ASSEMBLY AND ACCOUNTABILITY PLAN

EASTERN KENTUCKY UNIVERSITY

(BUILDING / FACILITY)

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Date Revised:

Produced By: EKU Emergency Management

Emergency Telephone Numbers

Police / Fire and Rescue / EMS	**911**
EKU Division of Public Safety	**859-622-1111**
EKU Division of Facilities Services	**859-622-2966**

Other Contacts for your Area or Unit

Assembly:

During an emergency evacuation, employees should gather, as appropriate, in the following location(s):

The Primary Emergency Assembly Area (EAA) is (Determine and describe for each facility used) (Example) outside of the main entrance on the west side of the facility.

The Secondary Emergency Assembly Area (EAA) is (Determine and describe for each facility used) (Example) outside of the back doors on the east side of the facility.

The Severe Weather Shelter is (Determine and describe for each facility used) (Example) in the hallways of the basement level or inside of the restrooms of the facility.

Accountability: (Modify position names as appropriate)

After an emergency evacuation, the procedure for accountability of employees is as follows:

1. When each Area / Unit Manager or Supervisor (or their designee) evacuates their area or unit, they shall bring with them, their sign in / sign out record, as well as a complete listing of their employees, their work stations, their duties, and their emergency contact information.

2. At each Emergency Assembly Area, an Area / Unit Manager or Supervisor shall assume the role of Assembly Area Manager.

3. Employees from each particular area / unit shall report to their Area / Unit Manager or Supervisor.

4. All employees shall be accounted for, by their Area / Unit Manager or Supervisor, who shall inform the Assembly Area Manager(s) as to the status of their employee accountability.

5. The Assembly Area Manager(s) shall then inform the Building / Facility / University Leadership as to the status of employee accountability.

6. If employees are not accounted for, their identity and last known location shall be reported to emergency responders for search and rescue operations.

7. When employees from a particular area / unit evacuate to an emergency assembly area that is away from where their manager or supervisor evacuated to, they shall report to the most senior member of their area / unit, at their assembly area. That senior member shall contact the Area / Unit Manager or Supervisor at the other assembly area via radio, telephone, or through the use of runners, and accountability shall be conducted by reporting to the Area / Unit Manager or Supervisor remotely.

Note about Disabilities / Impairments: If someone with an impairment cannot exit, or cannot climb or descend steps, they may take refuge in a safe location, like a stairwell or in a room.

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

Employee Listing (Modify and copy as needed)

Area / Unit Accountability		Date:

Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	

Employee	Work Station	Duties	Emergency Contact Information	Person Accounted For: Yes or No

Sign In / Sign Out Record (Modify and copy as needed)

Area / Unit Accountability		Date:

Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	
Area / Unit Manager or Supervisor	

Person	Affiliation: Employee Contractor Visitor	Emergency Contact Information:	Time In:	Time Out:	Badge / Person Accounted For: Yes or No

Missing Person Worksheet (Modify and copy as needed)

Missing Person Worksheet	Date:

Area / Unit Manager or Supervisor	

Missing Person	Affiliation: Employee Contractor Visitor	Last Known Location:	Emergency Contact Tried: Yes or No	Emergency Responders Notified: Yes or No