THE UNIVERSITY OF KANSAS

Emergency Management Plan

Revised July 2016

The main campus of the University of Kansas, also known as KU, is located in Lawrence, Kansas.

Founded in 1866, the campus is approximately 1,000 acres and is surrounded by Lawrence, a city of 87,600 and the county seat of Douglas County in northeastern Kansas. Considered one of the most beautiful in the nation, the Lawrence campus is sited upon and around Mount Oread, named for the layers of Oread limestone and shale that cap the hilly terrain.

In the fall of 2014 the KU Lawrence campus enrolled 27,983 students with 75.5% of those students as undergraduates. Visitors to the campus fluctuate from several thousand during a spring or fall semester weekday and up to 50,000 during a Saturday football game.

KU is a member of the prestigious Association of American Universities, a consortium of public and private universities demonstrating excellence in graduate and professional education and the highest achievement in research internationally.

Through its missions of teaching the next generation of leaders, conducting research in a wide range of fields and working for the people of Kansas and the world, KU embodies all the characteristics of an international research university.

**The University of Kansas
Emergency Management Plan**

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Note: Department/unit-specific Unit Response Center plans are not included in this plan as they are kept in each department. In addition, individual Building Emergency Evacuation Plans are not included in this plan.

Letter of Promulgation

University of Kansas
Lawrence Campus

September – 2009

Dr. Bernadette Gray-Little
Chancellor/Chief Executive Officer
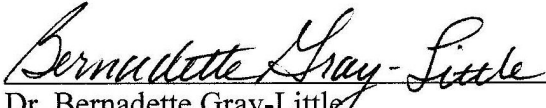
Responsibility for emergency response and recovery at the University of Kansas and related to institutional resources has been delegated to the University of Kansas, subject to the laws of the State of Kansas and the policies, rules and regulations of the Board of Regents. K.S.A. 76-725. The University of Kansas Emergency Management Plan (EMP) describes the duties and responsibilities of designated individuals, departments, agencies and volunteer organizations in the event of a disaster.

While focused primarily on the response phase, this plan is a guide to the University for emergency management and coordination of all phases of emergency management operations in order to minimize the impacts of emergencies and disasters, to protect people and property, and to restore the primary mission of the University.

In accordance with the Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order 05-03, University agencies or departments with responsibilities delineated in this Emergency Management Plan will use the National Incident Management System. The National Incident Management System allows and insures proper coordination between local, state, and federal organizations in emergency operations.

Pursuant to the authority contained in Kansas Statutes Annotated (K.S.A. 76-725), this Emergency Management Plan and its attachments, appendices and annexes are adopted as policy.

In coordination with the Critical Incident Planning Group, the Emergency Management Coordinator maintains the University of Kansas Emergency Management Plan.

Bernadette Gray-Little   _September 4, 2009_
Dr. Bernadette Gray-Little   Date
Chancellor and Chief Executive Officer
The University of Kansas

Foreword

May 2015

In order to preserve and advance the University of Kansas, a stable and secure infrastructure of services and administration is essential. For normal day-to-day operations, the University provides these services centrally and through administrative structures in its schools, departments and operating units. However, in times of extreme emergency, wide-spread disruption and/or life-threatening crises, critical functional units of the University must work together under central coordination to protect and preserve its people and assets. The highest priorities of life, safety, property, and restoration become the interim mission of the University. The University Emergency Operations Center is the key central communication function that will connect the various functional units with decision-makers and assistance.

Founded on the priorities and operational concepts of emergency management, the plan has been prepared primarily for the people who will use it. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus and who must keep the business side of the University functional. It also supports those who must restore University activities in research, teaching or instruction and public service.

This Emergency Management Plan (EMP) is not the end of emergency planning, it is just the beginning. Since its adoption in September 2008, the University continues to train, plan and exercise for emergencies. Our focus will be on department preparedness and enhancing relationships with city, county and State first responders.

Dr. Bernadette Gray-Little
Chancellor and Chief Executive Officer
The University of Kansas

Distribution List of Plan Holders

Department	# Of Plans
Master Binder	1
Master Files	Public Version: https://policy.ku.edu/sites/policy.ku.edu/files/EMERGENCY_MANAGEMENT_PLAN_PUBLIC.pdf

Record of Revisions

Date	Pages	Web Files	Email Notification	Hardcopy Distribution
September 1, 2009	All	Hawk Drive Provost website	Critical Incident Planning Group & EOC personnel	1
January 15, 2010	Annex 1	Hawk Drive Provost website	Critical Incident Planning Group & EOC personnel	1
March 5, 2010	Appendix E, Page 6; Appendix D, Page 3	Hawk Drive Provost website	Critical Incident Planning Group & EOC personnel	1
April 23, 2010	Checklist 1 Section 3, Page 1	Hawk Drive Provost website	Executive Policy Group	1
July 16, 2010	Checklist 2, Section 3, Page 2	Hawk Drive Provost website	Critical Incident Planning Group	1
October 1, 2010	Supplemental Document AA, Section 4	Hawk Drive Provost website	Critical incident Planning Group & EOC personnel	1
November 18, 2010	Line of Authority Section 1, Pages 11-12	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
November 24, 2010	EOC University Primary and Alternate Staff Assignments & Contact List, Appendix A; Key Emergency Telephone Contact Numbers, Appendix E	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
January 4, 2011	Training, Drills and Exercises Appendix D	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
May 9, 2011	Supplemental Document AA, Section 4	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
September 1, 2011	Prelude; Table of Contents; Record of Revisions; Section 1, pgs 11-13; Tables 1 & 2 (A, D); Figures 4 & 5; Checklists 2-30; Appendices A, B, C (pgs 2, 8), D, E, F; Annex 1, Supplemental Document AA	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1

Date	Pages	Web Files	Email Notification	Hardcopy Distribution
January 20, 2012	Checklist 18; Appendix A; Appendix E	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
March 22, 2012	Appendix A; Appendix E	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
July 31, 2014	Record of Revisions, Appendix A, Appendix E, Annex 1	Drupel Provost Website	EOC Personnel	1
December 13, 2012	Record of Revisions; Appendices A, D, E; Supplemental Document AA; Supplemental Document BB	Hawk Drive Provost website	Critical Incident Planning Group & EOC Personnel	1
February 4, 2015	Revision of Appendix E	Policy Library	EOC Personnel	1
May 2015	Revision of Appendix A Appendix E	Policy Library	EOC Personnel	1
July 2016	Revision of Appendix A Appendix E	Policy Library	EOC Personnel	1

NOTE: *This plan goes through continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The University of Kansas Emergency Management Plan does not go through a formal annual plan review process, but rather makes incremental changes, modifications and adjustments to this plan as conditions change. By posting these changes on the Provost website, the most up-to-date version of this plan is instantly available to the University of Kansas and partner responders 24/7.*

The public version of this plan can be found on the Provost website at:
http://www.provost.ku.edu/policy/updates/

Section 1

Introduction, Purpose, Laws & Authority, Planning Assumptions, Concept of Operations & ICS, Plan Objectives, Levels of Emergency, Plan Activation, Emergency Authority, Plan Usage, Plan Review & Critical Incident Planning, Plan Content & Format

Introduction

A variety of emergencies caused by acts of nature or mankind result in loss of life, property and income; cause human suffering; and disrupt normal campus functions.

During crises, the University requires special programs to address the needs of an emergency operation and recovery management. To address such emergencies, the University of Kansas has established this Emergency Management Plan, which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research, property, the community and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the campus Emergency Management Plan, which encompasses the facilities, services and the administration of the campus.
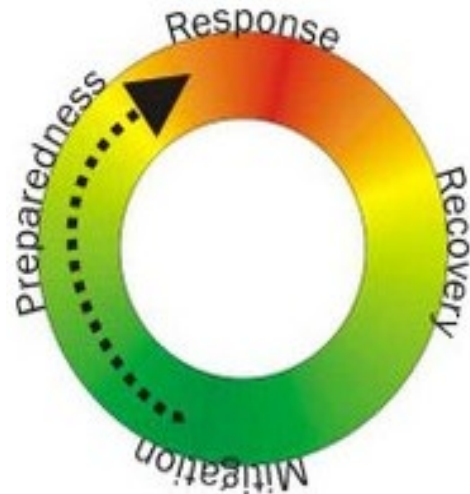
Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. The University established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.

- Manage immediate communications and information regarding emergency operations and campus safety.

- Provide essential services and operations.

- Provide and analyze information to support decision-making and action plans.

- Manage University resources effectively in an emergency operation

This plan does not supersede or replace the procedures for safety, hazardous materials operations or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on emergency operations and the early transition to recovery operations.

Laws and Authorities

A. Federal

- Robert T. Stafford Disaster Relief and Emergency Act, 42 U.S.C. § 5121 *et seq*., (Federal Government disaster preparedness and assistance).
- Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery).
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability).
- Clean Water Act, 33 U.S.C § 1311 (effluent limitations).
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 Code of Federal Regulations Part 73.
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste).
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.
- Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins).

B. State

- K.S.A.   48-904 – 48-945, Emergency Preparedness for Disasters.
  48-905a – Establishes Division of Emergency Management in Adjutant General's Office.
  48-907 – Duties of Adjutant General for emergency preparedness and response.
  48-924 – Governor's responsibility in disasters.
  48-926 – Division of Emergency Management shall prepare and maintain a state disaster emergency plan.
  48-928 – Duties of Division of Emergency Management.
  76-725 – Delegation of Authority to Chancellor and to those he designates for the administration of the University.
- Executive Order 05-03, Establishes the National Incident Management System as the state standard for incident management.

Disaster Coordination with Local, County and State Agencies

The University of Kansas is a state educational institution with its primary campus located in the City of Lawrence in Douglas County. The University will coordinate with local, county and state agencies as appropriate under the circumstances of a given emergency. The process for reporting an emergency coordination is shown in Figure 1, Disaster Coordination with Local, County and State Agencies.

<u>Figure 1</u>

Disaster Coordination with Local, County and State Agencies
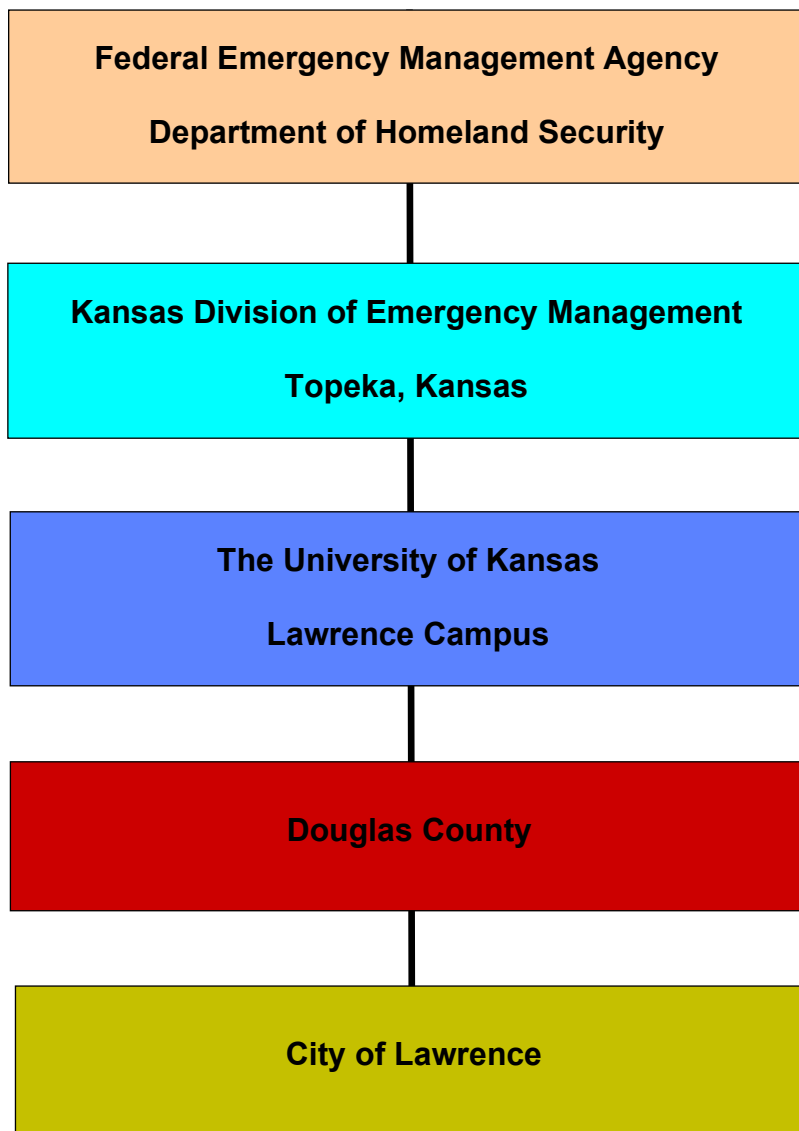
Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

For the University, based on an all hazards approach, the planning assumptions incorporated into this plan include:

- People may be trapped and injured in collapsed structures. Damage may cause displacement of people.

- Road and local streets may be blocked by debris, hampering the emergency operation function. Major roads, overpasses, bridges and local streets may be damaged.

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.

- Regional and local services may not be available.

- Buildings and structures, including homes, may be damaged.

- Normal suppliers may not be able to deliver materials.

- Contact with family and homes may be interrupted.

- People may become stranded at the University with conditions that may be unsafe to travel off campus.

- The University will need to conduct its own rapid damage assessment, situation analysis and deployment of on-site resources. While the emergency conditions exist, management of emergency operations on campus is done from the Emergency Operations Center.

- Communication and exchange of information will be one of the highest priority operations at the Emergency Operations Center. The inter/intranets may be down.

Concept of Operations and Incident Command System (ICS)

This plan provides the organizational management systems for the campus to follow during emergencies. It is designed to be flexible and allow for partial or full activation, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the University during an emergency operation.

The University will respond to crisis situations using the standards of the nationally recognized Incident Command System (ICS). The Incident Command System enables one or more responding agencies to initiate and conduct coordinated field response to an incident. The priorities are life safety, incident stability and property conservation.

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as commencement. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to expand or contract based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

The on-scene Incident Commander (IC) is the individual responsible in the field for all incident activities, including development of strategies and tactics and the ordering and the release of resources. For example, in a civil disorder the Public Safety Office will provide the Incident Commander. Other examples are as follows:

- Bomb Threat, Hostage, Terrorism – Public Safety Office
- Hazardous Material Incidents – Environment, Health & Safety
- Snow or Debris Removal – Facilities Services/Student Housing
- Utility Failure – Facilities Services
- Public Health Emergencies – Student Health Services

The IC will establish an Incident Command Post (ICP). The ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. Examples of an ICP include the following: vehicle, mobile command post, trailer, tent, or within a building. The ICP should be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. Every incident must have some form of Incident Command Post.

In a crisis requiring response by local emergency personnel, the University's Incident Commander will initiate Unified Command (UC). UC is a unified team effort that allows all agencies with responsibility for the incident, to manage the incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. For example, building fires will require Lawrence/Douglas County Fire and Medical (LDCFM) assistance. The Public Safety Office (PSO) will respond with an on-scene Incident Commander and institute Unified Command with LDCFM.   Other Unified Command examples are as follows:

- Explosion – Lawrence Douglas County Fire and Medical/Public Safety Office
- Hazardous Material Spill – Lawrence Douglas County Fire and Medical/ Environmental Health & Safety
- Meningitis Outbreak – Douglas County Health Department/Student Health Services/Lawrence Memorial Hospital/Lawrence Douglas County Fire and Medical

The University's Incident Commander will notify the Emergency Operations Center Manager when emergency conditions reach the following levels (See Section 1, page 8):

- Level 1 – The EOC Manager may be notified for informational purposes.
- Level 2 or 3 – The EOC Manager is notified when the Incident Commander believes that the possibility of a Level 2 or 3 emergency exists.

The Incident Command System Organization is built around the following command and general staff activities.

Command Staff
- Public Information Officer
- Safety Officer
- Liaison Officer

General Staff
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

See Figure 5 (Section 2, Page 10), Emergency Operations Center and Incident Command System Relationship.

Plan Objectives

The objectives of this plan are to:

1. Organization
    a. Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and liaisons during an emergency.
    b. Organize and format this plan into an easy-to-follow format so users can quickly determine their roles, responsibilities and primary tasks.
    c. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall operation in which all entities have access into the emergency operations process, and know what is going on at the University.
2. Communications and Information Management
    a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
    b. Serve as the official point of contact for the University during emergencies when normal channels are interrupted.
    c. Provide 24-hour full service communication services for voice, data and operational systems.
    d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
    e. Provide a basis for training staff and organizations in emergency management.
3. Decision–Making
    a. Determine through a clear decision process, the level of operation and extent of emergency control and coordination that should be activated when incidents occur.
4. Emergency Operations
    a. Utilize efficiently the resources at the campus to implement a comprehensive and efficient Emergency Management Group.
    b. Continuously be prepared with a pro-active emergency management action plan for the possibilities and eventualities of emerging incidents.
5. Recovery Operations
    a. Transition operations over to normal management processes, as able.
    b. Support business resumption plans and processes, as needed, during restoration phases.
    c. Provide documentation and information support to Federal Emergency Management Agency disaster assistance program application.

Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** – emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center is not needed. This is considered the "stand-by" mode.

2. **Level 2** – emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the Emergency Operations Center is needed. The University may be the only affected entity.

3. **Level 3** – disaster conditions in which The University of Kansas must activate the full Emergency Operations Center to address the immediate emergency. Emergency conditions are wide spread and The University of Kansas must be self-sufficient for a period of hours to several days. The University may request mutual assistance from the City of Lawrence, Douglas County, other State agencies or request federal assistance via the State of Kansas Emergency Operations Center.
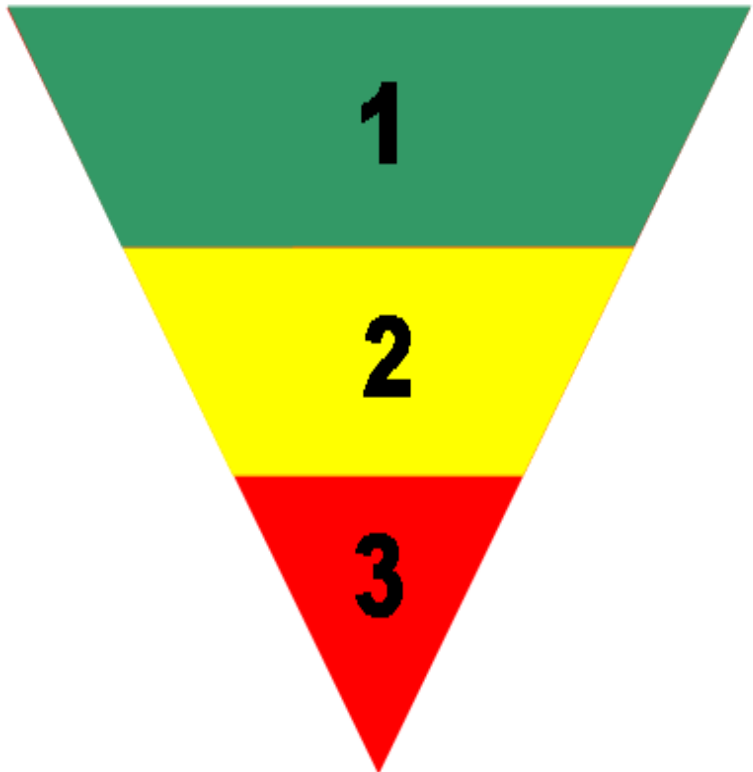
Generally, the Emergency Operations Center is activated under Levels 2 and 3 emergencies. **Appendix A** provides the contact list for the primary and alternate staff assignments to the Emergency Operations Center.

Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.

- Coordinate communications.

- Prevent damage to the environment, systems and property.

- Provide essential services.

- Temporarily assign University staff to perform emergency work.

- Invoke emergency authorization to procure and allocate resources.

- Activate and staff the Emergency Operations Center.

Figure 2

EMERGENCY MANAGEMENT PLAN ACTIVATION PROCEDURE

Crisis event occurs

Public Safety may activate the emergency notification system if there is an immediate threat to life.

The University's Incident Commander will notify the Emergency Operations Center Manager when emergency conditions reach the following levels:

➤ **Level 1** – The EOC Manager may be notified for informational purposes.

➤ **Level 2 or 3** – The EOC Manager is notified when the Incident Commander believes the possibility of a Level 2 or 3 emergency exists.

EOC Manager:

➤ Is notified of incident and assesses need to activate EMP.

➤ Notifies Public Information Officer, even if EMP is not activated.

➤ Has the authority to activate the emergency notification system.

➤ Coordinates start of incident log.

➤ Lives threatened?

➤ People or the environment at risk?

➤ Immediate public information needed?

➤ Significant property damage?

➤ Specialized emergency services needed?

➤ Immediate coordination of Lawrence campus services needed?

➤ University programs interrupted?

➤ City, county, and/or state mutual aid services needed?

Appropriate unit monitors the situation and updates the EOC Manager as needed.

NO   **YES**

EOC Manager:

➤ Activates EMP.

➤ Determines level of activation, required functions of EOC Group, and appropriate Operations Section Chief.

➤ Coordinates notification of Public Information Officer, EOC Coordinator, EOC Support Staff, EOC Management Group, required EOC Operations functions, Executive Policy Group.

Activated personnel and staff report to designated headquarters.

EOC Manager and EOC Management Group manage campuswide response:

➤ May recommend additional emergency policies. (Executive Policy Group approves additional policies.)

➤ Coordinate resources throughout event, compile information and status reports, and send information to the Executive Policy Group and city, county, and/or state as needed.

Public Information Officer coordinates public information for the campus community and maintains contact with the Executive Policy Group, EOC Manager, and EOC Management Group.

EOC Manager and EOC Management Group deactivate EMP:

➤ Conduct debriefing to evaluate EMP.

➤ Recommend any necessary policy revisions to the Executive Policy Group.

Recovery Team activates recovery plan and continues federal reimbursement and restoration activations.

Public Information Officer coordinates public information to campus community regarding recovery and business continuity.

YES

Is crisis/disaster/emergency over?

NO

Emergency Authority
Line of Authority for the Executive Policy Group

The Chancellor of the University serves as the head of the Executive Policy Group which activates for **Level 3** emergency or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus of the University of Kansas at a time when the Chancellor of the University is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the Chancellor of the University is hereby delegated to the following University administrators in the order listed below, with such authority being delegated to the highest ranked University officials on the list whom the Office of Public Safety is able to contact:

1. Provost
2. Vice Provost for Administration and Finance
3. Senior Vice Provost for Academic Affairs
4. Vice Provost for Faculty Development
5. Vice Provost for Student Affairs

NOTE: *For a civil disturbance situation only*, the Office of Public Safety Director/Chief of Police or, in the Director's absence, the Assistant Director/Assistant Chief of Police or, the on-duty Police Supervisor, is hereby delegated the authority to take necessary and appropriate actions on behalf of the Chancellor.

Line of Authority for the Emergency Operations Center

During incidents and emergency conditions in which the immediate activation of the Emergency Operations Center is needed, the following positions may activate this plan and the Emergency Operations Center, and serve as the Emergency Operations Center Manager:

1. Vice Provost for Administration and Finance
2. Senior Vice Provost for Academic Affairs
3. Vice Provost for Faculty Development
4. Vice Provost for Student Affairs
5. Vice Chancellor for Public Affairs
6. Director/Chief of Police
7. Chief Financial Officer

Plan Usage

This plan is established as a supplement to the University's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during an emergency operation, training activations and exercises. The forms are then retained on file as official records of the emergency, training and/or exercise. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency operation and recovery.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify "lessons learned" and areas of improvement to the University's emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

Plan Review and Critical Incident Planning

The Critical Incident Planning Group will regularly review, update and revise the emergency plan. The Emergency Management Coordinator will convene and facilitate the Critical Incident Planning Group.

The Critical Incident Planning Group is responsible for periodic assessments of the University's vulnerability to specific threats, including but not limited to, bomb threats, active shooter, stalking, environmental hazards and natural disasters. This group will develop procedures to respond to individual threats based on the National Incident Management System (NIMS).

The Critical Incident Planning Group is responsible for the development of a continuity plan to recover and restore partially or completely interrupted critical functions of the University within a predetermined time after a disaster or extended disruption.

The Critical Incident Planning Group and Emergency Management Coordinator will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. A current list of these resources will be housed with the Emergency Management Coordinator.

The Critical Incident Planning Group is comprised of the following individuals:

>   Emergency Management Coordinator
>   Senior Vice Provost for Academic Affairs
>   Vice Provost for Faculty Development
>   Associate Vice Provost for Operations
>   Associate Vice Provost for Research and Graduate Studies
>   Chief Information Officer
>   Director/Chief of Police
>   Director of Facilities Services
>   Director of Student Housing
>   Director of Student Health Services
>   Director of Environment, Health and Safety
>   Director of Strategic Communications
>   Associate General Counsel
>   Assistant to the Vice Provost for Administration and Finance

Representatives from each of the following three local agencies will be asked to attend meetings of the Critical Incident Planning Group on an as needed basis:

>   Douglas County Emergency Management
>   Lawrence Douglas County Fire and Medical
>   American Red Cross.

Table 1, Cross Reference Chart for the Emergency Management Plan lists the correlation of the University of Kansas checklists and the Emergency Support Functions (ESF) of the Kansas Response Plan and the National Response Framework.

Table 1

Cross Reference Chart for the Emergency Management Plan

University of Kansas Emergency Management Plan Reference	Federal and State "Emergency Support Functions" ("ESF")														
	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works & Engineering	ESF 4 Firefighting	ESF 5 Emergency Management	ESF 6 Mass Care, Housing & Human Services	ESF 7 Resource Support	ESF 8 Public Health & Medical Services	ESF 9 Urban Search & Rescue	ESF 10 Oil & Hazardous Materials	ESF 11 Agriculture & Natural Resources	ESF 12 Energy	ESF 13 Public Safety & Security	ESF 14 Long-Term Community Recovery & Mitigation	ESF 15 External Communications
EOC Manager (Checklist #3)					■										
EOC Coordinator (Checklist #4)					■										
Public Information Officer (Checklist #7)															■
Public Safety (Checklist #10)													■		
Facilities Services (Checklist #11)			■												
Environment, Health & Safety (Checklist #12)										■					
Student Housing (Checklist #13)						■									
Medical Care (Checklist #15)								■							
Telecommunications (Information Technology) (Checklist #16)		■													
Computing (Information Technology) (Checklist #17)		■													
Student Care (Checklist #18)						■									
Design & Construction Management (Checklist #20)														■	
Resource Procurement (Checklist #23)							■								
Human Resources – Staff and Volunteers (Checklist #24)							■								
Transportation Services, Vehicles (Checklist #25)	■														
Emergency Food, Water and Sanitation (Checklist #26)							■								

Section 2

Emergency Operations Center Organization, Position Responsibilities and Assignments

Emergency management requires the establishment of a strategic organization comprised of the most important or critical functions of the University. Consistent with the international Emergency Management standards of the Incident Command System, the Emergency Operations Center organization plan follows the standard structure as the basis for organizing emergency planning and response. The EOC organization is color-coded as follows:

1) **Executive Policy Group** …………………………………………..**(White)**

2) **Emergency Operations Center Management**………………… **(Deep Blue)**

3) **Emergency Operations Center Coordinator/Staff**…………..**(Gray)**

4) **Command Staff** …………………………………………………... **(Dark Red)**

5) **Operations Section** ………………………………………………**(Red)**

6) **Planning Section** ……………………………………………… **(Turquoise)**

7) **Logistics Section** ……..……………………………………..**(Yellow)**

8) **Finance & Administration Section** ……………………...………**(Bright Green)**

- The emergency operations organization is based on these units, as shown on the **Emergency Operations Center Functions** in **Figure 4** (Section 2, Page 2). Only the functions that are necessary are activated.

- A description of the positions and responsibilities of the Emergency Operations Center are provided in **Table 2-A–Emergency Operations Center Management Functions; Table 2-B– Emergency Operations Center Operations Functions; Table 2-C–Emergency Operations Center Planning Functions; Table 2-D–Emergency Operations Center Logistics Functions; and Table 2-E–Emergency Operations Center Finance and Administration Functions.**

- Checklists for each Emergency Operations Center Management function are in **Section 3** of this plan and provide specific responsibilities. The responsibilities in the checklists are for work in the Emergency Operations Center and do not address emergency operations or business resumption functions, which are not managed at or from the Emergency Operations Center.

- **Appendix A** lists the primary and alternate staff assignments to these positions.

Multi-Agency Coordination

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the University of Kansas EOC and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, University police, local law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as the County EOC and/or the University of Kansas EOC have critical roles in an emergency.
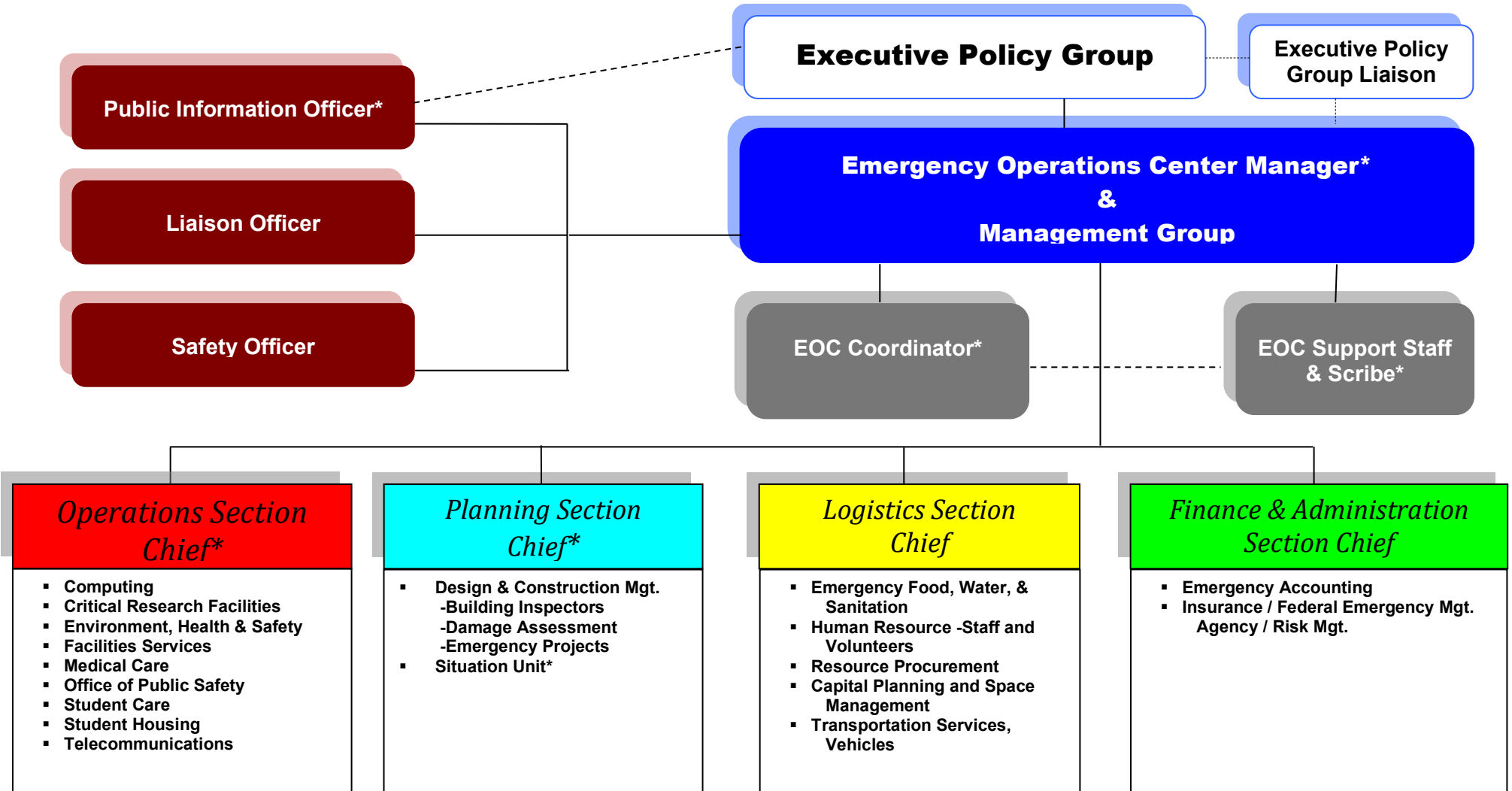
The University of Kansas incident management responsibility is directed and managed through the University Of Kansas Office Of Public Safety. As a multi-agency coordination entity, University of Kansas Emergency Management will coordinate and manage disaster operations through the University of Kansas EOC to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to University of Kansas EOC

- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved

- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC

- Anticipate and identify future resource requirements

- Coordinate and resolve policy issues arising from the incident(s)

- Provide strategic coordination as required

- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

When an incident occurs that us multi-jurisdictional, involving the University of Kansas and the City of Lawrence, there will be an enhanced need for multiagency coordination. Upon activation of the KU EOC and Douglas County EOC, liaisons should be dispatched to help perform four core functions:

- Coordination

- Communications (that are reliable and contain built-in redundancies)

- Resource dispatch and tracking

- Information collection, analysis, and dissemination

Figure 4 - The University of Kansas Emergency Operations Center Functions

Executive Policy Group

Executive Policy Group Liaison

Public Information Officer*

Liaison Officer

Safety Officer

Emergency Operations Center Manager*
&
Management Group

EOC Coordinator*

EOC Support Staff & Scribe*

Operations Section Chief*
- Computing
- Critical Research Facilities
- Environment, Health & Safety
- Facilities Services
- Medical Care
- Office of Public Safety
- Student Care
- Student Housing
- Telecommunications

Planning Section Chief*
- Design & Construction Mgt.
  - -Building Inspectors
  - -Damage Assessment
  - -Emergency Projects
- Situation Unit*

Logistics Section Chief
- Emergency Food, Water, & Sanitation
- Human Resource -Staff and Volunteers
- Resource Procurement
- Capital Planning and Space Management
- Transportation Services, Vehicles

Finance & Administration Section Chief
- Emergency Accounting
- Insurance / Federal Emergency Mgt. Agency / Risk Mgt.

***Positions always activated.**

Table 2 – A

Emergency Operations Center MANAGEMENT FUNCTIONS

Function or Group	Purpose/Responsibilities
Executive Policy Group	Provide executive leadership to the University during emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted.
Executive Policy Group Liaison	As directed, gather essential information and/or status reports on emergency operations and relay it to the Executive Policy Group. Provide information and status reports to state and federal elected officials. Support the Public Information Officer's dissemination of information.
Emergency Operations Center Manager	Activate the Emergency Operations Center. Determine and direct response and recovery operations as appropriate. Delegate authority to act in the best interest of the University on behalf of the Executive Policy Group during immediate response operations. This position is always activated.
Emergency Operations Center Management Group	Advise on overall strategy for the Emergency Operations Center. Assist and support the Emergency Operation Manager with the overall priorities and action strategies for the emergency operation.
Emergency Operations Center Coordinator	Advise and assist the Emergency Operations Center Manager, Emergency Operations Center Management Group and General Staff. Facilitate overall functioning of the Emergency Operations Center. This position is always activated.
Emergency Operations Center Support Staff & Scribe	Provide staff support to the Emergency Operations Center. Assist with set-up of the Emergency Operations Center and coordination of internal operations. May provide staff support to all functions and positions in the Emergency Operations Center, regardless of department. This position(s) is always activated.

Table 2 – A

Emergency Operations Center MANAGEMENT FUNCTIONS

Functions or Group	Purpose/Responsibilities
Public Information Officer	Manage official communication from the University, including internal messages to Staff, Students, Employees, etc. Monitor media and external reaction to incident. This position is always activated.
Liaison Officer	As directed, work to coordinate the University's emergency response with outside public agencies to include the City of Lawrence, Douglas County and the State of Kansas. The Liaison Officer position is activated on an as-needed basis.
Safety Officer	Ensure that buildings or facilities used to support the Emergency Operations Center are in a safe operating condition. The Safety Officer position is activated on an as-needed basis.

Table 2 – b

Emergency Operations Center OPERATIONS SECTION FUNCTIONS

Functions or Groups	Purpose/Responsibilities
Operations Section Chief	Provide overall direction, management and coordination for operational functions of the Emergency Operations Center. Establish operational priorities and strategies. Oversee coordination of the University's response to ensure effective field incident operations and the management of operational resources. Provide senior operational representation to the Emergency Operations Center Manager and serve as a back-up to the Emergency Operations Center Manager. This position is always activated.

Computing (Information Technology)	Maintain the University central data and computing infrastructure. Assess operational status of campus data and computing services. Support emergency data network and computing application services. Direct restoration of central computing, networking infrastructure and services. Arrange for emergency repairs and establish alternate means of computing services (such as Web and email). Support Emergency Operations Center including emergency operations priorities.
Critical Research Facilities	Evaluate and report impact of emergency on university research including damage and losses to the University Research and the University's Center for Research (KUCR). Manage, collect information and coordinate emergency response for campus operations in buildings housing animals and other critical research such as, mass spectrometers, NMR instruments and minus 80° freezers. Manage and provide animal care services including protecting, feeding, rescuing and relocating if necessary. Track the disposition of animals and other critical research. Provide updated reports to the Emergency Operations Center. Develop recovery plan to return research operations to pre-emergency levels. Develop and implement corporate financial recovery plan. Maintain financial records of facility recovery activities for later negotiation of Facilities and Administration rates with the Federal Government.
Environment, Health & Safety	Manage, collect information and coordinate the emergency response for Environment, Health and Safety. Assure appropriate procedures and practices are used to protect the health and safety of emergency responders, operators, students, faculty, and staff; and to protect facilities when the emergency involves hazardous materials or basic public health concerns related to contaminated water, sewage or air.
Facilities Services	Manage, collect information and coordinate emergency response for campus buildings, power and water utilities, roadways and grounds including emergency inspection, repair and restoration. If needed, provision for emergency power and support of field operations including the Emergency Operations Center.
Medical Care	Manage and coordinate the public health and safety function of the emergency response.
Office of Public Safety	Manage the Office of Public Safety's functional operations at the Emergency Operations Center. Serve as the Operations Section Chief for incidents in which the Office of Public Safety field units are the Incident Commanders. Coordinate general field assignment with the Office of Public Safety Incident Command.

Student Care/Student Housing	Coordinate and provide housing and food service, information to families of students and counseling services to students. Coordinate University care and shelter operations for all populations who may be stranded on campus.
Telecommunications Group (Information Technology)	Provide technical support for campus telecommunication systems. Direct restoration of communication services on campus, arrange for emergency repairs, establish alternate means of telecommunication when necessary and provide telecommunications support for emergency operations including the Emergency Operations Center.

Table 2 – C

Emergency Operations Center PLANNING FUNCTIONS

Function	Purpose/Responsibilities
Planning Section Chief	Provide overall management and analysis of disaster/incident information and assessment of impact and damage to the University systems, properties, and facilities and capability to occupy buildings. Provide analysis and consultation regarding extended operations and the impacts of the emergency.
Building Inspectors (Design & Construction Management)	Coordinate the assignment of building and facility inspections during disaster events or other incidents, which may result in structural damage.
Damage Assessment (Design & Construction Management)	Analyze status and inspect reports to identify damaged properties; track damages and evaluate for ballpark estimates of damages, losses and reconstruction/repair costs.
Emergency Projects (Design & Construction Management)	Implement and manage maintenance, repair and construction projects for critical University services and facilities as authorized by the Emergency Operations Center Manager.
Situation Unit	Receive, analyze, post, track and assess information regarding the situation, damage and interruption to the University's properties and programs. Maintain a general Emergency Operations Center log documenting major actions and decisions of the Emergency Operations Center. Keep the Emergency Operations Center Manager updated.

Table 2 – D
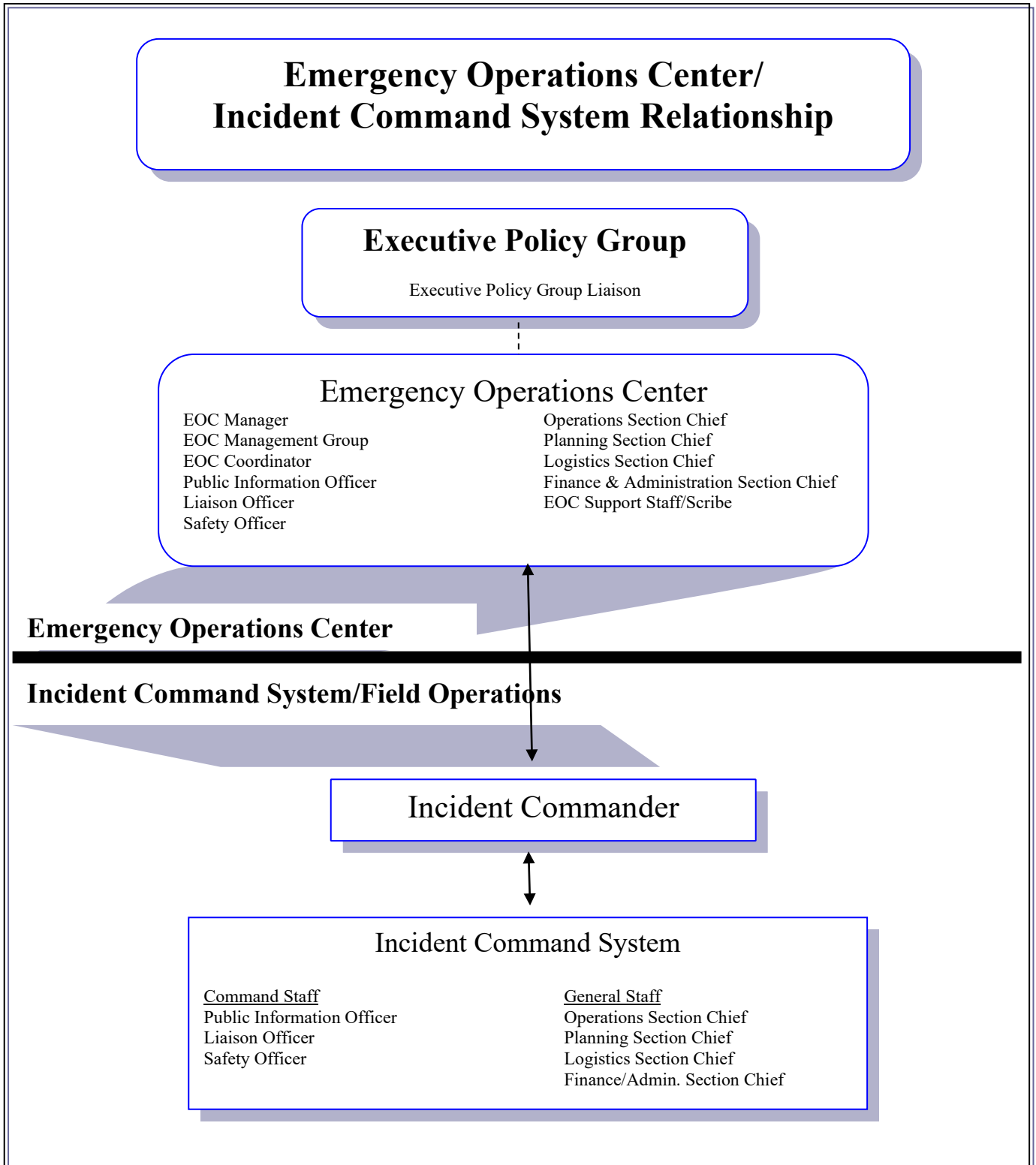
Emergency Operations Center LOGISTICS FUNCTIONS

Function	Purpose/Responsibilities
Logistics Section Chief	Provide overall management of resource and logistical support for operations and planning functions accessing and procuring resources to support the emergency operations. Support the Emergency Operations Center activation and temporary emergency care for people and workers. Coordinate the management of volunteer resources to support emergency operations. Coordinate with the Finance & Administration Section Chief to ensure appropriate processes for procurement and contracting.
Emergency Food, Water and Sanitation	Obtain and allocate food and water supplies to support emergency staff. Coordinate with campus resources to obtain hot meals and supplemental food for emergency workers on campus.
Human Resources – Staff and Volunteers	Manage human resource emergency operations and recovery including temporary or emergency hires, employee services and other HR related activities. Set up registration process for ensuring volunteers are working under the supervision and direction of an appropriate University manager.
Resource Procurement (site inventory – materials, goods, equipment)	Set up logistics for procurement and delivery of resources, both campus resources and outside goods and services including arranging for field receipt and acknowledgement. Track and distribute required equipment and supplies requested by the Emergency Operations Center to support campus emergency and recovery operations. Coordinate with Finance in the record keeping, planning and budgeting for funding authorization.
Capital Planning and Space Management	Coordinate and analyze current space data in order to provide alternative buildings/rooms in disaster and/or emergency situations.
Transportation Services, Vehicles	Provide transportation to support emergency operations including transport of emergency personnel, equipment, supplies and injured persons. Manage the campus pool vehicles, parking operations, and garage and coordinate the provision of municipal transit services to campus. Maintain inventory of available transportation (vehicles) and support (fuel, supplies, and drivers).

Table 2 – E

Emergency Operations Center FINANCE & ADMINISTRATION FUNCTIONS

Function	Purpose/Responsibilities
Finance & Administration Section Chief	Manage financial accounting and analyze for the emergency operation including keeping the Emergency Operations Center Manager and Executive Policy Group advised of the total cost-to-date of the emergency operation. Estimate losses and financial impacts of the emergency to University businesses, programs and facilities. Track and document costs and losses for Federal Emergency Management Agency application and insurance claims.
Emergency Accounting	Establish an accounting process for tracking expenses procurement of services, contracts and/or mutual aid from the Emergency Operations Center.
Insurance / Federal Emergency Management Agency / Risk Management	Prepare and maintain the Federal Emergency Management Agency documentation information package. Maintain the documentation files and support the disaster assistance application process. Attend the Federal Emergency Management Agency briefing program to start the official process, if requested.

Figure 5

**Emergency Operations Center/
Incident Command System Relationship**

Executive Policy Group

Executive Policy Group Liaison

Emergency Operations Center

EOC Manager   Operations Section Chief
EOC Management Group   Planning Section Chief
EOC Coordinator   Logistics Section Chief
Public Information Officer   Finance & Administration Section Chief
Liaison Officer   EOC Support Staff/Scribe
Safety Officer

Emergency Operations Center

Incident Command System/Field Operations

Incident Commander

Incident Command System

Command Staff   General Staff
Public Information Officer   Operations Section Chief
Liaison Officer   Planning Section Chief
Safety Officer   Logistics Section Chief
                                     Finance/Admin. Section Chief

Checklist 1
Executive Policy Group

Primary Responsibilities

- Coordinate policy matters.
- Notify and inform key University constituents and stakeholders including the Board of Regents, Governor's Office and elected officials.
- Issue directives regarding the overall status of the University campus, programs and operations.
- Provide direction for the resumption of research and educational programs.

Actions

1. When notified of an emergency that threatens the University or interrupts University operations and/or programs, convene to address the situation status, collect information and issue emergency communication.

2. If the event is severe and the University Emergency Operations Center has activated the campus-wide plan, issue an Executive Declaration of a Disaster at the University. Communicate this officially to the Governor's Office and other key constituents.

3. Communicate with the Emergency Operations Center Management Group.

4. Approve emergency policy statements, orders and notices to support and manage the University's Emergency Response and Recovery Operations.

5. Provide direction and vision to the University and the University Emergency Operations Center for the recovery of programs and post-event plans of restoration.

Deactivation and Recovery

1. Issue executive policies to direct and support the recovery of services and programs.

2. Provide official contact to the Governor's Office and elected officials to petition state and federal disaster assistance programs for the University.

3. Review the post-incident debriefing report from the Emergency Operations Center and determine long-term policy.

Checklist 2
Executive Policy Group Liaison

Primary Responsibilities
• Assist with gathering essential information and/or status reports on emergency operations, as requested by the Executive Policy Group. • Initiate and maintain contact with the EOC Manager and EOC Management Group. • Serve as the point of contact for the Executive Policy Group.

Actions
1. When notified of an emergency that threatens the University or interrupts University operations and/or programs, convene to address the situation status and collect emergency information.

2. As directed by the Executive Policy Group contact:
    • EOC Manager
    • EOC Management Group

2. Relay essential information and status reports to the Executive Policy Group.
3. As directed by the Executive Policy Group, support the Public Information Officer's dissemination of information.

Deactivation and Recovery
1. Support transition to recovery by communicating and coordinating with EOC Manager & EOC Management Group.
2. Participate in the post-incident debriefing meeting, as directed by the Executive Policy Group.

Checklist 3
Emergency Operations Center Manager (ESF-5)

Primary Responsibilities

- Activate the Emergency Operations Center.

- Coordinate the overall University Emergency Operations Center management.

- Represent the Emergency Operations Center and emergency operations to the City of Lawrence, Douglas County, State of Kansas Emergency Operation Center and other outside agencies.

- Establish overall objectives and strategies for the emergency and recovery operations.

- Handle Emergency Operations Center staff issues and policy regarding Emergency Operations Center operations.

- Obtain authorization for large expenditures and/or emergency programs from the Executive Policy Group.

- Deactivate the Emergency Operations Center.

- Manage the transition to recovery.

Actions

1. Report to the Emergency Operations Center when aware of or notified any emergency or pending emergency that may affect or impact life safety, university operations or campus properties.

2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the Emergency Operations Center Management Group during the activation.

3. Obtain as much information as possible about the emergency to determine the status of:

   - Students and staff

   - Power/Utilities

   - Communications

   - Telecommunications

   - Buildings and facilities

   - Research and academic programs

   - Research and lab animals

   - Events and activities on campus

   - Other critical programs or activities

4. Determine level of emergency activation of the Emergency Operations Center **(Level 1, 2, or 3)**.

Checklist 3 - Continued
Emergency Operations Center Manager (ESF-5)

Actions—Continued
5.   If the emergency is determined a Level 3 and includes the city and/or county, contact the Douglas County Emergency Operations Center (785-843-0250) to coordinate resources.
6.   Identify and activate positions/functions needed for the emergency operation. (See Appendix - A & Section 2 – Page 2) • Emergency Operations Center Coordinator • Public Information Officer • Operations Section Chief • Student Affairs • Telecommunications • Computing • Environmental Health & Safety • Facilities Services • Office of Public Safety • Planning Section Chief • Situation Unit • Logistics Section Chief
7.   As the Emergency Operations Center Section Chiefs arrive: • Meet to establish the Emergency Operations Center Action Plan. • Work with each to establish a joint process for sharing information and coordinating emergency operations. • Establish a process and schedule for conducting Emergency Operations Center briefings and announcing major decisions and information. • Review and update the Emergency Operations Center Action Plan with a focus on the transition to recovery as the emergency subsides.
8.   Address Emergency Operations Center staff issues and policies regarding Emergency Operations Center operations.
9.   Notify the Executive Policy Group of the activation and provide status reports and updates.
10.   Contact the City of Lawrence, Douglas County and State Emergency Operations Center with the University Emergency Operations Center activation information.
11.   If mutual aid is requested, determine the following: • Type of assistance needed • Location • Tasks and duties to be performed • University personnel who will coordinate • Food, water, sanitation and lodging resources available for support
Deactivation and Recovery
1.   Plan for the transfer of emergency operations to normal procedures. • Inform the Executive Policy Group of the recovery phase. • Develop a transition and recovery plan.
2.   Coordinate with Kansas Division of Emergency Management / Federal Emergency Management Agency to provide documentation to the Federal Emergency Management Agency /Insurance position for Federal Emergency Management Agency Disaster Public Assistance Program applications.
3.   Conduct post-incident debriefing meeting and provide report to the Executive Policy Group.

Checklist 4
Emergency Operations Center (EOC) Coordinator (ESF-5)

Primary Responsibilities

- Facilitate the overall functioning of the Emergency Operations Center (EOC).
- Assist and serve as an advisor to the Emergency Operations Center (EOC) Manager, Management Group and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

Actions

1. Report to the Emergency Operations Center and assist the EOC Support Staff in preparing the facility for operations.
2. Assist the Emergency Operations Center Manager and General Staff in developing overall strategic objectives as well as section objectives for the (EOC) Action Plan.
3. Advise the Emergency Operations Center Manager on procedures to notify Douglas County Emergency Management and the Kansas Division of Emergency Management of crisis status.
4. Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
5. Provide overall procedural guidance to General Staff as required.
6. Provide general advice and guidance to the Emergency Operations Center Manager as required.
7. Ensure that all communications with appropriate emergency response agencies is established and maintained.
8. Assist the Emergency Operations Center Manager in preparing for and conducting briefings with management staff, the media, and the general public.
9. Assist the Emergency Operations Center Manager and Liaison Officer, in establishing and maintaining coordination with outside agency representatives not assigned to specific sections within the Emergency Operations Center.
10. Assist the Liaison Officer with coordination of Emergency Operations Center visits, if needed.
11. Provide assistance with shift change activity.

Deactivation and Recovery

1. Assist the Emergency Operations Center Manager in the plan for the transfer of emergency operations to normal procedures.
2. Assist the Emergency Operations Center Manager in the coordination with Kansas Division of Emergency Management / Federal Emergency Management Agency to provide documentation to the Federal Emergency Management Agency / Insurance position for Federal Emergency Management Agency Disaster Public Assistance Program applications.
3. Assist and participate in post-incident debriefing meetings as directed by the Emergency Operations Center Manager.

EOC Support Staff

Checklist 5
Emergency Operations Center Support Staff & Scribe

Primary Responsibilities

- Set up and administer the Emergency Operations Center facility.
- Support the Emergency Operations Center Management Group and staff in the operation of the Emergency Operations Center.

Actions

1. When notified of the activation of the Emergency Operations Center, refer to Appendix C and set up the facility for operation.

2. Assist staff with setting up their positions. Keep track of Emergency Operations Center activities and facilitate the exchange of information between groups and staff.

3. Provide ongoing support to the Emergency Operations Center Management Group, Emergency Operations Center Manager, Emergency Operations Center Coordinator and Emergency Operations Center Section Chiefs to facilitate Emergency Operations Center briefings and operations.

4. Maintain Emergency Operations Center roster and Emergency Operations Center master log of activities in Emergency Operations Center facility. (Appendix C.5 and C.6)

Deactivation and Recovery

1. Shut down the Emergency Operations Center and forward logs and reports to the Situation Unit position for documentation.

2. Participate in the post-incident debriefing meeting as directed by the Emergency Operations Center Manager.

Checklist 6
Liaison Officer

Primary Responsibilities
• Initiate and maintain contact with the City of Lawrence, Douglas County, State of Kansas and other external organizations and Emergency Operations Centers.   • Assist with relaying essential information and/or receiving status reports as requested by the Emergency Operations Center Manager and Emergency Operations Center Management Group.

Actions
4. Report to the Emergency Operations Center.
5. As directed by the Emergency Operations Center Manager, Emergency Operations Center Coordinator and Emergency Operations Center Management Group, contact: • City of Lawrence   • Douglas County Emergency Operation Center   • State of Kansas Emergency Operation Center   • Other organizations and agencies
6. Relay reports of buildings and systems status to the Operations Section Chief and others in the Emergency Operations Center who need to know the information.
7. As directed by the Emergency Operations Center Manager, Emergency Operations Center Coordinator and Emergency Operations Center Management Group, support the Public Information Officer's dissemination of information.

Deactivation and Recovery
3. Support transition to recovery by communicating and coordinating with Unit Response Centers and key staff with outside agencies.
4. Participate in the post-incident debriefing meeting as directed by the Emergency Operations Center Manager.

Checklist 7
Public Information Officer (ESF-15)

Primary Responsibilities

- Develop messages for all groups of the university emergency response system; Executive Policy Group; Emergency Operations Center Management Group, Emergency Operations Center Staff and Liaison Officer.

- Serve as the Emergency Operations Center point-of-contact for media and serve as the official university spokesperson.

- Collect, prepare and disseminate information to university constituencies (students, faculty, staff, affiliates, parents), the news media and the public.

- Organize news conferences and select appropriate staff as needed to respond to specific requests.

- Participate in joint news releases and news conferences with other agencies, as appropriate.

- Assist with dissemination of information in regard to resumption of normal operations.

Actions

1. Report to the Emergency Operations Center and arrange for establishment of media center, if needed. Activate staff needed for emergency communications and media relations. Assess viability of communication channels.

2. Gather information from the Emergency Operations Center Management Group and attend Emergency Operations Center briefings and Executive Policy Group meetings for additional information.

3. Obtain decision/approval to implement immediate emergency notification (emergency text message, EBSKU email message, home page alert and emergency media contacts) and approval of that message(s). Contact Information Technology to have emergency message recorded on 864-SNOW line and send voicemail message to J-Talk-enabled phones, if needed.

4. Obtain approval from Emergency Operations Center Manager for dissemination of additional breaking information via news releases and other standard methods, including news conferences and interviews. Notify media of location of media center, if available. Monitor media sources and correct misinformation when needed.

5. Coordinate with Liaison Officer so that assisting agencies receive the University's publicly released information and deliver a consistent message regarding the university.

6. Coordinate with Emergency Operations Center Manager regarding news media access to incident areas.

Deactivation and Recovery

1. Support the Recovery Group with a communications plan to disseminate information regarding:
   - Resumption of academic programs and classes
   - Resumption of research programs
   - Work locations (if changed)
   - Status of university business departments
   - Letters and communications to key constituents and stakeholders in university programs
2. Participate in the post-incident debriefing meeting as directed by the Emergency Operations Center Manager.

Checklist 8

Safety Officer

Primary Responsibilities

- Ensure that buildings or facilities used to support the Emergency Operations Center are in a safe operating condition.
- Monitor operational procedures and activities in the Emergency Operations Center to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the Emergency Operations Center Action Plan, notifying the Emergency Operations Center Manager of actions taken.

Actions

1. Report to the Emergency Operations Center and establish communication with the Emergency Operations Center Manager.

2. Tour the entire Emergency Operations Center facility and evaluate conditions; advise the Emergency Operations Manager of any conditions and actions that might result in liability (unsafe layout or equipment set-up, etc.).

3. Study the Emergency Operations Center facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

4. Be familiar with particularly hazardous conditions in the facility; take action when necessary.

5. Prepare and present safety briefings for the Emergency Operations Center Manager, Emergency Operations Center Management Group and General Staff.

6. Ensure the Emergency Operations Center facility is free from any environmental threats, e.g., radiation exposure, air purity, water quality, etc.

7. Keep the Emergency Operations Center Manager advised of unsafe conditions; take action when necessary.

8. Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Deactivation and Recovery

1. Participate in the post-incident debriefing meeting as directed by the Emergency Operations Center Manager.

Checklist 9
Operations Section Chief

Primary Responsibilities

- Provide overall coordination of the University's emergency operations.
- Lead the Operations Section in the development and implementation of the Emergency Operations Center Action Plan, establishing priorities and strategies.
- Relay information to other Section Chiefs in the Emergency Operations Center and participates in the Emergency Operations Center Management Group's regular update sessions.
- Support mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels).

Actions

1. Report to the Emergency Operations Center. Based upon the incident, any of the following will likely fill the position of Operations Section Chief:
   - Director/Chief of Police of the Office of Public Safety – criminal incidents, civil disturbances, etc.
   - Director of Environment, Health & Safety – hazardous material release, etc.
   - Director of Student Health Services – public health emergencies, etc.
   - Director of Facilities Services – building system failures, roads, etc.

   This is not an inclusive list. The position of Operations Section Chief will be assigned by the Emergency Operations Center Manager based on the nature of the incident.

2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the Operations Section Chief during the activation.

3. Activate necessary Operations Functions as defined in Table 2-B, Section 2 – Pages 5 and 6.

4. Lead the Operations Section in establishing University priorities, current actions and next steps. Produce the Emergency Operations Center (EOC) Action Plan (also known as Action Plan) and forward to the EOC Manager for approval.

5. With the Emergency Operations Center Management Group, evaluate the Action Plan to ensure the overall plan is consistent with the University's priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):

   - Life safety - protection of lives and care of the injured
   - Restoration of critical utilities
   - Containment of hazards - protection of University Staff and the public
   - Care and support to affected people including students, employees, visitors and responders
   - Critical Research Facilities
   - Protection of property and environment from further damage
   - Communication to University staff, students, responders and affected people
   - Restoration of networks and information systems
   - Protection of critical research project operations and records
   - Prevention of loss and damage to high value assets
   - Clean-up and occupancy of buildings
   - Restoration and resumption of University business and program

Checklist 9 - Continued
Operations Section Chief

Actions—Continued
6.   Ensure the Action Plan is understood by each Operations Section member in the Emergency Operations Center and communicated to the Unit Response Centers. Each Unit Response Center will need to report back to the Operations Section Chief with their implementation plan and needs and keep the Emergency Operations Center updated on operations.
7.   Coordinate and communicate the Action Plan to the EOC Manager and provide updates.
8.   Lead the Operations Section to utilize University resources in order to control the emergency and restore essential services.
9.   If University resources are not sufficient, determine the need for mutual aid requests. For all types of mutual aid requests, forward to the Emergency Operations Center Manager for authorization and follow through with the Logistics Section Chief.
10. Continue to lead the Operations Section to analyze the situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.

Deactivation and Recovery
1.   Plan for the transition of operations to University department management.
2.   Provide necessary documentation to appropriate parties for financial reimbursement.
3.   Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 10
Office of Public Safety (ESF-13)

Primary Responsibilities

- Coordinate between the Office of Public Safety Incident Command Post and the Emergency Operations Center.

- Communicate with the Office of Public Safety Incident Commanders, as needed.

- Provide law enforcement analysis and intelligence to the Operations Section Action Plan.

- Communicate Emergency Operations Center priorities and operational information to the Office of Public Safety Incident Command Post.

- Provide back-up to the Operations Section Chief.

Actions

1. Report to the Emergency Operations Center. Establish communication with the Office of Public Safety Incident Command Post. Provide a report on the Office of Public Safety operations indicating where resources are deployed and how many units are available.

2. Based on the Operations Section Action Plan, coordinate with the Office of Public Safety Incident Command Post on how resources will be assigned and who will be in charge of incidents on campus. Determine if the Emergency Operations Center and Operations Section Chief should be in direct communication with Incident Commanders. If so, establish radio contact with the Office of Public Safety Incident Commander(s).

3. As the Office of Public Safety representative on the Operations Section, provide action plan(s) to include:

   - Search and rescue of trapped victims

   - Large structural fires (May be necessary to request a Fire Department Liaison)

   - Law enforcement and crime investigation

   - Security and individual protection

   - Evacuation or relocation

   - Traffic control, access and egress

   - Support to other operations

   Coordinate the details of these plans and tasks with the Office of Public Safety Incident Command Post and incorporate into the Emergency Operations Center Action Plan. Provide ongoing communication and coordination between the Office of Public Safety Incident Command Post and the Emergency Operations Center.

4. During large-scale events involving a large population on campus, review traffic issues and immediate concerns that can impede emergency operations. Anticipate the need for an overall traffic control plan.

5. If the emergency involves fatalities, ensure that the Office of Public Safety is handling all arrangements on-site and with the County Medical Examiner's office.

6. Provide back-up to the Operations Section Chief, as requested.

Deactivation and Recovery

1. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvements for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 11
Facilities Services (ESF-3)
Primary Responsibilities
• Coordinate between Facilities Services and the Emergency Operations Center.
• Provide facility services analysis and intelligence to the Emergency Operations Center Action Plan for buildings, utilities, roadways and grounds.
• Communicate Emergency Operations Center priorities and operational information to Facilities Services .
• Coordinate with Critical Research Facilities for emergency operations in buildings containing critical research.
• Work with Design & Construction Management to survey damage and inspect structures to determine whether it is safe to proceed with restoration and recovery.
• Communicate messages from the Building Coordinators.
Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.
2. Report to the Emergency Operations Center. Establish communication with Facilities Services . Provide a report on operations; known status of building services and utilities, condition of roadways and grounds, and other damage and operational information. If the incident or damage is limited to only one building or involves utilities (i.e. power outage), Facilities Services will lead the Operations Group.
3. As the Facilities Services representative on the Operations Group, provide action plan(s) to include: • Status and restoration of utilities on campus • General status of buildings and building control systems including heating, ventilation and air-conditioning. • General status of roadways and access • Plan for restoring utilities and services
4. Work with the Environment, Health & Safety representative in the Emergency Operations Center to analyze and determine the overall hazards and priorities in the buildings. Support the development of the Operations Section Action Plan with coordinated strategies to contain hazards and restore services.
5. If the primary area of damage is a building that houses critical research, work closely with the Critical Research Facilities representative to prioritize operations and contain hazardous conditions. Coordinate and communicate with Facilities Services to ensure the field teams are working together on responding to the building.
6. In support of Emergency Operations Center actions and communications, provide messages and information to Facilities Services to be disseminated to the Building Coordinators. Building Coordinators may also provide status reports and additional information to Facilities Services that is needed in the Emergency Operations Center.
7. Coordinate the details of these plans and tasks with Facilities Services and incorporate into the Operations Section Action Plan. Provide ongoing communication and coordination between Facilities Services and the Emergency Operations Center.
Deactivation and Recovery
1. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 12
Environment, Health & Safety (ESF-10)

Primary Responsibilities

- Coordinate between the Environment, Health & Safety Unit Response Center and the Emergency Operations Center.

- Provide Environment, Health & Safety analysis and intelligence to the Operations Section Action Plan for hazards, safety concerns, and chemical, biological and radiological issues, including public warning and safety information.

- Communicate Emergency Operations Center priorities and operational information to the Environment, Health & Safety Unit Response Center.

- Coordinate with Critical Research Facilities on emergency operations.

- Coordinate contracted services for emergency operations and clean-up of spills and contamination.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.

2. Report to the Emergency Operations Center. Establish communication with the Environment, Health & Safety Unit Response Center. Provide a report of Environment, Health & Safety operations including safety issues, spills, contamination, public health risks, toxic environments and hazardous materials releases. If the incident is primarily an environmental health or safety incident, the Director of Environment, Health & Safety will lead the Operations Section.

3. As the Environment, Health & Safety representative on the Operations Section, provide action plan(s) to include:

   - Status and assessment of hazards and unsafe conditions on campus

   - Status and assessment of public health risk

   - Containment and clean-up plans for spills, releases and toxic environments

   - Development of associated safety, warning and advisement messages

   - Coordination with contract services, as needed

4. If the primary area of damage is a building that houses animals, work closely with the Critical Research Facilities representative to prioritize emergency operations and contain hazardous conditions. Coordinate and communicate with the Operations Section members to ensure the field teams are working together on responding to the building.

5. In support of Emergency Operations Center actions and communications, provide messages and information on all departments regarding safety conditions and requirements to protect personal safety, health and limit exposure.

6. Coordinate the details of these plans and tasks with the Environment, Health & Safety Unit Response Center and incorporate into the Emergency Operations Center Action Plan. Provide ongoing communication and coordination between the Environment, Health & Safety Unit Response Center and the Emergency Operations Center.

Checklist 12 - Continued
Environment, Health & Safety (ESF-10)
7. Staff the Emergency Operations Center and/or Operations Section as long as Environment, Health & Safety is involved in the emergency.
Deactivation and Recovery
1. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 13
Student Housing (ESF-6)

Primary Responsibilities
• Coordinate with the Emergency Operations Center for student services, medical care, immediate crisis counseling, delivery of messages to students and communication with families.
• Provide housing for residents of the Student Housing facilities.
• Collaborate with the Logistics Section to provide food service.
• Collaborate with the Operations Section to provide utility service (water, electricity, heating/cooling).
• Collaborate with the Operations Section to provide phone, cable and internet service.
• Provide live-in staffing and oversight for student housing buildings.
• Provide options for temporary or emergency housing for non-contracted students as space is available.

Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.
2. Report to and establish communication with the Emergency Operations Center. Report status of occupants, presence of emergency responders, condition of buildings, services, utilities and pathways/roadways/access to facilities.
3. Assign and establish communication with on-site/scene point person(s) for student welfare and facilities management. Determine immediate needs for occupants, presence of emergency responders, condition of buildings, services, utilities and pathways/roadways/access facilities.
4. Instruct staff on scene to conduct "head counts" to the best of their ability.
5. As needed, arrange to move/direct residents into pre-identified safe shelter area(s).
6. Coordinate with the Emergency Operations Center to arrange on-site medical care, crisis counseling and additional staff assistance, as needed.
7. Disseminate emergency response communication to residents and staff from the Emergency Operations Center and Student Housing specific information to residents, staff, and families.

8. Determine need and communicate to the Emergency Operations Center:
    a. Options for temporary emergency housing for residents, students, staff and community.
    b. Available Student Housing staffing, if additional staff support is required.
    c. Supplies needed.

9. Collaborate with the Logistics Section and/or University Dining Services to develop meal service to campus residents and communicate instruction(s) to residents.

Deactivation and Recovery
1. Transition residents in temporary housing into permanent housing and non-residents out of Student Housing facilities.
2. Instruct staff to track hours worked in response to the emergency.
3. Compile damage assessments, repair estimates and budget repairs.
4. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 14
Critical Research Facilities

Primary Responsibilities

- Represent and coordinate Critical Research Facilities Services with the Emergency Operations Center and the Critical Research Facilities Unit Response Center. This will include core support laboratories managed by Research and Graduate Studies and also the Animal Care Unit.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.

2. Report to the Emergency Operations Center, establish communication with the Critical Research Facilities Unit Response Center and provide a report of the status of each of the laboratories.

3. As the Critical Research Facilities representative on the Operations Section, provide action plan(s) to include:

    - Status of utilities, departments and operations

    - Priorities for emergency operations

    - Coordinate activities with the Directors of the respective Critical Research Facilities

4. Coordinate and communicate with the Critical Research Facilities Unit Response Center to ensure the field teams are working together on responding to the relevant buildings.

5. Provide status reports and requests for affected Critical Research Facilities.

6. Coordinate the details of plans and tasks with the Critical Research Facilities Unit Response Center and incorporate into the Emergency Operations Center Action Plan. Provide ongoing communication and coordination between Critical Research Facilities Unit Response Center and the Emergency Operations Center.

Deactivation and Recovery

1. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 15
Medical Care (ESF-8)

Primary Responsibilities

- Coordinate with the Emergency Operations Center to determine the on-campus medical services needed in response to the emergency (triage, transportation and treatment).
- Coordinate on-campus resources and collaborate with city, county and state agencies to deploy the necessary medical resources to campus (human, equipment, transportation, etc.). Provide regular updates to the Emergency Operations Center.
- Track reports of injuries and fatalities and report to the Emergency Operations Center.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.

2. Report to the Emergency Operations Center.

3. As the Medical Care representative on the Operations Section, coordinate and evaluate the overall medical emergency response operations and provide action plan(s) to include, but not be limited to:
   - Triage/First Responders
   - Transportation
   - Ambulatory Treatment

4. Track the numbers and disposition of injured persons and fatalities on campus.

5. Staff the Emergency Operations Center Operations Section as long as emergency medical operations are needed in the emergency response.

Deactivation and Recovery

1. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 16

Telecommunications (Information Technology) (ESF-2)

Primary Responsibilities

- Coordinate between the Telecommunications Unit Response Center and the Emergency Operations Center for campus telephone and telecommunications systems.
- Plan for and establish alternate and emergency telecommunications technical support of the emergency operations, including the Emergency Operations Center.
- Plan for the emergency installation of campus telecommunications data networking for critical operations and programs.
- Provide technical support to the Public Information Officer.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.

2. Report to the Emergency Operations Center, establish communication with the Telecommunications Unit Response Center and provide a report of the status of campus telecommunications and networks.

3. Evaluate the overall emergency operation for damage and impacts to campus telecommunications. Identify telecommunication needs between the Emergency Operations Center and Field Response Units on campus.

4. Working with the Operations Section Chief, plan for telecommunications support to all operations on campus. The Emergency Operations Center Action Plan will determine priority for service.

5. Provide technical support to the Public Information Officer with the recording of emergency messages on the campus information line.

6. Provide support with emergency installation of critical data networking infrastructure to support emergency operations, high priority business and service resumption as identified by the Operations Section Chief and the Emergency Operations Center Management Group. If emergency contract services are needed, coordinate with the Logistics Section Chief to arrange emergency contracts and agreements for service.

7. Coordinate the details of these plans and tasks with the Telecommunications Unit Response Center and incorporate into the Emergency Operations Center Action Plan. Provide ongoing telecommunication and coordination between the Telecommunications Unit Response Center and the Emergency Operations Center.

Deactivation and Recovery

1. Implement return to normal operations per protocol.

2. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 17
Computing (Information Technology) (ESF-2)

Primary Responsibilities
- Coordinate between the Computing Unit Response Center and the Emergency Operations Center for the central data and computing network services.   - Plan for and establish alternate/emergency computing and data support of the Emergency Operations Center and critical University business operations.   - Provide status on network and computing services for the campus.

Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.
2. Report to the Emergency Operations Center, establish communication with the Computing Unit Response Center and provide a report of the status of campus network and computing operations.
3. Working with the Operations Section, plan for repair and restoration of services. If hot site services will be used, notify the Emergency Operations Center and provide information on how and when the computing operations will be restored. If services will not be available for an extended time, work with the Public Information Officer to inform the University populations.
4. Initiate off-site systems and data protocols as indicated by the emergency.
5. Provide support to Emergency Operations Center and critical University business operations with emergency services for critical systems. If emergency contract services are needed, coordinate with the Logistics Section to arrange emergency contracts and agreements for service.
6. Coordinate the details of these plans and tasks with the Computing Unit Response Center and incorporate into the Emergency Operations Center Action Plan. Provide ongoing communication and coordination between the Information Technology Unit Response Center and the Emergency Operations Center.

Deactivation and Recovery
1. Initiate normal operations/systems recovery per protocol.
2. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 18
Student Care (ESF-6)

Primary Responsibilities

- Manage University large group care operations.
- Provide temporary shelter (overnight or for several days).
- Provide support for large group off-campus evacuation.
- Provide immediate crisis counseling.
- Set up a message center for those in the shelter.
- Coordinate between the Student Affairs and the Emergency Operations Center for student care and welfare services.
- Plan for emergency housing and food services for students.
- Plan for the messages and information to families of students in coordination with the Public Information Officer.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Operations Section.

2. Report to the Emergency Operations Center. Establish communication with the Student Affairs. Check with the Operations Section Chief to determine if care and shelter area(s) need to be established for:

   - Students
   - Building evacuees
   - Stranded employees and staff
   - Field personnel
   - Evacuees from the community (mutual assistance)

3. Determine immediate needs for the groups of people on site. Coordinate with Medical Triage/First Aid for immediate medical and other urgent care for evacuees.

4. Identify potential sites to set up shelter areas. Ensure that buildings have been inspected and are safe for occupancy.

5. If directed by the Operations Section Chief, set up one or more care and shelter areas on campus. Initial shelters may be for students and employees who are evacuated from buildings, children from child care centers who have been evacuated, and others who may have become separated from their companions.

   Note: These shelters may be temporary and include: First Aid and Triage Screening Area, Medical Transportation Staging Area, Message Center.

6. Determine the number of staff that will be needed to manage each shelter site. Request volunteers through the Logistics Section.

7. Make a list of items that will be needed for each shelter to become fully operational. Forward the list to the Operations Section Chief and coordinate with the Logistics Section Chief to provide estimates of supplies currently available on campus and supplies that will need to be purchased. Provide the estimates, including costs, to the Operations Section Chief for final approval before establishing longer-term shelters.

Checklist 18 - Continued
Student Care (ESF-6)

Actions - Continued
8. If the University campus has been asked to provide a public shelter under the management of the American Red Cross, the University will need to provide a facility with support services of power and water utilities and sanitation. The public shelter may request extra patrol and security from the University, as well. Coordinate the set up of the Red Cross shelter with the Operations Section. Determine if there are additional needs to provide support. Determine a shut down time for the public shelter, which may be based on the resumption of University operations. Coordinate the shut-down of the public shelter with the Operations Section Chief and the Emergency Operations Center Management Groups who may need to coordinate with the City of Lawrence and Douglas County.
9. Determine immediate needs for students based on the nature and duration of the emergency.
10. Coordinate the plan for providing emergency housing services to students with the Operations Section members. For service requests and needs not available from the Student Affairs Unit Response Center, coordinate emergency procurement with the Logistics Section Chief.
11. Provide information to the Public Information Officer regarding how families can find out the status of their students.
12. If additional counseling services are needed, coordinate requests with the Logistics Section Chief. Services may be co-located with care and shelter operations, as available.
13. Continue to represent Student Affairs in the Emergency Operations Center as long as coordination is needed during the emergency.
14. Coordinate with the Operations Section Chief to define a policy for shelter operations, based on the nature of the situation and with the concurrence of the Emergency Operations Center Management Group, establish the following: • Sign-in log for persons at the shelter; including date and time • Length of time people will be sheltered • Shelter management - University or the Red Cross • Services to be provided are food, counseling, transportation, etc. • Release policy (i.e., individual initiative - no controls, release sign-out Log, etc.) • Policy regarding non-campus persons in shelters • Policy regarding mutual assistance (whether it will be provided) • Information to be released to the news media • Maximum budget
Deactivation and Recovery
1. Participate in the Operations Section in post-incident debriefing meetings to identify areas of improvement for Emergency Operations Center operations and coordination of field emergency operations.

Checklist 19
Planning Section Chief

Primary Responsibilities

- Manage the collection, documentation, evaluation, analysis and maintenance of information relating to the emergency.
- Manage Situation Unit.
- Plan for ongoing support of incident operations.
- Plan for ongoing continuity of University operations.
- Plan for the reoccupation of University buildings and facilities.
- Support Public Information Officer with information.

Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Planning Section.
2. Maintain a current log of activities throughout the emergency.
3. Provide analysis and recommendations to the Emergency Operations Center Management Group and the Operations Section Chief for on-going operations. Determine; primary needs, operational objectives for emergency operations, status of resources and capability for sustained operations and recovery, and primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of the University to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.
4. Ensure the Situation Unit position is filled.
5. Provide a general report on the status of buildings and facilities.
6. Coordinate with the Operations Section Chief for the needs of the Action Plan.
7. Monitor University operations.

Deactivation and Recovery
1. Plan for the transition of affected areas back to University department management.
2. Provide documentation to the Finance & Administration Section Chief for Insurance/Federal Emergency Management Agency/Risk Management Disaster Assistance Program applications.
3. Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.
4. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 20
Planning Section Chief – Design and Construction Management (ESF-14)

Primary Responsibilities

- Manage the collection of information, documentation, evaluation, analysis and recovery projects relating to an emergency response involving campus facilities and properties.

- Manage the following:
    - Situation Unit
    - Building Inspections
    - Damage Assessment
    - Repair and Reconstruction

- Assist in planning for ongoing operations.

- Coordinate Damage Assessment and Building Inspection Team operations with Operations Section Chief and others in the Emergency Operations Center.

- Develop a recovery plan for emergency repair jobs and emergency construction projects.

- Ensure the survey of structures, and posting and restricting entrances, are completed.

- Plan for the reoccupation of University buildings and facilities.

- Support the Finance & Administration Section Chief with damage assessment information.

- Support Public Information Officer with accurate information.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Planning Section.

2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. Activate Situation Unit, ensuring the displays are set-up, maintained and regular status reports are made to the Emergency Operations Center Management Group and key Emergency Operations Center Staff. Status reports should contain information on the type of situation, major incidents at the University, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.

4. If University buildings and properties are damaged or safe occupancy must be verified, coordinate with the Operations Section Chief to activate and manage Building Inspection and Damage Assessment Teams to; inspect buildings, placard inspections and occupancy status, assess damage and general repair estimates, and prioritize re-occupancy of buildings. Perform a rapid damage assessment to determine where safe rescue and recovery efforts can proceed and communicate assessment to the Operations Section and the Facilities Operation Unit Response Center. Post unsafe areas. Provide a general report on the status of buildings and facilities including number or percent of buildings damaged and time to needed to for repairs. In buildings housing critical research, work closely with Critical Research Facilities to coordinate inspections and placard posting with on-going operations of the building.

5. Coordinate with the Operations Section Chief for building inspectors and contract engineering services to support emergency rescues and operations in damaged buildings or buildings in which the structural safety is questioned. Design and Construction Management will manage the actual deployment of Architects/Engineers for inspections and damage assessment and contractors performing repairs or reconstruction. Ensure that the emergency priorities of the Emergency Operations Center and Operations Section Chief have been communicated to the Facilities Operation Unit Response Center.

Checklist 20 - Continued

Planning Section Chief – Design and Construction Management (ESF-14)
Actions—Continued
6.   Identify the safe buildings (green tagged buildings) for occupancy at the University. This may be a higher priority than inspecting the damaged buildings, depending on the need for shelter and temporary care for people.
7.   Provide analysis and recommendations to the Emergency Operations Center Management Group and the Operations Section Chief for on-going operations. Determine the primary needs, operational objectives for emergency operations, status of resources and capability for sustained operations and recovery, and the primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of the University to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.
8.   Identify and recommend immediate repair and construction projects, prioritizing for (1) critical support for research and life safety (2) public, student and employee safety, (3) containment of hazards and unsafe areas, and (4) priority use of buildings. Prepare an emergency repair and restoration plan to address immediate repair projects, anticipated capital improvement and repair projects and other alternatives for University facilities, roads and other properties that have been damaged. Prioritize based upon life safety, public health and safety, critical services, and other priorities established by the overall Emergency Operations Center Action Plan. As authorized by the Emergency Operations Center Management Group initiate repair projects and track repair costs. Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.
9.   Ensure that Situation Unit information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the Emergency Operations Center Management Group and/or the Public Information Officer. Provide updated information to both groups as soon as available.
10. Ensure that Situation Unit collects and keeps track of documentation and reports in the Emergency Operations Center for archive. If able, collect emails, faxed documents and other electronic reports and save on electronic media. File status updates and action plans sequentially, to assist with the after-action debriefing.
11. Monitor the list of University buildings and facilities that will be open for operations and use. Assist the Emergency Operations Center Management Group with planning for the resumption of critical University business operations, research operations and academic programs.
Deactivation and Recovery
1.   Plan for the transition of emergency projects and programs to transfer to University department management.
2.   Provide documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.
3.   Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.
4.   Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 21
Situation Unit

Primary Responsibilities

- Collect, verify and process any information and intelligence on the emergency.

- Maintain the information on the current status of affected University buildings, facilities, systems operations, and employees.

- Evaluate and disseminate information throughout the Emergency Operations Center.

- Post and maintain status boards and other Emergency Operations Center displays.

- Identify inconsistencies and verify information for accuracy.

- Maintain the Emergency Operations Center Master Log and collect reports, documentation and other communication for the archive of the activation.

- Support the Public Information Officer with information, verification, event posting and rumor control including monitoring radio and television broadcasts for information that may affect or impact University operations.

- Assist Student Affairs with injury and student status reports.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Planning Section.

2. Sign in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations and activate the Emergency Operations Center Master Log and status boards.

3. Post information. Status reports should contain:

   - Type of situation(s)

   - Major events and ongoing incidents

   - Deployment of University staff and equipment

   - Status of students, employees and visitors

   - Status of University buildings, properties and operations

   - Outstanding problems

   - Weather

   - Resources needed

   - Summary of known damage

   - Estimate of financial impact (as available)

4. On the Emergency Operations Center Master Log, record significant information and decisions in the Emergency Operations Center. The log may be maintained electronically and/or manually. If electronic, print out at regular intervals for the Planning Section Chief and the Emergency Operations Center Management Group. Number and date/time stamp all pages sequentially, to serve as a record of the Emergency Operations Center activation.

5. Summarize reports/information and display summaries from the Operations Section Chief and Sections in the Emergency Operations Center.

Checklist 21 - Continued
Situation Unit

Actions—Continued
6. Evaluate information and disseminate it to Emergency Operations Center staff; assist with briefings.
7. Establish a collection point and have reports forwarded for documentation.
8. Analyze and verify information. Work with the Public Information Officer to correct misinformation and inaccuracies.
9. Take pictures of status boards at regular intervals as a record-keeping measure.
Deactivation and Recovery
1. Keep original Emergency Operations Center logs, photos of status boards, and status summary reports in a binder or file for documentation.

Checklist 22
Logistics Section Chief

Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the emergency operation, including:

  - University supplies, equipment, materials and services

  - Contracted services

  - Transportation services

  - Volunteers and Human Resources Management

  - Emergency support for staff and University shelter sites

- Coordinate with the Operations Section Chief in the planning for, anticipation of and pre-staging of, critical services and resources during emergency operations.

- Support the Finance & Administration Section's emergency accounting and documentation process.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Logistics Section.

2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. Work with the Logistics Section members to assess the damage, impacts and operation to identify the potential need for resources – both immediate and in the recovery period. Request a general inventory of available resources at the University. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with support the Unit Response Centers to access resources and support services for the emergency and recovery operations.

4. Activate the emergency purchasing process to procure resources. Work with the Finance & Administration Section to ensure appropriate accounting processes. Confer as needed with the other Emergency Operations Center groups to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.

5. Contact the Operations Section Chief and Student Affairs to determine what services will be needed on campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.

6. Coordinate with the Operations Section Chief and determine if a shelter is to be managed by the Red Cross and if so, determine what services will, if any, be provided by the University. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with the Douglas County Emergency Coordination Center to coordinate support operations.

Checklist 22 - Continued
Logistics Section Chief
Actions—Continued

7. If staff resources will be needed to augment the emergency operations, establish a volunteer recruitment and assignment process. Have the Human Resources function coordinate with the following Unit Response Centers:

   - Human Resources

   - Critical Research Facilities

   - Student Affairs

   Establish a central location for the coordination and deployment of volunteers.

8. For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Section Chief to support all aspects of evacuating people, including:

   - Emergency transportation

   - Delivery point

   - Temporary shelter and care needs

   - Food, water and sanitation support

   - Reuniting and notification for families

   - Crisis counseling

   - Security and safety

9. If mutual aid resources are requested and the University will be providing mutual aid to another agency, ensure the following is documented by the Operations Section Chief or by the Logistics Section Chief:

   - Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation.

   - Location requested.

   - Name of requesting agency.

   - Name and contact information for person-in-charge at the site receiving mutual aid.

   - Time and duration for the provision of mutual aid.

   - Personnel support available or to be provided.
   - Keep track of University resources sent to support other agencies.

10. Organize and track the utilization of University major supplies, equipment and transportation. Work with the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the Federal Emergency Management Agency/Insurance function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources for the University's emergency operations. Communicate this documentation requirement to the Unit Response Centers.

Checklist 22 - Continued
Logistics Section Chief

Actions—Continued
11. Support the emergency functions that are providing shelter and rest areas for staff and other emergency workers, including the Emergency Operations Center staff. If the activation will be prolonged, plan for extended support services. Also, provide support and logistics to assist University staff that may be stranded at the University. Assist the Operations Section Chief with services and management of care and relocation services, as requested.
12. Ensure documentation for requests, costs and procurement processes are forwarded to the Finance & Administration Section Chief.
13. Coordinate set-up/staging of resources at each primary emergency operation site. If no resources are available to support a site, advise the Operations Section Chief. Estimate support requirements for the operation and assess the capability of supplies on hand. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed.
14. If critical research programs or other University business operations are to be relocated, provide logistical support, as requested.

Deactivation and Recovery
1. Assist Finance with the collection of documentation and records.
2. Oversee the transition process of transferring reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow up, final payments, and resolution.
3. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 23
Resource Procurement (ESF-7)
Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution and tracking of University emergency resources and support for the emergency operation, including University supplies, equipment, materials and services.
- Procure vended and contracted resources and services.
- Inventory the University's major supplies and equipment.
- Allocate University supplies and equipment, as needed.
- Provide for logistical arrangements for delivery and use of University supplies and equipment.
- Coordinate and support documentation of emergency procurement with the Finance & Administration Section Chief.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Logistics Section.

2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. Activate the Emergency Purchasing Process to procure resources and coordinate with the Finance & Administration Section Chief. Establish contact with the procurement personnel in the operational department(s) affected by the emergency. Determine if additional KU Purchasing Services staff is needed. Activate the Emergency Business Procurement Card Procedures. Coordinate with the Emergency Operations Center to determine if the State of Kansas needs to be notified. If so, determine state department(s) to be notified. If outside resources will be needed, prepare to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.

4. Coordinate with the Operations Section Chief damage assessment, impact and operations to identify potential need of resources – both immediate and in the recovery period. Identify the use of and need for, supplies and equipment. Develop a list of needed items and estimate location and time needed. Conduct a general inventory of available material resources at the University including fuel, food, equipment and supplies. Work with departments and Unit Response Centers to access resources and support services for the emergency and recovery operations.

5. Arrange logistics for purchasing, procurement and delivery of resources. Provide as much support as possible to the emergency operations by delivering resources and taking care of associated documentation. Track the involvement of procured resources and note when no longer needed and service provision has ceased. Ensure University staff operators of equipment are trained in the safe use and operation of the equipment. It may be necessary to contract certified operators if the University does not have staff available.

6. Ensure operational personnel track the delivery and utilization of supplies.

7. Work with the Planning Section Chief to plan for ongoing operations and extended support services. If the emergency operation phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.

Checklist 23- Continued

Resource Procurement (ESF-7)

Actions—Continued

8. If mutual aid resources are requested and the University will be providing mutual aid to another agency, as requested, document and track University resources that are provided. Include the following:
    - Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
    - Location requested
    - Name of requesting agency
    - Name and contact information for person-in-charge at the site receiving mutual aid
    - Time and duration for the provision of mutual aid
    - Personnel support available or to be provided

9. If the Federal Emergency Management Agency /Insurance function has been activated, coordinate documentation of hours and costs associated with utilization of major resources with the Finance & Administration Section Chief. Communicate documentation requirements to the Unit Response Centers supporting the Logistics Section Chief.

10. As emergency operations subside, track the return of equipment and unused supplies to the departments and owners. Coordinate the return of rented and leased equipment.

Deactivation and Recovery

1. Forward information needed for Federal Emergency Management Agency documentation to the Finance & Administration Section Chief.

2. Transition the management of contracts and services to the appropriate departments when the Emergency Operations Center is deactivated.

3. As requested, provide support and communication to vendors assisting with invoicing and payment procedures.

Checklist 24
Capital Planning and Space Management

Primary Responsibilities

- Coordinate between the office of Capital Planning and Space Management and the Emergency Operations Center.

- Provide current space data and information for alternative on-campus locations in an emergency situation.

- Collect information in regard to alternative off-campus space, if necessary, in an emergency situation.

- Work with appropriate departments to provide additional information necessary for space usage and space needs (i.e., Registrar's Office).

- Work with Facilities Services (FS), Design and Construction Management (DCM), and Information Technology (IT) to make-ready alternative space.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Logistics Section.

2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. Work with the Operations and Planning Section Chiefs to determine alternative space needs during an emergency situation.

4. If alternative space is necessary, collect pertinent information through the existing space data and affected departments in order to identify options on-campus and/or off-campus.

5. Assist Facilities Services, Design and Construction Management and Information Technology and the departments that must be relocated in preparing the space for occupancy.

6. Assist in move management.

7. Staff the Emergency Operations Center and/or Logistics Section as long as the Office of Space Management is involved in the emergency.

Deactivation and Recovery

1. Transition those moved into alternative space back to permanent space.

2. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 25
Human Resources – Staff and Volunteers

Primary Responsibilities

- Maintain the general status on University staff.

- Monitors reports of injuries and fatalities.

- Coordinates the deployment of volunteers from University staff pools to assist with emergency operations.

- Handles welfare inquiries and other issues regarding the status of University Employees.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or Emergency Operations Center to confirm the activation of the Logistics Section.

2. If activated, report to the Emergency Operations Center and sign in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. As information is known regarding the University's emergency operations, assess the numbers and status of employees involved in the operation and/or impacted by the disaster. Track by department, if able.

4. If known employee injuries or fatalities, start case files for those employees and track their disposition. While specific information may not be available during the activation of the Emergency Operations Center, continue to follow up on reports of injuries and/or fatalities involving University Employees. Coordinate with the Emergency Operations Center to obtain needed reports. Protect the confidentiality of victims and injured parties, as necessary during the emergency operation phase. Forward information to the Federal Emergency Management Agency /Insurance function as available.

5. If emergency operations are extended and volunteer help is needed, establish a center for receiving volunteers and assigning volunteers. This may be managed by the Human Resources Unit Response Center. Work with the Public Information Officer position to determine how to communicate the need for volunteer help to employees and to disseminate information on where to report. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with displaced staff at relocation areas. Track the assignment of volunteers. In cooperation with Resource Procurement Group, ensure that volunteer workers are supported with food, water and sanitation and that they have a supervisor or coordinator in charge of the site operation.

6. If specialized staff resources will be needed to augment the emergency operations, assess the availability of University staff from Unit Response Centers and departments. Additional resources may be available from the Student Affairs Unit Resource Center or the representative of the Operations Section.

7. If temporary services are needed for skilled labor or emergency hires, work with the Resource Procurement member of the team for contracted services.

8. If the University is receiving a large volume of welfare inquiries, work with the Emergency Operations Center Management and Public Information Officer to establish a process for managing the inquiries

Deactivation and Recovery

1. Forward all files and documentation to the appropriate departments when the Emergency Operations Center is deactivated.

2. As directed by the Logistics Section Chief, participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 26
Transportation Services, Vehicles (ESF-1)

Primary Responsibilities
• Track and inventory University vehicles, fuel, maintenance equipment and services.
• Arrange for the use of University vehicles and drivers.
• Coordinate public transportation services.

Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Logistics Section.
2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Work with the Logistics Section Chief and Emergency Operations Center Management Group to assess damage and operational impact. Identify potential need for resources (both immediate and in the recovery period). Identify the use of and need for; transportation vehicles, drivers and services. Develop a list of transportation needs, estimated location and time needed.
4. Conduct a general inventory of available vehicles, drivers, fuel and tires at the University. Work with the transit provider to inventory available vehicles and drivers not already allocated to the emergency operations.
5. As the Transportation Services, Vehicles representative in the Logistics Section, develop a transportation plan in support of the emergency and recovery operations. If evacuating or relocating large groups of people, be prepared to provide transportation support with University assets or via public resources. Provide an action plan(s) to determine the priorities of transportation and include: - Emergency medical – life support – people and supplies   - Immediate evacuation of people   - Resource delivery to emergency operations at extremely hazardous incidents   - Transportation of critical staff   - Relocation of people   - Delivery of resources and supplies   - Public transportation
6. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the Finance & Administration Section Chief for Insurance/Federal Emergency Management Agency/Risk Management Disaster Assistance Program applications.
7. Contact the City of Lawrence Emergency Operations Center and/or Douglas County Emergency Coordination Center to determine the status of public transportation services. The Liaison Officer in the Emergency Operations Center may help with this request as they are in communication with the other Emergency Operations Centers and outside agencies.

Checklist 26 - Continued
Transportation Services, Vehicles (ESF-1)_

Actions—Continued
8. Check with Situation Unit to verify safe transportation roads, highways and freeways for routing. Estimate travel times and work on alternate routes to avoid congestion.
9. If mutual aid requests are received for University vehicles and operators, confer with the Logistics Section Chief for authorization to provide mutual aid resources. Track University vehicles and transportation services provided to other agencies.
10. If private vehicles will be used voluntarily, track the use of those vehicles. This may be needed in extreme conditions to augment transportation needs.

Deactivation and Recovery
1. As emergency operations subside, track the return of vehicles
2. Forward documentation of vehicles used in the emergency operations to the Logistics Section Chief.

Checklist 27
Emergency Food, Water, and Sanitation (ESF-7)

Primary Responsibilities
• Coordinate food service needs with KU Dining.
• Coordinate sanitation with Facilities Services.
• Coordinate restoration of utilities with Facilities Services.
• Identify prioritization of service provision (student, staff and service providers).

Actions
1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Logistics Section.
2. Assign point person on scene.
3. Care for injured students, customers and/or staff within campus facilities.
4. Report to the Emergency Operations Center with assessment of water, food and sanitation resources currently available.
5. Working with the Situation Unit position within the Planning Section, move or direct services or resources, as needed.
6. Coordinate with the Transportation Services, Vehicles position within the Logistics Section relocation of persons or materials, as needed.

Deactivation and Recovery
1. Move services and resources back to permanent locations
2. Gather cost recovery estimates
3. As directed by the Logistics Section Chief, participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 28
Finance & Administration Section Chief

Primary Responsibilities

- Expense and cost summary reports of disaster-related expenses for the Emergency Operations Center Manager and Emergency Operations Center Management Group.

- Activation of the Emergency Accounting function and Insurance/Federal Emergency Management Agency/Risk Management functions.

- Support to the Emergency Operations Center Manager for business decisions regarding cost/benefit of services and strategies.

- If needed, activation of the documentation process for the Federal Emergency Management Agency disaster assistance application.

- Summary reports on the short- and long-term financial impacts of the emergency and recommend appropriate actions.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Finance & Administration Section.

2. If activated, report to the Emergency Operations Center and sign in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. Activate the Emergency Accounting function and the Emergency Account System, if needed. Brief Emergency Operations Center on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts.

4. Assist the Emergency Operations Center with tracking and filing source documentation. Provide as much support as possible to other groups and functions for finance documentation.

5. If there is damage or reported injuries, activate the Insurance/Federal Emergency Management Agency /Risk Management function to manage the documentation process for claims and applications for reimbursement. Coordinate photographs and other documentation in support of anticipated Federal Emergency Management Agency disaster assistance programs for building and facilities damage. Obtain information on injuries and casualties, which may result in case files, investigations and/or claims.

6. Working with the other Section Chiefs in the Emergency Operations Center, prepare summary reports on total costs and anticipated losses to programs and budgets. Provide estimates and other information, as requested by the Emergency Operations Center Manager, on the fiscal impacts of continuing operations and strategies. If requested, provide cost benefit information in support of the analysis of alternatives or strategies for emergency and repair operations.

7. If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and Federal Emergency Management Agency disaster assistance.

8. If normal University operations will be interrupted for more than three days, provide estimates to the Emergency Operations Center Manager of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

Deactivation and Recovery

1. Direct the post-emergency accounting transition to normal operations.

2. Assist with preparing a summary report of the damage and incidents that occurred.

3. Participate in the Emergency Operations Center's post-incident debriefing meeting to identify areas of improvements for the Emergency Operations Center's operations and coordination of field emergency operations.

Checklist 29

Emergency Accounting

Primary Responsibilities

- Management of the emergency accounting system for the University Emergency Operations Center.

- Verification of expenditures by the University Emergency Operations Center to confirm account codes, invoices and associated documentation.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Finance & Administration Section.

2. If activated, report to the Emergency Operations Center and sign-in with the Emergency Operations Center Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.

3. If emergency procurement will be needed, set up Emergency Accounting Procedures for the Emergency Operations Center. Establish contact with accounting and financial management staff in the operational unit(s) affected by the emergency. Determine if additional Central Accounting or Financial Management staff is needed. Determine if the State of Kansas needs to be notified and if so, make arrangements for contact with the appropriate department(s). If power and/or network access is not available, a temporary manual accounting system may need to be used in the Emergency Operations Center.

4. Obtain copies of purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency, as needed, to verify expenses.

5. At the end of each 24-hour period and as directed, total expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

6. Support and assist purchasing, as requested, with account information.

Deactivation and Recovery

1. Provide an Accounting Summary Report of accounting activities, actions taken, and related information for the Finance & Administration Section Chief. Support the transition to normal operations.

Checklist 30
Insurance / Federal Emergency Management Agency / Risk Management

Primary Responsibilities

- Prepare and maintain insurance documentation files and manage the insurance claims process.
- Assess the risk and liability issues to the University and emergency responders.
- Prepare and maintain the Federal Emergency Management Agency documentation information package.
- Maintain the documentation files, supporting the Federal Disaster Assistance Application process.

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the Office of Public Safety and/or the Emergency Operations Center to confirm the activation of the Finance & Administration Section.
2. Report to the Emergency Operations Center. Obtain a briefing on operations, damage, injuries and recovery operations. Assess the risk and liability issues to the University and emergency responders and provide recommendations, if needed, to manage risk and liability exposure.
3. If immediate investigation and reporting is needed for injury reports and claims, work with the Emergency Operations Center to set up a process for reporting and gathering information. Obtain information on injuries and casualties, which may result in case files, investigations and/or claims. Ensure procedures are followed in reporting injuries and casualties to the appropriate staff and agencies. Protect the confidentiality of victims and injured parties.
4. If it appears that the Governor and the Chancellor will declare the Lawrence/Douglas County area a disaster area for the purposes of federal disaster relief, set up the Federal Emergency Management Agency documentation process. Collect documentation for the Project Worksheet. Documentation is then summarized by the Project Worksheet. If the Project Worksheet has not or will not be issued, collect documentation and data by site.
5. Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated Federal Emergency Management Agency disaster recovery program eligible losses.
   - Photographs and sketches of damage
   - Urgency of the project and reasons – for public health, safety, etc.
   - Identification of public staff and equipment used – time and expenses
   - Identification of vended services used – time, materials and expenses
   - Identification of mutual aid services used – time, materials and expenses
   - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
   - Documentation and photographs of work done
   - Other data including: hazard mitigation (upgrades so that damage will not occur in future events), third party liability and payments, co-pay by cooperating agencies, public/private partnerships, insurance, etc.

Deactivation and Recovery

1. The State of Kansas Division of Emergency Management will provide information on the Federal Emergency Management Agency Post-Disaster briefing meeting. Make arrangements to attend the briefing with other agency representatives and be prepared to submit a Notice of Interest at that time. Note that Federal Emergency Management Agency makes adjustments to the Federal Emergency Management Agency Disaster Assistance Application process after every declared disaster. The new packet of information should be reviewed thoroughly to determine current correct procedures for notification and application.
2. Assist with preparing a summary report of the damage and incidents that occurred.
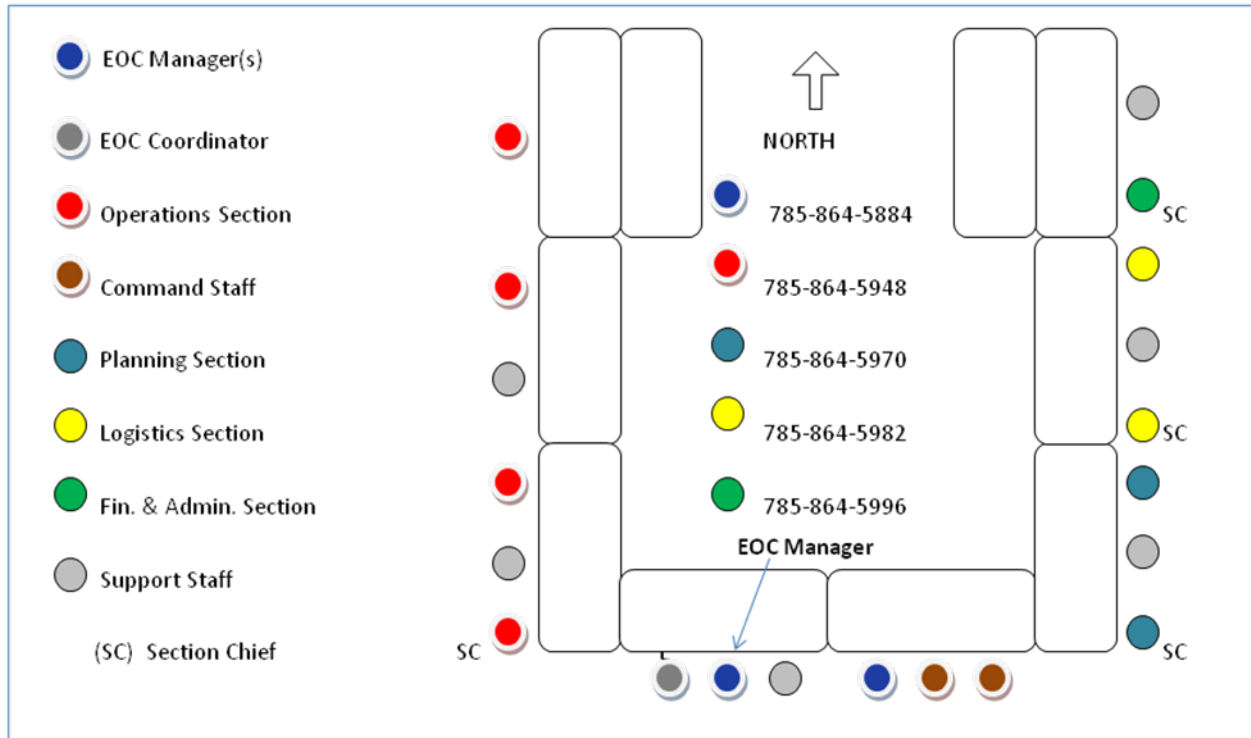
Appendix A
Emergency Operations Center
University Primary and Alternate Staff Assignments
&
Contact List

Function or Group	Primary	1st Alternate	2nd Alternate
Executive Policy Group	Chancellor Douglas Girod	Interim Provost Carl Lejuez	General Counsel Brian White
Executive Policy Group Liaison	Vice Chancellor for Public Affairs Reggie Robinson	TBD	TBD
Emergency Operations Center Manager	Vice Provost Diane Goddard	Vice Provost Chis Brown	Vice Provost
Emergency Operations Center Management Group	Student Affairs Vice Provost Tammara Durham	Vice Provost of Operations Mike Rounds	TBD
Emergency Operations Center Coordinator	Emergency Management Andrew Foster	To be determined on recommendation of the EOC Manager	To be determined on recommendation of the EOC Manager
Emergency Operations Center Support Staff	Provost's Support Staff Emily Eichler	Provost's Support Staff Sharon Parnell	Provost's Support Staff Stacey Rinnert
Public Information Officer	Public Affairs Asst. Director of Strategic Communications Joe Monaco	Public Affairs Provost Communications Coordinator Andy Hyland	TBD
Liaison Officer	Environment, Health and Safety Director Mike Russell	Emergency Management Specialist Andrew Foster	Student Health Services Associate Director Diana Malott
Safety Officer	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief
Operations Section Chief	Office of Public Safety Interim Director/Chief of Police Chris Keary	Associate Vice Provost for Human Resource Management Mike Rounds	Environment, Health and Safety Director Mike Russell
Computing	Vice Provost of Operations Mike Rounds	Information Technology Enterprise Applications Officer Roy L. Lytle	TBD

Function or Group	Primary	1st Alternate	2nd Alternate
Critical Research Facilities	Research and Graduate Studies Associate Vice Chancellor John Columbo	Research and Graduate Studies Associate Vice Chancellor Rodolfo Torres	TBD
Environment, Health & Safety	Environment, Health and Safety Director Mike Russell	Environment, Health and Safety Hazardous Materials Manager Jon Rossillon	Environment, Health and Safety Lab Safety Manager Larry Cattoor
Facilities Services	Facilities Services Director Shawn Harding	Facilities Services Manager Guy Price	TBD
Medical Care	Student Health Services Director Douglas Dechairo	Student Health Services Associate Director Diana Malott	Student Health Services Associate Director Joe Gillespie
Office of Public Safety	Interim Director/Chief of Police Chris Keary	Assistant Director/Patrol Captain James Anguiano	On-Duty Police Supervisor
Student Care	Student Affairs Vice Provost Tammara Durham	Student Emergency Phone Rotating Individuals	Student Emergency Phone Rotating Individuals
Student Housing	Student Housing Director Sarah Waters	Student Housing Associate Director Amaris Watson	Student Housing Associate Director Kip Grosshans
Telecommunications	CIO Mary Walsh	Information Technology Enterprise Applications Officer Roy L. Lytle	TBD
Planning Section Chief	Design & Construction Management Director James Modig	Design & Construction Management Deputy Director Paul Graves	Design & Construction Management Associate Director Mark Reiske
Building Inspectors	Design & Construction Management Director James Modig	Design & Construction Management Deputy Director Paul Graves	Design & Construction Management Associate Director Mark Reiske
Damage Assessment	Design & Construction Management Director James Modig	Design & Construction Management Deputy Director Paul Graves	Design & Construction Management Associate Director Mark Reiske
Emergency Projects	Design & Construction Management Director James Modig	Design & Construction Management Deputy Director Paul Graves	Design & Construction Management Associate Director Mark Reiske

Function or Group	Primary	1st Alternate	2nd Alternate
Situation Unit	Design & Construction Management Director James Modig	Design & Construction Management Deputy Director Paul Graves	Design & Construction Management Associate Director Mark Reiske
Logistics Section Chief	Vice Provost of Operations Mike Rounds	Fiscal Services Office Associate Vice Provost for Fiscal Services Richard McKinney	
Emergency Food, Water and Sanitation	To be determined on recommendation of the Logistics Section Chief	To be determined on recommendation of the Logistics Section Chief	To be determined on recommendation of the Logistics Section Chief
Human Resources – Staff & Volunteers	Human Resources Director Ola Faucher	Human Resources Assistant Director Madi Vannaman	Human Resources Employment Manager Allen Humphrey
Resource Procurement	Purchasing and Strategic Sourcing Director Rick Beattie	Associate Director Procurement Services Ephrom Marks	
Capital Planning and Space Management	Capital Planning and Space Management	Capital Planning and Space Management Director, Capital Planning Tom Waechter	
Transportation Services, Vehicles	Parking & Transit Director Donna Hultine	Parking & Transit Assistant Director Dave Moore	Parking & Transit Aaron Quisenberry
Finance & Administration Section Chief	Comptroller's Office Comptroller Katrina Yoakum	Comptroller's Office Assistant Comptroller Karen Banning	Fiscal Services Office Associate Vice Provost for Fiscal Services Richard McKinney
Emergency Accounting	Comptroller's Office Comptroller Katrina Yoakum	Fiscal Services Office Associate Vice Provost for Fiscal Services Richard McKinney	Business and Financial Planning Office Chief Business & Financial Planning Officer Leisa Julian
Insurance/ Federal Emergency Management Agency /Risk Management	Business and Financial Planning Office Risk Manager Michael Rosenberg	Business and Financial Planning Office Chief Business & Financial Planning Officer Leisa Julian	TBD

Appendix B
Emergency Operations Center Facility
Primary: Provost Conference Room, 250 Strong Hall

- 🔵 EOC Manager(s)
- ⚪ EOC Coordinator
- 🔴 Operations Section
- 🟤 Command Staff
- 🔵 Planning Section
- 🟡 Logistics Section
- 🟢 Fin. & Admin. Section
- ⚪ Support Staff
- (SC) Section Chief

NORTH ⬆

- 🔵 785-864-5884
- 🔴 785-864-5948
- 🔵 785-864-5970
- 🟡 785-864-5982
- 🟢 785-864-5996

EOC Manager

SC

Appendix C

Emergency Operations Center Forms

Emergency Operations Center Activation Form

Emergency Operations Center Manager:

Date/Time Notified:	Notified by (Name):	Phone #:

Emergency:	Location:

Situation Analysis

YES/NO   YES/NO
☐ ☐ **Lives threatened?**   ☐ ☐ **Emergency services needed?**
☐ ☐ **People or the environment at risk?**   ☐ ☐ **Coordination of campus services needed?**
☐ ☐ **Public information needed?**   ☐ ☐ **University programs interrupted?**
☐ ☐ **Property damage?**   ☐ ☐ **City, County and/or State aid needed?**

Emergency Operations Center Activated?   ☐ **NO**   ☐ **YES**

☐ **Level 1**	**Local Incident**
☐ **Level 2**	**Local Incident – Partial Activation**
☐ **Level 3**	**Full Emergency Operations Center Activation**

Notify: ☐ EOC Coordinator ☐ Executive Policy Group ☐ Public Information Officer ☐ Support Staff

Section Chiefs   (Name & Contact Number)

☐ **Operations**

☐ **Planning**

☐ **Logistics**

☐ **Finance & Administration**

Emergency Operations Center Activation Form

Emergency Operations

OPERATIONS	PLANNING	LOGISTICS	FINANCE & ADMINISTRATION
☐ Computing ☐ Critical Research Facilities ☐ Environment, Health & Safety ☐ Facilities Services ☐ Medical Care ☐ Public Safety Office ☐ Student Care ☐ Student Housing ☐ Telecommunication	☐ Design & Construction Mgt. ☐ Situation Unit ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ Food, Water & Sanitation ☐ HR-Staff & Volunteers ☐ Materials, Goods & Equip. ☐ Resource Procurement ☐ Capital Plng./Space Mgt. ☐ Transportation. ☐ Volunteer Mgt. ☐ ☐	☐ Emergency Accounting ☐ FEMA/Risk Mgt. ☐ ☐ ☐ ☐ ☐ ☐ ☐

Location(s) and Situation Status: **Map Attached?**

Immediate Action Plan

Highest Priority/Goal for the Emergency Operations Center:

Emergency Operations Center Actions:

Primary Actions on Site:

Anticipated Next Steps:

Anticipated Decisions, Emergency Operations Center Action Plan Update or Deactivation:

Date:	Time:	Decision Point:

Attachments (please list):

Emergency Operations Center Activation/Set-up Checklist

Name:	Date:	Time:	Event:
EOC Activation Level:	☐ **Level 2**	☐ **Level 3**	

☐ **Set-up table with sign-in sheet.**	
☐ **Post EOC Signs**	
☐ **Notify Information Technology and the Office of Public Safety dispatch that the EOC is activating.**	
☐ **Telephones operational and tested.**	
☐ **Cellular phones operational and tested.**	
☐ **Radio(s) operational and tested.**	
☐ **Computers operational.**	
☐ **Fax operational and tested.**	
☐ **Copier operational and tested.**	**NOTES:**
☐ **Arrange chairs and/or tables, as necessary.**	
☐ **Open doors for ventilation (if needed).**	
☐ **Emergency power available (if needed).**	
☐	
☐ **SET UP SITUATION UNIT:**	
☐ **CAMPUS MAPS**	
☐ **MESSAGE BOARD**	
☐ **POSTING BOARD**	
☐ **EVENT LOG**	
☐ **OTHER DISPLAYS**	

DATE: _____ TIME: _____   PAGE _____ OF _____

EMERGENCY OPERATIONS CENTER ROSTER

Please Sign In and Out

Date/Time In	Name	Department/Agency	Date/Time Out

PAGE _____ OF _____   EVENT: _____

EMERGENCY OPERATIONS CENTER MASTER LOG
Record Major Events/Decisions/Messages

Forward copies of this log to Situation Unit and/or the Emergency Operations Center Manager.

Date/Time	Message/Event	Staff

PAGE _____ OF _____   EVENT: _____

KU Emergency Operations Center Action Plan

Date	
Operational Period	
Primary Problem or Incident	
Highest Priorities or Operational Objectives	

Strategic Actions

Strategy:

Group or Position:

ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Strategy:

Group or Position:

ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Prepared By:	Approved By:	Date:	Time:

KU Emergency Operations Center Situation Report	
Situation Report #	
Primary Problem or Incident Name	
Highest Priorities or Operational Objectives	
Group or Position:	
Current Situation:	

Prepared By:	Approved By:	Date & Time Prepared:

Emergency Operations Center
Message Form

Date:	Time:	☐AM ☐PM	Priority Level:	① Urgent/Critical ② Important ③ Information

From:		Phone Number:

To:		Phone Number:

Problem/Issue/Information Item:

Assign to Section Chief for Action/Information:

☐ **OPERATIONS**	☐ **PLANNING**	☐ **LOGISTICS**	☐ **FINANCE & ADMIN.**
☐ Critical Research Facilities	☐ Design & Const. Mgt	☐ Food, Water & Sanitation	☐ Emergency Accounting
☐ Computing	☐ Situation Unit	☐ HR – Volunteer Management	☐ FEMA/Risk Management
☐ Environment, Health & Safety	☐.	☐ Resource Procurement	☐
☐ Facilities Services	☐	☐ Capital Planning/Space Management	☐
☐ Medical Care	☐	☐ Transportation Services, Vehicles	☐
☐ Office of Public Safety	☐	☐	☐
☐ Student Care	☐	☐	☐
☐ Student Housing	☐	☐	☐
☐ Telecommunications	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Action Taken/Reply:

☐ **Check here to post on Status Board.**

Appendix D
Training, Drills and Exercises

Date(s) / Time	Event/Activity	Location	Areas Tested
7/24/2008 8:00 AM-12:00 PM	EOC Management Training	KU Burge Union	EOC Functions
7/24/2008 1:00 PM-5:00 PM	EOC Management Training	KU Burge Union	EOC Functions
7/31/2008 8:00 AM-12:00 PM	EOC Management Training	KU Burge Union	EOC Functions
7/31/2008 1:00 PM-5:00 PM	EOC Management Training	KU Burge Union	EOC Functions
8/1/2008 8:00 AM-12:00 PM	EOC Management Training	KU Burge Union	EOC Functions
9/25/2008 8:00 AM–12:00 PM	Early Autumn EOC Tabletop Exercise	KU Burge Union	All EOC functions
10/2/2008 8:00 AM– 2:00 PM	IS-700 – National Incident Management System: An Introduction	KU Burge Union	N/A
10/2/2008 1:00 PM–5:00 pm	IS-700 – National Incident Management System: An Introduction	KU Burge Union	N/A
10/9/2008 8:00 AM–12:00 PM	IS-00 – National Incident Management System: An Introduction	KU Burge Union	N/A
10/9/2008 1:00 PM–5:00 PM	IS-700 – National Incident Management System: An Introduction	KU Burge Union	N/A
10/10/2008 8:00 AM-12:00 PM	IS-700 – National Incident Management System: An Introduction	KU Burge Union	N/A
11/25/2008 8:00 AM-12:00 PM	IS-700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
11/25/2008 1:00 Pm – 5:00 PM	IS-700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
12/2/2008 8:00 AM – 12:00 Noon	IS-700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A

Date(s) / Time	Event/Activity	Location	Areas Tested
12/2/2008 1:00 PM – 5:00 PM	IS-700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
12/3/2008 8:00 AM – 12:00 Noon	IS-700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
12/8/2008 8:00 am – 12:00 Noon	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/8/2008 1:00 PM – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/9/2008 1:00 PM – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/12/2008 8:00 AM – 12:00 Noon	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/15/2008 8:00 AM – 12:00 Noon	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/15/2008 1:00 PM – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
12/17/2008 8:00 AM - 12:00 Noon	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
12/17/2008 1:00 PM – 5:00 PM	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
12/18/2008 1:00 PM – 5:00 PM	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
1/6/2009 1:00 PM – 5:00 PM	IS 700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
1/15/2009 8:00 AM – 12:00 Noon	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
1/22/2009 8:00 AM – 12:00 Noon	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
Date(s) / Time	**Event/Activity**	**Location**	**Areas Tested**

1/26-27/2009 8:00 AM – 5:00 PM	ICS-300 – Intermediate Incident Command System	Media Room, Continuing Education Building	N/A
2/2-3/2009 8:00 AM – 5:00 PM	ICS 300 – Intermediate Incident Command System	Media Room, Continuing Education Building	N/A
2/9-10/2009 8:00 AM – 5:00 PM	ICS 400 – Advanced Incident Command System	Media Room, Continuing Education Building	N/A
3/19-20/2009 8:00 AM – 5:00 PM	ICS 400 – Advanced Incident Command System	Media Room, Continuing Education Building	N/A
4/28/2009 1:30 – 3:30 PM	EOC Management Tabletop Exercise	Conference Room, Public Safety Building	EOC
7/21/2009 8:00 AM – Noon	ICS for Civilian Services	Training Room Public Safety Building	ICS/EOC
7/27/2009 2:00 – 6:00 PM	ICS for Civilian Services	Training Room Public Safety Building	ICS/EOC
9/24/2009 1:00 – 5:00 PM	IS 700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
10/8/2009 1:00 – 5:00 PM	ICS 100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
10/27/2009 1:00 – 5:00 PM	ICS 200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
12/7-8/2009 8:00 AM– 5:00 PM	ICS 300 – Intermediate Incident Command System	Media Room, Continuing Education Building	N/A
2/16/2010 8:00 AM – 5:00 PM	G191 – Incident Command System/Emergency Operations Center Interface	Media Room, Continuing Education Building	N/A
3/4-5/2010 8:00 AM – 5:00 PM	ICS 400 – Advanced Incident Command Center	Lawrence-Douglas County Fire & Medical	N/A
3/11/2010 Noon	Testing of KU's Emergency Public Address System	Lawrence Campus	Tested Emergency Public Address System
5/5/2010 8:00 AM – 1:00 PM	Emergency Management Tabletop Exercise	Kansas Union	Executive Policy Group/Emergency Operations Center/ Public Information
9/30/2010 1:00 – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A

Date(s) / Time	Event/Activity	Location	Areas Tested
10/7/2010 1:00 – 5:00 PM	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
10/27-28/2010 8:00 AM – 5:00 PM	ICS 300 – Intermediate Incident Command System	Media Room, Continuing Education Building	N/A
11/22-23/2010 8:00 AM – 5:00 PM	ICS 400 – Advanced Incident Command System	Media Room, Continuing Education Building	N/A
12/7/2010 8:00 AM – 5:00 PM	G191 – Incident Command System/Emergency Operations Center Interface	Media Room, Continuing Education Building	N/A
6/23/2011 2:00 – 4:00 PM	Public Assistance	Media Room, Continuing Education Building	N/A
9/12/2011 1:00 – 5:00 PM	IS 700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
9/28/2011 1:00 – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
10/13/2011 1:00 – 5:00 PM	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
10/20/2011 9:00 – 11:00 AM	Building Emergency Liaison Training	Media Room, Continuing Education Building	Building Emergency Evacuation Plan
11/1-2/2011 8:00 AM – 5:00 PM	ICS-300 – Intermediate Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
11/21/2011 9:00 – 11:00 AM	Building Emergency Liaison Training	Media Room, Continuing Education Building	Building Emergency Evacuation Plan
12/5-6/2011 8:00 AM – 5:00 PM	ICS-400 – Advanced Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
12/9/2011 9:00 – 11:00 AM	Building Emergency Liaison Training	Courtside Room, Burge Union	Building Emergency Evacuation Plan
1/11/2012 8:00 AM – 5:00 PM	G191 – Incident Command System/Emergency Operations Center Interface	Media Room, Continuing Education Building	N/A
9/6/2012 1:00 – 5:00 PM	IS 700 – National Incident Management System: An Introduction	Conference Room, KU Public Safety	N/A

Date(s) / Time	Event/Activity	Location	Areas Tested
9/27/2012 1:00 – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Conference Room, KU Public Safety	N/A
10/12/2012 1:00 – 5:00 PM	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
10/24-25/2012 8:00 AM – 5:00 PM	ICS-300 – Intermediate Incident Command System	Media Room, Continuing Education Building	N/A
12/3/2012 1:30 – 3:30 PM	Building Emergency Liaison Training	Gridiron Room, Burge Union	Building Emergency Evacuation Plan
12/11/2012 8:00 AM – 5:00 PM	G191 – Incident Command System/Emergency Operations Center Interface	Media Room, Continuing Education Building	N/A
1/8/2013 8:30 AM – Noon	IS 700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A
1/8/2013 1:30 – 5:00 PM	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
3/12/2013	Building Emergency Liaison Training		Building Emergency Evacuation Plan
5/21-22/2013	ICS-300 – Intermediate Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
5/30-31/2013	ICS-400 – Advanced Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
11/20-21/2013	ICS-300 – Intermediate Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
12/11-12/2013	ICS-400 – Advanced Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
9/16/2014	ICS-100 – Introduction to the Incident Command System	Budig Instruction Lab	N/A
9/18/2014	ICS-200 – Incident Command System for Single Resources and Initial Action Incidents	Budig Instruction Lab	N/A
10/9/2014	IS 700 – National Incident Management System: An Introduction	Budig Instruction Lab	N/A

10/29/30/2014	ICS-300 – Intermediate Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
11/12/2014	WebEOC Training	Provost Conference Room	N/A
11/19-20/2014	ICS-400 – Advanced Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
12/1/2014	WebEOC Training	Provost Conference Room	N/A
12/2/2014	WebEOC Training	Provost Conference Room	N/A
4/15/2015	ICS 100/200/700 Combined Course	Budig Instruction Lab	N/A
4/28/2015	EOC Skills Training	Provost Conference Room	N/A
4/30/2015	EOC Skills Training	Provost Conference Room	N/A
5/12/2015	EOC Skills Training	Provost Conference Room	N/A
10/29/30/2015	ICS-300 – Intermediate Incident Command System	Lawrence-Douglas County Fire & Medical	N/A
11/19-20/2015	ICS-400 – Advanced Incident Command System	Lawrence-Douglas County Fire & Medical	N/A

Appendix E
Key Emergency Telephone Contact Numbers
****RESTRICTED****
Provide to Emergency Operations Center personnel only. Not for public distribution.

Appendix F

The University of Kansas ♦ Emergency Operations Center

Main Fax: **785-864-4463**

EOC MANAGER:.. **785-864-5884**

PUBLIC INFORMATION OFFICER: **785-864-7100**

FINANCE & ADMINISTRATION SECTION CHIEF: **785-864-5996**
Emergency Accounting
Insurance / Federal Emergency Management Agency / Risk Management

OPERATIONS SECTION CHIEF: **785-864-5948**
Critical Research Facilities
Environment, Health & Safety
Facilities Services
Medical Care
Office of Public Safety
Student Care
Student Housing
Telecommunications & Computing Services

PLANNING SECTION CHIEF: **785-864-5970**
Design & Construction Management
Situation Unit

LOGISTICS SECTION CHIEF:.. **785-864-5982**
Emergency Food, Water and Sanitation
Human Resource & Equal Opportunity – Staff and Volunteers
Resource Procurement
Capital Planning and Space Management
Transportation Services – Vehicles

Annex 1

CRISIS COMMUNICATIONS PLAN

Purpose

This University of Kansas Crisis Communications Plan outlines the roles, responsibilities and protocols that will guide the university in promptly sharing information with all members of the KU Community during an emergency or crisis

Scope

The plan is intended to provide the processes and procedures for providing communication to those affiliated with the University of Kansas. Affiliated individuals include, students, staff, faculty, private and non-profit organizations, and associated local and state government agencies. Other external stakeholders include family members of affiliated individuals who have an interest in the crisis status at the university.

This plan is not intended to replace the Office of Public Affairs GO-KIT. This document will supplement the GO-KIT with additional information that is to be used in disaster or emergency situations. The GO-KIT is available to Public Affairs staff, Public Safety Staff, and at the Emergency Operations Center.

Objectives

The intent of the University is to provide communication about the facts and details of an emergency or event as quickly as possible to all stakeholders. This information should be updated regularly as circumstances change. Effective communication flow is essential to the safety of the KU community and will allow the University to maintain essential services. To lessen the impact of the disaster and reduce long lasting damage to the University of Kansas, information must be quickly and accurately distributed. In an emergency, the public will expect and anticipate that we have all the required information regarding the situation.

During emergencies, it is often the case that information is slow to be reported and verified, causing a lack of accurate information that is available. Honest and accurate information should be provided as soon as possible, and distributed by as many channels and methods available. Speculation and rumors will be avoided. The initial operational period of a crisis, are often the most challenging. In an effort to be more accurate and efficient during first hours of a crisis, the University should use this plan to help guide the initial communications efforts. Our goal is to be open, accountable and accessible to all audiences, while also being mindful of legal and privacy concerns.

- Provide accurate, timely information to those who need it by communicating as much as possible, as often as possible. Openness, transparency, cooperation and compassion are our goals.
- Develop and implement a coordinated message for KU and other responders – stick to that message so as to speak with one voice.

- Identify and counter-act rumors and inaccurate information in traditional and non-traditional media.
- Help KU decision-makers achieve a fuller picture of the overall situation through collection of information from traditional and non-traditional media.

Emergency Message Authorization Chain of Command

Supervisors in the Office of Public Safety have the authority to activate the emergency notification system by alerting dispatch and Public Affairs when the supervisor determines there is an <u>immediate threat to life</u> before and until the Emergency Operations Center manager is notified and/or an Emergency Operations Center has been established on campus.

An immediate threat to life is defined as a situation in which law enforcement or the EOC manager determine that immediate action or response is needed to save lives. When there is not an immediate threat to life, the EOC retains the sole authority to activate the system.

If an EOC has not yet been established, the following individuals are authorized to order the issuance of emergency communications:

- Chancellor
- Provost
- Vice Provost for Administration and Finance
- Chief of Police (or designee, per text above)
- Vice Chancellor for Public Affairs
- Senior Vice Provost for Academic Affairs
- Vice Provost for Faculty Development
- Vice Provost for Student Affairs
- Chief Information Officer
- Director of Strategic Communications
- Director of News and Media Relations
- Associate Director of Strategic Communications
- Assistant Director of Strategic Communications

Office of Public Affairs Chain of Command

-Vice Chancellor for Public Affairs
-Director of Strategic Communications
-Director of News and Media Relations
-Director of Marketing Communications
-Associate Director of Strategic Communications
-Assistant Director of Strategic Communications
Description of Communications Tools

Method	Audience by type	Audience by number	Broadcaster	Authorization
Fire Alarm System	Occupants of buildings (Presently about 2/3rds of campus buildings have system; includes large gathering areas and classroom buildings)	Will vary depending on building and time of day and year	May be manually activated locally or remotely activated by PSO	On-Duty PSO Supervisor for remote activation
Public address system	Occupants of buildings (Presently about 2/3rds of campus buildings have system; includes large gathering areas and classroom buildings)	Will vary depending on building and time of day and year	PSO dispatcher	On-duty PSO supervisor
Text message	Students, faculty and staff who have online KUIDs and who have voluntarily enrolled	Apx 13,000 presently	Public Affairs / KU News Service	PSO or EOC manager
Email	Students, faculty, staff and affiliates	Apx 33,000	Public Affairs / KU News Service	PSO or EOC manager
KU.edu home page (template header alerts [pending])	Public	Unknown	Public Affairs / KU News Service	PSO or EOC manager
Voice mail	Students, faculty and staff with KU-issued land-lines with J-Talk accounts	Apx 5,323	Information Technology	PSO or EOC manager
Media outlets	Public	Unknown	News & Media Relations	PSO or EOC manager
864-SNOW	KU Community Public	Unknown	Information Technology	PSO or EOC manager
Social Media	KU Community Public	~15,000 in immediate area	Marketing Communications / KU News Service / Public Affairs	PSO or EOC manager

Potential Uses of Communications Tools

Situation	Nature of Communication	Audience	Message(s)	Authorization/ Autonomy
1. Personal Violence	Alert /take action / inform	KU Community Parents Anyone on campus Transit	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	Authorization: PSO or EOC Message approval: none
2. Death Investigation	Rumor control	KU community Parents	Rumor control. Also, depending on circumstances: 1. public setting; 2. possible contagion or 3. suspected natural or self-inflicted causes	Authorization: PSO or EOC Message approval:
3. Health Threat	Alert/ take action / inform	KU Community Parents Target sub-community Public health officials The Public	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	County public health authority; message approved by County, Student Health Services.
4. Immediate Disruption to normal operations	Alert / Take Action / inform	Specific Building (s) Surrounding Buildings KU Community The Public (depends on threat) Transit	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	Authorization: PSO or EOC Message approval:
o Bomb Threat	Alert / Take action / inform if deemed credible	Specific Building (s) Surrounding Buildings KU Community Parents		Authorization: PSO or EOC
o Demonstrations/ Mobs/Riots	Inform	KU Community		Authorization: EOC
o Physical Plant Failure or damage	Alert / Take action / inform	KU Community		Authorization: EOC Approval: DCM
o Haz Mat / Environmental threat	Alert / Take action / inform	KU Community		Authorization: PSO or EOC Approval: Environmental Health Safety
o Structure fire	Alert / Take action / inform			Authorization: PSO or EOC
5. Weather threat	In advance, public address system only. All systems afterward if needed.	KU Community	Rely on National Weather Service, local authorities and media to communicate watches and warnings	Both PSO based on National Weather Service or local EOC
6. Rumor control	Inform	KU Community	Information to set record straight; defuse panic or anxiety.	EOC or PSO

Logistics

Regardless of the scope of the crisis, there are logistical considerations to take into account. Here are a few:

News conference venue

Most crises will precipitate at least one news conference and/or media availability, meaning thought should be given prior to the crisis to possible venues for such an event. Availability of a podium, seating, and technology such as projectors, an appropriate backdrop and other venue elements should be considered. Flags, podium signs and easels are available in the Office of Public Affairs, while backdrops are available at Marketing Communications. This site should be close to the media work area and/or the satellite truck parking area.

Media work area

An event that draws large numbers of out-of-town media to campus for more than a few hours would necessitate a place for them to office. A room with tables, chairs, phones, Internet access, photocopiers, fax machines and access to restrooms, food & drinks, and other facilities may be needed. Such a location should be located away from the EOC and incident site.

Satellite truck parking

Any crisis is likely to draw TV stations, with the number of stations increasing as the seriousness of the crisis increases. These stations will have satellite trucks and/or microwave transmitter trucks and will need a place to park them. Ideally, the parking area for these vehicles should be adjacent to the media work area and should have line-of-sight to Kansas City and/or Topeka for stations using microwave transmitters. Potential backdrops for live stand-ups should also be taken into consideration, but should not be a main driver for locating the parking area.

Internet access

The University's use of its Web site to disseminate information during a crisis necessitates providing Internet access to media representatives and others who are on campus during the crisis. Virginia Tech removed the login requirements from its wi-fi network during the aftermath of the shootings there and similar steps should be discussed with KU's IT officials. An alternative is designating a computer lab for media use.

Backup communications methods

A crisis that results in the elimination of KU's ability to use the Internet for communications is a possibility. Backup options include setting up a voicemail message that would be updated with information for the media as the situation changes. In situations where phones are also out, Kansas Public Radio should be the main method for disseminating information. Additionally, the State of

Kansas has mobile radio transmitters that can be used (as they were in Greensburg) to continuously broadcast messages throughout an area.

Call Center Establishment and Procedures

After an event or incident there will be an influx of phone calls from a variety of individuals seeking information. To provide the most information possible, while maintaining open phone lines required to conduct business, the University will establish a call center.

It is expected that individuals calling into various phone lines will fall into one of the following categories:
- o Some callers will have information directly related to the incident;
- o Some callers will alumni, parents or concerned citizens, seeking information about the campus and/or their loved ones.
- o Some callers will be associated with the media and seeking information for their media outlet.
- o Some calls will not be related to the incident, and will be related to regular business.

To combat this increased call volume the University expects to handle phone inquiries as follows:

Establish a Concerned Citizen Call Reception Center: During times of crisis the number, TBD, will be made available to the public for information on the emergency. This phone number will ring on 10-12 phones set up at the call center location at (location TBD). The phones will be staffed by personnel (staffing TBD) that have been previously trained on how to communicate with the public. Once the call center has been activated, staff will receive a verbal brief and an information to will be relayed to the callers. Staff will record information from the caller manually on provided forms, and that information will be entered into the computer for record keeping or follow-up contact. The call center staff will be overseen by a supervisor from the public safety office or public affairs office. If the supervisor determines that a caller has information regarding the incident, the caller's information will be recorded and the public safety office will call them to verify the information. When there is not an active crisis or emergency, the number 785-864-5900 will ring to media relations or the Public Safety office (or to a recording?).

Public Safety Office (non-emergency): During a crisis, the Public safety office will receive an increase in call volume on the non-emergency number. Public Safety Office staff will answer calls quickly on any one of the four available lines that can receive the non-emergency number. If staff determine the caller has information directly related to the incident, they will be transferred to 911 dispatch and/or their information will be recorded and verified. If staff determine the caller is a concerned citizen, they will be transferred to the call center for more information. PSO staff will attempt to quickly clear the phone lines.

Public Safety Office (emergency 911): Campus dispatch 911 center will receive a heavy increase of traffic during crisis or disaster. The Office of public Safety will use internal, qualified staff, to supplement the dispatch 911 capabilities. The office may also choose to recall

dispatchers to the dispatch communications center to handle the increase in call volume. Non-emergency calls will be transferred to the Concerned Citizen Reception Call Center.

Provost and Chancellor Office: During incidents the Provost and Chancellor's office will receive requests for information regarding the status of the incident. They will direct any calls to the Concerned Citizens Reception Call Center.

KU info: Many Students and Alumni know to call the KU info number for information about events on Campus. During a crisis, KU info will be asked to transfer callers to the concerned citizens call center for information regarding the status of the incident. They will also be asked to transfer media requests to media relations in Public Affairs.

Emergency Operations Center: The available phone numbers in the EOC are reserved for information flow between those involved in the incident response. Any calls received on the EOC phone numbers not related directly to the incident will be transferred to the Concerned Citizens Call center.

Media Inquiries: Multiple media outlets will have requests for information and interviews. Media should call 785-864-8858 to request information about the incident. In accordance with the University of Kansas Media Policy, no University employees, except public affairs staff, will be authorized to give official information regarding the incident, to the media.

Secondary Response Actions

Once the Crisis Communication Team convenes, the following tasks will be carried out by this team:

Designate a scribe who can maintain meeting notes, to-do lists, information files on the ongoing crisis and other items.

Review and write down known facts – Identify facts that can and cannot be released to the public. Determine whether a response is needed, and if that response is needed for all of the university's key audiences.

These facts will be used to fill in templates for news releases, text messages and other documents. It is critical as the situation changes for new fact sheets to be developed. These fact sheets can be used to update websites, emails, news releases and other communication channels. They will also help guide the team's overall strategy as events unfold.

Develop several key messages that will be included in all university communications. One message typically will address what KU is doing to ensure the safety of students and other community members. Another may need to be forward-looking and address what we are doing to make sure the crisis, or a problem with our response, doesn't happen again. Messages should evolve as circumstances change but will always aim to restore and maintain confidence and calm.

Determine who will act as spokespeople – Designate one or more members of the Crisis Communications Team to communicate key messages and emerging facts to those spokespeople. It is critical that senior leaders, including deans and faculty leaders, have copies of the most recent news releases and other messages so everyone is clear on what is being shared with the public.

Assign responsibilities to the Crisis Communications Team to communicate the facts of the situation and our response to key audiences. Whenever possible groups should be identified as follows: the first groups that should be informed about a crisis are internal audiences directly affected, such as students, employees, faculty and trustees. The next groups typically would include parents, alumni, community leaders and other audiences, as well as the media.

The channels used to communicate to each audience may differ, so each team member will be expected to develop detailed plans to reach his/her designated audience.

Assign communicators, as needed, to handle phone calls, using a script developed from the key messages and facts the Crisis Communications Team has developed. These staffers should reach out to other units that handle multiple calls during a crisis, including our general number, Student Affairs, and admissions. These employees will also monitor and update the recorded message (in coordination with IT Staff) on university hotlines, 785-864-SNOW and 785-864-3506.

As part of this effort, a separate log will be maintained to record all calls and interview requests from members of the media. These staffers will be responsible for ensuring that all calls are returned. Our aims should be to always to be as responsive as possible to news media. During a crisis, it is important to maintain an organized log of interview requests so that calls are returned promptly. It is a missed opportunity if members of the media don't know our key messages and facts as we understand them.

Develop communications from the Chancellor: It may be necessary for the Chancellor to communicate to the KU community about the emergency. The Office of Public Affairs will be responsible for generating and reviewing the Chancellor's communications, including correspondence, e-mail messages, talking points, speeches or op-eds, in consultation with the appropriate members of the Crisis Team.

Approvals of outgoing information

Typically, the University uses an approach of multiple approvals before we distribute communications pieces, including emails and news releases. However, there is an expedited need for decision-making during a crisis to enable rapid, accurate communication in coordination with the institution's broader process. We will develop templates that have been approved in advance by senior officers and legal counsel to expedite the approval process during a crisis. Final approval for all communications rests with the Vice Chancellor for Public Affairs.

End of Crisis

The Emergency Coordinator or Emergency Manager will determine when an emergency has ended and routine communications processes can resume. The decision to declare the emergency over will trigger a review of how the crisis was handled and how communications can improve. After action review recommendations may require modification to existing plans and documents to improve processes and workflows during future emergencies.

Staff Contact Information

PUBLIC AFFAIRS
Tim Caboni, Vice Chancellor for Public Affairs, (785) 864-7100/(785) 864-4869
        Cell: (785) 289-5259
Joe Monaco, Director of Strategic Communications, (785) 864-7100/(785) 864-3615
        Cell: (785) 840-7415
Andy Hyland, Assistant Director of Strategic Communications, (785)-864-2979,
        Cell: (913)-530-4576

NEWS & MEDIA RELATIONS
Erinn Barcomb-Peterson, Director (785) 864-8858
        Work Cell: (785) 979-7161
        Home: (785) 856-3207
Brendan Lynch, Public Affairs Officer (785) 864-8855
        Cell: 973-943-5450
        Home: 785-200-3724
Mike Krings, Public Affairs Officer (785) 864-8860
        Home: (785) 218-7596
Christy Little, Associate Director (785) 864-8836
        Cell: (785) 727-3349

MARKETING COMMUNICATIONS (relevant departments)

Administrative
Gerald Holland, Director (785) 864-8879
        Home/Mobile: 412-519-7242

Digital Media Services
Justin Henning, Associate Director, Interactive Media (785) 864-8857
        Cell: (785) 727-9086
        Katie McCurry, Digital Strategist
        Cell: (816) 769-1778
        Work: (785) 864-4754

Photographers/Electronic Media
Kelsey Kimberlin, Photographer (785) 864-1129
        Cell: (316) 518-1841

Emergency Text Message Templates (6/9/08)

Note: ##-## is where the date of the alert would be inserted.

Potential violence on campus:

KU Police Alert-CAMPUS ##-## Report of _____ at _____. Find a safe place and stay there. Updates at ku.edu

Hazardous materials – evacuate:

KU Hazmat Alert-CAMPUS ##-##. Report of _____ at _____. Evacuate area _____ of _____. Updates at ku.edu

Hazardous materials – shelter:

KU Hazmat Alert-CAMPUS ##-##. Report of _____ at _____. Stay indoors and close windows and doors. Updates at ku.edu

Rumor control:

KU Rumor Control-CAMPUS ##-##. _____ Updates at ku.edu

Infrastructure failure, other emergency:

KU Emergency Alert-CAMPUS ##-## Report of _____ at _____. Stay clear of area. Updates at ku.edu

Weather alerts:

KU Weather Alert ##-##. Lawrence Campus classes canceled, offices closed. Staff call 864-SNOW. Updates at ku.edu

KU Weather Alert ##-##. Lawrence Campus classes canceled; emergency employees only. Staff call 864-SNOW. Updates at ku.edu

KU Weather Alert ##-##. Lawrence Campus classes after ##:## canceled. Staff call 864-SNOW. Updates at ku.edu

KU Weather Alert ##-##. Lawrence Campus classes before ##:## canceled. Staff call 864-SNOW. Updates at ku.edu

Annex 2
KU ATHLETICS EVENTS

I.   Purpose and Scope

This ANNEX 2 is issued to facilitate coordination between the University of Kansas and Kansas Athletics in the event of an emergency at athletic events, and for the development of appropriate action plans for major Athletic Events on the Lawrence campus or within a university-owned or leased building or facility, including but not limited to, Allen Field House and Memorial Stadium.

II.   Definitions

Athletics Event Manager: The Kansas Athletics employee responsible for the operation of the event, generally an Associate or Assistant Athletics Director or his/her designee.

EOC: Emergency Operations Center as defined in the University of Kansas Emergency Management Plan.

EOC Manager: Emergency Operations Center Manager as defined in the University of Kansas Emergency Management Plan.

Level 1 Emergency: An emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operation Center is not needed. This is considered the "stand-by mode." Examples include: a fight involving a handful of individuals in the stands that is contained quickly and does not present an ongoing threat to others; or a severe weather warning.

Level 2 Emergency: An emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the Emergency Operation Center is needed. The University may be the only affected entity. Examples include, but are not limited to, the release of pepper spray within the crowd at an athletic event, or the evacuation of an athletic event due to a bomb threat.

Level 3 Emergency: Disaster conditions in which the University of Kansas must activate the full Emergency Operation Center to address the immediate emergency. Emergency conditions are widespread and the University of Kansas must be self-sufficient for a period of hours to several days. The University may request mutual assistance from the City of Lawrence, Douglas County, other State agencies or request federal assistance via the State of Kansas Emergency Operation Center. Examples include, but are not limited to, natural disasters, and fires or structural collapse with injuries or casualties.

Major Athletic Events: Events with 3000 or more anticipated attendees, or otherwise designated as a Major Athletic Event by the Director of the University's Office of Public Safety.

Public Safety Office or PSO: The University of Kansas Public Safety Office.

Unified Command: The managing body of an athletic event that enables all agencies with responsibility for the event to work together with a common set of incident objectives. At minimum, the Unified Command for a Major Athletic Event will consist of a person with decision-making authority from PSO [Incident Commander (PSO)], Kansas Athletics [Athletics Event Manager] and Lawrence Douglas/County Fire and Medical [Incident Commander (Fire/Medical)]. Representatives from other agencies may be added as needed.

III.   Emergency Situations and Concept of Operations at Athletic Events

Kansas Athletics is responsible for coordinating numerous athletics events throughout the school year. Most involve relatively few participants and spectators when compared to a Major Athletic Event such as football. Emergency situations may occur at any size event and the Athletics Event Manager for a small event may be the only responsible person present when the emergency occurs. Should an emergency occur, the Athletic Events Manager is responsible for notifying the PSO for assistance. When the responding officers and/or fire fighters arrive, the Athletics Event Manager shall make contact with the responding units, and identify himself as the Athletics Events Manager. The incident command system will be used by responding police and/or fire units and the Athletics Events Manager will occupy an important role in Unified Command.

The Unified Command approach provides an all-hazards approach to any emergency. Fires, civil disturbances, mass casualties, criminal activity and food borne illness are all examples of possible emergency situations that could occur at an athletic event. Evacuation of all or some spectators at an athletic event may be ordered by Unified Command. In the event that a decision to evacuate is made, evacuation will be carried out in accordance with the facility's evacuation plan.

Prior to any Major Athletic Event, the Incident Commander (PSO) for the event shall work with the Athletics Event Manager, and consult with Lawrence/Douglas County Fire & Medical officials as appropriate, to complete and/or update an Incident Action Plan (IAP) using Incident Command System forms designed for this purpose. The IAP will address incident objectives, organization, communications, assignments and the medical plan.

At any event where 5,000 or more people are expected to attend, the Athletics Event Manager is responsible for notifying the Lawrence/Douglas County Fire and Medical and arranging for them to staff the event with personnel to act as an early response team to fire and medical emergencies.

In conjunction with the staffing by Lawrence/Douglas County Fire and Medical as described above, the Athletics Event Manager will make arrangements with KU Facilities Services to manually monitor the fire alarm panel during Major Athletic Events. Fire alarm pull stations, if activated during this time, will not sound. The panel will show a trouble condition, which will then require fire personnel or others to investigate the location of the activation to determine the appropriate level of response.

Kansas Athletics is responsible for hiring the appropriate numbers of event staff and ushers. Event staff and ushers shall be trained at least annually by Kansas Athletics and where appropriate, PSO, on detailed emergency response and evacuation policies and procedures for Athletic facilities.

IV.   University Emergency Management Plan Activation

Information/reports regarding the possibility of an emergency involving an athletic event must be communicated to a PSO officer as quickly as possible.

A.   Level 1 Emergencies:

If a PSO Officer believes that a Level 1 Emergency exists, such information shall be communicated as soon as practical to the Athletics Event Manager using PSO notification protocols.

It is anticipated that Level 1 Emergencies will be handled in a localized manner using normal emergency procedures in accordance with PSO and Kansas Athletics policies and procedures, including notification to administrators in both departments as needed. The EOC Manager may be notified for informational purposes.

B.   Level 2 or Level 3 Emergencies:

If a PSO Officer believes that the possibility of a Level 2 or 3 Emergency exists, such information shall be communicated as soon as practical to the Athletics Event Manager <u>and</u> the EOC Manager using PSO notification protocols.   The Athletics Event Manager shall notify the Athletics Director and initiate the Kansas Athletics calling tree as specified by Kansas Athletics policy. The EOC Manager shall notify the Chancellor as head of the Executive Policy Group (or in the Chancellor's absence, an alternative member of the Executive Policy Group in accordance with the line of authority set forth in the University Emergency Management Plan). The Chancellor shall include the Athletic Director as a member of the Executive Policy Group for any emergency involving Kansas Athletics.

The EOC Manager will activate the EOC if needed, in accordance with the University of Kansas Emergency Management Plan. A representative of Kansas Athletics shall be included as a member of the Emergency Operation Center Management Group.   The location of the EOC will be determined in accordance with the University Emergency Management Plan. In the event that evacuation is ordered, the evacuation will be carried out in accordance with this Annex 2 and the detailed Kansas Athletics facility evacuation plan for the facility in question.

V.   Crisis Communications for Athletic Events

 In order to provide for effective coordination and collaboration regarding crisis communications during a Level 2 or Level 3 Emergency response involving an athletic event, the EOC Manager may activate a Joint Information Center (JIC).   The JIC's location will be determined by the EOC Manager.   In the

event that a JIC is activated, the Public Information Officer and designated staff from University Communications and University Relations, the Public Information Officer and designated staff from Kansas Athletics, and the public information staff of other participating agencies as appropriate, shall collocate at the JIC.   Crisis communications will be conducted and coordinated in accordance with the University Emergency Management Plan, Annex I Crisis Communications Plan.

VI.   Bomb Threats

Prior to any Major Athletic Event, police and security officers, will conduct a safety sweep of the facility. The purpose of a safety sweep is to identify and mitigate any obvious safety concern within the facility. Safety sweeps may be augmented by use of bomb-detection dogs if that resource is available.

Any receipt of a bomb threat by University or Kansas Athletics personnel will be communicated to a University police officer directly or via 911 as quickly as possible.

The Incident Commander (PSO) will order an immediate evacuation of the affected area if deemed necessary. Factors in this decision may include, but are not limited to:

- Information contained in the original threat
- Information contained in any follow-up threats
- Information received from other university athletics venues about similar threats
- Location and time specified in the threat
- Number of people affected and the ability to evacuate without causing panic.
- Apparent motivation of the threat
- Pertinent events surround the threat or threat target.
- Location of any suspect devices

If the Incident Commander (PSO) does not order an immediate evacuation, the Athletic Event Manager will be advised of all pertinent information and the decision to evacuate will be theirs.

Should the Athletic Event Manager decide not to evacuate, but subsequent critical information is developed (such as finding a suspicious device), the police incident commander may override the decision of the Athletic Event Manager.

Regardless of a decision to evacuate, the facility will be swept for any indication of a bomb. Athletics personnel may assist officers conducting this sweep due to their detailed knowledge of what belongs in the facility and what does not. Bomb detection dogs, if available, will also be used to sweep the facility. If a time for the bomb threat is indicated, all police and Athletics personnel will vacate an evacuated facility ten minutes before the stated detonation time.

If a decision to evacuate is made, Kansas Athletics staff members should exit the building unless otherwise directed by PSO Officers. Staff members should remain with spectators and participants in order to facilitate the evacuation and re-entry process.

Kansas Athletics staff and ushers will assist with crowd control. Police officers and/or firefighters will direct staff and ushers to move evacuated people to locations outside the facility.

Once it has determined it is safe to return, PSO and Kansas Athletics staff will return to the building first. Staff members must be at their assigned stations prior to allowing spectators to return.

VII.   Severe Weather at Athletic Events

A.   Lightning at Outdoor Events

During an outdoor event, the Athletics Event Manger (or designated Kansas Athletics staff) will use lightning detection equipment and/or procedures to determine if lightning is occurring within area of the event (20-40 miles). Should lightning be detected within 6 miles by lightning detection equipment or within 30 seconds by the flash to bang method, the referee officiating the game will be notified. The Athletics Event Manager will also notify spectators of the situation and direct them to designated places of safety.

The outdoor event will not be resumed until all lightning activity within a 6-mile radius has ceased for 30 consecutive minutes. The referee officiating the game will be notified when that occurs for determination of when the game will resume.

B.   Severe Weather at Major Athletic Events

The Incident Commander (PSO) and Athletics Event Manager will monitor the weather forecast for upcoming events and consult prior to the day of the event if the forecast calls for severe weather during the event. Because of the limited shelter space, it is imperative that a decision regarding postponement or cancellation be made prior to a tornado warning condition

The Incident Commander (PSO) and Athletics Event Manger will check the weather forecast on the day of the event to determine if any changes to the forecast have occurred that may require the postponement or cancellation of the event.

During the event, the Incident Commander (PSO) and the Athletics Event Manager will monitor the weather conditions to determine if weather conditions exist that will require the movement of spectators to a place of safety. Should the decision be made to move spectators to safety, a PA announcement will be made directing all spectators to move to designated places of safety. The referee officiating the game will also be notified.

C.   Severe Weather at non-Major Athletic Events

The Athletics Event Manager is responsible for monitoring weather conditions and providing spectators, participants and officials with information regarding severe weather. The Athletics Event Manager will follow Athletics policies related to severe weather in determining whether to make notifications to game officials, stop the event or ask spectators to move to places of safety.

Annex 3

(Reserved)

<u>Annex 4</u>

(Reserved)

<u>**Supplemental Document AA**</u>

BUILDING EMERGENCY EVACUATION PLAN

I.   INTRODUCTION

During certain emergency conditions, it may be necessary to evacuate a building. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information regarding issues such as weather emergencies, bomb threats, etc. can be found on the KU Lawrence Campus Alerts website: http://www2.ku.edu/~alerts/

II.   PURPOSE

The Building Emergency Evacuation Plan provides policy and procedure for University owned and leased buildings and a "Building Emergency Evacuation Plan" template (Attachment A), to facilitate the development of appropriate building specific evacuation plans. The template may be tailored to meet the needs of the University building at issue.

III.   DEFINITIONS

Building Emergency Liaison
The designated Building Emergency Liaison will coordinate and facilitate the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan and serve on the Building Advisory Committee.

Secondary Building Emergency Liaison
The Secondary Building Emergency Liaison will be a member of the Building Advisory Committee and in the absence of the Building Emergency Liaison will fulfill those responsibilities.

Tertiary Building Emergency Liaison
The Tertiary Building Emergency Liaison will be a member of the Building Advisory Committee and in the absence of the Building Emergency Liaison and Secondary Building Emergency Liaison will fulfill the responsibilities of the Building Emergency Liaison.

Building Advisory Committee
The Building Advisory Committee provides coordination between the departments and projects within the building. Primary duties include assisting the Building Emergency Liaison, Secondary Building Emergency Liaison and the Tertiary Building Emergency Liaison in the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan. The Building Advisory Committee will review and update the plan annually or when changes occur. Building Advisory Committee membership should include at least one representative for each administrative unit and project housed in the building.

Emergency Management Coordinator

The Emergency Management Coordinator provides coordination between the Building Emergency Liaison, KU Public Safety, University Fire Marshal and Facilities Services on the Building Emergency Evacuation Plan and evacuation drills, including requests for evacuation drills and completion of the Evacuation Drill Report. The Emergency Management Coordinator coordinates with the Building Emergency Liaison, applicable departments and authorities on issues relating to an evacuation drill.

Emergency Assembly Area

The Emergency Assembly Area is a designated safe location for building occupants to meet after evacuation. Supervisors/managers are responsible for taking roll call.

Personal Action Plan

The Personal Action Plan is a document that provides information to first responders, Building Emergency Liaison(s) and supervisors on the evacuation methods and other steps that a person with disabilities would utilize during a building emergency evacuation.

Evacuation Assistant

The Evacuation Assistant is a volunteer that provides assistance for a person with disabilities in the event of a building evacuation.

IV.   EVACUATING CAMPUS FACILITIES

The University normally does not close facilities because of brief interruptions in normal services (e.g., short-term water outages or heating/cooling). Occasionally, however, an unplanned incident may render one or more facilities unsuitable for normal habitation or use. In such a case, it may be necessary to evacuate the facility. See below for specific information.

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood, or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the building fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if a Public Safety Officer or fire official gives an evacuation notice, everyone must leave the building.

    a. All buildings that are designed for human occupancy are required to have evacuation plans and submit such to the University Emergency Manager Coordinator at kupso@ku.edu within six months of plan implementation to be updated annually by January 1. Department and project administrators are responsible to ensure that all people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Building Emergency Evacuation Plan will be updated and maintained by the Building Emergency Liaison and made available to employees for review.

    b. Unless otherwise notified by KU Public Safety or Lawrence Douglas County Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut

down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

c. All building occupants will follow instructions issued by KU Public Safety, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison.

d. After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by KU Public Safety, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison.
The building may not be reentered until authorized KU Public Safety, University Fire Marshal or Lawrence Douglas County Fire and Medical personnel give the "All Clear" instruction.

V.   EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

The University prohibits discrimination in its programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, 1990. University procedures require everyone, including people with disabilities or other conditions, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. The University is committed to assisting with the development of personal action plans and training its employees to identify and assist people who may need assistance in an emergency. The University also recognizes that not everyone with a disability is in need of assistance.

This section provides general guidelines for evacuating people with disabilities and other conditions (i.e. medical or injuries) during a fire and other building emergencies. People needing assistance in an emergency, including those with disabilities, should develop a personal action plan. The plan will include identification of their evacuation methods, identification of at least two (2) individuals who are willing to serve as evacuation assistants in the event of an evacuation, if necessary,and any additional steps to assist with evacuation.

It is recognized that people with disabilities or other conditions may require assistance with evacuating in the event of an emergency. Therefore, people needing assistance in an emergency are encouraged to voluntarily self-identify themselves to the University as an individual with a temporary or permanent disability or other condition and make a request for assistance in advance of an emergency. This is accomplished by completing and submitting the Personal Action Plan Template (Attachment D) that is accessible on the KU Public Safety Office website or obtainable from the appropriate facility's Building Emergency Liaison. The information provided in the personal action plan will be kept confidential and accessible only by individuals who have responsibilities designated under the Emergency Management Plan, including first responders, Building Emergency Liaisons and supervisors, the Emergency Management Coordinator and the Director of Accessibility and ADA Education.

Notwithstanding submission of this plan to the University, individuals remain responsible for their own evacuation. In addition, if an individual needs assistance evacuating, it is the individual's responsibility to identify evacuation assistants and request the assistance, in advance if possible, of those individuals.

The Department of Student Housing will assist students with disabilities and other conditions in developing a plan for evacuating their housing residence. University employees with disabilities and other conditions should work with their supervisor and the relevant Building Emergency Liaison(s) in developing personal action plans. The Director of Accessibility and ADA Education will serve as a resource for University students and employees, including supervisors and the Building Emergency Liaison(s) in the development of personal action plans.

Individuals with personal action plans are responsible for identifying evacuation assistants to aid in their evacuation and providing a copy of their evacuation plan and any addition information to their evacuation assistants and colleagues (e.g., hearing the alarm or guidance during the evacuation). Individuals should also encourage their evacuation assistants to review the Evacuation Assistant Guidelines found in Attachment E. The guidelines can also be found at the following Emergency Management link: http://www2.ku.edu/~kucops/emergencymanagement/.

Evacuation Assistants may also contact the individuals listed below with questions about the responsibilities or for additional information.

Annual building evacuation drills are appropriate for testing the personal action plan's effectiveness including the readiness of evacuation assistants. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison to arrange additional drills.

The Emergency Management Coordinator may request periodic updates of personal action plans.

If, after developing a personal action plan, other accommodations (i.e., moving to ground floor in a residential hall or acquiring specialized equipment) are required, a request for accommodation may be filed with the Director of Accessibility and ADA Education.
For questions concerning emergency preparedness, contact:

> Emergency Management Coordinator
> Office of Public Safety
> 1502 Crestline Drive, Suite 120
> Lawrence, KS 66045
> 785-864-5900

For employees or students needing additional resources with developing a personal action plan, contact:

> Director, Accessibility and ADA Education
> Room 135, Carruth-O'Leary Hall
> Lawrence, KS 66045
> 785-864-3650

For additional information on University facilities, (emergency exit elevators, refuge or rescue assistance area(s) or refuge(s) contact:

> University Fire Marshal
> Room 114, Carruth-O'Leary Hall
> 1246 West Campus Road
> Lawrence, Kansas 66045
> 785-393-9224
> dcmbor@ku.edu

VI. EVACUATION DRILL

Evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. In accordance with International Fire Code, campus residential facilities are required to have two drills per semester.

The Building Emergency Liaison shall schedule evacuation drills with the Emergency Management Coordinator at least four weeks prior to a drill. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison to arrange additional drills. The Building Emergency Liaison should provide building name and number, date and time of the drill and any assistance they need to complete the evacuation drill. The Emergency Management Coordinator will notify the KU Public Safety Office, University Fire Marshal and Facilities Services of the evacuation drill. See Attachment B (Request for Evacuation Drill).

The Emergency Management Coordinator can be contacted at:

> Emergency Management Coordinator
> Office of Public Safety
> 1501 Crestline Drive, Suite 120
> Lawrence, KS 66045-4415
> 785-864-5900

Evacuation drills shall involve all occupants present at the time of drill. Everyone shall leave the building when the fire alarm sounds. It is advisable to notify people needing special assistance prior to a planned evacuation drill.

In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Emergency Liaison is expected to perform the assigned duties as if in an actual emergency situation. The Secondary and Tertiary Building Emergency Liaisons and Building Advisory Committee members may assist in the drill.

Provisions should be made for timing and evaluating orderliness of each drill. An Evacuation Drill Report Form is included as Attachment C.

The Emergency Management Coordinator will work with departments to develop and implement training on University evacuation policy and procedures.

ATTACHMENT A

**BUILDING EMERGENCY EVACUATION PLAN
TEMPLATE**

INSTRUCTIONS:

Use this Building Emergency Evacuation Plan Template to create an appropriate, effective plan for your building. At various places within the template, italicized type indicates either places for you to insert respective information or a note or instruction. Delete the italicized typing as you proceed through each section and enter information. A downloadable form of this template and Evacuation Drill Form can be found on the Public Safety Office website: KUPSO@ku.edu.

(This template is prepared as an assisting tool and can be modified by the Building Advisory Committee to meet the needs of an individual building.)

[Insert Building Name Here]

[Insert building address here]

EMERGENCY EVACUATION PLAN

Prepared by:
[Insert names of Building Advisory Committee]
[Insert date here]

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I.   PURPOSE AND OBJECTIVES

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information regarding issues such as weather emergencies, bomb threats, etc., can be found on the KU Lawrence Campus Alerts website: http://www2.ku.edu/~alerts/

II.   EVACUATING CAMPUS FACILITIES

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood, or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if a Public Safety Officer or fire official gives an evacuation notice, everyone must leave the building.

a. All buildings that are designed for human occupancy are required to have evacuation plans and submit such to the University Emergency Manager Coordinator at kupso@ku.edu within six months of plan implementation to be updated annually by January 1. Department and project administrators are responsible to ensure that all people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Building Emergency Evacuation Plan will be updated and maintained by the Building Emergency Liaison and made available to employees for review.

b. Unless otherwise notified by KU Public Safety or Lawrence Douglas County Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

c. All building occupants will follow instructions issued by KU Public Safety, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison.

d. After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by KU Public Safety, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison. The building may not be reentered until authorized KU Public Safety, University Fire Marshal or Lawrence Douglas County Fire and Medical personnel give the "All Clear" instruction.

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III.   EVACUATION DRILLS

Evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. In accordance with International Fire Code, campus residential facilities are required to have two drills per semester.

The Building Emergency Liaison shall schedule evacuation drills with the Emergency Management Coordinator at least four weeks prior to a drill. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison to arrange additional drills. The Building Emergency Liaison should provide building name and number, date and time of the drill and any assistance they need to complete the evacuation drill. The Emergency Management Coordinator will notify the KU Public Safety Office, University Fire Marshal and Facilities Services of the evacuation drill. See Attachment B (Request for Evacuation Drill).

Evacuation drills shall involve all occupants present at the time of drill. Everyone shall leave the building when the fire alarm sounds. It is advisable to notify persons needing special assistance prior to a planned evacuation drill.

In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Emergency Liaison is expected to perform the assigned duties as if in an actual emergency situation. The Secondary and Tertiary Building Emergency Liaison's and Building Advisory Committee members may assist in the drill.

Provisions should be made for timing and evaluating orderliness of each drill. The Evacuation Drill Report Form is set forth as Attachment C.

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IV.   BUILDING INFORMATION

Building Name: [*Insert building name]*
Building Address: *[Insert address]*
Primary Use(s) of Building: *[Insert primary use of building (e.g., academics, education, research, athletics, etc.)]*
BUILDING EMERGENCY LIAISON (BEL)   *[Insert BEL's name]*
BEL email address: *[Insert BEL's address]*
BEL department: *[Insert BEL's department name]*
BEL campus telephone no.:   *[Insert BEL's campus telephone number]*
BEL emergency telephone nos.: [*Insert BEL's emergency telephone numbers]* Cell: Home: Other:
SECONDARY BUILDING EMERGENCY LIAISON (SBEL)   *[Insert SBEL's name]*
SBEL email address: *[Insert SBEL's address]*
SBEL department: *[Insert SBEL's department name]*
SBEL campus telephone no.:   *[Insert SBEL's campus telephone number]*
SBEL emergency telephone nos.: [*Insert SBEL's emergency telephone numbers]* Cell: Home: Other:
TERTIARY BUILDING EMERGENCY LIAISON (TBEL)   *[Insert TBEL's name]*
TBEL email address: *[Insert TBEL's address]*
TBEL department: *[Insert TBEL's department name]*
TBEL campus telephone no.:   *[Insert TBEL's campus telephone number]*
TBEL emergency telephone nos.: [*Insert TBEL's emergency telephone numbers]* Cell: Home: Other:

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V.   BUILDING EMERGENCY LIAISON (BEL) RESPONSIBILITIES

1. Coordinate and facilitate the development, communications, implementation and maintenance of this Building Emergency Evacuation Plan.

2. Make the Building Emergency Evacuation Plan available for review.

3. Work with department and project administrators to appoint the Building Advisory Committee.

4. Serve on the Building Advisory Committee.

5. Conduct and/or assist in evacuation drills.

6. Assist in training and/or scheduling of training the building occupants in emergency procedures and evacuation responsibilities. A list of people needing assistance during an evacuation should be maintained by the Building Emergency Liaison.

7. Upon request, assist in the development of personal action plans for persons with disabilities.

8. Serve as a liaison with emergency responders (e.g., Lawrence Douglas County Fire and Medical, KU Public Safety, Environment, Health and Safety, University Fire Marshal).

9. Meet emergency personnel upon their arrival and convey specific information about hazards in the building, access, etc.

10. Consult with the University Fire Marshal on Emergency Assembly Area site(s).

11. Maintain communications with the Secondary and Tertiary Building Emergency Liaison's on all matters related to the Building Emergency Evacuation Plan.

SECONDARY BUILDING EMERGENCY LIAISON (SBEL) RESPONSIBILITIES

1. In the absence of the Building Emergency Liaison, will fulfill the responsibilities of the Building Emergency Liaison.

2. Work with department and project administrators to appoint the Building Advisory Committee.

3. Serve on the Building Advisory Committee.

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TERTIARY BUILDING EMERGENCY LIAISON (TBEL) RESPONSIBILITIES

1. In the absence of the Building Emergency Liaison and Secondary Building Emergency Liaison, will fulfill the responsibilities of the Building Emergency Liaison.

2. Work with department and project administrators to appoint the Building Advisory Committee.

3. Serve on the Building Advisory Committee.

VI.   DEPARTMENTS AND PROJECTS WITHIN BUILDING

All department administrators and project representatives within the building are listed below. *[Use additional sheets if necessary.]*

Department/Project Name	Department Administrator/ Project Representative	Phone	Room

VII.   BUILDING ADVISORY COMMITTEE

The Building Emergency Liaison, Secondary Building Emergency Liaison and Tertiary Building Emergency Liaison will work with department and project administrators to develop the Building Advisory Committee.

The Building Advisory Committee provides coordination between the departments and projects within the building. Primary duties include assisting the Building Emergency Liaison in the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan. The Building Advisory Committee will review and update the plan annually or when changes occur.

The Building Advisory Committee membership includes one representative for each department and project housed in the building. All members are listed below. *[Use additional sheets if necessary.]*

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Department/Project Name	Committee Member(s)	Phone	Room

VIII.   EMERGENCY REPORTING PROCEDURE

If the need for an evacuation is discovered, such as fire:

1. Activate manual fire alarm pull station and exit the building.

2. After exiting the building, **Call 9-1-1** and provide further details to emergency personnel.

3. Do not attempt to extinguish the fire unless it is small and you have received training in fire extinguisher operations. Do not place yourself or others in unnecessary danger. Information and training is available through the Environment, Health and Safety Department (www.ehs.ku.edu) and through the University Fire Marshal (http://www.ufma.ku.edu/).

If you are TRAPPED in the building and cannot find an escape route:

Call 9-1-1 and give your exact location.

IX.   GENERAL EVACUATION PROCEDURE

a. Immediately obey evacuation alarms and orders to evacuate. Tell others to evacuate.

b. No one may remain inside a building when an evacuation is initiated. (See Section X below for persons needing assistance in an emergency.)

c. Classes in session must evacuate.

d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.

e. Close windows and doors as rooms are vacated.

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f. Proceed calmly but quickly to the nearest emergency exit.

g. Use stairways to evacuate, if able to do so.

h. Follow the evacuation route directly to your designated Emergency Assembly Area(s) located at *[Insert Emergency Assembly Area location(s)]*. Supervisors/managers are responsible for taking roll call.

i. Do not reenter the building until authorized KU Public Safety, University Fire Marshal or Lawrence Douglas County Fire and Medical personnel give the "All Clear" instruction. In the event that the building cannot be occupied for an extended period of time, additional direction will be provided by University administration.

X. EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES OR OTHER CONDITIONS

University procedures require all people, including those with disabilities or other conditions, to evacuate a facility when the fire alarm is activated or when otherwise instructed to do so. Depending on the facility and the type of disability at issue, a person with a disability or other conditions may have the following evacuation options.

- **Horizontal Evacuation**
Moving away from the area of imminent danger to a safe distance (i.e., another wing, adjoining building, opposite end of corridor, outside to ground level).

- **Vertical (or Stairway) Evacuation**
Stairways can be used by those who are able to evacuate with or without assistance. People with visual disabilities may require the assistance of a sighted person. People who must use crutches or other devices such as walking aids will need to use their own discretion, when determining to use stairways, especially where several flights of stairs are concerned.

- **Vertical (Emergency Exit Elevator) Evacuation**
Elevators designated as "Emergency Exit Elevators" approved for use by the University Fire Marshal can be used by people with disabilities or other conditions needing assistance to evacuate. Personal action plans should include a list of buildings with designated "Emergency Exit Elevators." A list of designated "Emergency Exit Elevators" is located on the KU Public Safety Office website under Personal Action Plans. A sign adjacent to each landing at any of the Emergency Exit Elevators notifies occupant's availability of elevator.

In the event an elevator or "Emergency Exit Elevator" is shut down because it is affected by fire, utilize alternate routes designated in your emergency plan, including staying in your office or room and contacting **9-1-1**.

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- **Moving to an Area of Refuge or Rescue Assistance Area(s) or Refuge**

Some buildings on campus have been designed to have Area of Refuge or Rescue Assistance Area(s) or Refuge(s) which includes communication devices to a monitored location. Refer to the Building's Emergency Floor Plans located at each exit to determine whether or not the building has

an Area of Refuge(s) or Rescue Assistance Area(s) or Refuge(s) and, if so, the location(s). The following buildings have Area of Refuge or Rescue Assistance Area or Refuge locations:

Building	Location	Other Instructions
Murphy Hall	South wing only.	See evacuation floor plan.
Strong Hall	All (3) three enclosed stairs.	N/A
Memorial Stadium	Press box.	N/A
Allen Fieldhouse	South elevator only.	N/A
Malott Hall	Designated stairwells.	See evacuation floor plan.

*N/A means not applicable.

These areas are identified to rescue personnel as likely areas for individuals to locate in the event they are unable to evacuate a building.   People needing evacuation assistance should familiarize themselves with these locations. Additional information about the locations of these areas may be obtained by contacting the facility's Building Emergency Liaison or the Office of Design and Construction Management.

Use of Elevator
No elevator should be used unless it is an EXIT ELEVATOR.

- **Staying in Place**
Individuals with disabilities or other conditions which do not allow them to evacuate with others, should include in their personal action plan the specific location of their "Stay in Place" (i.e., office, resident hall room, classrooms).

Remain in a room with an exterior window and a telephone. Close the door, if possible. Individuals staying in place should **CALL 9-1-1**, if this hasn't been done already. The dispatcher will assist by notifying on-scene emergency personnel of the location of a person with disability or other condition who needs evacuation assistance. If the telephone lines fail, the individual can signal when possible from

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the window by waving a cloth or other visible object. It is the responsibility of every member of the University community to immediately communicate to emergency personnel the location of individuals who are unable to evacuate. Individuals using the "Stay in Place" option must provide their location in their personal action plan.

- **Alert Systems**
  The University recommends that all University faculty, students, and employees, including people with disabilities and other conditions, register with the KU text message alert system at http://www.alerts.ku.edu/signup.shtml to receive KU Alert text message. Please note that the actual fire alert is not part of this text messaging system.

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EMERGENCY FLOOR PLANS

[Insert Floor Plans here as outlined in the table of contents. Floor Plans may be obtained by calling Design and Construction Management (DCM) at 785-864-3431 or emailing KUDCM@ku.edu.]

[Remove this page after plans are inserted.]

[Adjust page numbers to fit the number of floor plans for your building.]

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EMERGENCY ASSEMBLY AREA(S)

The Building Emergency Liaison will consult with the University Fire Marshal on Emergency Assembly Area site(s).

[Insert maps of Emergency Assembly Area(s) here as outlined in the table of contents. Maps may be obtained by calling Design and Construction Management (DCM) at 785-864-3431 or emailing KUDCM@ku.edu...]

[Remove this page after maps of Emergency Assembly Area(s) are inserted.]

[Adjust page numbers on the table of contents.]

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Attachment B
REQUEST FOR EVACUATION DRILL

University of Kansas Request for Evacuation Drill
Building Information:
Building Name: _____ Building Number: _____
Drill Information: *Evacuation drills will be scheduled on weekdays (Monday through Friday) and between the hours of 8:00 am and 3:30 pm to allow for maximum participation.*
Date of Drill: _____ Time of Drill: _____
Contact Information for Building Emergency Liaison Requesting Drill:
Name: _____ Telephone Number: _____ Email Address: _____
What Kind of Assistance is Needed to Complete Evacuation Drill?
 _____ _____ _____
Submit request electronically to the Emergency Management Coordinator at kupso@ku.edu.

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Attachment C
EVACUATION DRILL REPORT

<table>
<tr><td colspan="3">University of Kansas
Evacuation Drill Report</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="3">Building Name: _____ Building Number: _____

Date of Drill: _____

Time Evacuation Started:_____ Ended: _____ Total Time: _____

Number of Participants (approximately):_____</td></tr>
</table>

	Yes	No
Did occupants immediately begin to evacuate the building when alarm sounded?	☐	☐
Were restrooms and confined areas evacuated?	☐	☐
Were there people with disabilities in the building?	☐	☐
Did the people with disabilities have Personal Action Plans?	☐	☐
Were people with disabilities provided assistance?	☐	☐
Were doors closed to contain smoke/fire?	☐	☐
Did everyone evacuate the building?	☐	☐
Did everyone remain outside the building and wait for further instructions?	☐	☐
Was the drill conducted in an orderly manner?	☐	☐

Drill Rating: Excellent ☐   **Good** ☐   **Poor** ☐

Comments:
_____

_____

Observed/Rated By: _____
Building Emergency Liaison/
Person in Charge: _____

SUBMIT REPORT ELECTRONICALLY TO THE EMERGENCY MANAGEMENT COORDINATOR AT KUPSO@ku.edu AND TO THE UNIVERSITY FIRE MARSHAL AUTHORITY AT KUDCM@ku.edu.

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Attachment D
Personal Action Plan Template

Individuals at the University of Kansas who may need assistance evacuating in the event of an emergency are asked to complete the below Personal Action Plan.

The University prohibits discrimination in its programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, 1990. The information provided in the Personal Action Plan will be kept confidential and accessible only by individuals who have responsibilities designated under the Emergency Management Plan, including potentially first responders, Building Emergency Liaisons, supervisors, the Office of Institutional Opportunity and Access, Student Housing and the Emergency Management Coordinator.

You are encouraged to review the Building Emergency Evacuation Plan prior to completing this Personal Action Plan. This Personal Action Plan is a guideline that has been prepared for your personal planning purposes, so that you are prepared in case of an emergency. You are responsible for identifying an appropriate exit route from University buildings and for securing person(s) to assist you with your exit, if necessary. Although a copy of the Plan will be provided to University officials, the University does not track these Plans centrally and does not carry out or monitor the Plan.

To voluntarily self-disclose in the case of an emergency, please complete the below Personal Action Plan. For further resources, please contact the Director of Accessibility and ADA Education at 785-864-3650.

KU Affiliation: Faculty/Staff ▼

Plan Start Date:

Contact Information

Name: Required

Work Phone #:   Required

Cell Phone #:   Required

Emergency Contact Name: Required

Emergency Contact Phone: Required

Supervisor Name: Required

Supervisor Phone: Required

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Types of Disability(ies) or Other Condition: Optional

☐   Mobility-Non-Wheelchair   ☐   Service Animal User

☐   Mobility-Electric-Wheelchair   ☐   Emotional Animal User

☐   Mobility-Manual-Wheelchair   ☐   Deaf/Hard of Hearing-Sign Language

☐   Communication/Speech Limitation   ☐   Deaf/Hard of Hearing-Oral

☐   Psychological   ☐   Blind

☐   Learning Disability   ☐   Low Vision

☐   Autism (or Autism Spectrum Disorder   ☐   Color Blind

☐   Other: [_____]

Limitations and information emergency personnel should be aware of (including medication):

[text field]

Building Information, Key Personnel & Exit Features:
(select up to six buildings that you use the most)

#1

Building: [dropdown]

Floor number in building: [Not Applicable ▾]

Location in Building - Additional Information:

[text field]

15

KU

Building Emergency Liaison (BEL):

Secondary BEL (SBEL):

Tertiary BEL (TBEL):

Select days of week in building.

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Select time AM or PM or both in building.

☐ AM ☐ PM

Identify and select your exit option from this building. Refer to Section X of the Building Emergency Evacuation Plan for more information.

○ Call 9-1-1

○ Vertical (or Stairway) Evacuation

○ Vertical Evacuation - Emergency Exit Elevator (Only Available In: Jayhawk Tower D, School of Pharmacy, B.E.S.T Building, Measurement, Materials & Sustainable Environment Center, GSP Residence Hall) For more information contact the Fire Marshal, dcmbor@ku.edu

○ Horizontal Evacuation

○ Moving to an Area of Refuge or Rescue Assistance Area (Only Available In: Murphy Hall (South wing only), Strong Hall - All (3) three enclosed stairs), Memorial Stadium (Press Box), Allen Fieldhouse (South elevator only) and Malott Hall (Designated stairwells)) For more information contact the Fire Marshal, dcmbor@ku.edu

Other Exit Features (Explain):

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Designated Evacuation Assistant(s)
(You are encouraged to identify person(s) who can assist you in evacuating the building. You should speak to those persons about the assistance you would like them to provide.)

List out your designated evacuation assistant(s)

Name	Campus Address	Cell/Campus Phone #

Assistance Instructions:

☐   Add another building

☐   Check this box for more information on disaster supply kits.

Submit

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Attachment E

Evacuation Assistant Guidelines

ASK   NOTIFY   ASSIST   ESCAPE

ASK

Always ASK someone with a disability or other conditions how you can help BEFORE giving assistance. Ask how best to assist the individual and whether there are any special considerations or items needed.

- The individual with the disability is the best expert on his or her disability, so ask that individual for advice before assisting that person.
- Take extra time when communicating with people who are deaf, hard of hearing, or have a speech disability.
- If you are asked to be an evacuation assistant, discuss roles and expectations with the individual who has asked you to assist him or her, including requesting a copy of his/her Personal Action Plan and discussing appropriate exit strategies, so that you are prepared in the event of an emergency.

NOTIFY

Call **911** or call the **Kansas University Public Safety Office (PSO) at 864-5900**

- Notify First Responders that you are assisting a person with a disability.
- Identify the floor and where you are located and how you plan to evacuate.
- Provide a description of your situation, as appropriate.

ASSIST

Evacuate yourself and the person you are assisting

- Identify existing options and select the nearest appropriate exit, including, potentially, an Area of Refuge if you are assisting a person using a wheelchair or with other mobility restrictions.
- Do not use the elevator unless it is a designated an EMERGENCY EXIT elevator or if emergency personnel have directed you to do so.
- It may be necessary to help clear the exit route of obstructions or debris (if possible) so that the person with a disability can move out or to a safer area.

ESCAPE

Evaluate Conditions – Exit the premises, if possible, or find a safe location to defend in place.

- If a person with a mobility disability cannot exit, assist the individual to a safer area, including an office or classroom and close the door. EXIT STAIRWELLS can be used effectively; they are fire protected and have direct access for emergency responders. If you can, go for help!

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- If conditions suggest that exit paths may be blocked, evaluate locations to defend in place against worsening conditions and go for help.

o If you and/or a person with disability are unable to exit the building, identify the location of the defending person to responders so they can execute a rescue.
o If you are in immediate danger and cannot move to a safer area, CALL 911 and wait for assistance.
o Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.

SPECIAL CONSIDERATIONS

Keep in mind:
o Never separate a person with a disability from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
o A person with a disability's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
o A service animal, usually a dog, is an assistive aid used by people who are blind, deaf, have a mobility disability, and other kinds of disabilities. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
o Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some individuals with these disabilities may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
o Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.
o Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Remember, emergency personnel have extensive training in evacuation procedures and the proper equipment for any kind of carrying or transfer.

People with Blindness or Visual Impairments
• Give verbal instructions to advise the individual about the safest route or direction using compass directions, estimated distances, and directional terms.

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- DO NOT grasp a person who has a visual disability's arm. Ask if he or she would like to hold onto your elbow as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e., elevators cannot be used), as appropriate to the circumstances.

People with Deafness or Hearing Loss
- Get the attention of a person who is deaf or hard of hearing by turning on and off a light or, if necessary, touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not appear to understand the information you are communicating.
- Offer written or visual instructions to advise the individual of the safest route or direction by pointing toward exits or evacuation maps.

People with physical disabilities
- Do not attempt to evacuate a person in a wheelchair down a stairwell, wait for trained emergency response personnel.
- Assist the person to a safe location and seek help.

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Supplemental Document BB

**University of Kansas
Emergency Guidelines**

Emergency Guidelines provide direction on what to do in an emergency. They are designed for the safety and well-being of students, faculty, staff and visitors on the Lawrence Campus. The guidelines promote the priority of life safety. Please take a moment and familiarize yourself with this information.

FIRE/SMOKE
Pull the fire alarm and exit the building.
After exiting the building, **call 9-1-1** and provide further details to emergency personnel.

If you discover a fire:
- Manually activate the building's fire alarm system, using a fire alarm pull station located at the doorways to all exterior exits and stairwells.
- Immediately evacuate the building, closing doors and windows behind you.
- **DO NOT USE THE ELEVATOR UNLESS DESIGNATED AS AN "EMERGENCY EXIT ELEVATOR." SIGNAGE DESIGNATING SUCH WILL BE ADJACENT TO ELEVATOR.**
- If possible, assist any person with a disability in exiting the building. Otherwise, provide their location to emergency responders.
- Report to your emergency assembly area.
- **Call 9-1-1**.
- The building may not be reentered until authorized KU Public Safety, University Fire Marshal or Lawrence Douglas Fire and Medical personnel give the "All Clear" instructions.

If caught in smoke:
- Do not breathe the smoke.
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose. If possible, use a shirt or towel to breathe through.

If trapped in a building:
- **Call 9-1-1.**
- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Remember: If you or someone else is on fire – stop, drop and roll.

USING A FIRE EXTINGUISHER
- **Call 9-1-1**, to report the fire.
- Use a fire extinguisher **only if you have been trained to do so**. Improper use of an extinguisher can increase the hazard. Self-awareness training can be found at http://fireextinguisher.com/

- If you have any doubt of your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.

Follow the **PASS** method when using a fire extinguisher.

Pull the pin. This will break the tamper seal if one is provided.
Aim low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
Squeeze the handle to release the extinguishing agent.
Sweep from side to side at the base of the fire until the fire is out.

- Monitor the area.
- If the fire re-ignites, repeat the steps above.

MEDICAL EMERGENCIES

Emergency Care: An illness or injury that, if left unattended, could result in a threat to life, limb or sight.

What to do:
- Call 9-1-1.
- If outdoors, use a campus Emergency Blue Phone. The locations of the Emergency Blue Phones can be found at the following web address:
  http://publicsafety.ku.edu/~kucops/other/emergencyphones.shtml
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless he/she is in immediate danger.

ADDITIONAL INFORMATION:
Lawrence Memorial Hospital
325 Maine Street
Lawrence, Kansas 66044
(785) 505-5000

SEVERE WEATHER

Definitions:

Severe Thunderstorm Watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning is issued when either a severe thunderstorm is indicated by weather radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles per hour.

Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area.

Tornado Warning is issued when a tornado is indicated by weather radar or sighted by spotters.

If you're in a building when a warning is issued:
- Stay indoors.
- Go to the lowest floor in the building.
- Stay in the interior hallways or rooms.
- Keep away from exterior doors and windows. Put as many walls between you and the outside.
- In cases of tornado warnings, get under a sturdy table or piece of furniture, if possible, and always protect your head and neck with your arms.

In University buildings equipped with voice emergency notification systems, a take cover message will be activated when a **tornado warning** is issued for the Lawrence area.

If you are outdoors when a tornado warning is issued or sirens are sounding:
- Take cover in a pre-designated shelter or the lowest level of a nearby building.
- If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head and neck with your arms.

In cases of **severe thunderstorms/tornado warnings**, remain where you are until the expiration of the warning is given by local radio stations (KANU/KLWN), police or other official sources of information.

In University buildings equipped with voice emergency notification systems, remain where you are until an expiration of the tornado warning message is given.

Siren Testing

The Douglas County Emergency Management Office tests the outdoor warning siren system on a regular basis. The test occurs at noon on the first Monday during the months of August-February and on the first and third Monday during the months of March-July. Tests are cancelled for potential or occurring severe weather and in the event of extreme cold or ice on the sirens.

In March, siren activation is done as part of a statewide tornado drill in conjunction with Severe Weather Awareness Week. These drills are typically conducted on Tuesday or Thursday afternoon.

Sounding of Sirens

The outdoor warning sirens for any or all of the cities in Douglas County are activated when the National Weather Service issues a "tornado warning" or when a local determination is made that a tornado threat to the area exists. This determination is made by Douglas County Emergency Management staff and will be based upon evaluation of all available information. This may include, but is not limited to, National Weather Service watch and/or warning text, weather radar and reports from trained weather spotters or law enforcement officers.

Anytime you hear the sirens sound, take immediate safety precautions. Listen to a NOAA weather radio or local media for updates. In Lawrence, local stations are KLWN (1320AM) and KANU (91.5FM). Note: There is NO all-clear siren.

Emergency Public Address System (semi-annual) Testing

The Emergency Public Address System is part of the comprehensive emergency notification system which allows emergency dispatchers in the 911 center to provide real-time voice messages to an individual building, a group of buildings or to all equipped buildings.

The Emergency Public Address System is tested semi-annually. The tests are generally conducted in the fall and spring semesters.

POWER OUTAGE

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building. To report a localized power outage, contact Facilities Services at 864-4770. After normal business hours, this phone number will be answered by the Public Safety Office.

Be prepared
- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

In the event of a large-scale power outage:
- Remain calm.
- Follow directions provided by Public Safety Office through the established campus communications systems. Check the KU Alert website or listen to local radio.
- If building evacuation becomes necessary, seek out people with special needs and provide assistance, if possible. If additional assistance is necessary, contact Public Safety Office at 864-5900.
- Secure all vital equipment, records, experiments and hazardous materials, if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

If people are trapped in an elevator:
- If you are able to communicate with them, let the passengers know help has been summoned.
- **Call 9-1-1** or use the elevator phone, if available.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers, if safe to do so, until emergency responders are on site and the elevator is identified.

GAS LEAK

If you detect natural gas, fumes or vapors:
- Immediately cease all operations/activities and evacuate area.
- Evacuate the building by the closest exit and notify other building occupants to do so.
- From a safe area, **call 9-1-1.**
- Do **not** call from cell phones or two-way radios.
- Do **not** pull fire alarms. Any spark may cause ignition leading to explosion.
- Do **not** switch lights on or off.
- Do **not** take time to open windows or close doors.
- Do **not** use elevators.
- Do **not** re-enter building or area until authorized by KU Public Safety, University Fire Marshal or Lawrence Douglas County Fire and Medical personnel.

If a building or area evacuation is ordered by the emergency responders:
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately. Avoid the use of elevators unless necessary.
- Identify people with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your emergency assembly area for roll call.

ACTIVE SHOOTER OR THREAT:

Personal Safety Tips:
The following safety tips from the Public Safety Office are offered as a response guide for use during incidents of active shooter threats.

1. The first step in personal safety is to maintain awareness of the situation and environment around you. Be prepared to take appropriate action if a threat presents itself.
2. Evacuate the area (whether inside or outside a building) if you know that it is safe to do so. Seek shelter in a nearby building if the threat is exterior to a campus building.
3. If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat. Remain quiet. Turn off lights to make the area appear unoccupied.
4. As soon as it is safe to do so, notify authorities by **calling 9-1-1** and provide as much information as possible.
5. Do not approach emergency responders. Let them come to you. Keep your hands visible to them.
6. Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.
7. Activate cell phones to receive campus emergency notification that may be sent through the text messaging system.

The University has an emergency text message notification system. In order to receive text message alerts, go to www.alerts.ku.edu to register your personal contact information. This system will be used to notify you of any non-weather-related critical life safety issues on campus.

Emergency Public Address System:
In University buildings equipped with voice emergency notification systems, a message may be activated to provide information and instructions.

For more information about this subject, please contact the Public Safety Office at 864-5900.

HAZARDOUS MATERIALS

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel or oil) spill, incident or release for which assistance is needed, follow these guidelines:

- If the incident is indoors, close all doors to isolate the area if it is safe to do so.
- If the spill or release presents a danger to other occupants, activate the building alarm and evacuate.
- From a safe area, **call 9-1-1**.
- Be prepared to provide the following information regarding the spill or release:
    o Name of the material
    o Quantity of material
    o Time of the incident
    o Location of the incident
    o Is anyone is injured or exposed to material
    o Is a fire or explosion involved
    o Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders, if this information is available.

Do not attempt to clean up a spill or release unless you are trained to do so by Environmental Health and Safety and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

- Clear the area immediately, if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit and report headcounts to your unit head.

If you observe what you think is an unauthorized release of any pollutants to the environment, call the Public Safety Office immediately at 864-5900 and Environmental Health and Safety at 864-4089.

SUSPICIOUS/UNUSUAL PACKAGE OR MAIL

If you receive or discover a suspicious package or device:
- **DO NOT TOUCH, TAMPER WITH, OR MOVE IT.**

- **IMMEDIATELY CALL 9-1-1.**
  o Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which ought to trigger suspicion include letters or parcels that:
- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

What to do if you receive a suspicious package or parcel:
- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch or taste.
- Treat it as suspect. Call 9-1-1.

BOMB THREAT

If a bomb threat is received:
1. Stay calm.
2. If your phone has Caller ID, record the number displayed. Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located below.
3. Gain the attention of someone else nearby, point to this information and have that person **call 9-1-1.** This call should be made out of hearing range from the caller.
4. Ask someone else for the Bomb Threat Checklist questions.
5. Work with arriving emergency personnel to assist them in evaluating the situation.
6. Assist emergency responders with a search of the area if requested.
7. Provide for an orderly evacuation only when ordered by emergency personnel.
8. If the threat is received via voicemail or e-mail, save and give to the police.

Bomb Threat Checklist:
Complete as much of the checklist as possible immediately following the call:

1. Time call received: _____

2. Time call terminated: _____

3. Caller's name and address (if known): _____

4. **Sex:**   Male   Female   (Circle one)

5. **Age:** Adult   Child   (Circle one)

6. **Bomb facts (questions to ask)**

   a. When will it explode? _____

   b. Where is the bomb right now? _____

   c. What kind of bomb is it? _____

   d. What does it look like? _____

   e. Why did you place the bomb? _____

7. **Voice Characteristics**   (Circle all that apply)

    Tone   **Speech**   **Language**

    Loud   Fast   Excellent

    Soft   Slow   Good

    High Pitch   Distorted   Fair

    Low Pitch   Cursing   Raspy

    Stutter   Slurred   Nasal

                   Lisp   Foreign

                   Disguised

8. **Background noise**   (Circle all that apply)

    Music   Traffic

    Voices   Machines

    Cellular phone   Quiet

    Children   Typing

    Other _____

9. **Name of person receiving call**:   _____

    Office: _____

    Date: _____

    Report call immediately to 9-1-1.

SUICIDE THREATS

If it appears an individual may cause harm to his or her self, **call 9-1-1** immediately.

Available resources for students, faculty and staff include the following:

1. **Crisis line**. Headquarters provides a 24-hour telephone counseling service for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call (785) 841-2345. This service is available 24 hours a day, 365 days a year.

2. The **LIFELINE** Employee Assistance Program is a special service that provides information, short-term counseling, advice and referrals from licensed professionals who understand the typical stresses all of us face day in and day out.

   Who is eligible to use the LIFELINE program?
   - All active, benefits-eligible employees of the State of Kansas, their family members living in the same household or dependent children.
   - Non-state employer group participants.
   - Retirees and COBRA participants are not eligible to participate.

3. **Counseling and Psychological Services**
   Students who visit CAPS have a variety of issues and concerns. Many students seek help for psychological, interpersonal, family problems and other issues related to succeeding at the University. Individual, couple and group sessions are available.
   CAPS staff are also available for consultation to students who may have concerns about another student or friend or about a particular situation. In addition, they are available to consult with faculty and staff regarding such issues.

   How do I make an appointment?
   Call 864-CAPS or come by the office. CAPS offices are accessible to people with disabilities and other conditions.

   Counseling and Psychological Services hours are:
   - Monday, Thursday, Friday from 8 a.m. to 5 p.m.
   - Tuesday and Wednesday from 8 a.m. to 6 p.m.
   - After-hours messages may be left on the CAPS answering machine. Messages will be answered the next business day.

If you or someone you know needs service outside of CAPS hours, resources in the community include:

- Lawrence Memorial Hospital — (785) 749-6162
- Bert Nash Community Mental Health Center — (785) 843-9192
- Headquarters Counseling Center — (785) 841-2345

4. Student Conduct Review Team

The Student Conduct Review Team (SCRT) assists KU students, faculty and staff who have concerns about a specific student's behavior and don't know where to turn. The SCRT engages in activities designed to educate the University community in the early detection and reporting of potentially dangerous behavior, assist in the assessment of reported disturbing student behavior, provide referrals to appropriate resources, provide consultation regarding behaviors of concern and address concerns for safety which are directly related to student behavior.

To contact the SCRT regarding a specific student's behavior:
- In cases involving the high likelihood of imminent danger, **call 9-1-1 immediately**.
- In all other cases, call 864-4060 between the hours of 8 a.m. and 5 p.m. Monday-Friday. **State that you have a matter for the SCRT.**

To request a presentation to faculty, staff or students:
- Call 864-4060 between the hours of 8 a.m. and 5 p.m. Monday-Friday.

FLOODING

Flooding can occur because of major rainstorms, water main breaks or loss of power to sump pumps.

In case of imminent or actual flooding:
- **Call 9-1-1**
- If you can do so safely:
  o Shut off all nonessential electrical equipment.
  o Secure vital equipment, records and hazardous materials by moving them to higher, safer ground.
- Move all personnel to a designated assembly area outside the building.
- Locate people with special needs and provide assistance, if possible. Otherwise, provide their location to emergency responders.
- Wait for instructions from Public Safety Office or Facilities Services.
- Do not return to the building until instructed to do so by Public Safety Office or Facilities Services.
- Call Facilities Services for assistance with flood cleanup.

IMPORTANT NUMBERS:

Emergency……………………………………………………………………………9-1-1

Non-Emergency Contact Numbers:
KU Public Safety Office...……………………………………………….(785) 864-5900
KU Facilities Services ……………………………………………………. (785) 864-4770
KU Environment, Health and Safety…………………………………..(785) 864-4089
KU PSO Emergency Management Coordinator………………………..(785) 864-8070
Lawrence-Douglas County Fire & Medical……………………………(785) 830-7000
        LDCFM, 24-Hour Line…………………………………………..(785) 832-7509
Douglas County Emergency Management…………………………...(785) 832-5237
        DCEM, 24-Hour Line……………………………………………(785) 843-0250
Lawrence Memorial Hospital, 325 Maine St.…………………………(785) 505-5000