Annual Emergency Response and Evacuation Procedures Exercise

On September 16, 2015, Eastern Kentucky University participated in a community-wide exercise to evaluate emergency response and evacuation procedures. This event was conducted by the Madison County Emergency Management Agency (EMA) / Chemical Stockpile Emergency Preparedness Program (CSEPP) and was evaluated by the Federal Emergency Management Agency (FEMA). In addition to Madison County EMA/CSEPP and Eastern Kentucky University, participants typically include, but are not limited to, members of the Richmond Police Department, Richmond Fire/Rescue Department, Madison County Sheriff’s Office, Madison County Fire Department, Madison County Emergency Medical Services, Madison County Coroner’s Office, Madison County Health Department, Madison County Schools, Madison County Rescue Squad, Baptist Health Medical Center, St. Joseph’s Berea Hospital, Berea Police Department, Berea Fire Department, and Kentucky State Police.

Background Information (Chemical Stockpile Emergency Preparedness Program)

The Chemical Stockpile Emergency Preparedness Program (CSEPP) is a joint venture between the United States Army and the Federal Emergency Management Agency (FEMA) to assist state and local governments to improve emergency planning and preparedness in communities near chemical weapons storage sites.

The Blue Grass Army Depot, in Madison County Kentucky, stores approximately 2% of the nation’s original chemical weapons stockpile. The types of chemical agent stored there include nerve agent GB (Sarin), nerve agent VX, and blister agent Mustard. A chemical weapons destruction facility is currently under construction.

As with other FEMA emergency preparedness programs, CSEPP is administered through the states. FEMA distributes funds to the states under cooperative agreements based on an annual work plan negotiated between the states and FEMA regional offices.

CSEPP communities have been recognized nationally for their abilities to respond to emergencies of all kinds. Since its inception, CSEPP has become a leader in providing community education and emergency preparedness resources. CSEPP has provided funding and technical assistance to:

- Improve public warning capabilities
- Build and upgrade state-of-the-art emergency operations centers
- Train emergency managers and first responders
- Hold functional exercises to improve readiness
- Increase public knowledge and understanding of protective actions
- Study emergency response options to determine the best way to protect communities
- Train doctors and nurses to treat victims of chemical agent exposure
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 EKU By-Pass is located in Zone 2E and Richmond Campus south of the EKU By-Pass is located in Zone 2D. Other EKU facilities in Madison County include Meadowbrook Farms located in Zone 1C and Central Kentucky Regional Airport located in Zone 3D. 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 are then relocated (evacuated) according to set protocols, or, if necessary, ad hoc decision making 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 Buildings on campus are:

- Alumni Coliseum
- Combs Building
- Model Gymnasium
- Perkins Building
- Thompson Hall (Department of Criminal Justice Training)
- University Building
- Whitlock Building

Instructions for operating the Collective Protection Systems (CPS) in these buildings include:

- Move everyone into the protected area when notified that a hazardous event has occurred.
- Please assist individuals with functional and access needs to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- 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) (EKU Public Safety officials may not be in your ESIP building)
- Keep all doors and windows closed.
- Remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has cleared, stop the ESIP/CPS system by pushing the red start button again. (Any individual may deactivate the system when the all clear order is given) (EKU Public Safety officials may not be in your ESIP building)
- Perimeter doors may now be opened. Exit outside. Individuals may be directed to relocate out of the affected area.
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.
Protective Action Decisions (PADs) are issued by the Madison County Emergency Management Agency (EMA)

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

Shelter In Place

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

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- 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.
Perkins Building
Enhanced Shelter In Place (ESIP)
Collective Protection System (CPS)
First Level – Second Floor

Perkins Building
Enhanced Shelter In Place (ESIP)
Control Panel on First Level Main Lobby
Close Doors and Windows During
Emergency System Operation
Chemical Emergency Occupant Load
5356

Perimeter Doors
Level and Door #s
B.1 = Basement Level Door 1

Hazardous Material

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    - Relocation (When it is safe to come out of Sheltering-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.
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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.
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  - EMA issues PADs that may include:
    - Shelter-In-Place (SIP) (Until the immediate danger passes)
    - Evacuation (If there is enough time before the danger arrives)
    - Relocation (When it is safe to come out of Sheltering-In-Place)

Shelter In Place
- Move all personnel into the protected area (The University Building) when notified that a hazardous event has occurred.
- Please assist special needs individuals to the shelter areas.
- Manually close and latch all perimeter doors and windows.
- Start the ESIP protection system by pushing the red start button on the face of the control panel.
- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened. Exit outside. Personnel may be directed to relocate out of the affected area.
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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.
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
- Model Gymnasium - Lower Level Room 151
- Perkins Building - First Level Main Lobby
- Thompson Hall - 1st Floor Laundry Room 107
- University Building - 3rd Floor by 323A
- Whitlock Building - 1st Floor Room 151

In the event that one of the Richmond Campus Zones, 2E or 2D, is affected by a chemical incident, the protective action decision will be applied to both Richmond Campus Zones 2E and 2D.

The CSEPP program has enhanced communications with Eastern Kentucky University. Four outdoor siren speakers are connected to the Madison County Outdoor Siren System to be used for weather related incidents, as well as chemical incidents. The siren signal used to warn the community about severe weather is a steady, high, wail. The siren signal used to warn the community about a chemical release is an alternating, high, low, wail. And the siren signal used to test the sirens is called the Westminster chimes. Sirens are tested twice each month, on the first Saturday at 12:20 pm and the third Wednesday at 12:20 pm. CSEPP has also provided Advisor Alert Radios (AARs) that have been distributed across campus. If the AARs become inoperative for any reason, community members are encouraged to contact the Madison County EMA at 859-624-4787 or the EKU Division of Public Safety at 859-622-1111 to report the problem and request repair or replacement. Emergency information provided from Madison County EMA/CSEPP is also relayed across the Rave Emergency Notification System, utilized by Eastern Kentucky University, as its primary Emergency Notification System.

If a mass notification is 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 EKU Emergency Notification System alert methods, the Richmond Campus automatic, default, Protective Action Decision (PAD) is to Shelter-In-Place (SIP) inside one of the Enhanced Shelter-In-Place (ESIP) locations and the Collective Protection Systems (CPS) should be activated by the building occupants as outlined above. Updated information will be provided as the situation changes.

**Community Exercise**

On September 16, 2015 at 8:30 am, the Blue Grass Army Depot notified the Madison County Emergency Management Agency of a simulated community emergency involving an explosion in an igloo, involving a GB rocket, within the Chemical Limited Area of the Depot. The initial projections from the modeling software showed that Zones 1A, 1D, and 2A would be affected. These zones do not contain EKU facilities, but the senior University Leadership Team, as well as Model Laboratory School, and Burrier Child Development Center, participated in the exercise, in a limited capacity, to demonstrate, discuss, and simulate, decision making and implementation of
emergency response and evacuation procedures. Members of the University Leadership Team included the positions of Executive Vice President for Student Success and University Counsel, Assistant Vice President for Communications and Marketing, Executive Director of Public Safety, Executive Director of Government Relations, Dean of Students, Chief External Affairs Officer, Chief of Police, Vice President for Development and Alumni Relations, Vice President for Finance and Administration, Finance and Business Operations Administrator, Deputy Athletic Director and Special Counsel to the President, Senior Vice President for Academic Affairs and Provost, Director of Strategic Communication, and Emergency Manager.

Madison County EMA activated their Emergency Operations Center and sent notification to the community about the event at 8:34 am. The protective action recommendation and decision was for people to shelter-in-place in the affected zones. Upon receiving the alerts and notifications, Eastern Kentucky University activated their Incident Command Center and sent a liaison to the Madison County Emergency Operations Center to assist with the incident. At approximately 8:37 am, EKU sent notifications through the Rave Mobile Safety system to inform the campus community about the simulated event. Although the Richmond Campus zones were not affected, shelter-in-place was implemented (simulated) at our properties, as an automatic default protective action decision.

EKU takes the same initial protective actions in EKU Madison County facilities as per our protocol, because, in order to protect lives and maintain EKU continuity of operations, EKU Madison County facilities, regardless of zone location, are initially instructed to follow the same protective action decision. EKU students, faculty, staff, and visitors travel freely between Zones 2E, 2D, 1C, and 3D, and there are no physical barriers between the zones or the facilities in Madison County and on the Richmond Campus. The University Leadership decided (simulated) to cancel classes and outdoor activities for the Richmond Campus. Update notifications were sent (simulated) via Rave, for the community, to keep citizens informed about the status of the event.

Burrier Child Development Center and Model Laboratory School participated in the exercise by sheltering in place (demonstrated) as though their zone (2E) had actually been affected. Students, faculty, and staff were moved into their enhanced shelter-in-place (ESIP) facilities. Once inside, faculty and staff members activated the buildings’ ESIP CPS systems. This enabled the faculty and staff to exercise their respective emergency response and evacuation procedures. Madison County EMA advised there were decontamination sites set up in the county and EKU Police Officers responded to them, as requested, to provide security and traffic control.

By 9:17 am, an all clear notification was sent to the EKU community to end their participation in the exercise, however, the University Leadership Team continued to discuss additional decision points and simulated actions to carry those decisions out. By 10:02 am the community-wide protective action decisions had changed to exit shelter in Zones 1A, 1D, and 2A. By 10:20 am, individuals from the affected zones were directed to relocate to the following areas. Zone 1D was to go to the Kentucky Horse Park. Zones 1A and 2A were to go to Clark County. The EKU facilities in 2E, 2D, 1C, and 3D would not require relocation because these zones were not actually affected by the simulated release.
Specifics about EKU

Note: Because different individuals took actions, observed activities, and recorded information, from different locations, and at different times, there was no single synchronized time piece used for the following events. As such, the times indicated below may vary from one person to another, depending upon the vantage point, and the activities, of the participant.

Eastern Kentucky University (Incident Command Center)

EKU spans 892 acres, contains 80 major buildings with a population of 16,000 students with 4,300 living on campus and 3,000 faculty (and staff) members. Included on the campus is the Burrier Child Development Center (and Model Laboratory School).

The EKU Incident Command Center (ICC) is located in Mattox Hall of the campus in an unmarked room on the first floor. Most of the university’s executive leadership was represented in the ICC.

At 0836 a warning siren was activated by the Madison County EMA. At 0837 the university emergency manager (EM) sent a message via the university’s RAVE Alert Emergency Notifications System (AENS) to inform students and faculty to begin SIP procedures including locking university building doors. The leadership team simulated SIP activation procedures.

At 0838 a radio message was sent from the emergency manager (EM) to university resource officers to conduct a head count and report back once the count was completed. At 0839 an alert using AENS was sent to the leadership group in the ICC. Leadership in the ICC acknowledged they received the RAVE message. The EM briefed the ICC staff that all notifications were sent out. At 0840 the EM reported he did not have specific information on the nature of the incident that was indicated by the warning siren.

The EM deployed the logistical officer to the Madison County EOC in Berea at 0843. During the ICC briefing, the EM stated that the agent did not impact the university’s campus. University staff were instructed to check in with family members. Leadership discussed what SIP procedures would take place, including latching all doors and conducting accountability counts (at Burrier and Model).

At 0846 the EM contacted the logistics officer to report what zones were affected by the plume. Those areas did not include EKU. At 0848 the Burrier Child Development Center reported the building was locked down and provided a head count of 13 children and seven adults. At 0850 the (Public Information Officer) PIO reported she had sent out three Social Media messages to all RAVE contacts instructing them to SIP.

The Environmental Health Safety Director displayed images on a projector in the ICC briefing the group on the direction of the plume. The EM contacted the Madison County EOC and was informed that the chemical substance was identified as GB. He briefed the ICC on characteristics of GB and its effect on humans. The PIO sent a RAVE message to students and faculty stating the zones affected by the plume did not include the university.
A representative from the university’s law enforcement briefed the ICC group on the status of officers on campus. During the discussion, at 0913, the PIO sent a simulated RAVE message out stating classes were cancelled if possible SIP and faculty are expected to stay on campus. The PIO sent a representative to address the media. The EM briefed leadership, reporting the county JIC (Joint Information Center) was operational. During the 0930 brief, the EM reported air traffic was closed over the identified area.

The leadership continued to discuss potential actions that would need to be taken if the plume were to change directions. The EM reported at 1013 the plume had considerably reduced in size. The logistics officer at the EOC reported the same information.

At 1043 the EM ended the exercise.

Strength

Subject: University ICC Leadership presence

Discussion: The ICC was staffed by most of the university’s leadership/decision making team. Each leadership member provided information specific to their area during the briefings and simulation of SIP processes and procedures.

Recommendation: Decision making leadership roles should be added to their EOP.

Strength

Subject: RAVE communications system

Discussion: The EM used the RAVE notification system to contact students and faculty. The system also demonstrated the ability to access computers using the system and send message(s) to users. RAVE can instantly send messages to students, faculty and the community. The system was also able to send message feeds to Twitter and Facebook.

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EKU Incident Command Center Log from the EKU Emergency Manager

09/16/2015 08:34:15
Subject: Initial Notifications
Post Created By: EKU Emergency Manager - Incident Command Center

EKU Emergency Manager (EM) received notification from Madison County EOC of a chemical incident at the Blue Grass Army Depot at 8:34 AM. The message indicated that the chemical release affected Zones 1A, 1D, and 2A. These zones do not contain EKU facilities.
EKU EM contacted EKU Representative for the EOC at 8:36AM and advised her to report to the EOC in Berea.

EKU EM conducted mass notifications through Rave Mobile Safety. At 8:37 AM a message was sent to the entire EKU community about the exercise and what they would do if this had been an actual event. At 8:39 AM a message was sent to the EKU Tier One Leadership Team asking them to report to the Incident Command Center (ICC) at Mattox Hall.

EKU EM made radio contact with School Resource Officer at Model and another Officer to act as School Resource Officer at Burrier at 8:38AM. All units tuned their police radios to Tac1 channel and the SROs were advised to report to their schools' administrators and ask them to implement their Shelter In Place procedures and report back to the ICC when they were SIP protected and what their student and staff accountability is.

09/16/2015 08:39:24
Subject: Follow Up / Informational
Post Created By: EKU Emergency Manager - Incident Command Center

At about 8:39 AM, EKU EM made telephone contact with the EOC in Berea at 859-985-0546 and was informed that the agent release was GB. This information was relayed to our University President's Council.

Additionally, the EKU PD Chief reported that we have 8 Police Officers available for calls/assignments with potentially 14 more that can be called in if needed and if they can navigate to the University.

09/16/2015 08:48:46
Subject: Notifications and Accountability
Post Created By: EKU Emergency Manager - Incident Command Center

EKU EM contacted Model Administrator by phone at 8:48AM to advise her about the incident. Model's Administrator was already with her student population going in to Shelter In Place. At 8:58 AM, Model's Administrator contacted the ICC and advised that Model was SIP Protected and that they had 668 Model Students, 50 EKU Students, and 53 Model Faculty/Staff accounted for in their Enhanced Shelter In Place Building.

EKU EM received a call from Burrier Child Development Center Administrator at 8:48AM, who advised that they were Shelter In Place Protected in their Enhanced Shelter In Place Area with 13 Pre K Students and 7 Adults accounted for.

EKU EM attempted to contact Meadowbrook Farms at 9:10 AM to advise them of the incident, but was unable to make telephone contact. The EKU Rep at EOC was able to make contact with Meadowbrook Farm.
EKU EM made contact with Madison Airport / Central Kentucky Regional Airport at 9:12 AM and informed them about the incident.

09/16/2015 09:02:38
Subject: Alert and Notifications
Post Created By: EKU Emergency Manager - Incident Command Center

EKU Chief External Affairs Officer (CEAO) performed mass notification updates to the community (simulated to the community and demonstrated to the Tier One Group). Several simulated messages were sent out.

EKU EM sent an Exercise All Clear message out to the EKU Community at 9:17 AM to advise individuals who were voluntarily participating that their exercise play was over.

09/16/2015 09:20:21
Subject: End Ex for Model
Post Created By: EKU Emergency Manager - Incident Command Center

Model SRO advised ICC that their exercise play had ended and he was returning to normal activities.

09/16/2015 09:26:05
Subject: End Ex Burrier
Post Created By: EKU Emergency Manager - Incident Command Center

Burrier SRO advised ICC that their exercise play had ended and he was returning to normal activities.

09/16/2015 10:43:04
Subject: End Ex at EKU ICC
Post Created By: EKU Emergency Manager - Incident Command Center

EKU EM contacted EOC Rep and advised that ICC exercise play had ended and the Tier One Group was returning to normal activities.

Madison County Emergency Operations Center Log from the EKU Liaison

09/16/2015 09:12:40
Subject: CSEPP Community Exercise Significant Event
Post Created By: EKU Liaison at Emergency Operations Center in Berea

Ann Cotton at EOC in Berea at 8:47 a.m. and started notifying EKU dispatch of the test exercise, and asked Gary Folckemer to gather administrators to ICC. I have notified Burrier Child Development, Model, Meadowbrook Farm and Gary Folckemer is notifying Madison Airport.
advised everyone to SIP and wait for further information. Madison County Schools has requested additional buses, if we have buses available please report to Richmond and Berea bus garages.

09/16/2015 09:33:10
Subject: Community Wide Test Significant Event
Post Created By: EKU Liaison at Emergency Operations Center in Berea

I notified Madison County Schools that we are checking on getting additional transportation through the Kentucky River Foothills, and if available will report to the Madison County Bus Garage. I am coordinating this through the EOC representative from Madison County Schools. The DECON sites at this time are Church on the Rock and Love's Truck Stop. All Madison County schools were SIP at 8:44 a.m. All airways are closed to air traffic in Madison County and we have informed the Madison Airport.

09/16/2015 09:52:19
Subject: CSEPP Community Exercise Significant Event
Post Created By: EKU Liaison at Emergency Operations Center in Berea

Informed Meadowbrook Farm, since they were practicing SIP (even though the plume did not touch 1C), that they could exit SIP since 1D was exited at 9:31 a.m. This was announced as PAD at 9:47 a.m.

09/16/2015 10:02:26
Subject: CSEPP Community Exercise Significant Event
Post Created By: EKU Liaison at Emergency Operations Center in Berea

PAD is 1A exit shelter at 10:01 a.m., 1D exited 9:31 a.m., 2A exit at 10:01 a.m. They are telling people in these areas to open their windows and doors; they have also been notified that they will get further information about whether to relocate once routes have been established.

09/16/2015 10:20:09
Subject: CSEPP Community Exercise Significant Event
Post Created By: EKU Liaison at Emergency Operations Center in Berea

Exit Shelter individuals from 1D will relocate at 10:30 a.m. to the Kentucky Horse Park (they will receive DECON upon arrival, since Fayette County has more individuals and facilities to DECON), and 1A will relocate at 11:15 a.m. to Clark County, 2A will relocate at 11:00 a.m. to Clark County. Some individuals going to Clark County will receive DECON at the areas they are being relocated to, some will receive DECON in Madison County (depending on the route taken to Clark County). This is the PAD.
Eastern Kentucky University (Burrier Child Development Center)

The Eastern Kentucky University (EKU) Burrier Child Development Center has 13 students and seven teachers. It is located in the basement of the Burrier building and equipped with an enhanced shelter in place (ESIP) protection system.

The initial notification was received at 0837 over the advisor alert radio. The notification also was received by the lead teacher via text message and voice message on her cell phone. The director briefed the staff and directed them to prepare for SIP immediately. The emergency preparedness kit with first aid supplies, water, snacks, duct tape, lighters, blankets, paper products and canned goods, is located in an adjacent room in a plastic container. The emergency kit was retrieved by a teacher as two EKU (Police) security liaisons arrived at 0845.

At 0845 the director attempted to notify the EKU command center several times but the line was busy. The director then called the EKU EM and informed him of the facility status, as well as full accountability of students and staff.

At 0859, the director was notified by the EKU command center via telephone to SIP. The director instructed teachers to verify the doors were secure, install signs and window coverings and activate the ESIP. The ESIP was activated at 0904 with all panel lights illuminating green by 0905. Signs and window coverings were installed by 0905 as well.

The ESIP was deactivated at 0917 terminating this portion of the exercise.

Eastern Kentucky University (Model Laboratory School)

Model Laboratory School has 723 students consisting of Kindergarten through grade 12, and approximately 86 staff. The EOPs are maintained by the director and assistant director in their office. The teachers are provided a brief synopsis of the EOP. The EOPs are reviewed annually by Campus Emergency Management and administrative staff.

At 0844 hours, the school was notified about the drill via the advisor alert radio located in the main office of the school. The assistant director immediately issued the announcement over the PA system to initiate SIP procedures. The school resource officer locked the front doors. At 0844 hours, the school began to move students into the school’s gymnasium which is designated as the SIP through its four entrances. The assistant director and the resource officer walked the hallways of the school to verify all classrooms were empty and no students or staff were left outside of the SIP. Other designated faculty posted SIP signs on the outer doors. Once in the SIP, students were moved to designated sections and waited for further guidance. At 0846 hours, SIP was secured and all staff and students were in the shelter. At 0849 hours, accountability was assured by the teachers when they raised a 5 x 8 green card to the assistant director. A front office staff member collected the medical cart and pushed it into the gymnasium.

At 0850 hours, the school assistant director entered the SIP command center and activated the enhanced shelter control system. Designated staff brought rosters to the command center thus
validating all student accountability. At 0854 hours the assistant director notified EKU EOC via cell phone of the SIP and gave student accountability, in accordance with protocol.

At 0856 hours, the assistant director announced to stop the exercise and thanked the students and staff for their cooperation. The assistant director then dismissed staff and students to resume normal school activities.

Strength

Subject: Incident Command

Discussion: The assistant director initiated an ICC within the SIP location.

Recommendation: A reference to ICC needs to be implemented into the EOP, for location and essential staffing.

Observation

Subject: Visitor Accountability

Discussion: There were approximately 25 student teachers in the building during this CSEPP exercises. What provisions are used for tracking and accountability for visitors during an emergency event?

Recommendation: Implement a procedure within the EOP for providing the school command staff a visitor log, which validates accountability of all visitors during an emergency situation.

Exercise Alerts (What and How We Communicated to Community | Performance of System)

Monthly Emergency Notification System Tests (CSEPP Exercise) 9/16/2015 8:37 to 9:17 AM

Rave Mobile Safety was used to conduct Monthly Emergency Notification System Tests and Notifications about the Annual Chemical Stockpile Emergency Preparedness Program (CSEPP) Exercise on Wednesday 9/16/2015 beginning at 8:37 AM. The messages were mainly targeted to All Users in the system. The system was initially tested upon activation of the Madison County Advisor Alert Radio and Siren System (Test Tone – Westminster Chimes) in conjunction with the start of the annual exercise.
Exercise Alert #1: At 8:37AM, this Alert targeted 20,932 Users (All Users).

(Text Message)

EKU TEST EXERCISE MESSAGE:
A scheduled community-wide exercise is being conducted in Madison County.
See EKU Email for more information.
THIS IS A TEST.

(Email Message)

RICHMOND CAMPUS EXERCISE - THIS IS ONLY A TEST noreply@eku.edu

CSEPP Annual Exercise - Richmond Campus

TEST EXERCISE MESSAGE:

The Madison County Emergency Management Agency / Chemical Stockpile Emergency Preparedness Program (EMA/CSEPP) is conducting its annual disaster exercise today. This exercise is based on a mock incident at the Blue Grass Army Depot and members of FEMA are in the county to evaluate community readiness.

Eastern Kentucky University, Richmond Campus, is participating, in a limited capacity, in this exercise.

If this were an actual emergency, you would be asked to go to one of our Enhanced Shelter In Place (ESIP) Buildings.

You would go to either the:
Alumni Coliseum
Combs Building
Model Gymnasium
Perkins Building
Thompson Hall
University Building
or Whitlock Building

Click Below for a Map showing the ESIP Buildings:

http://emergency.eku.edu/sites/emergency.eku.edu/files/esip_bldgs_map.pdf

If this were an actual emergency, you would first be alerted to the danger through the outdoor warning siren system. An alternating, high and low, wailing siren sound indicates a chemical emergency. This should not be confused with the severe weather siren, which is a steady wailing
sound. Your automatic, default, protective action would be to go to one of our Enhanced Shelter In Place (ESIP) Buildings without delay.

Once you arrive, you would move inside the protected area of the building, close and latch all perimeter windows and doors, and activate the Collective Protection System (CPS), by pressing the red button on the face of the system control panel.

The System Control Panels are located at:
- Alumni Coliseum - 2nd Floor Rm 208
- Combs Building - 1st Floor North East Closet
- Model Gymnasium - Lower Level Room 151
- Perkins Building - First Level Main Lobby
- Thompson Hall - 1st Floor Laundry Room 107
- University Building - 3rd Floor by 323A
- Whitlock Building - 1st Floor Room 151

Click Below for Floor Plans and Instructions for Operating the Collective Protection Systems:

http://emergency.eku.edu/sites/emergency.eku.edu/files/esip_buildings_and_cps_control_panels_06172015.pdf

Additionally, you may click below for a Control Panel Operations Checklist:

http://emergency.eku.edu/sites/emergency.eku.edu/files/panel_operation_checklist.pdf

If this were an actual emergency, the chemical plume would be modeled, and a projection would be made about when the plume is anticipated to arrive in our zones (Zones 2E and/or 2D, 1C, and 3D). That would be the time you would be asked to 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. For the purposes of this exercise, Model and Burrier Schools, will be demonstrating their actual Shelter In Place procedures. If you are in one of our Enhanced Shelter In Place Buildings, and are participating in this exercise, please assume a 20 minute time, for the Simulated Plume to arrive, and then simulate locking windows and doors and posting signs, 20 minutes after you receive this message.

Click Below for a Sheltered In Place Protected Sign which you would post on your doors, when you lock them, during an actual event:

http://emergency.eku.edu/sites/emergency.eku.edu/files/shelter_in_place_protected_sign.pdf

If you are participating in today’s exercise, thank you.

You will only be asked to Shelter In Place for a brief period of time. An Exercise All Clear message will be sent when the simulated emergency has passed, and at that time, you should deactivate your Collective Protection System, by pressing the red button on the face of the system control
panel again. Then you may exit your building, to the outside, and resume your normal activities. If this were an actual emergency, for your continued safety, you might be asked to relocate outside of Madison County. Once the EMA determines the best available location for you to go to, a message would be sent to inform you.

Again, thank you for participating, and thank you for all you do, to help keep our students, faculty, and staff, safe and healthy.

More Information about Hazardous Materials and the Chemical Stockpile Emergency Preparedness Program is available at:

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

THIS IS ONLY A TEST.

(Voice Message)

E K U TEST EXERCISE MESSAGE: A scheduled community-wide exercise is being conducted in Madison County. Please see your E K U Email for more information. THIS IS A TEST.

The Rave – Reports – Alert History for this notification indicates that:

- 5,429 Texts were successfully delivered in 14 seconds.
- 21,175 Emails were successfully delivered (multiple emails are sometimes listed for individuals) in 1 minute and 41 seconds.
- 5,160 Voice Calls were successfully made (multiple phones are sometimes listed for individuals and no phones are sometimes listed for individuals) in 4 minutes and 1 second.
- The RSS feed posted the notifications on the web pages designated for the EKU Homepage, EKU Emergency Management, and EKU Police Department, in near real time.
- Alertus posted the notification on computers connected to the EKU network (provided that the computers have the software installed – which is a part of Information Technology’s computer configurations), in near real time.
- The notification was posted on the Twitter EKU Emergency web page which has 2,265 followers, in near real time.
- The notification was posted on the Twitter EKU Police web page which has 320 followers, in near real time.
- The notification was posted on the Twitter EKU Stories web page which has 9,498 followers, in near real time.
- The notification was posted on the Facebook EKU Emergency Management web page which has 517 followers, in near real time.
- The notification was posted on the Facebook EKU Police Department web page which has 1,064 followers, in near real time.
• The notification was posted on the Facebook EKU Model Laboratory School web page which has 1,925 followers, in near real time.
• The notification was posted on the Facebook Eastern Kentucky University web page which has 40,412 followers, in near real time.
Exercise Alert #2: At 8:39AM, this Alert targeted 21 Users (University Administrators).

(Text Message)

Test Exercise Message: A simulated emergency has been reported at the Blue Grass Army Depot. Please come to Mattox Hall. Check your email for more. Test Message

(Email Message)

Public Safety Alerts publicsafetyalerts@eku.edu
CSEPP Annual Ex Initial Notification
Test Exercise Message:
A simulated emergency has been reported at the Blue Grass Army Depot. Your presence is requested at the Incident Command Center, located in Mattox Hall. Please check your phone and indicate your arrival time if you are available. Test Exercise Message

(Voice Message)

Test Exercise Message: A simulated emergency has been reported at the Blue Grass Army Depot. Your presence is requested at the Incident Command Center, located in Mattox Hall. Please indicate your arrival time: Press 1 for 10 minutes. Press 2 for 20 minutes. Press 3 for 30 minutes. Press 4 for 40 minutes or longer. Press 5 if you are not available. Thank you. Test Exercise Message.

The Rave – Reports – Alert History for this notification indicates that:

- 21 Texts were successfully delivered in 1 second.
- 21 Emails were successfully delivered (multiple emails are sometimes listed for individuals) in 7 seconds.
- 32 Voice Calls were successfully made (multiple phones are sometimes listed for individuals and no phones are sometimes listed for individuals) in 16 minutes and 22 seconds. First Pass Dialing Duration was 2 minutes and 21 seconds. This is the time required to make one attempt to send the message to each of the contact points associated with the notification event.
Exercise Alert #3: At 9:17AM, this Alert targeted 20,932 Users (All Users).

(Text Message)

EKU EXERCISE ALL CLEAR:
The simulated emergency has passed.
Please resume your normal activities.
THIS WAS ONLY A TEST.

(Email Message)

RICHMOND CAMPUS EXERCISE - THIS IS ONLY A TEST <noreply@eku.edu>

CSEPP Annual Exercise - Richmond Campus

EKU EXERCISE ALL CLEAR:
The simulated emergency has passed.
Please resume your normal activities.
Thank you for your cooperation.
THIS WAS ONLY A TEST.

(Voice Message)

E K U EXERCISE ALL CLEAR: The simulated emergency has passed. Please resume your normal activities. Thank you for your cooperation. THIS WAS ONLY A TEST.

The Rave – Reports – Alert History for this notification indicates that:

- 5,428 Texts were successfully delivered in 14 seconds.
- 21,175 Emails were successfully delivered (multiple emails are sometimes listed for individuals) in 1 minute and 37 seconds.
- 5,166 Voice Calls were successfully made (multiple phones are sometimes listed for individuals and no phones are sometimes listed for individuals) in 4 minutes and 36 seconds.
- The RSS feed posted the notifications on the web pages designated for the EKU Homepage, EKU Emergency Management, and EKU Police Department, in near real time.
- Alertus posted the notification on computers connected to the EKU network (provided that the computers have the software installed – which is a part of Information Technology’s computer configurations), in near real time.
- The notification was posted on the Twitter EKU Emergency web page which has 2,265 followers, in near real time.
- The notification was posted on the Twitter EKU Police web page which has 320 followers, in near real time.
- The notification was posted on the Twitter EKU Stories web page which has 9,498 followers, in near real time.
- The notification was posted on the Facebook EKU Emergency Management web page which has 517 followers, in near real time.
- The notification was posted on the Facebook EKU Police Department web page which has 1,064 followers, in near real time.
- The notification was posted on the Facebook EKU Model Laboratory School web page which has 1,925 followers, in near real time.
- The notification was posted on the Facebook Eastern Kentucky University web page which has 40,413 followers, in near real time.
Training and Education Initiatives for the EKU Community

Enhanced Shelter In Place | Collective Protection System Operation Training Sessions

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Date and Time</th>
<th>Faculty/Staff Present</th>
<th>Follow Up Material Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitlock Building</td>
<td>7/9/2015 at 1:00PM</td>
<td>32</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Perkins Building</td>
<td>7/9/2015 at 2:30PM</td>
<td>5</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Combs Building</td>
<td>7/10/2015 at 1:00PM</td>
<td>20</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>University Building</td>
<td>7/10/2015 at 2:30PM</td>
<td>24</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Perkins Building</td>
<td>7/13/2015 at 1:00PM</td>
<td>25</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Thompson Hall</td>
<td>7/13/2015 at 2:30PM</td>
<td>8</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Alumni Coliseum</td>
<td>7/14/2015 at 2:30PM</td>
<td>19</td>
<td>Yes via Email</td>
</tr>
<tr>
<td>Model Laboratory School</td>
<td>9/3/2015 at 9:00AM</td>
<td>1 Administrator</td>
<td>Yes via Revised Emergency Action Plan</td>
</tr>
<tr>
<td>Burrier Child Development Center</td>
<td>9/8/2015 at 10:00AM</td>
<td>1 Administrator</td>
<td>Yes via Revised Emergency Action Plan</td>
</tr>
<tr>
<td>Totals</td>
<td>Totals</td>
<td>Totals</td>
<td>Totals</td>
</tr>
<tr>
<td>8 Buildings/Facilities</td>
<td>9 Training Sessions</td>
<td>135 Faculty/Staff</td>
<td>9 Follow Ups</td>
</tr>
</tbody>
</table>

This training included a demonstration of what the chemical emergency siren sounds like, a discussion about our automatic default protective action decision being to shelter in place, a discussion about where the enhanced shelter in place buildings are, and a demonstration of how to operate the collective protection system control panels within the indicated building or facility.

In order to encourage voluntary participation, on the part of the EKU community, beyond the University Leadership Team, Division of Public Safety, and the Burrier and Model schools, the following message was sent to the faculty and staff members who participated in the above training sessions. This message included follow up material in the form of attachments about ESIP Buildings and CPS Control Panels, EKU Continuity of Operations CSEPP, and a Panel Operation Checklist.

Community-Wide CSEPP Exercise on Wednesday, September 16, 2015

(Sent via Email on Friday 9/11/2015 at 10:05AM)

Dear Faculty and Staff:

Every year, the Madison County Emergency Management Agency (EMA) / Chemical Stockpile Emergency Preparedness Program (CSEPP) conducts a community-wide disaster exercise. This community-wide exercise is evaluated by the Federal Emergency Management Agency (FEMA) and it is meant to test emergency response and evacuation protocols within and around Madison County. Traditionally, Eastern Kentucky University participates, in a limited capacity in this exercise, in a manner that normally does not affect the typical operations of the University. This
year, however, we would like to expand our participation by asking everyone, who is able and willing, to participate.

This year’s exercise will occur on Wednesday, September 16, 2015. We will not know the exact start time for the exercise, but it typically begins around 9:00AM. The exercise begins with a test of the outdoor warning siren, and the indoor advisor alert radio systems. Westminster Chimes, rather than the chemical high/low wailing siren, will be used for this test and that will begin this exercise.

The Chemical Stockpile Emergency Preparedness Program is a joint venture between the United States Army and the Federal Emergency Management Agency to assist state and local governments to improve emergency planning and preparedness in communities near chemical weapons storage sites.

The Blue Grass Army Depot, in Madison County Kentucky, stores approximately 2% of the nation’s original chemical weapons stockpile. The type of chemical agents are GB (sarin), VX (nerve agent), and Mustard (blister agent). CSEPP communities have been recognized nationally for their abilities to respond to emergencies of all kinds. A chemical weapons destruction facility is currently under construction, and with demilitarization operations estimated to begin with use of the static detonation chamber to destroy blister agent during the 4th Quarter of 2016 or the 1st Quarter of 2017, we believe greater participation in the annual exercise is warranted through the end of the demilitarization process.

When this year’s exercise begins, we ask you to participate, and help our community members be better prepared for an actual chemical emergency. Since you are occupants in our Enhanced Shelter In Place Buildings, we would like you to activate your Collective Protection Systems, and then simulate (don’t actually do it) locking your perimeter doors, and simulate (don’t actually do it) posting your Stop Shelter In Place Protected Signs on your doors, about 20 minutes after you receive the Exercise message. We’d like you to imagine that the Tip Time (time when the chemical plume is scheduled to arrive) is 20 minutes past when our message goes out. Please do make sure all of your building windows are closed and latched. There will not be FEMA evaluators in your buildings. Nor will Public Safety officials be present in your buildings. We will have lots of other exercise activities going on. For the purposes of this exercise, if community members arrive at your buildings, after you would have locked your doors, please allow them to enter. We want people to practice moving to the ESIP Buildings. After we send the Exercise All Clear message, about 10 to 15 minutes after the simulated Tip Time, you can turn off your Collective Protection Systems and resume your normal activities. Afterwards, when you’ve had time to think about the exercise, please email or call me and let me know about how many people came to your building, if you had any problems, and if you have any questions, concerns, or suggestions that could help us should a real event occur. Thank you for your participation, and for everything you do, to help keep our students, faculty, and staff, safe and healthy.

You will only receive two messages. One will begin the Exercise and the second will be the All Clear. For this exercise, we will not send a message to inform you of a Tip Time. Which we would
do in a real event. We ask you to assume/simulate that the Tip Time is 20 minutes after you receive your Exercise message.

The message you’ll receive, from Division of Public Safety, through Rave, our primary mass notification system, will look like this ( . . .).

**Monthly Emergency Notification System Tests with a Focus on CSEPP**

The monthly system tests are used to both test the various alert methods and to provide information to the community about what to do during an emergency. The messages below represent the type of information transmitted to the community. The material does change from time to time as information is revised.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Targets (Students/Faculty/Staff)</th>
<th>Alert Methods Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2015 at 12:20PM</td>
<td>9,066 Individuals</td>
<td>Text/Email/Voice/RSS/Alertus/Twitter/Facebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tested by EKU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Siren/AARs Tested by Madison County EMA/CSEPP</td>
</tr>
<tr>
<td>7/15/2015 at 12:20PM</td>
<td>9,095 Individuals</td>
<td>Text/Email/Voice/RSS/Alertus/Twitter/Facebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tested by Madison County EMA/CSEPP</td>
</tr>
<tr>
<td>8/19/2015 at 12:20PM</td>
<td>19,893 Individuals</td>
<td>Text/Email/Voice/RSS/Alertus/Twitter/Facebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tested by Madison County EMA/CSEPP</td>
</tr>
<tr>
<td>9/16/2015 at 8:37AM</td>
<td>20,932 Individuals</td>
<td>Text/Email/Voice/RSS/Alertus/Twitter/Facebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tested by Madison County EMA/CSEPP</td>
</tr>
<tr>
<td>10/21/2015 at 12:20PM</td>
<td>21,585 Individuals</td>
<td>Text/Email/Voice/RSS/Alertus/Twitter/Facebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tested by Madison County EMA/CSEPP</td>
</tr>
</tbody>
</table>

**Current Test Messages (Messages are revised, as material is updated, when changes occur.)**

*(Text Message to All Who Have Provided Their Mobile Phone Numbers)*

EKU Test: This is a scheduled test of the EKU Emergency Notification System. Thank you for subscribing to EKU’s text messaging service.

*(Email Message to All Current Faculty and Staff and All Registered Students for Current Term)*

EKU Test: Eastern Kentucky University is conducting a scheduled test of the Emergency Notification System. If this had been an actual emergency, a brief description of the event and other pertinent information would have been included in this message.
Do you know what to do in a chemical emergency? Now is a great time to learn more about the Chemical Stockpile Emergency Preparedness Program (CSEPP).

Please visit our resources at:

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

http://emergency.eku.edu/sites/emergency.eku.edu/files/hazardous_materials_release_and_enhanced_shelter_in_place_building_systems_operation.pdf

http://emergency.eku.edu/sites/emergency.eku.edu/files/esip_bldgs_map.pdf

http://emergency.eku.edu/sites/emergency.eku.edu/files/esip_buildings_and_cps_control_panels_06172015.pdf

http://emergency.eku.edu/sites/emergency.eku.edu/files/eku_cont_of_ops_csepp_ig_09012015.pdf

http://emergency.eku.edu/sites/emergency.eku.edu/files/panel_operation_checklist.pdf

http://emergency.eku.edu/sites/emergency.eku.edu/files/shelter_in_place_protected_sign.pdf

For more information, or to schedule training, please contact EKU Emergency Management at 859-622-8987, 859-622-1111, or email gary.folckemer@eku.edu.

******************************************************************************

Eastern Kentucky University and the Chemical Stockpile Emergency Preparedness Program

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 EKU By-Pass is located in Zone 2E and Richmond Campus south of the EKU By-Pass is located in Zone 2D. Other EKU facilities in Madison County include Meadowbrook Farms located in Zone 1C and Central Kentucky Regional Airport located in Zone 3D. 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 are then relocated (evacuated) according to set protocols by Madison County EMA/CSEPP.

The CSEPP program has modified certain Richmond 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
• Model Gymnasium - Lower Level Room 151
• Perkins Building - First Level Main Lobby
• Thompson Hall - 1st Floor Laundry Room 107
• University Building - 3rd Floor by 323A
• Whitlock Building - 1st Floor Room 151

Instructions for operating the Collective Protection Systems (CPS) in these buildings include:

• Move everyone into the protected area when notified that a hazardous event has occurred.
• Please assist individuals with functional and access needs to the shelter areas.
• Manually close and latch all perimeter doors and windows.
• 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. EKU Public Safety officials may not be in your ESIP building.
• Keep all doors and windows closed.
• Remain in the protected area until notified that the hazard has been cleared.
• After being notified that the hazard has cleared, stop the ESIP/CPS system by pushing the red start button again. Any individual may deactivate the system when the all clear order is given. EKU Public Safety officials may not be in your ESIP building.
• Perimeter doors may now be opened. Exit outside.
• Individuals may be directed to relocate out of the affected area.

In the event that one of the Richmond Campus Zones, 2E or 2D, is affected by a chemical incident, the protective action decision will be applied to both Richmond Campus Zones 2E and 2D.

If you cannot go to an ESIP building you should follow these general guidelines:

• Take family, friends, and/or visitors immediately indoors.
• Close and lock all windows and doors. Locking creates a better seal.
• Shut off heating/air-conditioning systems (if possible) and fans that draw air from the outside.
• Close vents.
• If you have a fireplace, put out the fire and close the damper.

• Go to the room you have chosen as your shelter. Bring your personal shelter kit, enough food and water for a few hours, your Advisor Alert Radio, a portable AM/FM radio, and a flashlight into this room. We recommend that you keep both your Advisor Alert Radio and Shelter In Place kit in your selected shelter.

• Shut and seal the door to the rest of the building with plastic and duct tape. Put duct tape on electrical outlets and vents. Use duct tape and plastic to cover any windows.

• Note: You will not run out of air in a shelter room. Sealing the room just slows the flow of air from the outside, protecting you longer from possible exposure.

• Listen to one of the Local Emergency Alert System radio stations for further instructions.

• Local Emergency Alert System Radio Stations: WCBR 1110 AM, WEKY 1340 AM, WKXO 1500 AM, WIRV 1550 AM, WEKU 88.9 FM (EKU Campus Radio), WCYO 100.7 FM, WLFX 106.7 FM

Emergency Management would like to remind the community that we are all empowered and responsible for our own safety. When emergencies occur, first responders will be summoned and will respond to the scene of the incident. Responder priorities will be to stabilize the event, protect human life and health, protect the environment, and protect property. Help will come, but it will take some time to get to all affected individuals. The EKU Emergency Action Plans were written to provide everyone with practical information, which can be used to make good decisions, and help individuals to be safe in times of crisis. The Emergency Action Plans inform you of what you can do, and the Emergency Notification System informs you that there is an emergency. With Rave Mobile Safety, you can manage your own contact information.

We encourage you to review your information on a regular basis, and make changes to it as your circumstances change. It is easy to maintain your information. You can use this link and follow the instructions to manage your contacts.

http://emergency.eku.edu/sites/emergency.eku.edu/files/emergency_notification_system_-_contact_information_management.pdf

This concludes the test of the EKU Emergency Notification System.

(Voice Message to All Who Have Provided Their Mobile Phone Numbers)

E K U Test: Eastern Kentucky University is conducting a scheduled test of the Emergency Notification System. If this had been an actual emergency, a brief description of the event and other pertinent information would have been included in this message. Do you know what to do in an emergency situation? The Division of Public Safety is available to conduct Emergency
Response and Evacuation Procedures Test Exercises for any group or member of the E K U community upon request. For more information, or to schedule a test exercise, please contact E K U Emergency Management at 859-622-8987, 859-622-1111, or email gary.folckemer@eku.edu. This concludes our test of the E K U Emergency Notification System.

(RSS Feeds to Main, EM, and PD Webpages)

EKU Test: This is a scheduled test of the EKU Emergency Notification System. More information is available on the Emergency Management page.

(Alertus Computer Network Message)

EKU Test: Eastern Kentucky University is conducting a scheduled test of the Emergency Notification System. If this had been an actual emergency, a brief description of the event and other pertinent information would have been included in this message.

(Twitter Feeds to EKUEmergency and EKUPolice)

EKU Test: This is a test of our EKU Emergency Notification System. Thank you. More information is available at emergency.eku.edu

(Facebook Feeds to EKU Emergency Management and EKU Police Department)

The information provided in the Email alert method is posted on the Facebook pages.
EKU Vital Signs Project

EKU’s Vital Signs: Knowing What to Do in an Emergency

When it comes to emergency preparedness, knowing what to do in the event of a hazardous materials release can be critical to anyone’s safety.

Since August of 2013, signs with zone information have appeared around Madison County. Now, they have come to Eastern Kentucky University. The sign project began as part of an effort from Madison County Emergency Management Agency/Chemical Stockpile Emergency Preparedness Program (EMA/CSEPP) to remind local residents of the significance of emergency response zones in the county. EKU Emergency Management is now reminding students, faculty, and staff about protective actions they should take on campus if a community-wide hazardous material incident occurs.

Mimicking the road signs, EKU has posted signs at the entrances of buildings on its Richmond campus, indicating the zone of each location. For example, EKU is primarily located in Zone 2E
and Zone 2D. Zone 2E is that part of the campus north of the Eastern By-Pass, and Zone 2D is that portion of campus south of the By-Pass.

What Are Zones?

Madison County is divided into 13 emergency response zones. In the event of a large-scale emergency, Madison County Emergency Management will instruct the public to take protective actions depending on what zones were impacted, so knowing zone locations is vital in order to take appropriate action.

Notifications

Sirens are designed as an outdoor warning system to alert people that an emergency has occurred or is imminent and motivate them to take shelter. Adviser Alert Radios (AARs) are designed as an indoor warning system to inform residents about dangerous conditions affecting their area. In the event of a chemical incident, Madison County EMA/CSEPP would activate these systems. Upon hearing an AAR or the outdoor warning siren, signaling a community-wide chemical emergency (a High/Low Wail), citizens should immediately shelter in place, as a default protective action, unless told to do otherwise by emergency officials.

Additionally, EKU uses Rave Mobile Safety as its Emergency Notification System to send alert information and all-clear signals to the community. Email addresses are automatically subscribed to receive EKU Alerts. Students, faculty, and staff can log into EKU Direct, click on the Rave Mobile Safety-Emergency Notifications link, and add cell phone numbers to opt in and receive text messages and voice calls. EKU can also use RSS feeds, the Alertus pop-up system for campus computers, and Twitter and Facebook feeds.

For more information about emergency notifications, visit

http://madisoncountyema.net/alert-and-notification#tab44-0

or www.emergency.eku.edu/emergency-notifications

Know What to Do Rather Than Where to Go

Most residents associate knowing their zone with a pre-planned relocation point listed in the annual Madison County EMA/CSEPP Emergency Preparedness Calendar. While knowing relocation points is important, in the vast majority of chemical-related emergencies, residents will be instructed to Shelter-In-Place. This means taking shelter indoors (at home, work, school, or shopping) to wait for the danger to pass, rather than taking to the road.

Shelter-In-Place is preferred to evacuation procedures because, in the event of a chemical accident, evacuation would be too slow and potentially too dangerous to public safety.

In the event of a community-wide chemical incident, where the protective action decision is to shelter in place, EKU students, faculty, and staff should go to one of the Enhanced Shelter In Place (ESIP) buildings: Alumni Coliseum (excluding the natatorium), Combs Building, Model Lab
Gymnasium, Perkins Building, Thompson Hall at the Kentucky Department of Criminal Justice Training, University Building (part of the library complex), or Whitlock Building (excluding O’Donnell Auditorium). Once inside an ESIP building, any individual can activate the Collective Protection System by pressing the red start button on the face of the building’s system control panel. Signs informing people about the ESIP buildings will accompany the campus zone signs.

Once officials determine the threat from the chemical accident has passed, the instruction to exit Shelter-In-Place will be given.

It is possible that after exiting Shelter-In-Place, some zones might be instructed to relocate, but that would be an additional, separate protective action to take.

Depending on where the chemical accident happened, the pre-planned relocation point listed in the Emergency Preparedness Calendar or on the EKU Emergency Management web page (www.emergency.eku.edu/hazardous-materials-csepp-chemical-stockpile-emergency-preparedness-program) may no longer be viable. Residents will need to stay tuned to local radio stations for updated information.

Knowledge of emergency response zones is vital to successfully following instructions for public safety.

“The zone signs are an additional visual reminder for residents as they travel throughout the county,” say Madison County Emergency Management Agency Officials. “Seeing the signs will help people associate an actual familiar place with the Emergency Response Zones set for their protection.”

For more information about emergency preparedness and the Chemical Stockpile Emergency Preparedness Program, contact the Madison County EMA/CSEPP offices at 560 S. Keeneland Drive in Richmond at 624-4787, or visit www.madisoncountyema.net.

For more information about emergency preparedness at EKU, contact the Emergency Management office in Mattox Hall at 859-622-8987 or 859-622-1111, or visit www.emergency.eku.edu.

**Information on the EKU Emergency Management Webpage**

Conclusions

Communication between the Madison County EOC and Eastern Kentucky University is good. The use of the Advisor Alert Radios, Outdoor Siren System, and Everbridge to make community notifications is effective. Subsequent notifications are then made to the university community through the EKU Emergency Notification System - Rave Mobile Safety. In addition to having an EKU liaison present at the EOC, the integration of software between the Madison County EOC and other community stakeholders, such as EKU’s Incident Command Center, added another component of information dissemination. EKU personnel could receive near real-time information as it was entered into the WebEOC software system. This communication system will continue for the foreseeable future.

Some difficulty was encountered making manual phone calls from the EKU Incident Command Center. To help mitigate the potential for telephone failures, a smaller separate recipient list will be created in Rave to notify the leadership at Burrier, Model, Meadowbrook, and the Airport, about CSEPP events.

The Burrier Child Development Center and Model Laboratory School have been informed that should a mass notification be made, about a community-wide hazardous materials incident (i.e. through the Advisor Alert Radios (Voice Message), the Outdoor Siren System (Alternating High/Low Wail), and/or the EKU Emergency Notification System Alert Methods, their automatic, default, Protective Action Decision (PAD) is to Shelter-In-Place (SIP) inside their Enhanced Shelter-In-Place (ESIP) locations and activate their building Collective Protection Systems (CPS). Once in SIP, the schools should verify and maintain the security of their perimeter doors, conduct a positive accountability of students and staff, and be prepared to remain sheltered for several hours if needed. School Resource Officers, either regularly assigned or assigned ad hoc by the EKU Police Department, can be an important augment to the school staff. Periodic review and updating of the Emergency Action Plans for the schools should be performed by the individual school Administrators/Directors in consultation with EKU Division of Public Safety personnel.

In order to make appropriate community response as fast as possible, this concept of an automatic, default, Protective Action Decision (PAD) to Shelter-In-Place (SIP), should be applied to all EKU facilities in Madison County. On Richmond Campus, individuals would go to an ESIP Building without delay, and at other locations, like Meadowbrook Farms and Central Kentucky Regional Airport, individuals would SIP using a SIP Kit. The prompt to SIP should 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 EKU Emergency Notification System Alert Methods. Updated information, such as exactly where the chemical plume is anticipated to go, and what zones are truly affected, will be disseminated when that information becomes available.

Mattox Hall, where EKU’s Incident Command Center is located, is not an Enhanced Shelter-In-Place building. If this had been an actual emergency affecting Zone 2E, the Incident Command Center would have been moved to a pre-determined location in the Whitlock Building. Moving could cause some delays in disseminating pertinent information to the university community. This
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highlights the importance of having two layers of notification available to us, one by Madison County and one by EKU.

Awareness, about what to do during a community-wide hazardous materials event, is key to individual safety. To that end, EKU has embarked on a project to bring the Madison County Vital Signs to the Richmond Campus. The sign project began as part of an effort from Madison County to remind residents of the significance of emergency response zones in the county. EKU Emergency Management wants to remind students, faculty, and staff about protective actions they should take on campus, if a community-wide hazardous material incident occurs. Mimicking the road signs, EKU has posted signs at the entrances of the Richmond Campus buildings. The signs indicate what zone you are in, where you should go if a chemical incident occurs, and what you should do once you get there. Nine training sessions were conducted, for 135 faculty and staff members, about how to manage their ESIP Buildings and operate their CPS panels. More of these training sessions will be conducted and the training will be offered to other faculty and staff members who do not necessarily work in the ESIP Buildings. More information about the Vital Signs initiative and CSEPP is available at:

http://www.emergency.eku.edu/insidelook/ekus-vital-signs-knowing-what-do-emergency-0
http://www.emergency.eku.edu/hazardous-materials-csepp-chemical-stockpile-emergency-preparedness-program

Ongoing Emergency Response and Evacuation Procedures Training

Do you know what to do in an emergency situation? The Division of Public Safety is available to conduct Emergency Response and Evacuation Procedures Test Exercises for any group or member of the EKU community upon request. For more information, or to schedule a test exercise, please contact EKU Emergency Management at 859-622-8987, 859-622-1111, or email gary.folckemer@eku.edu.

Please visit our Training and Exercises page at http://emergency.eku.edu/training-and-exercises, for important information, about what you can do, to take responsibility for your own personal safety, and make informed decisions about actions you can take in an emergency.

Thank you.