SAFETY AND SECURITY: HOW CAN ACTIVE SHOOTER INCIDENTS BE PREVENTED?

On Dec. 14, 2012, we all watched in horror the active shooter incident which occurred at Sandy Hook Elementary school in Newtown, Connecticut. In this tragic shooting, which was the second deadliest school shooting in United States history, 20 students were killed along with six adults. What is even more disturbing is that many of these active shooter incidents, such as the one in Connecticut, are occurring much more often. For example, just a few months earlier, another active shooting incident took place. This time the shooting took place in an Aurora, Colorado movie theater during a midnight screening of the film *The Dark Knight Rises*. In the Colorado shooting, 12 people were killed and 58 were injured.

As an agency or university safety coordinator, we know that safety and security are closely related. We also know that the tragic events that happened in Connecticut and in Colorado could happen at any place and at any time. So, what can safety professionals do to prevent active shooter incidents from happening? Also, as a safety coordinator does your agency or university emergency action plan include active shooter training? Are you training your employees on how to identify the signs of potential workplace violence? And, does your active shooter training include those with special needs? If as a safety coordinator you are not training employees, including those employees with special needs, on how to notice the signs of potential workplace violence, it is time to start. A lack of preparedness in identifying and responding to workplace violence and active shooter incidents can have disastrous consequences.

One excellent resource you can incorporate into your safety training to help educate your employees on how to respond, prepare, and prevent an active shooter incident is a course offered by the Federal Emergency Management Administration (FEMA). The online course is 45 minutes long at the end of the course participants will be able to:

- describe actions to take when confronted with an active shooter and responding to law enforcement
- recognize potential workplace violence indicators
- describe actions to take to prevent and prepare for potential active shooter incidents
- describe how to manage the consequences of an active shooter incident.

To find out more about the course and how to participate, you can visit the FEMA training website. Another resource for active shooter training is the Florida Department of Law Enforcement (FDLE). You may contact FDLE Crime Prevention Specialist and trainer Corporal Scotty Winfrey at **ScottyWinfrey@fdle.state.fl.us** to schedule a live one-hour training session for employees.

An active shooter incident is when an individual actively engages in killing or attempting to kill people in a confined space or other populated area. Unfortunately, recent events serve to remind us that we are not immune to these types of tragedies. Developing an emergency action plan which addresses active shooting training and offers educational information on how to recognize workplace violence can help to ensure the safety and security of all employees and their loved ones.
MAKE SAFETY AND LOSS PREVENTION YOUR TOP PRIORITY IN 2013

If you are like most people, in January of this year you took some time to reflect on the year that passed while looking forward to the new year ahead with excitement and anticipation. The State of Florida Loss Prevention Program (SFLPP) is no different. We too took a few moments to reflect on the accomplishments of 2012 while eagerly looking forward to an exciting new year filled with new opportunities and new safety and loss prevention initiatives.

Looking back, 2012 was a year which held many accomplishments and many challenges for our unit. One major highlight of 2012 for the SFLPP included the authorization, through the University of South Florida Outreach training program, of four staff members as Occupational Safety and Health Administration (OSHA) trainers in the area of OSHA General Industry standards.

In 2013, our goal is to improve our training program by providing online safety and loss prevention training which will replace our annual Loss Prevention Academy. We also look to provide OSHA general industry training to those safety coordinators who want to improve their knowledge of OSHA workplace standards such as the OSHA General Duty Clause, changes to the safety data sheet (SDS) formerly known as the material safety data sheet (MSDS), and OSHA record keeping. Another SFLPP goal for this year is to redesign our newsletter. The redesigned newsletter will be unveiled in the May/June issue which will be three years after the initial revamping of the newsletter. The newsletter will continue to offer insightful safety and loss prevention articles as well as feature and profile articles. We also hope to improve the use of the newsletter as a communication tool to share best practices among agency and university safety coordinators.

As we continue to move forward in 2013, what are your safety and loss prevention goals? It is important that agency and university safety coordinators reaffirm their commitment to making safety their top priority for 2013. For safety coordinators to make a real difference, it is critical that clear safety goals are created. We know that making safety a top priority is not easy for many safety coordinators since your role as a safety coordinator is not your primary job function.

Although it may be a challenge to make safety a priority, here are a few tips to make it easier. The first thing you can do to make safety a top priority for 2013 is to set SMART goals. SMART goals are goals that are Specific, Measureable, Attainable, Relevant and Timely. An example of a SMART safety goal could be to attend and actively participate in all Interagency Advisory Council (IAC) meetings in 2013.

When you make safety a top priority in 2013 and create SMART goals which can be attained and measured, everyone wins. Remember we can bring positive changes to those around us through goals that are both big and small, and most importantly the goals we set will not only change lives, they will also save them.

Best wishes in meeting your 2013 safety goals, and Happy New Year!!
### ADA LAWS AND REQUIREMENTS: A CLOSER LOOK

Although the laws enacted by the United States government to protect the rights of persons with disabilities from discrimination are numerous and complex, there are a few key American with Disabilities Act (ADA) laws an agency or university safety coordinator should know. For example, are you aware of the ADA requirements for public entities with more than 50 employees? Also, if you are a public entity which receives federal funding, what ADA law should you know and understand? And, what amendment to the ADA law made it easier to establish a disability?

As you are aware, Title II of the ADA of 1990 covers public entities; however, Title II is not the only ADA law with enforcement powers over public agencies. Both the ADA of 1990 and section 504 of the Rehabilitation Act of 1973 have overlapping enforcement powers with regard to protecting the rights of persons with disabilities.

Another major ADA law which impacts public entities is the Americans with Disabilities Amendments Act of 2008 (ADAAA) which lowered the bar for establishing a disability and clarified the intent and protections of the ADA. And of course, the most recent addition to the ADA law is the 2010 ADA Standards for Accessible Design, which established new building standards for new construction and alterations.

What do these laws mean for an agency or university safety coordinator? Obviously, for an agency or university safety coordinator understanding each of these ADA laws is important, but why? The reason is simple, agencies that comply with ADA laws and are open-minded to reasonable accommodations will not only avoid costly lawsuits, but will create a work environment that is safe for all employees, including those with disabilities. In other words, understanding and abiding by ADA laws can help you save your agency money while protecting the rights of persons with disabilities. This can also create a more diverse work environment.

Now that you know why safety coordinators should know and understand ADA laws, what should you do? First, if you don’t have a person with a disability on your safety committee, please recruit one. This addition could help provide an important perspective on the process of enforcing ADA requirements. Secondly, research the ADA law and determine the areas where you could improve your agency’s ADA compliance.

By ADA law, public entities are required to do the following:

- Ensure that individuals with disabilities are not excluded from programs, services, and activities.
- Designate an ADA Coordinator.
- Develop and post an ADA policy statement.
- Develop and post a grievance/complaint procedure.
- Complete a self-evaluation.
- Develop a transition plan.

Your role as a safety coordinator should not only involve safety; it should also insure that state employees and the citizens we serve have equal access, regardless of their level of ability. By including ADA accessibility in your safety program, you can reduce your agency’s liabilities, while enhancing the lives, experiences, and opportunities of others.

If you have any questions regarding this article, or to share your ADA success stories, please contact Deidra Jones at Deidra.Jones@myfloridacfo.com.
In this issue of the Safety Outlook newsletter, the Division of Risk Management, State of Florida Loss Prevention Program is proud to recognize the outstanding safety and loss prevention efforts of Alternate Safety Coordinator David Wiggins with the Florida Department of Management Services (DMS).

As Alternate Safety Coordinator with DMS, Mr. Wiggins, who has been working in the DMS safety program since 1996, is responsible for overseeing and coordinating all DMS quarterly safety training sessions and safety advisory board meetings. Along with his duties of coordinating safety and loss prevention activities, training and meetings, Mr. Wiggins is also responsible for developing a synopsis report for DMS management. The synopsis report is based on the Division of Risk Management's Stop Light Report. The report provides management with a detailed summary analysis and interpretation of the Stop Light Report which is produced bi-annually.

Since working with the DMS safety program from its early days, Mr. Wiggins has seen many changes. "In the early years, it was extremely difficult to obtain top level management support for the safety program, but as the program became better known inside the agency upper management support for the program has increased tremendously," said Mr. Wiggins. Mr. Wiggins added that one of the things that he is most proud of and what makes the DMS safety program unique is how much senior management supports the safety program and actively participates to make sure the DMS safety program is the best in state government. Several members of the DMS senior management team also serve on the Safety Advisory Board which is an added plus said Mr. Wiggins.

Mr. Wiggins also shared some of the ways the DMS safety program promotes safety through e-mails to employees on various safety and loss prevention topics; however, the best tool is their website. With just a single click, DMS employees are provided safety information, guidance documents, inspection checklists, evacuation checklists, procedures for filing a claim, emergency preparedness information, and floor warden information.

Although the DMS safety program has changed over the years, there are still many obstacles that the program faces. Mr. Wiggins said one of the challenges for their safety program is DMS has such a diverse group of employees such as electricians, heating ventilation and air conditioning technicians, ground keepers, office workers, architects, and engineers, which can be difficult due to the degree of training diversification required.

Mr. Wiggins has two degrees from Georgia Institute of Technology in General Industry Safety and Health. He also has over the years received a total of 39 safety and health accreditations and certifications from organizations such as the Environmental Protection Administration (EPA), Occupational Safety and Health Administration (OSHA), and National Institute of Safety and Health (NIOSH). He has also overseen project work at three EPA superfund projects, including an underground nuclear test. Mr. Wiggins is a member of the American Industrial Hygiene Association, the American Conference of Governmental Industrial Hygienist, and the Indoor Air Quality Association. In his free time away from the safety world, Mr. Wiggins loves working on his Velocity Yellow Carbon Fiber 427 Corvette Z06 and traveling with the Tallahassee’s Crusin’ Corvette car club.

The Division of Risk Management, State of Florida Loss Prevention Program proudly salutes the wonderful efforts of Mr. David Wiggins of DMS.
The Florida Division of Emergency Management (FDEM) and the Florida Chapters of the American Red Cross announce the 2013 Severe Weather Awareness Week. This annual public awareness campaign provides an opportunity for safety professionals to educate employees on the importance of being prepared in the event of severe weather. The 2013 Severe Weather Awareness Week in Florida will be Monday, February 11, through Friday, February 15, 2013.

"In the 13th year of the program, the Florida Severe Weather Awareness Week is a reminder of the importance of preparedness year-round for all Floridians," said FDEM Director Bryan W. Koon. "The partnership between the Division and the American Red Cross Chapters throughout Florida is the perfect opportunity to promote a culture of preparedness across Florida."

For safety and alternate safety coordinators, Severe Weather Awareness Week can be a great time to practice your agency's emergency action plan or maybe even schedule a tornado drill.

Also, our crossword puzzle for this issue of the newsletter is on severe weather topics. Be sure to test your knowledge of weather safety as another way to participate in Severe Weather Awareness Week 2013.

SFLPP SLIP, TRIP, AND FALL PILOT PROJECT REVISITED 2013

It’s hard to believe that it has already been two years since the State of Florida Loss Prevention Program (SFLPP) kicked off its Slip, Trip, and Fall (STF) Pilot Project. As you may recall, the STF Pilot Project was designed to track the impact of the three-minute STF training video in reducing and preventing slip, trip, and fall claims for Florida Atlantic University, Florida Department of Health, Florida Department of Highway Safety and Motor Vehicles, and the University of Central Florida.

The project, which was kicked off in January 2011, required each agency to show the three-minute training video to all employees within a workgroup or unit by March 1, 2011. The workgroup or unit served as the test group for the pilot. In 2012, after a year of tracking the data, the results showed that proper training plays an important role in helping to prevent slip, trip, and fall accidents and injuries. The data that were compared in 2012 were FY 2009/2010 to FY 2010/2011 for each of the agencies, with a validation date through December 2010 and December 2011, respectively. For 2013, new STF claim data are being compared. The new claims data include FY 2010/2011 to 2011/2012 for each of the agencies, with a validation date through December 2012. To obtain the new results from this pilot, please contact Melanie Cowgill at Melanie.Cowgill@myfloridacfo.com.

SFLPP looks forward to discussing further ways to prevent and reduce slip, trip, and fall claims in more detail during our February 19, 2013 Interagency Advisory Council panel discussion.
Q. Studies have shown that sitting for long periods of time is unhealthy; how can state employees stay healthy while sitting all day?

A. They can't. The truth is, sitting does to your body what sugar does to your teeth. Sitting rots the spine and is a factor for obesity and other diseases. Research now shows that the spine begins to remodel its posture after only 20 minutes of sitting. Say, for example, you work at a computer all day. The best thing to do at work is to frequently get up every 2 to 3 hours and move your body and joints.

Q. One trend that is taking place in many offices is standing while working. Is it better to stand while you work instead of sitting?

A. I would say that standing is better, but standing on concrete for long periods of time can also give rise to its own problems, like varicose veins and foot conditions. Also, it's better to mix it up between standing and sitting.

Q. What are the training objectives of your “Stay Fit While You Sit” class?

A. The most important thing I could teach safety coordinators is that the brain controls all the functions of the body. It controls the body through the energy moving through the spinal cord to all the organs and muscles. Sitting at a computer is a risk factor that creates bad posture and abnormal stress on the spine and spinal cord, which disrupts the flow of energy to vital organs. After reviewing why good posture is important, we then review the strategies to protecting our posture. This can be properly setting up a computer, a good chair, and getting up frequently.

Q. In addition to staying healthy while sitting, how can employees increase their productivity and performance while sitting?

A. Performance declines the longer someone sits in one position.

Q. Thank you, Dr. Patrick, for your time and for sharing this valuable information with our safety coordinators.

How can someone reach you if they have more safety and wellness questions?

A. I’ve found that poor function, disability, and health problems can ruin a person’s life and can affect their family and friends. My purpose is to help as many people as possible live a happier, healthier life. If safety coordinators have any questions that address the spine or posture, they may e-mail me at wellnessspeaker@aol.com.

Dr. Patrick C. Smith is the owner of Smith Family Chiropractic in Tallahassee, Florida. He opened the practice in 2007 with his wife, Kelli. Dr. Smith held a practice in South Florida for three years before relocating to his hometown in Tallahassee. He practices what is known as “Precision Spinal Correction,” which focuses on restoring normal alignment to the spine. Dr. Smith uses this technique to alleviate scoliosis, asthma, poor posture, and migraine headaches.
HAZARDOUS WEATHER AWARENESS CROSSWORD PUZZLE

ACROSS
2. This is a large dome of water that sweeps across the coastline near where a hurricane makes landfall.
4. When heavy rain occurs, the ground becomes _____, which means it can no longer hold any more water.
8. Any large body of water is capable of producing this.
9. This type of radiation is one form of energy that comes naturally from the sun.
10. When a weather forecaster says the air is moist, he or she means the air contains a lot of this.
13. Many people die from ____ flooding because they try to drive through water that covers roads.
15. In Florida, this group is more frequently struck by lightning than any other group.
17. Dangerous tornadoes can occur in this winter month.
19. Afternoon summertime outdoor activities are all dangerous when this occurs.
20. Thunderstorms are nature’s way of balancing differences in this.
21. This type of fire reduces the hazardous accumulations of brush to lower the risk of loss to homes, businesses, recreation areas, and forests when wildfires occur.
22. This organization (abbreviation) issues daily UV Index Forecasts.
23. A tornado is a violently rotating _____.
25. This type of water is very powerful.
27. Install and routinely check battery-operated carbon monoxide and smoke detectors with alarms wherever these are used.

DOWN
1. The word tsunami means this.
3. This is a measure of the amount of moisture in the air.
5. The most common form of skin damage is this.
6. Tornadoes are classified according to the damage that they cause on this scale.
7. These fires can cause major environmental, social, and economic damages.
8. Most thunderstorms last approximately this many minutes.
11. During a hurricane, the threat from water can come from two directions.
12. The National Weather Service has a saying, “Turn Around … Don’t _____.”
14. The combination of heat and humidity is called this.
16. In 1886, an earthquake in this state caused a tsunami in Florida.
18. These can move at speeds of eight feet per second, and it’s hopeless to try and swim directly against them.
24. These are brief bursts of wind that can be considerably stronger than sustained winds.
26. This is the key to reducing the number of human-caused fires.
Below are upcoming IAC meetings and training opportunities offered by the State of Florida Loss Prevention Program (SFLPP) and the National Safety Council.

**February 2013**

**IAC Quarterly Meeting**

**February 19, 2013, 9:30 a.m. to 11:30 a.m.**
Hermitage Centre, Tallahassee, FL

An IAC quarterly meeting has been scheduled for Tuesday, February 19th from 9:30 a.m. to 11:30 a.m. in the Hermitage Centre’s 1st floor conference room. Thank you for your participation in the IAC quarterly meeting, and we look forward to seeing you soon.

**National Safety Council E-Learning Event**

**GHS and OSHA Hazard Communication Virtual Summit: Best Practices for Compliance and Implementation**

**February 26, 2013, 11:00 a.m. to 3:00 p.m.**

Without leaving your office, learn everything you need to know to prepare for OSHA’s adoption of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). In this training, participants will learn how to identify the key elements of the OSHA Hazard Communication 1910.1200 Subpart Z and guidelines regarding which hazardous chemicals must be labeled, by whom, and what information must be included. For additional information or to register for this training, call (800) 621-7619.

**Retirement Announcement**

SFLPP would like to take a moment to wish a fond farewell to Ms. Elisabeth R. Chambers of the Department of Business and Professional Regulation (DBPR). Ms. Chambers worked in state government for over 28 years. During her tenure at DBPR, she was the workers’ compensation coordinator, where she handled return-to-work program, attendance and leave, and payroll/benefits. She also worked closely with the safety coordinator at DBPR. SFLPP wishes Ms. Chambers well on the next chapter in her life, and we thank her for her service to safety and loss prevention.
Feeling useful feels good.

*Work Heals:* That is why your employer offers a return-to-work program. If you get hurt on the job, it is there to help you heal faster and get back to where you want to be – on the job.

SFLPP
For more information email: StateLossPreventionProgram@myfloridacfo.com or call (850) 413-3121.
Virtual Library

Be sure to visit our website for the training resources on safety and loss prevention. We post our newsletters and e-bulletins at the website, and have helpful industry links and videos. We also have several forms posted.

http://www.myfloridacfo.com/risk/Loss%20Prevention/Virtual%20Library

- Workers’ Compensation Claim Change Form (available electronically & in Adobe Acrobat)
- State Liability Claim Change Form (available electronically & in Adobe Acrobat)
- Safety Coordinator Appointment Form (available in Adobe Acrobat only)

Articles or suggestions for improvement of this newsletter are always welcome.

Please e-mail Deidra.Jones@myfloridacfo.com