



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

RALPH T. HUDGENS
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER

July 25, 2018

SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
2 MARTIN LUTHER KING, JR. DRIVE
ATLANTA, GEORGIA 30334
(404) 656-2056
www.oci.ga.gov

Dear Educators:

As Georgia's Insurance and Safety Fire Commissioner, I am committed to reducing the loss of life and property from fire. National Fire Prevention Week is October 7 – 13, 2018, which gives us the opportunity to concentrate our efforts on fire prevention. The National Fire Protection Association's (NFPA) theme is: ***“Look. Listen. Learn. Be aware. Fire can happen anywhere,” State sponsored activities include:***

Insurance & Safety Fire Commissioner's annual statewide fire safety contests:

- **Statewide Fire Drill, Wednesday, October 10, 2018, at 10:00 a.m.; if inclement weather, the alternate date is Wednesday, October, 17, at 10:00 a.m.**
- **Statewide Poster Contest (must reflect NFPA Theme) – *“Look. Listen. Learn. Be aware. Fire can happen anywhere,” (Grades K through 5, a 1st, 2nd and 3rd place winner will be selected from each grade level)***

All first place winners will receive a \$50.00 cash prize, among other prizes

- **Statewide “Fire Safety House” Essay Contest – *“What I want to Learn and Know about the Fire Safety House” (Grades K through 3 – only one 1st, 2nd and 3rd place winner chosen among grades K – 3, as a whole)***

All first place winners will receive a \$50.00 cash prize, among other prizes

- **Statewide Fire Safety Essay Contest – *“Look. Listen. Learn. Be aware. Fire can happen anywhere,” (Grades 6 through 12, a 1st, 2nd and 3rd place winner will be selected from each grade level)***

All first place winners will receive a \$50.00 cash prize, among other prizes

- **Statewide Fire Safety Tips Calendar Poster Contest (must reflect on the fire safety tips as outlined in criteria) (Grades K through 5)**

13 winning posters' artwork will be chosen for each month and the cover page to display in the 2019 calendar

The annual "Excellence in Fire Safety Awards Luncheon" presentation:

- **The 26th Annual Life, Fire & Safety Awards Luncheon will be held at the Monroe County Convention Center TBD at 11:00 am. The luncheon cost is \$22.00 per adult and \$12.00 per child ages 12 and under**
- ***All contests deadline for submitting is Friday, September 28, 2018, at 4:30 p.m.***

Attached are poster, essay and the life, fire and safety awards contests criteria and entry forms, as well as the school fire drill information. This information can also be obtained by visiting our website at www.oci.ga.gov; (scroll to the right to the "Quick Links;" click on "Other Links" and choose "Public Education," then click on "Fire Prevention Week."

Plan now to encourage your students to participate, and invite your local fire department to assist students with fire safety lessons to use toward preparing the posters and essays. I appreciate your efforts to help prevent fires and protect lives and property from fire.

If you have further questions, contact the Public Education Division at (404) 463-6512.

Sincerely,



Ralph T. Hudgens
Insurance & Safety Fire Commissioner

Fire Safety Tips Calendar Poster Contest

2018 Fire Prevention Week

October 7 – 13

The Georgia Insurance and Safety Fire Commissioner and the Georgia Fire Sprinkler Association's **Statewide Fire Safety Tips Calendar Poster Contest** is an opportunity for Georgia students in **grades K through 5** to learn about and contribute to fire safety through an art project.

Poster Criteria

- Posters **must** be size 17x11 (landscape). Any type of paper or poster board may be used. Each student must do his or her own artwork.
- The entry form **must** be affixed to the back of each poster to avoid disqualification. Entry forms may be obtained at www.oci.ga.gov.
- Poster entries emphasizing one or more of the **fire safety tips** will be considered for artwork in the **2019 Fire Safety Tips Calendar**. To view the calendar, go to www.georgiafiresprinkler.org/calendars.php. The poster may also be considered for the Statewide Poster Contest if it reflects the NFPA theme as well. The theme for this year's Fire Prevention Week is:

“Look. Listen. Learn. Be aware. Fire can happen anywhere,”

- **The fire safety tips are:**

Cover: 2019 Fire Safety Tips Calendar (the 2018 NFPA theme, ***“Look. Listen. Learn. Be aware. Fire can happen anywhere,”*** will be the tip on the cover)

Safety Tip #1 – January: *“Give space heaters some space. Things placed too close to space heaters can catch on fire.”*

Safety Tip #2 – February: *“Firefighters are your friends. Never hide inside. Always go outside when there is a fire.”*

Safety Tip #3 – March: *“Matches and lighters are tools, not toys! If you find a match or lighter, tell an adult.”*

Safety Tip #4 – April: *“Have smoke alarms in your home to protect you and your family. Have a smoke alarm for each floor in your home.”*

Safety Tip #5 – May: *“If your clothes catch fire, stop where you are, drop to the ground and cover your face, and roll!”*

Safety Tip #6 – June: *“Remember: In case of fire in your home, always go to a neighbor's house to call 911.”*

Safety Tip #7 – July: *“If there is smoke in your house, crawl low under the smoke and get out and stay out!”*

Safety Tip #8 – August: *“Home fire sprinklers control and extinguish fires in your home, giving you more time to escape.”*

Safety Tip #9 – September: *“Have a meeting place outside your home that the whole family knows about. Once outside, never go back inside!”*

Safety Tip #10 – October: *“When cooking, turn handles toward the rear of the stove. Grease fires can quickly get out of control. If you have a grease fire, cover the pan with a lid to smother the fire.”*

Safety Tip #11 – November: *“Draw a fire escape plan for your home and practice it with the whole family. Make sure you have two ways out of every room.”*

Safety Tip #12 – December: *“Keep your holidays happy, turn holiday lights off before going to bed.”*

- First place calendar poster contest winners will receive an assortment of prizes, a certificate and a first-place ribbon.

Selection Process

- Each school may send one **poster from each child, from each class**, grades K through 5, to the State Fire Marshal's Office. Artwork must be received **no later than 4:30 p.m., Friday, September 28, 2018. Late arrivals will not be accepted.** Statewide winners will be selected by a committee established by the Insurance and Safety Fire Commissioner's Office with the assistance of the State Fire Marshal's Office and the Georgia Fire Sprinkler Association.
- The winners of the Statewide Fire Safety Tips Calendar Poster Contest will be recognized during the Awards Luncheon at the **Monroe County Convention Center Wednesday October 17th at 11:00 am.** The 13 winners from grades K through 5 and one family member will be our complimentary guests at the awards luncheon. Other family members and friends are welcome to join us at their own expense. **The luncheon cost is \$22.00 per adult and \$12.00 per child ages 12 and under.**

ENTRY FORM

STATEWIDE FIRE SAFETY TIPS CALENDAR POSTER CONTEST

2018 FIRE PREVENTION WEEK

Posters must be received **no later than 4:30 p.m., Friday, September 28, 2018**

This form **must** be attached to the back of the poster for entry in the statewide contest. *A poster received **without** this form attached **will not** be eligible for the contest.*

Open to students in grades K through 5

To qualify, poster entries must be size 17x11 (landscape) and reflect one or more of the fire safety tips outlined in the criteria. The artwork of posters that emphasizes a fire safety tip will be considered for use in the *2019 Fire Safety Tips Calendar*.

STUDENT'S NAME: _____ GRADE: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____

CITY: _____ ZIP: _____

PARENT'S PHONE: HOME _____ CELL _____ WORK _____

PARENT'S FAX: _____ E-MAIL: _____

SCHOOL'S NAME: _____

SCHOOL'S ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____

SCHOOL'S PHONE: _____ FAX: _____

PRINCIPAL'S NAME: _____ E-MAIL: _____

TEACHER'S NAME: _____ E-MAIL: _____

Except for first place winners, posters cannot be returned due to the volume of posters submitted.

PLEASE MAIL YOUR POSTERS AND ENTRY FORMS TO:

Ralph T. Hudgens
Insurance & Safety Fire Commissioner
Attn.: Public Safety Education
Suite 920 – West Tower
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334
Phone: (404) 463-6512 Fax: (770) 656-5529

Fire Safety Poster Contest

2018 Fire Prevention Week

October 7 – 13

The Georgia Insurance and Safety Fire Commissioner's **Statewide Fire Safety Poster Contest** is an opportunity for Georgia students in **grades K through 5th** to learn about and contribute to fire safety through an art project.

Poster Criteria

- Posters **must** be size 17x11 (landscape). Any type of paper or poster board may be used.
- The entry form **must** be affixed to the back of each poster to avoid disqualification. Entry forms may be obtained at www.oci.ga.gov.
- The poster must focus on fire prevention in the home and reflect the NFPA theme. The theme for this year's Fire Prevention Week is ***"Look. Listen. Learn. Be aware. Fire can happen anywhere,"***
- First place poster contest winners will receive a \$50 cash prize – along with other prizes. The second and third place winners will receive a variety of prizes.
- Each student must do his or her own artwork.

Selection Process

- Each school may send one **poster from each child, from each class** grades K through 5 to the State Fire Marshal's Office. A first, second and third place poster per grade will be selected for the statewide contest. Posters must be received **no later** than **4:30 p.m., Friday, September 28, 2018. Late arrivals will not be accepted.**
- Statewide winners will be selected by a committee established by the Georgia Insurance and Safety Fire Commissioner's Office with the assistance of the State Fire Marshal's Office.
- All winners of the Statewide Fire Safety Poster Contest will be recognized during the Awards Luncheon at the ***Monroe County Convention Center Wednesday October 17th at 11:00 am.*** All of the winning posters will be displayed at the luncheon. Complimentary luncheon attendance is awarded to all winners from grades K through 5; **1st place winners and two guests each and 2nd and 3rd place winners and one guest each.** Other family members and friends are welcome to join us at their own expense. ***The luncheon cost is \$22.00 per adult and \$12.00 per child age 12 and under.***

This Fire Prevention Week activity is in addition to a number of locally sponsored fire safety programs throughout the state during the month of October.

ENTRY FORM

2018 STATEWIDE FIRE SAFETY POSTER CONTEST

“Look. Listen. Learn. Be aware. Fire can happen anywhere,”

Posters must be received **no later than 4:30 p.m., Friday, September 28, 2018.**

This form **must** be attached to the back of the poster for entry in the statewide contest. *A poster received **without** this form attached **will not** be eligible for the contest.*

Open to students in grades K through 5th

To qualify, poster entries must be size 17x11 (landscape) and reflect the NFPA theme, “Look. Listen. Learn. Be aware. Fire can happen anywhere,”

STUDENT'S NAME: _____ GRADE: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____

CITY: _____ ZIP: _____

PARENT'S PHONE: HOME _____ CELL _____ WORK _____

PARENT'S FAX: _____ E-MAIL: _____

SCHOOL'S NAME: _____

SCHOOL'S ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____

SCHOOL'S PHONE: _____ FAX: _____

PRINCIPAL'S NAME: _____ E-MAIL: _____

TEACHER'S NAME: _____ E-MAIL: _____

Except for first, second and third place winners, posters cannot be returned due to the volume of posters submitted.

PLEASE MAIL YOUR POSTERS AND ENTRY FORMS TO:

Ralph T. Hudgens
Insurance & Safety Fire Commissioner
Attn.: Public Education
Suite 920 – West Tower
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334
Phone: (404) 463-6512 Fax: (404) 656-5529

Statewide “Fire Safety House” Essay Contest

2018 Fire Prevention Week

October 7 – 13

“Every Second Counts: Plan 2 Ways Out!”

“What I Want to Learn and Know About the Fire Safety House”

In addition to the regularly scheduled Fire Prevention Week activities, we have a contest that is equally challenging and rewarding for the students in **grades K-3rd** – a **Statewide “Fire Safety House” Essay Contest**.

Essay Criteria

- Students in grades K-3rd are encouraged to write an essay on **“What I Want to Learn and Know About the Fire Safety House.”**
- Each essay should consist of at least 75 words and should be submitted on an 8 1/2 x 11 sheet of paper typed or neatly written. Faxed essays must be written in black ink or typed to be received legibly.
- To avoid disqualification, each essay **MUST** have an entry form attached to the front. Entry forms may be obtained at www.oci.ga.gov.

Selection Process

- Grades K-3rd in each school may submit an **essay from each student, per class**. A first, second and third place essay will be selected for the statewide contest from the entries from grades K – 3rd as a whole.
- The first place “Fire Safety House” Essay contest winner will receive a \$50 cash prize, a variety of other prizes and the fire safety house will visit their school. The second and third place winners will receive a variety of prizes and our Arson Canine Team will visit their school.
- Essays must be received by mail or fax in the Insurance and Safety Fire Commissioner’s Office **no later** than **4:30 p.m., Friday, September 28, 2018**.
- Statewide winners will be selected by a committee established by the Georgia Insurance and Safety Fire Commissioner’s Office with the assistance of the State Fire Marshal’s Office.
- All winners of the Statewide “Fire Safety House” Essay contest will be recognized during the Awards Luncheon at the ***Monroe County Convention Center Wednesday October 17th at 11:00 am***. All of the winning essays will be displayed at the luncheon. Complimentary luncheon attendance is awarded to the winners among grades K through 3; **1st place winner and two guests each and 2nd and 3rd place winners and one guest each**. Other family members and friends are welcome to join us at their own expense. **The luncheon cost is \$22.00 per adult and \$12.00 per child ages 12 and under.**

This Fire Prevention Week activity is in addition to a number of locally sponsored fire safety programs throughout the state during the month of October.

Fire Safety Essay Contest

2018 Fire Prevention Week

October 7 – 13

The Georgia Insurance and Safety Fire Commissioner's **Statewide Fire Safety Essay Contest** is an opportunity for Georgia students in **grades 6 through 12** to express their views on Fire Safety.

Essay Criteria

- The essays for grades 6-12 must reflect the NFPA theme, "**Look. Listen. Learn. Be aware. Fire can happen anywhere,**" and should focus on fire prevention in the home. Each essay should consist of 200 – 700 words.
- Essays can be typed or neatly written, and essays should be submitted on an 8 1/2 x 11 sheet of paper. Faxed essays must be written in black ink or typed to be received legibly.
- To avoid disqualification, each essay **MUST** have an entry form attached to the front. Entry forms may be obtained at www.oci.ga.gov.

Selection Process

- Grades 6-12 in each school may submit an **essay from each student, per class**. A first, second and third place essay per grade will be selected for the statewide contest. Essays must be received by mail or fax in the Insurance and Safety Fire Commissioner's Office no later than **4:30 p.m., Friday, September 28, 2018. Late arrivals will not be accepted.**
- The first place winners will receive a \$50 cash prize along with other prizes. The second and third place winners will receive a variety of prizes.
- Statewide essay winners will be selected by a committee established by the Georgia Insurance and Safety Fire Commissioner's Office with the assistance of the State Fire Marshal's Office.

All winners of the Statewide Fire Safety Essay Contest will be recognized during the Awards Luncheon at the **Monroe County Convention Center on Wednesday October 17th at 11:00 am**. The winning essays will be displayed at the luncheon. Complimentary luncheon attendance is awarded to all winners from grades 6 through 12; **1st place winners and two guests each and 2nd and 3rd place winners and one guest each**. Other family members and friends are welcome to join us at their own expense. **The luncheon cost is \$22.00 per adult and \$12.00 per child ages 12 and under.**

This Fire Prevention Week activity is in addition to a number of locally sponsored fire safety programs throughout the state during the month of October.

Entry Form

2018 Statewide Fire Safety Essay Contest

“Look. Listen. Learn. Be aware. Fire can happen anywhere,”

Essays must be received **no later than 4:30 p.m., Friday, September 28, 2018.**

Open to students in grades 6 – 12
Essays must be at least 200 – 700 WORDS

This form **must** be attached to the front of the essay for entry in the statewide contest. *An essay received **without** this form attached **will not** be eligible for the contest.*

STUDENT'S NAME: _____ GRADE: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____

CITY: _____ ZIP: _____

PARENT'S PHONE: HOME _____ CELL _____ WORK _____

PARENT'S FAX: _____ E-MAIL: _____

SCHOOL'S NAME: _____

SCHOOL'S ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____

SCHOOL'S PHONE: _____ FAX: _____

PRINCIPAL'S NAME: _____ E-MAIL: _____

TEACHER'S NAME: _____ E-MAIL: _____

Except for first, second and third place winners, essays cannot be returned due to the volume of essays submitted.

PLEASE E-MAIL, MAIL OR FAX ESSAYS & ENTRY FORMS TO:

Ralph T. Hudgens
Insurance & Safety Fire Commissioner
Attn.: Public Safety Education
Suite 920 – West Tower
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334
krichter@sfm.ga.gov

Phone: (404) 463-6512 Fax: (404) 656-5529

Entry Form

2018 Statewide “Fire Safety House” Essay Contest

Essays must be received **no later than 4:30 p.m., Friday, September 28, 2018**, and must be written on

“What I want to Learn and Know About the Fire Safety House”

Open to students in grades K – 3rd
Essays must be at least 75 WORDS

This form **must** be attached to the front of the essay for entry in the statewide contest.
*An essay received **without** this form attached **will not** be eligible for the contest.*

STUDENT'S NAME: _____ GRADE: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____

CITY: _____ ZIP: _____

PARENT'S PHONE: HOME _____ CELL _____ WORK _____

PARENT'S FAX: _____ E-MAIL: _____

SCHOOL'S NAME: _____

SCHOOL'S ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____

SCHOOL'S PHONE: _____ FAX: _____

PRINCIPAL'S NAME: _____ E-MAIL: _____

TEACHER'S NAME: _____ E-MAIL: _____

Except for first, second and third place winners, essays cannot be returned due to the volume of essays submitted.

PLEASE E-MAIL, MAIL OR FAX ESSAYS & ENTRY FORMS TO:

Ralph T. Hudgens
Insurance & Safety Fire Commissioner
Attn.: Public Education
Suite 920 – West Tower
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334
krichter@sfm.ga.gov

Phone: (404) 463-6512 Fax: (404) 463-6512

Statewide Fire Drill

2018 Fire Prevention Week

October 7 - 13

“Look. Listen. Learn. Be aware. Fire can happen anywhere,”

Fire Prevention Week is an additional opportunity for the Insurance and Safety Fire Commissioner and his staff to spotlight fire safety issues. The **statewide fire drill** will allow Georgia's students, faculty, and citizens to practice emergency exit procedures to ensure prompt, safe evacuations of facilities in the event of an emergency.

- The statewide fire drill will primarily involve elementary, middle, high and private schools throughout Georgia.
- If weather permits, the drill is scheduled for Wednesday, October 10, 2018, at 10:00 a.m. If not, please reschedule the drill for the following Wednesday, October 17th.
- If your school's schedule conflicts with the dates above, please conduct your fire drill anytime during the month of October.
- An online report of participation of schools and the number of students & staff involved will be made available to the Department of Education.

This activity is one of several fire safety programs that will occur throughout the state, sponsored by the Georgia Insurance and Safety Fire Commissioner's Office, local fire departments and other organizations to promote a fire safe Georgia during Fire Prevention Week.

Please report your fire drill reports online to the State Fire Marshal's Office for this **statewide fire drill**, as well as all monthly fire drill reports during the 2018-2019 school year. To submit your fire drill reports on line, please go to our website at www.oci.ga.gov, go to the **“Quick Links”** section and select **“Top Fire Marshal Links,”** then select **“School Fire Drills.”** Once you have entered your drill information, you must “affirm” the information twice – the first “affirm” will ask you to check to make sure your entries are accurate; the last one (“Send Drill – I Affirm”) will give you a confirmation number. Without the confirmation number, your fire drill report will not be processed on line.

If additional information is needed, please contact the Public Education Division at (404) 463-6512.

Ralph T. Hudgens
Insurance & Safety Fire Commissioner
www.oci.ga.gov