

# **BUILDING EMERGENCY ACTION PLAN CRABBE LIBRARY AND THE UNIVERSITY BUILDING**



## **EASTERN KENTUCKY UNIVERSITY**

**RICHMOND CAMPUS**

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**Produced By: ECU Emergency Management**

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## Executive Summary

The Eastern Kentucky University Emergency Action Plan (EAP) is designed to provide basic information so that the reader can be better prepared in the event of an emergency or critical incident. The EAP is based upon the International Association of Campus Law Enforcement Administrators' (IACLEA) model, which is rooted in the National Incident Management System (NIMS). The EAP is not designed to give definitive answers for every type of emergency. Each incident is unique and constantly evolving. Only those involved in the incident can make decisions that they believe are correct to ensure their own safety. The EAP provides resource material so that informed decisions can be made.

This summary cannot provide detailed information about every type of incident. For more detailed information, please consult the appropriate section of the Emergency Action Plan. In order to ensure your safety, please follow the basic steps listed below.

- Fires/Fire Alarms – Evacuate the building immediately and do not return until authorized by emergency responders. Always know at least two evacuation routes in case the primary evacuation route is blocked. Do not use elevators.
- Severe Weather – Go to the interior of the lowest level of the structure away from windows, doors, and exterior walls. Remain there until the severe weather has passed.
- Medical Emergencies – Check to ensure you are safe, check the victim, call 911 for assistance, and render aid as necessary and appropriate to your training.
- Crime and Violent Behavior – Protect yourself as best you can and contact police as quickly as possible.
- Hostile Intruder – Includes a physically aggressive person, hostage taker, or an active shooter. Stay as calm as possible, avoid drastic actions that could escalate the situation, and do what is necessary to protect yourself. This could include running away, hiding, playing along, playing incapacitated, or fighting (if absolutely necessary).
- Bomb Threats – Leave the threatened area immediately and notify responders of any suspicious items you notice. Be aware of the potential for a second threat in the evacuation area.
- Hazardous Material Release or Spills – Evacuate the spill area immediately and attempt to secure the area. Attempt to isolate those who have been exposed. Call 911 immediately and provide as much information about the incident as possible.
- Seasonal or Pandemic Flu – To avoid spreading germs, always cover your coughs and sneezes. Wash hands or use sanitizer regularly. If you are sick, do not come to work or class. Get a yearly flu vaccination.

Being prepared is the most important step that anyone can take to minimize their risks during an emergency. Advanced planning can save time when making decisions about what action to take during a critical incident. No document or person can provide concrete answers about a given situation. Individuals are responsible for their own safety and to prepare themselves for emergencies. The information provided in the Emergency Action Plan is designed to provide the resources for informed decision making. We encourage you to familiarize yourself with the information contained within the EAP prior to an occurrence and to review the information on a regular basis.

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The Eastern Kentucky University (EKU) Emergency Action Plan (EAP) is the base layer of the University's Emergency Management Program. This function is coordinated through the Division of Public Safety and it is a collaborative effort between the Police Department, Emergency Management, Environmental Health and Safety, Risk Management and Insurance, Workers Compensation, Parking and Transportation, and the rest of the University Community. The EAP is meant to provide all members of the community with important information that is relevant both at work and at home on various emergencies that may occur. The EAP replaces the University's Campus Emergency Response Plan (CERP) and it is the foundation upon which each building and department can participate in crafting individualized Building Emergency Action Plans (BEAP). The formulation of the EAP was based on the International Association of Campus Law Enforcement Administrators (IACLEA) Campus Emergency Operations Planning Guide along with research, best practices, and the experience of officials within the EKU Police Department.

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## **YOUR EMERGENCY ACTION PLAN**

As a member of the University Community, you should be familiar with the University Emergency Action Plan. This manual describes the procedures to follow in a variety of emergencies.

As a building occupant, you need to be familiar with your specific Building Emergency Action Plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Building Safety Team member (See the Term Definitions in Appendix A for an explanation of these positions). Keep the following in mind as you read this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (Dial 911)
- Additional responsibilities, specific to your building
- Remember the following acronym: **PEER – Preparing for Emergencies is Everyone's Responsibility**

### **BUILDING INFORMATION**

<b>Building Name:</b>	Crabbe Library and the University Building		
<b>Building Supervisor (BS):</b>	Betina Gardner	<b>Email:</b>	<a href="mailto:Betina.Gardner@eku.edu">Betina.Gardner@eku.edu</a>
<b>BS Campus Address:</b>	Library 202		
<b>BS Telephone No.:</b>	859-622-2014	<b>FAX No.:</b>	859-622-1174
<b>Alternate BS:</b>	Jeremy Turner	<b>Email:</b>	<a href="mailto:Jeremy.Turner@eku.edu">Jeremy.Turner@eku.edu</a>
<b>Alternate BS Campus Address:</b>	Library 226		
<b>Alternate BS Telephone No.:</b>	859-622-6619	<b>FAX No.:</b>	859-622-1174

### **BUILDING DESCRIPTION:**

Crabbe Library is a public library serving the needs of EKU, the city of Richmond, and Madison County Kentucky. The University Building is part of the library complex and has been modified to provide Enhanced Shelter In Place (ESIP) protection for personnel in the event of a hazardous chemical release at the nearby Blue Grass Army Depot.

### **EAA LOCATION:**

The Emergency Assembly Area Locations are:

<b>Evacuation Group 1</b>	<b>North Side</b>	<b>Evacuees will gather near University Drive.</b>
<b>Evacuation Group 2</b>	<b>East Side</b>	<b>Evacuees will gather near the Keen Johnson Building.</b>
<b>Evacuation Group 3</b>	<b>South Side</b>	<b>Evacuees will gather near the Combs Building.</b>
<b>Evacuation Group 4</b>	<b>West Side</b>	<b>Evacuees will gather on Schwendeman Green.</b>

### **Departments**

List the departments with employees in your building.

<u><b>Department</b></u>	<u><b>Safety Coordinator</b></u>	<u><b>Phone</b></u>	<u><b>Building</b></u>	<u><b>Room</b></u>
Dean of Libraries	Carrie Cooper	859-622-1778	Library	202
Associate Librarian/Coordinator	Betina Gardner	859-622-2014	Library	202
Library Specialist	Beverly Hisel	859-622-1780	Library	402C
Library Associate	Eric Hall	859-622-1790	Library	207A
Circulation Services Manager	Jeremy Turner	859-622-6619	Library	226

## Building Safety Team

*All departments with employees in your building should be represented on your team.  
List team members and positions (chair, vice-chair, other officers, members, etc.).*

<u>Name &amp; Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Jeremy Turner	Circulation Section Evacuation Coordinator	859-622-6619	Library	207C
Stefanie Brooks	Circulation Section Alternate Coordinator	859-622-1784	Library	224
Jamie Rowe	Section 2 Tech & Data	859-622-2033	Library	105
Cristina Tofan	Section 2 Tech & Data	859-622-2033	Library	105
Eric Hall	Section 5 Circulation	859-622-1790	Library	207A
Judy Warren	Section 5 Circulation	859-622-1784	Library	224
Kathryn Turnbull	Section 7 Catalog Maintenance	859-622-6176	Library	203
Pennie Centers	Section 7 Catalog Maintenance	859-622-1790	Library	203
Trenia Napier	Section 8 Noel Studio	859-622-7330	Library	210Q
Leslie Valley	Section 8 Noel Studio	859-622-7330	Library	210Q
Cindy Judd	Section 9 LRC Office	859-622-2289	Library	310F
Kathy Watson	Section 9 LRC Office	859-622-6595	Library	310G
Carol Thomas	Section 12 Documents / ILL	859-622-1791	Library	306
Linda Sizemore	Section 12 Documents / ILL	859-622-2068	Library	306C
Ashley Wray	Section 13 Documents / ILL	859-622-1415	Library	306A
Krista Rhodus	Section 13 Documents / ILL	859-622-1072	Library	310H
Beverly Hisel	Section 14 Stacks Office	859-622-1790	Library	402C
Kari Martin	Section 14 Stacks Office	859-622-6593	Library	310J
Todd King	Section 3 Periodicals	859-622-2033	Library	105
Emily Bayma	Section 3 Periodicals	859-622-2033	Library	105
Desk Staff Person	Section 6 Reference	859-622-6594	Library	105
Debbie Whalen	Section 1 Archives	859-622-1792	Library	126A
Kyle McQueen	Section 1 Archives	859-622-1788	Library	203
Amy Salyer	Section 10 LRC Desk	859-622-1794	Library	323A
Heather Bierne	Section 10 LRC Desk	859-622-1794	Library	323A
Stefanie Brooks	Section 4 Circulation	859-622-1784	Library	224
Jens Arneson	Section 4 Circulation	859-622-1796	Library	106
Robert Thornsberry	Section 11 Law Library	859-622-1793	Library	318
Pat New	Section 11 Law Library	859-622-1415	Library	306



## Critical Operations

*In this section, include information about critical operations that require special care during an emergency. These areas should have their own plans to ensure the safety and security of materials and information housed here. Be sure to check with each department before completing this section. Employees may need to notify University Police and Richmond Fire/Rescue Departments about the following critical operations:*

- **The University Building has been modified to provide Enhanced Shelter In Place (ESIP) protection for personnel in the event of a hazardous chemical release at the nearby Blue Grass Army Depot.** The ESIP protection system consists of permanent architectural sealing measures, modifications to the HVAC systems, and installation of an ESIP control panel (Located on the south wall of the 3<sup>rd</sup> floor). The major components of the system are as follows:
  - Control Panel
  - Dampers
  - Perimeter Doors
  - HVAC SystemActivation of the control panel will: shut down the heating, ventilation, and air-conditioning system and close designated mechanical isolation dampers. Closure of the exterior perimeter doors and windows will seal the protected area, reduce outside air infiltration, and provide a level of protection for the personnel inside until the hazardous release has been cleared.
- **Emergency Switch** – The emergency switch is a red button located on the front lower right hand side of the control panel. Pushing the emergency switch will start the ESIP system into operation. Once the system is in operation, pushing the emergency switch again will deactivate the ESIP system.

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Enhanced Shelter In Place (ESIP) System	All Four Floors	University Building	Control Panel on 3 <sup>rd</sup> Floor	
No Other Critical Operations Identified				

## EMERGENCY NOTIFICATION SYSTEMS

Eastern Kentucky University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, Eastern Kentucky University has installed seven notification systems for the community. New technologies and other Emergency Notification Systems are periodically explored and evaluated. This section is subject to change as technology changes.

### Systems Include:

- **Siren/Public Address System** - Audible sirens and announcements broadcast over four loudspeakers strategically placed on campus. This system can be activated by the ECU Police Department as well as Madison County Emergency Management Agency for weather and community emergency notifications.
- **Text Messaging** - An opt-in notification where a text message can be received on your mobile phone. ECU does not charge for this service; however, your carrier may have standard text messaging charges.
- **Voice Messaging** - An opt-in notification where a voice message can be received by your mobile or home phone.
- **Email Messaging** - This notification provides an email message about the event. Current students, faculty, and staff are automatically registered to receive notifications on their ECU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts.
- **Network Messaging** - A visual notification made across computers connected to the ECU network. This requires a program to be installed on your computer that monitors the server. When an alert is sent out, a pop-up box appears on your screen. No personal information is gathered or transmitted with the use of this alerting system.
- **Social Media** - ECU utilizes Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @ECUEmergency on Twitter and LIKE ECU Emergency Management on Facebook.
- **Campus Cable Interrupt** - Messages can be broadcast across the campus cable system.

### To Register:

#### Current Students, Faculty, and Staff:

- Log on to ECU Direct ([https://web4s.eku.edu/pls/prod/twbkwbis.P\\_WWWLogin](https://web4s.eku.edu/pls/prod/twbkwbis.P_WWWLogin)) with your ECU ID and PIN.
- In the main menu, click the Rave Mobile Safety - Emergency Notifications link.
- Register to receive text, voice, and/or email messaging. \*Note: Email messages are automatically sent to all current ECU email addresses and you cannot opt-out of receiving messages on your ECU email account.

#### Other Community Members:

- Go to the ECU Rave Registration page (<http://www.getrave.com/login/eku>).
- Click the Register Button in the upper right hand corner.
- Register your information and select to receive text, voice, and/or email messaging.

### Network Messaging:

All ECU issued PC's have the Alertus network messaging program installed. If you wish to have the program installed on your personal PC or a MAC, please email Michael Kasitz ([michael.kasitz@eku.edu](mailto:michael.kasitz@eku.edu)).

## EMERGENCY PROCEDURES

### Immediate Emergency Action – Calling for Help and Notifications

#### EMERGENCY ACTION

In a **Life-Threatening Emergency - Dial 911**

From a Campus or Public Telephone or use an Emergency Call Box.

Dial **911** from your cell phone (Off Campus) and

Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus).

Program these numbers into the speed dial function of your cell phone.

**1. Protect Yourself First – Create and Manage Distance and Shielding from Threats**

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

**2. Call 911 or 859-622-1111 or 859-622-2821**

- Give your name, location, and phone number.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
  
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

(Note)

Dialing 911 from an on campus (land line or corded) telephone, using an emergency call box, or dialing 859-622-1111 or 859-622-2821 from a cellular phone will connect you to the ECU Public Safety Dispatch Center.

Dialing 911 from a cellular phone or dialing 859-624-4776 will connect you to the Madison County 911 Center.

In any case, you can summon the help you need – Police – Fire – Rescue – HAZMAT – EMS.

## INFORMATION NUMBERS

**Department Telephone Number:**

**Library Main Desk**

**859-622-1790**

**Police: Eastern Kentucky University Police Department**

**911 (Campus Phone) or 859-622-1111 or 859-622-2821 (Outside / Cell Phone)**

<http://www.police.eku.edu/>

**Fire/Rescue: Richmond Fire/Rescue Department**

**911 (Emergency) or 859-624-4776 or 859-623-1164 (Non Emergency)**

<http://fire.richmond.ky.us/>

**Ambulance: Madison County Emergency Medical Services (EMS)**

**911 (Emergency) or 859-624-4776 or 859-623-5121 (Non Emergency)**

<http://www.madisoncountkyky.us/>

**Medical Facilities:**

**ECU Student Health Services**

521 Lancaster Avenue

103 Rowlett Building

Richmond, KY 40475

859-622-1761

<http://www.healthservices.eku.edu/>

**Pattie A. Clay Regional Medical Center**

789 Eastern By Pass  
Richmond, KY 40475  
859-623-3131  
<http://www.pattieaclay.org/>

**Other Area Hospital Systems:****University of Kentucky Health Care**

859-257-1000 or 1-800-333-8874  
<http://www.ukhealthcare.uky.edu/index.asp>

**Good Samaritan Hospital**

859-226-7000  
<http://ukhealthcare.uky.edu/GoodSamaritan/index.asp>

**Saint Joseph Health System**

859-313-1000  
<http://www.sjhlex.org/homepage.cfm?id=916>

**Central Baptist Hospital**

859-260-6100  
<http://www.centralbap.com/>

**Occupational Medicine Center**

646 University Shopping Center  
Richmond, KY 40475  
859-623-0535  
859-623-1950 (Instant Care Center for after hours)

**EKU Counseling Center**

521 Lancaster Avenue  
571 Student Services Bldg  
Richmond, KY 40475  
859-622-1303  
<http://www.counseling.eku.edu/>

**Madison County Health Department**

216 Boggs Lane  
Richmond, KY 40475  
859-623-7312  
<http://www.madison-co-ky-health.org/>

**Disability Support Services: ECU Office of Services for Individuals with Disabilities 859-622-2933**

<http://www.disabilities.eku.edu/>

**Facilities Services: ECU Facilities Services 859-622-2966**

<http://www.facilities.eku.edu/>

**Information Technology: ECU IT Helpdesk 859-622-3000**

<http://www.it.eku.edu/>

**Environmental Health and Safety: 859-622-2421 or 859-622-1111**

**Kentucky Environmental Emergency Response Hotline: 502-564-2380 or 800-928-2380**

**Lexington Fayette Urban County Government DEEM: 859-258-3784**

**Lexington Fayette Urban County Government Emergency Operations Center: 859-258-3970**

**Madison County Emergency Operations Center: 859-624-4787**

**Madison County Joint Information Center: 859-624-4753**

**National Response Center (NRC): 800-424-8802**

**Richmond Utilities (Gas, Water, Sewer): 859-623-2323**

**Kentucky Division of Water: 502-564-3410**

**Kentucky Division for Air Quality: 502-573-3382**

**Kentucky Division of Waste Management: 502-384-4734**

**Spill Response Contractor: Pecco, Inc.: 859-887-5508**

**Poison Control Center: 1-800-222-1222**

### **Building Alarm(s)**

*Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building, such as evacuation alarms, elevator alarms, biosafety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.*

This building is equipped with a fire alarm system. The fire alarm is capable of being perceived above ambient noise or light levels by persons in the affected portions of the building. The alarm is distinctive and recognizable as a signal to evacuate the area or to perform actions designated under the emergency action plan.

If you hear any other alarm that you do not recognize, use caution, protect yourself, contact ECU Public Safety at 911 or 859-622-1111, and report the alarm.

### **Evacuation Plan**

This plan was and can be further developed with input from the staff of ECU Public Safety, taking into account specific building and occupant needs. ECU Public Safety can be reached at 859-622-1111. Add other steps, actions, or precautions specific to your building or work area. Determine a meeting (head count) area, away from the building and in a location that will not interfere with emergency responders.

The Library's original evacuation procedures were evaluated and incorporated into this Emergency Action Plan. See the Library Emergency Procedures – Fire Alarm Evacuation and Tornado Warning, and Library Emergency Procedures - After Regular Business Hours - Fire Alarm Evacuation and Tornado Warning sections below.

## Disabilities

With regard to persons requiring assistance in evacuation:

The Crabbe Library basement level or 1<sup>st</sup> floor has exits on the north (stairwells 1, 2, and 3), east (stairwell 5), south (stairwells 6 and 7), and west (central stairwell 4 up to main entrance) sides of the building. Stairwell 5, on the east side, exits on ground level near the Keen Johnson Building. The other stairwells lead up and out of the building. If someone with mobility impairment cannot exit through stairwell 5, they may take refuge in stairwells 1 and 2 (north), and 7 (south).

The University Building basement level or 1<sup>st</sup> floor has exits on the north (stairwell 8), and east (east stair) sides of the building. Both stairwells lead up and out of the building. If someone with mobility impairment cannot climb the stairs, they may take refuge in stairwell 8 (north).

The Crabbe Library first level or 2<sup>nd</sup> floor has exits on the north (university lobby and stairwells 1, 2, and 3), east (stairwell 5), south (stairwell 6), and west (main entrance) sides of the building. The main entrance, on the west side, exits on ground level at Schwendeman Green. The other stairwells lead down and out of the building. If someone with mobility impairment cannot exit through the main entrance, they may take refuge in stairwells 1 and 2 (north) and 5 (east).

The University Building first level or 2<sup>nd</sup> floor has exits on the north (stairwell 8), east (to university lobby), and west (to Schwendeman Green) sides of the building. All stairwells lead down and out of the building. If someone with mobility impairment cannot descend the stairs, they may take refuge in stairwell 8 (north).

The Crabbe Library second level or 3<sup>rd</sup> floor has exits on the north (stairwells 1 and 2), east (stairwell 5), south (stairwell 7), and west (central stairwell 4 down to main entrance) sides of the building. All stairwells lead down and out of the building. If someone with mobility impairment cannot descend the stairs, they may take refuge in stairwells 1 and 2 (north), 5 (east), and 7 (south).

The University Building second level or 3<sup>rd</sup> floor has exits on the north (stairwell 8) and east (atrium to Crabbe Library) sides of the building. All stairwells lead down and out of the building. If someone with mobility impairment cannot descend the stairs, they may take refuge in stairwell 8 (north).

The Crabbe Library third level or 4<sup>th</sup> floor has exits on the north (stairwells 1 and 2), east (stairwell 5), south (stairwell 7), and west (central stairwell 4 down to main entrance) sides of the building. All stairwells lead down and out of the building. If someone with mobility impairment cannot descend the stairs, they may take refuge in stairwells 1 and 2 (north), 5 (east), and 7 (south).

The University Building third level or 4<sup>th</sup> floor has exits on the north (stairwell 8) and east (atrium to Crabbe Library) sides of the building. All stairwells lead down and out of the building. If someone with mobility impairment cannot descend the stairs, they may take refuge in stairwell 8 (north).

The main stairways are where emergency responders expect to find people in need of rescue. Any individual in need of rescue should call 911 and report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders. Wherever and whenever possible, an individual with special needs that might require assistance should identify a trustworthy individual to assist them as much as reasonable in an emergency. This principle should be thought of as a buddy system. It is recommended that individuals with disabilities or other special needs obtain a cell phone for use in emergencies. It is also recommended that a flashlight or light colored cloth be kept handy. The cloth can be fastened to the outside closure of a refuge area or they can wave a flashlight or light colored cloth from a window to let the fire department know where they are located.

More information about disability preparedness can be found at:

<http://www.redcross.org/www-files/Documents/Preparing/A4497.pdf> and <http://www.disabilities.eku.edu/>

## **LIBRARY EMERGENCY PROCEDURES – FIRE ALARM EVACUATION AND TORNADO WARNING**

The Evacuation Coordinator directs the activity of Section Wardens as appropriate. This may include assigning Wardens to check each of the Evacuation Group Areas (Outside at University Drive, Keen Johnson, Combs Building, and Schwendeman Green) (Inside at Tornado or ESIP Shelter Areas) to assist patrons as much as is reasonable and safe. On the way out, and on the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

### **SECTION 1 (Archives):**

#### **Responsible for Rooms:**

- Archives (126)
- Archives Office (126A)
- Archives Office (126B)
- Archives Reading Room (126C)
- Archives Stacks Room (127)

#### **Evacuation Procedures:**

On hearing a fire alarm, Section 1 Warden clears designated areas and then remains near Stairwell 7 inner exit door (Lobby area – room 122) to assist in directing traffic until last patron is out of the area.

**Exit Stairwell 7** and meet with other library staff at **EVAC 3** (Combs). Remain in vicinity to prevent patrons from reentering the building.

#### **Tornado Procedures:**

Section 1 Warden clears designated areas and then remains near Stairwell 7 inner exit door (Lobby area – room 122) to assist in directing traffic and to prevent reentry to upper levels.

### **SECTION 2 (Technology & Data Services):**

#### **Responsible for Rooms:**

- Periodicals Compact Shelving Area (106B)
- Public Restrooms (123R, 124R)
- Tech & Data Services Office (105)
- Auditorium (108)
- KTLN Classroom (110)
- Instructional Development Offices (111, 111B)
- Instructional Development Offices (112, 112A)
- Instructional Development Rooms (101, 101A)

#### **Evacuation Procedures:**

On hearing a fire alarm, Section 2 Warden clears designated areas and then remains near Stairwell 2 until last patron is out of the area.

**Exit Stairwell 2** and meet with other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

#### **Tornado Procedures:**

Section 2 Warden clears designated areas and then remains near Stairwell 2 to direct traffic and to prevent reentry to upper levels.

### **SECTION 3 (Periodicals):**

#### **Responsible for Rooms:**

- Periodicals Main Desk Area (106A)
- Periodicals Group Study Area (106C)
- Periodicals Microfilm Room (106D)
- Public Restrooms (114R, 115R)
- Staff Lounge (102)

- Restroom & Waiting Area (102A, 102B)

**Evacuation Procedures:**

On hearing a fire alarm, Section 3 Warden clears designated areas and then remains in the hallway outside Stairwell 5 until last patron is out of the area.

**Exit Stairwell 5** and meet with other library staff at **EVAC 2** (Keen). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 3 Warden clears designated areas and then remains in the hallway outside Stairwell 5 to direct traffic and to prevent reentry to upper levels.

**SECTION 4 (Circulation):**

**Responsible for Rooms:**

- Lobby (220)
- Public Restrooms (221R, 222R)
- Alcove (220A)
- Library Instruction Classroom (208)

**Evacuation Procedures:**

On hearing a fire alarm, Section 4 Warden clears designated area and is stationed at the exit gate to direct patron traffic out of the building. Both the entrance and the exit doors will be switched to hold open status. Section Warden remains at the exit until last patron has left area and then closes door.

**Exit Main Entrance** and meet other library staff at **EVAC 4** (Schwendeman). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 4 Warden clears designated areas and is then stationed at the entrance to Stairwell 4 to direct patron traffic to lower level. After last patron has left the area, exit to Archives Lobby 122 on basement floor using Stairwell 4. Remain in vicinity to direct traffic and to prevent reentry to upper levels.

**SECTION 5 (Circulation):**

**Responsible for Rooms:**

- Java City Rooms (225A, 225B)
- Java City Restroom (225C)
- University Lobby - Facing Univ. Drive (227)
- Also notifies the Student Technology Lab (ITDS) of emergency situation

**Evacuation Procedures:**

On hearing a fire alarm, Section 5 Warden clears Java City area and notifies the Student Technology Lab of the emergency. Exit through Student Technology Lab atrium and stays outside the University Lobby entrance to direct patron traffic away from the building. Section 5 Warden remains at the entrance to the University Lobby to keep patrons off the entry area and to prevent patrons from reentering the building.

**Exit University Lobby** doors and meet with other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 5 Warden clears Java City area and notifies the Student Technology Lab of the emergency. Then exit through Lab Emergency Exit doors into corridor and proceed to basement level via Stairwell 4. Remain in vicinity to assist as needed.

**SECTION 6 (Reference):**

**Responsible for Rooms:**

- Reference Stacks Room (206)
- Reference Abstracts Room (204)
- Classroom (204A)



- Reference Offices (204B-I)
- GRR (205)
- Room Off GRR (205A)
- Old Entrance Lobby (219)
- Public Restrooms (217R, 218R)

**Evacuation Procedures:**

On hearing a fire alarm, Section 6 Warden clears designated areas and then remains at the 2<sup>nd</sup> floor inner entrance to Stairwell 5 until last patron has left the area.

**Exit Stairwell 5** and meet other library staff at **EVAC 2** (Keen). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 6 Warden clears designated areas and remains at the 2<sup>nd</sup> floor inner entrance to Stairwell 5 until last patron has left the area and then exits to basement floor through Stairwell 5. Remain at the corridor entrance to Stairwell 5 to direct traffic and to prevent reentry to upper levels.

**SECTION 7 (Cat. Maintenance):**

**Responsible for Rooms:**

- Conference Room (201)
- Dean's Offices, Restroom & Dean's Conference Room (202, 202A-E)
- Cataloging Offices (203, 203A)

**Evacuation Procedures:**

On hearing a fire alarm, Section 7 Warden clears designated areas and remains at inner entrance to Stairwell 1 until the last patron has left the area.

**Exit Stairwell 1** and meet other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 7 Warden clears designated areas and remains at inner entrance to Stairwell 1 until the last patron has left the area, then exit to basement level corridor via Stairwell 1. Remain in vicinity to direct traffic and to prevent reentry to upper levels.

**SECTION 8 (Noel Studio):**

**Responsible for Rooms: The Noel Studio for Academic Creativity**

**Evacuation Procedures:**

On hearing a fire alarm, Section 8 Warden clears designated areas and remains at inner entrance to Stairwell 3 until last patron leaves the area.

**Exit Stairwell 3** and meet other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 8 Warden clears designated areas and remains at inner entrance to Stairwell 3 until last patron leaves the area, then exit to basement level corridor via Stairwell 3. Remain in vicinity to direct traffic and to prevent reentry to upper levels.

**SECTION 9 (LRC):**

**Responsible for Rooms:**

- 3<sup>rd</sup> floor and 4<sup>th</sup> floor University Building
- 4<sup>th</sup> Little Addition Lobby (407)
- E- HM - Stacks Area (412)
- Seating Area around Handicap lift (412B, 413)

**Evacuation Procedures:**

On hearing a fire alarm, Section 9 Warden clears 3<sup>rd</sup> floor University, clears 4<sup>th</sup> floor Little Addition and then proceeds to 4<sup>th</sup> floor University and clears the area. Section 9 Warden remains at inner entrance to Stairwell 8 until last patron leaves area.

**Exit Stairwell 8** and meet with other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 9 Warden clears 3<sup>rd</sup> and 4<sup>th</sup> floor University by directing patrons to Stairwells 8, 4 or 7. After clearing designated areas, Section 9 Warden proceeds to Stairwell 7 and exits to basement floor Archives Lobby 122. Remain in vicinity to assist as needed.

**SECTION 10 (LRC):**

**Responsible for Rooms:**

- LRC Service Desk Area & Stacks (321)
- LRC Youth Collection & Stacks (305)

**Evacuation Procedures:**

On hearing a fire alarm, Section 10 Warden clears designated areas and then remains at inner entrance to Stairwell 7 (Lobby area outside Law Library) until last patron leaves area.

**Exit Stairwell 7** and meet with other library staff at **EVAC 3** (Combs). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 10 Warden clears designated areas and remains at inner entrance to Stairwell 7 (Lobby area outside Law Library) until last patron leaves area then exits to basement floor Archives Lobby 122 via Stairwell 7. Remain in vicinity to assist as needed.

**SECTION 11 (Law):**

**Responsible for Rooms:**

- Law Library (318)
- Law Library Office (318A)
- Classroom (319)

**Evacuation Procedures:**

On hearing a fire alarm, Section 11 Warden clears designated areas and then remains at the top of the 3<sup>rd</sup> floor stair landing to manage the flow of traffic to the safest exit (Stairwell 4, Stairwell 7 or Stairwell 2) until the last patron leaves the area.

**Exit Stairwell 4** to the 2<sup>nd</sup> floor Main Entrance and meet with other library staff at **EVAC 4** (Schwendeman). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 11 Warden clears designated areas and then remains at the top of the 3<sup>rd</sup> floor stair landing to manage the flow of traffic to the safest exit (Stairwell 4, Stairwell 7 or Stairwell 2) until the last patron leaves the area. After clearing designated area, Section 11 Warden exits to basement floor 122 Lobby via Stairwell 4. Remain in vicinity to assist as needed.

**SECTION 12 (Documents / ILL):**

**Responsible for Rooms:**

- Public Restrooms (315R, 316R)
- Faculty Study (304)
- A-D General Stacks (303)

**Evacuation Procedures:**

On hearing a fire alarm, Section 12 Warden clears designated areas and then remains at the inner entrance to Stairwell 2 until last patron leaves area.

**Exit Stairwell 2** and meet other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 12 Warden clears designated areas and then remains at the inner entrance to Stairwell 2 until last patron leaves area. After clearing designated areas, Section 12 Warden exits to basement floor corridor via Stairwell 2. Remain in vicinity to direct traffic and to prevent reentry to upper levels.

**SECTION 13 (Documents / ILL):**

**Responsible for Rooms:**

- Documents Area (306)
- Documents / ILL Offices (306A –C)
- Public Restrooms (312R, 313R)
- Library Science Office (302)
- Library Science Classroom (301)

**Evacuation Procedures:**

On hearing a fire alarm, Section 13 Warden clears 306, 306 A-C, Public Restrooms 313 R and 312 R and then proceeds through hallway to clear 302, 301 and 308. Section 13 Warden clears designated areas and then remains at the inner entrance to Stairwell 1 until last patron leaves area.

**Exit Stairwell 1** and meet other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 13 Warden clears designated areas and then remains at the inner entrance to Stairwell 1 until last patron leaves area. After clearing designated areas, Section 13 Warden exits to basement level corridor via Stairwell 1. Remain in vicinity to assist as needed.

**SECTION 14 (Shelving):**

**Responsible for clearing Rooms:**

- Stacks Office (402C)
- PN 3175 – PS 3499 General Stacks (402A)
- Public Restrooms (405R, 406R)
- PS 3500 – Z General Stacks (401)
- Public Restrooms (408R, 409R)
- LB – PN 3171 General Stacks (402B)

**Evacuation Procedures:**

On hearing a fire alarm, Section 14 Warden clears designated areas and the remains at the inner entrance to Stairwell 2 until last patron clears the area.

**Exit Stairwell 2** and meet with other library staff at **EVAC 1** (University). Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 14 Warden clears designated areas and the remains at the inner entrance to Stairwell 2 until last patron clears the area. After clearing designated areas, Section 14 Warden exits to basement level via Stairwell 2.

## **DAY EVACUATION GATHERING AREAS SECTION WARDEN ROSTER**

**EVAC 1:** Those exiting through Stairwell 1, 2, 3, and 8 will gather on University Drive at the light pole nearest of the old library entrance.

Sections 2 (Tech & Data), 5 (Circulation), 7 (Cat. Maintenance), 8 (Noel Studio), 9 (LRC), 12 (Documents / ILL), 13 (Documents / ILL), and 14 (Shelving)

**EVAC 2:** Those exiting through Stairwell 5 and the loading dock door will gather by the seats on the sidewalk at the library side of Keen Johnson Building.

Sections 3 (Periodicals), and 6 (Reference)

**EVAC 3:** Those exiting through Stairwell 6 and 7 will gather near the emergency call box on the sidewalk at the side of the Combs Building.

Sections 1 (Archives), and 10 (LRC)

**EVAC 4:** Those exiting through Stairwell 4 to the main entrance will gather at the nearest light pole on Schwendeman Green.

Sections 4 (Circulation), and 11 (Law)

## **TORNADO EVACUATION GATHERING AREAS SECTION WARDEN ROSTER**

### **Exit Stairwell 1:**

Section 7 (Catalog Maintenance), Section 13 (Documents / ILL)

### **Exit Stairwell 2:**

Section 2 (Tech & Data), Section 12 (Documents / ILL), Section 14 (Shelving Office)

### **Exit Stairwell 3:**

Section 8 (Noel Studio)

### **Exit Stairwell 4:**

Section 4 (Circulation), Section 5 (Circulation), Section 11 (Law)

### **Exit Stairwell 5:**

Section 3 (Periodicals), Section 6 (Reference)

### **Exit Stairwell 7:**

Section 1 (Archives), Section 10 (LRC)

### **Exit Stairwell 8:**

Section 9 (LRC)

## **SHELTERING IN PLACE**

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:  
Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

## **LIBRARY EMERGENCY PROCEDURES - AFTER REGULAR BUSINESS HOURS**

### **FIRE ALARM EVACUATION AND TORNADO WARNING**

The Evacuation Coordinator directs the activity of Section Wardens as appropriate. This may include assigning Wardens to check each of the Evacuation Group Areas (Outside at University Drive, Keen Johnson, Combs Building, and Schwendeman Green) (Inside at Tornado or ESIP Shelter Areas) to assist patrons as much as is reasonable and safe. On the way out, and on the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

#### **SECTION 1 (Periodicals):**

##### **Responsible for Clearing Rooms:**

105, 106A-D, 108, 109, 110, Public Restrooms (114, 115, 123, 124), Lobby (122), and 128.

##### **Designated Closed Areas:**

101, 101A, 102, 102A-B, 103, 103A, 109A, 111, 111A-B, 112, 112A, 126, 126 A-D, and 127.

##### **Evacuation Procedures:**

Section 1 Warden clears designated areas and then proceeds to the 2nd Floor via Stairwell 4 to assist Evacuation Coordinator as needed.

**Exit Main Entrance** and meet with other library staff at Schwendeman Green in front of the library. Remain in the vicinity to prevent patrons from reentering the building and keep them away from the entrance.

##### **Tornado Procedures:**

Section 1 Warden clears designated areas and then proceeds to Basement Level (Lobby 122). Remain in the vicinity to receive directions from Evacuation Coordinator and assist as needed.

#### **SECTION 3 (Evacuation Coordinator):**

##### **Responsible for Clearing Rooms:**

Lobby (220), Alcove (220A), 224, 224A, and 207A.

##### **Designated Closed Areas:**

202, 202A-F, 203, 203A, 204A-I, 207B-C, 209, 209A, 210, 211, 212, 214, 215, 216, 224B, and 226.

##### **Evacuation Procedures:**

Section 3 Warden clears designated areas and then stands near the exit gates to direct the flow of traffic out of the building. Widen the stanchions at the library entrance to allow greater access. Both the entrance and the exit doors will be switched to hold open status. Evacuation Coordinator remains at the exit until the last patron has left the area.

**Exit Main Entrance** and stay at the library entrance to meet emergency personnel. Remain in the vicinity to prevent patrons from reentering the building.

##### **Tornado Procedures:**

Section 3 Warden clears designated areas and remains near Lobby entrance to Stairwell four until the last patron clears the area. Proceed to Basement Level (Lobby 122) and remain near stairwell to direct traffic and prevent reentry to the upper levels.

#### **SECTION 4 (LRC):**

##### **Responsible for Clearing Rooms:**

318 (Law Library), 318A (Office), 305, 321, and 3<sup>rd</sup> and 4<sup>th</sup> floors of the University Building.

##### **Designated Closed Areas:**

319 and LRC Office.

##### **Evacuation Procedures:**

Section 4 Warden clears designated areas on the 3<sup>rd</sup> floor and then proceeds to the 3<sup>rd</sup> and 4<sup>th</sup> floors of the University Building and clears that area.

**Exit Stairwell 8** from 4<sup>th</sup> floor University and meet with other library staff at front entrance to the library at Schwendeman Green. Remain in the vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 4 Warden clears designated areas, directing patrons to the nearest exit to the basement levels. Proceed to Basement Level (University Building). Remain in the vicinity of Stairwell 8 to receive directions from Evacuation Coordinator and assist as needed.

**SECTION 5 (Circulation):**

**Responsible for Clearing Rooms:**

303, 304, 306, 310, Public Restrooms, (312, 313, 315, 316).

**Designated Closed Areas:**

301, 302, 306A-C, 307, 308, 309.

**Evacuation Procedures:**

Section 5 Warden clears designated areas and then proceeds to 2nd Floor via Stairwell 4 to assist Evacuation Coordinator as needed.

**Exit Main Entrance** and meet with other library staff at front entrance to the library at Schwendeman Green. Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 5 Warden clears designated areas, directing patrons to nearest exit to basement level. Proceed to Basement Level (Lobby 122). Remain in vicinity to receive directions from Evacuation Coordinator and assist as needed.

**SECTION 6 (LRC):**

**Responsible for Clearing Rooms:**

401, 402A-B, Public Restrooms (405, 406, 408, 409), 407, 412, 412B, 413.

**Designated Close Areas:**

402C.

**Evacuation Procedures:**

Section 6 Warden clears designated areas and then proceeds to 2nd Floor via Stairwell 4 to assist Evacuation Coordinator as needed.

**Exit Main Entrance** and meet with other library staff at the front entrance to the library at Schwendeman Green. Remain in vicinity to prevent patrons from reentering the building.

**Tornado Procedures:**

Section 6 Warden clears designated areas and then proceeds to Basement Level (Lobby 122). Remain in vicinity to receive directions from Evacuation Coordinator and assist as needed.

**SHELTERING IN PLACE**

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:  
Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

<b>Group</b>	<b>Section/Team</b>	<b>Person Clearing</b>
<b>Evacuation Coordinator</b>	<b>Circulation</b>	<b>Jeremy Turner (Stefanie Brooks)</b>
<b>Group 1</b>	<b>2 Tech &amp; Data</b>	<b>Jamie Rowe (Cristina Tofan)</b>
	<b>5 Circulation</b>	<b>Eric Hall (Judy Warren)</b>
	<b>7 Catalog Maintenance</b>	<b>Kathryn Turnbull (Pennie Centers)</b>
	<b>8 Noel Studio</b>	<b>Beth Cunningham ( Lana Takacs)</b>
	<b>9 LRC Office</b>	<b>Cindy Judd ( Kathy Watkins)</b>
	<b>12 Documents / ILL</b>	<b>Carol Thomas (Linda Sizemore)</b>
	<b>13 Documents / ILL</b>	<b>Ashley Wray (Krista Rhodus)</b>
	<b>14 Stacks Office</b>	<b>Beverly Hisel (Kari Martin)</b>
<b>Group 2</b>	<b>3 Periodicals</b>	<b>Todd King ( Paul Noe)</b>
	<b>6 Reference</b>	<b>Desk Staff Person</b>
<b>Group 3</b>	<b>1 Archives</b>	<b>Debbie Whalen (Kyle Mcqueen)</b>
	<b>10 LRC Desk</b>	<b>Amy Salyer (Back up TBA)</b>
<b>Group 4</b>	<b>4 Circulation</b>	<b>Stefanie Brooks (Jens Arneson)</b>
	<b>11 Law Library</b>	<b>Robert Thornsberry (Pat New)</b>

<b>Evacuation Group 1</b>	<b>North Side</b>	<b>Evacuees will gather near University Drive.</b>
<b>Evacuation Group 2</b>	<b>East Side</b>	<b>Evacuees will gather near the Keen Johnson Building.</b>
<b>Evacuation Group 3</b>	<b>South Side</b>	<b>Evacuees will gather near the Combs Building.</b>
<b>Evacuation Group 4</b>	<b>West Side</b>	<b>Evacuees will gather on Schwendeman Green.</b>

## Evacuation Reporting Sheet

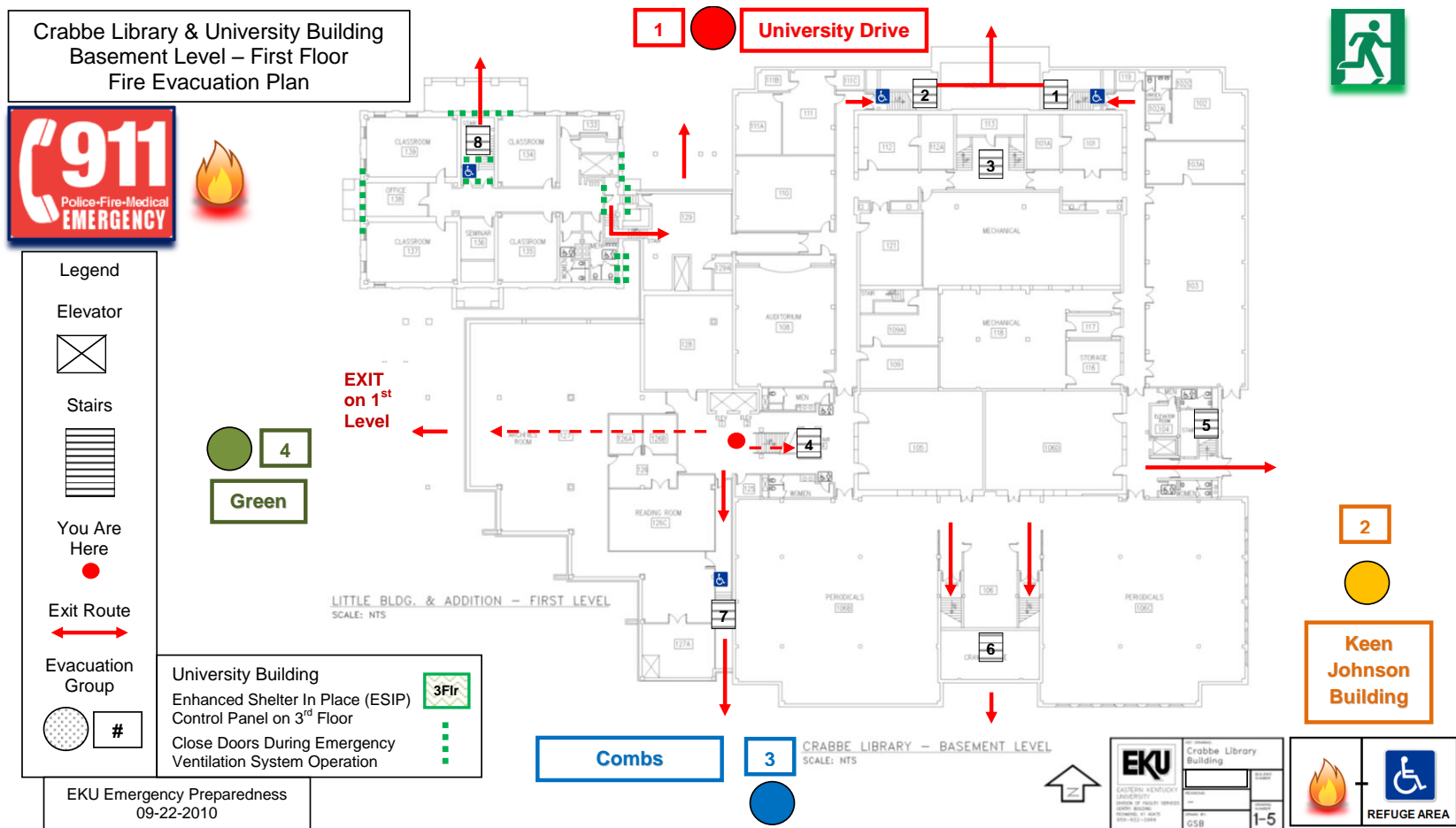
Section/Team	Group	Reported In	Further Actions
1 Archives	3		
2 Tech & Data	1		
3 Periodicals	2		
4 Circulation	4		
5 Circulation	1		
6 Reference	2		
7 Catalog Maintenance	1		
8 Noel Studio	1		
9 LRC Office	1		
10 LRC Desk	3		
11 Law Library	4		
12 Documents / ILL	1		
13 Documents / ILL	1		
14 Stacks Office	1		

**Evacuation Group 1 North Side Evacuees will gather near University Drive.**  
**Evacuation Group 2 East Side Evacuees will gather near the Keen Johnson Building.**  
**Evacuation Group 3 South Side Evacuees will gather near the Combs Building.**  
**Evacuation Group 4 West Side Evacuees will gather on Schwendeman Green.**

Date: \_\_\_\_\_  
 Time Evacuation Begins: \_\_\_\_\_  
 Time of Re-Entry to Building: \_\_\_\_\_  
 Evacuation Coordinator: \_\_\_\_\_  
 Other Information: \_\_\_\_\_



## Floor Plans



### Evacuation Rules

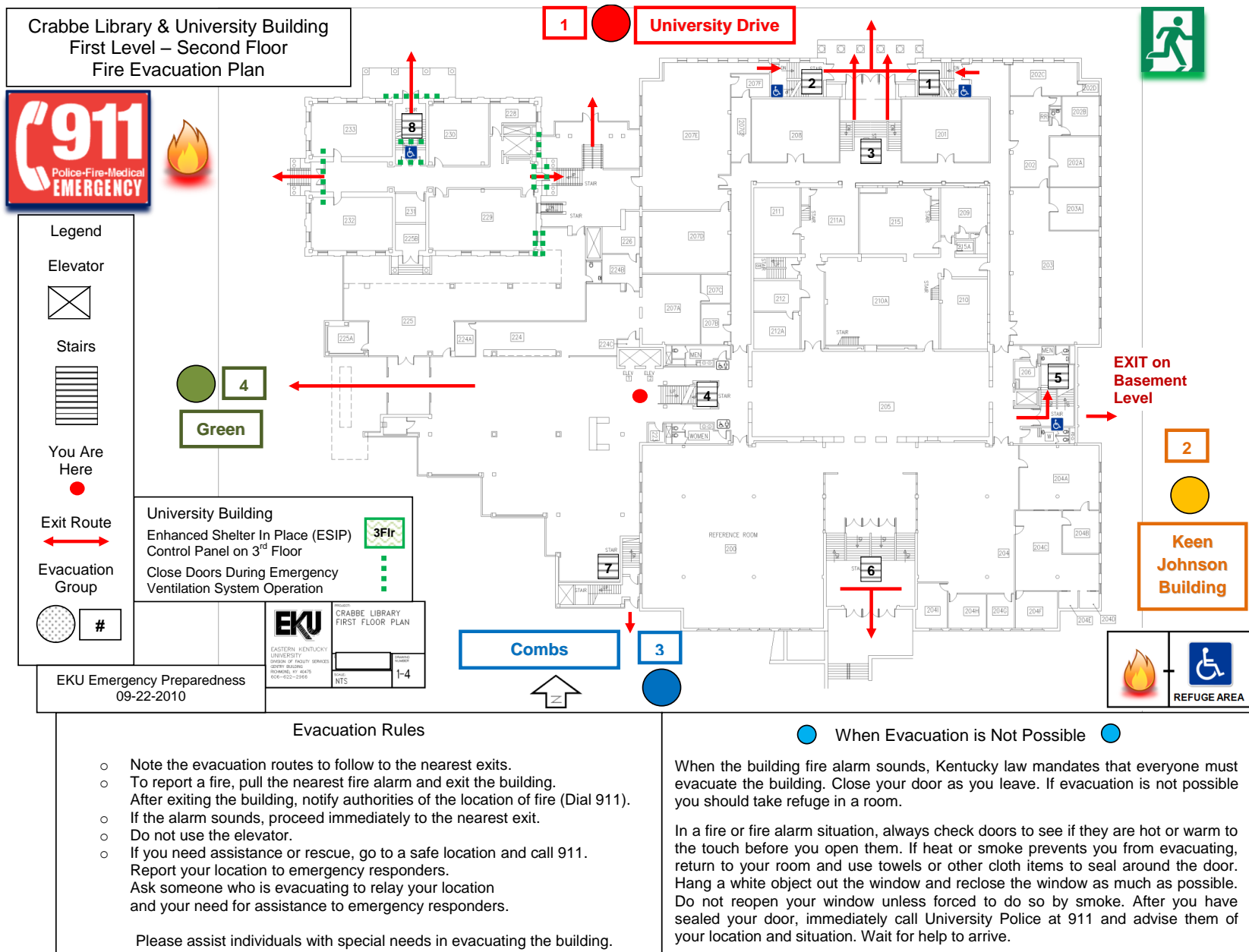
- Note the evacuation routes to follow to the nearest exits.
- To report a fire, pull the nearest fire alarm and exit the building. After exiting the building, notify authorities of the location of fire (Dial 911).
- If the alarm sounds, proceed immediately to the nearest exit.
- Do not use the elevator.
- If you need assistance or rescue, go to a safe location and call 911. Report your location to emergency responders. Ask someone who is evacuating to relay your location and your need for assistance to emergency responders.

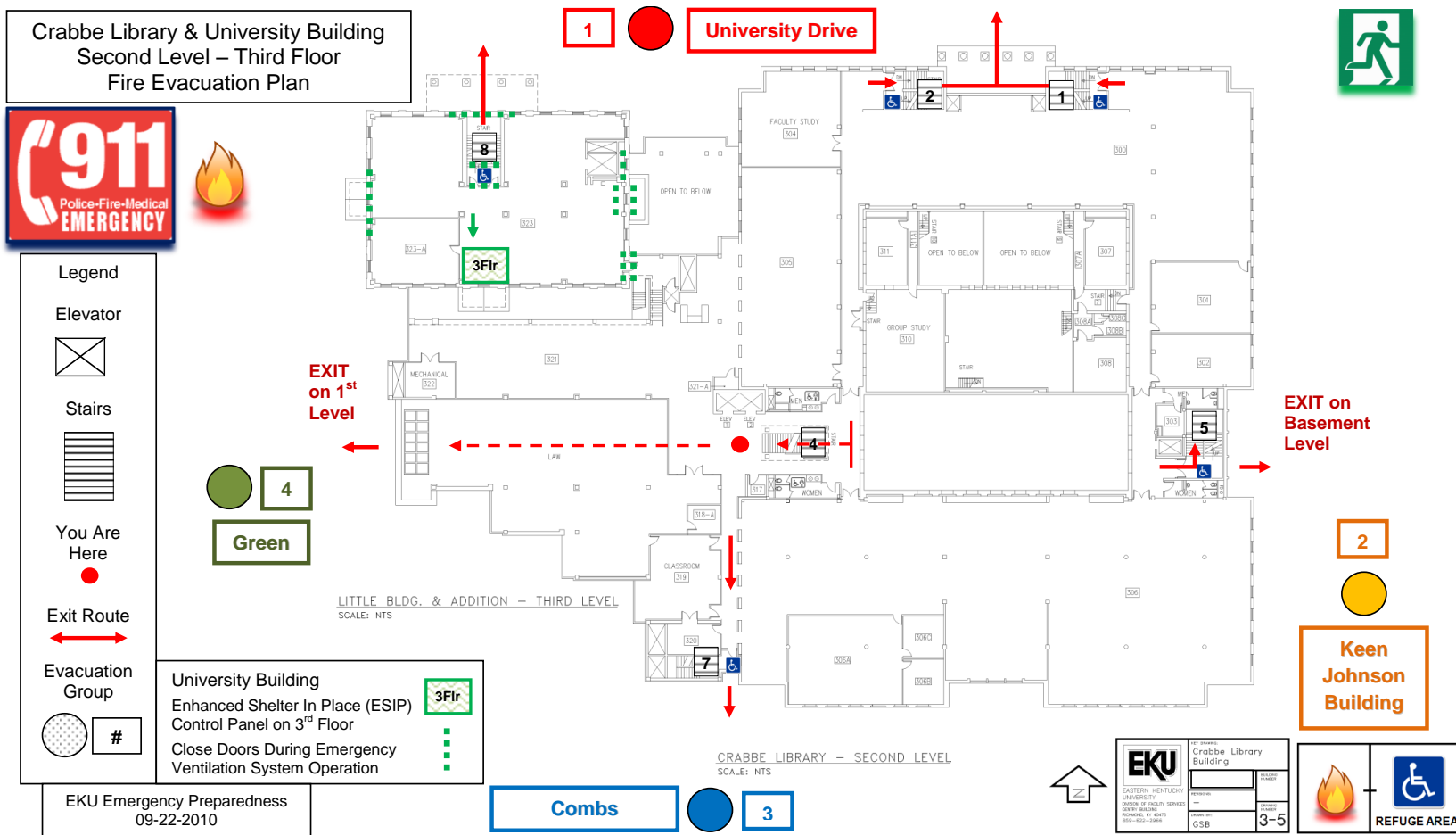
Please assist individuals with special needs in evacuating the building.

### When Evacuation is Not Possible

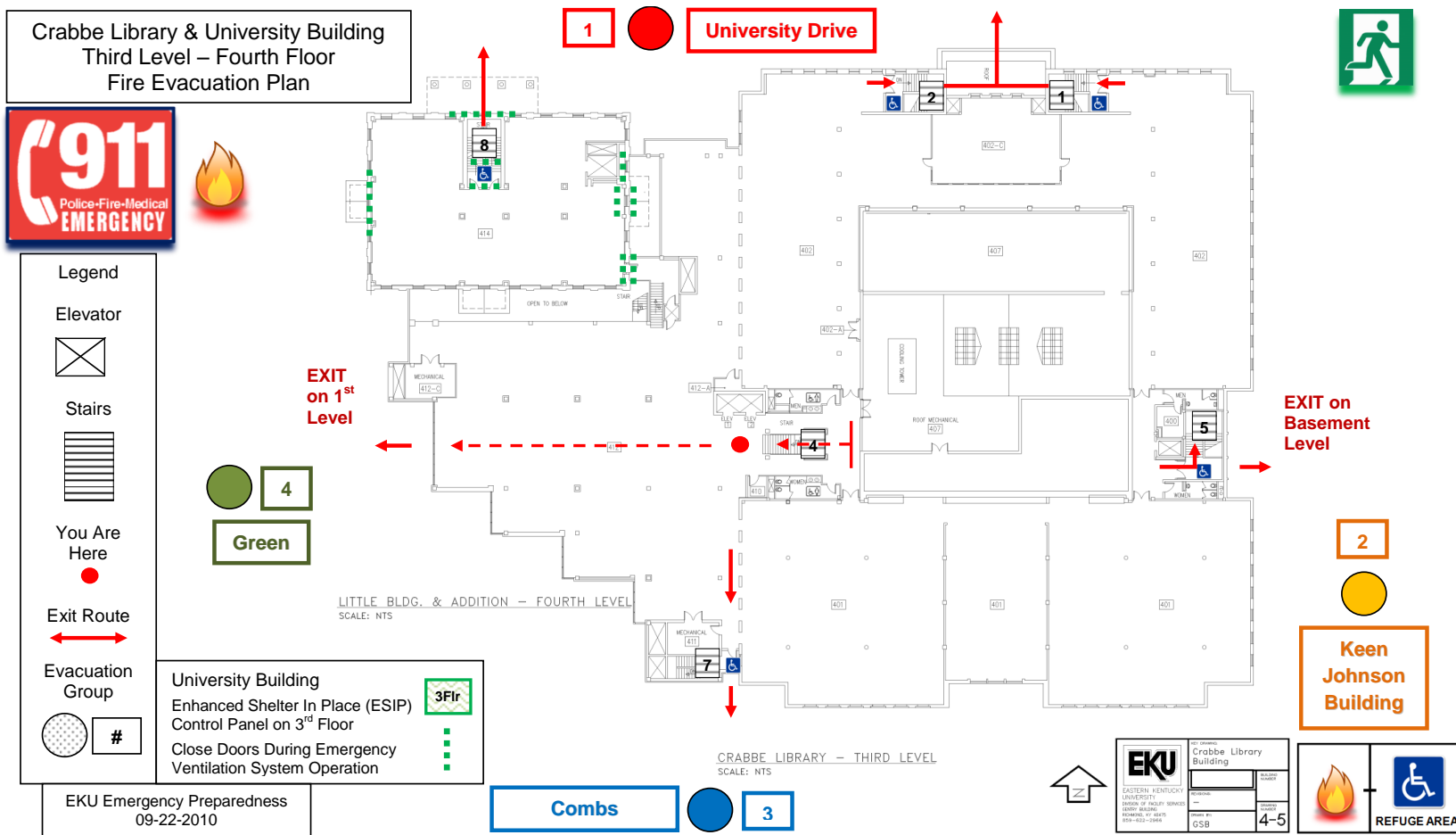
When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room.

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.





Evacuation Rules	
<ul style="list-style-type: none"> <li>Note the evacuation routes to follow to the nearest exits.</li> <li>To report a fire, pull the nearest fire alarm and exit the building. After exiting the building, notify authorities of the location of fire (Dial 911).</li> <li>If the alarm sounds, proceed immediately to the nearest exit.</li> <li>Do not use the elevator.</li> <li>If you need assistance or rescue, go to a safe location and call 911. Report your location to emergency responders. Ask someone who is evacuating to relay your location and your need for assistance to emergency responders.</li> </ul> <p>Please assist individuals with special needs in evacuating the building.</p>	<p style="text-align: center;">● When Evacuation is Not Possible ●</p> <p>When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room.</p> <p>In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.</p>



Evacuation Rules	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 20px; height: 20px; background-color: lightblue; border-radius: 50%;"></div> <span>When Evacuation is Not Possible</span> <div style="width: 20px; height: 20px; background-color: lightblue; border-radius: 50%;"></div> </div>
<ul style="list-style-type: none"> <li>Note the evacuation routes to follow to the nearest exits.</li> <li>To report a fire, pull the nearest fire alarm and exit the building. After exiting the building, notify authorities of the location of fire (Dial 911).</li> <li>If the alarm sounds, proceed immediately to the nearest exit.</li> <li>Do not use the elevator.</li> <li>If you need assistance or rescue, go to a safe location and call 911. Report your location to emergency responders. Ask someone who is evacuating to relay your location and your need for assistance to emergency responders.</li> </ul> <p>Please assist individuals with special needs in evacuating the building.</p>	<p>When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room.</p> <p>In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.</p>



University Drive

University Building  
Enhanced Shelter In Place (ESIP)  
Control Panel on 3<sup>rd</sup> Floor  
Close Doors During Emergency  
Ventilation System Operation

Legend

Elevator



Stairs



Shelter



Green

LITTLE BLDG. & ADDITION – FIRST LEVEL  
SCALE: NTS

EKU Emergency Preparedness  
09-22-2010

Tornado Shelter Areas

- o When a tornado warning is issued, everyone move to the tornado shelter areas indicated on the floor plan.
- o Remain in the shelter areas until an all clear is issued or until all wind and noise subside.
- o Please assist special needs individuals to the shelter areas.
- o If available, bring flashlights, jackets, blankets, and wear hard shoes.

Combs

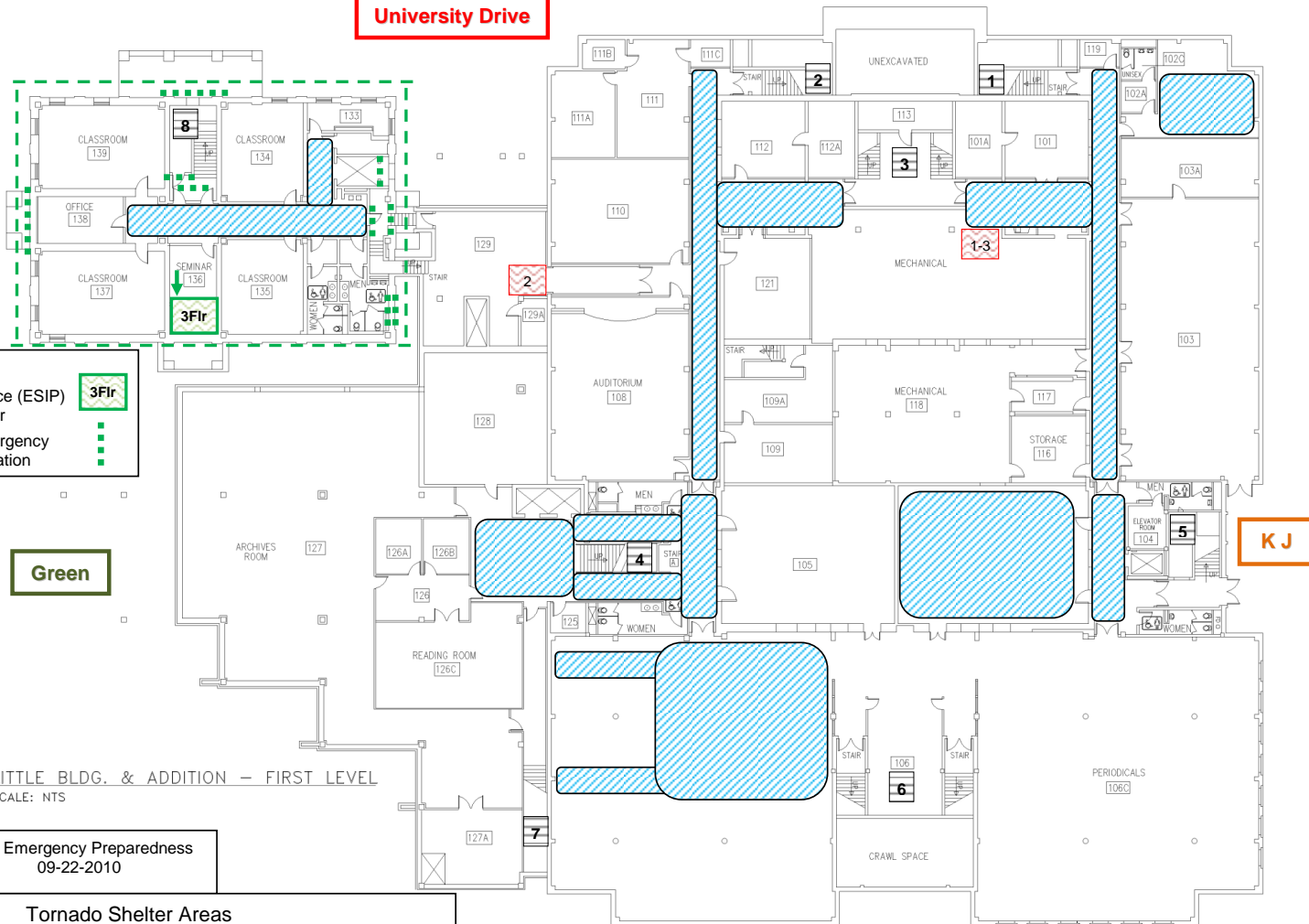
CRABBE LIBRARY – BASEMENT LEVEL  
SCALE: NTS

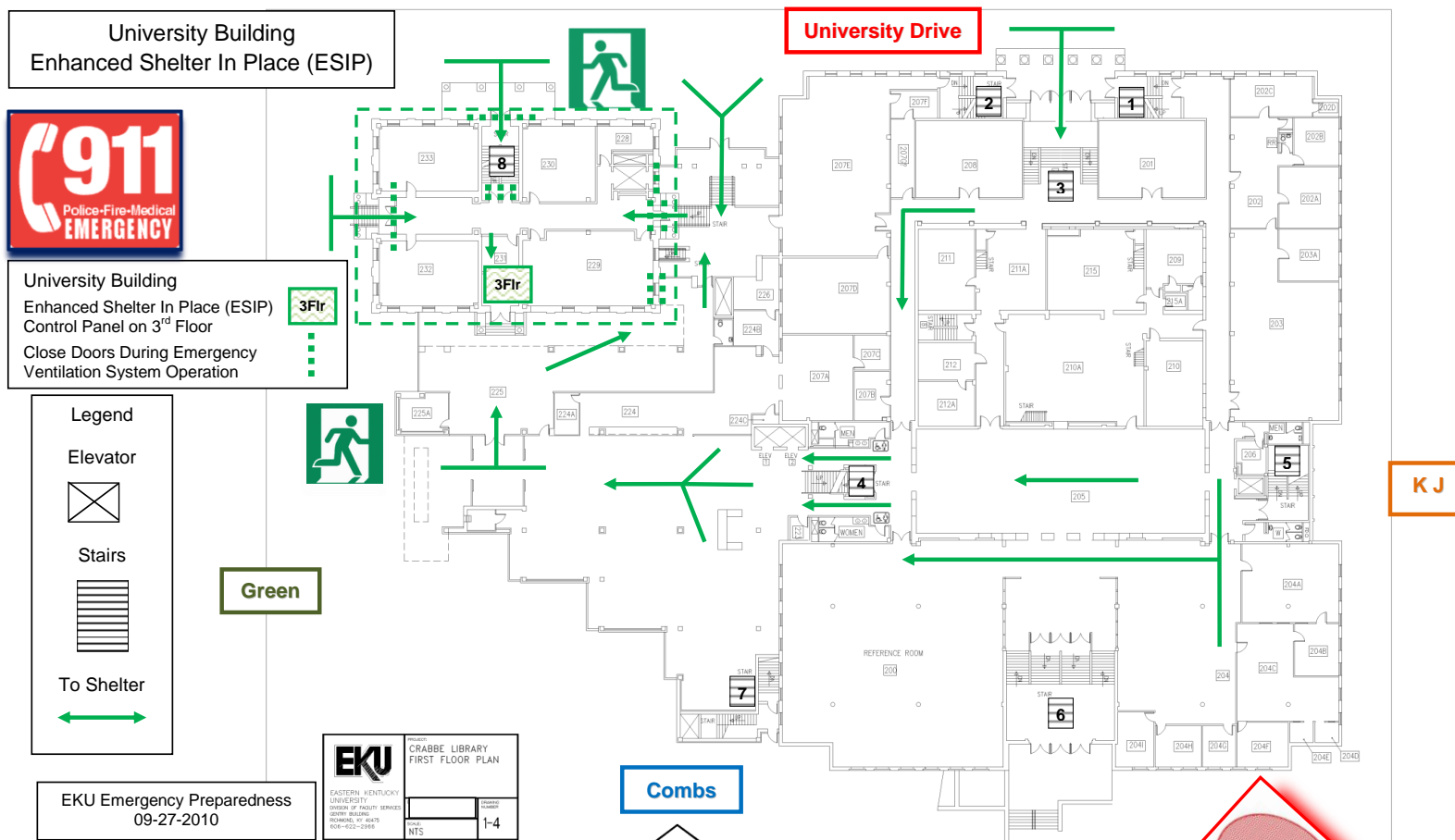
Crabbe Library & University Building  
Basement Level – First Floor  
Tornado Shelter Areas



 EASTERN KENTUCKY UNIVERSITY DIVISION OF FACILITY SERVICES COUNTRY BUILDING RICHMOND, KY 40475 606-652-2966	KEY DRAWING	Crabbe Library Building
	REVISIONS	
	DATE	
	DRAWN BY: GSB	1-5

Fire Control Panel





Protective Action Decisions (PADs) are issued by the Madison County Emergency Management Agency (EMA)

- Eastern Kentucky University is primarily located in Zone 2E and Zone 2D
- EMA issues PADs that may include:
  - Shelter-In-Place (SIP) (Until the immediate danger passes)
  - Evacuation (If there is enough time before the danger arrives)
  - Relocation (When it is safe to come out of Sheltering-In-Place)

#### Shelter In Place

- Move all personnel into the protected area (The University Building) when notified that a hazardous event has occurred.
- Please assist special needs individuals to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- Start the ESIP protection system by pushing the red start button on the face of the control panel.
- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened and personnel may be directed to relocate out of the affected area.

Hazardous  
Material

## Fire Procedures

### Fire Procedures

#### EMERGENCY ACTION

**E.A.C.H.** person is responsible for their own safety.

**If you discover a fire or smoke or if you hear a fire alarm:**

**E. Evacuate the Building** – Get Out– Don't Use Elevators – Use Stairs – Close (Don't Lock) Doors to Contain Fire

**A. Alert Others** – Activate the Fire Alarm (If Not Already Activated) – Help Others as You Leave

**C. Call (911) For Help** – Report to Emergency Responders Information about the Fire/Smoke/Need for Rescue

**H. Have A Plan** – You Must Protect Yourself – Be Knowledgeable About Fire Safety and Take Every Alarm Seriously

#### Fire Safety Information

**A building occupant is required by law to evacuate the building when a fire alarm sounds.** Know at least two escape routes from wherever you are. Review escape routes with others in your area. Practice escaping from each room with and without light(s). Never use the elevator to evacuate. In case of fire, always use the stairs to get out. Make sure to practice using the stairs as part of your escape plan. If someone has difficulty climbing up or down stairs, make sure to incorporate a contingency for this in your evacuation plans.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

To protect yourself, it is important to understand some basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make extraneous phone calls. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

**What to do during a fire:**

**If your clothes catch on fire:**

- Stop, Drop, and Roll - until the fire is extinguished.  
Running only makes the fire burn faster.

**To escape a fire:**

Hot Door	Cool Door
Do not open. Escape through a window if you can. If you cannot escape, hang a white or light-colored cloth outside the window, alerting Fire/Rescue to your presence. Seal yourself in for safety if you cannot exit due to smoke or fire. Call the fire department to report your exact location. Gather in a room with a window to await their arrival. Close all doors between you and the fire. Use duct tape or towels to create a seal around the door and over air vents in order to keep smoke from coming in.	Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.



- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- Close (but do not lock) doors behind you as you escape to delay the spread of the fire.
- Stay out once you are safely out. Do not reenter.
- Once outside, move to a clear area away from the affected building(s) or to a designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
- Check in with your family and check in with someone who has responsibility for you.
- Seek medical attention if needed.
  
- **Basic First Aid for Burns:** Stop, Cool, and Cover.

Stop the burn. Cool the burn with cool running water. Cover the burn loosely with sterile dressings.  
 (When cooling the burn make certain that there is no contact with electricity)  
 (Loose sterile dressings can help prevent infection)

### **Fire Extinguishers:**

**You should only consider using a fire extinguisher if you have been trained on how to use one and only if you feel confident that you can use one safely.**

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations.

**Because fire grows and spreads so rapidly, the number one priority is to get out safely.**

### **Safety Tips:**

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word **PASS**:  
**Pull** the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism. Test it by discharging a short blast onto the floor before you enter where the fire is.  
**Aim** low. Point the extinguisher at the base of the fire.  
**Squeeze** the lever slowly and evenly.  
**Sweep** the nozzle from side-to-side.
- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.

## Tornado Procedures

Know tornadoes inside and out.

Tornado Watch	Tornado Warning
<p>Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.</p> <p>Local Emergency Alert System Radio Stations: WCBR 1110 AM, WEKY 1340 AM, WKXO 1500 AM, WIRV 1550 AM, WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM</p>	<p><b>Warning ! Warning ! – Danger ! Danger !</b></p> <p>A tornado has been sighted or indicated by weather radar. <b>TAKE SHELTER IMMEDIATELY.</b></p> <p><b>D = Downstairs:</b> Get to the lowest level you can, a basement if you have one, or just the ground floor.</p> <p><b>U = Under:</b> Get under something sturdy like a heavy table or staircase to protect yourself from flying objects. Protect your head.</p> <p><b>C = Center:</b> Go to the center part of a permanent structure. Put as many walls as you can between you and the outside. A closet, hallway or bathroom in the middle of the building is a good choice.</p> <p><b>K = Keep Away:</b> Keep away from exterior doors and windows, which can be sources of flying glass and debris.</p> <p><a href="http://www.lex18.com/Global/story.asp?s=8061636">http://www.lex18.com/Global/story.asp?s=8061636</a></p>

**If you are under a Tornado Warning, seek shelter immediately!**

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</p> <p>Do not get under an overpass or bridge. You are safer in a low, flat location.</p> <p>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</p> <p>Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</p>

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

Be alert to changing weather conditions.

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information.
- Look for approaching storms
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

You can check current watches, warnings and advisories for Madison County Kentucky by checking the links for the National Oceanic and Atmospheric Administration and the National Weather Service Websites.

<http://www.weather.gov/alerts-beta/ky.php?x=1>

<http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0>

After the Storm Passes:

- Watch out for fallen power lines and stay out of the damaged area until it has been deemed safe to enter.
- Listen to the radio for information and instructions.
- Use a flashlight to inspect your property for damage.
- Do not use candles or open flame at any time.

## Thunderstorms – Flooding – Power Outage – Procedures

### Thunderstorm

Severe Thunderstorm Watch	Severe Thunderstorm Warning
Severe thunderstorms are likely to occur. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.	<b>Warning ! Warning ! – Danger ! Danger !</b>  Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

### What to do during a Thunderstorm

If you are:	Then:
In a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat on the ground.

Call 911 for medical assistance as soon as possible.

The following are things you should check if you attempt to give aid to a victim of lightning, if you have been trained in CPR and First Aid, and if you can help safely:

- Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation.
- Heartbeat - if the heart has stopped, administer CPR.
- Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

## Flood

Flood Watch	Flood Warning
<p>Flooding is possible. Be prepared to move to higher ground. Tune in to NOAA weather radio, commercial radio, or television for information.</p>	<p><b>Warning ! Warning ! – Danger ! Danger !</b></p> <p>Flooding is occurring or will occur soon; If advised to evacuate, do so immediately.</p> <p><b>Flash Flood Warning</b></p> <p>SEEK HIGHER GROUND ON FOOT IMMEDIATELY.</p>

## What to do during a Flood

Preparing for Flood:	Evacuation Tips:
<p>Be aware of streams, drainage channels, canyons, and other areas known to flood. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.</p> <p>Construct barriers (levees, beams, floodwalls) to stop floodwater from entering your area.</p> <p>Flooding can occur due to a Fire Emergency. If your area is protected by an automatic sprinkler system, it can activate during a fire.</p> <p>In an automatic sprinkler system, a network of piping filled with water under pressure is installed behind the walls and ceilings, and individual sprinklers are placed along the piping to protect the areas beneath them. Because the water is in the piping, the fire sprinkler system is always "on call". If fire breaks out, the air temperature above the fire rises and the sprinkler activates when the air temperature gets high enough. The sprinkler sprays water forcefully over the flames, extinguishing them completely in most cases, or at least controlling the heat and limiting the development of toxic smoke until the fire department arrives. Only the sprinkler(s) nearest the fire activate. Smoke will not activate sprinklers.</p> <p>The activation of an automatic sprinkler system will cause flooding and water damage to areas beneath the sprinkler heads. You should take precautions to protect property from water damage. Items should not be placed directly on the floor and valuables should be insured.</p>	<p>Secure your area. If you have time, bring outdoor property inside. Move essential items to an upper floor or at least up off of the floor.</p> <p>Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.</p> <p>Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.</p> <p>Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.</p> <p>Driving Flood Facts:</p> <p>Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.</p> <p>A foot of water will float many vehicles.</p> <p>Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.</p>

## Power Outage

Preparing for a Power Outage:	What to do during a Power Outage:
<p><b>Assemble Essential Supplies:</b></p> <ul style="list-style-type: none"> <li>○ Flashlight</li> <li>○ Batteries</li> <li>○ Portable radio with batteries</li> <li>○ At least one gallon of water</li> <li>○ A small supply of food</li> <li>○ Due to the risk of fire, do not use candles during a power outage</li> </ul> <p><b>Top Safety Tips for a Power Outage:</b></p> <ul style="list-style-type: none"> <li>○ Only use a flashlight for emergency lighting. Never use candles!</li> <li>○ Turn off electrical equipment you were using when the power went out.</li> <li>○ Avoid opening the refrigerator and freezer.</li> <li>○ Do not run a generator inside a home or garage.</li> <li>○ If you use a generator, connect the equipment you want to power directly to the outlets on the generator. Do not connect a generator to a home's electrical system.</li> <li>○ Listen to local radio and television for updated information.</li> </ul> <p><b>Report Problems:</b></p> <p><b>Utility Failure or Mechanical Issues:</b>  <b>EKU Facilities Services</b>            521 Lancaster Avenue            Gentry Building            Richmond, KY 40475            Phone 859-622-2966            Fax 859-622-2325  <a href="http://www.facilities.eku.edu/">http://www.facilities.eku.edu/</a></p> <p><b>EKU Information Technology (IT)</b>            521 Lancaster Avenue            207 Combs Classroom Bldg            Richmond, KY 40475            Phone 859-622-1986            Fax 859-622-2266  <a href="http://www.it.eku.edu/">http://www.it.eku.edu/</a></p> <p><b>General Information Number</b></p> <ul style="list-style-type: none"> <li>○ Off Campus : 859-622-1411</li> <li>○ On Campus : 2-1411</li> </ul> <p><b>IT Helpdesk 859-622-3000</b></p>	<p><b>What to do During a Power Outage:</b></p> <ul style="list-style-type: none"> <li>○ Turn off or disconnect any appliances, equipment (like air conditioners) or electronics you were using when the power went out. When power comes back on, it may come back with momentary "surges" or "spikes" that can damage equipment such as computers and motors in appliances like the air conditioner, refrigerator, washer, or furnace.</li> <li>○ Leave one light turned on so you'll know when your power returns.</li> <li>○ Leave the doors of your refrigerator and freezer closed to keep your food as fresh as possible. If you must eat food that was refrigerated or frozen, check it carefully for signs of spoilage.</li> <li>○ Use the phone for emergencies only. Listening to a portable radio can provide the latest information. Do not call 9-1-1 for information -- only call to report a life-threatening emergency.</li> <li>○ If you have a telephone instrument or system that requires electricity to work (such as a cordless phone or answering machine), plan for alternate communication, including having a standard telephone handset (the kind that plugs into the wall and has a cord to the handset), cellular telephone, or radio.</li> <li>○ Eliminate unnecessary travel, especially by car. Traffic signals will stop working during an outage, creating traffic congestion.</li> <li>○ Keep your car fuel tank at least half full because gas stations rely on electricity to power their pumps.</li> <li>○ Remember that equipment such as automated teller machines (ATMs) and elevators may not work during a power outage.</li> <li>○ If it is hot outside, take steps to remain cool. Move to the lowest level of your home, as cool air falls. Wear lightweight, light-colored clothing. Drink plenty of water, even if you do not feel thirsty. If the heat is intense and the power may be off for a long time, consider going to a movie theater, shopping mall, or "cooling shelter" that may be opened in your community. Listen to local radio or television for more information.</li> <li>○ Remember to provide plenty of fresh, cool water for others including your pets.</li> <li>○ If it is cold outside, put on layers of warm clothing. Never burn charcoal for heating or cooking indoors. Never use your oven as a source of heat. If the power may be out for a prolonged period, plan to go to another location (relative, friend, or public facility) that has heat to keep warm.</li> <li>○ <a href="http://www.redcross.org/www-files/Documents/pdf/Preparedness/PowerOutage.pdf">http://www.redcross.org/www-files/Documents/pdf/Preparedness/PowerOutage.pdf</a></li> </ul>

## Medical Emergencies

### Medical Emergencies

#### EMERGENCY ACTION

##### 1. Check – Call – Care

**Check** the scene for safety.

**Check** the victim(s) for consciousness.

**Call EMS (Emergency Medical Services).**

Dial 911 or use an Emergency Call Box

or Dial 859-622-1111 or 859-622-2821

from your cell phone if you are on campus.

**Care for illness and injuries within the scope of your training.**

Provide only the care that you are trained and certified to provide.

##### 2. Do not move people unless safety dictates.

**Madison County EMS(Emergency Medical Services)** is the primary Advanced Life Support Ambulance Service for Madison County, Kentucky. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the University Police Department.

#### Illness or Injury to Students

During operational hours, University students are eligible for care at the Student Health Center.

Students with minor illnesses or injuries may be referred to the Student Health Center.

**EKU Student Health Services**- 521 Lancaster Avenue - 103 Rowlett Building - Richmond KY 40475

859-622-1761 <http://www.healthservices.eku.edu/>

#### Illness or Injury to Faculty, Staff, Students, Guests and Visitors

Emergency treatment for job-related injury or medical illness can be obtained by calling the University Police Department Dispatch Center: Dial 911 from a campus telephone, use an Emergency Call Box, or Dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus. The dispatch Telecommunicator will summon the appropriate emergency response personnel. The University Police Department will respond automatically and the Fire/Rescue Department may respond if needed.

An Employer's Report of Illness or Injury form must be completed for all incidents of job related illness and injury. Please contact Risk Management and Insurance 859-622-5523 for forms and assistance.

#### First Aid

If you provide First Aid, you must consider the following:

- Will I place myself in harm or jeopardy?
- Is immediate action needed in order to save a life?

First Aid is First Aid Only. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide first aid safely or if you are not trained and certified in first aid.

#### To Obtain Prompt Emergency Medical Services - Call for an Ambulance (Madison County EMS).

- Check the scene for safety. Try to get an idea of what happened.  
And if it is safe to do so, check the victim(s) for consciousness.
- Dial 911, use an Emergency Call Box, or dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus. Ask for an ambulance. Madison County Emergency Medical Services (EMS) will be summoned.
- Provide the Dispatcher with:
  - Your name and telephone number.
  - Location of the emergency (building and room number).
  - The extent of the accident/illness/injury and number of people involved.
  - Location where someone will meet the ambulance and escort the emergency responders.
- Care for illness and injuries within the scope of your training.  
Provide only the level of care that you have been trained and certified to give.
- Notify someone in responsible charge of the area or the person(s) involved.

The individual making the call should continue to stay on the phone with the Dispatcher and answer as many questions as possible regarding the condition of the ill or injured person(s) so that information can be forwarded to the emergency responders.

## Crime and Violent Behavior

### Crime and Violent Behavior

#### EMERGENCY ACTION

##### In Progress Incidents:

**1. Protect Yourself First – Create and Manage Distance and Shielding from Threats**

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

**2. Call 911 from a Campus or Public Telephone or use an Emergency Call Box.**

Dial **911** from your cell phone (Off Campus) and

Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus).

Program these numbers into the speed dial function of your cell phone.

- **Give your name, location, and phone number.**
- The Dispatcher should be told that **THE INCIDENT IS IN-PROGRESS.**
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
  
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

**The University Police Department, located in Mattox Hall, is staffed 24 hours a day for your assistance and protection. They are available seven days a week all year long.**

#### Reporting Crimes In-Progress

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the appropriate Police Department serving your area. You should attempt to provide as much of the following information as possible:

- Nature of the incident. Make sure that the Dispatcher understands that the incident is in-progress!
- Location of the incident.
- Description of suspects involved.
- Injuries that have occurred.
- Description of any weapons involved.
- Description of property involved.

Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.

#### Reporting Crimes Not In-Progress

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local jurisdictional Police Department and be prepared to provide at least the following information:

- Your name.
- Your address.
- Your telephone number.
- A brief synopsis of what occurred.
- Your exact location at the time of the call (campus building, room #, etc.).



## Emergency Telephone System

Located at strategic locations on the University Campus are emergency telephone call boxes. The Emergency Call Boxes are mounted on poles, have a maroon colored button operated calling device, and have a blue light mounted on top of the pole.



In the event of an emergency, to use the Emergency Call Box:

- Push the button to send the call.
- The University Police Department Dispatcher will answer the phone.
- Push the button to talk.
- Release the button to listen.
- (Note) This procedure works on the older Emergency Call Boxes.
- (Note) The newer Code Blue Emergency Call Boxes located near the outdoor shelters work like an intercom.
- Push the button to send the call.
- The University Police Department Dispatcher will answer the phone.
- Then just talk as if you were using a speaker phone.

In a matter of only a few seconds, University Police Headquarters will answer the call. Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.



## Hostile Intruder – Hostage Situation – Active Shooter Survival Guide

### Hostile Intruder and Hostage Situation

#### Hostile Intruder and Hostage Situation

##### EMERGENCY ACTION

**Calm** – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruders original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible.

Avoid drastic action if you are not in immediate danger of death or serious physical injury.

Be observant. You may be released or you may escape.

The personal safety of others may depend on your memory.

**Connect** – By empathizing or appearing to empathize with your captor, you may become a person to them rather than a bargaining chip. In some cases, by creating a bond, hostages have been able to make their captors unwilling to harm them. By connecting and personalizing the interactions, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

**Capitalize** – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

**If things change and the intruder becomes an active killer:** As a victim you have two basic options

**Get Out** – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

**Take Out** – Disarm and disable the intruder as quickly as possible with as much force as needed.

##### When Police Arrive

Do not pose a threat. Show and empty your hands. Get down on the ground. Follow the orders of the police.

Hostile Intruder and Hostage Situations may be thought of as being of three basic types.

**Type One** is encountered when the intruder or hostage taker is disturbed in their behaviors, feelings, and attitudes. What they do, how it makes them feel, and how and what they think about their actions can be exacerbated by the influences that they may be under. Influences contributing to or driving their behavior can include alcohol, drugs and emotional states. The individual may not be sane and rational. The purposes for their actions may or may not be clear. Part of a successful resolution to this issue is to think for the other person the way that they would think for themselves in 24 hours when they are no longer under the influences that they are currently under. This is a typical service that police officers perform when they are called to a scene to deal with disturbed individuals.

**Type Two** is the traditional situation in which the hostage takers try to use hostages as leverage to negotiate for something else of value.

**Type Three** occurs when an individual or a group takes hostages to accomplish a political, social, or economic agenda or are bent on causing death and destruction to make some statement. One possible goal of the hostage taker(s) might be to destroy the will of an enemies' decision makers rather than to directly confront another's military forces.

As a situation develops, a potential hostage needs to immediately assess the intruder's intent as being either for attention, negotiation or murder.

Hostage situations may go through three typical phases. Recognizing these phases and knowing what to do in each is fundamental to surviving the situation.

### **Phase One: Capture**

This is the most dangerous phase and the one during which the intruder is trying to take control of the environment and the hostages. Victims need to assess the intruder's intent rapidly, avoid attention, and stay low. If the intruder's intent appears to be detaining people and/or controlling a facility for attention or negotiation purposes, victims will most likely move through phases two and three. If, however, the intruder is actively shooting or using other deadly physical force to kill, immediate action is necessary.

As a victim, you have two basic options:

**Get Out** – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

**Take Out** – Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the hostage taker(s). Remember United Airlines Flight 93 on September 11<sup>th</sup>, 2001. The decision to fight or play incapacitated (as listed in the Active Shooter Emergency Action Guide) is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated and the intruder might pass you by. Unhindered though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. Consider also that there is a tradition in warfare of making sure that the enemy is dead, by inflicting mortal wounds on bodies that a soldier passes by. Again, the decision is a risky one.

### **Phase Two: Internment**

Assuming that you are dealing with someone in need of attention or intent on negotiating for what they really want, an internment period will follow. This may last a few hours, a few days, or even weeks. This is the time when negotiations are taking place and the time to do some planning for various contingencies. During this time, hostages should employ the 3 C's.

**Calm** – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruders original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible.

Avoid drastic action if you are not in immediate danger of death or serious physical injury.

Be observant. You may be released or you may escape. The personal safety of others may depend on your memory.

**Connect** – By empathizing or appearing to empathize with your captor, you may become a person to them rather than a bargaining chip. In some cases, by creating a bond, hostages have been able to make their captors unwilling to harm them. By connecting and personalizing the interactions, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

**Capitalize** – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

### **Phase Three: Resolution**

Research indicates that a majority of all hostages worldwide survive their ordeal one way or another.

Resolutions are typically characterized by one of three options:

**Negotiated Release** – A negotiated release is the safest and sometimes longest outcome, requiring patience and calmness from all involved.

**Rescue** – Success of a rescue operation depends on the rescuer's ability to distinguish between the hostages and the hostage taker(s). Cooperation of the hostages is critical. Avoid being misconstrued as the criminal by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow. If you are not sure what to do, drop to the ground and stay low until instructed to do otherwise.

**Escape** – Escape is a risky resolution. If an opportunity presents itself, and the risk of staying is greater than the risk of going, you should take the risk and escape. Recognize that you are betting with your life. If at any time your intruder develops into an active shooter or killer, refer back to the Phase One instructions to Get Out or Take Out.

## Active Shooter

### Active Shooter

#### EMERGENCY ACTION

##### Protect Yourself and Warn Others (Create and Manage Distance and Shielding from Threats)

##### Plan for Your Survival – Reasonable Options Can Include:

##### R.S.V.P. = Run – Shelter & Shield – Vigorously Fight – Play

**Run** - Run from the threat if you think you can do so safely.

Run at angles from the shooter and put cover or obstacles between you and the danger.

**Shelter & Shield** - Shelter or Shield yourself from the threat if you think that running might place you in more danger. Lock yourself in a defensible space and call for help.

**Vigorously Fight** - Fight an attacker if you think that greater harm will come to you if you do not fight.

If You Fight – You Must Be: Valiant – Vicious – Victorious

If You Fight – Verbalize: Stop! - Drop the Weapon! - Down on the Ground!

**Play** - Play along, play dumb, or play incapacitated.

Play whatever you think if you think it might help your chances of survival.

##### Call 911 for Help – Report to Police as soon as you are out of immediate danger

Give Your Name – Telephone Number – Location.

Describe the Nature of the Incident and its Location.

Describe Any Injuries – Weapons – Hazards – Devices.

Describe the People Involved – Where They Are – Where They Went.

Stay on the line with the Dispatcher until help arrives.

Keep the Dispatcher updated on any changes so responding units can be updated.

Even if you cannot communicate, keep the line open.

The Dispatcher may be able to learn more about what is happening.

##### Evacuate or Shelter - Escape If You Can and Avoid the Danger

Move Out of Public Areas into an Office or Classroom - If You Cannot Escape

Assemble / Account For Those You Are Responsible For

Close and Lock the Doors and Windows

Barricade the Door – If the Door Will Not Lock

Obstruct Sight Lines Into the Secured Area

Lights and A/V Off – Get Down – Take Cover – Away From Doors and Windows

Avoid Fields of Fire – Be Quiet – Pretend No One is Home – Do Not Answer or Open the Door

Wait for Police to Help You Out of the Building

##### What To Do When Police Arrive

Police Priority is to Contact and Stop the Threat

!!! DANGER !!! DANGER !!!

Do Not Pose a Threat - Show and Empty Your Hands - Get Down On The Ground - Follow the Orders of the Police

More information about Active Shooter: What You Can Do is available from FEMA at:

<http://training.fema.gov/EMIWeb/IS/IS907.asp>

Active Shooter is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims. The attack may be brief and intense and it may continue until the murderer is confronted with deadly physical force or the threat thereof. The school shooting at Columbine, and similar incidents, have caused a shift in law enforcement training and tactics. Instead of being taught to wait for a specialized team to arrive, officers train on how to take immediate action and rapid deployment during incidents that clearly involve suspects' use of deadly force.

#### Guidance to Faculty, Staff and Students

Active shooter situations are dynamic and progress rapidly. It bears some forethought as to what you might do if you are confronted with in-progress violence. Any action you take in any given circumstance will involve risk. No one can tell you, in the here and now, that there is one action that you can take that will guarantee your safety. We, all of us, must try to manage our risks and consider what is reasonable in any given situation.

Once notified of an active shooter incident, University Police will be the first emergency responders on the scene. Other law enforcement officers and emergency responders (Fire/Rescue/HAZMAT/EMS) will follow and be deployed as needed. Police are trained to respond to an active shooting incident by proceeding to the origin of the violence through their present sense perception such as the sounds of gunfire, the screams of victims, information obtained from fleeing individuals and reports and information coming in to the Dispatch Center or Incident Command Post. The police will move quickly into and through the affected area until the shooter is located and stopped or is no longer a threat to life and safety. If you are wounded, or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat.

To assist the officers, please remain as calm as you can and patient during this time to prevent any interference with police operations. If you know where the suspect is or have a description of the person, tell the police. Rescue teams will follow soon to aid you and others.

During an active shooter incident, the priorities of law enforcement officers change.

#### Normal Law Enforcement Priorities:

- Officer Safety
- Hostage/Public Safety
- Perpetrator Apprehension
- Perpetrator Safety

#### Active Shooter Law Enforcement Priorities:

- Neutralize Perpetrator
- Hostage/Public Safety
- Officer Safety
- Perpetrator Safety

The imperative is to stop the violence immediately.

#### The Theory of Operation:

- Enter the area.
- Move quickly to the sounds and the source of the violence.
- Search only when the source of the violence is or becomes unknown.
- Move past secured areas, victims and threats such as improvised explosive devices.
- Engage and neutralize the perpetrators.
- Search for, evacuate, and tend to the living, the ill, and the injured.
- Preserve the crime scene and holding area security for investigative purposes.

As described in the Hostile Intruder and Hostage Situation section, if things change from an intruder or hostage situation to an active killer situation, you have two basic options: Get Out or Take Out.

You may find yourself in a place where you become aware of an active shooter situation and the killer is not in your immediate vicinity. If this is the case, there are a few additional reasonable options to consider.

Generally speaking, criminals take the path of least resistance. You probably want to make it as difficult as possible for the perpetrator to get to you and to victimize you. There are several options that are reasonable although they may all be debated and they all involve risk. Overall, what you must consider is that you are planning for your own survival and not relying on others to save you. Emergency action during an active shooter incident includes protecting yourself first and warning others as time and circumstances permit.

A good general principle to remember is that time, distance, and shielding are important in protecting you from a threat. The farther away in time you get from when an event was supposed to have happened or did happen, the safer you tend to be. The farther away you get from the physical danger of an event, the safer you tend to be. The more shielding that you can place between you and the harmful event, the safer you tend to be. There are also the concepts of concealment, cover, and being a moving target. Concealment can hide you from a threat. If the shooter cannot see you, they will have a hard time hitting you. Cover can stop, deflect or impede the progress and minimize the damage caused from projectiles. A classic example of this concept is in police work. Getting down behind the door of a police cruiser can provide concealment from a perpetrator with a handgun but it will not stop a bullet. Getting down behind the engine block of a police cruiser however can provide cover and the engine would likely stop or slow down the bullet. Finally, if you are being targeted by an assailant, it is significantly harder for them to hit a moving target. A good tactic would be to move away from the perpetrator as fast as possible. Move at angles away from the shooter. Try to put objects or cover between you and the shooter, which may impede the progress of bullets, shrapnel and debris. Bear in mind though, that if you run away and topple bookshelves on the way out, others might be trying to run out after you and they will have to scramble out over top of what you pulled down. Do not run in a straight line away from a shooter which would cause you to be in their sights for a long period of time.

Run away from the shooter if you can, but if you cannot or if you think that running might place you in more danger, then shelter and shield yourself from the danger. Lock yourself down along with others in your immediate vicinity into a secured location and call for help. If you are a person in responsible charge of other people then you have some other things to consider, such as assembling and accounting for those for whom you are responsible. However, this should not be to the detriment of the majority of the individuals whose safety you are trying to guard. You must consider the good of the many over the good of the few or the one. In other words, what if you were a teacher responsible for 30 students and 25 students were in your classroom and 5 were somewhere else. Should you leave the 25 to search for the 5? Should you lock the 25 in a classroom and go hunt for the others? Should your students open the classroom for you when you return? How would they know it is really you asking to be let in? What if someone comes to the door saying that they are emergency response personnel and asking to be let in? The police will be able to properly identify themselves and open the door without you having to open it for them.

If you shelter you should quickly gather those around you and move swiftly from the open and public areas into an office or classroom. Close the doors and windows and lock them. If the doors and windows will not lock, then barricade them. Move heavy objects like desks and bookshelves in front of them so that they obstruct the entrances and impeded sight lines and the aim of shooters. Close the blinds or otherwise obstruct the view of the perpetrator looking in through windows and doors. Turn off the lights and any audio video equipment, get down and stay low. Get under or behind some sturdy furniture if possible. Move away from the doors and windows so that you are not in the direct line of sight of a shooter and out of the path of projectiles and debris. Be quiet and pretend that no one is home. Do not answer or open the door. Wait for police officers to help you out of the area.

If you are caught in the open and you cannot run and cannot shelter, you may try to hide from the attacker. Make sure it is a well hidden space or you may be found as the intruder moves through the area looking for more victims. If you hide, take into consideration the area in which you are hiding. Will you be found there? Is it really a good spot to remain hidden? Hiding is akin to playing incapacitated and your survival is left to chance.

If you are confronted by an active shooter, if you are in imminent danger of death or severe physical injury, and if the options of running or sheltering and shielding have failed, then your viable options become fight or play incapacitated. As described above under the option of Take Out: Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the intruder(s). The decision to fight or play incapacitated is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated if other victims are around you and the intruder might pass you by. Unhindered, though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge and be submissive.

Eventually the police will come for you. As stated earlier, their first priority is to engage and neutralize the perpetrators. When officers arrive, things will be very tense. Avoid being mistaken as a possible intruder by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Obey all commands given by the police. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety purposes, and once circumstances are evaluated, they will give you further directions to follow. If you are not sure what to do, drop to the ground, stay low, and keep your empty hands visible until instructed to do otherwise.

\* This Guideline was adapted from Surviving a Hostage Situation by Andrew Taylor with information compiled from three sources a teleconference hosted by the University Risk and Insurance Managers' Association, the Safe Travel Institute, and the National Hostage Survival Training Center. [http://www.ihl.state.ms.us/rm/downloads/surviving\\_hostage\\_situation.pdf](http://www.ihl.state.ms.us/rm/downloads/surviving_hostage_situation.pdf) As well as information from the Police Officers Safety Association - Active Shooter and 4<sup>th</sup>/5<sup>th</sup> Generation Warfare Presentation and the [EKU Police Department Crime Prevention and Workplace Violence Presentation](#)

## **EKU Faculty/Staff 911 Guide – Helping Students In Difficulty**

### **Psychological Crisis**

A psychological crisis exists when an individual is threatening harm to themselves, or is agitated and disruptive.

#### **Psychological Crisis**

#### **EMERGENCY ACTION**

**Call 911** (If the Situation Becomes Violent or Life Threatening)

**EKU Counseling Center** (Students)  
**859-622-1303**

**Employee Assistance Program** (Employees)  
**800-455-5579 or 859-224-2022**

**Crisis Centers (See Below)** (Anyone) (Anytime)

If a psychological crisis occurs:

- Students: Contact  
EKU Counseling Center  
521 Lancaster Avenue  
571 Student Services Bldg  
Richmond, KY 40475  
859-622-1303  
<http://www.counseling.eku.edu/>  
Hours: Monday, Wednesday, Thursday 8:00am-5:00pm Tuesday 8:00am-6:00pm Friday 8:00am-4:30pm  
Summer Sessions: Monday – Friday 8:00 a.m. - 12:00 p.m., 1 :00 p.m. - 4:30 p.m.
- Faculty and Staff: Contact  
Employee Assistance Program  
Behavioral Medicine Network  
Free, Confidential Assistance  
800-455-5579 or 859-224-2022 or FAX: 859-224-2024  
[www.behavioralmedicinenetwork.com](http://www.behavioralmedicinenetwork.com)
- After Hours, contact University Police at 911.
- Any time, contact the following Crisis Center Hotlines

<b>Suicide Hotline</b>	<b>1-800-SUICIDE (1-800-784-2433)</b>
<b>Crisis Hotline:</b>	<b>1-800-273-TALK (1-800-273-8255)</b>
<b>Community Crisis Hotline:</b>	<b>1-800-928-8000</b>
<b>Bluegrass Rape Crisis Center:</b>	<b>1-800-656-4673</b>
	<b>911</b>
<b>University Police:</b>	<b>1-859-622-1111 1-859-622-2821</b>

- If an unusual or potentially dangerous situation occurs, remember the following:
  - Never try to handle a situation that you feel might be dangerous.
  - Call the Counseling Center, Employee Assistance Program, or the University Police for help.
  - Notify University Police at 911 and clearly state that you need immediate assistance.
  - Give your name, telephone number, location, and the nature of the problem.



# FACULTY "911" GUIDE



## FACULTY/STAFF "911" GUIDE

### HELPING STUDENTS IN DIFFICULTY

#### Students in Distress

The Office of Student Rights and Responsibilities, in collaboration with the Provost's Office, Teaching and Learning Center and the Division of Student Affairs, has developed this informational guide as a means to assist faculty, staff and the University community when dealing with troubled students.

#### Emergency

**EKU Police Department**

Dial 911

#### Non Emergency

**EKU Police**

**x2-2821**

Student Rights and Responsibilities

**x2-1500**

Counseling Center

**x2-1303**

Student Health Services

**x2-1761**

Services for Individuals with Disabilities

**x2-2933**

University Housing

**x2-1515**

Equal Opportunity Office

**x2-8020**

If you are dealing with students in difficulty:

- Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
- If the student is a threat to others, contact **911** or EKU Police immediately and complete an incident report for the Office of Student Rights and Responsibilities.
- If the student is causing a classroom disruption, but not a threat to others, discuss with the student individually and complete an incident report for the Office of Student Rights and Responsibilities.
- You may always ask the disruptive student to leave the classroom.

**If in doubt, always call the EKU Police Department.**

#### Students with Disruptive Behavior

The Faculty Handbook and the "EKU Red Sheet" developed by Student Rights and Responsibilities outlines the Rules of Conduct regarding students with disruptive behavior.

**Website:** <http://www.academicaffairs.eku.edu/handbook>

**Red sheet:** <http://www.academicaffairs.eku.edu/handbook/disruptivestudentbehavioracademic>

#### Disruptive Conduct

- An act which impairs/interferes with or obstructs the orderly conduct, processes, and functions of the University or any part thereof.
- An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
- A false report of an explosive or incendiary device which constitutes a threat or bomb scare.
- Conduct which is lewd or indecent.
- Breach of Peace: an act which aides, abets or procures another person to breach the peace on the University premises or at University sponsored-related functions.
- Failure to comply with oral or written instruction from duly authorized University officials acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

#### Personal Abuse

- Verbal or written abuse of any person including lewd, indecent, or obscene expressions of conduct.
- Physical abuse or threat of physical abuse to any person.
- Harassment: defined as behavior [including written or electronic communication such as AOL IM, Face book, My Space or other social networking sites, etc. directed at a member of the University community which is intended to and would cause severe emotional distress, intimidation or coercion to a reasonable person in the victim's position.
- Failure to respect the privacy of other individuals.





## THE FIRST CONTACT

Front Line Staff, Professors, Teaching Assistants, etc



### AGGRESSION

If you see or are dealing with aggressive behavior or other unusual situations, contact:

#### **EKU POLICE DEPARTMENT**

An EKU police officer will respond, assess and assist.

**Phone:**

**Emergency:** [land line on campus] **911**

**Location:** EKU Police Department  
Emergency using Cell phone: City or County Emergency Center: **911** [Your call will be transferred to EKU Police Department or contact EKU Police Dispatch at **622-2821**]

**Website:** <http://www.police.eku.edu/>



### ILLNESS

If you see or are dealing with a person who is injured, obviously ill, or whose behavior seems erratic, contact:

#### **STUDENT HEALTH SERVICES**

Student Health Services will see, assess, and treat as needed. If the condition seems serious or occurs after hours, contact EKU Police [x2-2821].

**Phone:** x2-1761

**Location:** Student Health Center

**Website:** <http://www.healthservices.eku.edu/>



### EMOTIONAL BEHAVIOR

If you see or are dealing with a student who "needs to talk to someone" about a personal concern or is experiencing a psychological or emotional crisis, contact:

#### **COUNSELING CENTER**

**Phone:** x2-1303

**Location:** Counseling Center

**Website:** <http://www.counseling.eku.edu/>

**After hours:** If a serious situation arises, contact Campus Police at **622-2821**.



### DISABILITY

If you are dealing with a person with a disability, ask them if you may contact:

#### **SERVICES FOR INDIVIDUALS WITH DISABILITIES**

**Phone:** x2-2933

**Location:** SSB 315

**Website:** <http://www.disabilities.eku.edu/>

### CLASS ABSENCE NOTICES:

These are notices sent as a courtesy, at the request of a student or family member, to a student's professors to alert the professor that the student will be absent from class due to an injury, illness, family emergency, etc... These notices are only a courtesy and students are told that they are not excused from doing the missed work or taking the missed exam/quizz. Students are reminded that they must contact their professors as soon as possible to make arrangements for any make-up work. Class absence notifications are typically handled through the Associate VP for Student Affairs/Dean of Students' Office (**859-622-2642**).

### DECEASED STUDENT NOTICES:

There is a specific process in place to provide official information regarding EKU students who pass away (whether during a term or not) to faculty, college deans, and University administrators. The Associate VP for Student Affairs/Dean of Students' Office is responsible for this notification and faculty members who receive information about a student death from other sources are asked to provide that information to the Associate VP/Dean of Students' office (**859-622-2642**).

### ACADEMIC INTEGRITY AT EKU

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

### ACADEMIC DISHONESTY DEFINED

Academic integrity is a fundamental value for the EKU community of students, faculty and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

### PLEDGE

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky Honor Code and Academic Integrity Policy.

**Website:** <http://www.academicintegrity.eku.edu>





## Q&A ON CLASSROOM

Adapted from: "Q&A on Classroom Disruption" reprinted from the ASJA Law &

### Q. When should I call the Police?

A. You should call ECU police whenever you believe there is any threat of violence or other unlawful behavior including a student's refusal to leave a class after being told to do so. Any threat of violence should be taken seriously. Err on the side of caution and notify the police as soon as you can.

### Q. How should I respond when classroom disruptions occur?

A. Faculty members have broad authority to manage the classroom environment. One court compared teachers to judges, since both teachers and judges focus on relevant issues, set reasonable time limits, assess the quality of ideas and expression, and make sure participants are heard in an orderly manner.

While their ultimate goals may be different, judges and teachers need to exercise authority with compassion and self-restraint. It's best to correct innocent mistakes and minor first offenses gently.

Also, if you believe inappropriate behavior is occurring, consider a general word of caution, rather than warning or embarrassing a particular student [e.g., a good approach is to say 'we have too many private conversations going on at the moment: let's all focus on the same topic'].

If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive.

There may be rare circumstances when it is necessary to speak to a student during class about his or her behavior. Correct the student in a courteous manner, indicating that further discussion can occur after class... [It's always best to criticize in private, praise in public.]

Overall, key factors in responding to apparent disruptive or uncivil behavior are clarity in expectations; courtesy and fairness in responses [making sure students have an opportunity to discuss the incident with you in a timely manner]; and progressive discipline, in which students [in less serious cases] are given an opportunity to learn from the consequences of their misbehavior, and to remain in class.

### Q. What should I do in the face of persistent disruption?

A. Current University policy states that a student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the period and can refer the student to the Office of Student Rights and Responsibilities for conduct action. The student should be told the reason[s] for such action, and be given the opportunity to discuss the matter with the faculty member as soon as practical. Prompt consultation should be undertaken with the department chair and the Director of Students Rights and Responsibilities.

### Q. How should disruptive behavior in the classroom be defined?

A. We define "classroom disruption" as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples include repeated and unauthorized use of cell phones in the classroom; persistent speaking without being recognized; or making physical threats.

### Student Rights and Responsibilities:

Turley House #1

859-622-1500

Director - Betsy Bohannon

Website: <http://www.studentjudicial.eku.edu/>



# FROM DISRUPTION

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## **Q. What if a disruptive student claims the disruptive behavior is the result of a disability?**

**A.** The fact that a student may have a disability should not inhibit you from notifying appropriate authorities [including the campus police, as needed] about disruptive behavior. Students with or without disabilities need to know they must adhere to reasonable behavioral standards. Setting and enforcing such standards may encourage students with disabilities to obtain needed therapy, and to take prescribed medications.

Disability claims and accommodation requests should be discussed with the Office for Individuals with Disabilities. There is an established procedure students should follow if they have a disability and seek reasonable accommodation. <http://www.disabilities.eku.edu/>

Generally, while different rules apply in the elementary and secondary school setting, pertinent federal agencies and the courts have made it clear that an institution of higher education does not have to tolerate or excuse violent, dangerous, or disruptive behavior, especially when that behavior interferes with the educational opportunities of other students. Colleges and universities may discipline a student with a disability for engaging in misconduct if it would impose the same discipline on a student without a disability.

## **Q. Will I be liable for defamation if I call the police or refer a student for disciplinary action and it's later determined I made an honest mistake?**

**A.** The risk of liability for making such a report is virtually nil." There are strong public policy reasons to support and protect individuals who make good faith reports of wrongdoing to appropriate officials, even if those reports later prove to be mistaken. Common law [or statutes in some states] gives people who report misconduct to proper authorities a 'qualified privilege.' That means they cannot be held liable for defamation unless their report was made in bad faith, with knowledge the information they provided was false, or in reckless disregard of its truth or falsity.

## **Q. Should I act immediately or wait for a pattern of misbehavior to occur?**

**A.** It's often a mistake to assume disruptive behavior will stop on its own. A fundamental tenet of progressive discipline is to document and respond to 'small' incidents sooner rather than later. Early intervention-sometimes in the form of a 'behavioral contract' developed by the Director of Student Rights and Responsibilities or designee and a referring faculty member might help define needed boundaries for a student. Generally faculty, who state reasonable expectations early and enforce them consistently, help students avoid the harsher consequences that flow from more serious infractions later.

## **Q. What CONFIDENTIALITY standards should I follow?**

**A.** The University will take appropriate disciplinary action in cases of proven classroom disruption. Consequently, you should discuss allegations against named, identifiable students only with individuals who have some role in the disciplinary process. Examples of people who usually have such a role include your Department Chair and the Director of Student Rights and Responsibilities. In some cases, the Associate VP for Student Affairs/Dean of Students may also be involved. A general rule to keep in mind is that you should refrain from sharing any personally identifiable information from student education records [like grades, or reports of misconduct] with any person [including a colleague] who has no educational interest in the information. If in doubt, confer with ECU's general legal counsel.

## **Q. What happens if I choose not to report the incident of disruptive behavior?**

**A.** If you choose not to document, in writing, and report the incident to Student Rights and Responsibilities, officially, it did not happen. The University will not be able to take appropriate disciplinary action, in such cases, retroactively. After receiving a documented incident of disruptive behavior, Student Rights and Responsibilities requires that a student meet with the Director or designee, immediately.

This folder was designed by The University of Central Florida, Office of Judicial Affairs and is used with their permission. ASJA International Conference, Feb., 2008

## **Bomb Threats**

### **Bomb Threat**

#### **EMERGENCY ACTION**

**Record the Exact Wording of the Threat and the Date and Time Received.**

**(From) Phone Number the Bomb Threat Came From.**

(To) Phone Number the Threat was Received On.

Keep the caller on the line and use another phone to **Call 911**.

**Ask – Question – Obtain – Preserve – Information:**

**If You Receive a Verbal Bomb Threat – Ask About It**

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your name?

What is your address?

Make note of as many details about the conversation as you can.

Details help with investigations.

**If You Receive a Written or Text Bomb Threat – Preserve It**

Secure the media that the threat was made with.

**Report to Emergency Responders:**

Police/Fire/Rescue/HAZMAT/EMS

**Call 911** from a Campus or Public Telephone.

[Dial **911** from your cell phone (Off Campus) and

Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus)].

**Do not use cell phones or radios in close proximity to any suspicious device or package.**

**Provide the Threat Information to Law Enforcement Officials.**

**Protect Yourself. Create and Manage Distance and Shielding from Threats.**

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

**Watch for and report what is strange, unusual or out of place.**

**There could be primary or secondary explosive devices along your exit path.**



All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. Building evacuation is probably the safest action to take however that decision should be made in consultation with University Police Officials. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If you receive a telephoned bomb threat, you should do the following:

- Record the exact wording of the threat and the date and time it was received.
- Record the phone number that the threat came from.
- Record the phone number that received the threat.
- Get as much information from the caller as possible. Try to ask the following questions:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - Where are you calling from?
  - What is your name?
  - What is your address?
  - Record the exact wording of the threat and the date and time it was received?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management using a different phone.
- Make note of as many details about the conversation as you can.
- These details or clues can greatly assist Law Enforcement Officials during their investigation.
  - Describe the caller's voice, language, and background.
  - Are there any distinguishing characteristics about the caller?
  - Male – Female – Unknown
  - Young – Middle Aged – Old
  - Distinct or Familiar (Who did it sound like?)
  - Soft – Low – Slow – Normal – Fast – High – Loud
  - Calm – Nervous – Laughing – Crying – Excited – Angry
  - Rough – Slang – Foul – Incoherent – Well Spoken – Refined – Accent
  - Impaired Speech – Slurred – Stuttered – Lisp – Disguised
  - Whispered – Cracking Voice – Clearing Throat – Deep Breathing
  - Message Read by Threat Maker – Taped
  - Background Noises
- Protect yourself by creating and managing distance and shielding from the threat.
- Evacuate if an evacuation alarm sounds and follow established building evacuation procedures.
- Watch for and report what is strange, unusual or out of place.
- There could be primary or secondary explosive devices along your exit path.

## Suspicious Packages or Objects

### Suspicious Packages or Objects

#### EMERGENCY ACTION

**Stop.** Don't handle.

If you must handle it, handle with care.

Don't shake or bump.

**Isolate** it immediately and shield yourself from the object.

**Don't Open**, touch, taste or smell.

**Evacuate** the area immediately.

Stay together in a safe place.

Shut down HVAC systems as you leave.

Watch for and report what is strange, unusual or out of place.

There could be primary or secondary explosive devices along your exit path.

**Report** to Emergency Responders:

Police/Fire/Rescue/HAZMAT/EMS

**Call 911** from a Campus or Public Telephone.

[Dial **911** from your cell phone (Off Campus) and

Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus)].

**Do not use cell phones or radios in close proximity to any suspicious device or package.**

**Decontaminate** yourself.

Wash with soap and water.

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents.

Be particularly cautious at your place of employment.

(See the Suspicious Mail or Packages poster for illustration <http://www.usps.com/postalinspectors/pos84.pdf>)

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address, or have one that can't be verified as legitimate.
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight given their size, or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to an available supervisor and notify University Police without delay.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- If you are at home, report the incident to your local police department.

# SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



UNITED STATES POSTAL SERVICE



Poster is subject to change without notice.

## Explosion

### Explosion

#### EMERGENCY ACTION

**Take Cover** and protect your head, neck and torso.

**Leave Quickly** as soon as you can.

Don't use elevators and watch for weakened floors and stairways.

Watch for falling debris.

Watch for and report what is strange, unusual or out of place.

There could be secondary explosive devices.

**Move Away** from the building and **Stand Clear** of the area.

**Call 911** if Emergency Responders are not already on scene.

**If You are Trapped in Debris:**

**Signal your location.**

Use a flashlight. Tap on a pipe or wall. Use a whistle. Shout only as a last resort.

**Avoid unnecessary movement and cover your nose and mouth to filter your breathing.**

If there is an explosion, you should:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.
- Watch for and report what is strange, unusual or out of place.
- There could be secondary explosive devices.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency responders or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand.  
(Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.



## HAZMAT – Hazardous Material Release or Spill

### HAZMAT – Hazardous Material Release or Spill

#### EMERGENCY ACTION

- **Evacuate** the release or spill area
- **Secure** the location
- **Isolate** exposed individuals for:
  - **Decontamination**
  - **Evaluation**
  - **Treatment**
- **Call EKU Public Safety at 911 or 859-622-1111 or 859-622-2421**
  - National Response Center (NRC): 800-424-8802
  - <http://hq.msdsonline.com/eku/Search/ListProducts.aspx?new=true&PageNumber=1&Sort=1&SortDirection=asc>
- **Shut Down HVAC** Systems and Vents
- Clean up only under the direction and control of EKU Environmental Health & Safety, Richmond Fire/Rescue Department and/or the Chemical Safety Officer.

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizing, an irritant or radioactive. A hazardous material release or spill can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

In addition to on-site hazards, you should be aware of the potential for an off-site incident effecting your operations. You should also be aware of hazardous materials used in facility processes and in the construction of the physical plant. Detailed definitions as well as lists of hazardous materials can be obtained from the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

To help protect yourself, you must identify and label all hazardous materials stored, handled, produced and/or disposed of in your area. You must follow government regulations that apply to your facility. And you must obtain and have access to Material Safety Data Sheets (MSDS) for all hazardous materials at your location. If you have questions or concerns regarding hazardous materials, you should contact EKU Environmental Health and Safety at 859-622-2421 or 859-622-1111.

For releases, spills or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- Immediately notify involved personnel and evacuate the release or spill area.
- Isolate and or control that area. Secure the location.
- Pull the fire alarm if building evacuation is desired.
- Call 911 to report the incident.
- Give the operator the following information:
  - Your name, telephone number, and location.
  - Time and type of incident.
  - Name and quantity of the material, if known.
  - Extent of injuries or damage, if any.
- The key person on site should evacuate the involved area at once and seal it off to prevent further contamination of others until the arrival of emergency responders.
- HVAC (Heating, Ventilating, and Air-Conditioning) systems should be shut down.
- Anyone who is contaminated by the release or spill should avoid contact with others as much as possible; remain in the vicinity, and give his/her name to the emergency responders. Washing off contamination and any required first aid should be started immediately.
- No effort to contain or clean up spills and or releases should be made unless you have been trained.
- Take appropriate steps to make sure no one evacuates through the contaminated area.
- If an alarm sounds, follow established building evacuation procedures.
- An Incident Command Post may be established near the emergency site. Keep clear of the command post unless you have official business.
- Do not re-enter the area until directed by emergency responders.

## **Off-Campus Chemical Release or Spill (Examples: Highway/Railway/Industrial / Blue Grass Army Depot)**

### **EMERGENCY ACTION**

#### **Protective Action Decisions (PADs) Issued by the Madison County Emergency Management Agency (EMA)**

- Eastern Kentucky University is primarily located in Zone 2E and Zone 2D

#### **EMA issues PADs that may include:**

- **Shelter-In-Place (SIP) (Until the Immediate Danger Passes)**
- **Evacuation (If There Is Enough Time Before the Danger Arrives)**
- **Relocation (When It Is Safe - After a Period of Sheltering-In-Place)**

<http://madisoncountkyky.us/statusboard/>

#### **Protective Actions**

- **Shelter-In-Place (Until the Immediate Danger Passes)**
  - If the Madison County Emergency Management Agency directs us to Shelter-In-Place:
  - Move immediately inside one of the following Buildings: (S.T.A.C.M.U.P.)
    - Student Services Building
    - Thompson Residence Hall (DOCJT/Bizzack Training Complex)
    - Alumni Coliseum
    - Combs Classroom Building
    - Model Gymnasium
    - University Building (Crabbe Library Complex)
    - Perkins Building
  - If you cannot get to one of these buildings follow these general guidelines:
    - Take visiting friends and/or fellow workers immediately indoors.
    - Close and lock all windows and doors. Locking creates a better seal.
    - Shut off heating / air-conditioning systems and fans that draw air from the outside.
    - Close vents.
    - If you have a fireplace, put out the fire and close the damper.
    - Go to the room you have chosen as your shelter. Bring your shelter kit, enough food and water for a few hours, your Tone Alert Radio, a portable AM/FM radio, and a flashlight into this room. We recommend that you keep both your Tone Alert Radio and Shelter In Place kit in your selected shelter.
    - Shut and seal the door to the rest of the building with plastic and duct tape. Put duct tape on electrical outlets and vents. Use duct tape and plastic to cover any windows.
    - Note: You will not run out of air in a shelter room. Sealing the room just slows the flow of air from the outside, protecting you longer from possible exposure.
  - Listen to one of the Local Emergency Alert System radio stations for further instructions.
    - Local Emergency Alert System Radio Stations:  
WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM,  
WEKU 88.9 FM (EKU Campus Radio), WCYO 100.7 FM, WLFX 106.7 FM
- **Evacuation (If There Is Enough Time - Immediately Know Your Zone and Go)**
- **Relocation (After the Danger Passes - To Get Out of the Areas Involved in the Release)**
  - If the Madison County Emergency Management Agency directs us to immediately Evacuate, or to Relocate after a period of Sheltering-In-Place and the immediate danger has passed:
  - EKU faculty, staff, and students with personal transportation:
    - Immediately drive north on I-75 to Exit #104, turn left toward Lexington to Jacobson Park to receive further emergency instructions from the Madison County EMA.
  - EKU faculty, staff, and students without personal transportation:
    - Immediately report to the front of Alumni Coliseum as the staging area for limited Shuttle Bus transportation to Jacobson Park in Lexington. Please follow the instructions of the EKU Police Department and the Madison County EMA.
  - Model faculty, staff, students, and after-school programs:
    - Follow Model's specific evacuation plan and take their assigned buses to Dunbar High School.
  - Burrier Child Development Center:
    - Follow the CDC specific plan and self relocate to Henry Clay High School.
  - Emergency Medical Services Building faculty, staff, and students:
    - Follow their specific evacuation plan to Powell County High School.

**Do Not Return to the Involved Zones until EMA Officials Advise that the Areas Are Safe.**

#### **Off-Campus Chemical Release or Spill (Examples: Highway / Railway / Industrial / Blue Grass Army Depot)**

- Madison County Emergency Management Agency (EMA) and the City or County Fire Departments respond to, assess and control the incident.
- If needed, the Madison County EMA will activate the Madison County Emergency Sirens and the Tone Alert Radios to inform citizens of the protective action to take by the particular Zones involved.
- **Eastern Kentucky University is primarily located in Zones 2E and 2D:**
  - **The Zone for the Main Campus (Campus North of the Eastern Bypass) is Zone 2E.**
  - **The Zone for the South Campus (Campus South of the Eastern Bypass) is Zone 2D.**
- The Madison County EMA will contact the ECU Police Department to order the appropriate protective action to be taken once the event has been assessed. That action could include the campus community **Sheltering-In-Place**, immediately **Evacuating**, or **Relocating** after the immediate danger passes and citizens are advised that they should come out of Shelter-In-Place.
- The Madison County EMA will advise evacuees if and when they may return to ECU.

#### **Madison County Emergency Management Agency**

560 S. Keeneland Drive

Richmond, KY 40475

859-624-4787

<http://www.madison-county-ema.com/>

## ENHANCED SHELTER IN PLACE (ESIP) – SYSTEM OPERATING INSTRUCTIONS – UNIVERSITY BUILDING

(Excerpted from the Operations & Maintenance Manual)

(Enhanced Shelter In Place for the University Building)

(See Manual for full operations and maintenance information)

- **The University Building has been modified to provide Enhanced Shelter In Place (ESIP) protection for personnel in the event of a hazardous chemical release at the nearby Blue Grass Army Depot.** The ESIP protection system consists of permanent architectural sealing measures, modifications to the HVAC systems, and installation of an ESIP control panel (Located on the south wall of the 3<sup>rd</sup> floor). The major components of the system are as follows:
  - Control Panel
  - Dampers
  - Perimeter Doors
  - HVAC System

Activation of the control panel will: shut down the heating, ventilation, and air-conditioning system and close designated mechanical isolation dampers. Closure of the exterior perimeter doors and windows will seal the protected area, reduce outside air infiltration, and provide a level of protection for the personnel inside until the hazardous release has been cleared.

- **Emergency Switch** – The emergency switch is a red button located on the front lower right hand side of the control panel. Pushing the emergency switch will start the ESIP system into operation. Once the system is in operation, pushing the emergency switch again will deactivate the ESIP system.

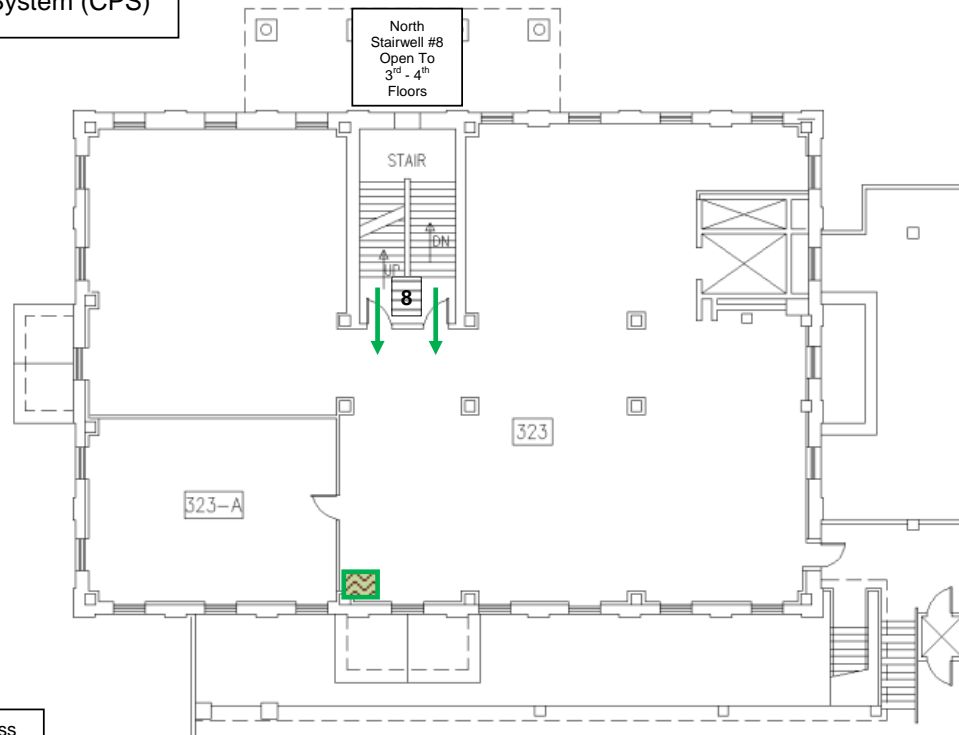
### ○ INSTRUCTIONS FOR SYSTEM START UP

- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Manually close and latch all perimeter doors.
- Verify that all exterior windows in the protected area are closed and latched.
- Start the ESIP protection system by pushing the red start button on the face of the control panel.
- Check to insure that all green pilot lights on the face of the control panel are illuminated.
- The ESIP system is operating properly if all control panel pilot lights are illuminated.
- Proceed to the troubleshooting section of the manual if any of the control panel pilot lights fail to illuminate.
- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.

### ○ INSTRUCTIONS FOR SYSTEM SHUT DOWN

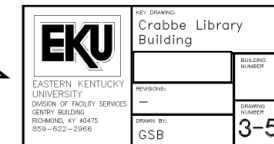
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again on the face of the control panel.
- All pilot lights on the face of the control panel should go off verifying that the system has shut down.
- Perimeter doors may now be opened and personnel should exit to the outside. Do not exit a protected area into an unprotected part of a building (a building or portion of a building where the HVAC system was not shut down). You may be directed to relocate out of the area affected by the hazardous material or chemical agent release.
- Do Not Return to the Involved Zones (2E and 2D) until EMA Officials Advise that the Areas Are Safe.

University Building  
Enhanced Shelter In Place (ESIP)  
Collective Protection System (CPS)



University Building  
Enhanced Shelter In Place (ESIP)  
Control Panel on the 3<sup>rd</sup> Floor by 323A  
Close Doors and Windows During  
Emergency System Operation  
Chemical Emergency Occupant Load  
1057

North Stairwell #8  
Open – Unlock Doors  
From Stairwell Leading In  
to 3<sup>rd</sup> and 4<sup>th</sup> Floors  
During System Operation



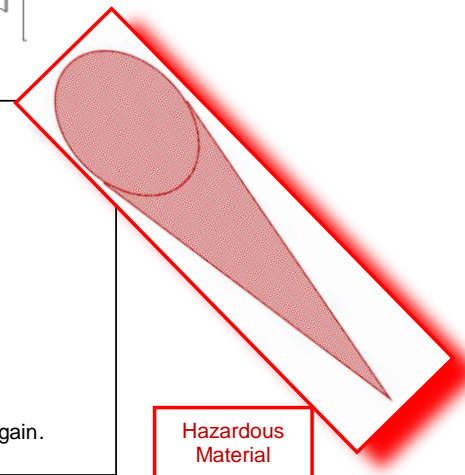
EKU Emergency Preparedness  
11-11-2010

Protective Action Decisions (PADs) are issued by the Madison County Emergency Management Agency (EMA)

- Eastern Kentucky University is primarily located in Zone 2E and Zone 2D
- EMA issues PADs that may include:
  - Shelter-In-Place (SIP) (Until the immediate danger passes)
  - Evacuation (If there is enough time before the danger arrives)
  - Relocation (When it is safe to come out of Sheltering-In-Place)

Shelter In Place

- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Please assist special needs individuals to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button on the face of the control panel.**
- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened. Exit outside. Personnel may be directed to relocate out of the affected area.



## Earthquake

### Earthquake

#### EMERGENCY ACTION

##### Identify safe places indoors and out.

Under sturdy furniture like a heavy desk or table

Against an inside wall

Away from where glass could shatter around windows, mirrors, pictures, or where heavy furniture could fall over

In the open, away from buildings, trees, telephone and electrical lines, overpasses, and elevated expressways

- **Take Cover** and protect your head, neck and torso.
- **Remain Indoors** until the shaking has stopped and you are sure it is safe to exit.
- **Evacuate** if the alarm sounds or if told to do so by Emergency Responders.
- **Move Away** from buildings and other things that may collapse and fall.

Earthquakes occur most frequently west of the Rocky Mountains, although historically the most violent earthquakes have occurred in the central United States. Earthquakes occur suddenly and without warning.

Earthquakes can seriously damage buildings and their contents; disrupt gas, electric and telephone services; and trigger landslides, avalanches, flash floods, fires and huge ocean waves called tsunamis. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

#### What to do During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Stay indoors until the shaking has stopped and you are sure exiting is safe.

##### If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

##### If Outdoors

- Stay there.
- Move away from buildings, streetlights, utility wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

**If in a Moving Vehicle**

- Stop as quickly as safety permits and stay in the vehicle for the shelter it provides. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

**If Trapped Under Debris**

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

**After the Initial Shock**

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- Protect yourself at all times.
- Evaluate the situation and call 911 for emergency assistance, if necessary.
- Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
- Open windows, etc., to ventilate the building. Watch out for broken glass.
- If a fire is caused by the earthquake, implement the FIRE PROCEDURES.
- Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, call 911. DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
- If the structural integrity appears to be deteriorating rapidly, evacuate the building.
- Damaged facilities should be reported to Facilities Services.
- If the evacuation alarm sounds, follow established building evacuation procedures.
- Should you become trapped in a building, DO NOT PANIC!
- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
- Emergency Responders will check buildings immediately after a major quake.

**Other Considerations**

- Inspect your facility for any item that could fall, spill, break or move during an earthquake.
- Take steps to reduce these hazards:
  - Move large and heavy objects to lower shelves or to a platform on the floor.
  - Hang heavy items away from where people work.
  - Secure shelves, filing cabinets, tall furniture, desktop equipment, computers, printers, copiers and light fixtures.
  - Secure fixed equipment and heavy machinery to the floor.
  - Add bracing to suspended ceilings, if necessary.
  - Install safety glass where appropriate.
  - Secure large utility and process piping.
- Review processes for handling and storing hazardous materials.
- Have incompatible chemicals stored separately.
- Designate areas in the facility away from exterior walls and windows where occupants should gather after an earthquake if an evacuation is not necessary.
- Do not use the elevators.
- Use stairways to leave the building if it is determined that a building evacuation is necessary.

## Civil Disturbances

### Civil Disturbances

#### EMERGENCY ACTION

**Civil disturbances include riots, demonstrations, threatening individuals or assemblies that have become disruptive.**

**If you observe such disturbances:**

- Call the police. Dial 911, use an Emergency Call Box, or Dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus.
- Provide the address, location, and any details available to the dispatcher.
- Do not provoke or become part of the disturbance.
- Secure your work area, log off computers and secure sensitive files, if safe to do so.
- Remain inside and away from doors and windows if the disturbance is outside.

**If you are confronted by angry, belligerent, or violent individuals, use the following steps when communicating with them.**

- Remain calm.
- Be courteous and confident.
- Allow the opportunity for the person to express their feelings and concerns.
- Listen respectfully and objectively.
- Alert the police immediately if a threat exists.
- Notify your supervisor and your department chair as soon as you are able.

**Do Not:**

- Corner or crowd the hostile individual.
- Attempt to touch the individual.
- Blame anyone.
- "Blow off" the hostile individual.

**Sample defusing questions:**

How can I help you? Tell me more about this issue. What are your concerns? What do you want to accomplish?

**Further action may include:**

- Keep at a safe distance.
- Move to a neutral location with more than one exit, if possible.
- Leave the door open and have another person join you.
- Alert counseling or advising staff who can help with the individual's concerns.

### U.S. Constitution: First Amendment

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Physical harm or the threat of physical harm to persons, property, or facilities.
- Prevention of access to the facilities or functions of the University.
- Interference with the normal operations of the University.



## Disturbance Type Specific Procedures

- Peaceful, Non-Obstructive Demonstrations
  - Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible. Police should be called on standby in the event that the demonstration suddenly becomes violent.
  - If demonstrators are asked to leave but refuse to leave by regular facility closing time:
    - Arrangements may be made with the Chief of Police or their designee to monitor the situation during non-business hours: and/or
    - Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.
- Non-Violent, Disruptive Demonstrations
  - In the event that a demonstration blocks access to University facilities or interferes with the operations of the University:
  - Demonstrators will be asked to terminate the disruptive activity by the President or their designee.
  - The Chief of Police or their designee will consider having a videographer available to document events.
  - Key University personnel and student leaders may be asked to go to the area to persuade the demonstrators to desist.
  - The demonstrators will be asked to discontinue the disruptive activities or disperse and leave the area.
  - If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion and/or possible criminal charges.
  - Efforts should be made, using photographs and video, to secure positive identification of demonstrators in violation of rules and laws to facilitate later charges and testimony.
  - After consultation with the President, the appropriate Vice-President(s), and the Executive Director of Public Safety, or their designees, the determination of the need for intervention by government authorities will be made.
  - If determination is made to seek the intervention of government authorities, the demonstrators should be so informed. Upon arrival of the police, the demonstrators may be warned by police of the intention to make arrests.
- Violent, Disruptive Demonstrations
  - In the event that a violent demonstration occurs, and injury to persons or property happens or appears imminent, the police should be notified and they will take immediate and appropriate action to safeguard life and property. Such action may involve the use of physical force to disperse the demonstrators, make arrests, and protect themselves, the community in general, property, and facilities from harm.

#### Directive to terminate demonstration (sample language)

This assembly and the conduct of each participant are disrupting the operations of the University and are in violation of the rules and regulations of the University. Criminal violations may also result from your activities. You are being called upon to disperse and terminate this demonstration. You will be given the opportunity to discuss your concerns in a manner appropriate to the University Administration. In no event will the Administration accede to demands backed by force or the threat of force. Accordingly, you are directed to terminate this demonstration. If you have not done so within (a specified period of time), we will take whatever measures are reasonably necessary to restore order and safeguard life, property, and facilities. Any individual who continues to participate in this demonstration may be subject to administrative sanctions and/or arrest for criminal violations.

#### Directive to terminate demonstration with the assistance of the police (sample language)

You have previously been directed to terminate this demonstration and you have been placed on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby placed on interim suspension. The Police will now be called in to assist by dispersing this assembly. Those who fail to leave immediately will be subject to administrative sanctions and/or arrest (for such things as Criminal Trespass, Disorderly Conduct, Criminal Mischief, Riot, etc.).

Information about ECU Student Rights and Responsibilities can be found on the ECU Website at:

[http://www.studentjudicial.ecu.edu/student\\_rights.php](http://www.studentjudicial.ecu.edu/student_rights.php)

As citizens, students enjoy the same freedoms as are guaranteed by the Constitutions of the United States and the Commonwealth of Kentucky and have the same duties and responsibilities, as do other citizens.

Students are free to discuss, to express opinions, and to hear expression of diverse opinions.

Such expression of opinions and discussion must be accomplished without disrupting operations of the University.

Information regarding the Rights of Kentuckians and the Kentucky Revised Statutes can be found below:

Kentucky Constitution: Section 1

<http://www.lrc.ky.gov/Legresou/Constitu/001.htm>

Rights of life, liberty, worship, pursuit of safety and happiness, free speech, acquiring and protecting property, peaceable assembly, redress of grievances, bearing arms.

All men are, by nature, free and equal, and have certain inherent and inalienable rights, among which may be reckoned:

First: The right of enjoying and defending their lives and liberties.

Second: The right of worshipping Almighty God according to the dictates of their consciences.

Third: The right of seeking and pursuing their safety and happiness.

Fourth: The right of freely communicating their thoughts and opinions.

Fifth: The right of acquiring and protecting property.

Sixth: The right of assembling together in a peaceable manner for their common good, and of applying to those invested with the power of government for redress of grievances or other proper purposes, by petition, address or remonstrance.

Seventh: The right to bear arms in defense of themselves and of the State, subject to the power of the General Assembly to enact laws to prevent persons from carrying concealed weapons.

For information related to Kentucky Revised Statutes and the Kentucky Penal Code see the following chapters:

<http://www.lrc.ky.gov/krs/titles.htm>

Chapter 525 – Riot, Disorderly Conduct, and Related Offenses

<http://www.lrc.ky.gov/KRS/525-00/CHAPTER.HTM>

Chapter 508 – Assault and Related Offenses

<http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM>

Chapter 512 – Criminal Damage to Property

<http://www.lrc.ky.gov/KRS/512-00/CHAPTER.HTM>

## Seasonal and Pandemic Flu

### Take 3 Against Flu

#### 1 – Vaccinate

A flu vaccine is the best way to protect against flu.

The flu vaccine protects against three different flu viruses.

Getting a vaccine is very important for people at high risk for serious flu complications and their close contacts.

People at high risk include infants, pregnant women, people with chronic health conditions like asthma, diabetes or heart disease, and people 65 and older.

#### 2 – Stop Germs

Cover your cough. Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve, not your hands.

Throw the tissue away after you use it.

Clean your hands often with soap and water, especially after you cough or sneeze.

If you are not near water, use an alcohol-based hand cleaner.

Stay away as much as you can from people who are sick.

If you get the flu, stay home from work or school.

If you are sick, do not go near other people so that you don't make them sick.

Try not to touch your eyes, nose, or mouth. Germs often spread this way.

#### 3 – Antiviral Drugs

There are flu antiviral drugs that can treat the flu or prevent infection with flu viruses.

For treatment, antiviral drugs should be started within 48 hours of getting sick.

For prevention, antiviral drugs are 70% to 90% effective in preventing infection.

These drugs must be prescribed by a health care provider.

If you develop flu-like symptoms (usually a high fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches, stomach symptoms, such as nausea, vomiting, or diarrhea), or are exposed to the flu before you get a flu vaccine, your health care professional will decide whether you should take antiviral drugs.

### Some common terms regarding the flu include:

**Epidemic:** The rapid spread of a disease that infects some or many people in a region at the same time.

**Pandemic:** An outbreak of a disease that affects large numbers of people around the world.

**Influenza (Flu):** A contagious respiratory illness caused by particular strains of viruses.

**Influenza (Flu) Pandemic:** A global outbreak of the influenza disease that occurs when a new influenza virus appears in the human population. Because people have little or no immunity to the new strain, serious illness can occur, and the virus can spread easily and rapidly from person to person with no vaccine immediately available.

**Seasonal Influenza (Flu):** A contagious respiratory illness caused by influenza viruses. In the U.S., there is a "flu season" that begins every fall and ends every spring or "seasonally." Most people have some immunity and a vaccine is available, but it still affects an average of 5 to 20 percent of the U.S. population, causing mild to severe illness and at times can lead to death.

**Vaccine:** An injection that stimulates an immune response that can prevent an infection or create resistance to an infection. Vaccines are usually given as a preventive measure.

**Antiviral:** A medication that may be used to treat people who have been infected by a virus to help limit the impact of some symptoms and reduce the potential for serious complications. People who are in high risk groups are often given antiviral drugs because of their increased potential to develop additional health issues.

**Practice other good health habits.**

**Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.**

**Most healthy people recover from the flu without complications. If you get the flu:**

- Stay home,
- Get lots of rest, drink plenty of liquids, and avoid using alcohol and tobacco.
- There are over-the-counter (OTC) medications to relieve the symptoms of the flu (but never give aspirin to children or teenagers who have flu-like symptoms, particularly fever).
- Remember that serious illness from the flu is more likely in certain groups of people including people 65 and older, pregnant women, people with certain chronic medical conditions and young children.
- Consult your doctor early on for the best treatment, but also be aware of emergency warning signs that require urgent medical attention.

**Emergency Warning Signs**

**Children,** emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with a rash

**Adults,** emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

**Seek medical care immediately** (call your doctor or go to an emergency room) if you or someone you know is experiencing any of the signs above. When you arrive, tell the reception staff that you think you have the flu. You may be asked to wear a mask and/or sit in a separate area to protect others from getting sick.

**Some more common flu terms are:**

**Social Distancing:** A disease prevention strategy in which a community imposes limits on social (face-to-face) interaction to reduce exposure to and transmission of a disease. These limitations could include, but are not limited to, school and work closures, cancellation of public gatherings and closure or limited mass transportation.

**Quarantine:** The physical separation of healthy people who have been exposed to an infectious disease—for a period of time—from those who have not been exposed.

**Isolation:** The physical separation of a person suffering from an infectious or contagious disease from others in a community.

**Avian Influenza:** Commonly known as bird flu, this strain of influenza virus is naturally occurring in birds. Wild birds can carry the virus and may not get sick from it; however, domestic birds may become infected by the virus and often die from it.

**H5N1:** The scientific name for a subtype of the avian influenza (bird flu) virus that has spread from birds to humans.

## **Taking action against the flu**

An influenza pandemic could significantly impact you and your family...

- You may need to reorganize your life to care for loved ones or to receive care.
- You may lose income if your workplace closes or you become ill.
- School closures can result in the need for home-schooling or other activities for homebound children.
- Access to food and other household goods may become limited.
- Healthcare services may be overwhelmed and/or difficult to access.

Empowering yourself by taking the following positive steps will significantly affect your own response to a flu pandemic in your community. Some simple but vital steps to getting prepared include...

### **Get prepared for a pandemic**

- ▶ Download PDF versions or obtain printed copies of the following brochures by contacting [your local Red Cross chapter](#):

- Family Preparedness Information  
<http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCRD&vgnnextfmt=default>

### **Learn what to expect during a flu pandemic**

- Many people are likely to become ill at the same time.
- Infected people may be physically isolated, which means they are separated from healthy people to reduce the chances of spreading the flu.
- People who have been exposed to the virus may be quarantined.
- Public transportation, gathering places, events, schools and businesses may shut down, close or be canceled.
- Community services and utilities may be disrupted.
- Health care services could become overwhelmed.

### **Stay informed**

- Stay tuned to news and media reports on the status of a pandemic
- Seek information on public services you use that may close and make a plan for alternatives ahead of time.
- Follow updates provided by local public health authorities and personal health care providers.

### **Stay connected**

Collect and keep track of important contact information for people you may need to reach during a flu pandemic. This will ensure that you are able to contact them by telephone, e-mail and other means should you be unable to travel due to movement restriction measures.

### **Stay healthy**

Learn and practice these healthy actions now to make them a healthy habit later and help slow the spread of illnesses:

- Wash your hands often and correctly.
- Cover your cough.
- Stay home when you are sick.

## Staying healthy

There are some actions that everyone can practice to slow the spread of the flu and reduce its impact, whether the viruses involved are seasonal or pandemic flu. Practicing these actions now will make them easier to do later.

### Hand washing

- Wash your hands with soap and water or clean them with an alcohol-based hand sanitizer. Wash hands for at least 15 seconds. This will reduce the chance of spreading flu from one person to another.
- For visibly soiled hands, first wash with soap and warm water. When using soap and water:
  - Wet hands with water and apply an amount of soap recommended by the manufacturer to hands
  - Rub hands together vigorously for at least 15 seconds, covering all surfaces of the hands and giving added attention to fingernails and surfaces where jewelry is worn
  - Rinse hands with water
  - Dry thoroughly with a disposable towel
  - Use towel to turn off faucet
- For hands that are not visibly soiled, wash with soap and water, use an alcohol-based hand sanitizer (60 percent to 95 per alcohol) or do both. When using hand sanitizer:
  - Use the amount of sanitizer directed in the instructions on the product
  - Rub thoroughly over all surfaces of the hands, including nail areas and between the fingers.
  - Continue to rub until product dries

### Other healthy habits

- Cover your mouth and nose with a tissue when you cough or sneeze, and clean your hands afterwards.
  - Use soap and water or an alcohol-based hand sanitizer (as above).
  - If you don't have a tissue or handkerchief, cough or sneeze into the inside of your elbow or upper arm.
  - Whenever possible, avoid coughing or sneezing into your hands.
- Keep your hands away from your eyes, nose and mouth to keep flu germs from entering your body.
- Stay home if you are feeling sick. Get plenty of rest and drink lots of fluids.
- Avoid close contact with people who are sick. The flu virus is spread by respiratory droplets passed from one person to another. These droplets can pass among people in close contact.
- Avoid sharing objects—such as utensils, cups, bottles and telephones. If you must share, disinfect the objects before and after using them.
- Keep your living and work areas clean.

### More information

- Family Preparedness Guide Fact Sheet
  - [English](#)[PDF]
  - [Español](#)[PDF]

(Note) The information, resources, and guide fact sheets for this section were obtained from the American Red Cross, the Centers for Disease Control and Prevention, PandemicFlu.gov, and the Kentucky Cabinet for Health and Family Services.

<http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCRD&vgnextfmt=default>  
<http://www.cdc.gov/flu/>  
<http://www.cdc.gov/flu/protect/preventing.htm>  
[http://www.cdc.gov/flu/protect/pdf/Take3\\_Poster.pdf](http://www.cdc.gov/flu/protect/pdf/Take3_Poster.pdf)  
[http://www.cdc.gov/flu/protect/pdf/covercough\\_school8-5x11.pdf](http://www.cdc.gov/flu/protect/pdf/covercough_school8-5x11.pdf)  
<http://www.cdc.gov/flu/protect/habits.htm>  
<http://www.cdc.gov/flu/takingcare.htm>  
<http://www.pandemicflu.gov/index.html>  
<http://www.chfs.ky.gov/dph/epi/preparedness/pandemicinfluenza.htm>  
<http://emergency.cdc.gov/disasters/bleach.asp>

**Pandemic Influenza** A virulent influenza (flu) caused by a new flu virus strain to which humans have not been exposed. It is more serious than a typical seasonal flu because there is no natural resistance or immunity to it and infects large numbers of people of different ages all over the world, causing serious illness and possibly death.

Sometimes, a new type of flu virus may emerge to which the general public has no resistance. The lack of immunity enables the virus to spread quickly and easily from person to person impacting communities around the world in a very short time, causing serious illness and death. This kind of flu is called pandemic flu.

Research suggests that it may take two to seven days to show symptoms when a person catches the flu, and the symptoms may last for up to a week.

A person infected with the flu may transmit the flu for one to two days before they have symptoms, and for five to seven days after symptoms begin.

Pandemic flu is more serious than seasonal flu. Most people who get seasonal flu recover within a week or two and usually do not require medical treatment. Pandemic flu is different because more people who get it might not recover, even with medical treatment, and people of every age may be at risk of serious illness or death.

Unlike seasonal flu, there is no vaccine for pandemic flu until researchers and pharmaceutical companies are able to create one, which takes time. Even if a vaccine is developed for the pandemic flu, it will be a challenge to manufacture and dispense the vaccine to everyone in a timely manner.

Scientists cannot accurately predict whether the avian influenza virus (H5N1) will cause the next human pandemic flu or when the next pandemic will occur.

During a flu pandemic, government officials may be required to limit community movement or impose travel restrictions to help prevent the flu virus from spreading. Things to keep in mind:

- You may be asked to stay home for an extended period of time even if you are not sick.
- Schools, workplaces and public gatherings such as sporting events or worship services may close temporarily.
- Mass transportation such as subways, buses, trains and air travel may be limited.
- You, your family and friends may need to rely on each other when you cannot depend on the services you normally use.

Think about how you handle stress and know your strengths. Take steps to plan for, get through and recover from a flu pandemic...

#### Planning at Home

- Store a two-week supply of food. Select foods that do not require refrigeration, preparation or cooking. Ensure that formula for infants and any child's or older person's special nutritional needs are a part of your planning. Plan for your pets as well. Be sure to have a manual can opener.
- Store a two-week supply of water, 1 gallon of water per person per day, in clean plastic containers. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- Store a supply of nonprescription drugs, such as pain relievers, cough and cold medicines, stomach remedies and anti-diarrheal medication, as well as vitamins and fluids with electrolytes (such as sports drinks).
- Store health and cleaning supplies, such as bleach, tissues, a thermometer, disposable gloves, soap and alcohol-based hand sanitizers.
- Ask your health care provider and health insurance company if you can get an extra supply of your regular prescription drugs and medical supplies, such as glucose monitoring supplies.
- Talk with family members and loved ones about how they would be cared for if they got sick.

## **CUSTODIAL SERVICES**

Custodial Services can be coordinated through ECU Facilities Services 859-622-2966 or <http://www.facilities.eku.edu/>

Bloodborne Pathogen releases or spills, such as blood, vomit, urine, or feces, can be cleaned by contacting ECU Facilities Services.

For other material releases or spills, such as possible radioactive, biological, or chemical materials, or when in doubt about how to proceed, contact: ECU Environmental Health and Safety at 859-622-2421 or 859-622-1111 and ask for Director Bryan Makinen ([Bryan.Makinen@EKU.EDU](mailto:Bryan.Makinen@EKU.EDU)).

## **TRAINING AND DOCUMENTATION**

This Emergency Action Plan was created by ECU Public Safety and ECU Public Safety officials are available to assist in training on this plan and exercises of this plan. ECU Public Safety can be reached at 859-622-1111 or at <http://www.police.eku.edu/> on the web.

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department to ensure all their employees are trained on the Building Emergency Action Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Emergency Action Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. Departments can request fire safety and fire extinguisher training from the Richmond Fire/Rescue Department: 859-623-1164 or 859-624-4776. Departments can request crime prevention, workplace violence, and emergency preparedness training from the ECU Police Department: 859-622-1111. Departments can request hazardous materials training through ECU Environmental Health and Safety: 859-622-2421 or 859-622-1111.

## **DRILLS**

Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Supervisor or Facility Leader may coordinate the drill and document it. The Richmond Fire/Rescue Department can help you in your planning: 859-623-1164 or 859-624-4776



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## APPENDICIES

### APPENDIX A: ACRONYMS AND TERM DEFINITIONS

#### Acronyms

**BS or FL:** Building Supervisor or Facility Leader  
**BEAP:** Building Emergency Action Plan – Adapted from the EAP Emergency Action Plan  
**EAP:** Emergency Action Plan – Basic emergency guide with general information for the entire community  
**EAA:** Emergency or Evacuation Assembly Area  
**UPD:** University Police Department  
**RFD:** Richmond Fire/Rescue Department  
**EMS:** Emergency Medical Services for Madison County  
**EHS:** Environmental Health and Safety

#### Term Definitions

**Building Supervisor or Facility Leader:** The Building Supervisor or Facility Leader is a University employee who has a defined role in each campus building. In an emergency, they should physically report to the Incident Command location to provide building information to emergency responders. This would be the field Incident Command location (The area nearby the incident location where emergency responders are working from) rather than the Incident Command Center (ICC) at Mattox Hall (or alternate ICC if Mattox Hall is not serviceable). The field Incident Command location may or may not be at the Emergency Assembly Area (EAA). The “all clear” information will typically be communicated to the Building Supervisor or Facility Leader, when it is safe to return to the building, so that the occupants can be notified.

**Building Emergency Action Plan (Adapted from the Emergency Action Plan):** The plan is a document that consists of emergency procedures, information for preparing for emergencies, and roles and responsibilities of building occupants.

**Building Safety Team:** A group composed of members of each department in the building, generally chaired by the Building Supervisor or Facility Leader or other employee, charged with overseeing building safety concerns.

**Department Safety Coordinator:** This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that a Department Safety Team meets regularly, conducting periodic workplace inspections, and becomes or remains a participant in the comprehensive University Emergency Management Program.

**Department Safety Team:** A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the team. Primary functions include:

- Serve as a forum for department employees to report and discuss safety or environmental improvements needed.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminating information and requirements concerning workplace environmental health and safety.

**(Note)** The Building Supervisor or Facility Leader is a designated and voluntary position within the University. The Building Supervisor or Facility Leader is a person in responsible charge of the building and in consultation with their superiors and appropriate departmental supervisors, they recruit and appoint Department Safety Coordinators and Building Safety Team members (who may or may not be the same individuals).

The Department Safety Coordinators are designated and voluntary positions within the University. A Department Safety Coordinator is a person in responsible charge of the department and in consultation with their superiors, they recruit and appoint Department Safety Team members.

From a bottom up organizational approach, there are designated and voluntary participants comprising teams at the following levels: A department has a Department Safety Team which is headed by a Department Safety Coordinator. A building has a Building Safety Team which is headed by a Building Supervisor or

Facility Leader. The Department Safety Coordinators may be the members of the Building Safety Team however this does not have to be the case depending on department and building organizational structures. The designation of these roles is accomplished during the development of the Building Emergency Action Plan. The activities of the Safety Teams should be determined by the University Emergency Management Program and the frequency of Safety Team meetings should be determined by their constituent members.

**EAA (Emergency Assembly Area):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**Emergency Responder(s):** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from University Police, Fire/Rescue Department, Emergency Medical Services, Physical Facilities, Emergency Management Agency, other Public Safety Officials, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Roll Taker:** A building occupant assigned to take roll, if practical, at the emergency assembly area (EAA) after a building evacuation.

## APPENDIX B:RESOURCE LIST

**University PoliceDepartment: 911 (Campus Phone) or 859-622-1111 or 859-622-2821 (Outside/ Cell Phone)**

Information on Personal Safety and the University Community can be found online at:<http://www.police.eku.edu/>  
Training in [Crime Prevention and Workplace Violence](#) can be arranged by contacting the  
**EKU Police Department at 859-622-1111**

**Richmond Fire/Rescue Department: 911 (Emergency) or 859-624-4776 or 859-623-1164 (Non Emergency)**  
Information on services and training can be found at: <http://fire.richmond.ky.us/>

**Emergency Medical Services – Madison County: 911 (Emergency) or 859-624-4776 or 859-623-5121 (Non Emergency)**  
Information on services and training can be found at: <http://www.madisoncountky.us/>

**Facilities Services: 859-622-2966**

Maintenance, Engineering, Repair, and Custodial Services can be found at: <http://www.facilities.eku.edu/>

### **EKU Information Technology (IT)**

521 Lancaster Avenue

207Combs Classroom Bldg

Richmond, KY 40475

Phone 859-622-1986

Fax 859-622-2266

<http://www.it.eku.edu/>

#### **General Information Number**

- Off Campus :: 859-622-1411

- On Campus :: 2-1411

**IT Helpdesk 859-622-3000**

Helpdesk Hours of Operation

- Monday - Friday 8 am - 6:00 pm

- Saturday & Sunday Closed

**EKU Office of Services for Individuals with Disabilities: 859-622-2933**<http://www.disabilities.eku.edu/>

**Environmental Health and Safety: 859-622-2421 or 859-622-1111**

Information on various safety topics, including hazard evaluations and employee training can be obtained at:

### **Federal Emergency Management Agency**

500 C Street SW

Washington, DC 20472

Telephone: 1 (800) 621-FEMA (3362)

TDD: TTY users can dial 1 (800) 462-7585 to use the Federal Relay Service.

<http://www.fema.gov/hazard/index.shtm>

<http://www.ready.gov/america/beinformed/index.html>

### **American Red Cross National Headquarters**

2025 E Street, NW

Washington, DC 20006

Phone: (703) 206 6000

Donation Hotlines: 1-800-REDCROSS (1-800-733-2767) / 1-800-257-7575 (Español)

<http://www.redcross.org/>

### **National Fire Protection Association (NFPA)**

NFPA Headquarters

Tel: +1 617 770-3000

Fax: +1 617 770-0700

From Mexico (toll-free) 95-800-844-6058

<http://www.nfpa.org/index.asp>

**National Oceanic and Atmospheric Administration's  
National Weather Service**

Current Watches, Warnings and Advisories for Kentucky  
Issued by the National Weather Service

<http://www.crh.noaa.gov/lmk/>

**National Weather Service:**

Point Forecast: Richmond KY

37.75N -84.29W (Elev. 922 ft)

<http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0>

**US Dept of Commerce**

**National Oceanic and Atmospheric Administration**

**National Weather Service**

1325 East West Highway

Silver Spring, MD 20910

<http://www.noaa.gov/>

## Eastern Kentucky University – Emergency Management – Public Information

### Emergency Action Plan – Protecting Yourself and Calling for Help

#### In a Life-Threatening Emergency - Dial **911**

From a Campus or Public Telephone or use an Emergency Call Box.

Dial **911** from your cell phone (Off Campus) and  
Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus).  
Program these numbers into the speed dial function of your cell phone.

#### 1. **Protect Yourself First – Create and Manage Distance and Shielding from Threats**

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

#### 2. **Call 911 or 859-622-1111 or 859-622-2821**

- Give your name, location, and phone number.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

### Emergency Action Plan – Severe Weather

#### Severe Weather:

You can check current Watches, Warnings and Advisories for Madison County Kentucky by checking the links for the National Oceanic and Atmospheric Administration and the National Weather Service Websites.

<http://www.crh.noaa.gov/lmk/>

<http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0>

**Tornado Warning** = A Tornado has been sighted or indicated by weather radar. Take Shelter Immediately.

**D = Downstairs:** Get to the lowest level you can, a basement if you have one, or just the ground floor.

**U = Under:** Get under something sturdy like a heavy table or staircase to protect yourself from flying objects.  
Protect your head.

**C = Center:** Go to the center part of a permanent structure. Put as many walls as you can between you and the outside.  
A closet, hallway or bathroom in the middle of the building is a good choice.

**K = Keep Away:** Keep away from exterior doors and windows, which can be sources of flying glass and debris.

<http://www.lex18.com/Global/story.asp?s=8061636>

#### Numbers for Non-Emergency Public Use:

Eastern Kentucky University – Facilities Services: 859-622-2966

Madison County Emergency Management Agency: 859-624-4787

Traffic Information: 511

Kentucky Utilities: 1-800-981-0600

Blue Grass Energy: 1-888-655-4243

Clark Energy: 1-800-992-3269

Do not call 911 unless there is a life threatening situation.

Residents are urged to listen to local radio stations for information.

Local Emergency Alert System radio stations include:

**WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM,**

**WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM**

**When You Are Out Of Immediate Danger:** Contact the people who are concerned for your wellbeing.

This may include your parents, your professors, your significant other, your employer, and housing staff.

Let them know where you are and what your condition is.

## **Emergency Action Plan – Active Shooter**

### **Protect Yourself and Warn Others (Create and Manage Distance and Shielding from Threats)**

**Evacuate or Shelter** - Escape If You Can and Avoid the Danger

Move Out of Public Areas into an Office or Classroom - If You Cannot Escape

Assemble / Account For Those You Are Responsible For

Close and Lock the Doors and Windows

Barricade the Door – If the Door Will Not Lock

Obstruct Sight Lines Into the Secured Area

Lights and A/V Off – Get Down – Take Cover – Away From Doors and Windows

Avoid Fields of Fire – Be Quiet – Pretend No One is Home – Do Not Answer or Open the Door

Wait for Police to Help You Out of the Building

### **What To Do When Police Arrive**

Police Priority is to Contact and Stop the Threat

!!! DANGER !!! DANGER !!!

Do Not Pose a Threat - Show and Empty Your Hands - Get Down On The Ground - Follow the Orders of the Police

**Plan for Your Survival – Reasonable Options Can Include:**

**R.S.V.P. = Run – Shelter & Shield – Vigorously Fight – Play**

**Run** - Run from the threat if you think you can do so safely.

Run at angles from the shooter and put cover or obstacles between you and the danger.

**Shelter & Shield** - Shelter or Shield yourself from the threat if you think that running might place you in more danger. Lock yourself in a defensible space and call for help.

**Vigorously Fight** - Fight an attacker if you think that greater harm will come to you if you do not fight.

If You Fight – You Must Be: Valiant – Vicious – Victorious

If You Fight – Verbalize: Stop! - Drop the Weapon! - Down on the Ground!

**Play** - Play along, play dumb, or play incapacitated.

Play whatever you think if you think it might help your chances of survival.

**Call 911 for Help (See Calling for Help) – Report to Police as soon as you are out of immediate danger**

## **Emergency Action Plan – Alerting Others**

### **Emergency**

University Police – ECU Police Department: Dial 911

### **Non Emergency**

University Police – ECU Police Department: 859-622-1111

Student Rights and Responsibilities: 859-622-1500

Counseling Center: 859-622-1303

Student Health Services: 859-622-1761

Services for Individuals with Disabilities: 859-622-2933

University Housing: 859-622-1515

Equal Opportunity Office: 859-622-8020

### **If you are Dealing with Students in Difficulty:**

- Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
- If the student is a threat to others, contact 911 or University Police immediately and complete an incident report for the Office of Student Rights and Responsibilities at the Turley House 859-622-1500.
- If the student is causing a classroom disruption, but not a threat to others, discuss with the student individually and complete an incident report for the Office of Student Rights and Responsibilities.
- You may always ask the disruptive student to leave the classroom.

**If in doubt, always call the University Police.**

**An ECU Police Officer will Respond, Assess, and Assist.**

**EKU Faculty/Staff 911 Guide – Helping Students In Difficulty**



## APPENDIX C: MADISON COUNTY KENTUCKY

### EMERGENCY MANAGEMENT AGENCY (EMA) and the CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP)

#### Madison County Emergency Management Agency

560 S. Keeneland Drive  
Richmond, KY 40475  
859-624-4787

<http://www.madison-county-ema.com/>

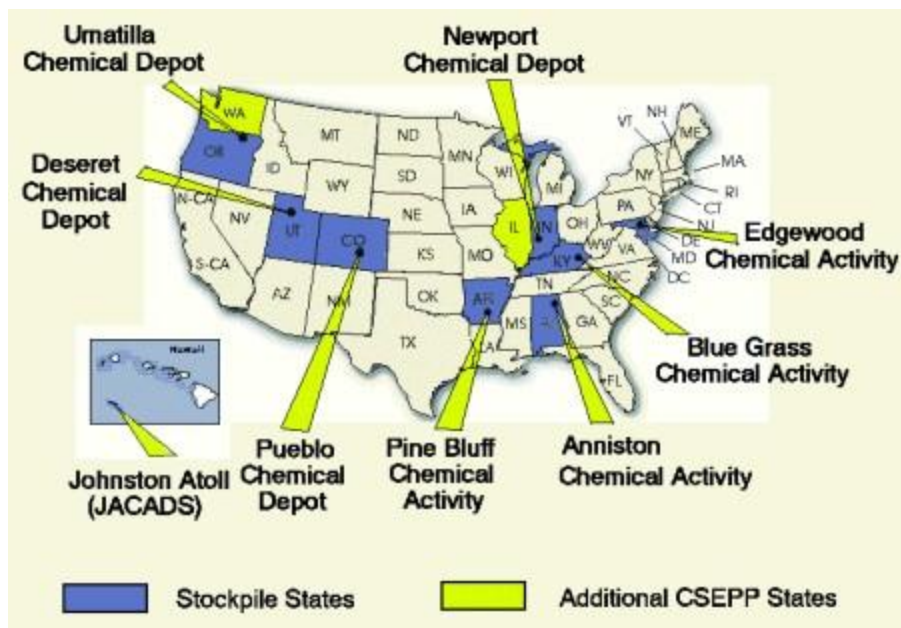


<http://www.dhs.gov/index.shtm>

<http://www.fema.gov/hazard/index.shtm>

The Chemical Stockpile Emergency Preparedness Program (CSEPP) is a joint venture between the United States Army and the [Federal Emergency Management Agency \(FEMA\)](http://www.fema.gov/hazard/index.shtm) to assist state and local governments to improve emergency planning and preparedness in communities near the eight chemical weapons storage sites in the United States.

Even though an accidental chemical agent release is highly unlikely, this planning process is important because it requires coordination of local military and civilian efforts and ensures that decisions will be made and carried out effectively in a crisis.



**KNOW YOUR ZONE**  
CSEPP SAFETY

Home Latest News EMA CSEPP Alert Notification FAQ Multimedia Kids Staff Links

## Tone Alert *Radios*



The Tone Alert Radio System is a supplement to the [Emergency Notification System](#) (outdoor sirens). Tone Alert Radios have been distributed to all households within the CSEPP Immediate Response Zone. The Tone Alert Radios act as mini-sirens, with the same wails and announcements as the outdoor sirens. For more information on your Tone Alert Radio [click here](#).

Is your Tone Alert Radio "chirping" and showing a flashing green light? If so, [click here](#) for a quick reset procedure.

CARL RICHARDS, EMA DIRECTOR | 560 S. KEENELAND DRIVE, RICHMOND, KY 40475  
PHONE: (859) 624-4787 FAX: (859) 626-9084 | CRICHARDS@MADISON-COUNTY-EMA.COM

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## OUTDOOR WARNING SYSTEM

- The Madison County Alert Notification System was built in the summer of 1994 with funds from the Chemical Stockpile Emergency Preparedness Program (CSEPP). Made up of 29 white sirens, the system covers the east-central portion of Madison County. Although strange looking, the sirens look like six, thick, white plastic plates stacked on top of one another, the Alert Notification System is one of the most effective in the United States.
- Most of the sirens, 21 to be exact, are within 6 miles of the chemical weapons compound. This area is called the Immediate Response Zone (IRZ, marked in red) and includes most of the city of Richmond. Berea, located outside of the IRZ, has two sirens.



## SIREN SOUNDS

- The sirens are tested twice monthly.
- The 1st Saturday and 3rd Wednesday of each month. During this test, you will hear this [tone](#).
- If the National Weather Service issues a severe weather warning, we will broadcast this [tone](#).
- Along with the warning tone, you will hear this [message](#).
- In the case of a Community Emergency at the Blue Grass Army Depot, you will be alerted by this siren [tone](#).

## SHELTER IN PLACE

### What is Sheltering in Place?

"Shelter in Place" is one of the basic instructions you may receive from EMA officials during a chemical emergency in Madison County. Sheltering in place during a chemical emergency offers you and your family immediate protection for a short time in your home.

Here and all across the nation, emergency officials may advise sheltering in place in any one of these conditions:

- A chemical leak is expected to last for a short time,
- A chemical has a low health hazard and its release does not warrant an evacuation,
- There is not time to evacuate,
- Chemical fumes could quickly overtake you if you are outside.

If you are told to shelter in place, take your children and pets indoors immediately.

In the event of a chemical emergency at the Blue Grass Army Depot, people in Kentucky who are within 6.2 miles of the Depot would be advised to shelter in place. This area is called the Immediate Response Zone (IRZ). People outside these areas, may not need to shelter in place, but this would be determined on a case by case basis.

Information provided by the National Institute for Chemical Studies (NICS). Visit them online at [www.nicsinfo.org](http://www.nicsinfo.org).

The following general information is a guide on how you can be ready and set to act quickly in a chemical emergency.

## BEFORE A CHEMICAL EMERGENCY

A chemical emergency may occur anywhere hazardous materials are manufactured, stored or transported. Chemical plants are obvious sources of potential accidents. Less obvious are highways, railways and storage containers at places such as swimming pools (chlorine). Study your surroundings for fixed and mobile sources of hazardous materials.

- Find out how you would be alerted in the event of a chemical emergency. Learn about the public warning systems where you live and work. These systems will be tested on a regular schedule. Learn when the tests are conducted.
- Keep your shelter-in-place kit in an easily accessible place. The kit should contain duct tape for sealing cracks around doors and windows; plastic to cover windows and the door; scissors and a battery operated AM/FM radio. You may also want to add these items: a flashlight with fresh batteries; bottled water; toys for young children; candles; matches; first aid kit; medicine and other items essential for your family's comfort.
- For more information call the Madison County EMA at (859) 624 4787.
- For a place to shelter, select a room in your home or business that has few or no windows. The room should have a telephone, although you should use it only for emergency calls. If you use it otherwise, you may be taking up a line needed by emergency response officials.
- Measure the window(s) and door and cut pieces of plastic to fit them. *Hint: Cut the plastic at least 6 inches wider than the actual size. This makes it easier to put the plastic up if needed.* Use a marker to write on the individual sheets and where they go. Fold and place back in your shelter in place kit.
- Ensure everyone in your family knows where they kit is stored.
- Check the kit every six months to make sure all the supplies are still there and that they are fresh.
- Local radio and television stations usually carry emergency broadcasts. In some communities, cable companies have also agreed to carry emergency messages. Information will not be broadcast on satellite based services that do not carry local programming.

- Ensure all family members know what to do in a chemical emergency, whether they are at home, school, work or outdoors.
- Review your plan periodically and conduct drills.
- NOTE: If you have a home, business, class, club or group who would like to have a presentation about sheltering in place or how to prepare for a possible emergency at the Blue Grass Army Depot please contact us (The Madison County Emergency Management Agency).

#### DURING A CHEMICAL EMERGENCY

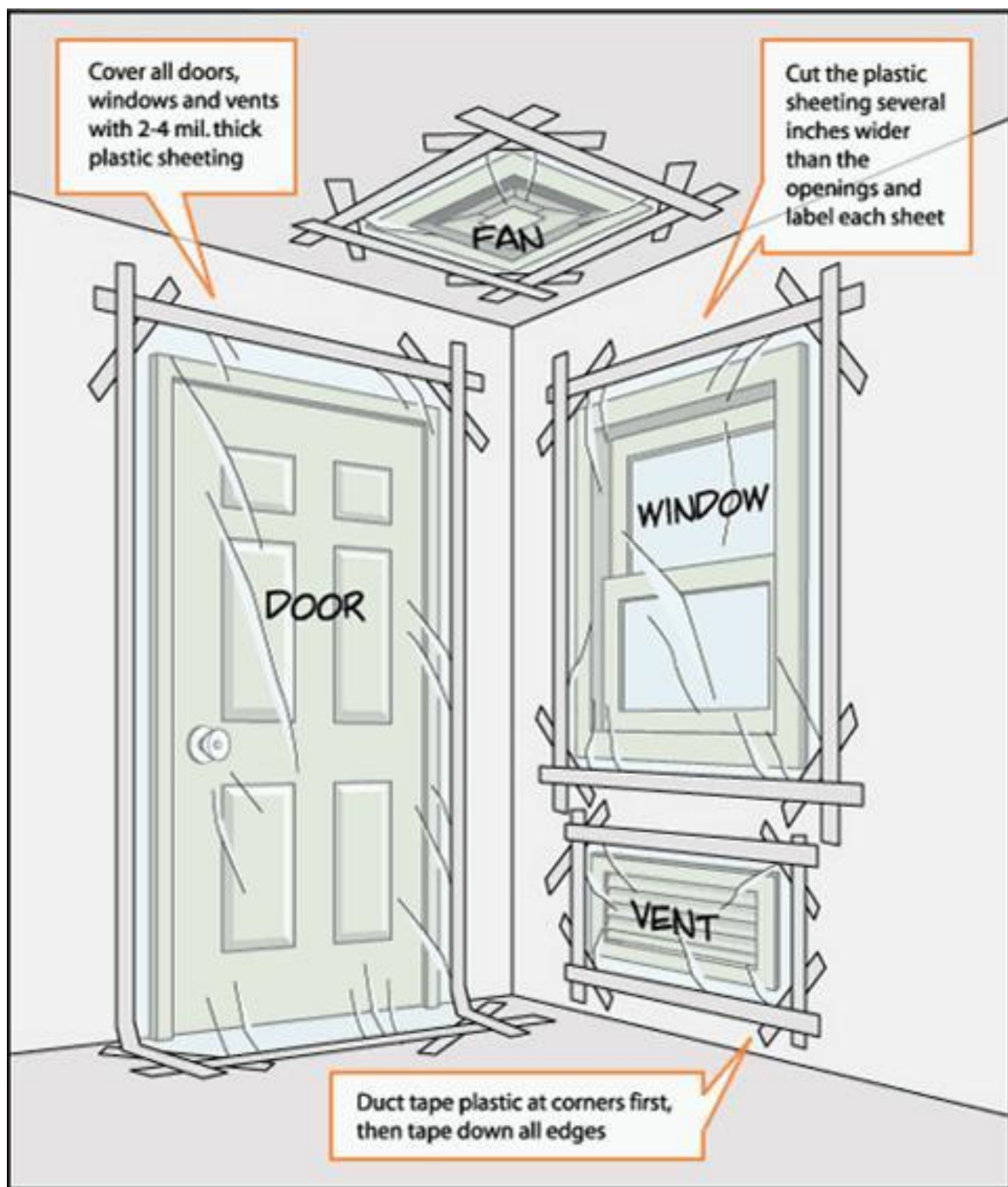
You may hear about a chemical emergency or severe weather condition through the Emergency Alert System, community warning sirens, highway message reader boards, or tone alert radios. People in Madison County who are in the Immediate Response Zone would be advised to shelter in place.

- Listen to make sure that you are in the area that is being asked to shelter.
- Take visiting friends, pets and/or fellow workers immediately indoors.
- Close and lock all windows and doors. Locking creates a better seal.
- Shut off heating / air-conditioning systems and fans that draw air from the outside. Close vents.
- If you have a fireplace, put out the fire and close the damper.
- Go to the room you have chosen as your shelter. Bring your shelter kit, enough food and water for a few hours, your Tone Alert Radio and a portable AM/FM radio into this room. We recommend that you keep both your Tone Alert Radio and Shelter In Place kit in your selected shelter.
- Shut and seal the door to the rest of the house with plastic and duct tape. Put duct tape on electrical outlets and vents. Use duct tape and plastic to cover any windows.
  - NOTE: You will not run out of air in a shelter room.
  - Sealing the room just slows the flow of air from the outside.
  - This protects you longer from possible exposure.
- Turn on your radio and listen for further information and instructions provided by your Tone Alert Radio or one of the following Madison County radio stations:

1340 WEKY-AM  
 88.9 WEKU-FM  
 1110 WCBR-AM  
 106.7 WLFX-FM  
 100.7 WCYO-FM

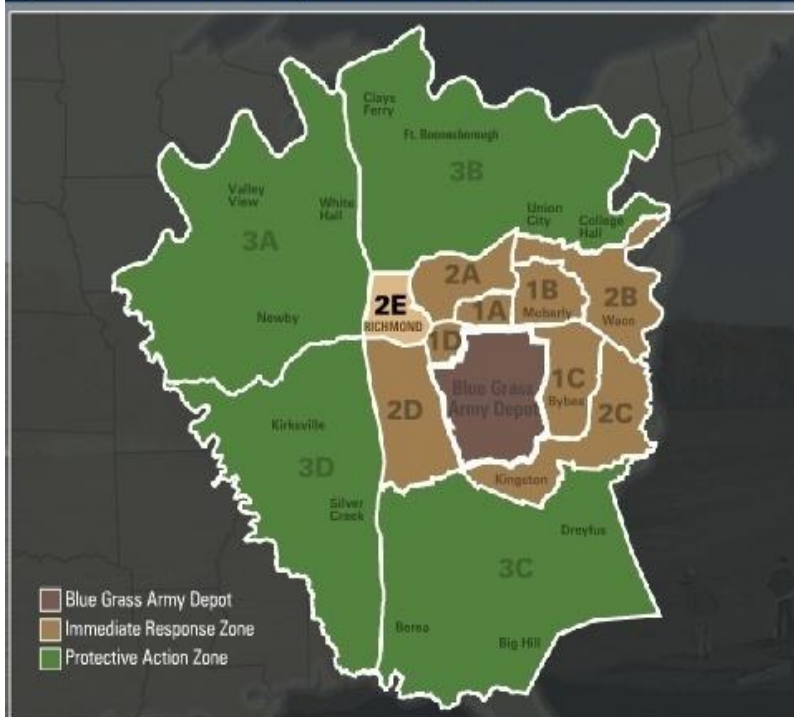
IF THE DECISION IS MADE BY EMERGENCY MANAGEMENT OFFICIALS TO EVACUATE  
 KNOW YOUR ZONE AND GO





## Madison County CSEPP Map

Madison County  
**Safe at Home**



### Zone 2-E

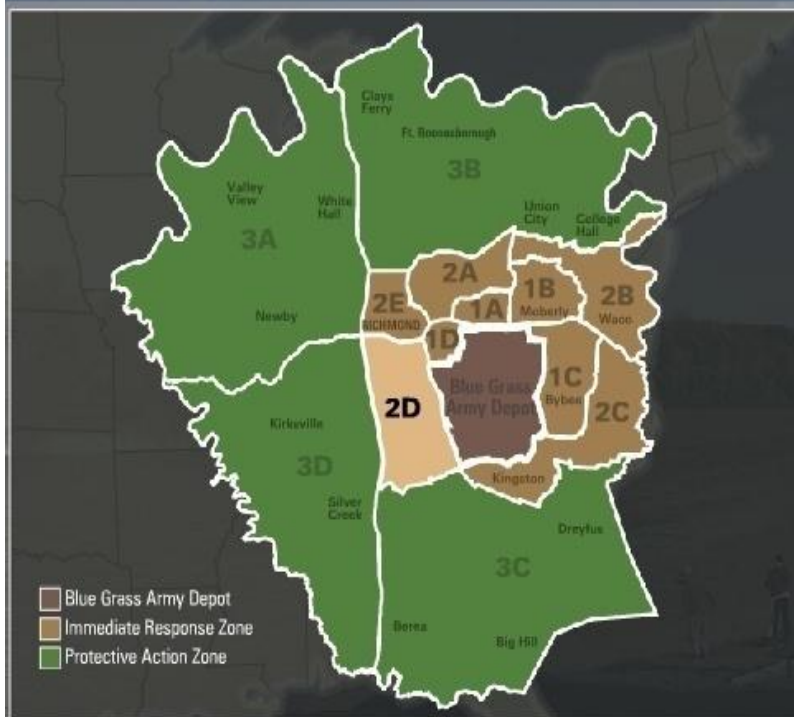
Communities located in Zone 2-E include part of the City of Richmond and Telford Community Center.

Zone 2-E is bounded on the west side beginning at Interstate 75, Exit 87 to Exit 90. Beginning at Exit 90, it extends south on U.S. 25/421 to the intersection of U.S. 25 and the Easter By Pass (KY 876) and then west on Easter By Pass to Interstate 75.

People living in Zone 2-E will be advised to evacuate to Jacobson Park in Lexington. Take the quickest route to Interstate 75 North. Travel Interstate 75 to Exit 104 and turn left onto Richmond Road. Proceed on Richmond Road to Jacobson Park on the right.

## Madison County CSEPP Map

Madison County  
**Safe at Home**



### Zone 2-D

Communities in Zone 2-D include the City of Richmond, Terrill, Pattie A. Clay Hospital, Richmond Mall, Richmond Plaza Shopping Center, University Shopping Center, Wal-Mart, and the Richmond Industrial Park.

Zone 2-D is bounded on the north by Easter By Pass (KY 876) beginning at Interstate 75 (Exit 87). It travels east to U.S. 25/421, south on U.S. 25/421 to the Blue Grass Army Depot boundary, following U.S. 421 to the intersection of Crooksville Road 9KY 499), south on Crooksville road to U.S. 25, south on U.S. 25 to Menelaus road, and west on Menelaus Road to the underpass of Interstate 75. Interstate 75 to Exit 87 is the west boundary of this zone.

People living in Zone 2-D will be advised to evacuate to North Laurel High School in London. Take the quickest route to Interstate 75 and then south to Exit 41 or U.S. 25 south to London.



## **ACKNOWLEDGEMENT**

### **IACLEA**

#### **CAMPUS EMERGENCY OPERATIONS PLANNING GUIDE**

Rev. 08/08/07

### **IACLEA**

The International Association of Campus Law Enforcement Administrators advances public safety for educational institutions by providing educational resources, advocacy and professional development.

#### **IACLEA Headquarters**

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Telephone:	(860) 586-7517
Fax:	(860) 586-7550
Email:	<a href="mailto:info@iaclea.org">info@iaclea.org</a>
Web site:	<a href="http://www.iaclea.org">www.iaclea.org</a>

The Eastern Kentucky University Division of Public Safety and the IACLEA staff and the members of the Best Practices Subcommittee associated with this project wish to thank everyone who donated information directly to IACLEA or who placed materials on the Internet and in the public domain, without which this planning guide could not have been assembled for use by campus administrators and planners.

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# EKU Emergency Guide



## Fire / Fire Alarm

E.A.C.H. person is responsible for their own safety. If you discover smoke, fire, or hear a fire alarm:

- E—Evacuate the building.** Do not use elevators.
- A—Alert others.** Activate the alarm (if necessary). Assist others as you leave. Report to emergency personnel any individuals with loss of mobility, sight or hearing, of which you are aware.
- C—Call 911 for help.** Report relevant information about the fire/alarm/smoke.
- H—Have a plan.** Be knowledgeable about fire safety. Take every alarm seriously.

A building occupant is required by law to evacuate the building when a fire alarm sounds. Know at least two escape routes. Never use elevators to evacuate, use stairs. Do not re-enter a building or work area until you have been instructed to do so by emergency responders. Individuals in wheelchairs, move to a safe location and call 911 to report your location. Individuals with hearing loss can text message someone who can inform authorities.

If you are behind a closed door, feel the door before opening. If the door is hot, do not open. If it is cool, open slowly and ensure fire and/or smoke is not blocking your escape route.



## Bomb Threats

If you receive a bomb threat (ex. telephone call)- ask about it:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb?
- What will make it explode?

Make note of as many details about the conversation as possible.

Call 911 and report any bomb threats received or any suspicious packages that you observe. Do not use cellular phones or radios in proximity to any suspicious package.

Protect yourself. Evacuate the area being mindful that explosive devices could be placed along your exit path.

If your received the threat in written or electronic form, preserve it and notify law enforcement officials immediately.

For more information, consult the ECU Emergency Action Plan, which is available online at <http://www.emergency.eku.edu>.



## Severe Weather

In order to protect yourself, it is important to know the difference between severe weather watches and warnings.

**Watch**—Severe weather is possible due to weather conditions. Remain alert and monitor television, radio, or other weather media.

**Warning**—Severe weather has been reported. Warnings indicate imminent danger. SEEK SHELTER IMMEDIATELY.

If a tornado warning has been issued, go to a pre-designated shelter area or the lowest building level. Go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and exterior walls. Get under a sturdy table (if possible) and use your arms to protect your head and neck. Do not open windows. If you are in a vehicle or mobile home, get out immediately and seek shelter in a nearby building. If you are outside and shelter is not available, lie flat in a ditch and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or a bridge.



## Hostile Intruder

A hostile intruder can be in the form of a verbally or physically aggressive person, a hostage taker, or an active shooter. If you find yourself involved in a hostile intruder situation, only you can determine the best course of action to ensure your safety. Ways that you can protect yourself include:

- Call 911 as soon as possible.
- Secure your immediate area. Lock and/or barricade doors. Keep the room in a normal state (if the lights are normally on, keep them on, etc.) Close blinds and block windows. Turn off / silence electronic devices. Keep yourself and other occupants calm, quiet, and out of sight.
- If you determine the best course of action is to leave the immediate area, consider all the risks prior to evacuating the area. You should only attempt to rescue others if it can be accomplished without further endangering of persons in the area.
- Be prepared to change your actions as the situation changes. Possible actions may include running, sheltering, complying, or acting incapacitated.

**Emergency: 911 / Non-Emergency 622-1111**



## Medical Emergencies

In the event that someone is in need of emergency medical attention, you can render assistance and protect yourself by following these procedures:

**Check**—Check the scene for safety. If it is safe, check the victim for consciousness.

**Call**—Call 911 and report the medical emergency. Provide as much information as you can about the person's illness or injury.

**Care**—Care for the illness or injury within the scope of your training. Provide only the care that you are trained or certified to provide.

Do not move the injured or ill person unless necessary for safety reasons. Moving the person could cause further injuries.

## Chemical Incidents



### Chemical Spills:

- Evacuate the spill area immediately.
- Secure the location (if possible).
- Isolate exposed individuals to be evaluated, treated, and decontaminated.
- Call 911 and report the spill. Provide as much information as possible.

### Chemical Release (Bluegrass Army Depot / Rail / Etc.):

Zones 2E and 2D could be instructed to either shelter-in-place or evacuate.

**Shelter-in-Place**—Close and lock all windows and doors. Turn off heating and cooling units. Campus buildings which have been improved for shelter-in-place are as follows: Alumni Coliseum, Combs Classroom, Perkins, University, Student Services Building, Model Gymnasium, and Thompson Hall. If possible, seek shelter in the listed buildings.

**Evacuation**—If evacuation is ordered, ECU is to evacuate to Jacobson Park in Lexington, Model to Dunbar High School.

In all emergencies, follow the directions of emergency responders.

# **EASTERN KENTUCKY UNIVERSITY RESIDENCE HALL EMERGENCY PROCEDURE**

**University Police Department Telephone Numbers:**  
**Emergency: 911                      Non-Emergency: 859-622-1111**

## **INJURY OR ILLNESS:**

### **Non-life Threatening Situation**

Contact the University Police Department at 911 and provide all information requested.

### **Life Threatening Situation**

- Do not attempt to move a victim unless absolutely necessary
- Contact EKU Police at 911
- If victim is not breathing, administer CPR if you are trained



## **FIRE:**

When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave.

- If smoke or flame is detected, and the alarm is not sounding, activate the fire alarm as you exit.
- During the evacuation, go to the nearest exit.
- Do NOT use the elevator.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building.

### **● When Evacuation is Not Possible ●**

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.

## **TORNADO:**

- Watch:** A tornado watch is in effect when conditions are such that a tornado COULD develop. Turn on a radio or TV to monitor further development.
- Warning:** Warnings are issued only when an actual tornado has been spotted or indicated on radar. You should immediately go to the designated severe weather shelter area in your building. Severe weather shelters are shown on the emergency procedure place cards on your floor. If you need further information, contact your Resident Assistant.
- Sirens:** The city of Richmond has an outdoor emergency warning system for severe weather near campus. If the siren sounds, please move indoors immediately and proceed to the “severe weather shelters” designated in each building.

## **CRIME IN PROGRESS:**

If you observe a suspicious person, activity, or crime in progress, contact the University Police at 911 immediately. Describe the suspicious activity or action-taking place. Be prepared to give a complete physical description if possible. DO NOT attempt to apprehend someone or put yourself at risk.

## **ROOM SECURITY:**

Keep your doors locked at all times, especially if you leave your room, even for a short time. Keep an inventory of your possessions and engrave them with some form of identifying number or marking so they can be identified by you if they are stolen.

## **WINDOWS and LEDGES:**

Building ledges are not balconies. Students and their guests are completely prohibited from accessing building ledges, roofs, walking or sitting on ledges or roofs, or being on ledges or roofs for any reason, except as directed by emergency personnel.

## EMERGENCY PROCEDURES

### **EMERGENCY ACTIONS – PROTECTING YOURSELF AND CALLING FOR HELP**

#### **EMERGENCY ACTION**

##### **In a Life-Threatening Emergency - Dial 911**

From a Campus or Public Telephone or use an Emergency Call Box.

Dial **911** from your cell phone (Off Campus) and

Dial **859-622-1111** or **859-622-2821** from your cell phone (On Campus).

Program these numbers into the speed dial function of your cell phone.

#### **1. Protect Yourself First – Create and Manage Distance and Shielding from Threats**

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

#### **2. Call 911 or 859-622-1111 or 859-622-2821**

- Give your name, location, and phone number.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
  
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

(Note) Dialing 911 from an on campus (land line or corded) telephone, using an emergency call box, or dialing 859-622-1111 or 859-622-2821 from a cellular phone will connect you to the ECU Public Safety Dispatch Center. Dialing 911 from a cellular phone or dialing 859-624-4776 will connect you to the Madison County 911 Center. In any case, you can summon the help you need.

### **POLICEFIRE, RESCUE, HAZMATEMS**

#### **911 Emergency**

**859-622-1111 ECU Public Safety – Non Emergency**

**859-624-4776 Madison County 911 Center – Non Emergency**

**800-424-8802 National Response Center (NRC)**

<http://hq.MSDSonline.com/eku/Search/ListProducts.aspx?new=true&PageNumber=1&Sort=1&SortDirection=asc>

**Poison Control Center 1-800-222-1222**

#### **Numbers for Non-Emergency Public Use:**

**Eastern Kentucky University – Facilities Services:** 859-622-2966

**Madison County Emergency Management Agency:** 859-624-4787

Traffic Information: 511

Kentucky Utilities: 1-800-981-0600

Blue Grass Energy: 1-888-655-4243

Clark Energy: 1-800-992-3269

Residents are urged to listen to local radio stations for information.

Local Emergency Alert System radio stations include:

**WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM**

**WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM**

<http://madisoncountky.us/statusboard/>

**Eastern Kentucky University is Located in Zones 2E and 2D  
of the Chemical Stockpile Emergency Preparedness Program (CSEPP)**

**Enhanced Shelter-In-Place (ESIP) Areas are Located in the Following Buildings (S.T.A.C.M.U.P.)**

**Student Services Building-Thompson/DOCJT-Alumni Coliseum-Combs Classroom-Model Gym-University Library-Perkins**

## DISASTER SUPPLIES

### Are You Ready?

#### Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

### Kit Locations

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work, and vehicles.

Home	Work	Car
<p>Your disaster supplies kit should contain essential food, water, and supplies for at least three days.</p> <p>Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.</p> <p>Additionally, you may want to consider having supplies for sheltering for up to two weeks.</p>	<p>This kit should be in one container, and ready to "grab and go" in case you are evacuated from your workplace.</p> <p>Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.</p>	<p>In case you are stranded, keep a kit of emergency supplies in your car.</p> <p>This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies.</p>

## Water

### How Much Water do I Need?

You should store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking.

Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.

### **How Should I Store Water?**

To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it.

Observe the expiration or “use by” date.

#### **If you are preparing your own containers of water**

It is recommended you purchase food-grade water storage containers from surplus or camping supplies stores to use for water storage. Before filling with water, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. Follow directions below on filling the container with water.

If you choose to use your own storage containers, choose two-liter plastic soft drink bottles – not plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be adequately removed from these containers and provide an environment for bacterial growth when water is stored in them. Cardboard containers also leak easily and are not designed for long-term storage of liquids. Also, do not use glass containers, because they can break and are heavy.

#### **If storing water in plastic soda bottles, follow these steps**

Thoroughly clean the bottles with dishwashing soap and water, and rinse completely so there is no residual soap. Sanitize the bottles by adding a solution of 1 teaspoon of non-scented liquid household chlorine bleach to a quart of water. Swish the sanitizing solution in the bottle so that it touches all surfaces. After sanitizing the bottle, thoroughly rinse out the sanitizing solution with clean water.

#### **Filling water containers**

Fill the bottle to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, you do not need to add anything else to the water to keep it clean. If the water you are using comes from a well or water source that is not treated with chlorine, add two drops of non-scented liquid household chlorine bleach to the water. Tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it with your finger. Place a date on the outside of the container so that you know when you filled it. Store in a cool, dark place. Replace the water every six months if not using commercially bottled water.

### **Food**

The following are things to consider when putting together your food supplies:

- Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.
- Stock canned foods, dry mixes, and other staples that do not require refrigeration, cooking, water, or special preparation. You may already have many of these on hand. (Note: Be sure to include a manual can opener.)
- Include special dietary needs.

## **Basic Disaster Supplies Kit**

The following items are recommended for inclusion in your basic disaster supplies kit:

- Three-day supply of non-perishable food.
- Three-day supply of water - one gallon of water per person, per day.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat.
- Long pants.
- Long sleeve shirt.
- Sturdy shoes.
- Hat, mittens, and scarf.
- Sleeping bag or warm blanket (per person).

Be sure to account for growing children and other family changes. You may want to add some of the items listed to your basic disaster supplies kit depending on the specific needs of your family.



## **Maintaining Your Disaster Supplies Kit**

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- Use foods before they go bad, and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping backpack, or duffel bag.

**Disaster Supplies Checklists** ([PDF](#) 41KB)

The following list is to help you determine what to include in your disaster supplies kit that will meet your family's needs.

**First Aid Supplies**

Supplies	Home	Vehicle	Work
Adhesive bandages, various sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 " x 9 " sterile dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conforming roller gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 " x 3 " sterile gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 " x 4 " sterile gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roll 3 " cohesive bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Germicidal hand wipes or waterless, alcohol-based hand sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antiseptic wipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pairs large, medical grade, non-latex gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tongue depressor blades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhesive tape, 2 " width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antibacterial ointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold pack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scissors (small, personal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tweezers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assorted sizes of safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cotton balls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermometer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tube of petroleum jelly or other lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPR breathing barrier, such as a face shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Non-Prescription and Prescription Medicine Kit Supplies**

Supplies	Home	Vehicle	Work
Aspirin and non-aspirin pain reliever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-diarrhea medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antacid (for stomach upset)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laxative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra eyeglasses/contact lenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Sanitation and Hygiene Supplies

Item		Item	
Washcloth and towel	<input type="checkbox"/>	Heavy-duty plastic garbage bags and ties for personal sanitation uses and toilet paper	<input type="checkbox"/>
Towelettes, soap, hand sanitizer	<input type="checkbox"/>	Medium-sized plastic bucket with tight lid	<input type="checkbox"/>
Tooth paste, toothbrushes	<input type="checkbox"/>	Disinfectant and household chlorine bleach	<input type="checkbox"/>
Shampoo, comb, and brush	<input type="checkbox"/>	A small shovel for digging a latrine	<input type="checkbox"/>
Deodorants, sunscreen	<input type="checkbox"/>	Toilet paper	<input type="checkbox"/>
Razor, shaving cream	<input type="checkbox"/>	Contact lens solutions	<input type="checkbox"/>
Lip balm, insect repellent	<input type="checkbox"/>	Mirror	<input type="checkbox"/>
Feminine supplies	<input type="checkbox"/>		

## Equipment and Tools

Tools		Kitchen items	
Portable, battery-powered radio or television and extra batteries	<input type="checkbox"/>	Manual can opener	<input type="checkbox"/>
NOAA Weather Radio, if appropriate for your area	<input type="checkbox"/>	Mess kits or paper cups, plates, and plastic utensils	<input type="checkbox"/>
Flashlight and extra batteries	<input type="checkbox"/>	All-purpose knife	<input type="checkbox"/>
Signal flare	<input type="checkbox"/>	Household liquid bleach to treat drinking water	<input type="checkbox"/>
Matches in a waterproof container (or waterproof matches)	<input type="checkbox"/>	Sugar, salt, pepper	<input type="checkbox"/>
Shut-off wrench, pliers, shovel, and other tools	<input type="checkbox"/>	Aluminum foil and plastic wrap	<input type="checkbox"/>
Duct tape and scissors	<input type="checkbox"/>	Resealable plastic bags	<input type="checkbox"/>
Plastic sheeting	<input type="checkbox"/>	Small cooking stove and a can of cooking fuel (if food must be cooked)	<input type="checkbox"/>
Whistle	<input type="checkbox"/>		
Small canister, ABC-type fire extinguisher	<input type="checkbox"/>	<b>Comfort Items</b>	
Tube tent	<input type="checkbox"/>	Games	<input type="checkbox"/>
Compass	<input type="checkbox"/>	Cards	<input type="checkbox"/>
Work gloves	<input type="checkbox"/>	Books	<input type="checkbox"/>
Paper, pens, and pencils	<input type="checkbox"/>	Toys for kids	<input type="checkbox"/>
Needles and thread	<input type="checkbox"/>	Foods	<input type="checkbox"/>
Battery-operated travel alarm clock	<input type="checkbox"/>		

## Food and Water

Supplies	Home	Vehicle	Work
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready-to-eat meats, fruits, and vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canned or boxed juices, milk, and soup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High-energy foods such as peanut butter, jelly, low-sodium crackers, granola bars, and trail mix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special foods for infants or persons on special diets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cookies, hard candy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instant coffee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cereals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Powdered milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Clothes and Bedding Supplies

Item	
Complete change of clothes	<input type="checkbox"/>
Sturdy shoes or boots	<input type="checkbox"/>
Rain gear	<input type="checkbox"/>
Hat and gloves	<input type="checkbox"/>
Extra socks	<input type="checkbox"/>
Extra underwear	<input type="checkbox"/>
Thermal underwear	<input type="checkbox"/>
Sunglasses	<input type="checkbox"/>
Blankets/sleeping bags and pillows	<input type="checkbox"/>

## Documents and Keys

Item	Stored
Personal identification	<input type="checkbox"/>
Cash and coins	<input type="checkbox"/>
Credit cards	<input type="checkbox"/>
Extra set of house keys and car keys	<input type="checkbox"/>
Copies of the following:	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>
Marriage certificate	<input type="checkbox"/>
Driver's license	<input type="checkbox"/>
Social Security cards	<input type="checkbox"/>
Passports	<input type="checkbox"/>
Wills	<input type="checkbox"/>
Deeds	<input type="checkbox"/>
Inventory of household goods	<input type="checkbox"/>
Insurance papers	<input type="checkbox"/>
Immunization records	<input type="checkbox"/>
Bank and credit card account numbers	<input type="checkbox"/>
Stocks and bonds	<input type="checkbox"/>
Emergency contact list and phone numbers	<input type="checkbox"/>
Map of the area and phone numbers of places you could go	<input type="checkbox"/>

[http://www.fema.gov/areyouready/assemble\\_disaster\\_supplies\\_kit.shtm](http://www.fema.gov/areyouready/assemble_disaster_supplies_kit.shtm)

[http://www.fema.gov/areyouready/appendix\\_b.shtm](http://www.fema.gov/areyouready/appendix_b.shtm)