



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

August 2019

Office of Emergency Management Crisis Coordinator Communique



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**Are you ready for the
Fall semester?**

**Here are a few things to help
you prepare!**

Coming Soon

Quarterly Crisis Coordinator Meeting

August 6, 2019 1:00pm-3:00pm Social Science 1017

Monthly Testing

August 7, 2019, Radios at 10:00am Kennesaw, 10:30

Marietta, Sirens and Alertus at noon

Campus Fire Safety Class

August 27, 2019 2:30pm-3:30pm

Chastain Pointe 312

Marietta Campus Safety Day

September 5, 2019 11:00am-2:00pm

Kennesaw Campus Safety Day

September 19, 2019 11:00am-2:00pm

Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT

KSU Police 470-578-6666

For more information about this form contact OEM at oem@kennesaw.edu

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long Distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

Put simply, situational awareness (SA) means appreciating all you need to know about what is going on when the full scope of your task is taken into account.

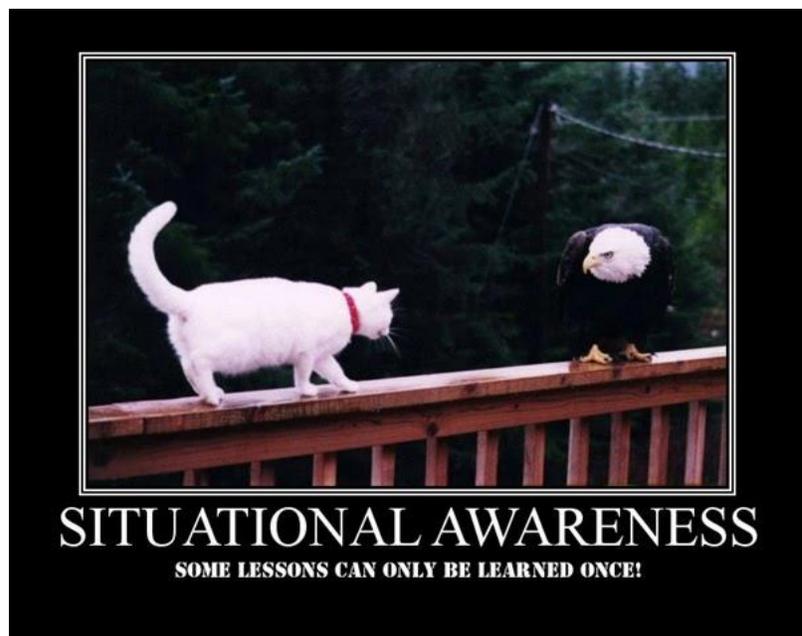
-unknown

Situational Awareness

Situational awareness is a key component of emergency preparedness, as well as safety and security. Knowing your surrounding and environment provides an added sense of "what's going on," or in some cases, the ability to grasp when something (or someone) is out of place. How can you increase your situational awareness? The most fundamental requirement of situational awareness is to know your environment -- again, what belongs, what's out of place, what is "abnormal," what is scheduled, etc. It's not always about suspicious behavior -- it could be something like strange sounds or smells! As always, never hesitate to contact KSU Police if something is not quite right -- 470-578-6666 or by sending a LiveSafe tip. Andy Altizer and Ted Stafford wrote an article a couple of years ago that provides greater detail on the subject of situational awareness --

Check it out if interested:

http://digital.campussafetymagazine.com/publication/?i=436957&article_id=2877756&view=articleBrowser&ver=html5##{%22issue_id%22:436957,%22view%22:%22articleBrowser%22,%22article_id%22:%222877756%22}



Special Focus Classes

Each semester, one or two "special topics" courses will be added to the electives options 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 Crisis Coordinator email and listed on OwlTrain on a regular basis. Over the summer we've offered three interesting classes on domestic terrorism, insider threat, and rescue carries. Classes are often timely, and hopefully always interesting! **Do you have ideas for upcoming**

Hurricane Season Peak Coming Soon

Hurricane season is already a couple of months old, but it has seemingly been a quiet "season" thus far. But don't let your guard down! The "peak" of Hurricane season is just around the corner! August 1st is when we start to see an up-tick in tropical activity in the Atlantic basin—which includes the Gulf of Mexico and the Caribbean Sea. September 10th is generally considered to be the "peak" of Hurricane Season as we begin to see more low pressure systems spin off the western coast of Africa during this time frame and wander across the Atlantic, picking up steam as they go. Prior to August 1st, most storm originate in the Gulf of Mexico—as we saw with Hurricane Barry a few weeks ago. So, keep an eye on the Tropics and we in the Office of Emergency Management will be sure to keep campus abreast of any threats!

KSU Emergency Preparedness Refresher Training

August 14

9:00 a.m. - Kennesaw Campus

2:00 p.m.—Marietta Campus

Decades ago the military introduced Common Task Training (CTT) as a way to ensure their personnel stayed updated on important training. KSU OEM will now offer training in a similar format each year; community members will get hands-on training classes consisting of short refresher activities taught in small groups and rotating to other training *stations* over a 2-hour period. Each station will last 10-15 minutes and will be facilitated by an experienced instructor. Again, this training is designed to hone skills, and at times, “remind” participants of what they already know.

The 2019 Training Stations consist of:

- Stop the Bleed – Tourniquets
 - Trauma Care – Open Airway, Recovery Position, Lifts/ Drags
 - AED Refresher
 - P.A.S.S (fire extinguisher)
 - Receiving a Bomb Threat
- Sign up on OwlTrain!



HOW WILL I KNOW IF CAMPUS IS OPEN, CLOSED OR DELAYED?

Check the following resources to determine whether the University is open, closed or delayed due to inclement weather.

Web:

www.kennesaw.edu

oem.kennesaw.edu

The Campus Advisory Page

www.kennesaw.edu/advisories

Twitter

www.twitter.com/kennesawstate

www.twitter.com/ksuoem

Facebook

www.facebook.com/KennesawStateUniversity

www.facebook.com/kennesawstateOEM

Local Media Outlets

www.cbs46.com

www.wsbtv.com

On Campus emergencies call: (470) 578-6666

Off Campus emergencies call: 911

Non-emergencies call: (470) 578-6206

Personal safety should always be #1. If you do not feel safe to travel, don't.

Kennesaw State University

Office of Emergency Management

Phone: (470) 578-6985 | Web: oem.kennesaw.edu | Email: oem@kennesaw.edu



Just a friendly reminder, a small Bleeding Control Kit is located in each AED Box located on ground, and first floors. The boxes are located with a small stop the bleed sticker.



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Stay Connected to KSU Police with LiveSafe

- Send text, picture & video to KSU Police
- Access emergency phone numbers
- Virtually walk with friends in real-time
- Get security alerts & access important resources



Get the App

- 1) Download "LiveSafe" to your iPhone or Android
- 2) Sign up with your school email address
- 3) Connect with "Kennesaw State University"