

# **CRISIS COORDINATOR COMMUNIQUE**

**November 2020**



**KENNESAW STATE  
UNIVERSITY**  
OFFICE OF EMERGENCY MANAGEMENT

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# TRAINING DATES

**\*CERT Refresher Training (Spring and Summer) . .Nov 5th at 2pm**

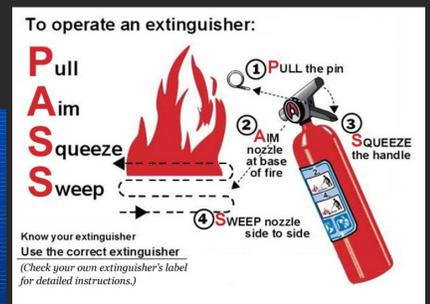
**Storm Spotter Training . . . . . Nov 6th at 2pm**

**\*CERT Certification (1st session). . . . . Nov 9th 10am-12pm**

**\*CERT Certification (2nd session). . . . . Nov 9th 1pm-3pm**

**Quarterly Crisis Coordinator Meeting. . . . . Nov 10th at 11am**

**Fire Safety Training (Thanksgiving Edition). . . . Nov 11th at 1pm**



**Please email Mike Guerrero at [mguerre8@kennesaw.edu](mailto:mguerre8@kennesaw.edu) and specify which class you would like to take.**

**\*CERT Certification Refresher and Certification are for those that attended the Spring and Summer sessions.**

# KSU Emergency Management

If you are like many citizens, you may not have a clear understanding of the role of Emergency Management as it relates to your safety and security. Moreover, what would OEM's role be in response to COVID? To move forward with securing an answer, we must go backwards...

Emergency Management's parents went by the name "Civil Defense". Now Civil Defense was an agency, made up mostly of retired military, who continued their service by entering a cadre of persons charged with the safety and security of citizens during the Cold War. Previous generations will remember the "hide under your desk" order should a nuclear device find its way to your school. Civil Defense conducted planning and exercise for the disaster of war. As the cold war threat warmed, then President Jimmy Carter recognized that much of the planning and exercise which goes into civil defense applies to natural and man-made events, such as floods, tornadoes, and hazardous materials events. Thus, in 1979, President Carter signed an Executive Order creating the Federal Emergency Management Agency.

Moving forward to today, emergency management has become an important part of the response community. Fire fights fire, Police serve and protect, Medical address injury and illness, and emergency management is the connecting tissue for all these departments during a major event, such as severe weather, or even a pandemic. The joke was for years in the emergency management circle that if it was not on fire, and had not robbed a bank, assign it to Emergency Management....

Today emergency management is much different. Police, Fire and Medical have all seen, and benefited from, having a coordinating entity during a major event. It is now a relief to these departments to have emergency management coordinate an operation, so that specific departments can address their area of expertise, knowing OEM is watching the "big picture" and assuring these departments are supported in their efforts.

So, we now can understand why the KSU Office of Emergency Management has a partnership role in addressing Covid-19, as a coordinating member of the cadre of professionals who respond, and assure, public safety. But what specifically is OEM doing in response to COVID? Glad you asked! Plenty! First, we serve to support and partner with police, fire, and medical elements supporting public safety. Next, we serve as a leader in the coordination and support of planning and developing specific procedures to assure the campuses of KSU are clean, safe, and secure, along with KSU Fire Safety, Police, and others. Third, is REALLY BIG: We have a "Store"!

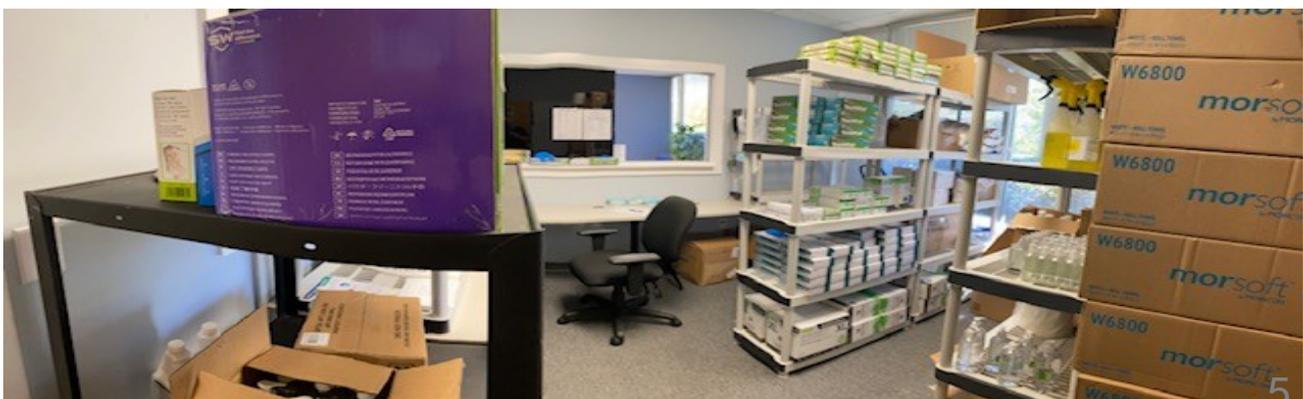
## **Kennesaw State University Office of Emergency Management takes on COVID Protection!**

In March 2020, the Kennesaw State University Public Safety Office of Emergency Management was pressed into action to respond to the Covid-19 pandemic. The effort, according to OEM Director Andy Altizer, was to apply emergency management precepts and procedures to specific elements of the response, to assure the safety of the University students, faculty, and staff. "We in OEM are always planning, exercising, responding, and working to recover for emergency and disaster, and Pandemic response is no different. We are here to protect the lives and property of KSU" according to Altizer.

Responding to the pandemic, the OEM has developed a one stop center to provide pandemic protection supplies and equipment to the university. To date, OEM has distributed over 600,000 protective items to students, faculty, and staff, including masks, disinfectants, gloves, and sanitizers. OEM has obtained thousands of items through federal and state auspices, at no cost to the university.

Another effort being coordinated by OEM is the COVID Tracking and Tracing Project, which is monitoring and contact tracing of COVID positive persons. A team of six university staff, from several departments have joined OEM in this effort, and work daily to assure proper notification and tracing of our university population.

OEM will continue to be an integral part of the overall combined effort to make Kennesaw State University and safe and secure institution of higher learning. Doing our best to make the university experience a safe time for our students.



# Thanksgiving – Do we still get to celebrate?!

The holidays are coming whether we like it or not. What does that look like in 2020 during a pandemic? Some would say cancel altogether, but the CDC has three risk categories related to celebrating Thanksgiving this year: (cdc.gov)

## Lower Risk Activities

- Having a small dinner with only people who live in your household.
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others.
- Having a virtual dinner and sharing recipes with friends and family.
- Shopping on-line rather than in person on the day after Thanksgiving or the next Monday.
- Watching sports events, parades, and movies from home.

## Moderate risk categories

- Having a small outdoor dinner with family and friends who live in your community.  
Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing.
- Attending a small outdoor sports events with safety precautions in place.

## Higher Risk Categories

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Going shopping in crowded stores just before, on, or after Thanksgiving
- Participating or being a spectator at a crowded race
- Attending crowded parades
- Using alcohol or drugs, which can cloud judgment and increase risky behaviors
- Attending large indoor gatherings with people from outside of your household

The holidays will be difficult this year for most, especially for our elderly parents and grandparents. Most of look forward to spending time with our families, (even in small doses!) so let's make sure we celebrate smart. We are sure hoping that we do not see an up-tick in cases after the holidays are over.



# Bomb Threat Management

If you receive a Bomb Threat Received via telephone, consider the following

- Remain calm.
- Notify authorities immediately:
- Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure. (See below for assistance with developing a plan for your facility or location.)
- Call 9-1-1 or your local law enforcement if no facility supervisor is available.
- Refer to the DHS Bomb Threat Checklist for guidance, if available.
- For threats made via phone:
  - Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
  - DO NOT HANG UP, even if the caller does.
  - If possible, signal or pass a note to other staff to listen and help notify authorities.
  - Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
- Record the call, if possible.

Office workers are encouraged to view the video on the follow web page: <https://www.dhs.gov/what-to-do-bomb-threat>.

## Identifying Suspicious Packages and Envelopes

The following are some characteristics of suspicious packages and envelopes:

- Inappropriate or unusual labeling
- Excessive postage of Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as “Personal”, “Confidential”, or “Do not x-ray”
- Marked with any threatening language o Postmarked from a city or state that does not match the return address.

## Appearance

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelop appears suspicious, **DO NOT OPEN IT.**

### Handling of Suspicious Unopened Packages or Envelopes

- At any time a package or envelope is received that appears suspicious, these instructions should be followed
- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents, which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.

If at work, notify a supervisor, or a law enforcement official. If at home, contact the local law enforcement agency.

If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled the package or letter. Give this list to both the local public health authorities and law enforcement officials.



## C2 = Concern (Covid + COVID = Concern)

The KSU Community continues to work diligently in the battle against COVID. KSU faculty, staff and students all seem to be wearing masks, washing their hands regularly, and after a slightly shaky start, have grasped the importance of social distancing. In a little over two weeks, KSU will go 100% virtual in the classroom, and now is not a time to be complacent as Cobb County, and much of the nation, have seen a slight uptick in the number of positive cases.

What can we do as a community? Continue to follow the Three Ws:

1. **Wear a Mask**
2. **Wash Your Hands** (frequently, and for at least 20 seconds each time)
3. **Watch Your Distance** – (See CDC’s Tips for Social Distancing on the following page)

What else – avoid large gatherings, stay home if you’re sick, avoid multiple passenger car trips, and again, don’t let your guard down – do not be complacent. And, get your flu shot. Getting a [flu vaccine](#) is an essential part of protecting your health and your family’s health.

CDC has also put out some guidelines for the upcoming holidays with some enhanced concerned for spreading the virus. Take a look for yourself: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>

**BACK-TO-COLLEGE TIPS**  
Protect Yourself from COVID-19

**Watch your distance**  
Stay at least 6 feet apart from others, when possible

**Wash your hands**  
or use hand sanitizer with at least 60% alcohol

**Wear a mask**  
in public spaces and common areas

**6 ft**

**BEFORE YOU GO OUT, TAKE THE FOLLOWING:**

- Mask
- Tissues
- Hand sanitizer
- Disinfection wipes (if possible)

**DORM**

- Avoid sharing items with roommates or others.
- If you do, clean and disinfect before sharing or using.

**SHARED BATHROOM**

- Avoid placing toothbrushes directly on counter surfaces.
- Use totes for personal items to limit contact with other surfaces in the bathroom.

**CLASSROOM**

- Enroll in online classes if they fit your educational needs.
- Wipe down your desk with a disinfectant wipe if possible.
- Skip seats or rows to create physical distance between other students.
- Avoid placing your personal items (e.g., cell phone) on your desk.

**DINING HALL & MEALS**

- Avoid sharing food, drink, utensils or other items with people.
- Pick up grab-and-go options for meals if offered.
- Avoid buffets and self-serve stations.

**LAUNDRY ROOM**

- Clean and disinfect surfaces that others have touched (e.g., buttons on the washing machine).
- Wash masks in warmest appropriate water setting for the fabric.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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The more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.

## CDC's Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and [wear a mask](#) to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you [decide to go out](#).

- **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
- **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these [additional tips](#) to protect yourself while using transportation.
- **Limit Contact When [Running Errands](#):** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and [wear a mask](#).
- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow [these steps](#) to stay safe if you will be participating in personal and social activities outside of your home.
- **Keep Distance at [Events and Gatherings](#):** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and [wear a mask](#). Masks are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
- **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby [park, trail, or recreational facility](#), first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.



## Fire Safety over Thanksgiving Top 10 safety tips

- Stay in the kitchen when you are cooking on the stove top so you can keep an eye on the food.
- Stay in the home when cooking your turkey and check on it frequently.
- Keep children away from the stove. The stove will be hot, and kids should stay three feet away.
- Make sure kids stay away from hot food and liquids. The steam or splash from vegetables, gravy or coffee could cause serious burns.
- Keep knives out of the reach of children.
- Be sure electric cords from an electric knife, coffee maker, plate warmer or mixer are not dangling off the counter within easy reach of a child.
- Keep matches and utility lighters out of the reach of children — up high in a locked cabinet.
- Never leave children alone in room with a lit candle.
- Keep the floor clear so you don't trip over kids, toys, pocketbooks or bags.
- Make sure your smoke alarms are working. Test them by pushing the test button.

### Thanksgiving fire facts

- Thanksgiving is the peak day for home cooking fires, followed by Christmas Day, Christmas Eve, and the day before Thanksgiving.
- In 2017, U.S. fire departments responded to an estimated 1,600 home cooking fires on Thanksgiving, the peak day for such fires.
- Unattended cooking was by far the leading contributing factor in cooking fires and fire deaths.
- Cooking equipment was involved in almost half of all reported home fires and home fire injuries, and it is the second leading cause of home fire deaths.

Source: NFPA's Fire Applied Research Division



# STAY CONNECTED

## FOR MORE INFO

To learn more about the Office of Emergency Management, please visit <https://oem.kennesaw.edu/>

## FOLLOW US!



/kennesawstateOEM



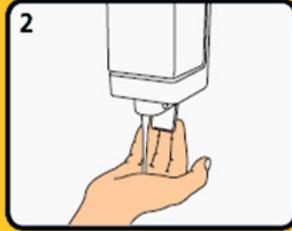
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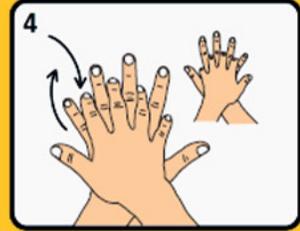
**We are the owls**



**And we bring the  
flight,**



**All through the  
South-land,**



**All know our  
might!**

## CONTACT US

**ANDY ALTIZER**

Director of Emergency Management  
andy\_altizer@kennesaw.edu

**JAMES WESTBROOK**

Assistant Director of  
Emergency Management  
jwestbr9@kennesaw.edu

**CHRISTY HENDRICKS**

Emergency Manager,  
Kennesaw Campus  
dhendr16@kennesaw.edu

**MIKE GUERRERO**

Emergency Manager,  
Marietta Campus  
mguerre8@kennesaw.edu

**WAYNE RANDLE**

Emergency Management Specialist  
rrandle@kennesaw.edu

**KENNETH JONES**

Student Assistant  
kjone437@students.kennesaw.edu

**HAVAN TEMESGHEN**

Student Health Ambassador Project Manager  
htemesgh@students.kennesaw.edu

Email us at: [oem@kennesaw.edu](mailto:oem@kennesaw.edu)

Call: 470-578-6985

# WASH YOUR HANDS

## STOP THE SPREAD OF GERMS

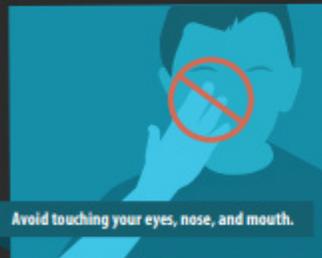
Help prevent the spread of respiratory diseases like COVID-19.



Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue,  
then throw the tissue  
in the trash.



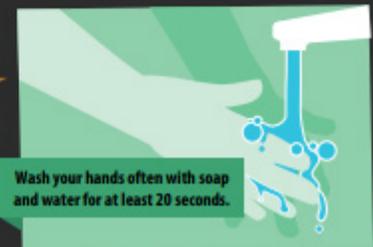
Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently  
touched objects and surfaces.



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](https://www.cdc.gov/COVID19)