

C3 - CRISIS COORDINATOR COMMUNIQUE

Crisis Coordinator Newsletter

May 2015

C3 - Purpose

The purpose of the Crisis Coordinator Communique is simply to increase communication, provide information on training, emergency and safety tips, lessons learned, and other relevant information to KSU Crisis Coordinators.

Site Visits

Over the next several months, our office will be meeting with each building's Crisis Coordinators to discuss plans and answer any questions. Christy Hendricks and James Westbrook will be reaching out soon to set up.

Congratulations!



We are proud to present our recent KSU CERT graduates: Sean Crampton, Sandra Chandler, Angela Maio, Donna Pendley, Susan Domino, Christopher Gaydon, Caitlan Shaw, Jacob Long, Christina Ujj, David Holbel, Sherrill Hayes, John Isenhour, & Jennifer Harb. They graduated on April 21, 2015. If you are interested in becoming a CERT member, the next session starts in September. You can email OEM, Deanna Hendrickson or Cheryl Stiles for more details.

April's Severe Weather Threat/Tornado Warning

We are extremely pleased with the response of our Crisis Coordinators during April's weather incident/shelter-in. In the After Action Report it was noted under "Strengths" that the CC's played a valuable part in the teamwork that took place during the event. Thank you for doing your part in keeping our Campus safe and sound.

HONEST JON

by Jon Clark



Did You Know?

- More than half of Americans do not have copies of crucial documents (Title to house, Social Security cards, passports, birth certificates, etc.)
- Almost half lack emergency supplies in case of a disaster
- More than half of parents do not have a designated meeting place in case of a disaster
- Almost half of cell phone owners do not know their immediate family members' phone numbers

blogs.cdc.gov

Emails

If you do *not* receive email communication as a Crisis Coordinator from our office, please email Christy Hendricks (dhendr16@kennesaw.edu) to get on the email distribution list.

4 Golden Rules of Emergency Communication

Some people are intimidated by talking on the Crisis Coordinator Radio. Here are some tips that will help you:

1. **Clarity:** Your voice should be clear. Speak a little more slowly than is normal. Speak in a normal tone; do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared, you do not know who else maybe listening.

Remember, Think Before You Speak

- Decide what you are going say and for whom it is meant.
- Make your conversations as concise, precise, and clear as possible.
- Avoid long and complicated sentences. If your message is long, divide it into separate, shorter messages.
- Do not use abbreviations unless they are well understood by your group.

Always Use the Phone for Emergency Assistance

Whenever possible, use the phone to call Public Safety Communication Center (770-423-6666 or 470-578-6666) when you need immediate, emergency assistance. The Center is trained, staffed and equipped to provide the most secure, rapid and reliable response to your needs, 24/7.

Here is a helpful website for radio etiquette:

<https://quality2wayradios.com/store/two-way-radio-etiquette>



Upcoming Training

May 12 - **Bomb Threat Management**, Convocation 2008 1:00pm-3:00pm

May 19 - **Basic Crisis Coordinator Training**, Social Science 2036 8:30am-12:30pm

May 20 - **Overview of Campus Security, Marietta Campus**, Student Center Ballroom B 1:00pm-2:30pm

May 21 - **CPR/AED**, Clendenin 1009 9:00am-1:00pm (*Email James Westbrook to sign up*)

Sign up for any of these classes on OwlTrain.

Online Classes: <http://training.fema.gov/is/crslist.aspx>

- IS-5.a: An Introduction to Hazardous Materials
- IS-100.he: Incident Command System for Higher Education
- IS-235.b: Emergency Planning
- IS-340: Hazardous Materials Prevention
- IS-910.a: Emergency Management Preparedness Fundamentals

Monthly Test

The next monthly test for radios and siren will be on May 6th. Radio check at 10am and siren at noon!

Remember, we can bring the classes to you! You just need to schedule a room and guarantee that 10-20 people will attend!

Email James Westbrook for more details: jwestbr9@kennesaw.edu

Welcome OEM Interns!

Our office has hired summer interns! They will be doing various projects for our department so you may see them around or receive calls and emails.



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Contact Us

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Twitter: @KSU_Safety
Facebook: [facebook.com/kennesawstateOEM](https://www.facebook.com/kennesawstateOEM)

KSU Police for Emergencies
470-578-6666

Upcoming Crisis Coordinator Meetings

May 21, 1:00pm

Social Science Auditorium

August 11, 1:00pm

Social Science Auditorium

November 18, 10:00am (Note change in time)

University Rooms A & B, Student Center