Annual Emergency Response and Evacuation Exercise

On September 17, 2014, Eastern Kentucky University participated in a community-wide exercise to evaluate emergency response and evacuation (if necessary) protocols. 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 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 are GB (Sarin), VX (nerve agent), and Mustard (blister agent). 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
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 Madison 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 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 will probably 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 will probably 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.
**Alumni Coliseum**

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

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**Emergency Response and Evacuation Exercise**

– September 1, 2014

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**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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**Perimeter Doors**

- Level and Door #s
  - 1.1.2 = First Level Doors 1 & 2
  - 2.24 = Second Level Doors 24

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**Hazardous Material**

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**Chemical Emergency Occupant Load 4955**
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- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
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Shelter In Place
- Move all personnel into the protected area when notified that a hazardous event has occurred.
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- 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)
Control Panel on First Level Main Lobby
Close Doors and Windows During
Emergency System Operation
Chemical Emergency Occupant Load
5536

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

EKU Emergency Preparedness
12-6-2010

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

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Shelter In Place
- Move all personnel into the protected area when notified that a hazardous event has occurred.
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- 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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    - Evacuation (If there is enough time before the danger arrives)
    - Relocation (When it is safe to come out of Sheltering-In-Place)

- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again.
- Perimeter doors may now be opened. Exit outside. Personnel may be directed to relocate out of the affected area.
Whitlock Building
Enhanced Shelter In Place (ESIP)
Collective Protection System (CPS)

Whitlock Building
Enhanced Shelter In Place (ESIP)
Control Panel on the 1st Floor Rm 151
Close Doors and Windows During Emergency System Operation
Chemical Emergency Occupant Load 5181

Eastern Kentucky University
Emergency Response and Evacuation Exercise– September 1, 2014

Protective Action Decisions (PADs) are issued by the Madison County Emergency Management Agency (EMA)
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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 NE 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 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 (AAR) 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 17, 2014 at 9:00 am, the Blue Grass Army Depot notified the Madison County Emergency Management Agency of a simulated community emergency involving a release of VX from a rocket in the Chemical Limited Area of the Depot. The initial projections from the modeling software showed that Zone 2D (EKU Richmond Campus south of the EKU By-Pass) would be affected. Later, at 10:25 am, Zone 1D was added to the zones affected, but that would have no direct impact on EKU facilities. Madison County EMA activated their Emergency Operations Center and sent notification to the community about the event. The protective action
recommendation was for people to shelter-in-place in the affected zone. Upon receiving the information, 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 9:07 am, EKU sent notifications through the Rave Mobile Safety system to inform the campus community about the simulated event. Since Zone 2D was affected, which includes Richmond Campus south of the EKU By-Pass, shelter-in-place was implemented (simulated) at that location. EKU included its facilities in Zone 2E as is our protocol, because, in order to maintain EKU continuity of operations, all EKU Richmond Campus facilities, regardless of zone location, are initially instructed to follow the same protective action decision. EKU students, staff, and visitors travel freely between Zones 2E and 2D, and there is no physical barrier between the zones or the facilities on 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, staff members activated the buildings’ ESIP systems. Madison County EMA advised there was a decontamination site set up in the county and an EKU Police Officer responded to it to provide security and traffic control.

At 11:11 am, the protective action recommendation was to exit shelter, and stay in place, in the affected zones. This information was relayed (simulated) through the Rave Mobile Safety system to the university community. Madison County EMA advised that those individuals affected in Zone 2D would be relocated (simulated) to a decontamination site and then to Laurel County and the North Laurel High School in London. Individuals in Zone 2E would not require relocation.

**Specifics about EKU**

**Eastern Kentucky University (Incident Command Center)**

On September 17, 2014 at 9:05 am, EKU was notified by Advisor Alert Radio (AAR) and Outdoor Siren System that the exercise had begun. The EKU, Division of Public Safety, Emergency Manager (EM), also received a notification call from the Madison County Everbridge System with information about the simulated incident. Upon receiving the information, EKU activated their Incident Command Center (ICC) and sent a liaison to the Madison County Emergency Operations Center (EOC) to assist with managing the event. At 9:07 am, EKU sent notifications through Rave Mobile Safety, the university’s primary Emergency Notification System, to the campus community about this event and other important emergency management information. The messages were sent to approximately 19,750 students, faculty, and staff, and utilized the alert methods of Text, Email, Voice, RSS, Alertus, Twitter, and Facebook.

At 9:08 am the EM contacted an EKU Police Officer and dispatched him to the Burrier Child Development Center (Burrier) to serve as an ad hoc School Resource Officer (SRO). He arrived at Burrier by 9:20 am. The regularly assigned Model Laboratory School (Model) SRO and Burrier SRO were asked to change their police radio frequencies to the Tac 2 channel to isolate
communication between them and the ICC. By 9:10 am, the Model SRO reported that Model had implemented their automatic, default, protective action decision of sheltering in place. Between 9:13 and 9:17 am, the EM made telephone contact with the Burrier and Model Directors, asked them to shelter-in-place, and received report that both school populations were sheltered in place, with their collective protection systems operating, and that positive accountability had been conducted of their students and staff. Burrier reported that they had 12 children and 7 adults sheltered and 1 child was absent from school for the day at 9:14 am. Model reported that they had 673 students and 72 staff sheltered at 9:17 am. Model’s portion of the exercise was ended by their evaluators at 9:22 am. Burrier’s portion of the exercise was ended by their evaluators at 9:30 am.

Meantime, the EKU Madison County EOC Liaison (Liaison) contacted the EKU Public Safety Answering Point (Dispatch) at 9:23 am and notified them about the event, asking Dispatch to start community notifications and activate the ICC if that had not already been done. Both were accomplished by the EM. The Liaison also contacted the ICC at 9:33 am, to inform us about the specifics of this exercise event. The Protective Action Decision (PAD) had been made for Zone 2D, which includes Richmond Campus south of the EKU By-Pass, to shelter-in-place (SIP). Since Zone 2D was affected, EKU chose to include its facilities in Zone 2E, for SIP. The chemical agent that they were sheltering from was VX.

University leadership (Public Safety personnel and the Tier One group) were called (simulated) to the Incident Command Center for a briefing. All of Richmond Campus started their protective actions (some demonstrated and others simulated) at 9:05 am, and completed the action by 9:30 am. The leadership group decided (simulated) to cancel classes and outdoor activities for the Richmond Campus. The ICC sent out (simulated) additional messages to approximately 19,750 students, faculty, and staff to inform them of situational updates as more information became available. At 11:16 am, the EM confirmed with the Liaison that Zones 2D (and 1D which had been added to the PAD at 10:25 am) could exit shelter, and remain in place. Update notifications were sent (simulated) to the community through Rave. The leadership group decided to keep the ICC open to receive additional information with minimal staff.

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

The Burrier Child Development Center had three master instructors, three student teachers, and twelve children in the program. Located in the basement of the Burrier Facility the daycare center is equipped with an enhance shelter-in-place (ESIP) protection system that provides protection for personnel during a hazardous chemical event. There are two emergency preparedness kits equipped with first-aid items, water, snacks, duct tape, plastic, lighters, and additional can goods are supplied in the cabinets in the ESIP. The initial alert and notification message for the exercise was received at 0907 on the advisor alert radio and cell phone. The protective action was implemented immediately. All employees, to include Student teachers worked together, as a team to put all of the protective actions in place to secure the Burrier Child Development Center. The director informed all of the teachers of the incident and to start their emergency protective measures. One teacher secured the emergency kit from the director’s office, two teachers put the signage up on the doors and made sure they were secured, two of the teachers insured that the
children were taken care of and kept busy, and the last teacher let the public safety liaison in and then pressed the protective system button to activate it.

At 0914, the director of the center made contact with the Eastern Kentucky University, Emergency Management Director to inform him that all of the children were accounted for, the public safety liaison was on site, and all emergency protective actions had been implemented.

At approximately 0930 the director of the Burrier Child Development Center was informed that the center was not in the impacted area and to continue business as usual.

**Eastern Kentucky University (Model Laboratory School)**

Model Laboratory School had 673 students (which consist of grades K through 12) and approximately 72 faculty and staff professionals. The emergency operations plans were maintained by the director and assistant director in their office. The teachers are provided a brief synopsis of the EOPs. The EOPs are reviewed annually.

At 0905 hours, the school was notified about the drill via the advisor alert radio located in the main office of the school. The director immediately issued the announcement over the PA system to initiate SIP procedures. The school resource officer locked the front doors. At 0905, the school began to move students into the school’s gymnasium which is designated as the SIP which has four entrances. The director, assistant director, and the resource officer walked the hallways of the school to verify all classrooms were empty and no students or staff members were left outside of the SIP. Once in the SIP students were moved to designated sections and waited for further guidance. At 0912 hours, accountability was assured by the teachers when they raised a 5 x 8 green card to the director and assistant director. A front office staff member collected the medical cart and pushed it into the gymnasium.

The school director entered the SIP area at 0913 and activated the enhanced shelter control system. The director notified EKU EOC via texting at 0913 that the SIP was achieved and gave student accountability, in accordance with protocol.

At 0922 hours, the director announced “Stop Exercise,” and thanked the students and staff for their cooperation. The director then dismissed staff and students to resume normal school activities.

**Strength:**

**Accountability**

**Discussion:**

The Staff used red/green 5”x 8” cards. If the red side was observed, that staff member needed assistance or a student was not accounted for. The green side provided that all students were accounted for and safe.

**Reference:**

EKU Model School EOP, Section 14 - Hazardous Material Release
Recommendation:
The proper use of these cards needs to be added to their EOP.

Observation:
Secure SIP Doors

Discussion:
While checking the doors for security, a push of a door revealed it was not properly closed.

Reference:
Model Laboratory EOP, Section 14 - Hazardous Material Release

Recommendation:
Prepare a check and balance system to ensure the doors are properly secured.

Decontamination Site (EKU Involvement at Farristown Middle School)

On September 17, 2014 Madison County established a decontamination site at Farristown Middle School located at 751 Farristown Industrial Drive, Berea, KY. The emergency sirens sounded at 0905 hours and the first emergency personnel arrived at 0916 hours from the Berea Fire Department and EMS service. Personnel arrived with two ambulances, two victim transportation busses, and four fire company engines.

Command and Control: Following the arrival of the Berea fire department and local and state police, the Incident Commander (IC) identified and assigned personnel and commenced setting up the incident command post to oversee activities. The Safety Officer was directed by the IC to provide a safety briefing to the responders, he covered the type of hazard (VX agent), wind direction, safety of workers who were dressed out, timing of work and rehab periods, which communication radio channel to use, and then began making personnel assignments at 0923 hours. The Incident Command Post was setup and had space for the IC, Operations Officer, Safety Officer, EMS Commander and police representative from the EKU Police Department to oversee five law enforcement personnel from multiple departments assigned to control access and security of the facility.

Strength:
Law Enforcement

Discussion:
During the Madison County Decontamination Site Operations Exercise an Eastern Kentucky University Police Officer was observed directing other officers on their task for the operation. Due to a real world event the normal contingent of law enforcement could not participate. An observation was made of the officer explaining to two other officers, who had not participated in a decontamination site operation before, specifically about how their duties were to maintain
security on the site and traffic control points. This demonstrates an exemplary commitment to the safety and protection of the public and first responders in this community.

Outcomes

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 addition of integrated software between the Madison County EOC and 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.

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, etc.) 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.

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 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 is posting 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. More information about this initiative and CSEPP is available at:
http://wwwemergency.eku.edu/insidelook/ekus-vital-signs-knowing-what-do-emergency-0
http://wwwemergency.eku.edu/hazardous-materials-csepp-chemical-stockpile-emergency-preparedness-program