Annual Emergency Response and Evacuation Procedures Exercise

On September 21, 2016, 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 has been constructed and chemical demilitarization is estimated to begin in 2020. Destruction of the chemical stockpile is expected to be complete in 2023.

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
Eastern Kentucky University and CSEPP

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 might 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.
Enhanced Shelter In Place (ESIP) Control Panel on the 2nd Floor Rm 208

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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- 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.
Model Gymnasium
Enhanced Shelter In Place (ESIP)
Collective Protection System (CPS)

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

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

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  - EMA issues PADs that may include:
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    - 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.
Thompson Hall
Enhanced Shelter In Place (ESIP)
Collective Protection System (CPS)

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.
Eastern Kentucky University
Emergency Response and Evacuation Procedures
Exercise – September 21, 2016

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

Legend
Elevator
Stairs
To Shelter

University Building Enhanced Shelter In Place (ESIP)

University Drive

Professor

Combs

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

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

Hazardous Material

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

Chemical Emergency Occupant Load 1057

University Building Enhanced Shelter In Place (ESIP) Control Panel on the 3rd Floor by 323A
Close Doors and Windows During Emergency System Operation

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

Chemical Emergency Occupant Load 5181

Whitlock Building

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.
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

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. Individuals at Meadowbrook Farm and Central KY Regional Airport should shelter-in-place using SIP Kits. Updated information will be provided as the situation changes.

**Community Exercise**

On September 21, 2016 at about 8:40 am, the Blue Grass Army Depot notified the Madison County Emergency Management Agency of a simulated community emergency involving a release of blister agent within the Chemical Limited Area of the Depot. The initial projections from the modeling software showed that Zone 1A would be affected. This zone does not contain EKU facilities, but the senior University Leadership Team (Crisis Management 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. This simulated emergency grew to include Zone 1D as well.
Madison County EMA activated their Emergency Operations Center and sent notification to the community about the event at 8:40 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 8:44, 8:45, 9:10, and 9:43 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 (demonstrated at Model and Burrier and simulated elsewhere) at our properties, as an automatic default protective action decision in accordance with the EKU Chemical Release Response Manual.

http://emergency.eku.edu/sites/emergency.eku.edu/files/chemical_release_response_manual_10122016_training.pdf

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 9:43 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 10:00 am the community-wide protective action decisions had changed to exit shelter in Zones 1A and 1D. EKU facilities in 2E, 2D, 1C, and 3D required no further action 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 about 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.

One of the EKU Incident Command Centers (ICC) is located in the Adams House of the campus in a marked room on the first floor. Other ICC locations include the Coates Building Boardroom 100, Whitlock Building Boardroom 549 (inside an Enhance Shelter-In-Place Building), and the Mobile Command Center. The Whitlock ICC was used during this exercise. Most of the university’s executive leadership was represented in the ICC.

At 0840, the EKU Director of Emergency Management and Security received notification via his cell phone from Madison County’s Everbridge system of a chemical incident on the Bluegrass Chemical Depot affecting Zone 1-A. At 0842, the director called the EKU education liaison, asking her to report to the Madison County EOC. At 0843, via the 800MHz radio, the director notified both the Model Laboratory and the Burrier Child Development Center of the incident, triggering their SIP process.

Logging into the university’s RAVE Alert Emergency Notification System (AENS), the director sent three notifications. The first notification, sent at 0844 via text, email and phone, was received by the university’s executive leadership requesting their presence in the Incident Command Center (ICC). A second message sent through AENS at 0845 requested numbers of sheltered personnel from resource officers across university property, including the Central Kentucky Regional Airport. A later pre-planned message was sent to the student body as part of an out-of-sequence, campus-only scenario. Although this was not designated as part of the CSEPP exercise, it demonstrated the ability to quickly notify the students and faculty swiftly of an incident.

The airport called at 0848 with a sheltered personnel count of eight. Burrier CDC reported in at 0849 with a sheltered headcount of 16 children and eight adults. Model Laboratory called the ICC at 0904 with a headcount of sheltered personnel, which included 31 staff, 676 Model Lab students and 16 EKU students.

The emergency management director logged into WebEOC to monitor the incident status and to verify information from the initial call. By 0905, most of the executive leadership had entered the ICC. At this time, the Executive Director of Public Safety and Risk Management briefed the room on the current status. Discussions and decisions in the ICC included addressing potential needs of...
university students while sheltered and after their release. The emergency management director briefed the room as information changed or additional executives joined the ICC.

The ICC received ongoing information through several sources. A representative from campus law enforcement briefed the ICC on the current availability of officers. WebEOC, displayed to the room, gave information on the status of traffic control points, media releases, and PAD. Several phone calls and emails between the education liaison and the ICC clarified any questions that arose. The ICC received notification of EndEx at 1302 through WebEOC.

**Eastern Kentucky University (Burrier Child Development Center)**

The Burrier Child Development Center (CDC) has three master instructors, two student instructors and 16 children in the program. The daycare center is equipped with an ESIP protection system that provides protection for personnel during a hazardous chemical event. There are two emergency preparedness kits, equipped with water, snacks, duct tape, plastic sheeting, lighters and can goods that are supplied in the cabinets in the ESIP area.

The initial alert and notification message for the exercise was received at 0842 on the Adviser Alert Radio and the RAVE alert system. A master teacher secured the area. At 0946 the director called the University Command Center and informed them that the CDC was secure and accountability was complete. Signage and curtains were in place and the protective actions were implemented.

At approximately 0915, the Eastern Kentucky University Command Center director contacted the director of the Burrier CDC and informed him that they are not in the affected area and to resume classes.

**Strength**

*Subject:* Burrier CDC Leadership  
*Discussion:* The Burrier CDC staff work well as a team and are dedicated to protecting the students and staff. The staff and administration are well versed in the plan and execute it without disrupting the students.

**Observation**

*Subject:* Rusting Door Frame and Seals  
*Discussion:* The door leading directly into the CDC is rusting around the seals and door frame. Because the CDC is an enhanced shelter-in-place facility, the seals around the door are very important. There is water leakage that comes through the door, so it is possible a chemical agent could leak through the system as well.

**Recommendation:** Replace and/or repair the door frame and seals.  
**Resolution:** The door was replaced by Cornerstone Engineering Inc., under contract from the U.S. Army Corps of Engineers, per their regular maintenance and testing schedule and procedures.
Eastern Kentucky University (Model Laboratory School)

Model Laboratory School has 725 students to include grades K-12 and 86 staff members.

At 0841 the Adviser Alert Radio sounded the tone for the exercise to begin. The assistant principal made the announcement over the PA system to SIP.

Several staff members were assigned tasks during SIP. The nurse took the medical cart to the gymnasium, which is a separate building. The front office staff placed the SIP signs on the outside of the doors to advise the public. The school resource officer and another staff member came behind the staff to verify that all classrooms were empty and that all doors were secured and signs were placed. The gymnasium served as the SIP area in which all students and staff were re-located. They had restrooms and water available to them.

At 0848 all students and staff were secured in the gymnasium and a teacher activated the enhanced shelter control system. The enhanced shelter control system worked without incident. At 0855 the school had full accountability and notified Madison County Schools via her cell phone. At 0859 the exercise was ended, all students and staff returned to their regular schedule.

Information on the EKU Emergency Management Webpage


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.

EKU Emergency Management and Security thanks you for your interest, and support, in helping to keep all of our students, faculty, staff, and visitors, safe and healthy.

Respectfully Submitted,

Gary D. Folckemer
Director of Emergency Management and Security