



EASTERN KENTUCKY UNIVERSITY



CHEMICAL RELEASE RESPONSE MANUAL

June 10th, 2024

PRODUCED BY:



EMERGENCY MANAGEMENT
& SECURITY



Plan Adoption and Record of Changes

Date of Adoption: 08/20/2019

Changes	Entered By	Date Entered
Addition of Dizney Building as an ESIP Facility.	C. Daab	07/21/2020
Change of Burrier CDC Relocation Location	C. Daab	08/12/2021
Change of Whitlock Floor Plan / CPS Panel Room Number	C. Daab	06/07/2023
Alumni Coliseum is offline until about August 2025 – Currently Under Renovation – Completion Date is Subject To Change	G. Folckemer	06/10/2024



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Eastern Kentucky University and the Chemical Stockpile Emergency Preparedness Program (CSEPP)

Eastern Kentucky University (EKU) Richmond Campus and Madison County facilities lie in several Zones (2E, 2D, 1C, 3A and 3D). In order to maintain ECU continuity of operations, and to make a safe community response as fast as possible, we have extended the concept of an Automatic, Default, Protective Action Decision (PAD), used at Model Laboratory School and Burrier Child Development Center, of Sheltering In Place (SIP), to all ECU facilities in Madison County. On Richmond Campus (Zones 2E and 2D), individuals should go to an Enhanced Shelter In Place (ESIP) Building, without delay, and activate their Collective Protection Systems (CPS). At other locations, like Meadowbrook Farm (Zone 1C), White Hall State Historic Site (Zone 3A), Central Kentucky Regional Airport (Zone 3D), and the University Club at Arlington (Zone 2E), individuals should Shelter In Place using SIP Kits. The Prompt to Shelter In Place would be Any Mass Notification made, about a Community-Wide Hazardous Materials Incident, through the Advisor Alert Radios (Voice Message), the Outdoor Siren System (Alternating High/Low Wail), and/or the ECU Emergency Notification System Alert Methods. Updated information, such as exactly where a chemical plume is anticipated to go, what zones are truly affected, and when the plume is projected to arrive, will be disseminated when that information becomes available.

Primary Protective Action Decisions:

<p>SHELTER IN PLACE Automatic Default PAD</p>	<p>All ECU Facilities should Shelter In Place (regardless of what zones are affected) Richmond Campus ESIP Buildings: Alumni Coliseum, Combs Building, Dizney Building, Model Gym, Perkins Building, University Building, and Whitlock Building Other locations should Shelter In Place using SIP Kits</p>
<p>EVACUATE If Directed To</p>	<p>EKU Madison County Facilities would Evacuate to their Pre-Determined Locations: 2E to Jacobson Park in Lexington Burrier to Bryan Station High School in Lexington Model to Dunbar High School in Lexington 2D to North Laurel High School in London 1C to Powell County High School in Stanton 3A to Jacobson Park in Lexington 3D to Garrard County Middle School in Lancaster</p>



Following Shelter In Place there are two likely secondary Protective Action Decisions; (1) Exit Shelter In Place or (2) Relocate to a decontamination area or designated reception area listed above.

If both Richmond Campus zones are actually affected, both zones will take the same secondary protective actions, if possible, and relocate to the same decontamination and/or relocation area. The pre-designated location for Zone 2E to relocate to is the Jacobson Park in Lexington. This is the most likely area for both zones to relocate to. (Burrier and Model Schools have different evacuation/relocation locations specific to daycare and school populations).

Although all campus facilities in all zones took the same initial protective actions, it may be deemed necessary for facilities in different zones to take different secondary protective actions. Personnel and students in one zone may not have truly been affected, and therefore may be told to exit Shelter In Place and stay where they are. Personnel and students in another zone, which may have been affected, may be given a more cautionary set of instructions, and be told to relocate to a specific location as determined by the Madison County Emergency Management Agency. For example, Zone 2E may be instructed to exit Shelter In Place and stay, while Zone 2D may be instructed to relocate to North Laurel High School along with other members of the populace in Zone 2D.

Possible Secondary Protective Action Decisions:

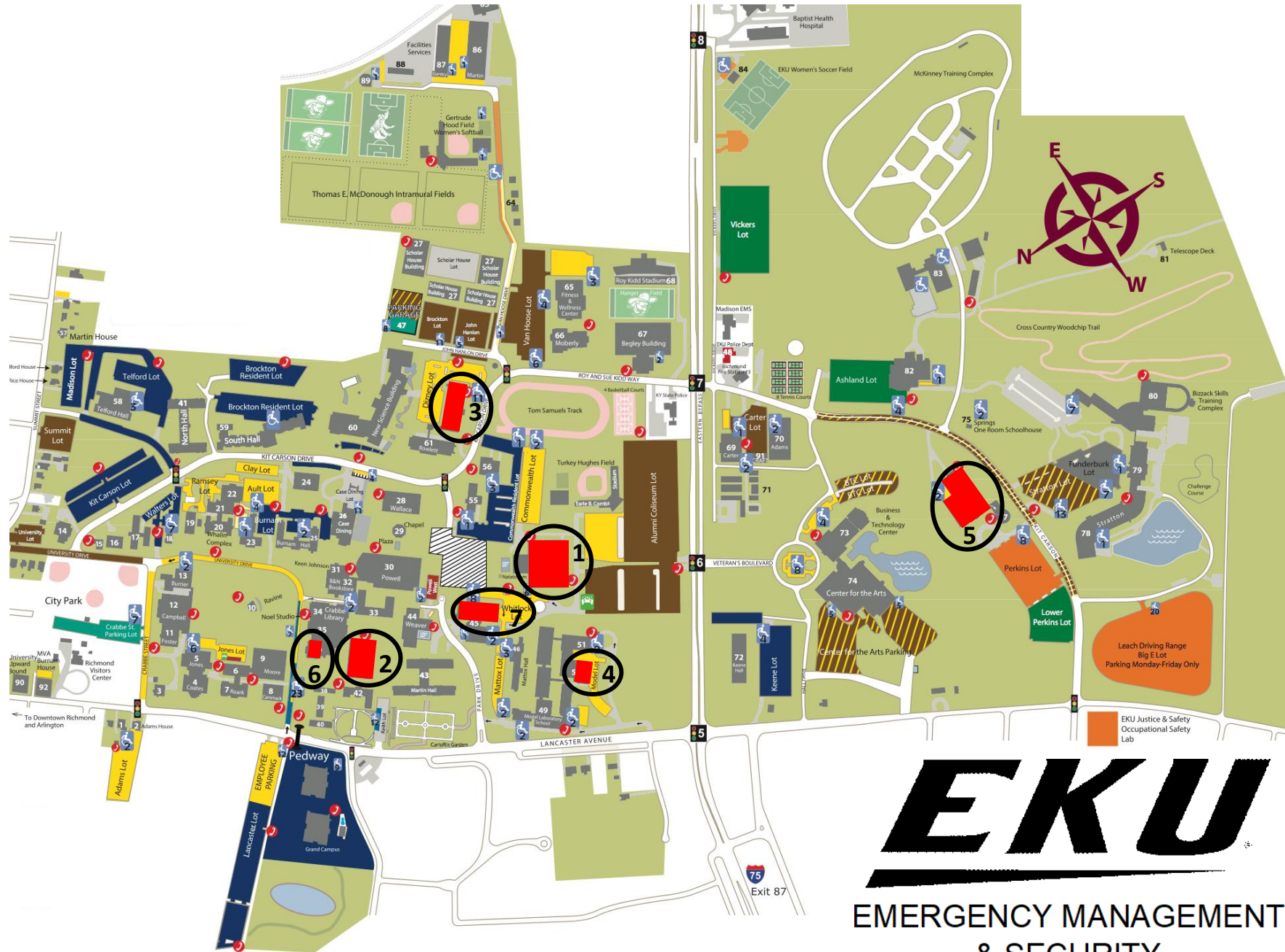
Sheltered In Place	Possible Secondary Actions		
Zone 2E	Exit and Stay	Both Zones Relocate to Jacobson Park, if possible, or Other Same Area As Directed	Exit and Relocate to Jacobson Park, or Other Location
Zone 2D	Exit and Stay		Exit and Relocate North Laurel HS
Burrier	Exit and Stay	Exit and Relocate to Bryan Station HS	
Model	Exit and Stay	Exit and Relocate to Dunbar HS	
Zone 1C	Exit and Stay	Exit and Relocate to Powell County HS	
Zone 3A	Exit and Stay	Exit and Relocate to Jacobson Park	
Zone 3D	Exit and Stay	Exit and Relocate to Garrard County MS	

Note:

- EKU students, faculty, staff, and visitors travel freely between Zones 2E, 2D, 1C, 3A and 3D.
- There are no physical barriers between the zones or facilities in Madison County.
- Road blocks may be set up to divert travelers away from affected zones.
- EKU’s population, of about 19,000 individuals, occupy multiple zones.
- EKU’s population fluctuates daily.
- Zone 2E contains the most heavily populated area of the EKU Richmond Campus.

EKU Enhanced Shelter in Place (ESIP) Buildings:

- 1) Alumni Coliseum 2) Combs Building 3) Disney Building 4) Model Gym 5) Perkins Building 6) University Building 7) Whitlock Building



EKU

EMERGENCY MANAGEMENT
& SECURITY

ENHANCED SHELTER IN PLACE (ESIP) – SYSTEM OPERATING INSTRUCTIONS
(Excerpted from the Operations & Maintenance Manual) for (Enhanced Shelter In Place) buildings
(See Manual for full operations and maintenance information)

**Alumni Coliseum, Combs Building, Dizney Building, Model Gymnasium,
Perkins Building, University Building, and Whitlock Building**
are equipped with Collective Protection Systems (CPS).

These buildings have been modified to provide Enhanced Shelter In Place (ESIP) protection for personnel in the event of a hazardous chemical release at the nearby Blue Grass Army Depot. The ESIP protection system consists of permanent architectural sealing measures, modifications to the HVAC systems, and installation of an ESIP control panel.

The Major System Components:

- **Control Panel**
- **Dampers**
- **Perimeter Doors**
- **HVAC System**

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

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

○ **INSTRUCTIONS FOR SYSTEM START UP**

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

○ **INSTRUCTIONS FOR SYSTEM SHUT DOWN**

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

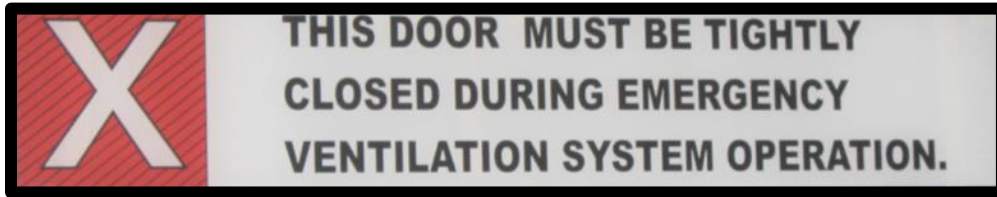
Enhanced Shelter In Place (ESIP) Buildings and Collective Protection System (CPS) Control Panels

Madison County is divided into zones, so that protective action recommendations and decisions can be made in the specific areas affected by a chemical incident at the Blue Grass Army Depot. Eastern Kentucky University is primarily located within two zones. Richmond Campus north of the ECU By-Pass is located in Zone 2E and Richmond Campus south of the ECU By-Pass is located in Zone 2D. Other ECU facilities in Madison County include Meadowbrook Farms located in Zone 1C, White Hall State Historic Site located in Zone 3A, Central Kentucky Regional Airport located in Zone 3D, and the University Club at Arlington in Zone 2E. In the event of a chemical release, modeling software is used to determine the path of the release. Any zones that are affected in the model are recommended to shelter-in-place until the chemical agents have dissipated. The affected areas might then be relocated according to set protocols by Madison County EMA/CSEPP.

The CSEPP program has modified certain campus buildings to be used as Enhanced Shelter-in-Place (ESIP) buildings. These buildings have had sensors placed on the doors as well as an automated system that shuts down the HVAC system and closes all the dampers in the building.

The ESIP/CPS Control Panels can be found in the following locations:

- ~~Alumni Coliseum - 2nd Floor Rm 208~~
- **Combs Building - 1st Floor North East Closet**
- **Dizney Building – 1st Floor Main Lobby**
- **Model Gymnasium - Lower Level Room 151**
- **Perkins Building - First Level Main Lobby**
- **University Building - 3rd Floor by 323A**
- **Whitlock Building - 1st Floor Room 153**



If you can read this sign, you are inside the Collective Protection System (CPS) Protected Area.

Below is a picture of an Enhanced Shelter In Place (ESIP) Control Panel.





EASTERN KENTUCKY UNIVERSITY

Collective Protection System (CPS) Operation Checklist

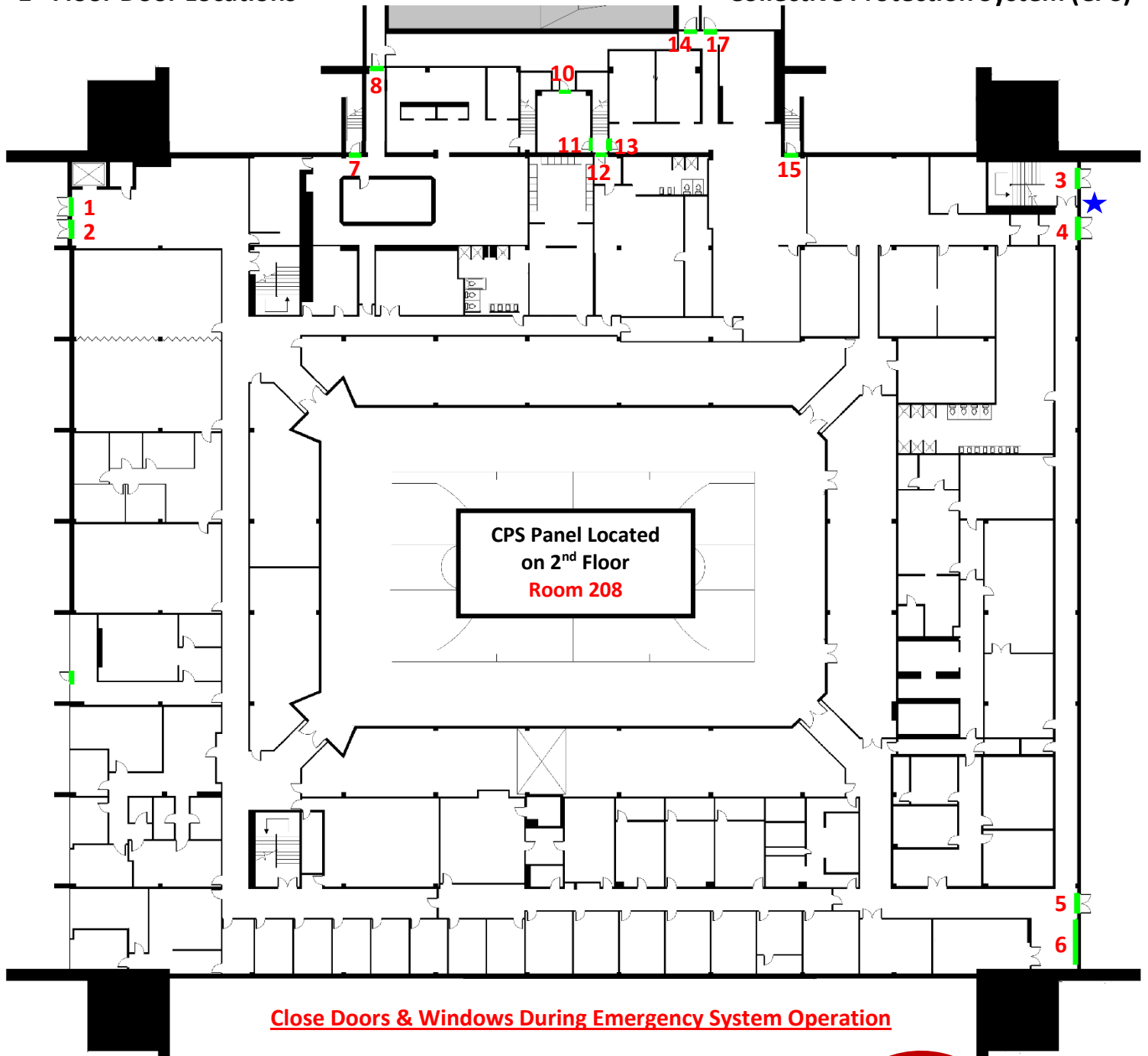
- Move everyone into the protected area when notified that a hazardous event has occurred.
- Start the ESIP/CPS system by pushing the red start button on the face of the control panel. Any individual may activate the system when needed. ECU Public Safety officials may not be in your ESIP building.
- Manually close, latch, and lock all perimeter windows.
- At the time the hazard is estimated to arrive in your zone (Zone 2E and/or 2D), do the following.
 - Manually close, latch, and lock all perimeter doors.
 - Double check that all perimeter doors are secure and post a Stop – Shelter-In-Place Protected sign at each entrance.
 - Double check that all perimeter windows are secure.
 - Keep all doors and windows closed.
 - Remain in the protected area until notified that the hazard has cleared.
 - After being notified that the hazard has cleared, do the following.
 - Stop the ESIP/CPS system by pushing the red start button on the face of the control panel again. Any individual may deactivate the system when the all clear order is given. ECU Public Safety officials may not be in your ESIP building.
- Perimeter doors and windows may now be opened.
- Exit outside.
- Individuals may be directed to relocate out of the affected area.

During a chemical release emergency, a chemical plume would be modeled, and a projection made about when the plume is anticipated to arrive in our zones (Zones 2E and/or 2D). That would be the time you would lock your perimeter doors and not allow anyone else to enter your building. Anyone arriving at your building after that time should be directed to Shelter In Place somewhere else. It is important to allow the doors to remain unlocked as long as possible, allowing as many people, as possible, to come to the shelter, before the chemical plume arrives.

Alumni Coliseum

1st Floor Door Locations

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



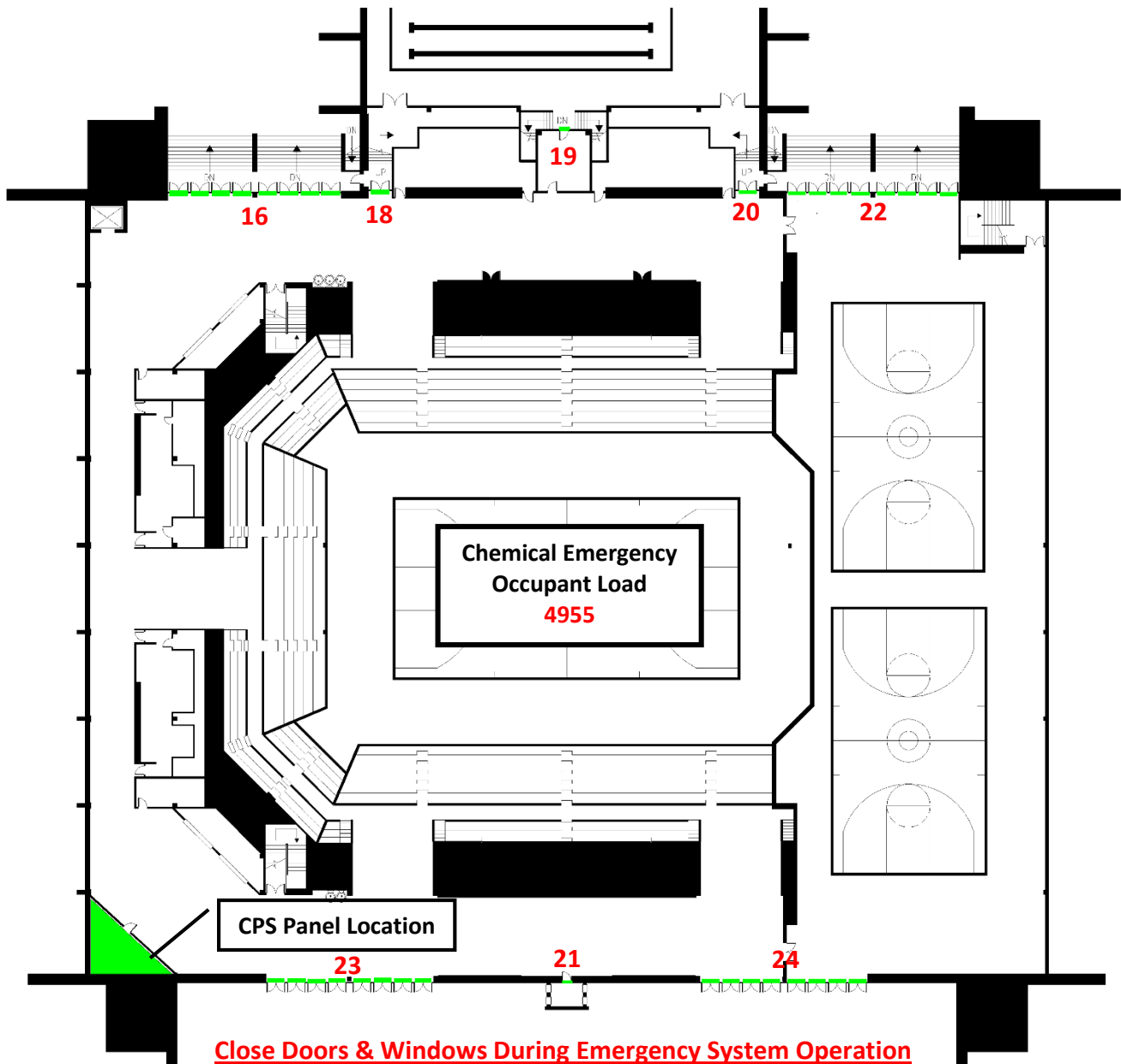
EMA issues PADs (Protective Action Decisions) that may include:

- Shelter-In-Place (SIP) (Until the immediate danger passes)
- Evacuation (If there is enough time before the danger arrives)
- Relocation (When it is safe to come out of Sheltering-In-Place)

When Advised to Shelter In Place:

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

**Hazardous
Material**



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- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened. Exit outside. Personnel may be directed to relocate out of the affected area.

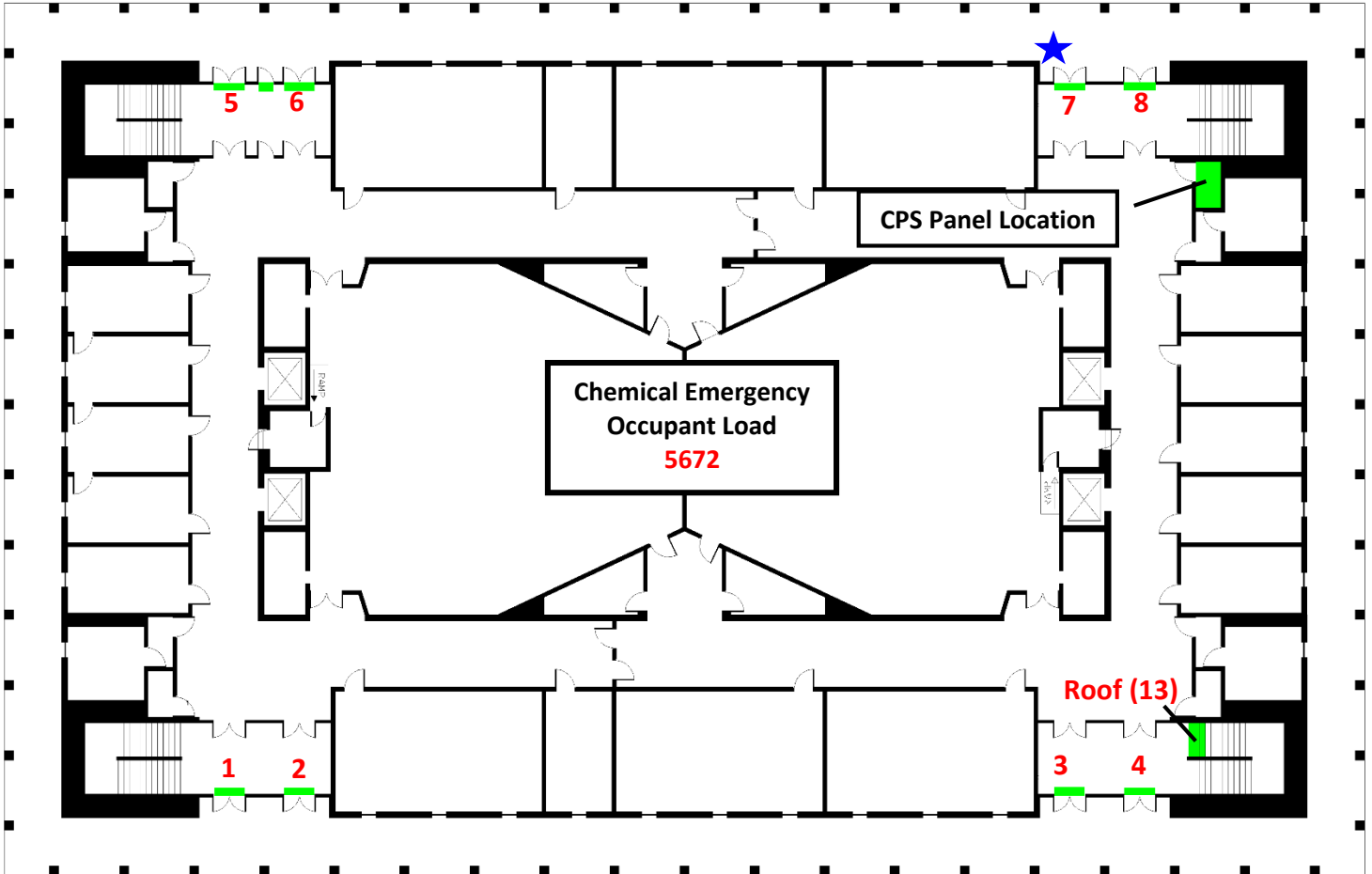


**Hazardous
Material**

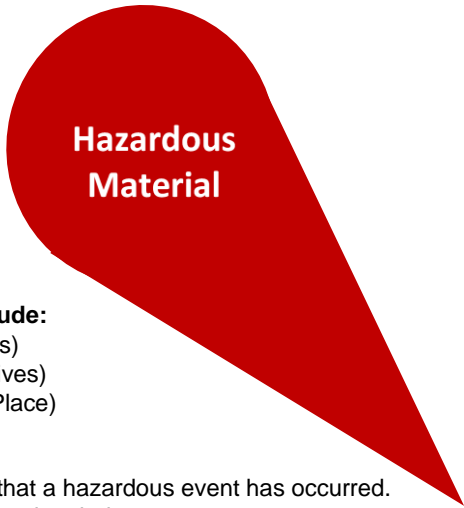
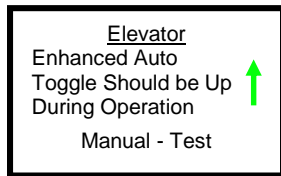
Combs Building

Door Locations

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



Close Doors & Windows During Emergency System Operation

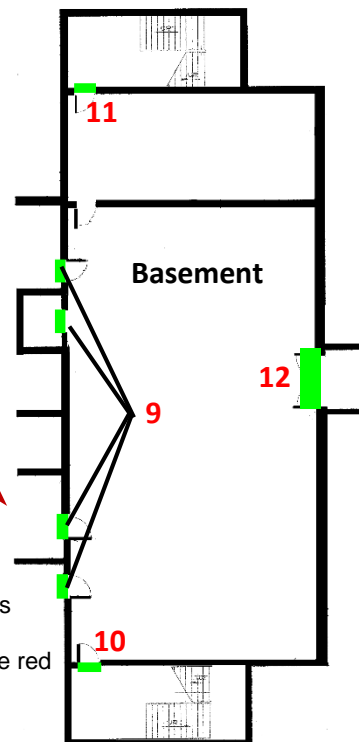


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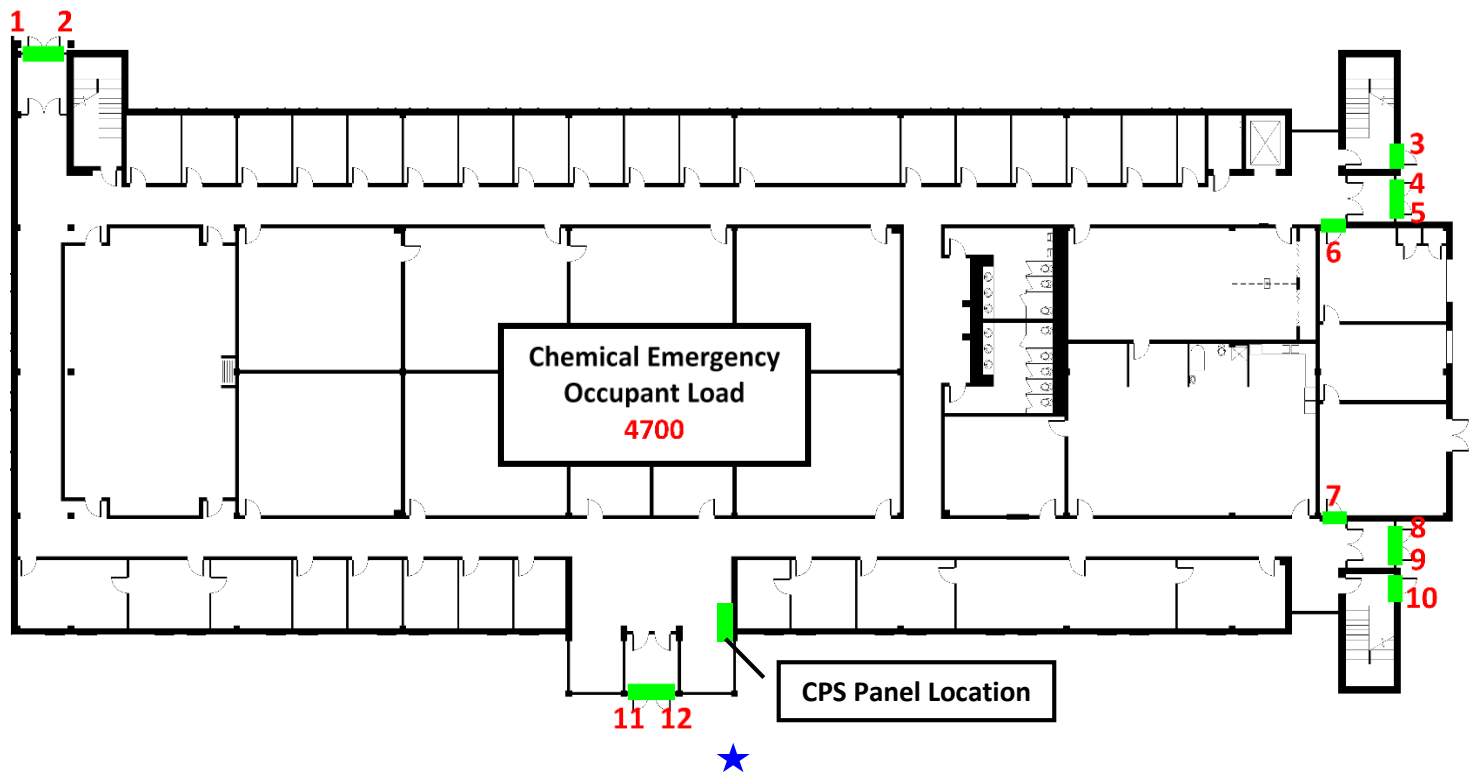
- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Please assist individuals with access or functional needs to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button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



Dizney Building

1st Floor Door Locations

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



Close Doors & Windows During Emergency System Operation

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When Advised to Shelter In Place:

- Move all personnel into the protected area when notified that a hazardous event has occurred.
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- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
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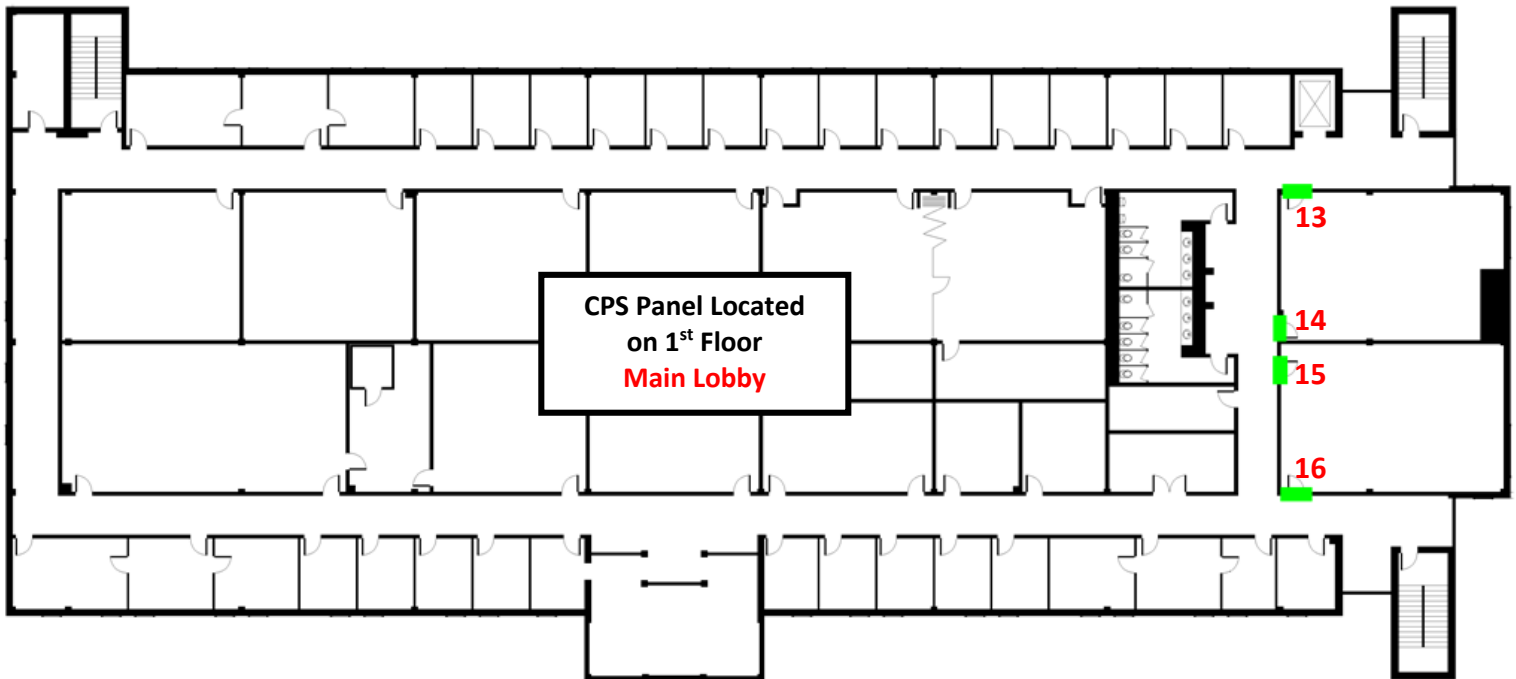
**Hazardous
Material**



Dizney Building

2nd Floor Door Locations

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



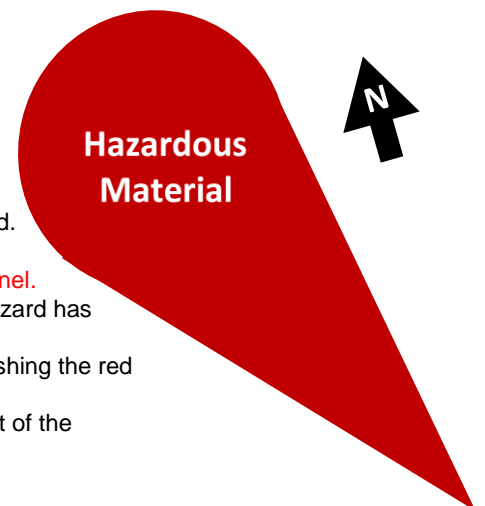
Close Doors & Windows During Emergency System Operation

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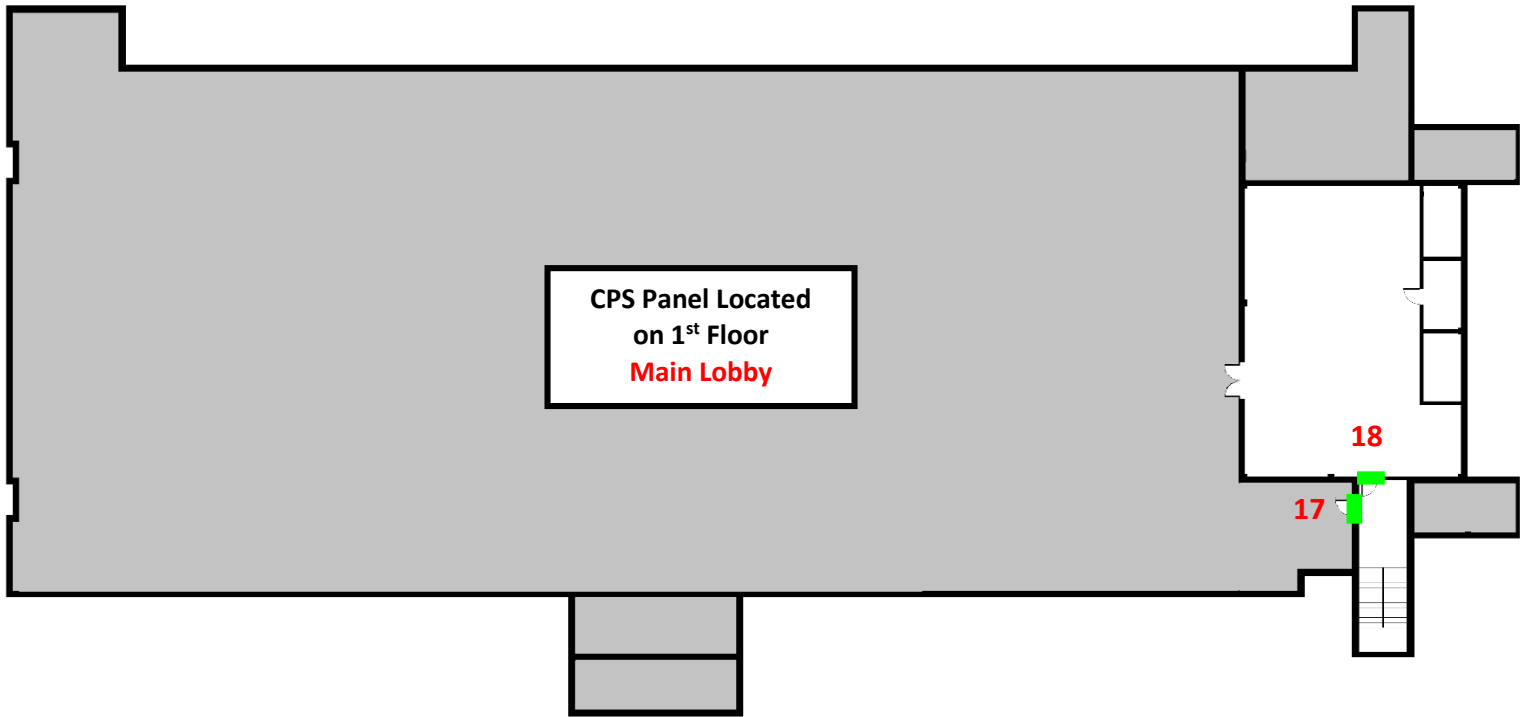
- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button on the face of the control panel.**
- Keep all doors and windows closed and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



Dizney Building

Roof Door Locations

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



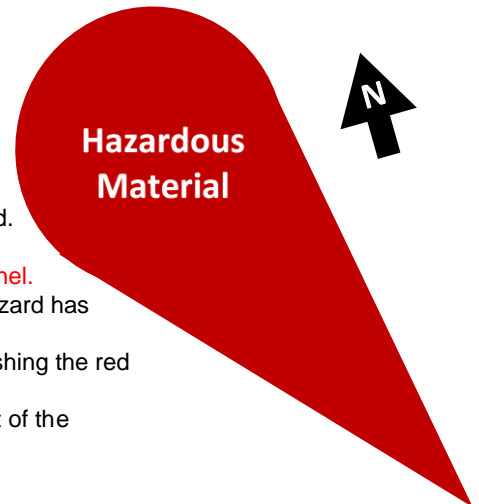
Close Doors & Windows During Emergency System Operation

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When Advised to Shelter In Place:

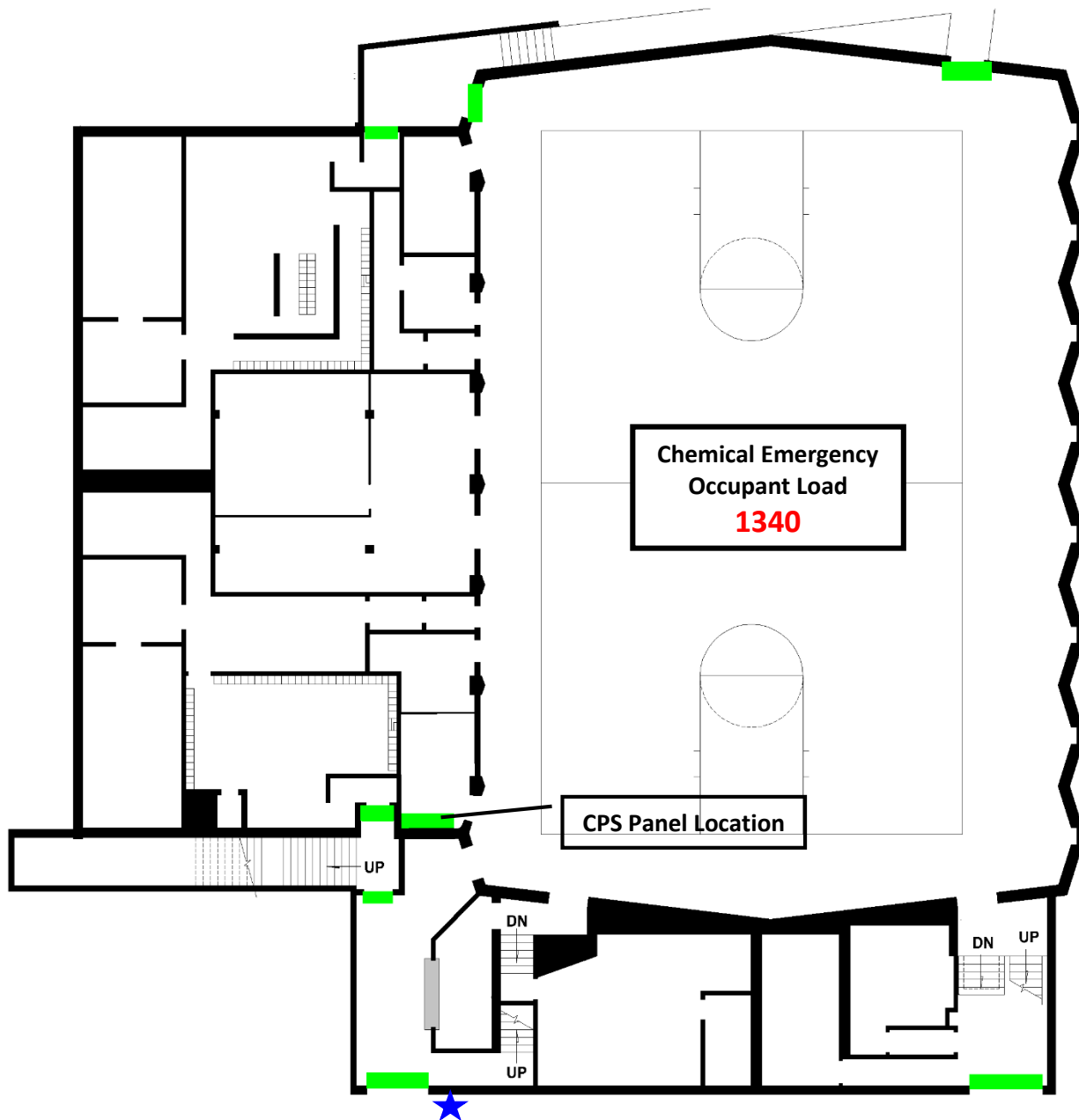
- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button on the face of the control panel.**
- Keep all doors and windows closed and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



Model Lab Gymnasium

Door Locations

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



Close Doors & Windows During Emergency System Operation

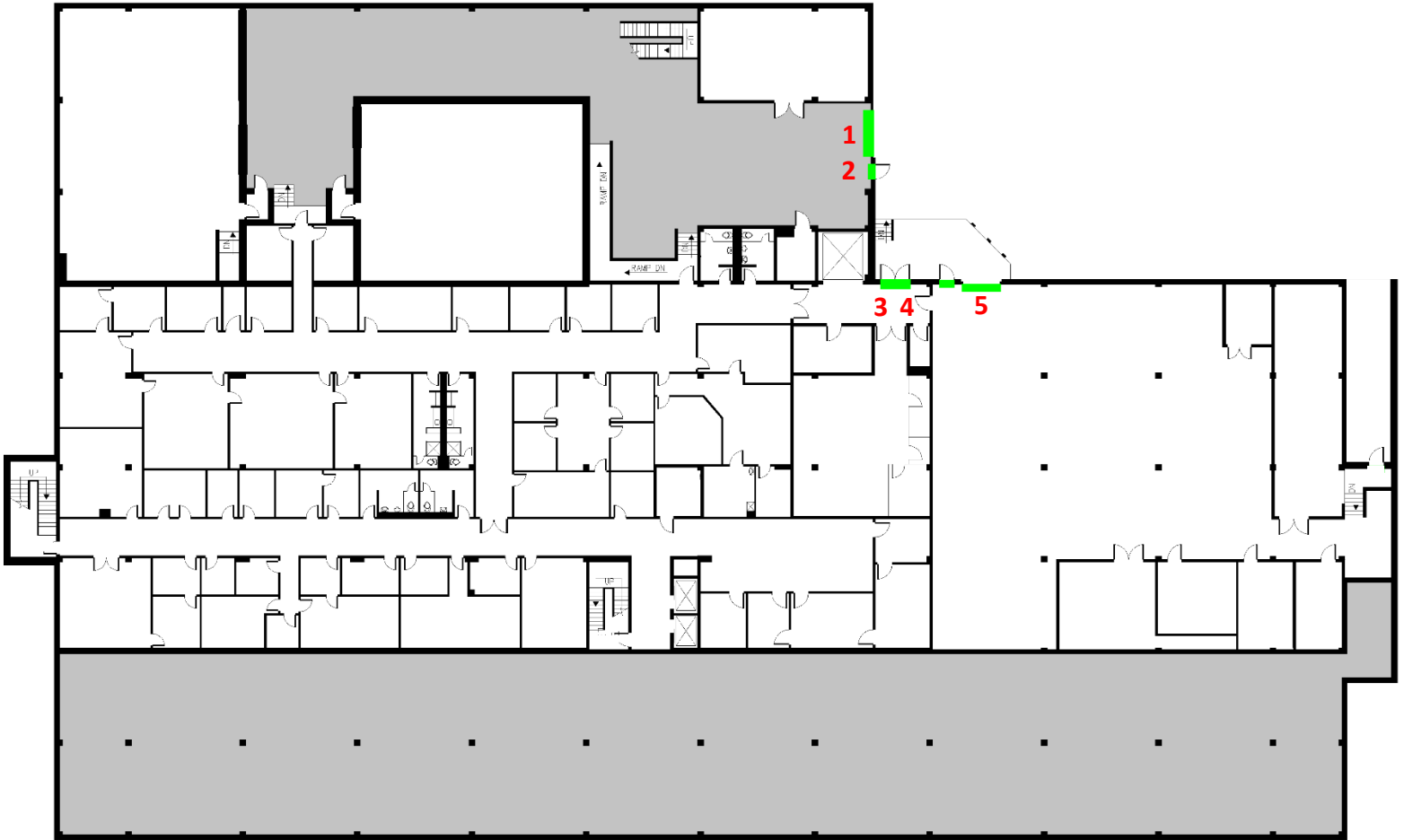
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- Relocation (When it is safe to come out of Sheltering-In-Place)

When Advised to Shelter In Place:

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

**Hazardous
Material**



Close Doors & Windows During Emergency System Operation

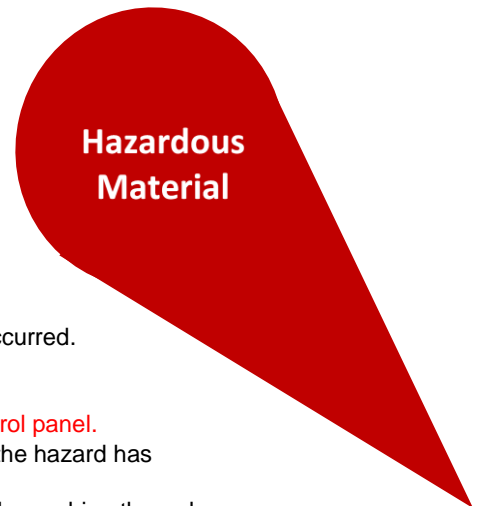
**CPS Panel Located
on 2nd Floor
Main Lobby**

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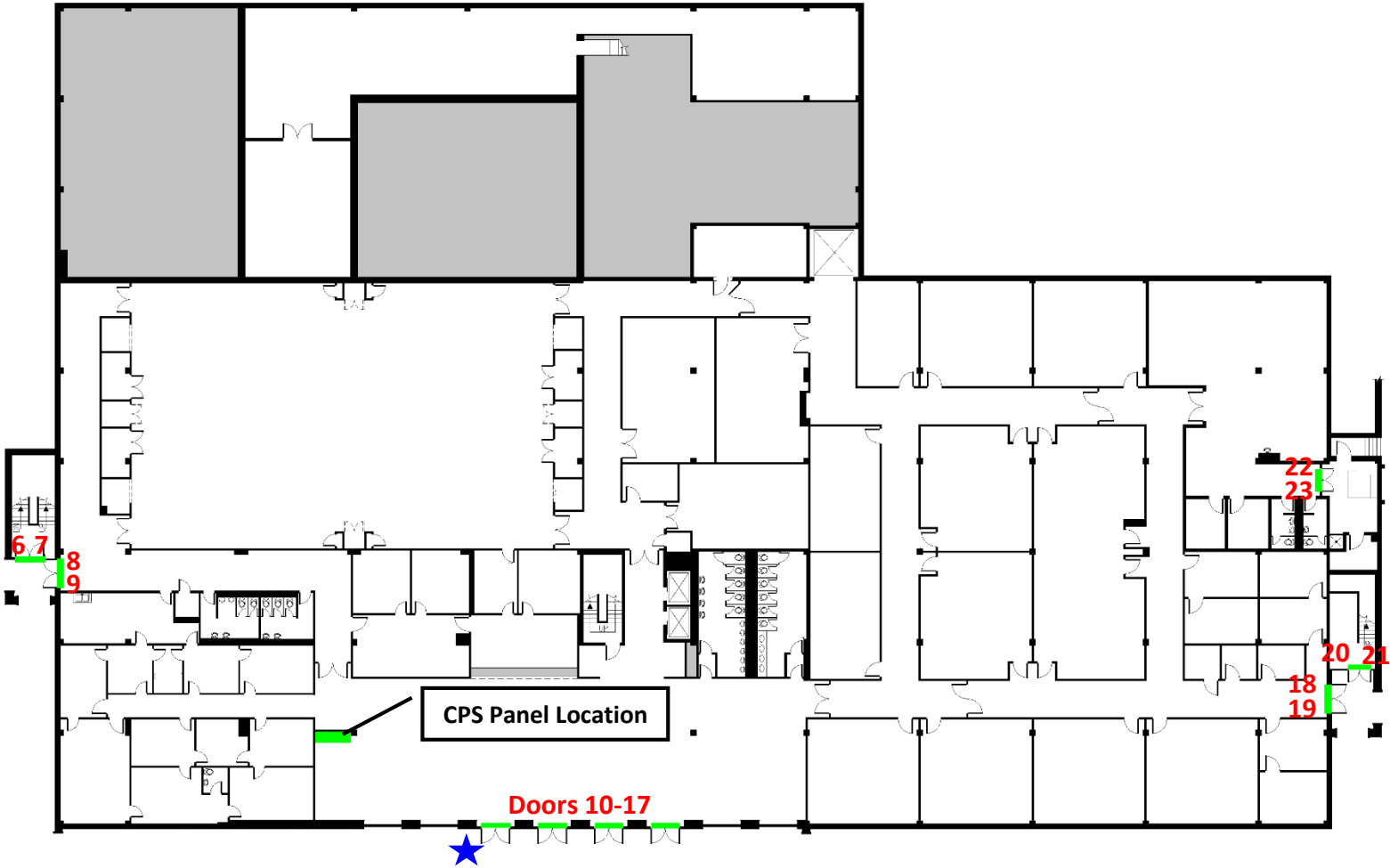
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- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened. Exit outside. Personnel may be directed to relocate out of the affected area.



Perkins Building

2nd Floor Door Locations

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



Close Doors & Windows During Emergency System Operation

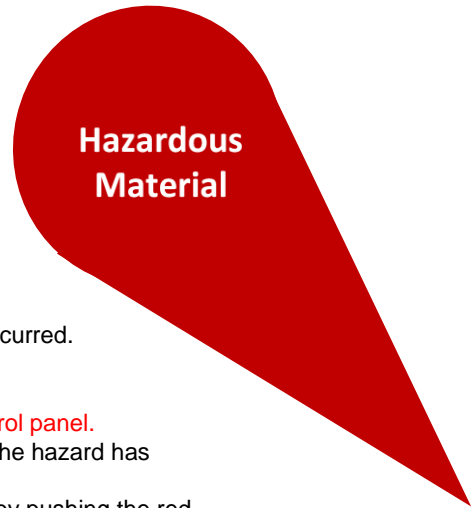
**Chemical Emergency
Occupant Load
5536**

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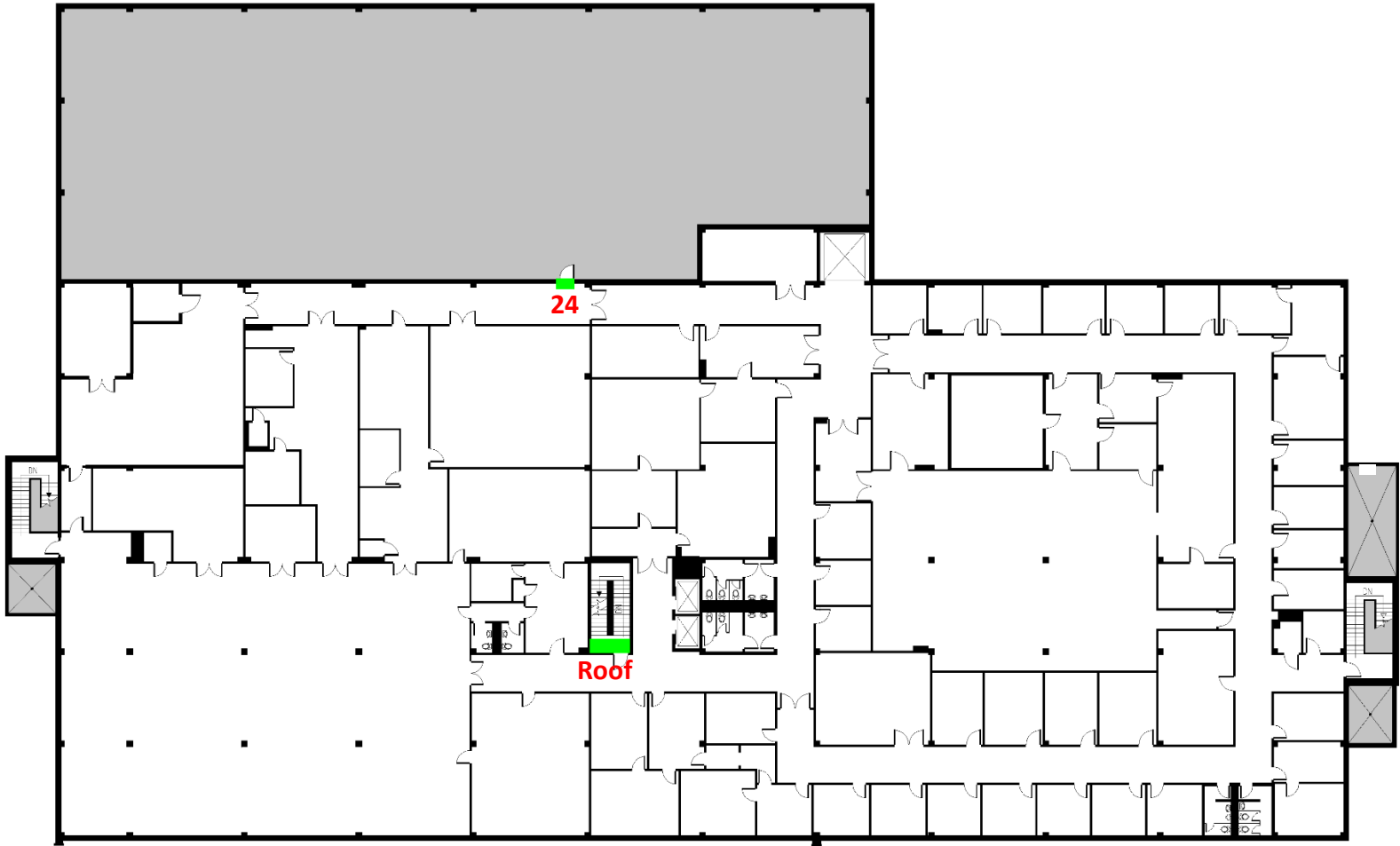
- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Please assist individuals with access or functional needs to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button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



Perkins Building

3rd Floor Door Locations

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



Close Doors & Windows During Emergency System Operation

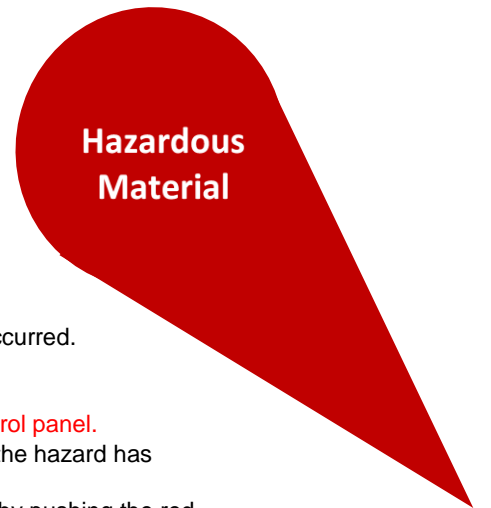
CPS Panel Located
on 2nd Floor
Main Lobby

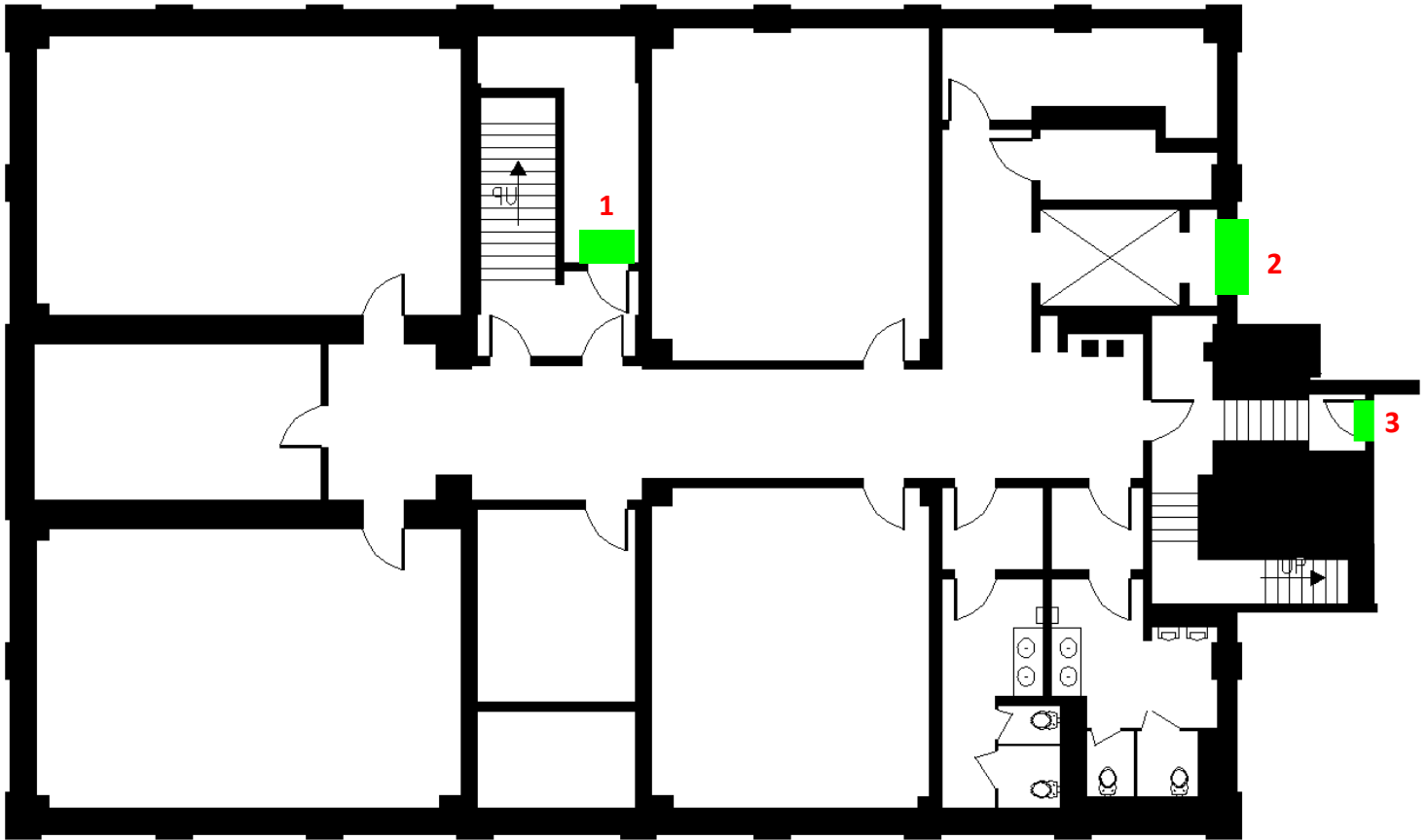
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CPS Panel Located
on 3rd Floor

Close Doors & Windows During Emergency System Operation

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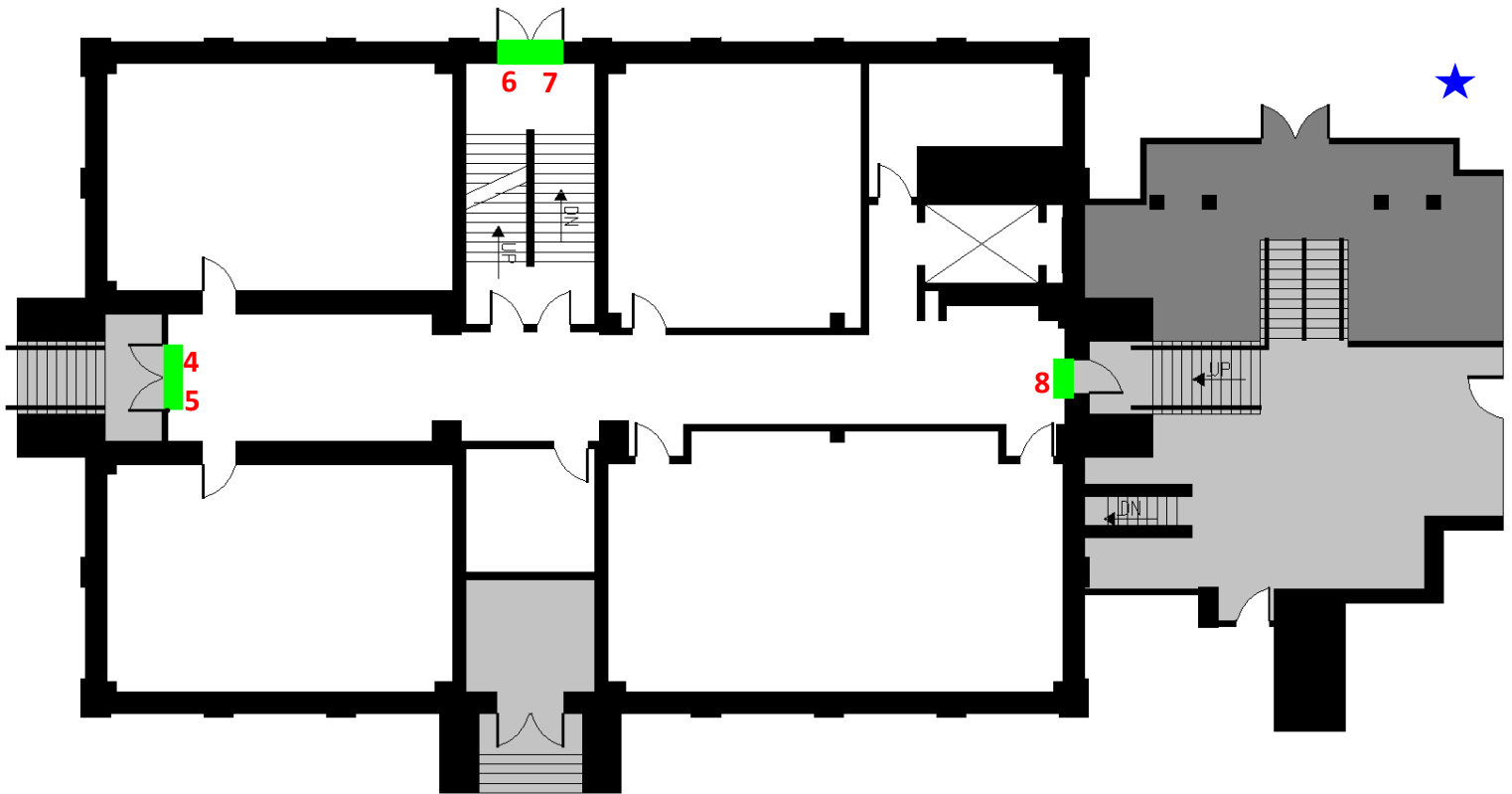
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**Hazardous
Material**

University Building

2nd Floor Door Locations

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



CPS Panel Located
on 3rd Floor

Hazardous
Material

Close Doors & Windows During Emergency System Operation

EMA issues PADs (Protective Action Decisions) that may include:

- Shelter-In-Place (SIP) (Until the immediate danger passes)
- Evacuation (If there is enough time before the danger arrives)
- Relocation (When it is safe to come out of Sheltering-In-Place)

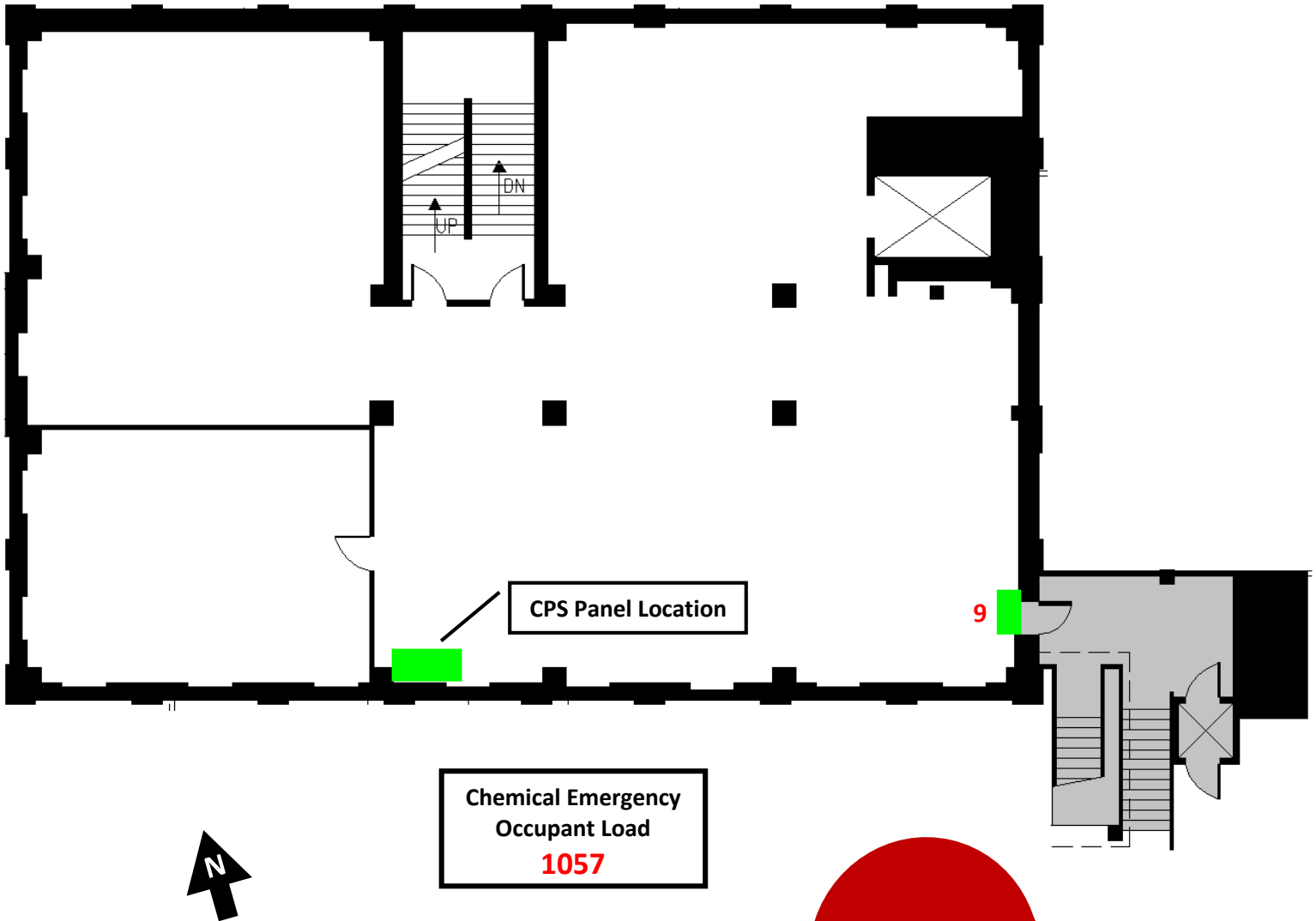
When Advised to Shelter In Place:

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

University Building

3rd Floor Door Locations

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



Close Doors & Windows During Emergency System Operation

EMA issues PADs (Protective Action Decisions) that may include:

- Shelter-In-Place (SIP) (Until the immediate danger passes)
- Evacuation (If there is enough time before the danger arrives)
- Relocation (When it is safe to come out of Sheltering-In-Place)

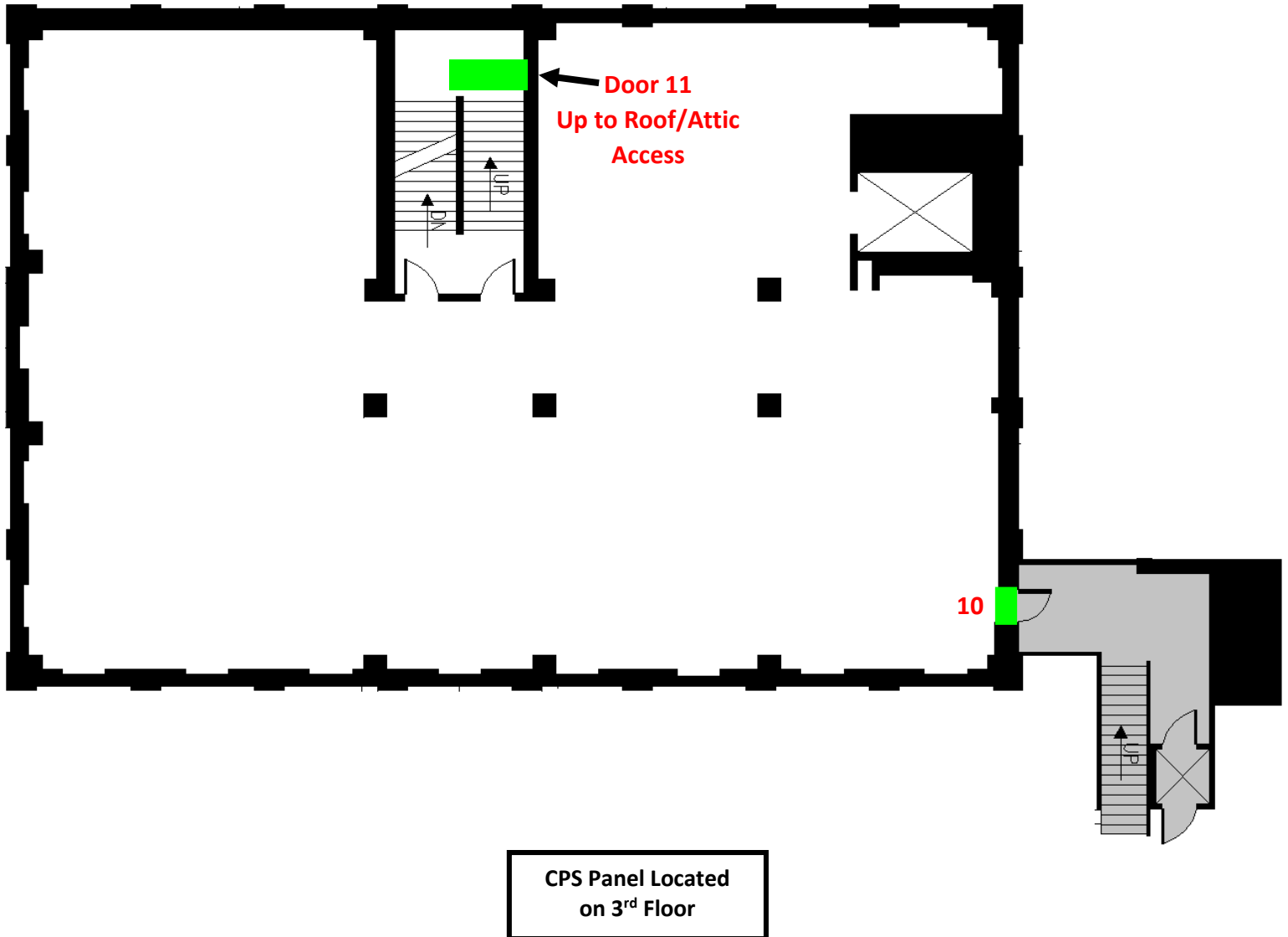
When Advised to Shelter In Place:

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

University Building

4th Floor Door Locations

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



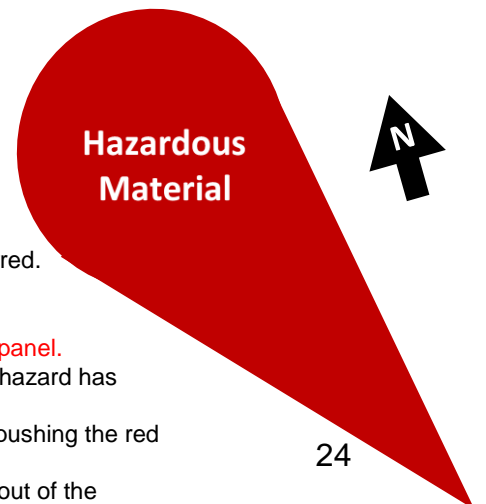
Close Doors & Windows During Emergency System Operation

EMA issues PADs (Protective Action Decisions) that may include:

- Shelter-In-Place (SIP) (Until the immediate danger passes)
- Evacuation (If there is enough time before the danger arrives)
- Relocation (When it is safe to come out of Sheltering-In-Place)

When Advised to Shelter In Place:

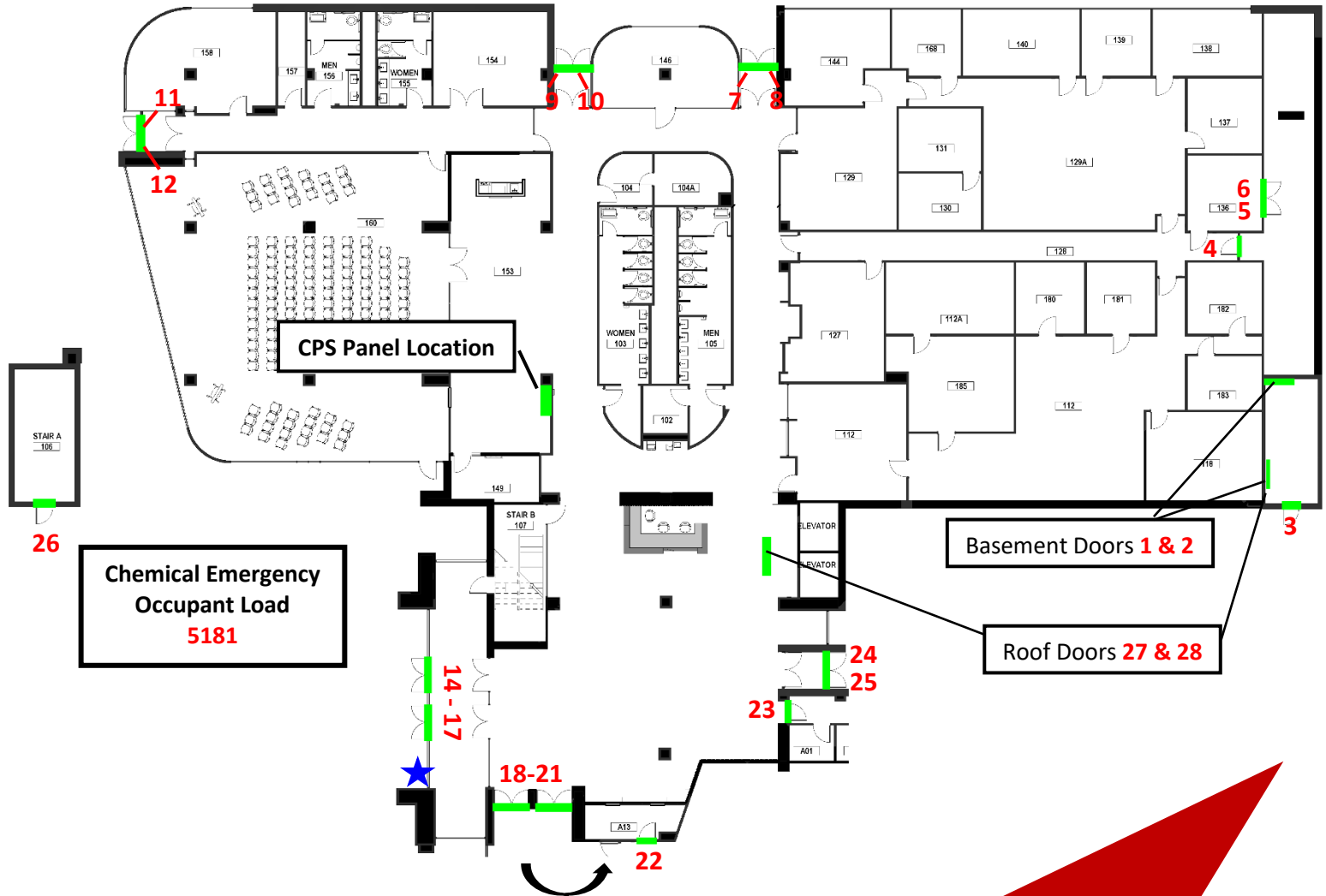
- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Please assist individuals with access or functional needs to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- **Start the ESIP protection system by pushing the red start button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



Whitlock Building

Door Locations

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



Close Doors & Windows During Emergency System Operation



EMA issues PADs (Protective Action Decisions) that may include:

- Shelter-In-Place (SIP) (Until the immediate danger passes)
- Evacuation (If there is enough time before the danger arrives)
- Relocation (When it is safe to come out of Sheltering-In-Place)

When Advised to Shelter In Place:

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

More information about ECU and the CSEPP Program can be found at:

<http://emergency.eku.edu/hazardous-materials-csepp-chemical-stockpile-emergency-preparedness-program>

<http://emergency.eku.edu/insidelook/ekus-vital-signs-knowing-what-do-emergency-0>

<https://madisoncountky.us/index.php/departments-mcky/emergency-management-mcky>

For additional information regarding ECU's response to a
community wide chemical emergency,
please refer to the

ECU Emergency Management Webpage

located at:

<https://emergency.eku.edu/>



**THIS FACILITY IS
SHELTER-IN-PLACE PROTECTED!!!**

**NO ONE CAN COME IN OR
GO OUT OF THE BUILDING
WHEN THIS SIGN IS POSTED**

**If we open this door, students, faculty, staff, and visitors
will be at further risk. You should SHELTER-IN-PLACE
and protect yourself at another location.
Do not call personnel in this building. Telephone lines
should be kept open for emergency use.**

Post This Sign at All Entrances to the Building | After Being Informed that the Chemical Plume is Due to Arrive | As You Lock the Doors

If Away from Richmond Campus, Shelter In Place, using a Shelter In Place Kit

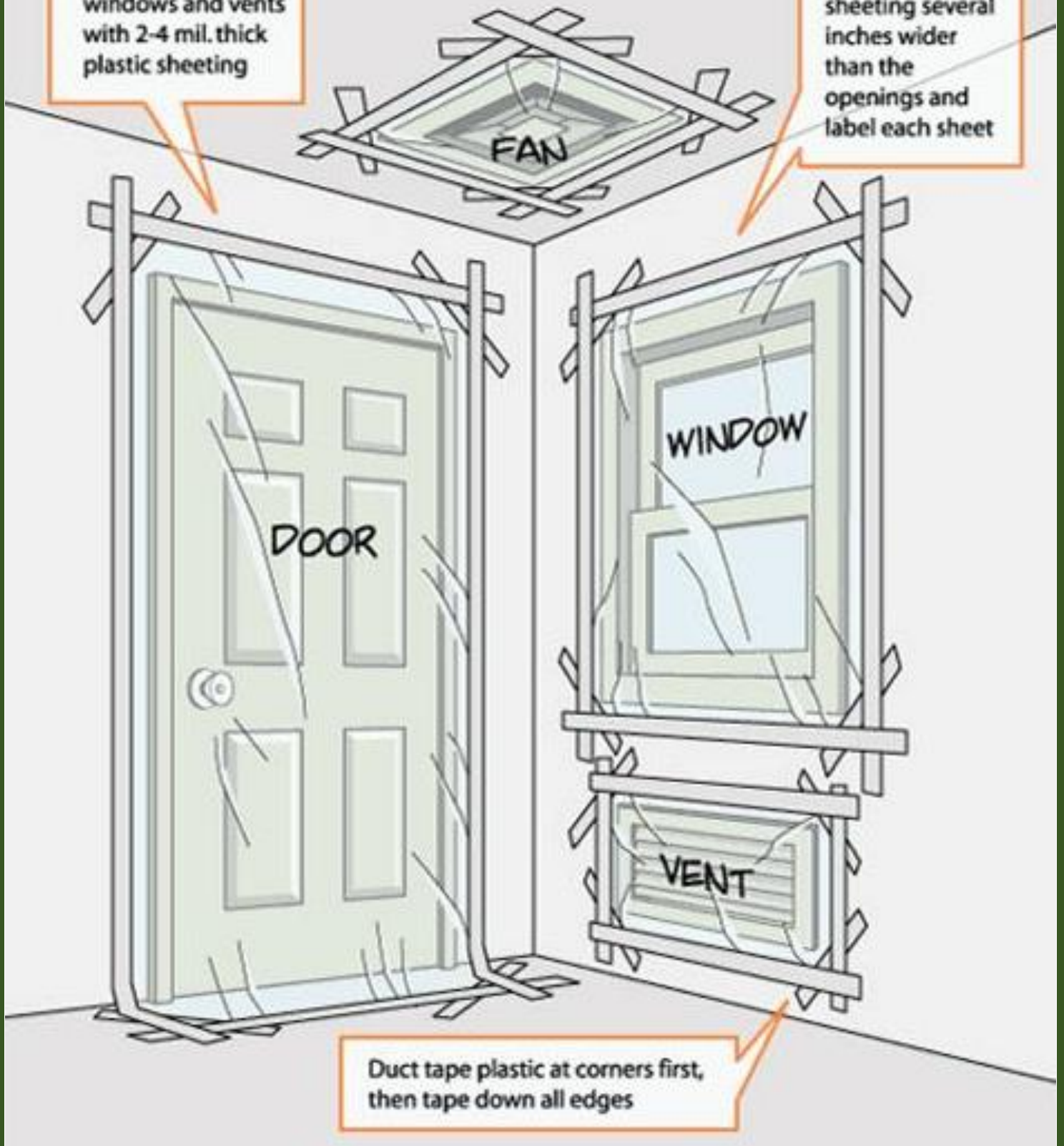
Shelter-In-Place Checklist

Follow These Simple Steps to Shelter-in-Place during a Chemical Emergency

- Go indoors
- Close and lock all windows and doors
- Turn off all heating/air-conditioning, exhaust, and ventilation systems, and fans
- If there is a fireplace, extinguish the fire, and close the damper
- Go into your pre-determined shelter room
- Take a battery operated AM/FM radio with you into your shelter room
- Stay tuned to local radio for additional information
- Close the door to your shelter room
- Tape plastic sheeting over the door
- Tape plastic sheeting over any windows
- Tape plastic sheeting over all vents and electrical outlets
- Wait until you receive further instructions from emergency personnel

Cover all doors, windows and vents with 2-4 mil. thick plastic sheeting

Cut the plastic sheeting several inches wider than the openings and label each sheet



Duct tape plastic at corners first, then tape down all edges

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EMERGENCY MANAGEMENT
& SECURITY