Kennesaw State University’s Crisis Coordinator (CC) program has grown to over 200 volunteers across all of its campuses. Volunteer CCs are trained in emergency preparedness, emergency response, crisis mitigation, CPR/AED, and security awareness. CCs mitigate the immediate situation while awaiting the arrival of professional first responders. This way, immediate help is rendered along with trained support for sustained assistance. CCs are invaluable for educating faculty and staff members in their respective buildings to be prepared for emergencies.

All faculty, staff, and students are encouraged to complete emergency preparedness training. Classes are typically 90 minutes in length, and free of charge. CCs are encouraged to recommend classes to others within their work areas. **Most of the classes are held virtually.**

**Basic Certification**

- **Basics of Emergency Management:** This course describes the Office of Emergency Management structure and mission. This includes emergency notification, integration with the Department of Public Safety and University Police, and the capabilities of the Office of Emergency Management. In addition, this course reviews the Crisis Coordinator program, including the training opportunities, expectations, equipment, and history of the program.

- **Emergency Response Operations:** Emergency Response Operations reviews the basic emergency responses as outlined in the Kennesaw State University Emergency Operations Plan (EOP). This includes evacuation, shelter-in-place, secure-in-place, and response expectations for the Crisis Coordinators in each facility. This class can be tailored for individual departments and offices.

- **CPR/AED:** Provides vital information needed to recognize and care for breathing and cardiac emergencies in adults, children, and infants. Learn how to identify and care for life-threatening bleeding, sudden illness, and injuries. Certification card and textbook included. Starting in August 2016, there will be a small fee for this class, although it will remain free for CCs. Upon successful completion of this training, the student will receive an American Heart Association Heartsaver level certification.

- **ICS 100.C:** ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). This online course uses the same objectives and content as other ICS courses. [https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c)
• **Campus Fire Safety:** One in three people will have an experience with fire during his or her lifetime. Are you sure you know what to do in case of fire? Do you know how to use a fire extinguisher? Do you know when not to use an extinguisher? This fast-paced program will help you make better choices in emergency situations both at work and at home. You will also learn some basic tips to reduce the likelihood of a fire in your work area or home. Topics covered in this course include: fire science, fire suppression systems, fire alarm systems, electrical safety, safe storage practices, fire extinguishers, and emergency preparedness.

• **Radio Basics:** The two-way radio class teaches basic radio procedures and techniques for operating and maintaining the device during routine and emergency situations. Also learn about basic maintenance and care for your issued radio.

• **Civilian Response to Active Shooter:** An "active shooter" is an armed individual who has attacked with deadly force one or more persons, and who will continue to randomly seek out and kill as many people as possible. Active shooter situations can occur anywhere, even on a university campuses. This class will help prepare people on response options during the critical first five minutes of an active shooter incident.

• **2 electives (See Electives below)**

**Advanced Certification**

• **CERT (21 Hours)**
• **5 additional electives**
**Electives**

- **National Weather Service Storm Spotter**: This National Weather Service class describes how to recognize weather structures that indicate the potential for severe weather. Recognize the types of weather phenomena that the NWS would like to receive reports from the public on, including damage, hail size, wind speed, and rain totals.

- **Continuity of Operations Planning (COOP)**: Provides personnel with the background and template for building departmental continuity of operations plans. The COOP plan is designed to address the immediate aftermath, short-term and long-term with focus on continuing essential functions, which would become extremely important in the event of a catastrophic event that would disable their building for an extended time period. Participants will learn how to conduct a hazard analysis, identify and prioritize departmental essential functions.

- **Critical Incident Stress Management and Psychology**: This course presents an overview of the psychology of critical incidents, addresses stress management techniques, how to work with survivor’s trauma, and outlines the importance of a well-rounded approach to stress management before, during, and after a critical incident.

- **Personal Disaster Preparedness**: This course outlines personal and community preparedness techniques that can be adopted and implemented to improve your personal preparedness for a disaster both at home and at work. Topics covered include potential hazards, creating a personal disaster “go bag”, techniques to improve your personal awareness of potential disasters, and some basic response options.

- **Weather Safety and Response**: Learn the difference between Severe Thunderstorm Warnings, Tornado Watches and Tornado Warnings. More importantly, learn what to look for, and then what to do if a storm is heading your way. Class attendees will also learn about lightning, straight line wind, winter weather and more.

- **Visual Weapons Screening**: This course is taught by GEMA and discusses concealment techniques and the indicators that a person may be carrying a weapon. Learn different screening techniques, how to apply those techniques, and what procedures should be followed if a weapon is suspected. This class also examines laws and rules behind concealed carrying of weapons on a college campus.

- **Crime Prevention 101**: Crime Prevention is everyone’s job on campus; be a part of the solution. Learn what crimes are more prevalent at KSU, and what you can do about it. Participants will learn about specific crime prevention tips that they can take to protect themselves on campus, and to better secure their work environment. Participants will also learn more about other KSU police services designed to help maintain a safe campus environment.

- **Students in Conflict**: KSU strives to promote a culture of safety, support and care. The Dean of Students provides information on how to identify and work with student in distress, basics of conflict resolution and de-escalation, and measure you can take to support those impacted by a crisis, including KSU’s Behavioral Response Team process.

- **Travel Abroad Safety & Security**: Regardless if you are going on an exotic overseas vacation, planning a sabbatical into the far corners of the earth or studying abroad, you should be prepared BEFORE leaving the United States. Be informed about safety and security issues, crime, health and travel tips. Learn what and who to avoid, and common sense steps to make your travel enjoyable and safe. This class is co-taught by Emergency Management and Student Health Services.

- **Bomb Threat Management**: What would you do if you received a bomb threat in your building or area? During the 2011-2012 academic year that there were 133 bomb threats at institutions of higher education. This course examines how KSU would respond to a bomb threat and handle the many types of threats that may occur. You, too, would likely have a role in this process! This class discusses the types of threats, how and when to evacuate, as well as how to conduct searches for suspicious packages. A short demonstration with one of the KSU K9 units is included.
• **Stop the Bleed (Bleeding Control)** (Taught by Cobb County Fire/Rescue). Class includes how to administer a Combat Application Tourniquet (CAT) and other techniques to stop or control bleeding.

• **Suspicious Behavior and Reporting:** Terrorism, and other forms of violent crime, headline the news on a somewhat regular basis. "See Something, Say Something™" is a national campaign that raises public awareness regarding suspicious behavior and activity. The problem is, "What constitutes "suspicious" and who should you report it to?" This class will discuss terrorist indicators, suspicious behavior, situational awareness, baseline environments, and environmental anomalies. Be part of the solution.

• **Information Security 101:** What is ransomware? Should I open up that link? What is phishing? What can I do to prevent a computer virus that would not only effect my computer, but could impact the entire campus network? Learn the basics of information security and steps you can take to prevent a computer virus, information security breach and common sense problems associated with Internet usage. You'll learn how to recognize problems before they happen! Storing data in responsible locations and other important ways to remain operational will also be discussed. This 75 minute class is taught each October by University Information Technology Services staff (UITS) as part of National Cyber Security Awareness Month.

• **Until Help Arrives:** Life-threatening emergencies can happen fast. Emergency responders aren’t always nearby. You may be able to save a life by taking simple actions immediately. You Are the Help Until Help Arrives. According to a recent National Academies of Science study, trauma is the leading cause of death for Americans under the age of 46. Life-threatening injuries require immediate action to prevent an injured person from dying. Learn how you can help by taking this 3-hour class, which we can bring to your department.

• **Special Topic Courses:** Each semester one or two special topic courses will be added to the elective courses within the training program. These courses will be delivered based on current threats, concerns, and past incidents. Information about these courses are disseminated through the CC email. Eg. QPR, (Question. Persuade. Refer.) Insider Threat

• **Online Learning Opportunities:** Certain online classes can be used as electives for the CC program with advanced approval from the Office of Emergency Management. Please email oem@kennesaw.edu for a list of suggested online classes.

For any questions about training requirements, classes, or the Crisis Coordinator program, please do not hesitate to reach out to any OEM staff.

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