspections, yet compliance rates in public-sector buildings are often inconsistent. NFPA 25 specifies that quarterly inspections cover items like alarm devices and control valves, and annual inspections include components such as sprinkler heads, piping and seismic bracing.

Investing in clean agent technology, paired with rigorous inspection protocols, not only enhances fire protection but safeguards public assets, records and lives within city and county buildings.

LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



What Is Growth?

A risk management perspective

By Natalie Sellers
LGRMS Sr. Law Enforcement Risk Consultant

Genuine growth is when law enforcement leadership recognizes that the decisions made throughout earlier years often reflect the limited perspective held at the time. With experience comes a broader lens that reshapes how we approach responsibility, accountability and judgment. Choices made in the early stages of one's law enforcement career are typically not repeated, not because those choices were inherently wrong, but because growth can provide new insight.

Leadership is not about perfection but about demonstrating that wisdom develops over time and that true credibility comes from showing others how to learn, adapt and evolve.

From the chief to front-line leadership, we must acknowledge how perspectives evolve and how decisions that were once made in youth are not the same as the insights gained over one's career. Decision-making involves recognizing that perspectives evolve, and better decisions come with experience. On the other hand, accountability is about owning past choices while modeling growth for others.

A growth mindset shows that learning from earlier

missteps strengthens credibility and wisdom. Growth recognizes that a limited perspective shapes any decision line staff make and that true wisdom comes from applying lessons learned from each experience.

Holistic risk treatment efficiently treats all departmental risks and opportunities to optimize the organization's outcomes. The goal is to comprehensively view all possible risks, their treatment and the outcomes. Successful treatment requires examining all four quadrants of risk: hazards, operational, financial and strategic. Let's examine each quadrant to parlay risk management into a law enforcement departmental operation.

The hazards in law enforcement operations are endless; however, let's apply motor vehicle operations for this article. In keeping with the theme of growth, do all law enforcement cadets make good driving decisions? If good driving decisions come from experience, the odds of car crashes increase the more we fail to monitor employee driving behavior. Truth be told, all four quadrants are and can be affected by a lack of mitigation of driving hazards.

Operationally, the officer or the public could be seriously injured or killed. Financially, any crash can affect not only the department's budget but that of the officer involved in the crash if he is out on workers' comp. Finally, strategically, it can impact the shift if someone is out for a long time, resulting in an overtime budget and exposing the department to other financial liability risks if the officer is at fault. When reflecting on perspective, judgment or priorities, the choices made as a rookie reflect the perspective held at the time. When rising through the ranks comes greater experience and responsibility. The priorities of a chief change not only perspective but also the priorities. With maturity comes a broader lens; what was once viewed as the right course of action now requires an approach with more measured judgment.

Suppose leadership can acknowledge that growth, experience and insight can change perspectives. Is it possible to change front-line officers' values, attitudes and judgment through gentle but relentless pressure regarding safe driving during emergency response and day-to-day vehicle operations? Rather than passively allowing experience to reshape their outlook into what they later perceive as proper or necessary, leadership should take a deliberate approach to aligning their agency values with the established principles for reducing departmental exposure from the outset. This proactive alignment accelerates an officer's personal growth and fosters caution, decision-making and perspective within agency motor vehicle operations.

Fleet Safety System

Fleet safety system is a discipline within safety engineering focusing on the interactions and mutual effects of a fleet's interdependent safety elements. By systematically identifying and analyzing potential hazards arising from these interactions, fleet system safety aims to prevent accidents, reduce risks and embed safety considerations into every aspect of vehicle operations. A well-designed fleet safety system enhances operational reliability and mitigates losses associated with motor vehicle incidents, ensuring that safety is proactively engineered into the overall fleet management process.

Elements to consider in law enforcement fleet safety systems include choosing the appropriate vehicle and equipment for the fleet, proper fleet maintenance, the vehicle operator and technology within the fleet.



Leaders who foster a growth mindset create a culture where anticipating and correcting potential mistakes becomes a shared responsibility.

Vehicle Selection

The following are key considerations for selecting law enforcement vehicles for fleet safety systems: What are the agency's mission requirements regarding patrol, pursuit, transport, tactical or administrative use? Where will the car be driven: urban, rural, highway or dirt roads? What are the expected duty cycles, such as mileage, engine idling and equipment load? The performance and safety of the fleet regarding compliance with pursuit-rated standards, crashworthiness and officer protection features such as advanced driver assistance systems and collision-avoidance technology, along with the vehicle's overall handling.

Consider vehicle configuration and ergonomics regarding interior space, visibility, seating comfort, long-duration operation suitability and ease of ingress and egress with duty belts and body armor from a workers' comp perspective. Is there proven reliability of the vehicle under law enforcement conditions, available parts for service, and what are the life-cycle costs with purchase price, maintenance, fuel efficiency and expected longevity?

Finally, the risk and liability considerations include vehicle safety ratings, history of recalls and agency liability exposure tied to known defects or performance limitations.

Fleet Maintenance

Proper fleet maintenance is critical to ensuring that law enforcement vehicles remain reliable, safe and mission-ready at all times. Unlike standard civilian vehicles, police units are subjected to extreme operating conditions — extended idling, high-speed pursuits, frequent hard braking and heavy electrical loads from onboard equipment. These demands accelerate wear and tear, making a disciplined maintenance program essential.

Well-maintained vehicles directly support officer safety and operational effectiveness. A mechanical failure during an emergency response or pursuit can place officers, suspects and the public at significant risk. Preventive maintenance reduces the likelihood of such failures, ensuring that vehicles perform as expected when seconds matter most.

From a financial perspective, regular maintenance extends the fleet's service life, reduces costly breakdowns and minimizes downtime. It also helps control liability exposure by demonstrating that the agency takes reasonable steps to keep its vehicles safe for officers and those transported in custody.

Beyond safety and cost, proper maintenance reinforces public trust. A dependable and professional-looking fleet projects competence, accountability and respect for taxpayer investment. For these reasons, fleet maintenance is not simply a logistical concern but a core element of law enforcement readiness and risk management.

Vehicle Operator

Regarding the vehicle operator, selection and hiring are essential to the fleet safety system. Background investigations can save millions, especially regarding a person's driving history or, more importantly, crash history, if any. The next step would be training your vehicle operators. PIT training is excellent. However, defensive driver training and field training officer assessments of the candidates' driving ability are equally important. Teaching officers how to conduct safety inspections of their vehicles before coming on shift could also reduce accidents and incidents. Engaging the front-line supervisors to candidly talk with their staff when they see unsafe driving or policy infractions is crucial. Ignored behavior is condoned behavior. Finally, there is the dismissal of drivers who continually violate driver policies or have too many preventable crashes.

Technology

The last component of the fleet safety system is technology. Technology advances help reduce accidents by making vehicles safer and helping to identify risky behaviors. Whether aftermarket technology or something that comes with the car upon purchase,

technology can save a fleet and a department from disaster. Telematics, GPS tracking, lane departure warning systems, forward collision warning systems and various other forms of technology can reduce vehicle crashes and departmental liability.

A Systems Approach

Regarding vehicle crashes, it is never just one factor or single initiative that will reduce risk. Crash prevention in law enforcement requires a systems approach, where multiple layers of defense work together. Vehicle technology, driver training, strict adherence to policy, effective supervision and proper fleet maintenance each play a role. Relying on only one measure — such as training alone or adding new equipment — creates gaps where hazards can slip through.

The most effective crash reduction strategies integrate people, policy and technology into a coordinated safety system. This means combining sound vehicle selection and maintenance, reinforcing decision-making skills through continuous training, monitoring driving behaviors and holding personnel accountable to established standards. Each element may reduce risk on its own, but together they create a resilient safety net that meaningfully lowers the frequency and severity of crashes.

A growth mindset is essential to reducing vehicle crashes because it encourages officers to learn, adapt and anticipate risks before mistakes happen. Instead of viewing feedback or corrective action as criticism, a growth mindset frames them as opportunities for improvement. This mindset allows individuals and teams to recognize patterns, share lessons learned and spot warning signs early — preventing errors before they occur.

In the context of law enforcement driving, this means officers are more receptive to coaching, more willing to adjust habits and more open to using new technologies or practices designed to keep them safe. Leaders who foster a growth mindset create a culture where anticipating and correcting potential mistakes becomes a shared responsibility, significantly reducing the likelihood of preventable crashes.



Take a moment to exercise your brain and relieve stress by solving these fun safety puzzles! Answers on page 16.

WORD SEARCH

agent
beat
chemical
clean

drill
dry
fall
fire

growth
liability
pumpkin
reflective



SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

Fire Prevention Month

October is a key time to focus on fire safety.

By Dennis Watts

LGRMS Training and Communications Manager

With so many things happening in the fall, we need to look at fire safety and prevention. Here are some essential fire prevention tips for both home and work.

For Home:

1. **Kitchen and cooking safety:** Kitchen fires are one of the top causes for dwelling fires across the nation and a leading cause of injury for young children and elderly adults. Never leave cooking unsupervised or unattended; turn off appliances after use. Make sure children or elderly residents are safe from hazards of cooking, hot pans, boiling water and hot stovetops. Many injuries in the home are caused by touching a hot surface or pulling a pan or pot off the stovetop, spilling very hot contents on a child or elderly adult.
2. **Electrical safety:** Avoid overloading outlets and report faulty wiring or equipment.
3. **Fire drills:** When was the last time you had a fire drill? Have you identified for all family members emergency procedures and a plan for exiting? Have you conducted a rehearsal? Have you considered the type of dwelling, whether it is single family, multifamily dwelling, apartment, one floor or multiple floors in your plan? Pets?
4. **Fire extinguishers:** Do you have fire extinguishers available, and do you know how to use them? Remember, PASS means pull, aim, squeeze and sweep. Consider using expired extinguishers to hold a fun training exercise for your family. Many people have never used a fire extinguisher and are not familiar with the different types.

Below are key components to ensuring your workplace and home are fireproof:

1. **Eliminate clutter:** Exercise good housekeeping. Clutter can easily become a fuel source in the event of a fire, allowing a fire to spread quickly. Furthermore, clutter can restrict access to emergency equipment and exit routes.
2. **Designate smoking areas:** Permit smoking only in designated smoking areas and provide means for extinguishing smoking materials safely.
3. **Fire extinguishers:** Maintain the appropriate type and number of fire extinguishers. Conduct monthly and annual extinguisher inspections to ensure they are in good, working condition. Provide training for employees on the correct use of fire extinguishers as in No. 4 above.
4. **Fire suppression systems:** Make sure your facility fire suppression systems (sprinkler or chemical) are inspected and checked for serviceability as directed or at minimum annually.
5. **Chemical safety:** Use and store chemicals safely. Read hazard warning labels and safety data sheets to determine flammability and other fire hazards. Ensure your chemical storage areas provide adequate ventilation for the storage of chemicals or other hazardous substances.





6. **Waste control and storage:** Limit the accumulation of flammable or combustible materials and residues to prevent the risk for such materials contributing to a fire emergency. Make sure you have proper disposal for flammable items such as batteries and chemicals, and employees are aware of how to dispose of these items.
7. **Exits:** Ensure emergency exit route diagrams are posted and accessible in all areas of the facility for all employees to easily view. Additionally, make sure means of egress are well-lit with regulated exit signs and free from debris or clutter. Rehearsals or fire drills where everyone knows where and how to exit and where to gather are critical. Accountability for all is key.
8. **Contact information:** Employees should have access to a list of emergency contact phone numbers in case of emergency. Remember that human nature is to panic in emergency situations; therefore, basics such as the company address, important phone numbers and building floor plan should be posted on or with the emergency action plan.

Remember, it is always better to be proactive rather than reactive, and it is best to identify and mitigate hazards or training issues before an event happens. Use the above tips to reduce the risk in case of a fire or other emergency. Familiarize your employees and family on what to do. Practice what to do.

The reality is that fire emergencies and disaster situations can strike anyone, anytime, anywhere. So, remember, if a fire occurs in your workplace or home, don't panic — you know what to do.

LGRMS
FIREFIGHTER CANCER
AWARENESS INCENTIVE
PROGRAM
2025

LGRMS, working in conjunction with ACCG and GMA, wants to encourage the awareness of the hazards and controls surrounding firefighter cancer across Georgia. Learn more at lgrms.com.

FIRE SAFETY

FOUR essential steps to take if you discover a fire:



R

Rescue
anyone in immediate
danger of the fire.



A

Alarm
Activate the nearest
fire alarm **and** call
your fire response
telephone number.



C

Contain
the fire by closing
all doors
in the fire area.



E

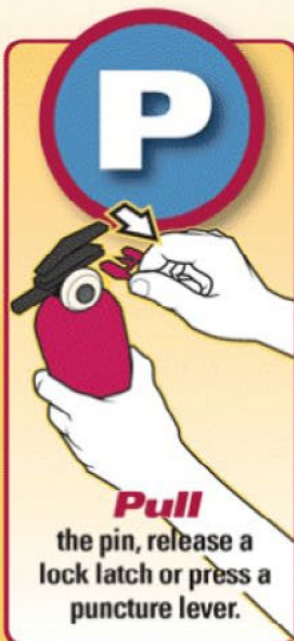
Extinguish

small fires.
If the fire cannot
be extinguished,
leave the area
and
close the door.

You should know:

- ➔ Locations of nearest fire extinguishers and alarm pull boxes
- ➔ The fire location - room number and building
- ➔ All fire exits in your work area

How to properly operate a **Fire Extinguisher**



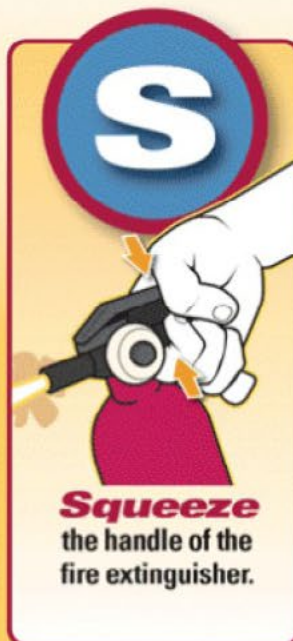
P

Pull
the pin, release a
lock latch or press a
puncture lever.



A

Aim
the extinguisher at
the base of the fire.



S

Squeeze
the handle of the
fire extinguisher.



S

Sweep
from side-to-side
at the base
of the flame.



HOW TO USE THE MONTHLY SAFETY THEME

Here are some hints to help you get the safety message across to all employees each month.

Theme Poster

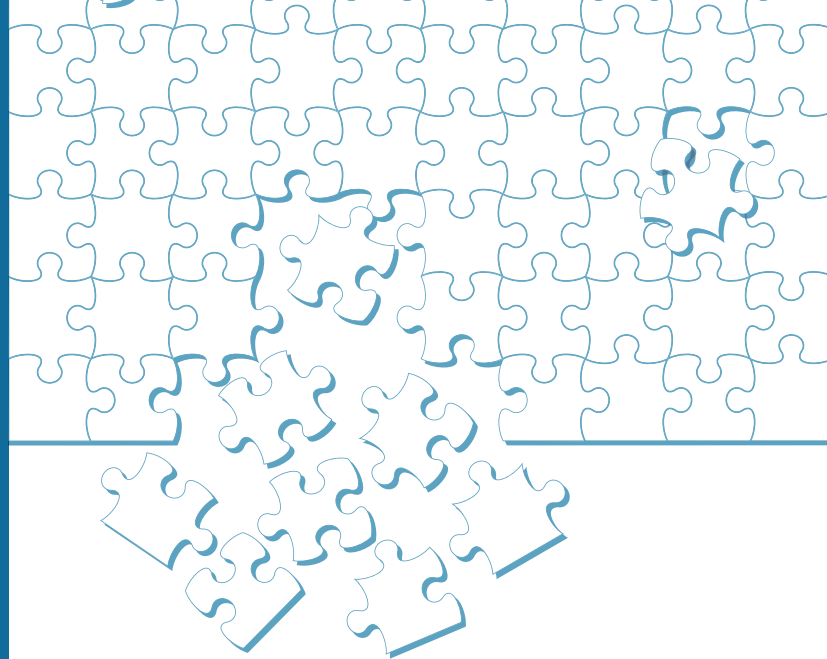
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

Repeats the poster message with the safety theme topic of the month.

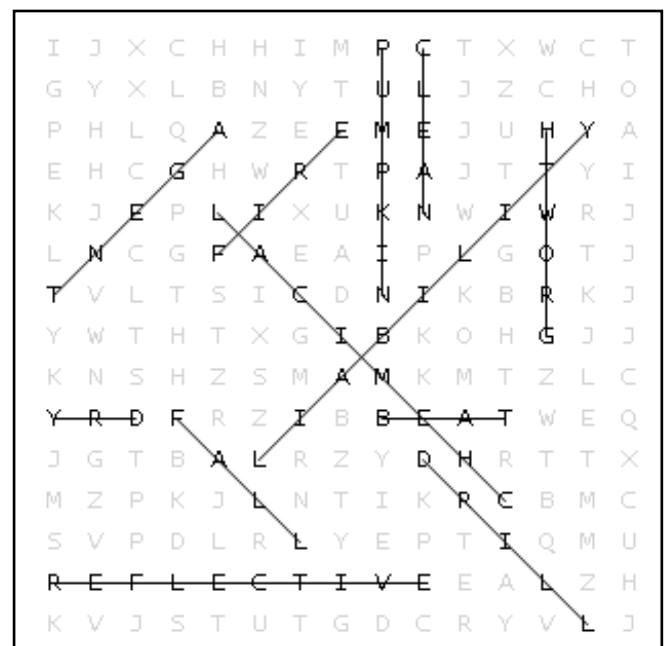
Safety Meeting Agenda

- Assemble participants.
- Hand out copy of theme page.
- Pass around Participant Sign-in Sheet.
- Read theme out loud and discuss aspects of the theme in the department. Give examples. Ask for ideas, etc.
- Discuss accidents/incidents/near misses over the last month.
- Issue safety Self-inspection Checklists for each department inspection team.
- Discuss inspection items noted from last reports and the status of completion of reported items.



PUZZLE ANSWERS

WORD SEARCH ANSWER



General Self Inspection Program

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

Comments: _____

Housekeeping

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

Comments: _____

Slip/Trip/Fall

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

Comments: _____

General Self Inspection Program

Public Safety

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

Comments: _____

Employee Safety

Safety Meetings

Held in the department.	☐	☐
Meetings held ____ monthly ____ quarterly ____ other _____; documented	☐	☐
Different topic each time.	☐	☐
Covers department safety rules.	☐	☐

Safety Rules

Rules specific for this department.	☐	☐
Rules are written, posted in the department.	☐	☐
Reviewed with new employees.	☐	☐

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.	☐	☐
Employees trained on proper use.	☐	☐
Equipment properly maintained.	☐	☐
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	☐	☐
Chemicals used in the department.	☐	☐
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	☐	☐

Comments: _____

Auto and Equipment

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

Comments: _____

Safety Meeting Attendance Sign Up Sheet

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

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

Next meeting scheduled for _____

Safety Coordinator _____

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LET US KNOW HOW WE CAN HELP YOU

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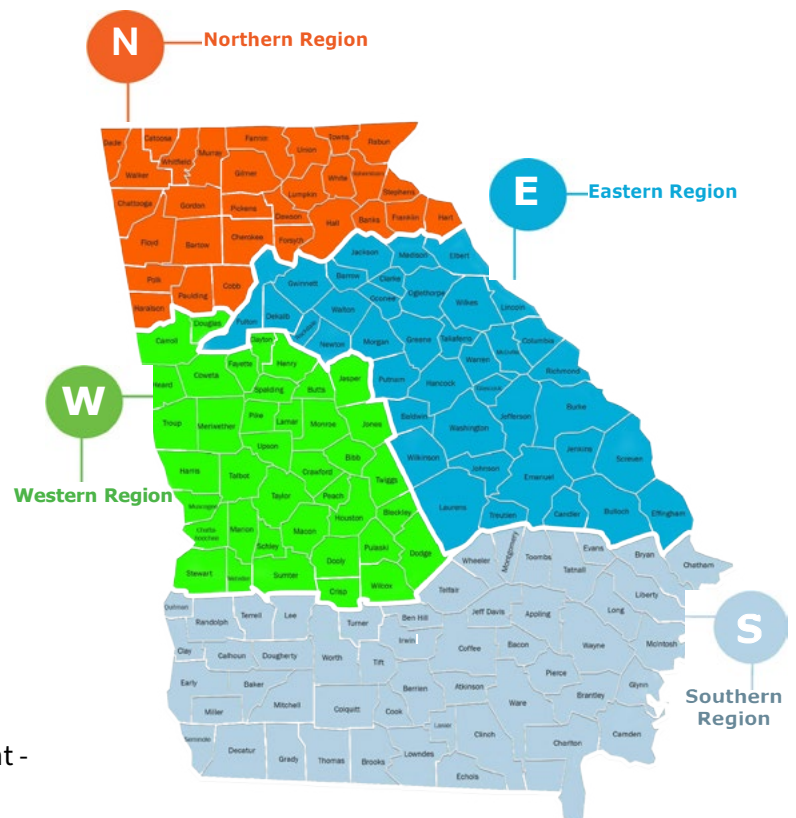
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