IN THIS ISSUE

OEM Training Announcements 3
Fire Alarm Reminder 4
COOP Corner 5
How to Select, Wear and Clean Your Mask 6
Put a Freeze on Winter Holiday Fires 9
Lost and Found Locations on Campus 10
Student Health Ambassadors 11
What is a Close Contact 12
Mask Distribution Locations 13
How Will I Know if Campus is Open, Closed or Delayed 15
TRAINING DATES

Fire Safety Class
Dec. 9, 2020 at 1pm

Please email Mike Guerrero to sign up.
mguerre8@kennesaw.edu
Fire Alarm Reminder

When you hear the fire alarm, **evacuate every time** even if initially appears to be set off by a construction project or if the duration is short. Remember, only the Fire Department, KSU Fire & Life Safety and KSU Public Safety can give the “all clear” to re-enter the building.

So, what happens when the alarm sounds? An alarm company receives the alarm and immediately notifies the KSU Public Safety Communication Center, who then contacts the fire department and also sends an officer to the site.

Past issues have occurred when someone silences the alarm thinking it was a false alarm. It is much more difficult to get people to evacuate after an alarm is silenced, and then set off again. People instinctively believe that it is “another” false alarm. In fact, there’s really no such thing as a false alarm – sometimes, perhaps a “trouble” alarm. Even when there is no sign of smoke or fire, remember an alarm can indicated another type of problem (water flow, electrical, mechanical, etc). There’s been cases on other campuses where a fire starts in an attic, or even inside a wall that may give a false sense that there is not a fire.

So, again, evacuate every time an alarm sounds, and be patient while the cause of the alarm is determined. The all clear will be given as soon as possible.
Prevention, Mitigation, and Preparedness: A Tea Cup Storm

So, to break the monotony of COOP planning from a “big picture” perspective, I have decided to share a personal story and how it relates to the need for Continuity Planning and how to differentiate between prevention, mitigation, and preparedness.

My wife, Katy, loves Frozen. I saw the first Frozen movie in theaters . . . twice. Note that we did not have any kids at the time. I saw Frozen 2 in theaters twice—only once did our, at the time, 2 1/2-year old son attend. Since my wife loves Frozen (and drinking tea or coffee), I decided to buy her a bone china Frozen teacup and saucer for Christmas.

I must also tell you that my wife’s nickname is Mayhem. You know the commercials from All State Insurance with the Mayhem guy? That’s my wife. Her Valentine to me last year had the line “will you be my emergency contact” instead of “will you be my valentine.”

So, how does all of this relate to Continuity Planning? Well, considering the delicate nature of the tea cup and my wife’s propensity for destruction, I must consider my three options: prevention, mitigation, and preparedness. I could prevent mayhem by showing Katy her tea cup and then carefully placing it on a high shelf in the china cabinet where she cannot reach it—thus preventing its destruction. I could mitigate against its demise by wrapping it in bubble wrap in just the right way so she can still use it, but it is more protected. Yes, she could still manage to break it, but at least the shards and damage would be relatively contained and not scattered across the kitchen floor, which makes cleanup easier and less intrusive. Of course, she likes the tea cup and wants to use it, so I can prepare for its eventual shattering by standing by with the appropriate resources—a broom and a dust pan—so that I am ready to respond when she eventually breaks it.

Each of these options are also available to everyone when crafting a Continuity Plan and overall framework. We should consider what steps we can take to prevent the devastation. However, we must also realize that not everything can be fully prevented. As such, we must also consider how we could mitigate the impact, which involves taking steps to lessen the overall impact of a disaster. Lastly, we must also prepare for what could happen by taking the necessary steps to have the right resources and plans in place for the eventual disaster. Each of these options are important in their own right and should all be considered when developing a fully-functional Continuity of Operations Plan. We can prevent some things and we can mitigate against others, but we should always prepare for the worst case scenario.

As always, 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.
How to Select, Wear, and Clean Your Mask

CDC recommends that people wear masks in public settings, like on public and mass transportation, at events and gatherings, and anywhere they will be around other people.

Overview
Wear masks with two or more layers to stop the spread of COVID-19.
Wear the mask over your nose and mouth and secure it under your chin.
Masks should be worn by people two years and older.
Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance.
Do not wear masks intended for healthcare workers, for example, N95 respirators.
CDC does not recommend the use of face shields alone. Evaluation of face shields is ongoing but effectiveness is unknown at this time.
Evaluation of mask and gaiter materials and structure is ongoing.

How to Select
When selecting a mask, there are many choices. Here are some do’s and don’ts.

**DO choose masks that**
- Have two or more layers of washable, breathable fabric
- Completely cover your nose and mouth
- Fit snugly against the sides of your face and don’t have gaps

**DO NOT choose masks that**
- Are made of fabric that makes it hard to breathe, for example, vinyl
- Have exhalation valves or vents, which allow virus particles to escape
- Are intended for healthcare workers, including N95 respirators or surgical masks
How to Wear

Wear a mask **correctly** and **consistently** for the best protection.

- Be sure to wash your hands before putting on a mask
- Do **NOT** touch the mask when wearing it

**Do wear a mask that**
- Covers your nose and mouth and secure it under your chin
- Fits snugly against the sides of your face
How NOT to wear a mask

- Around your neck
- On your forehead
- Under your nose
- Only on your nose
- On your chin
- Dangling from one ear
- On your arm

How to take off a mask

1. Carefully, untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties
3. Fold outside corners together
4. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

How to Clean

Masks should be washed regularly. Always remove masks correctly and wash your hands after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry
It’s fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

More than half of the home decoration fires in December are started by candles.

More than 1/3 of home decoration fires are started by candles.

The top 3 days for home candle fires are Christmas Day, New Year’s Day and New Year’s Eve.

Keep candles at least 12 inches away from anything that burns.

Although Christmas tree fires are not common, when they do occur, they are dangerous.

On average, 1 of every 52 reported home Christmas tree fires resulted in death.

A heat source too close to the Christmas tree causes 1 in every 4 winter fires.

Read manufacturer’s instructions for the number of light strands to connect.

Make sure your tree is at least 3 feet away from heat sources like fireplaces, radiators, space heaters, candles or heat vents. Also, make sure your tree does not block exits.

Get rid of your tree after Christmas or when it is dry.

For more information on how to prevent winter fires, visit www.usfa.fema.gov/winter and www.nfpa.org/winter.
Lost and Found Locations on Campus

In case you ever wonder where the lost and found locations are on both campuses, here you go! The Lost and Found Location for the Marietta Campus is located in the Student Center. If you know of more locations, please let us know.

<table>
<thead>
<tr>
<th>Building</th>
<th>Bldg.</th>
<th>Ext.</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailey Performance Center</td>
<td>488</td>
<td>470-578-2557</td>
<td>Backstage</td>
</tr>
<tr>
<td>Burruss</td>
<td>560</td>
<td>470-578-6425</td>
<td>BB 255</td>
</tr>
<tr>
<td>Convocation</td>
<td>590</td>
<td>470-578-6216</td>
<td>CC 3003</td>
</tr>
<tr>
<td>Commons</td>
<td>540</td>
<td>470-578-2902</td>
<td>Lobby Office</td>
</tr>
<tr>
<td>English</td>
<td>440</td>
<td>470-578-6297</td>
<td>EB 155</td>
</tr>
<tr>
<td>Kennesaw Hall</td>
<td>585</td>
<td>470-578-6420</td>
<td>KH 2001</td>
</tr>
<tr>
<td>Library</td>
<td>385</td>
<td>470-578-6202</td>
<td>Front Desk</td>
</tr>
<tr>
<td>Music</td>
<td>491</td>
<td>470-578-6151</td>
<td>MU 111</td>
</tr>
<tr>
<td>Prillaman Health Science</td>
<td>520</td>
<td>470-578-6061</td>
<td>HS 3102A</td>
</tr>
<tr>
<td>Recreation &amp; Activity Center</td>
<td>290</td>
<td>470-578-3207</td>
<td>PE / Front Desk</td>
</tr>
<tr>
<td>Clendenin &amp; Science</td>
<td>275/370</td>
<td>470-578-6160</td>
<td>SL 5011</td>
</tr>
<tr>
<td>Social Science</td>
<td>402</td>
<td>470-578-6739</td>
<td>SO 4057</td>
</tr>
<tr>
<td>** Student Center</td>
<td>395</td>
<td>470-578-6280</td>
<td>ST 274</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>411</td>
<td>470-578-6139</td>
<td>VA 202</td>
</tr>
<tr>
<td>Parking &amp; Transportation</td>
<td>3499</td>
<td>470-578-6506</td>
<td>Campus Loop</td>
</tr>
<tr>
<td>Marietta Campus Info Desk</td>
<td></td>
<td>470-578-4535</td>
<td></td>
</tr>
</tbody>
</table>

**Official Campus Lost & Found on the Kennesaw Campus**
In efforts to mitigate COVID-19 exposure at Kennesaw State University, the Office of Emergency Management and Student Services created a Student Health Ambassador Outreach Program. These student volunteers aid in providing the campus community with personal protective equipment, COVID-19 literature, and working various health initiatives/events. For the Fall 2020 semester, we have a strong team of 13 Student Health Ambassadors that have been volunteering over the last 15 weeks to protect and inform our KSU community. The Office of Emergency Management thanks each of you for your diligence and commitment to the health and wellness of KSU students, faculty, and staff!!
What is a Close Contact?

People within close contact of a person who is positive with COVID-19 will need to quarantine for 14 days for the last day of exposure. The term "close contact" can be a bit subjective but CDC recently updated the criteria as:

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Example, cumulative total of 15 minutes where the individual exposures added together over a 24-hour period (e.g., three 5 minute exposures for a total of 15 minutes)

Identifying close contacts is a function of contact tracing to enhance public safety and reduce the likelihood of spreading the virus, but, how can you reduce being a close contact in an office setting? The textbook answer is to avoid being within 6 feet of another person just in case they, or you, become a positive COVID case. Here are some other practical tips to maintain 6 feet:

- Forget about the 15 minutes, and make it a habit to always maintain 6 feet or greater.
- Ask anyone visiting your office to stay in the doorway, and not actually come in.
- Meet virtually, even within your own office setting.
- Enjoy your lunch outside, and by yourself (sorry!)
- Be resilient- this will end one day, so don't become complacent. Also, note that wearing cloth or surgical masks does NOT keep you from being a close contact if you meet the < 6 feet, >15 minute exposure. For example, wearing a mask while riding in the car with someone for more than 15 minutes is still considered a close contact.

CDC and Georgia Department of Public Health offers more advice about social distancing at the following links:


https://dph.georgia.gov/contact
The Office of Emergency Management along with the help from Crisis Coordinators in select buildings on both campuses have established new locations for cloth mask distribution spots. Listed below are the new locations on both campuses also you can find the list Online at https://oem.kennesaw.edu/mask-locations.php

### Kennesaw Campus

- Dean of Students Office - Student Center
- Prillaman Room 1003
- Social Science Room 2019
- Bailey Performance Hall Room 112
- KSU Center Suite 125
- UITS Tech Annex
- Library Front Desk
- KSU Center Registration Desk
- North Hub Housing Office in the UVC
- South Hub Housing Office in ARC Town Hall
- Zuckerman Museum
- Town Point 4th Floor
- Wilson Building Room 201
- Kennesaw Hall 4th Floor
- Student Rec and Wellness Center
- The Commons
- Student Center Info Desk
- Talon One Center
- Wellstar Clinic on Campus Loop Rd.
- Office of Emergency Management - Chastain Pointe 312
Marietta Campus

- Norton Hall SMART Center Room R2-156
- Norton Hall Bursar’s Office Front Register
- Academic Building UITS Help Desk Room H160
- W. Clair Harris Textile Center Room M108
- Student Center Information Desk
- Talon Center
- Clinic at Rec Center
- Administration Building Enrollment Services
- Architecture Building Room N120
- Atrium Building Room J263 Computer Lab
- Civil & Construction Engineering Building Room L101
- Library Front Desk
- Marietta Housing Office in R10
- Office of Emergency Management - Norton Hall
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
www.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.
STAY CONNECTED

FOR MORE INFO
To learn more about the Office of Emergency Management, please visit
https://oem.kennesaw.edu/

FOLLOW US!
/kennesawstateOEM
@ksuoem
@ksuoem
We are the owls
And we bring the fight,
All through the South-land,
All know our might!

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HAVAN TEMESGHEN
Student Health Ambassador Project Manager
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Email us at: oem@kennesaw.edu
Call: 470-578-6985

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
Clean and disinfect frequently touched objects and surfaces.
Avoid touching your eyes, nose, and mouth.
Stay home when you are sick, except to get medical care.
Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/COVID19