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TRAINING DATES

- Bomb Threat Management Class - February 9th at 2:00pm
- Quarterly Crisis Coordinator Meeting - February 23rd at 1:00pm

Please email Mike Guerrero at mguerre8@kennesaw.edu to sign up.
Severe Weather Preparedness Week

February 1-5 is Georgia’s annual Severe Weather Preparedness Week. This is a week-long focus on awareness and preparedness efforts focused on the types of severe weather most often seen in Georgia. Each day will focus on a different topic and type of weather phenomena. The focus for each day is as follows:

- Monday, February 1: Family Preparedness
- Tuesday, February 2: Thunderstorm Safety
- Wednesday, February 3: Tornado Safety
- Thursday, February 4: Lightning Safety
- Friday, February 5: Flash Flooding/Flood Safety

The Office of Emergency Management will be performing a significant push of information during Severe Weather Awareness Week via Social Media platforms to encourage everyone to increase their preparedness in relation to severe weather events. Also, OEM will be performing our annual Spring Semester Mass Notification System Test on **Wednesday, February 3rd** in conjunction with other schools and school systems throughout the State of Georgia. At noon, Kennesaw State will activate the Outdoor Warning Sirens, Alertus, and Rave Alert to test system functionality. This test will occur at noon.
National Wear Red Day®
FRIDAY, FEBRUARY 5, 2021
One is Too Many
1 in 3 women are dying from cardiovascular disease.
Losing even one woman is not an option.
On Friday, February 5 —
WEAR RED to raise awareness.
GIVE to save women’s lives.
SHARE #WearRedDay

LIVE FIERCE.
Go Red.

WearRedDay.org

CVS Health

Big Lots Foundation

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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 or Postmarked from a city or state that does not match the return address.
• 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 envelope 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.
STAY CONNECTED

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

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Need ideas for your departmental newsletter or social media? Go to OEM's Resources and Publication website to review past newsletters for ideas! https://oem.kennesaw.edu/resources.php
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