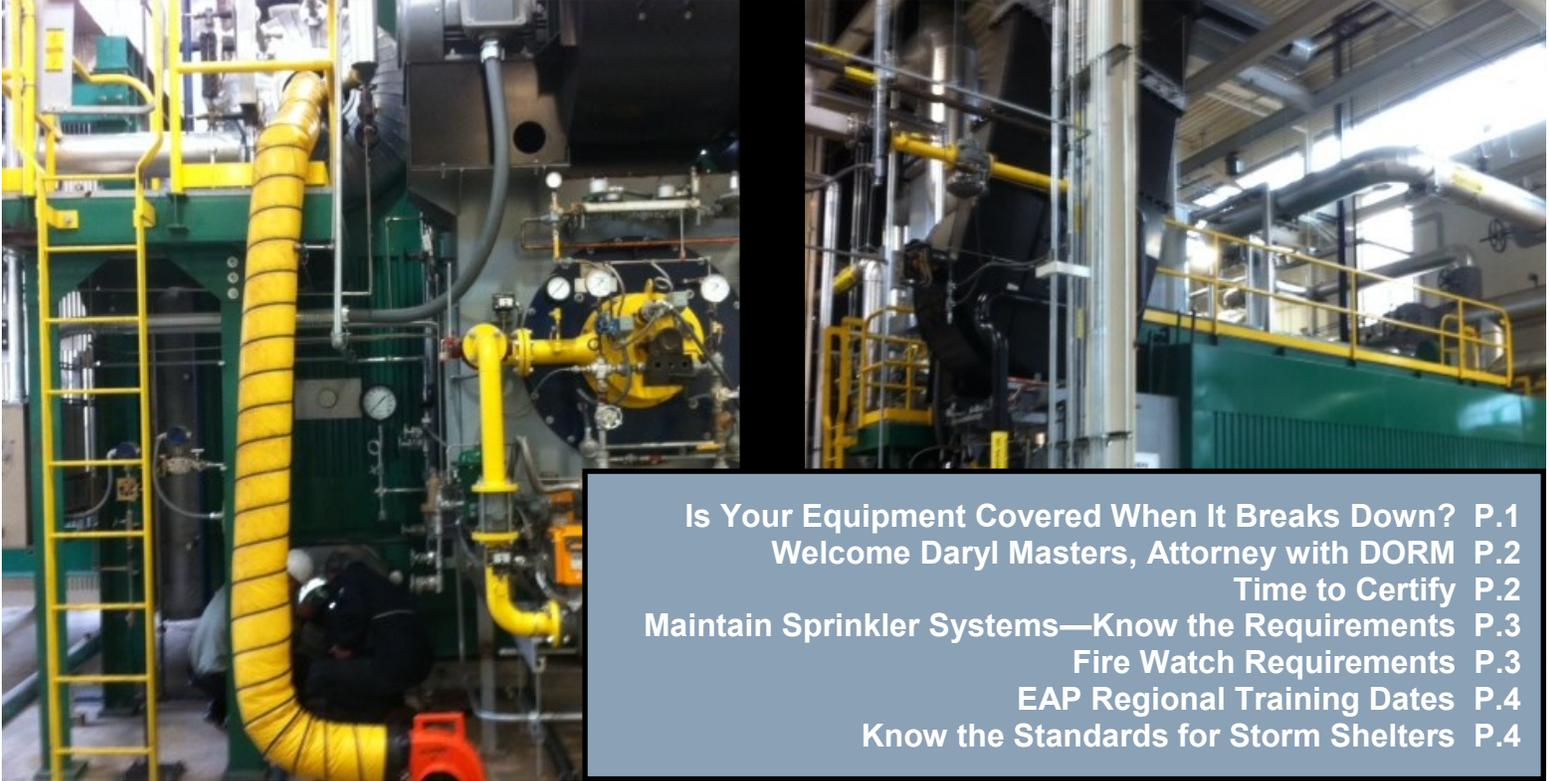


Wise Words

State of Alabama · Department of Finance · Division of Risk Management

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Is Your Equipment Covered When It Breaks Down?

Has your HVAC system, chiller, or other heavy equipment stopped working suddenly? If so, you may be covered through the Equipment Breakdown Program.

DORM annually obtains a policy that provides equipment breakdown protection for State Insurance Fund customers. Currently, Travelers Insurance Company provides inspection, loss control and claims services.

Covered perils include sudden and accidental breakdown of covered equipment *as the result of electrical arcing, explosion, electrical burnout, collapse, bulging, cracking, splitting as well as other perils.*

Covered equipment includes: air conditioning and HVAC systems, transformers, electrical switchgear and panels, motors, pumps, fans, refrigeration equipment, steam boilers and other pressure vessels, air tanks, and even office equipment such as copiers and facsimile machines.

If you have a sudden and accidental breakdown of covered equipment or machinery, the facility manager should immediately contact our claims department:

Alabama Division of Risk Management (334) 223-6120 or visit www.riskmgt.alabama.gov

Wise Words

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Acting Director of Finance

Bill Newton

Risk Manager

Ben M. Spillers

Risk Management Department Managers:

Ben Spillers

Bob Smith

Clint Witherington

Daryl Masters

Hank Draughon

Kim Huggins

Max Graham

Melanie Cleveland

Melanie Longpre

Sam Boswell

Wise Words

777 South Lawrence Street

Montgomery, AL 36104

334-223-6120 Office

334-223-6154 Fax

Website: www.riskmgt.alabama.gov

To subscribe to this publication via email,
please send your request to:

Information.riskmanagement@finance.alabama.gov

Welcome Daryl Masters

The Division of Risk Management welcomes Daryl Masters to the staff as an attorney at DORM.



Mr. Masters came to us from his private practice in the Montgomery and Auburn areas. Since 1998, he specialized in defending local governments, specifically in law enforcement and civil rights issues. He holds a Bachelor of Arts from Birmingham-Southern College, and he received his law degree from the University of Alabama.

Since 1996, Daryl and his wife Candy have lived in Auburn with their daughter and two sons. Candy Masters is the City Clerk for the City of Wetumpka. Both of their sons attend college, and their daughter works with Samford University's Athletic Department. In his free time, Daryl enjoys playing golf and spending time with family and friends.

Please join us in welcoming Daryl to the team at Risk Management!

Time to Certify:

State Insurance Fund Certifications will be mailed in May, 2015. Check your listing of buildings and items to ensure your values and coverage are up-to-date.

If you have questions, contact the underwriter assigned to your area.

Southern Alabama Territory:

Dale Whittle (334) 223-6139

Central Alabama Territory:

Casey Dunn (334) 223-6156

Northern Alabama Territory:

Heather Whorton (334) 956-7110

Note: Changes can be made at any time during the year! Don't wait—call Underwriting as soon as changes occur (i.e. construction, vacancy, adding or removing property).

Maintain Sprinkler Systems - Know the Requirements

In an attempt to keep people safe who choose to live, work or play in this great state, many of our institutions have installed quality fire protection technology in the form of Fire Sprinkler and Fire Alarm Systems. Like any high tech equipment, there are required maintenance procedures to be performed on each system to assure they are working at peak performance in the event of an emergency. Unfortunately, we are finding systems not functioning as designed because proper required maintenance procedures are not being followed.



IMPORTANT! It is your responsibility to make sure these systems are serviced properly, not local or state authorities that inspect your institutions. The only people allowed to service, install and maintain these fire protection systems are those who are licensed through the State Fire Marshal's Office. If you have any questions pertaining to this matter, contact : State of Alabama Fire Marshal Office at 334-241-4166.

Sprinkler systems are important fire protection and fire safety devices. The State Insurance Fund (SIF) will give agencies or schools a credit on premiums if fire protection appliances such as automatic sprinkler systems are maintained at the insured premises. To keep this credit in effect, these systems must be kept in proper working order and routinely inspected with any defects remedied. Any alterations should be reported to DORM in writing. We also require that a copy of the contract with the licensed sprinkler company and a copy of the inspection report are provided to DORM.

Please take the time to report each building where such a system exists. On your property certifications, check to see that all fully sprinkled properties are noted "Automatic Sprinklers" under the Construction column for that item number. This designation indicates that sprinkler credit has been given to that property. If there are properties not identified and you feel credit should be given, please provide the following information:

1. The sprinkled building item number
2. Is the entire building sprinkled? If not, please identify the areas sprinkled and not sprinkled
3. A copy of the contract with the licensed sprinkler company that will make inspection of the sprinkler system
4. A copy of the inspection report issued by the sprinkler company

Fire Watch Requirements

If you choose to shut down a sprinkler system for any reason—freezing temperatures or maintenance—you **MUST** notify DORM's office of the date of shutdown and the date that the service is resumed. You **MUST** also institute a **fire watch** in any building where fire sprinkler systems are compromised. This fire watch must be in effect until the system is restored. Fire watch requirements listed on the website from the Alabama Fire Marshal's Office are listed below (www.firemarshal.alabama.gov).

Fire watch personnel:

- shall have access to one approved means of communication
- must know the exact address of the property and how to report a fire or other emergency condition by calling 9-1-1
- shall be familiar with the buildings and property and have an accepted written plan for patrolling the property
- shall be trained in the use of fire extinguishers, have access to all facility fire extinguishers and know their location
- shall have knowledge of and be trained in the facilities evacuation plan in the event of a fire—They shall be able to communicate with non-English speaking residents well enough to give an evacuation order.
- shall not be permitted, while on duty, to perform any other duties
- shall not be impaired and shall remain awake and alert at all times
- shall keep a log of fire watch related activities— Include facility address, time of each patrol, name of the fire watch person, and notes for other related activities performed

EAP Training Schedule in April for State Employees

The State Employee Assistance Program (EAP) will provide seminars in April discussing “*Pathways to Health and Wellness*” which benefit all employees of participating state agencies. The training is designed to improve employee performance and management of their job responsibilities and life-related issues. These one-hour seminars are presented throughout the state at various locations and are open to all employees of agencies participating in our State EAP services.

The dates for April sessions are as follows:

April 7- Montgomery	April 8 - Tuscaloosa	April 15 - Birmingham
April 16 - Mobile	April 21 - Huntsville	April 29 - Dothan

Details of the seminars have been sent to participating agencies this month. The number of participants for each session will be limited to the number of slots available at each training location. Please register early!

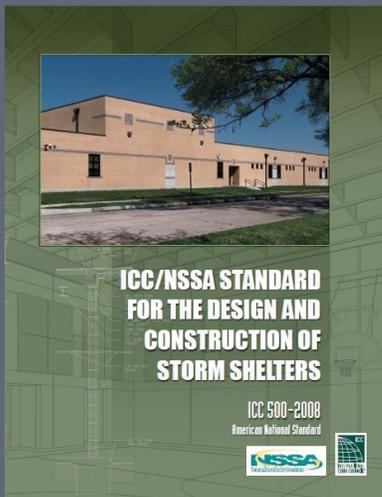
Please distribute information about this training to all employees in your agency and encourage supervisors to allow as many employees as possible to attend the seminar held near your location in the state. The number of requested slots that we confirm for each session will be based on a first come, first served basis for each seminar location.

For questions regarding EAP seminars, please contact the State EAP Director, Mr. Samuel Boswell by phone at (334) 223-6153 or by email at Sam.Boswell@finance.alabama.gov. Registrations should be submitted to Mr. Boswell by email.

Know the Standards for Storm Shelters

Are your storm shelters meeting standards?

Before you begin your building plans which may include a storm shelter, take some time to learn the standards. A storm shelter is a hardened structure specifically designed to meet the Alabama Building Commission’s criteria and provide near-absolute protection in extreme weather events, including tornadoes and hurricanes. Near-absolute protection means that, based on our current knowledge of tornadoes and hurricanes, the occupants of a storm shelter built in accordance with the [International Building Code Commission \(ICC-500\) standards](#) will have a very high probability of being protected from injury or death.



To be considered a storm shelter, the structure must be designed and constructed to the guidelines specified in the following link to the ICC 500 – 2008 edition:

http://ecodes.biz/ecodes_support/free_resources/ICC_Standards/ICC_500-2008_StormShelters/ICC500-2008_main.html

The Alabama Building Commission website (www.bc.alabama.gov) has posted bulletins explaining the laws passed in 2010 and 2012. These laws require storm shelters in newly constructed K-12 public school buildings and newly constructed buildings at two and four year educational facilities with dormitories or classrooms.

**Special thanks to Katherine Lynn, Alabama Building Commission for information contributed to this article.*