



KENNESAW STATE
UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
AND UNIVERSITY POLICE
Office of Emergency Management

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OWL Ready



Tip of the Month

Contacting Others After An Emergency

Communication. Communication. Communication.

We can all be a little better at communication. This is particularly true during an emergency. Communication is always an important aspect of any emergency planning document, and the Continuity of Operations Plan is no exception. In Emergency Management, we always say that Communication is one piece of the puzzle that we can always improve. So how can we manage to utilize our COOP to improve our communication after a disaster?

The OwlReady tool is a great place to store your communication plan for your department. This may be as simple as a roster of department members with updated contact information. It could go into even more depth by describing how and with whom you will communicate after a disaster. Do we have a designated department contact with whom we “check in?” Are we utilizing the old call tree format (which still works!)? Are we signing in somewhere electronically? All of these are viable options for both accounting for your staff after a disaster and for providing a network of communication.

It is important to remember to store communication and contact information for others, as well. This may be members of other departments with whom you communicate with regularly. Perhaps it is a vendor (and a secondary!) who provides you with certain resources or equipment. Storing this information in your Continuity Plan not only helps you get your department back up and running, but it also provides a starting point for anyone filling your shoes because you are not able to perform your usual job functions after a disaster.

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: https://kennesaw.kuali.co/ready/users/sign_in), please contact James Westbrook, Assistant Director of OEM, at jwestbr9@kennesaw.edu or 470-578-6370.

