

Office of Emergency Management Crisis Coordinator Communique

Critical Functions and My Department

Each month, the Office of Emergency Management will be sending out all COOP plan managers a “tip of the month” for Continuity Planning to prompt each of us to think more deeply about the needs of our individual departments. This monthly feature will also be included in the Crisis Coordinate Communique newsletter distributed by OEM each month to prompt other departments to consider a continuity planning initiative. If you ever have any suggestions for a tip of the month or have a question that you would like answered in a tip of the month, please let us know! Let’s learn from each other!

For **our first Continuity Planning Tip of the Month**, we are focusing on the most important aspect of the continuity plan – the critical functions. Critical functions provide the backbone of any continuity plan. These functions help identify key gaps and potential pitfalls that could impact both your department and the campus community as a whole. At Kennesaw State, we break down critical functions into four levels based upon their criticality. These four levels are:

- Critical 1: Must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. (Examples: inpatient care, police services).
- Critical 2: Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. (Examples: health services for students, functioning of data networks, at-risk research)
- Critical 3: May pause if forced to do so, but must resume in 30 days or sooner. (Examples: classroom instruction, research, payroll, student advising)
- Deferrable: May pause; resume when conditions permit. (Examples: routine building maintenance, training, marketing).



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When developing and identifying the critical functions for your department, consider the following questions:

1. What are the most important “jobs” my department provides to our students, faculty, and staff?
2. What are our “single points of failure” (such as systems, individual people, etc.) for each of those areas?
3. How can we mitigate any “single points of failure” to provide both more robust service to the University and campus community and be able to continue to provide this service during or immediately after an emergency?

How long can we reasonably stop providing this service to the University? If it can stop, what are the consequences



**We're
Searching for
Volunteers**



The Austell Fire and EMS Mass Casualty Incident Full Scale Exercise will be on Tuesday, July 23, 2019. This exercise will test the hospital surge capacity at the Level 2 Trauma Center at WellStar Kennestone. Utilizing volunteers adds to the realism of the exercise which is why all victims will be asked to wear comfortable clothing that can be damaged, torn, and ripped due to the moulage makeup that will be applied to participants. Volunteers will play accident victims in the Emergency Department. Meals and parking will be provided for all participants.

NOTE: If you are an organization that wishes to provide more than one volunteer, please email Jennifer Davis to coordinate. The key points you should plan to address as an organization include: the number of volunteers, transportation to the facility, and if an advisor will be accompanying the individuals.

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.

-Steve Jobs

- **Type of Exercise:** Mass Cass Casualty Incident FSE
- **Location:** WellStar Kennestone Hospital, 677 Church St., Marietta, GA 30067
- **When:** Tuesday, July 23, 2019
- **Contact Person responsible for Volunteers:** Jennifer Davis
- **Email:** Jennifer.Davis3@wellstar.org
- **Phone Number:** 770-793-5172
- **Timeframe:** 7:00 am- 12:00 pm ** time allotted for moulage is included**
- **Total Volunteers Needed: 80** (Both adults and children under the age of 18 are welcome to participate. Please be sure provide details to the volunteer coordinator.
- **DEADLINE TO REGISTER IS July 15 AT 5pm**



We attended some great classes last month by the Department of Homeland Security. Below is a link to the bomb threat checklist. It is a good idea to print one off and keep it at your desk. You never know where the bomb threat might be called in to!

<https://www.dhs.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>

[You can never learn too much!](#)

There are many online FEMA classes that can be completed over the course of a couple days. Also, if you run across a class by Homeland Security that you believe would be beneficial, speak up!! It can be arranged to host at KSU!

Save the Dates!

First Wednesday testing: 7/3/19

Crisis Coordinator Training 7/10/19 12:00pm-4:00pm

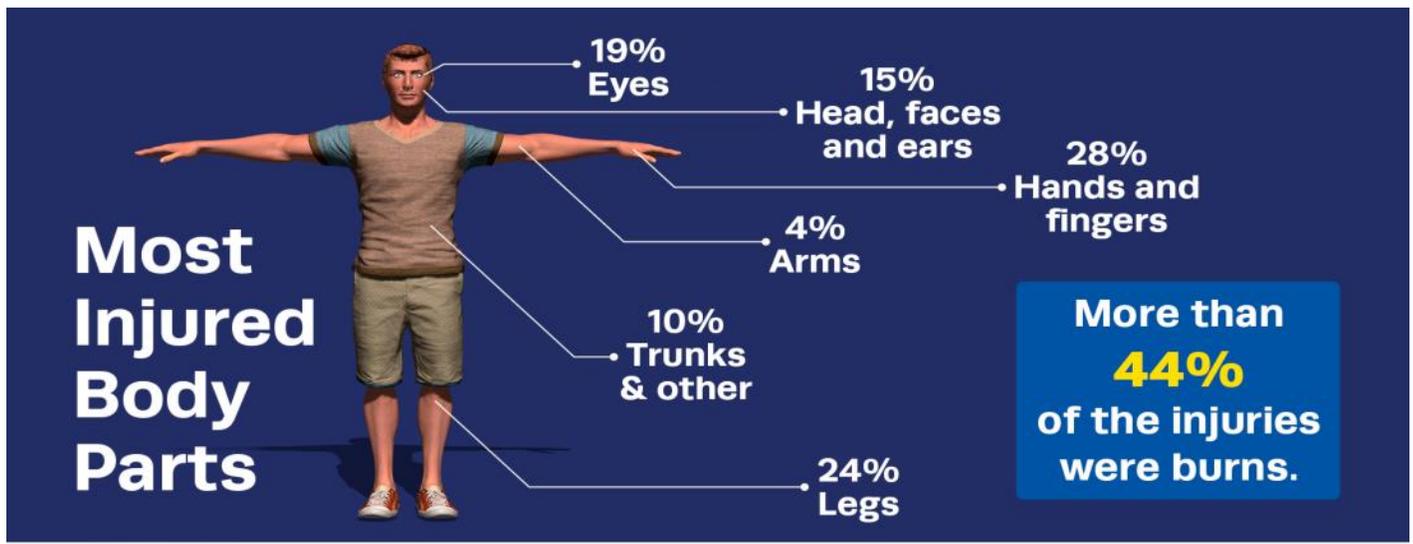
Chastain Pointe 312

CPR/AED – 7/23 1:00pm-3:00pm Marietta Campus



“On average, 280 people go to the emergency room every day with fireworks-related injuries in the month around the July 4th holiday.”

<https://www.cpsc.gov/Safety-Education/Safety-Education-Centers/Fireworks>



#CelebrateSafely

Close Before You Doze!



IT'S TIME TO ADD "CLOSE YOUR DOOR" TO YOUR FIRE SAFETY CHECKLIST

You know how important it is to have working smoke alarms, escape plans, and a designated meeting place in case of a fire. But did you know that closing your doors in your home is also important for your safety? Closed doors can reduce fire growth, limit damage to your home, keep temperatures down, and can even save your life if you become trapped.

DID YOU KNOW?

Because of synthetic materials, furniture and construction, fire spreads faster than ever before.*

*NIST Technical Note 1455-1, February 2008



MAKE A 900 DEGREE DIFFERENCE - A closed door can mean reducing 1,000 degrees down to 100 degrees.



TAKE IT DOWN A NOTCH - During a fire, a closed door can keep carbon monoxide levels at 1,000 PPM versus 10,000 PPM if the door is left open.



TAKE A BREATHER - A fire needs oxygen to burn. A closed door keeps more oxygen in the room and away from the fire. When you exit a fire, make sure to close your door behind you to slow down its growth.



DOZE SAFELY - 50% of house fires happen between 11 p.m. and 7 a.m. Closing your doors before you hit the hay helps keep you safe.

Learn more at closeyourdoor.org

Close your bedroom door at night

About half of home fire deaths result from fires reported between 11 p.m. and 7 a.m., when most people are asleep. The bedroom door is a barrier that could save your life.*

**Civilian Fire Fatalities in Residential Buildings (2012-2014)*, FEMA, July 2016 (PDF)

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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Email us at: oem@kennesaw.edu

Call: 470-578-6985

We are located at:

Chastain Pointe Suite 312



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

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

