



# WISE WORDS

## NEWSLETTER

State of Alabama · Department of Finance  
Division of Risk Management

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### NEW NAME FOR NEWSLETTER COMING IN SEPTEMBER

This will be your FINAL Wise Words Newsletter from the Division of Risk Management (DORM). This is because we are changing the name to “Risk Matters” starting in September.

So why did we make this name change? Because RISK does MATTER -- and we’re writing about matters related to risk! The goal of the newsletter is to inform you of coverage provided by our division and also to inform you of actions you

can take to reduce risk in your workplace. This name change will reflect this goal through the title and the content.

Efforts to review and improve how we communicate with you, our clients, are continuously being made. If you see something you like or wish to know more about, we encourage your feedback.

Don’t forget to look for ‘RISK MATTERS’ in your inbox in September!

### NEW EAP COORDINATOR AT DORM



The Division of Risk Management is proud to welcome our new Employee Assistance Program (EAP) Coordinator Kwatasian P. Hunt. She began working with our staff in May of 2018.

Mrs. Hunt brings a wealth of knowledge and experience to the EAP program. *Continue reading on page two* to learn about her background and experience she is bringing to the state EAP.

### ACTIVE 2018 HURRICANE SEASON PREDICTED

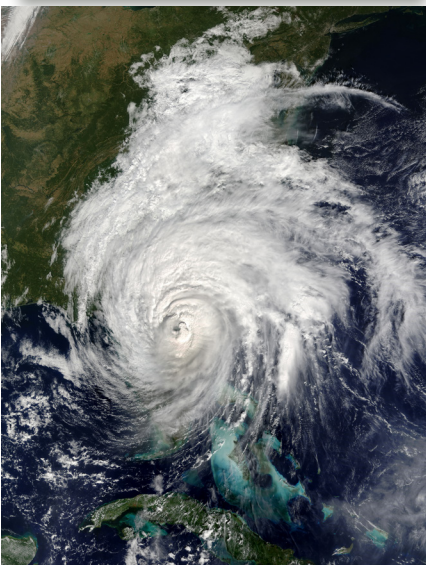
The NOAA Climate Prediction Center is expecting an active hurricane season for 2018. Forecasters calculate a 70-percent likelihood of 10 to 16 named storms, of which five to nine could become hurricanes, including one to four major hurricanes (winds of 111 mph or higher). An average hurricane season produces 12 named storms, of which six become hurricanes, including three major hurricanes.

Hurricane studies show conclusively that hurricane-related damage can be prevented or minimized through planning and organized action before,

during and after a storm. Hurricane season runs from the first of June through the end of November. If you don’t have a plan for your school or agency, then the time to start planning is NOW.

The DORM website has a [Hurricane Planning Guide](#) offering suggestions which can minimize hurricane-related damage. This resource includes guidelines for before, during and after the storm.

To find out more information about hurricane preparedness, please visit us at [www.riskmgt.alabama.gov](http://www.riskmgt.alabama.gov).



## NEW EAP COORDINATOR - CONTINUED

Mrs. Hunt, a native of Montgomery, is a graduate of Amridge University where she holds a Master's degree in Human Services. She completed her undergraduate studies from Troy University and obtained a Bachelor's degree in Psychology with a concentration in Sociology. For nearly 12 years, Mrs. Hunt committed her professional career to a local non-profit that focused on Substance Abuse and HIV/AIDS Prevention along with Recovery Support Services.

Mrs. Hunt is an Internationally Certified Prevention Specialist which affords her the opportunity to provide trainings on topics surrounding behavioral health. She has trained staff at multiple agencies, including employees of the State of Alabama, Montgomery Job Corps, Seraaj Family Homes, local colleges, community churches, non-profit organizations and other local businesses. Because of her dedication to prevention education and effective training, the K. Hunt Prevention Education se-

ries has been established in honor of Kwatasian Hunt, for developing and implementing the Council on Substance Abuse-NCADD's Education and Training Institute and online continuing education courses for Certified Recovery Peer Support Specialists.

In her newly appointed role as the Employee Assistance Program Coordinator, Mrs. Hunt hopes to expand upon the solid foundation that has been laid. Mrs. Hunt is well known and respected in her church, community, and abroad. She is also well known for her vocal ability which she uses to encourage others. She has shared the stage with some of the greatest gospel recording artists in the world. She is an award winner of the Alabama People's Choice Awards and Church Girls Rock, as well as a nominee for the Montgomery Gospel Praise Awards and Voices of Gospel Music Awards. Mrs. Hunt is a devoted wife of 16 years and mother of three boys.

## REGINA ROUGHTON - EMPLOYEE OF THE QUARTER



Congratulations to Regina Roughton for being named DORM's *Employee of the Quarter* in March 2018. Regina received this award after garnering the most votes from coworkers at DORM.

She has worked with DORM for six years; initially serving as an ASA and Departmental Operations Specialist for Underwriting, and later she was promoted to Casualty Lines Underwriter. Regina is well-deserving of this award for her professionalism and encouragement she gives to her co-workers daily.

Some of the nominations included...

"Regina is very capable and thorough. Since she has been in Underwriting, she has taken on additional duties and goes above and beyond in every task."

"She is very patient to explain things when asked and never makes you feel inferior."

"She remembers everyone's favorite cakes, and they magically appear on their birthdays."

"Regina makes a tremendous difference in the efficiency and atmosphere of our department."

In Regina's free time, she enjoys spending time with family, cooking for them, gardening and reading.

DORM is proud to have Regina as an employee. Thank you Regina for your service to our state!

### WISE WORDS

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We greatly appreciate the contribution of the following individuals to this issue:

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# FIRE EXTINGUISHER SAFETY

Most people probably don't think about fire extinguishers until there is a fire. Hopefully, you will never be in a situation where you will need to use one, but in the event that you do, here are a few basic reminders for the placement, inspection, and usage of your extinguishers.

## Fire Extinguisher Placement

Fire extinguishers should be mounted on brackets or in wall cabinets with the top of the extinguisher at a maximum of five feet from the ground. Extinguishers that weigh over 40 pounds should be mounted at lower heights with the carrying handle about three feet from the floor. Access to the extinguisher should be unrestricted and the extinguisher should be in plain view. Do not cover or hang anything on the extinguisher. Take notice of where the extinguishers are located in your work area and throughout the building. Typically an extinguisher should be within 75 feet or less from any part of the building. Certain circumstances may require a closer distance.



## Fire Extinguisher Inspection

Fire extinguishers should be serviced annually by a licensed fire extinguisher maintenance company. Monthly inspections should be made between those yearly assessments.

- Confirm the extinguisher is visible, unobstructed, and in its designated location.
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Confirm the pressure gauge or indicator is in the operable range or position and lift the extinguisher to ensure it is full.
- Make sure the operating instructions on the nameplate are legible and facing outward.
- Ensure that the service tag is up to date.

## How to Properly Use a Fire Extinguisher

First make sure everyone is out of the building and that someone has called 911. If you are in the position where you feel that you can safely extinguish a small fire and you have an escape route, remember the word P.A.S.S. from the National Fire Protection Agency:

- Pull the pin from the top of the extinguisher.
- Aim the nozzle or hose towards the base of the fire.
- Squeeze the handle to discharge the fire extinguishing agent.
- Sweep the nozzle of the fire extinguisher from side to side until the fire is out. Watch the area carefully in case of re-ignition.

Never put extinguishing a fire before your safety or the safety of others.

For additional information on fire safety and training, visit the National Fire Protection Association (NFPA) website at: <https://www.nfpa.org>.

## EAP TRAINING SEMINARS FOR STATE EMPLOYEES

The State Employee Assistance Program (SEAP) is providing a one-hour seminar on “*Principles of Essential Leadership: Cultivating Excellence from Within*” in June 2018. This training is available throughout the state at various locations and is open to all state employees of agencies participating in our SEAP. Please register as early as possible, as registration is limited. Contact your training coordinator to register.

If you have questions about training or the EAP, contact EAP Coordinator Kwatasian Hunt at (334) 223-6153 or email her at [kwatasian.hunt@finance.alabama.gov](mailto:kwatasian.hunt@finance.alabama.gov).

### Principles of Essential Leadership: Cultivating Excellence from Within

Presented by:  
**BEHAVIORAL  
HEALTH SYSTEMS**

- Define leadership & identify leadership skills valued in the workplace
- Share 5 principles of essential leadership
- Identify how to lead with clarity, authenticity & effectiveness
- What to do when working with a difficult colleague
- Review the State of Alabama's EAP Benefit

### Training Dates:

**June 13th - Wednesday  
Montgomery**

**June 14th - Thursday  
Mobile**

**June 20th - Wednesday  
Huntsville**

**June 27th - Wednesday  
Dothan**

## FOCUS ON DRIVER SAFETY FOR STATE EMPLOYEES

The Division of Risk Management along with the Alabama Department of Transportation held a training session on driver safety for state employees in May. The course, “**Can I be a Safe Driver?**”, was led by Byron Partridge and Brian Swiney of The University of Montevallo Alabama Traffic Safety Center. Attendees learned about common distractions and ways to reduce risk while driving.

We are already receiving requests for additional training sessions, and we hope to announce future dates soon. For more information on driver safety training, contact Ronnie Daniels with the Loss Control Department at (334) 223-6120.

### Special thanks to everyone who volunteered to help with the event in May:

The University of Montevallo  
The Alabama Department of Transportation  
The Loss Control Staff of the Division of Risk Management  
Big Mike's Barbeque (on-site truck for lunch)

### Special thanks to the following agencies who allowed their employees to participate in this training:

Department of Labor, Department of Transportation, Public Health Department, Department of Finance, Department of Education, Department of Revenue, Petroleum Gas Board, Historical Commission, Department of Youth Services, Department of Corrections, and the Attorney General's Office.



Pictured above: Partridge, Swiney and the DORM Loss Control Staff