

Wise Words

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

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Business Continuity While Recovering From Disaster

Business continuity refers to maintaining business functions or quickly resuming them in the event of a major disruption. Business continuity is at least as important for governmental entities as for private sector companies.

A business continuity plan outlines procedures and instructions that must be followed when faced with disasters. This plan includes critical information that is needed to stay up-and-running in spite of adverse events. A good business continuity plan should clearly state the essential functions of the school or agency in writing. The document should identify and prioritize which systems and processes must be sustained and provide the necessary information for maintaining them.

A business continuity action plan should include the following information:

- Employee contact list, key suppliers/vendors information with contacts and critical telephone numbers
- Prioritized list of critical business functions and critical supplies list
- Recovery locations
- Copies of essential records
- Inventory of equipment/machinery/vehicles as well as computer equipment and software
- List of communication venues
- Disaster response plan

For additional resources in planning for business continuity, please visit <https://www.ready.gov/business-continuity-planning-suite>.

In Addition to having this plan in place, you should have a clear understanding of your property coverage through the State Insurance Fund. Contact your territory underwriter with coverage questions, or review the information on the DORM website: www.riskmgt.alabama.gov.

Wise Words

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Retirement of Sam Boswell, EAP Director

Sam Boswell retired on April 1, 2016 after 22 years of state service as the Employee Assistance Program Director.



Prior to working with the State, Sam was a Lieutenant Colonel in the U.S. Air Force. He served as a Base Personnel Director, Squadron Commander of a Mission Support Squadron, and as a Base Commander's Special Assistant. With his combined military and state service, Sam celebrated 50 years of consecutive employment this year!

Sam says he has enjoyed working with everyone at Risk Management, and he wanted to especially thank his first Administrative Assistant, Gail Elmore, for her encouragement. Sam wishes to also thank Kim Huggins and Carol Singletary for being so supportive of his work.

Lastly, Sam wishes to thank his wife Aryian for doing such a wonderful job taking care of him during his recent illness and throughout the years of their 45 year marriage.

After retirement, Sam said he is looking forward to traveling to some of the places that he was stationed (i.e. the Pentagon, Scott AFB in Illinois, and Wright-Patterson AFB in Dayton, Ohio) as well as visiting his grandchildren and great-grandchildren. In addition to traveling, Sam plans to enjoy exercising, relaxing, and occasionally doing those honey-do's for his wife.

Sam, best wishes to you in your retirement and future endeavors!

New Employee at DORM

Please join us in welcoming **Dorothy May** to Risk Management as the DORM Division Administrative Assistant. Dorothy came to us from State Personnel, and she will assist our division in the areas of personnel, finances, records management, and several other administrative duties.

We are thrilled to have Dorothy on our staff!

JUNE 30TH— CERTIFICATIONS DEADLINE!

The State Insurance Fund (SIF) property certifications were mailed out in early May, 2016. It is important that your certified copy be returned to us by June 30, 2016 to allow our office adequate time to update values prior to October's renewal of FY2017 coverage. Instructions were enclosed with the certification.

Submit changes which occur during the fiscal year such as new construction, renovations, demolition or sale of buildings and increases in computer equipment or contents values promptly to our underwriting office. Your insured values have been updated using the most current cost valuation information available to us, but we request your continued assistance to ensure adequate coverage.

If you have any questions, please call the Underwriter assigned to your region of the state:

Southern Alabama Territory:	Dale Whittle at (334) 223-6139
Central Alabama Territory:	Casey Dunn at (334) 223-6156
Northern Alabama Territory:	Heather Whorton at (334) 956-7110

Personal Property

Under the State Insurance Fund (SIF), coverage applies only to state-owned property; there is no coverage for loss or damage to personal property of others.

There are some common personal items that employees bring to work which cannot be claimed under the SIF:

- Laptop computers
- Artwork
- Books
- Furniture

Common personal items stored in public schools include:

- Band instruments
- Personal microwaves
- Mini refrigerators

DORM recommends that you check with your homeowner's insurance agent to see if personal items are covered or to arrange for coverage if desired.



Tornado Preparedness Guide

The Alabama Center for Insurance Information and Research, the Alabama Department of Insurance, the PC Insurers Association of America, and Smart Home America have produced a tornado preparedness guide that will be a good resource for your family, friends, and anyone else who lives in a tornado zone like Alabama.

Select the link here to view the guide ([2016 Tornado Preparedness Guide & Insurance Tips](#)). Please feel free to distribute this resource to everyone you know; you may help save a life!

Boiler & Pressure Vessel Standards—What You Need to Know



DORM has coordinated with Travelers Insurance to provide a free seminar for facility managers and maintenance/hot water vessel personnel who are employed by entities participating in the State Insurance Fund. The seminar will include discussions on the following topics: types of boilers, boiler controls, boiler safety devices, HVAC systems, electrical systems, and Alabama standards and regulations.

Space is limited at each venue; please RSVP by Friday, June 17, 2016. Reserve your spot today by email: Elizabeth.fralish@finance.alabama.gov or call (334) 223-6141.



Two sessions are available:

June 22, 2016—8:00 a.m. to noon

Reid State Technical College (Wiley Salter Auditorium) in Evergreen, Alabama

Or

June 23, 2016 —8:00 a.m. to noon

Mercedes Benz Training Center (6 Mercedes Drive) in Vance, Alabama

EAP Training Seminars in June: “Enhancing Your Management Skills for Greater Success”



EAP seminars are scheduled in June for employees of participating state agencies. They will discuss, “Enhancing Your Management Skills for Greater Success.” The number of participants for each session will be limited at each location, so register today!

For more information about EAP, please visit www.riskmgt.alabama.gov or contact the EAP Department at (334) 223-6162.

Register by emailing: EAP.information@finance.alabama.gov

- How to communicate effectively with your colleagues
- Identify the qualities of a great manager
- Recognize how your personality traits translate as a manager

Seminar Dates:

6/8/16	6/9/16	6/22/16	6/23/16	6/28/16	6/30/16
Birmingham, AL	Tuscaloosa, AL	Montgomery, AL	Mobile, AL	Huntsville, AL	Dothan, AL