Building Emergency Action Plan
Presnell Building

Eastern Kentucky University
Richmond Campus

Date Implemented: February 3, 2012

Date Revised: February 20, 2013

Produced By: EKU Emergency Management
Executive Summary

The Eastern Kentucky University Emergency Action Plan (EAP) is designed to provide basic information so that the reader can be better prepared in the event of an emergency or critical incident. The EAP is based upon the International Association of Campus Law Enforcement Administrators’ (IACLEA) model, which is rooted in the National Incident Management System (NIMS). The EAP is not designed to give definitive answers for every type of emergency. Each incident is unique and constantly evolving. Only those involved in the incident can make decisions that they believe are correct to ensure their own safety. The EAP provides resource material so that informed decisions can be made.

This summary cannot provide detailed information about every type of incident. For more detailed information, please consult the appropriate section of the Emergency Action Plan. In order to ensure your safety, please follow the basic steps listed below.

- Fires/Fire Alarms – Evacuate the building immediately and do not return until authorized by emergency responders. Always know at least two evacuation routes in case the primary evacuation route is blocked. Do not use elevators.
- Severe Weather – Go to the interior of the lowest level of the structure away from windows, doors, and exterior walls. Remain there until the severe weather has passed.
- Medical Emergencies – Check to ensure you are safe, check the victim, call 911 for assistance, and render aid as necessary and appropriate to your training.
- Crime and Violent Behavior – Protect yourself as best you can and contact police as quickly as possible.
- Hostile Intruder – Includes a physically aggressive person, hostage taker, or an active shooter. Stay as calm as possible, avoid drastic actions that could escalate the situation, and do what is necessary to protect yourself. This could include running away, hiding, playing along, playing incapacitated, or fighting (if absolutely necessary).
- Bomb Threats – Leave the threatened area immediately and notify responders of any suspicious items you notice. Be aware of the potential for a second threat in the evacuation area.
- Hazardous Material Release or Spills – Evacuate the spill area immediately and attempt to secure the area. Attempt to isolate those who have been exposed. Call 911 immediately and provide as much information about the incident as possible.
- Seasonal or Pandemic Flu – To avoid spreading germs, always cover your coughs and sneezes. Wash hands or use sanitizer regularly. If you are sick, do not come to work or class. Get a yearly flu vaccination.

Being prepared is the most important step that anyone can take to minimize their risks during an emergency. Advanced planning can save time when making decisions about what action to take during a critical incident. No document or person can provide concrete answers about a given situation. Individuals are responsible for their own safety and to prepare themselves for emergencies. The information provided in the Emergency Action Plan is designed to provide the resources for informed decision making. We encourage you to familiarize yourself with the information contained within the EAP prior to an occurrence and to review the information on a regular basis.
The Eastern Kentucky University (EKU) Emergency Action Plan (EAP) is the base layer of the University’s Emergency Management Program. This function is coordinated through the Division of Public Safety and it is a collaborative effort between the Police Department, Emergency Management, Environmental Health and Safety, Risk Management and Insurance, Workers Compensation, Parking and Transportation, and the rest of the University Community. The EAP is meant to provide all members of the community with important information that is relevant both at work and at home on various emergencies that may occur. The EAP replaces the University’s Campus Emergency Response Plan (CERP) and it is the foundation upon which each building and department can participate in crafting individualized Building Emergency Action Plans (BEAP). The formulation of the EAP was based on the International Association of Campus Law Enforcement Administrators (IACLEA) Campus Emergency Operations Planning Guide along with research, best practices, and the experience of officials within the EKU Police Department.

Section 1 (Page 7) – Building Information – Telephone Numbers – Emergency Notification Systems
Section 2 (Page 10) – Immediate Emergency Action and Notification
Section 3 (Page 12-13) – Building Alarms and Individuals with Disabilities
Section 4 (Page 14-15) – Evacuation Procedures and Floor Plans
Section 5 (Page 18) – Fire Procedures
Section 6 (Page 20) – Tornado
Section 7 (Page 22) – Thunderstorms – Flooding – Power Outages
Section 8 (Page 25) – Medical Emergencies
Section 9 (Page 26) – Crime and Violent Behavior
Section 10 (Page 28) – Hostile Intruder – Hostage Situation – Active Shooter Survival Guide
Section 11 (Page 33) – Psychological Crisis – EKU Faculty 911 Guide to Helping Students in Difficulty
Section 12 (Page 38) – Bomb Threats
Section 13 (Page 42) – Explosion
Section 14 (Page 43) – Hazardous Material Release or Spill
Section 15 (Page 46) – Earthquake
Section 16 (Page 48) – Civil Disorder
Section 17 (Page 51) – Seasonal and Pandemic Flu
Section 18 (Page 56) – Custodial Services – Training and Documentation – Drills
Section 19 (Page 58) – Appendices – Acronyms – Term Definitions – Resource List – Madison County
Section 20 (Page 70) – Acknowledgements
Section 21 (Page 71) – EKU Emergency Guide Poster and Other Miscellaneous Information
YOUR EMERGENCY ACTION PLAN

As a member of the University Community, you should be familiar with the University Emergency Action Plan. This manual describes the procedures to follow in a variety of emergencies.

As a building occupant, you need to be familiar with your specific Building Emergency Action Plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Building Safety Team member (See the Term Definitions in Appendix A for an explanation of these positions). Keep the following in mind as you read this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (Dial 911)
- Additional responsibilities, specific to your building
- Remember the following acronym: PEER – Preparing for Emergencies is Everyone’s Responsibility

BUILDING INFORMATION

Building Name: PRESNELL BUILDING

Building Supervisor (BS):

Mark Howard
Email: Mark.Howard@eku.edu

BS Campus Address:
Fitness & Wellness Center 129

BS Telephone No.: 859-622-6755
FAX No.: 859-622-6755

Alternate BS: ____________________________
Email: ____________________________

Alternate BS Campus Address: ____________________________

Alternate BS Telephone No.: ____________________________
FAX No.: ____________________________

BUILDING DESCRIPTION:

The Presnell Building is a one story brick and concrete structure that houses the Outdoor Adventure Program for Campus Recreation.

EAA LOCATION:

The Emergency Assembly Area location is in the parking lot on the south side of the Presnell Building.
Departments
List the departments with employees in your building.

<table>
<thead>
<tr>
<th>Department</th>
<th>Safety Coordinator</th>
<th>Phone</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Recreation</td>
<td>Mark Howard</td>
<td>859-622-6755</td>
<td>F&amp;WC</td>
<td>129</td>
</tr>
</tbody>
</table>

Building Safety Team
All departments with employees in your building should be represented on your team. List team members and positions (chair, vice-chair, other officers, members, etc.).

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Department</th>
<th>Phone</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
</table>

Critical Operations
In this section, include information about critical operations that require special care during an emergency. These areas should have their own plans to ensure the safety and security of materials and information housed there. Be sure to check with each department before completing this section. Employees may need to notify University Police and Richmond Fire/Rescue Departments about the following critical operations:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Department</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
</table>


EMERGENCY NOTIFICATION SYSTEMS

Eastern Kentucky University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, Eastern Kentucky University has installed seven notification systems for the community. New technologies and other Emergency Notification Systems are periodically explored and evaluated. This section is subject to change as technology changes.

Systems Include:

- **Siren/Public Address System** - Audible sirens and announcements broadcast over four loudspeakers strategically placed on campus. This system can be activated by the EKU Police Department as well as Madison County Emergency Management Agency for weather and community emergency notifications.
- **Text Messaging** - An opt-in notification where a text message can be received on your mobile phone. EKU does not charge for this service; however, your carrier may have standard text messaging charges.
- **Voice Messaging** - An opt-in notification where a voice message can be received by your mobile or home phone.
- **Email Messaging** - This notification provides an email message about the event. Current students, faculty, and staff are automatically registered to receive notifications on their EKU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts.
- **Network Messaging** - A visual notification made across computers connected to the EKU network. This requires a program to be installed on your computer that monitors the server. When an alert is sent out, a pop-up box appears on your screen. No personal information is gathered or transmitted with the use of this alerting system.
- **Social Media** - EKU utilizes Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @EKUEmergency on Twitter and LIKE EKU Emergency Management on Facebook.
- **Campus Cable Interrupt** - Messages can be broadcast across the campus cable system.

To Register:

**Current Students, Faculty, and Staff:**
- Log on to EKU Direct (https://web4s.eku.edu/pls/prod/twbkwbis.P_WWWLogin) with your EKU ID and PIN.
- In the main menu, click the Rave Mobile Safety - Emergency Notifications link.
- Register to receive text, voice, and/or email messaging. *Note: Email messages are automatically sent to all current EKU email addresses and you cannot opt-out of receiving messages on your EKU email account.

**Other Community Members:**
- Go to the EKU Rave Registration page (http://www.getrave.com/login/eku).
- Click the Register Button in the upper right hand corner.
- Register your information and select to receive text, voice, and/or email messaging.

**Network Messaging:**
All EKU issued PC's have the Alertus network messaging program installed. If you wish to have the program installed on your personal PC or a MAC, please email Michael Kasitz (michael.kasitz@eku.edu).
EMERGENCY PROCEDURES

Immediate Emergency Action – Calling for Help and Notifications

EMERGENCY ACTION

In a Life-Threatening Emergency - Dial 911

From a Campus or Public Telephone or use an Emergency Call Box.

Dial 911 from your cell phone (Off Campus) and
Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus).
Program these numbers into the speed dial function of your cell phone.

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats
   Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

2. Call 911 or 859-622-1111 or 859-622-2821
   o Give your name, location, and phone number.
   o Describe the nature of the incident and its location.
   o Describe any injuries, weapons, hazards, devices, and property involved.
   o Describe the people involved, where they are, and where they went.
   o Stay on the line with the Dispatcher until help arrives.
   o Keep the Dispatcher updated on any changes so responding units can be updated.
   o Even if you cannot communicate, keep the line open.
   o The Dispatcher may be able to learn more about what is happening.

(Note)
Dialing 911 from an on campus (land line or corded) telephone, using an emergency call box, or dialing 859-622-1111 or 859-622-2821 from a cellular phone will connect you to the EKU Public Safety Dispatch Center. Dialing 911 from a cellular phone or dialing 859-624-4776 will connect you to the Madison County 911 Center. In any case, you can summon the help you need – Police – Fire – Rescue – HAZMAT – EMS.

INFORMATION NUMBERS

Department Telephone Number: See Departments Listed on Page 8.

Police: Eastern Kentucky University Police Department
911 (Campus Phone) or 859-622-1111 or 859-622-2821 (Outside / Cell Phone)
http://www.police.eku.edu/

Fire/Rescue: Richmond Fire/Rescue Department
911 (Emergency) or 859-624-4776 or 859-623-1164 (Non Emergency)
http://fire.richmond.ky.us/

Ambulance: Madison County Emergency Medical Services (EMS)
911 (Emergency) or 859-624-4776 or 859-623-5121 (Non Emergency)
http://www.madisoncountyky.us/

Medical Facilities:

EKU Student Health Services
521 Lancaster Avenue
103 Rowlett Building
Richmond, KY 40475
859-622-1761
http://www.healthservices.eku.edu/
Pattie A. Clay Regional Medical Center
789 Eastern By Pass
Richmond, KY 40475
859-623-3131
http://www.pattieaclay.org/

Other Area Hospital Systems:

University of Kentucky Health Care
859-257-1000 or 1-800-333-8874
http://www.ukhealthcare.uky.edu/index.asp

Good Samaritan Hospital
859-226-7000
http://ukhealthcare.uky.edu/GoodSamaritan/index.asp

Saint Joseph Health System
859-313-1000
http://www.sjhlex.org/homepage.cfm?id=916

Central Baptist Hospital
859-260-6100
http://www.centralbap.com/

Occupational Medicine Center
646 University Shopping Center
Richmond, KY 40475
859-623-0535
859-623-1950 (Instant Care Center for after hours)

EKKU Counseling Center
521 Lancaster Avenue
571 Student Services Bldg
Richmond, KY 40475
859-622-1303
http://www.counseling.eku.edu/

Madison County Health Department
216 Boggs Lane
Richmond, KY 40475
859-623-7312
http://www.madison-co-ky-health.org/

Disability Support Services: EKU Office of Services for Individuals with Disabilities 859-622-2933
http://www.disabilities.eku.edu/

Facilities Services: EKU Facilities Services 859-622-2966
http://www.facilities.eku.edu/

Information Technology: EKU IT Helpdesk 859-622-3000
http://www.it.eku.edu/

Environmental Health and Safety: 859-622-2421 or 859-622-1111

Kentucky Environmental Emergency Response Hotline: 502-564-2380 or 800-928-2380

Lexington Fayette Urban County Government DEEM: 859-258-3784

Lexington Fayette Urban County Government Emergency Operations Center: 859-258-3970

Madison County Emergency Operations Center: 859-624-4787

Madison County Joint Information Center: 859-624-4753
Building Alarm(s)

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building, such as evacuation alarms, elevator alarms, biosafety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

This building is equipped with a fire alarm system. The fire alarm is capable of being perceived above ambient noise or light levels by persons in the affected portions of the building. The alarm is distinctive and recognizable as a signal to evacuate the area or to perform actions designated under the emergency action plan.

This fire alarm system is not networked to the Campus Police. When an alarm activates, call 911 to report the alarm.

If you hear any other alarm that you do not recognize, use caution, protect yourself, contact EKU Public Safety at 911 or 859-622-1111, and report the alarm.

Evacuation Plan

Upon hearing the evacuation alarm, all occupants shall immediately leave their room, closing the door behind them, and proceed to the nearest exit or exit stairway. Occupants shall exit or ascend/descend the stairs and exit in an orderly manner. Upon exiting the building, all occupants should gather in the Emergency Assembly Area located in the parking lot on the south side of the Presnell Building.

Upon request of Emergency Officials, occupants shall move to another area.

This plan was and can be further developed with input from the staff of EKU Public Safety, taking into account specific building and occupant needs. EKU Public Safety can be reached at 859-622-1111.
Disabilities

With regard to persons requiring assistance in evacuation:

Presnell Building has two exits:

The exits are located on the south and north sides of the building. Egress can be made through entrance/exit doors at those locations.

The Presnell Building also has two restrooms on the west side of the building, accessible only from the exterior of the building. Egress can be made, at grade level, through the entrance/exit doors on the west side of the building.

The main stairways are where emergency responders expect to find people in need of rescue. Due to the physical layout of the building, stairways may not be the appropriate place to designate refuge areas. A stairway may not be large enough to accommodate refuge areas without encroaching on required exit widths. In such cases, other appropriate refuge areas should be identified, modified as needed, approved by fire officials, designated on building floor plans, and marked with appropriate signage. Because the creation of alternative refuge areas involves making changes to facilities, at this time, to avoid delays in the printing and implementation of this Emergency Action Plan, alternative refuge areas for this building may not yet be completed. Any individual in need of rescue should call 911 and report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders. Wherever and whenever possible, an individual with special needs that might require assistance should identify a trustworthy individual to assist them as much as reasonable in an emergency. This principle should be thought of as a buddy system. It is recommended that individuals with disabilities or other special needs obtain a cell phone for use in emergencies. It is also recommended that a flashlight or light colored cloth be kept handy. The cloth can be fastened to the outside closure of a refuge area or they can wave a flashlight or light colored cloth from a window to let the fire department know where they are located.

More information about disability preparedness can be found at:
Presnell Building Evacuation Procedures

These procedures represent best practices and are included here for reference. These procedures may be in effect during regular business hours if there are sufficient faculty and staff members present and available to implement them. Individuals should determine their best course of action based upon the information presented in this Emergency Action Plan.

(Note) The Fire Alarm System might be used to call for an evacuation for reasons other than fire.

When the Fire Alarm System Activates - Evacuate.

Prior to Evacuation:
Communication should be accomplished in person, through telecommunications, or through the use of runners.
- A high visibility vest (and/or other appropriate equipment/materials) may be located in the Department Offices.
- The Building Supervisor, their Alternate, or their designee (i.e. Admin Asst.) should bring out this equipment.
- The Building Safety Team should gather to await assignments in the EAA (Parking Lot South of Presnell).
- The Building Supervisor, their Alternate, or their designee should make assignments as needed.

During the Evacuation:
- When the alarm sounds everyone must evacuate. Staff members that have been issued emergency equipment should take that equipment with them prior to exiting the building. If staff members are known to be out of the area, their equipment should be gathered up and taken outside during the evacuation. The Building Supervisor, their Alternate, or their designee should bring out the high visibility vest (and/or other equipment/materials).
- On the way out, check on others who might have disabilities or other special needs.
- Help them as much as is reasonable and safe.
- Once outside of the building, all staff should report to the EAA (Parking Lot South of Presnell Building).
- A Primary Event Manager should be established and they should put on the vest.
- The remaining staff should be assigned a building entrance/exit to monitor.
- There are Two Emergency Exit Areas:
  - The Exit on the South Side of the Building, ( ) and The Exit on the North Side of the Building.
- Entrances/exits should be covered as well as possible given the staff present at the time.
- Staff assigned to a building entrance should attempt to:
  - Keep people at a safe distance from the building.
  - Keep others from entering the building prior to the all clear.
  - Monitor the status of the event.

Fire:
When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building.
- Close your door as you leave.
- Know at least two escape routes from wherever you are.
- If smoke or flame is detected, and the alarm is not sounding, activate the fire alarm as you exit.
- During the evacuation, go to the nearest exit.
- Do not use the elevator.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building.

When Evacuation is Not Possible:
In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.

Post Incident:
- At the completion of the incident, the Richmond Fire/Rescue Department (or other appropriate Emergency Response Official[s]) should release the building to the EKU Police. EKU Police should then communicate to the person wearing the vest (Primary Event Manager) whether the facility is all clear, or clear with conditions for re-occupancy. The Primary Event Manager should then communicate the all clear or the clear with conditions to the building entrance monitors in person, via communications equipment, or by the use of a runner.
- On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

Sheltering In Place:
Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:
Am I safer inside or outside? Where am I safest inside? Where am I safest outside?
Floor Plans
When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room.

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.
Tornado Shelter Areas

- When a tornado warning is issued, everyone move to the tornado shelter areas indicated on the floor plan.
- Avoid doors, windows, and sources of flying debris.
- Remain in the shelter areas until an all clear is issued or until all wind and noise subside.
- Please assist those with disabilities to the shelter areas.
- If available, bring flashlights, jackets, blankets, and wear hard shoes.

Go to the Interior Core of the Lowest Level Possible and Avoid Sources of Flying Debris (Windows and Doors)
Fire Procedures

EMERGENCY ACTION

E.A.C.H. person is responsible for their own safety.

If you discover a fire or smoke or if you hear a fire alarm:

E. Evacuate the Building – Get Out– Don’t Use Elevators – Use Stairs – Close (Don’t Lock) Doors to Contain Fire

A. Alert Others – Activate the Fire Alarm (If Not Already Activated) – Help Others as You Leave

C. Call (911) For Help – Report to Emergency Responders Information about the Fire/Smoke/Need for Rescue

H. Have A Plan – You Must Protect Yourself – Be Knowledgeable About Fire Safety and Take Every Alarm Seriously

Fire Safety Information

A building occupant is required by law to evacuate the building when a fire alarm sounds. Know at least two escape routes from wherever you are. Review escape routes with others in your area. Practice escaping from each room with and without light(s). Never use the elevator to evacuate. In case of fire, always use the stairs to get out. Make sure to practice using the stairs as part of your escape plan. If someone has difficulty climbing up or down stairs, make sure to incorporate a contingency for this in your evacuation plans.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

To protect yourself, it is important to understand some basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make extraneous phone calls. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

What to do during a fire:

If your clothes catch on fire:

- Stop, Drop, and Roll - until the fire is extinguished.
  Running only makes the fire burn faster.

To escape afire:

<table>
<thead>
<tr>
<th>Hot Door</th>
<th>Cool Door</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not open. Escape through a window if you can. If you cannot escape,</td>
<td>Open slowly and ensure fire and/or smoke is not blocking your escape route.</td>
</tr>
<tr>
<td>hang a white or light-colored cloth outside the window, alerting Fire/</td>
<td>If your escape route is blocked, shut the door immediately and use an</td>
</tr>
<tr>
<td>Rescue to your presence. Seal yourself in for safety if you cannot exit</td>
<td>alternate escape route. If clear, leave immediately through the door and</td>
</tr>
<tr>
<td>due to smoke or fire. Call the fire department to report your exact</td>
<td>close it behind you. Be prepared to crawl. Smoke and heat rise. The air</td>
</tr>
<tr>
<td>location. Gather in a room with a window to await their arrival. Close</td>
<td>is clearer and cooler near the floor.</td>
</tr>
<tr>
<td>all doors between you and the fire. Use duct tape or towels to create a</td>
<td></td>
</tr>
<tr>
<td>seal around the door and over air vents in order to keep smoke from</td>
<td></td>
</tr>
<tr>
<td>coming in.</td>
<td></td>
</tr>
</tbody>
</table>
o Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
o Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
o Close (but do not lock) doors behind you as you escape to delay the spread of the fire.
o Stay out once you are safely out. Do not reenter.
o Once outside, move to a clear area away from the affected building(s) or to a designated assembly area.
Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
o Check in with your family and check in with someone who has responsibility for you.
o Seek medical attention if needed.
o **Basic First Aid for Burns:** Stop, Cool, and Cover.

Stop the burn. Cool the burn with cool running water. Cover the burn loosely with sterile dressings.
(When cooling the burn make certain that there is no contact with electricity)
(Loose sterile dressings can help prevent infection)

**Fire Extinguishers:**

You should only consider using a fire extinguisher if you have been trained on how to use one and only if you feel confident that you can use one safely.

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations.

Because fire grows and spreads so rapidly, the number one priority is to get out safely.

**Safety Tips:**

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word **PASS**:
  - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism. Test it by discharging a short blast onto the floor before you enter where the fire is.
  - **A**im low. Point the extinguisher at the base of the fire.
  - **S**queeze the lever slowly and evenly.
  - **S**weep the nozzle from side-to-side.
- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.
Tornado Procedures

Know tornadoes inside and out.

<table>
<thead>
<tr>
<th>Tornado Watch</th>
<th>Tornado Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornadoes are possible.</td>
<td>Warning ! Warning ! – Danger ! Danger !</td>
</tr>
<tr>
<td>Remain alert for approaching storms. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.</td>
<td>A tornado has been sighted or indicated by weather radar.</td>
</tr>
<tr>
<td>Local Emergency Alert System Radio Stations: WCBR 1110 AM, WEKY 1340 AM, WKXO 1500 AM, WIRV 1550 AM, WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM</td>
<td>TAKE SHELTER IMMEDIATELY.</td>
</tr>
<tr>
<td></td>
<td>D = Downstairs: Get to the lowest level you can, a basement if you have one, or just the ground floor.</td>
</tr>
<tr>
<td></td>
<td>U = Under: Get under something sturdy like a heavy table or staircase to protect yourself from flying objects. Protect your head.</td>
</tr>
<tr>
<td></td>
<td>C = Center: Go to the center part of a permanent structure. Put as many walls as you can between you and the outside. A closet, hallway or bathroom in the middle of the building is a good choice.</td>
</tr>
<tr>
<td></td>
<td>K = Keep Away: Keep away from exterior doors and windows, which can be sources of flying glass and debris.</td>
</tr>
</tbody>
</table>

If you are under a Tornado Warning, seek shelter immediately!

<table>
<thead>
<tr>
<th>If you are in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)</td>
<td>Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.</td>
</tr>
<tr>
<td>A vehicle, trailer, or mobile home</td>
<td>Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</td>
</tr>
<tr>
<td>The outside with no shelter</td>
<td>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</td>
</tr>
<tr>
<td></td>
<td>Do not get under an overpass or bridge. You are safer in a low, flat location.</td>
</tr>
<tr>
<td></td>
<td>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</td>
</tr>
<tr>
<td></td>
<td>Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</td>
</tr>
</tbody>
</table>

Tornadoes are nature’s most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.
Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

Be alert to changing weather conditions.

- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.
- Look for approaching storms.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

You can check current watches, warnings and advisories for Madison County Kentucky by checking the links for the National Oceanic and Atmospheric Administration and the National Weather Service Websites.

http://www.weather.gov/alerts-beta/ky.php?x=1

http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0

After the Storm Passes:

- Watch out for fallen power lines and stay out of the damaged area until it has been deemed safe to enter.
- Listen to the radio for information and instructions.
- Use a flashlight to inspect your property for damage.
- Do not use candles or open flame at any time.
Thunderstorms – Flooding – Power Outage – Procedures

Thunderstorm

<table>
<thead>
<tr>
<th>Severe Thunderstorm Watch</th>
<th>Severe Thunderstorm Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe thunderstorms are likely to occur. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.</td>
<td>Warning ! Warning ! – Danger ! Danger ! Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.</td>
</tr>
</tbody>
</table>

What to do during a Thunderstorm

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In a forest</td>
<td>Seek shelter in a low area under a thick growth of small trees.</td>
</tr>
<tr>
<td>In an open area</td>
<td>Go to a low place such as a ravine or valley. Be alert for flash floods.</td>
</tr>
<tr>
<td>On open water</td>
<td>Get to land and find shelter immediately.</td>
</tr>
<tr>
<td>Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)</td>
<td>Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat on the ground.</td>
</tr>
</tbody>
</table>

Call 911 for medical assistance as soon as possible. The following are things you should check if you attempt to give aid to a victim of lightning, if you have been trained in CPR and First Aid, and if you can help safely:

- Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation.
- Heartbeat - if the heart has stopped, administer CPR.
- Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.
Flood

<table>
<thead>
<tr>
<th>Flood Watch</th>
<th>Flood Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flooding is possible. Be prepared to move to higher ground. Tune in to NOAA weather radio, commercial radio, or television for information.</td>
<td>Warning! Warning! – Danger! Danger! Flooding is occurring or will occur soon; If advised to evacuate, do so immediately.</td>
</tr>
<tr>
<td>Flash Flood Warning</td>
<td>SEEK HIGHER GROUND ON FOOT IMMEDIATELY.</td>
</tr>
</tbody>
</table>

What to do during a Flood

<table>
<thead>
<tr>
<th>Preparing for Flood:</th>
<th>Evacuation Tips:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be aware of streams, drainage channels, canyons, and other areas known to flood. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain. Construct barriers (levees, beams, floodwalls) to stop floodwater from entering your area. Flooding can occur due to a Fire Emergency. If your area is protected by an automatic sprinkler system, it can activate during a fire. In an automatic sprinkler system, a network of piping filled with water under pressure is installed behind the walls and ceilings, and individual sprinklers are placed along the piping to protect the areas beneath them. Because the water is in the piping, the fire sprinkler system is always “on call”. If fire breaks out, the air temperature above the fire rises and the sprinkler activates when the air temperature gets high enough. The sprinkler sprays water forcefully over the flames, extinguishing them completely in most cases, or at least controlling the heat and limiting the development of toxic smoke until the fire department arrives. Only the sprinkler(s) nearest the fire activate. Smoke will not activate sprinklers. The activation of an automatic sprinkler system will cause flooding and water damage to areas beneath the sprinkler heads. You should take precautions to protect property from water damage. Items should not be placed directly on the floor and valuables should be insured.</td>
<td>Secure your area. If you have time, bring outdoor property inside. Move essential items to an upper floor or at least up off of the floor. Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water. Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away. Driving Flood Facts: Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.</td>
</tr>
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Driving Flood Facts:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.
Preparation for a Power Outage:

- **Assemble Essential Supplies:**
  - Flashlight
  - Batteries
  - Portable radio with batteries
  - At least one gallon of water
  - A small supply of food
  - Due to the risk of fire, do not use candles during a power outage.

**Top Safety Tips for a Power Outage:**

- Only use a flashlight for emergency lighting. Never use candles!
- Turn off electrical equipment you were using when the power went out.
- Avoid opening the refrigerator and freezer.
- Do not run a generator inside a home or garage.
- If you use a generator, connect the equipment you want to power directly to the outlets on the generator. Do not connect a generator to a home's electrical system.
- Listen to local radio and television for updated information.

**What to do During a Power Outage:**

- Turn off or disconnect any appliances, equipment (like air conditioners) or electronics you were using when the power went out. When power comes back on, it may come back with momentary "surges" or "spikes" that can damage equipment such as computers and motors in appliances like the air conditioner, refrigerator, washer, or furnace.
- Leave one light turned on so you'll know when your power returns.
- Leave the doors of your refrigerator and freezer closed to keep your food as fresh as possible. If you must eat food that was refrigerated or frozen, check it carefully for signs of spoilage.
- Use the phone for emergencies only. Listening to a portable radio can provide the latest information. Do not call 9-1-1 for information -- only call to report a life-threatening emergency.
- If you have a telephone instrument or system that requires electricity to work (such as a cordless phone or answering machine), plan for alternate communication, including having a standard telephone handset (the kind that plugs into the wall and has a cord to the handset), cellular telephone, or radio.
- Eliminate unnecessary travel, especially by car. Traffic signals will stop working during an outage, creating traffic congestion.
- Keep your car fuel tank at least half full because gas stations rely on electricity to power their pumps.
- Remember that equipment such as automated teller machines (ATMs) and elevators may not work during a power outage.
- If it is hot outside, take steps to remain cool. Move to the lowest level of your home, as cool air falls. Wear lightweight, light-colored clothing. Drink plenty of water, even if you do not feel thirsty. If the heat is intense and the power may be off for a long time, consider going to a movie theater, shopping mall, or "cooling shelter" that may be opened in your community. Listen to local radio or television for more information.
- Remember to provide plenty of fresh, cool water for others including your pets.
- If it is cold outside, put on layers of warm clothing. Never burn charcoal for heating or cooking indoors. Never use your oven as a source of heat. If the power may be out for a prolonged period, plan to go to another location (relative, friend, or public facility) that has heat to keep warm.

Medical Emergencies

EMERGENCY ACTION

1. Check – Call – Care

   Check the scene for safety.
   Check the victim(s) for consciousness.

   Call EMS (Emergency Medical Services).
   Dial 911 or use an Emergency Call Box
   or Dial 859-622-1111 or 859-622-2821
   from your cell phone if you are on campus.

   Care for illness and injuries within the scope of your training.
   Provide only the care that you are trained and certified to provide.

2. Do not move people unless safety dictates.

Madison County EMS (Emergency Medical Services) is the primary Advanced Life Support Ambulance Service for Madison County, Kentucky. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the University Police Department.

Illness or Injury to Students
During operational hours, University students are eligible for care at the Student Health Center. Students with minor illnesses or injuries may be referred to the Student Health Center.

EKU Student Health Services - 521 Lancaster Avenue - 103 Rowlett Building - Richmond KY 40475
859-622-1761 http://www.healthservices.eku.edu/

Illness or Injury to Faculty, Staff, Students, Guests and Visitors
Emergency treatment for job-related injury or medical illness can be obtained by calling the University Police Department Dispatch Center: Dial 911 from a campus telephone, use an Emergency Call Box, or Dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus. The dispatch Telecommunicator will summon the appropriate emergency response personnel. The University Police Department will respond automatically and the Fire/Rescue Department may respond if needed.

An Employer's Report of Illness or Injury form must be completed for all incidents of job related illness and injury. Please contact Risk Management and Insurance 859-622-5523 for forms and assistance.

First Aid
If you provide First Aid, you must consider the following:
   o Will I place myself in harm or jeopardy?
   o Is immediate action needed in order to save a life?
First Aid is First Aid Only. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide first aid safely or if you are not trained and certified in first aid.

To Obtain Prompt Emergency Medical Services - Call for an Ambulance (Madison County EMS).
   o Check the scene for safety. Try to get an idea of what happened.
   And if it is safe to do so, check the victim(s) for consciousness.
   o Dial 911, use an Emergency Call Box, or dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus. Ask for an ambulance. Madison County Emergency Medical Services (EMS) will be summoned.
   o Provide the Dispatcher with:
      o Your name and telephone number.
      o Location of the emergency (building and room number).
      o The extent of the accident/illness/injury and number of people involved.
      o Location where someone will meet the ambulance and escort the emergency responders.
   o Care for illness and injuries within the scope of your training.
      Provide only the level of care that you have been trained and certified to give.
   o Notify someone in responsible charge of the area or the person(s) involved.

The individual making the call should continue to stay on the phone with the Dispatcher and answer as many questions as possible regarding the condition of the ill or injured person(s) so that information can be forwarded to the emergency responders.
Crime and Violent Behavior

EMERGENCY ACTION

In Progress Incidents:

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats
   Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

2. Call 911 from a Campus or Public Telephone or use an Emergency Call Box.
   
   Dial 911 from your cell phone (Off Campus) and
   Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus).
   Program these numbers into the speed dial function of your cell phone.

   - Give your name, location, and phone number.
   - The Dispatcher should be told that THE INCIDENT IS IN-PROGRESS.
   - Describe the nature of the incident and its location.
   - Describe any injuries, weapons, hazards, devices, and property involved.
   - Describe the people involved, where they are, and where they went.

   - Stay on the line with the Dispatcher until help arrives.
   - Keep the Dispatcher updated on any changes so responding units can be updated.
   - Even if you cannot communicate, keep the line open.
   - The Dispatcher may be able to learn more about what is happening.

The University Police Department, located in Mattox Hall, is staffed 24 hours a day for your assistance and protection. They are available seven days a week all year long.

Reporting Crimes In-Progress
If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the appropriate Police Department serving your area. You should attempt to provide as much of the following information as possible:

- Nature of the incident. Make sure that the Dispatcher understands that the incident is in-progress!
- Location of the incident.
- Description of suspects involved.
- Injuries that have occurred.
- Description of any weapons involved.
- Description of property involved.

Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.

Reporting Crimes Not In-Progress
If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local jurisdictional Police Department and be prepared to provide at least the following information:

- Your name.
- Your address.
- Your telephone number.
- A brief synopsis of what occurred.
- Your exact location at the time of the call (campus building, room #, etc.).
Emergency Telephone System

Located at strategic locations on the University Campus are emergency telephone call boxes. The Emergency Call Boxes are mounted on poles, have a maroon colored button operated calling device, and have a blue light mounted on top of the pole.

In the event of an emergency, to use the Emergency Call Box:
  o Push the button to send the call.
  o The University Police Department Dispatcher will answer the phone.
  o Push the button to talk.
  o Release the button to listen.
  o (Note) This procedure works on the older Emergency Call Boxes.
  o (Note) The newer Code Blue Emergency Call Boxes located near the outdoor shelters work like an intercom.
  o Push the button to send the call.
  o The University Police Department Dispatcher will answer the phone.
  o Then just talk as if you were using a speaker phone.

In a matter of only a few seconds, University Police Headquarters will answer the call. Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.
Hostile Intruder and Hostage Situation

**EMERGENCY ACTION**

**Calm** – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruder’s original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible. Avoid drastic action if you are not in immediate danger of death or serious physical injury. Be observant. You may be released or you may escape. The personal safety of others may depend on your memory.

**Connect** – By empathizing or appearing to empathize with your captor, you may become a person to them rather than a bargaining chip. In some cases, by creating a bond, hostages have been able to make their captors unwilling to harm them. By connecting and personalizing the interactions, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

**Capitalize** – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

**If things change and the intruder becomes an active killer:** As a victim you have two basic options

**Get Out** – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

**Take Out** – Disarm and disable the intruder as quickly as possible with as much force as needed.

**When Police Arrive**

Do not pose a threat. Show and empty your hands. Get down on the ground. Follow the orders of the police.

Hostile Intruder and Hostage Situations may be thought of as being of three basic types.

**Type One** is encountered when the intruder or hostage taker is disturbed in their behaviors, feelings, and attitudes. What they do, how it makes them feel, and how and what they think about their actions can be exacerbated by the influences that they may be under. Influences contributing to or driving their behavior can include alcohol, drugs and emotional states. The individual may not be sane and rational. The purposes for their actions may or may not be clear. Part of a successful resolution to this issue is to think for the other person the way that they would think for themselves in 24 hours when they are no longer under the influences that they are currently under. This is a typical service that police officers perform when they are called to a scene to deal with disturbed individuals.

**Type Two** is the traditional situation in which the hostage takers try to use hostages as leverage to negotiate for something else of value.

**Type Three** occurs when an individual or a group takes hostages to accomplish a political, social, or economic agenda or are bent on causing death and destruction to make some statement. One possible goal of the hostage taker(s) might be to destroy the will of an enemies’ decision makers rather than to directly confront another’s military forces.

As a situation develops, a potential hostage needs to immediately assess the intruder’s intent as being either for attention, negotiation or murder.

Hostage situations may go through three typical phases. Recognizing these phases and knowing what to do in each is fundamental to surviving the situation.
Phase One: Capture
This is the most dangerous phase and the one during which the intruder is trying to take control of the environment and the hostages. Victims need to assess the intruder’s intent rapidly, avoid attention, and stay low. If the intruder’s intent appears to be detaining people and/or controlling a facility for attention or negotiation purposes, victims will most likely move through phases two and three. If, however, the intruder is actively shooting or using other deadly physical force to kill, immediate action is necessary.

As a victim, you have two basic options:

Get Out – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

Take Out – Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the hostage taker(s). Remember United Airlines Flight 93 on September 11th, 2001. The decision to fight or play incapacitated (as listed in the Active Shooter Emergency Action Guide) is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated and the intruder might pass you by. Unhindered though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. Consider also that there is a tradition in warfare of making sure that the enemy is dead, by inflicting mortal wounds on bodies that a soldier passes by. Again, the decision is a risky one.

Phase Two: Internment
Assuming that you are dealing with someone in need of attention or intent on negotiating for what they really want, an internment period will follow. This may last a few hours, a few days, or even weeks. This is the time when negotiations are taking place and the time to do some planning for various contingencies. During this time, hostages should employ the 3 C’s.

Calm – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruders original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible.

Avoid drastic action if you are not in immediate danger of death or serious physical injury.

Be observant. You may be released or you may escape. The personal safety of others may depend on your memory.

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Capitalize – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

Phase Three: Resolution
Research indicates that a majority of all hostages worldwide survive their ordeal one way or another. Resolutions are typically characterized by one of three options:

Negotiated Release – A negotiated release is the safest and sometimes longest outcome, requiring patience and calmness from all involved.

Rescue – Success of a rescue operation depends on the rescuer’s ability to distinguish between the hostages and the hostage taker(s). Cooperation of the hostages is critical. Avoid being misconstrued as the criminal by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow. If you are not sure what to do, drop to the ground and stay low until instructed to do otherwise.

Escape – Escape is a risky resolution. If an opportunity presents itself, and the risk of staying is greater than the risk of going, you should take the risk and escape. Recognize that you are betting with your life. If at any time your intruder develops into an active shooter or killer, refer back to the Phase One instructions to Get Out or Take Out.
Active Shooter

**EMERGENCY ACTION**

**Protect Yourself and Warn Others (Create and Manage Distance and Shielding from Threats)**

**Plan for Your Survival – Reasonable Options Can Include:**

**R.S.V.P. = Run – Shelter & Shield – Vigorously Fight – Play**

**Run** - Run from the threat if you think you can do so safely. Run at angles from the shooter and put cover or obstacles between you and the danger.

**Shelter & Shield** - Shelter or Shield yourself from the threat if you think that running might place you in more danger. Lock yourself in a defensible space and call for help.

**Vigorously Fight** - Fight an attacker if you think that greater harm will come to you if you do not fight.

If You Fight – You Must Be: Valiant – Vicious – Victorious
If You Fight – Verbalize: Stop! - Drop the Weapon! - Down on the Ground!

**Play** - Play along, play dumb, or play incapacitated. Play whatever you think if you think it might help your chances of survival.

**Call 911 for Help – Report to Police as soon as you are out of immediate danger**

Give Your Name – Telephone Number – Location.
Describe the Nature of the Incident and its Location.
Describe the People Involved – Where They Are – Where They Went.

Stay on the line with the Dispatcher until help arrives.
Keep the Dispatcher updated on any changes so responding units can be updated.
Even if you cannot communicate, keep the line open.
The Dispatcher may be able to learn more about what is happening.

**Evacuate or Shelter** - Escape If You Can and Avoid the Danger
Move Out of Public Areas into an Office or Classroom - If You Cannot Escape
Assemble / Account For Those You Are Responsible For
Close and Lock the Doors and Windows
Barricade the Door – If the Door Will Not Lock
Obstruct Sight Lines Into the Secured Area
Lights and A/V Off – Get Down – Take Cover – Away From Doors and Windows
Avoid Fields of Fire – Be Quiet – Pretend No One is Home – Do Not Answer or Open the Door
Wait for Police to Help You Out of the Building

**What To Do When Police Arrive**

Police Priority is to Contact and Stop the Threat
!!! DANGER !!! DANGER !!!
Do Not Pose a Threat - Show and Empty Your Hands - Get Down On The Ground - Follow the Orders of the Police

More information about Active Shooter: What You Can Do is available from FEMA at:
Active Shooter is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims. The attack may be brief and intense and it may continue until the murderer is confronted with deadly physical force or the threat thereof. The school shooting at Columbine, and similar incidents, have caused a shift in law enforcement training and tactics. Instead of being taught to wait for a specialized team to arrive, officers train on how to take immediate action and rapid deployment during incidents that clearly involve suspects’ use of deadly force.

Guidance to Faculty, Staff and Students
Active shooter situations are dynamic and progress rapidly. It bears some forethought as to what you might do if you are confronted with in-progress violence. Any action you take in any given circumstance will involve risk. No one can tell you, in the here and now, that there is one action that you can take that will guarantee your safety. We, all of us, must try to manage our risks and consider what is reasonable in any given situation.

Once notified of an active shooter incident, University Police will be the first emergency responders on the scene. Other law enforcement officers and emergency responders (Fire/Rescue/HAZMAT/EMS) will follow and be deployed as needed. Police are trained to respond to an active shooting incident by proceeding to the origin of the violence through their present sense perception such as the sounds of gunfire, the screams of victims, information obtained from fleeing individuals and reports and information coming in to the Dispatch Center or Incident Command Post. The police will move quickly into and through the affected area until the shooter is located and stopped or is no longer a threat to life and safety. If you are wounded, or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat.

To assist the officers, please remain as calm as you can and patient during this time to prevent any interference with police operations. If you know where the suspect is or have a description of the person, tell the police. Rescue teams will follow soon to aid you and others.

During an active shooter incident, the priorities of law enforcement officers change.

Normal Law Enforcement Priorities:
- Officer Safety
- Hostage/Public Safety
- Perpetrator Apprehension
- Perpetrator Safety

Active Shooter Law Enforcement Priorities:
- Neutralize Perpetrator
- Hostage/Public Safety
- Officer Safety
- Perpetrator Safety

The imperative is to stop the violence immediately.

The Theory of Operation:
- Enter the area.
- Move quickly to the sounds and the source of the violence.
- Search only when the source of the violence is or becomes unknown.
- Move past secured areas, victims and threats such as improvised explosive devices.
- Engage and neutralize the perpetrators.
- Search for, evacuate, and tend to the living, the ill, and the injured.
- Preserve the crime scene and holding area security for investigative purposes.

As described in the Hostile Intruder and Hostage Situation section, if things change from an intruder or hostage situation to an active killer situation, you have two basic options: Get Out or Take Out.

You may find yourself in a place where you become aware of an active shooter situation and the killer is not in your immediate vicinity. If this is the case, there are a few additional reasonable options to consider.

Generally speaking, criminals take the path of least resistance. You probably want to make it as difficult as possible for the perpetrator to get to you and to victimize you. There are several options that are reasonable although they may all be debated and they all involve risk. Overall, what you must consider is that you are planning for your own survival and not relying on others to save you. Emergency action during an active shooter incident includes protecting yourself first and warning others as time and circumstances permit.
A good general principle to remember is that time, distance, and shielding are important in protecting you from a threat. The farther away in time you get from when an event was supposed to have happened or did happen, the safer you tend to be. The farther away you get from the physical danger of an event, the safer you tend to be. The more shielding that you can place between you and the harmful event, the safer you tend to be. There are also the concepts of concealment, cover, and being a moving target. Concealment can hide you from a threat. If the shooter cannot see you, they will have a hard time hitting you. Cover can stop, deflect or impede the progress and minimize the damage caused from projectiles. A classic example of this concept is in police work. Getting down behind the door of a police cruiser can provide concealment from a perpetrator with a handgun but it will not stop a bullet. Getting down behind the engine block of a police cruiser however can provide cover and the engine would likely stop or slow down the bullet. Finally, if you are being targeted by an assailant, it is significantly harder for them to hit a moving target. A good tactic would be to move away from the perpetrator as fast as possible. Move at angles away from the shooter. Try to put objects or cover between you and the shooter, which may impede the progress of bullets, shrapnel and debris. Bear in mind though, that if you run away and topple bookshelves on the way out, others might be trying to run out after you and they will have to scramble out over top of what you pulled down. Do not run in a straight line away from a shooter which would cause you to be in their sights for a long period of time.

Run away from the shooter if you can, but if you cannot or if you think that running might place you in more danger, then shelter and shield yourself from the danger. Lock yourself down along with others in your immediate vicinity into a secured location and call for help. If you are a person in responsible charge of other people then you have some other things to consider, such as ascertaining and accounting for those for whom you are responsible. However, this should not be to the detriment of the majority of the individuals whose safety you are trying to guard. You must consider the good of the many over the good of the few or the one. In other words, what if you were a teacher responsible for 30 students and 25 students were in your classroom and 5 were somewhere else. Should you leave the 25 to search for the 5? Should you lock the 25 in a classroom and go hunt for the others? Should your students open the classroom for you when you return? How would they know it is really you asking to be let in? What if someone comes to the door saying that they are emergency response personnel and asking to be let in? The police will be able to properly identify themselves and open the door without you having to open it for them.

If you shelter you should quickly gather those around you and move swiftly from the open and public areas into an office or classroom. Close the doors and windows and lock them. If the doors and windows will not lock, then barricade them. Move heavy objects like desks and bookshelves in front of them so that they obstruct the entrances and impede sight lines and the aim of shooters. Close the blinds or otherwise obstruct the view of the perpetrator looking in through windows and doors. Turn off the lights and any audio video equipment, get down and stay low. Get under or behind some sturdy furniture if possible. Move away from the doors and windows so that you are not in the direct line of sight of a shooter and out of the path of projectiles and debris. Be quiet and pretend that no one is home. Do not answer or open the door. Wait for police officers to help you out of the area.

If you are caught in the open and you cannot run and cannot shelter, you may try to hide from the attacker. Make sure it is a well hidden space or you may be found as the intruder moves through the area looking for more victims. If you hide, take into consideration the area in which you are hiding. Will you be found there? Is it really a good spot to remain hidden? Hiding is akin to playing incapacitated and your survival is left to chance.

If you are confronted by an active shooter, if you are in imminent danger of death or severe physical injury, and if the options of running or sheltering and shielding have failed, then your viable options become fight or play incapacitated. As described above under the option of Take Out: Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the intruder(s). The decision to fight or play incapacitated is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated if other victims are around you and the intruder might pass you by. Unhindered, though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge and be submissive.

Eventually the police will come for you. As stated earlier, their first priority is to engage and neutralize the perpetrators. When officers arrive, things will be very tense. Avoid being mistaken as a possible intruder by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Obey all commands given by the police. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety purposes, and once circumstances are evaluated, they will give you further directions to follow. If you are not sure what to do, drop to the ground, stay low, and keep your empty hands visible until instructed to do otherwise.

* This Guideline was adapted from Surviving a Hostage Situation by Andrew Taylor with information compiled from three sources - a teleconference hosted by the University Risk and Insurance Managers’ Association, the Safe Travel Institute, and the National Hostage Survival Training Center. http://www.jsi.state.ms.us/rm/downloads/surviving_hostage_situation.pdf
As well as information from the Police Officers Safety Association - Active Shooter and 4th Generation Warfare Presentation and the EKU Police Department Crime Prevention and Workplace Violence Presentation

32
Psychological Crisis

A psychological crisis exists when an individual is threatening harm to themselves, or is agitated and disruptive.

### Psychological Crisis

**EMERGENCY ACTION**

**Call 911** (If the Situation Becomes Violent or Life Threatening)

**EKU Counseling Center** (Students)
859-622-1303

**Employee Assistance Program** (Employees)
800-455-5579 or 859-224-2022

**Crisis Centers (See Below)** (Anyone) (Anytime)

If a psychological crisis occurs:

- Students: Contact EKU Counseling Center
  
  521 Lancaster Avenue
  
  571 Student Services Bldg
  
  Richmond, KY 40475
  
  859-622-1303
  
  [http://www.counseling.eku.edu/](http://www.counseling.eku.edu/)
  
  Hours: Monday, Wednesday, Thursday 8:00am-5:00pm Tuesday 8:00am-6:00pm Friday 8:00am-4:30pm
  
  Summer Sessions: Monday – Friday 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:30 p.m.

- Faculty and Staff: Contact Employee Assistance Program
  
  Behavioral Medicine Network
  
  Free, Confidential Assistance
  
  800-455-5579 or 859-224-2022 or FAX: 859-224-2024
  
  [www.behavioralmedicinenetwork.com](http://www.behavioralmedicinenetwork.com)

- After Hours, contact University Police at 911.

- Any time, contact the following Crisis Center Hotlines

<table>
<thead>
<tr>
<th>Hotline</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suicide Hotline</td>
<td>1-800-SUICIDE (1-800-784-2433)</td>
</tr>
<tr>
<td>Crisis Hotline</td>
<td>1-800-273-TALK (1-800-273-8255)</td>
</tr>
<tr>
<td>Community Crisis Hotline</td>
<td>1-800-928-8000</td>
</tr>
<tr>
<td>Bluegrass Rape Crisis Center</td>
<td>1-800-656-4673</td>
</tr>
<tr>
<td>University Police</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>1-859-622-1111</td>
</tr>
<tr>
<td></td>
<td>1-859-622-2821</td>
</tr>
</tbody>
</table>

- If an unusual or potentially dangerous situation occurs, remember the following:
  
  - Never try to handle a situation that you feel might be dangerous.
  - Call the Counseling Center, Employee Assistance Program, or the University Police for help.
  - Notify University Police at 911 and clearly state that you need immediate assistance.
  - Give your name, telephone number, location, and the nature of the problem.
Students in Distress
The Office of Student Rights and Responsibilities, in collaboration with the Provost’s Office, Teaching and Learning Center and the Division of Student Affairs, has developed this informational guide as a means to assist faculty, staff and the University community when dealing with troubled students.

Emergency
EKU Police Department

Dial 911

Non Emergency

EKU Police  x2-2821
Student Rights and Responsibilities  x2-1500
Counseling Center  x2-1303
Student Health Services  x2-1761
Services for Individuals with Disabilities  x2-2933
University Housing  x2-1515
Equal Opportunity Office  x2-8020

If you are dealing with students in difficulty:
• Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
• If the student is a threat to others, contact 911 or EKU Police immediately and complete an incident report for the Office of Student Rights and Responsibilities.
• If the student is causing a classroom disruption, but not a threat to others, discuss with the student individually and complete an incident report for the Office of Student Rights and Responsibilities.
• You may always ask the disruptive student to leave the classroom.

If in doubt, always call the EKU Police Department.

Students with Disruptive Behavior
The Faculty Handbook and the “EKU Red Sheet” developed by Student Rights and Responsibilities outlines the Rules of Conduct regarding students with disruptive behavior.

Website: http://www.academicaffairs.eku.edu/handbook
Red sheet: http://www.academicaffairs.eku.edu/handbook/disruptivestudentbehavioracademic

Disruptive Conduct
• An act which impairs/interferes with or obstructs the orderly conduct, processes, and functions of the University or any part thereof.
• An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
• A false report of an explosive or incendiary device which constitutes a threat or bomb scare.
• Conduct which is lewd or indecent.
• Breach of Peace: an act which aids, abets or procures another person to breach the peace on the University premises or at University sponsored-related functions.
• Failure to comply with oral or written instruction from duly authorized University officials acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

Personal Abuse
• Verbal or written abuse of any person including lewd, indecent, or obscene expressions of conduct.
• Physical abuse or threat of physical abuse to any person.
• Harassment: defined as behavior (including written or electronic communication such as AOL IM, Face book, My Space or other social networking sites, etc.) directed at a member of the University community which is intended to and would cause severe emotional distress, intimidation or coercion to a reasonable person in the victim’s position.
• Failure to respect the privacy of other individuals.
THE FIRST CONTACT
Front Line Staff, Professors, Teaching Assistants, etc

AGGRESSION
If you see or are dealing with aggressive behavior or other unusual situations, contact:

EKU POLICE DEPARTMENT
An EKU police officer will respond, assess and assist.

Phone:
Emergency: [land line on campus] 911
Location: EKU Police Department
Emergency using Cell phone: City or County Emergency Center: 911
Your call will be transferred to EKU Police Department or contact EKU Police Dispatch at 622-2821
Website: http://www.police.eku.edu/

ILLNESS
If you see or are dealing with a person who is injured, obviously ill, or whose behavior seems erratic, contact:

STUDENT HEALTH SERVICES
Student Health Services will see, assess, and treat as needed. If the condition seems serious or occurs after hours, contact EKU Police [x2-2821].

Phone: x2-1761
Location: Student Health Center
Website: http://www.healthservices.eku.edu/

EMOTIONAL BEHAVIOR
If you see or are dealing with a student who "needs to talk to someone" about a personal concern or is experiencing a psychological or emotional crisis, contact:

COUNSELING CENTER
Phone: x2-1303
Location: Counseling Center
Website: http://www.counseling.eku.edu/

After hours: If a serious situation arises, contact Campus Police at 622-2821.

DISABILITY
If you are dealing with a person with a disability, ask them if you may contact:

SERVICES FOR INDIVIDUALS WITH DISABILITIES
Phone: x2-2933
Location: SSB 315
Website: http://www.disabilities.eku.edu/

CLASS ABSENCE NOTICES:
These are notices sent as a courtesy, at the request of a student or family member, so a student's professors to alert the professor that the student will be absent from class due to an injury, illness, family emergency, etc... These notices are only a courtesy and students are told that they are not excused from doing the missed work or taking the missed exam/quiz. Students are reminded that they must contact their professors as soon as possible to make arrangements for any make-up work. Class absence notifications are typically handled through the Associate VP for Student Affairs/Dean of Students' Office (859-622-2642).

DECEASED STUDENT NOTICES:
There is a specific process in place to provide official information regarding EKU students who pass away (whether during a term or not) to faculty, college deans, and University administrators. The Associate VP for Student Affairs/Dean of Students' Office is responsible for this notification and faculty members who receive information about a student death from other sources are asked to provide that information to the Associate VP/Dean of Students' office (859-622-2642).

ACADEMIC INTEGRITY AT EKU
Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

ACADEMIC DISHONESTY DEFINED
Academic integrity is a fundamental value for the EKU community of students, faculty and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

PLEDGE
I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky Honor Code and Academic Integrity Policy.
Website: http://www.academicintegrity.eku.edu
Q. When should I call the Police?
A. You should call EKU police whenever you believe there is any threat of violence or other unlawful behavior including a student’s refusal to leave a class after being told to do so. Any threat of violence should be taken seriously. Err on the side of caution and notify the police as soon as you can.

Q. How should I respond when classroom disruptions occur?
A. Faculty members have broad authority to manage the classroom environment. One court compared teachers to judges, since both teachers and judges focus on relevant issues, set reasonable time limits, assess the quality of ideas and expression, and make sure participants are heard in an orderly manner.

While their ultimate goals may be different, judges and teachers need to exercise authority with compassion and self-restraint. It’s best to correct innocent mistakes and minor first offenses gently.

Also, if you believe inappropriate behavior is occurring, consider a general word of caution, rather than warning or embarrassing a particular student [e.g., a good approach is to say ‘we have too many private conversations going on at the moment: let’s all focus on the same topic’].

If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive.

There may be rare circumstances when it is necessary to speak to a student during class about his or her behavior. Correct the student in a courteous manner, indicating that further discussion can occur after class... [It’s always best to criticize in private, praise in public.]

Overall, key factors in responding to apparent disruptive or uncivil behavior are clarity in expectations; courtesy and fairness in responses [making sure students have an opportunity to discuss the incident with you in a timely manner]; and progressive discipline, in which students [in less serious cases] are given an opportunity to learn from the consequences of their misbehavior, and to remain in class.

Q. What should I do in the face of persistent disruption?
A. Current University policy states that a student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the period and can refer the student to the Office of Student Rights and Responsibilities for conduct action. The student should be told the reason(s) for such action, and be given the opportunity to discuss the matter with the faculty member as soon as practical. Prompt consultation should be undertaken with the department chair and the Director of Students Rights and Responsibilities.

Q. How should disruptive behavior in the classroom be defined?
A. We define “classroom disruption” as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples include repeated and unauthorized use of cell phones in the classroom; persistent speaking without being recognized; or making physical threats.

Student Rights and Responsibilities:
Turley House #1
859-622-1500
Director - Betsy Bohannon
Website: http://www.studentjudicial.eku.edu/
Q. What if a disruptive student claims the disruptive behavior is the result of a disability?

A. The fact that a student may have a disability should not inhibit you from notifying appropriate authorities [including the campus police, as needed] about disruptive behavior. Students with or without disabilities need to know they must adhere to reasonable behavioral standards. Setting and enforcing such standards may encourage students with disabilities to obtain needed therapy, and to take prescribed medications.

Disability claims and accommodation requests should be discussed with the Office for Individuals with Disabilities. There is an established procedure students should follow if they have a disability and seek reasonable accommodation. http://www.disabilities.eku.edu/

Generally, while different rules apply in the elementary and secondary school setting, pertinent federal agencies and the courts have made it clear that an institution of higher education does not have to tolerate or excuse violent, dangerous, or disruptive behavior, especially when that behavior interferes with the educational opportunities of other students. Colleges and universities may discipline a student with a disability for engaging in misconduct if it would impose the same discipline on a student without a disability.

Q. Should I act immediately or wait for a pattern of misbehavior to occur?

A. It’s often a mistake to assume disruptive behavior will stop on its own. A fundamental tenet of progressive discipline is to document and respond to ‘small’ incidents sooner rather than later. Early intervention—sometimes in the form of a ‘behavioral contract’ developed by the Director of Student Rights and Responsibilities or designee and a referring faculty member might help define needed boundaries for a student. Generally, faculty, who state reasonable expectations early and enforce them consistently, help students avoid the harsher consequences that flow from more serious infractions later.

Q. What CONFIDENTIALITY standards should I follow?

A. The University will take appropriate disciplinary action in cases of proven classroom disruption. Consequently, you should discuss allegations against named, identifiable students only with individuals who have some role in the disciplinary process. Examples of people who usually have such a role include your Department Chair and the Director of Student Rights and Responsibilities. In some cases, the Associate VP for Student Affairs/Dean of Students may also be involved. A general rule to keep in mind is that you should refrain from sharing any personally identifiable information from student education records [like grades, or reports of misconduct] with any person [including a colleague] who has no educational interest in the information. If in doubt, confer with EKU’s general legal counsel.

Q. What happens if I choose not to report the incident of disruptive behavior?

A. If you choose not to document, in writing, and report the incident to Student Rights and Responsibilities, officially, it did not happen. The University will not be able to take appropriate disciplinary action, in such cases, retroactively. After receiving a documented incident of disruptive behavior, Student Rights and Responsibilities requires that a student meet with the Director or designee, immediately.
Bomb Threats

**Bomb Threat**

**EMERGENCY ACTION**

Record the Exact Wording of the Threat and the Date and Time Received.

(From) Phone Number the Bomb Threat Came From.
(To) Phone Number the Threat was Received On.
Keep the caller on the line and use another phone to Call 911.

**Ask – Question – Obtain – Preserve – Information:**

If You Receive a Verbal Bomb Threat – Ask About It

When is the bomb going to explode?
Where is it right now?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
Where are you calling from?
What is your name?
What is your address?

Make note of as many details about the conversation as you can.

Details help with investigations.

If You Receive a Written or Text Bomb Threat – Preserve It

Secure the media that the threat was made with.

**Report to Emergency Responders:**
Police/Fire/Rescue/HAZMAT/EMS
Call 911 from a Campus or Public Telephone.
[Dial 911 from your cell phone (Off Campus) and
Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus)].

Do not use cell phones or radios in close proximity to any suspicious device or package.

Provide the Threat Information to Law Enforcement Officials.

**Protect Yourself. Create and Manage Distance and Shielding from Threats.**
Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

Watch for and report what is strange, unusual or out of place.

There could be primary or secondary explosive devices along your exit path.
All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. Building evacuation is probably the safest action to take however that decision should be made in consultation with University Police Officials. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If you receive a telephoned bomb threat, you should do the following:

- Record the exact wording of the threat and the date and time it was received.
- Record the phone number that the threat came from.
- Record the phone number that received the threat.
- Get as much information from the caller as possible. Try to ask the following questions:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - Where are you calling from?
  - What is your name?
  - What is your address?
  - Record the exact wording of the threat and the date and time it was received.
- Keep the caller on the line and record everything that is said.
- Notify the police and building management using a different phone.
- Make note of as many details about the conversation as you can.
- These details or clues can greatly assist Law Enforcement Officials during their investigation.
  - Describe the caller’s voice, language, and background.
  - Are there any distinguishing characteristics about the caller?
  - Male – Female – Unknown
  - Young – Middle Aged – Old
  - Distinct or Familiar (Who did it sound like?)
  - Soft – Low – Slow – Normal – Fast – High – Loud
  - Calm – Nervous – Laughing – Crying – Excited – Angry
  - Rough – Slang – Foul – Incoherent – Well Spoken – Refined – Accent
  - Impaired Speech – Slurred – Stuttered – Lisp – Disguised
  - Whispered – Cracking Voice – Clearing Throat – Deep Breathing
  - Message Read by Threat Maker – Taped
  - Background Noises
- Protect yourself by creating and managing distance and shielding from the threat.
- Evacuate if an evacuation alarm sounds and follow established building evacuation procedures.
- Watch for and report what is strange, unusual or out of place.
- There could be primary or secondary explosive devices along your exit path.
Suspicious Packages or Objects

EMERGENCY ACTION

Stop. Don’t handle.
If you must handle it, handle with care.
Don’t shake or bump.

Isolate it immediately and shield yourself from the object.

Don’t Open, touch, taste or smell.

Evacuate the area immediately.
Stay together in a safe place.
Shut down HVAC systems as you leave.
Watch for and report what is strange, unusual or out of place.
There could be primary or secondary explosive devices along your exit path.

Report to Emergency Responders:
Police/Fire/Rescue/HAZMAT/EMS
Call 911 from a Campus or Public Telephone.
(Dial 911 from your cell phone (Off Campus) and
Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus).
Do not use cell phones or radios in close proximity to any suspicious device or package.

Decontaminate yourself.
Wash with soap and water.

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents.
Be particularly cautious at your place of employment.
(See the Suspicious Mail or Packages poster for illustration http://www.usps.com/postalinspectors/pos84.pdf)

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address, or have one that can’t be verified as legitimate.
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the postmark that doesn’t match the return address.
- Are of unusual weight given their size, or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to an available supervisor and notify University Police without delay.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- If you are at home, report the incident to your local police department.
SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don’t handle.
- Isolate it immediately.
- Don’t open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

http://www.usps.com/postalinspectors/pos84.pdf
Explosion

**EMERGENCY ACTION**

**Take Cover** and protect your head, neck and torso.

**Leave Quickly** as soon as you can.
Don’t use elevators and watch for weakened floors and stairways.
Watch for falling debris.
Watch for and report what is strange, unusual or out of place.
There could be secondary explosive devices.

**Move Away** from the building and **Stand Clear** of the area.

**Call 911** if Emergency Responders are not already on scene.

**If You are Trapped in Debris:**

**Signal your location.**

Use a flashlight. Tap on a pipe or wall. Use a whistle. Shout only as a last resort.

**Avoid unnecessary movement and cover your nose and mouth to filter your breathing.**

If there is an explosion, you should:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.
- Watch for and report what is strange, unusual or out of place.
- There could be secondary explosive devices.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency responders or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don’t kick up dust.
- Cover your nose and mouth with anything you have on hand.
  (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
HAZMAT – Hazardous Material Release or Spill

HAZMAT – Hazardous Material Release or Spill

EMERGENCY ACTION

- Evacuate the release or spill area
- Secure the location
- Isolate exposed individuals for:
  - Decontamination
  - Evaluation
  - Treatment
- Call EKU Public Safety at 911 or 859-622-1111 or 859-622-2421
  - National Response Center (NRC): 800-424-8802
- Shut Down HVAC Systems and Vents
- Clean up only under the direction and control of EKU Environmental Health & Safety, Richmond Fire/Rescue Department and/or the Chemical Safety Officer.

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizing, an irritant or radioactive. A hazardous material release or spill can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

In addition to on-site hazards, you should be aware of the potential for an off-site incident effecting your operations. You should also be aware of hazardous materials used in facility processes and in the construction of the physical plant. Detailed definitions as well as lists of hazardous materials can be obtained from the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

To help protect yourself, you must identify and label all hazardous materials stored, handled, produced and/or disposed of in your area. You must follow government regulations that apply to your facility. And you must obtain and have access to Material Safety Data Sheets (MSDS) for all hazardous materials at your location. If you have questions or concerns regarding hazardous materials, you should contact EKU Environmental Health and Safety at 859-622-2421 or 859-622-1111.

For releases, spills or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- Immediately notify involved personnel and evacuate the release or spill area.
- Isolate and or control that area. Secure the location.
- Pull the fire alarm if building evacuation is desired.
- Call 911 to report the incident.
- Give the operator the following information:
  - Your name, telephone number, and location.
  - Time and type of incident.
  - Name and quantity of the material, if known.
  - Extent of injuries or damage, if any.
- The key person on site should evacuate the involved area at once and seal it off to prevent further contamination of others until the arrival of emergency responders.
- HVAC (Heating, Ventilating, and Air-Conditioning) systems should be shut down.
- Anyone who is contaminated by the release or spill should avoid contact with others as much as possible; remain in the vicinity, and give his/her name to the emergency responders. Washing off contamination and any required first aid should be started immediately.
- No effort to contain or clean up spills and or releases should be made unless you have been trained.
- Take appropriate steps to make sure no one evacuates through the contaminated area.
- If an alarm sounds, follow established building evacuation procedures.
- An Incident Command Post may be established near the emergency site. Keep clear of the command post unless you have official business.
- Do not re-enter the area until directed by emergency responders.
Off-Campus Chemical Release or Spill (Examples: Highway/Railway/Industrial / Blue Grass Army Depot)

EMERGENCY ACTION

Protective Action Decisions (PADs) 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 - After a Period of Sheltering-In-Place)

http://madisoncountyky.us/statusboard/

Protective Actions

- Shelter-In-Place (Until the Immediate Danger Passes)
  - If the Madison County Emergency Management Agency directs us to Shelter-In-Place:
    - Move immediately inside one of the following Buildings: (S.T.A.C.M.U.P.)
      - Student Services Building
      - Thompson Residence Hall (DOCJT/Bizzack Training Complex)
      - Alumni Coliseum
      - Combs Classroom Building
      - Model Gymnasium
      - University Building (Crabbe Library Complex)
      - Perkins Building
  - If you cannot get to one of these buildings follow these general guidelines:
    - Take visiting friends and/or fellow workers immediately indoors.
    - Close and lock all windows and doors. Locking creates a better seal.
    - Shut off heating / air-conditioning systems 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 shelter kit, enough food and water for a few hours, your Tone Alert Radio, a portable AM/FM radio, and a flashlight into this room. We recommend that you keep both your Tone 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, WIRV 1550 AM, WEKU 88.9 FM (EKU Campus Radio), WCYO 100.7 FM, WLFX 106.7 FM

- Evacuation (If There Is Enough Time - Immediately Know Your Zone and Go)
- Relocation (After the Danger Passes - To Get Out of the Areas Involved in the Release)
  - If the Madison County Emergency Management Agency directs us to immediately Evacuate, or to Relocate after a period of Sheltering-In-Place and the immediate danger has passed:
    - EKU faculty, staff, and students with personal transportation:
      - Immediately drive north on I-75 to Exit #104, turn left toward Lexington to Jacobson Park to receive further emergency instructions from the Madison County EMA.
    - EKU faculty, staff, and students without personal transportation:
      - Immediately report to the front of Alumni Coliseum as the staging area for limited Shuttle Bus transportation to Jacobson Park in Lexington. Please follow the instructions of the EKU Police Department and the Madison County EMA.
    - Model faculty, staff, students, and after-school programs:
      - Follow Model’s specific evacuation plan and take their assigned buses to Dunbar High School.
    - Burrier Child Development Center:
      - Follow the CDC specific plan and self relocate to Henry Clay High School.
    - Emergency Medical Services Building faculty, staff, and students:
      - Follow their specific evacuation plan to Powell County High School.

Do Not Return to the Involved Zones until EMA Officials Advise that the Areas Are Safe.
Off-Campus Chemical Release or Spill (Examples: Highway / Railway / Industrial / Blue Grass Army Depot)

- Madison County Emergency Management Agency (EMA) and the City or County Fire Departments respond to, assess and control the incident.
- If needed, the Madison County EMA will activate the Madison County Emergency Sirens and the Tone Alert Radios to inform citizens of the protective action to take by the particular Zones involved.

- Eastern Kentucky University is primarily located in Zones 2E and 2D:
  - The Zone for the Main Campus (Campus North of the Eastern Bypass) is Zone 2E.
  - The Zone for the South Campus (Campus South of the Eastern Bypass) is Zone 2D.
- The Madison County EMA will contact the EKU Police Department to order the appropriate protective action to be taken once the event has been assessed. That action could include the campus community Sheltering-In-Place, immediately Evacuating, or Relocating after the immediate danger passes and citizens are advised that they should come out of Shelter-In-Place.
- The Madison County EMA will advise evacuees if and when they may return to EKU.

Madison County Emergency Management Agency
560 S. Keeneland Drive
Richmond, KY 40475
859-624-4787
http://www.madison-county-ema.com/
Earthquake

EMERGENCY ACTION

Identify safe places indoors and out.

Under sturdy furniture like a heavy desk or table
Against an inside wall
Away from where glass could shatter around windows, mirrors, pictures,
or where heavy furniture could fall over
In the open, away from buildings, trees, telephone and electrical lines,
overpasses, and elevated expressways

- **Take Cover** and protect your head, neck and torso.
- **Remain Indoors** until the shaking has stopped and you are sure it is safe to exit.
- **Evacuate** if the alarm sounds or if told to do so by Emergency Responders.
- **Move Away** from buildings and other things that may collapse and fall.

Earthquakes occur most frequently west of the Rocky Mountains, although historically the most violent earthquakes have occurred in the central United States. Earthquakes occur suddenly and without warning.

Earthquakes can seriously damage buildings and their contents; disrupt gas, electric and telephone services; and trigger landslides, avalanches, flash floods, fires and huge ocean waves called tsunamis. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

**What to do During an Earthquake**

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Stay indoors until the shaking has stopped and you are sure exiting is safe.

**If Indoors**

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- **Stay away** from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- **Stay in bed** if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- **Use a doorway** for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- **Stay inside** until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- **Be aware** that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

**If Outdoors**

- **Stay there.**
- **Move away** from buildings, streetlights, utility wires, and other structures. **CAUTION:** Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
- **Once in the open,** stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.
If in a Moving Vehicle
   o Stop as quickly as safety permits and stay in the vehicle for the shelter it provides. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
   o Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris
   o Do not light a match.
   o Do not move about or kick up dust.
   o Cover your mouth with a handkerchief or clothing.
   o Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After the Initial Shock
   o Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
   o Protect yourself at all times.
   o Evaluate the situation and call 911 for emergency assistance, if necessary.
   o Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
   o Open windows, etc., to ventilate the building. Watch out for broken glass.
   o If a fire is caused by the earthquake, implement the FIRE PROCEDURES.
   o Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, call 911. DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
   o If the structural integrity appears to be deteriorating rapidly, evacuate the building.
   o Damaged facilities should be reported to Facilities Services.
   o If the evacuation alarm sounds, follow established building evacuation procedures.
   o Should you become trapped in a building, DO NOT PANIC!
   o If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
   o If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
   o Emergency Responders will check buildings immediately after a major quake.

Other Considerations
   o Inspect your facility for any item that could fall, spill, break or move during an earthquake.
   o Take steps to reduce these hazards:
      o Move large and heavy objects to lower shelves or to a platform on the floor.
      o Hang heavy items away from where people work.
      o Secure shelves, filing cabinets, tall furniture, desktop equipment, computers, printers, copiers and light fixtures.
      o Secure fixed equipment and heavy machinery to the floor.
      o Add bracing to suspended ceilings, if necessary.
      o Install safety glass where appropriate.
      o Secure large utility and process piping.
   o Review processes for handling and storing hazardous materials.
   o Have incompatible chemicals stored separately.
   o Designate areas in the facility away from exterior walls and windows where occupants should gather after an earthquake if an evacuation is not necessary.
   o Do not use the elevators.
   o Use stairways to leave the building if it is determined that a building evacuation is necessary.
Civil Disturbances

EMERGENCY ACTION

Civil disturbances include riots, demonstrations, threatening individuals or assemblies that have become disruptive.

If you observe such disturbances:
- Call the police. Dial 911, use an Emergency Call Box, or Dial 859-622-1111 or 859-622-2821 from your cell phone if you are on campus.
- Provide the address, location, and any details available to the dispatcher.
- Do not provoke or become part of the disturbance.
- Secure your work area, log off computers and secure sensitive files, if safe to do so.
- Remain inside and away from doors and windows if the disturbance is outside.

If you are confronted by angry, belligerent, or violent individuals, use the following steps when communicating with them.
- Remain calm.
- Be courteous and confident.
- Allow the opportunity for the person to express their feelings and concerns.
- Listen respectfully and objectively.
- Alert the police immediately if a threat exists.
- Notify your supervisor and your department chair as soon as you are able.

Do Not:
- Corner or crowd the hostile individual.
- Attempt to touch the individual.
- Blame anyone.
- "Blow off" the hostile individual.

Sample defusing questions:
How can I help you? Tell me more about this issue. What are your concerns? What do you want to accomplish?

Further action may include:
- Keep at a safe distance.
- Move to a neutral location with more than one exit, if possible.
- Leave the door open and have another person join you.
- Alert counseling or advising staff who can help with the individual’s concerns.

U.S. Constitution: First Amendment

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
- Physical harm or the threat of physical harm to persons, property, or facilities.
- Prevention of access to the facilities or functions of the University.
- Interference with the normal operations of the University.
Disturbance Type Specific Procedures

o Peaceful, Non-Obstructive Demonstrations
  o Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible. Police should be called on standby in the event that the demonstration suddenly becomes violent.
  o If demonstrators are asked to leave but refuse to leave by regular facility closing time:
    o Arrangements may be made with the Chief of Police or their designee to monitor the situation during non-business hours: and/or
    o Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

o Non-Violent, Disruptive Demonstrations
  o In the event that a demonstration blocks access to University facilities or interferes with the operations of the University:
  o Demonstrators will be asked to terminate the disruptive activity by the President or their designee.
  o The Chief of Police or their designee will consider having a videographer available to document events.
  o Key University personnel and student leaders may be asked to go to the area to persuade the demonstrators to desist.
  o The demonstrators will be asked to discontinue the disruptive activities or disperse and leave the area.
  o If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion and/or possible criminal charges.
  o Efforts should be made, using photographs and video, to secure positive identification of demonstrators in violation of rules and laws to facilitate later charges and testimony.
  o After consultation with the President, the appropriate Vice-President(s), and the Executive Director of Public Safety, or their designees, the determination of the need for intervention by government authorities will be made.
  o If determination is made to seek the intervention of government authorities, the demonstrators should be so informed. Upon arrival of the police, the demonstrators may be warned by police of the intention to make arrests.

o Violent, Disruptive Demonstrations
  o In the event that a violent demonstration occurs, and injury to persons or property happens or appears imminent, the police should be notified and they will take immediate and appropriate action to safeguard life and property. Such action may involve the use of physical force to disperse the demonstrators, make arrests, and protect themselves, the community in general, property, and facilities from harm.
Directive to terminate demonstration (sample language)

This assembly and the conduct of each participant are disrupting the operations of the University and are in violation of the rules and regulations of the University. Criminal violations may also result from your activities. You are being called upon to disperse and terminate this demonstration. You will be given the opportunity to discuss your concerns in a manner appropriate to the University Administration. In no event will the Administration accede to demands backed by force or the threat of force. Accordingly, you are directed to terminate this demonstration. If you have not done so within (a specified period of time), we will take whatever measures are reasonably necessary to restore order and safeguard life, property, and facilities. Any individual who continues to participate in this demonstration may be subject to administrative sanctions and/or arrest for criminal violations.

Directive to terminate demonstration with the assistance of the police (sample language)

You have previously been directed to terminate this demonstration and you have been placed on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby placed on interim suspension. The Police will now be called in to assist by dispersing this assembly. Those who fail to leave immediately will be subject to administrative sanctions and/or arrest (for such things as Criminal Trespass, Disorderly Conduct, Criminal Mischief, Riot, etc.).

Information about EKU Student Rights and Responsibilities can be found on the EKU Website at:
http://www.studentjudicial.eku.edu/student_rights.php

As citizens, students enjoy the same freedoms as are guaranteed by the Constitutions of the United States and the Commonwealth of Kentucky and have the same duties and responsibilities, as do other citizens. Students are free to discuss, to express opinions, and to hear expression of diverse opinions. Such expression of opinions and discussion must be accomplished without disrupting operations of the University.

Information regarding the Rights of Kentuckians and the Kentucky Revised Statutes can be found below:

Kentucky Constitution: Section 1
http://www.lrc.ky.gov/Legis/Constitu/001.htm

Rights of life, liberty, worship, pursuit of safety and happiness, free speech, acquiring and protecting property, peaceable assembly, redress of grievances, bearing arms.

All men are, by nature, free and equal, and have certain inherent and inalienable rights, among which may be reckoned:

First: The right of enjoying and defending their lives and liberties.
Second: The right of worshipping Almighty God according to the dictates of their consciences.
Third: The right of seeking and pursuing their safety and happiness.
Fourth: The right of freely communicating their thoughts and opinions.
Fifth: The right of acquiring and protecting property.
Sixth: The right of assembling together in a peaceable manner for their common good, and of applying to those invested with the power of government for redress of grievances or other proper purposes, by petition, address or remonstrance.
Seventh: The right to bear arms in defense of themselves and of the State, subject to the power of the General Assembly to enact laws to prevent persons from carrying concealed weapons.

For information related to Kentucky Revised Statutes and the Kentucky Penal Code see the following chapters:
http://www.lrc.ky.gov/krs/titles.htm

Chapter 525 – Riot, Disorderly Conduct, and Related Offenses
http://www.lrc.ky.gov/KRS/525-00/CHAPTER.HTM

Chapter 508 – Assault and Related Offenses
http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM

Chapter 512 – Criminal Damage to Property
http://www.lrc.ky.gov/KRS/512-00/CHAPTER.HTM
Seasonal and Pandemic Flu

Take 3 Against Flu

1 – Vaccinate

A flu vaccine is the best way to protect against flu. The flu vaccine protects against three different flu viruses. Getting a vaccine is very important for people at high risk for serious flu complications and their close contacts. People at high risk include infants, pregnant women, people with chronic health conditions like asthma, diabetes or heart disease, and people 65 and older.

2 – Stop Germs

Cover your cough. Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve, not your hands. Throw the tissue away after you use it. Clean your hands often with soap and water, especially after you cough or sneeze. If you are not near water, use an alcohol-based hand cleaner. Stay away as much as you can from people who are sick. If you get the flu, stay home from work or school. If you are sick, do not go near other people so that you don’t make them sick. Try not to touch your eyes, nose, or mouth. Germs often spread this way.

3 – Antiviral Drugs

There are flu antiviral drugs that can treat the flu or prevent infection with flu viruses. For treatment, antiviral drugs should be started within 48 hours of getting sick. For prevention, antiviral drugs are 70% to 90% effective in preventing infection. These drugs must be prescribed by a health care provider. If you develop flu-like symptoms (usually a high fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches, stomach symptoms, such as nausea, vomiting, or diarrhea), or are exposed to the flu before you get a flu vaccine, your health care professional will decide whether you should take antiviral drugs.

Some common terms regarding the flu include:

- **Epidemic**: The rapid spread of a disease that infects some or many people in a region at the same time.
- **Pandemic**: An outbreak of a disease that affects large numbers of people around the world.
- **Influenza (Flu)**: A contagious respiratory illness caused by particular strains of viruses.
- **Influenza (Flu) Pandemic**: A global outbreak of the influenza disease that occurs when a new influenza virus appears in the human population. Because people have little or no immunity to the new strain, serious illness can occur, and the virus can spread easily and rapidly from person to person with no vaccine immediately available.
- **Seasonal Influenza (Flu)**: A contagious respiratory illness caused by influenza viruses. In the U.S., there is a "flu season" that begins every fall and ends every spring or "seasonally." Most people have some immunity and a vaccine is available, but it still affects an average of 5 to 20 percent of the U.S. population, causing mild to severe illness and at times can lead to death.
- **Vaccine**: An injection that stimulates an immune response that can prevent an infection or create resistance to an infection. Vaccines are usually given as a preventive measure.
- **Antiviral**: A medication that may be used to treat people who have been infected by a virus to help limit the impact of some symptoms and reduce the potential for serious complications. People who are in high risk groups are often given antiviral drugs because of their increased potential to develop additional health issues.
Practice other good health habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Most healthy people recover from the flu without complications. If you get the flu:

- Stay home,
- Get lots of rest, drink plenty of liquids, and avoid using alcohol and tobacco.
- There are over-the-counter (OTC) medications to relieve the symptoms of the flu (but never give aspirin to children or teenagers who have flu-like symptoms, particularly fever).
- Remember that serious illness from the flu is more likely in certain groups of people including people 65 and older, pregnant women, people with certain chronic medical conditions and young children.
- Consult your doctor early on for the best treatment, but also be aware of emergency warning signs that require urgent medical attention.

Emergency Warning Signs

Children, emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with a rash

Adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

Seek medical care immediately (call your doctor or go to an emergency room) if you or someone you know is experiencing any of the signs above. When you arrive, tell the reception staff that you think you have the flu. You may be asked to wear a mask and/or sit in a separate area to protect others from getting sick.

Some more common flu terms are:

Social Distancing: A disease prevention strategy in which a community imposes limits on social (face-to-face) interaction to reduce exposure to and transmission of a disease. These limitations could include, but are not limited to, school and work closures, cancellation of public gatherings and closure or limited mass transportation.

Quarantine: The physical separation of healthy people who have been exposed to an infectious disease—for a period of time—from those who have not been exposed.

Isolation: The physical separation of a person suffering from an infectious or contagious disease from others in a community.

Avian Influenza: Commonly known as bird flu, this strain of influenza virus is naturally occurring in birds. Wild birds can carry the virus and may not get sick from it; however, domestic birds may become infected by the virus and often die from it.

H5N1: The scientific name for a subtype of the avian influenza (bird flu) virus that has spread from birds to humans.
Taking action against the flu

An influenza pandemic could significantly impact you and your family...
- You may need to reorganize your life to care for loved ones or to receive care.
- You may lose income if your workplace closes or you become ill.
- School closures can result in the need for home-schooling or other activities for homebound children.
- Access to food and other household goods may become limited.
- Healthcare services may be overwhelmed and/or difficult to access.

Empowering yourself by taking the following positive steps will significantly affect your own response to a flu pandemic in your community. Some simple but vital steps to getting prepared include...

Get prepared for a pandemic
- Download PDF versions or obtain printed copies of the following brochures by contacting your local Red Cross chapter:
  - Family Preparedness Information
  - http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCRD&vgnextfmt=default

Learn what to expect during a flu pandemic
- Many people are likely to become ill at the same time.
- Infected people may be physically isolated, which means they are separated from healthy people to reduce the chances of spreading the flu.
- People who have been exposed to the virus may be quarantined.
- Public transportation, gathering places, events, schools and businesses may shut down, close or be canceled.
- Community services and utilities may be disrupted.
- Health care services could become overwhelmed.

Stay informed
- Stay tuned to news and media reports on the status of a pandemic
- Seek information on public services you use that may close and make a plan for alternatives ahead of time.
- Follow updates provided by local public health authorities and personal health care providers.

Stay connected
Collect and keep track of important contact information for people you may need to reach during a flu pandemic. This will ensure that you are able to contact them by telephone, e-mail and other means should you be unable to travel due to movement restriction measures.

Stay healthy
Learn and practice these healthy actions now to make them a healthy habit later and help slow the spread of illnesses:
- Wash your hands often and correctly.
- Cover your cough.
- Stay home when you are sick.
Staying healthy

There are some actions that everyone can practice to slow the spread of the flu and reduce its impact, whether the viruses involved are seasonal or pandemic flu. Practicing these actions now will make them easier to do later.

Hand washing

- Wash your hands with soap and water or clean them with an alcohol-based hand sanitizer. Wash hands for at least 15 seconds. This will reduce the chance of spreading flu from one person to another.
- For visibly soiled hands, first wash with soap and warm water. When using soap and water:
  - Wet hands with water and apply an amount of soap recommended by the manufacturer to hands
  - Rub hands vigorously for at least 15 seconds, covering all surfaces of the hands and giving added attention to fingernails and surfaces where jewelry is worn
  - Rinse hands with water
  - Dry thoroughly with a disposable towel
  - Use towel to turn off faucet
- For hands that are not visibly soiled, wash with soap and water, use an alcohol-based hand sanitizer (60 percent to 95 percent alcohol) or do both. When using hand sanitizer:
  - Use the amount of sanitizer directed in the instructions on the product
  - Rub thoroughly over all surfaces of the hands, including nail areas and between the fingers.
  - Continue to rub until product dries

Other healthy habits

- Cover your mouth and nose with a tissue when you cough or sneeze, and clean your hands afterwards.
  - Use soap and water or an alcohol-based hand sanitizer (as above).
  - If you don’t have a tissue or handkerchief, cough or sneeze into the inside of your elbow or upper arm.
  - Whenever possible, avoid coughing or sneezing into your hands.
- Keep your hands away from your eyes, nose and mouth to keep flu germs from entering your body.
- Stay home if you are feeling sick. Get plenty of rest and drink lots of fluids.
- Avoid close contact with people who are sick. The flu virus is spread by respiratory droplets passed from one person to another. These droplets can pass among people in close contact.
- Avoid sharing objects—such as utensils, cups, bottles and telephones. If you must share, disinfect the objects before and after using them.
- Keep your living and work areas clean.

More information

- Family Preparedness Guide Fact Sheet
  - English
  - Español

(Note) The information, resources, and guide fact sheets for this section were obtained from the American Red Cross, the Centers for Disease Control and Prevention, PandemicFlu.gov, and the Kentucky Cabinet for Health and Family Services.

http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCDR&C&vgnextfmt=default
http://www.cdc.gov/flu/
http://www.cdc.gov/flu/protect/preventing.htm
http://www.cdc.gov/flu/protect/habits.htm
http://www.cdc.gov/flu/takingcare.htm
http://www.pandemicflu.gov/index.html
http://www.chfs.ky.gov/dph/epi/preparedness/pandemicinfluenza.htm
http://emergency.cdc.gov/disasters/bleach.asp

54
**Pandemic Influenza**

A virulent influenza (flu) caused by a new flu virus strain to which humans have not been exposed. It is more serious than a typical seasonal flu because there is no natural resistance or immunity to it and infects large numbers of people of different ages all over the world, causing serious illness and possibly death.

Sometimes, a new type of flu virus may emerge to which the general public has no resistance. The lack of immunity enables the virus to spread quickly and easily from person to person impacting communities around the world in a very short time, causing serious illness and death. This kind of flu is called pandemic flu.

Research suggests that it may take two to seven days to show symptoms when a person catches the flu, and the symptoms may last for up to a week.

A person infected with the flu may transmit the flu for one to two days before they have symptoms, and for five to seven days after symptoms begin.

Pandemic flu is more serious than seasonal flu. Most people who get seasonal flu recover within a week or two and usually do not require medical treatment. Pandemic flu is different because more people who get it might not recover, even with medical treatment, and people of every age may be at risk of serious illness or death.

Unlike seasonal flu, there is no vaccine for pandemic flu until researchers and pharmaceutical companies are able to create one, which takes time. Even if a vaccine is developed for the pandemic flu, it will be a challenge to manufacture and dispense the vaccine to everyone in a timely manner.

Scientists cannot accurately predict whether the avian influenza virus (H5N1) will cause the next human pandemic flu or when the next pandemic will occur.

During a flu pandemic, government officials may be required to limit community movement or impose travel restrictions to help prevent the flu virus from spreading. Things to keep in mind:

- You may be asked to stay home for an extended period of time even if you are not sick.
- Schools, workplaces and public gatherings such as sporting events or worship services may close temporarily.
- Mass transportation such as subways, buses, trains and air travel may be limited.
- You, your family and friends may need to rely on each other when you cannot depend on the services you normally use.

Think about how you handle stress and know your strengths. Take steps to plan for, get through and recover from a flu pandemic...

**Planning at Home**

- Store a two-week supply of food. Select foods that do not require refrigeration, preparation or cooking. Ensure that formula for infants and any child’s or older person’s special nutritional needs are a part of your planning. Plan for your pets as well. Be sure to have a manual can opener.
- Store a two-week supply of water, 1 gallon of water per person per day, in clean plastic containers. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- Store a supply of nonprescription drugs, such as pain relievers, cough and cold medicines, stomach remedies and anti-diarrheal medication, as well as vitamins and fluids with electrolytes (such as sports drinks).
- Store health and cleaning supplies, such as bleach, tissues, a thermometer, disposable gloves, soap and alcohol-based hand sanitizers.
- Ask your health care provider and health insurance company if you can get an extra supply of your regular prescription drugs and medical supplies, such as glucose monitoring supplies.
- Talk with family members and loved ones about how they would be cared for if they got sick.
CUSTODIAL SERVICES

Custodial Services can be coordinated through EKU Facilities Services 859-622-2966 or http://www.facilities.eku.edu/

Bloodborne Pathogen releases or spills, such as blood, vomit, urine, or feces, can be cleaned by contacting EKU Facilities Services.

For other material releases or spills, such as possible radioactive, biological, or chemical materials, or when in doubt about how to proceed, contact: EKU Environmental Health and Safety at 859-622-2421 or 859-622-1111 and ask for Director Bryan Makinen (Bryan.Makinen@EKU.EDU).

TRAINING AND DOCUMENTATION

This Emergency Action Plan was created by EKU Public Safety and EKU Public Safety officials are available to assist in training on this plan and exercises of this plan. EKU Public Safety can be reached at 859-622-1111 or at http://www.police.eku.edu/ on the web.

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department to ensure all their employees are trained on the Building Emergency Action Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Emergency Action Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. Departments can request fire safety and fire extinguisher training from the Richmond Fire/Rescue Department: 859-623-1164 or 859-624-4776. Departments can request crime prevention, workplace violence, and emergency preparedness training from the EKU Police Department: 859-622-1111. Departments can request hazardous materials training through EKU Environmental Health and Safety: 859-622-2421 or 859-622-1111.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Supervisor or Facility Leader may coordinate the drill and document it. The Richmond Fire/Rescue Department can help you in your planning: 859-623-1164 or 859-624-4776.
APPENDICIES

APPENDIX A: ACRONYMS AND TERM DEFINITIONS

Acronyms

BS or FL: Building Supervisor or Facility Leader
BEAP: Building Emergency Action Plan – Adapted from the EAP Emergency Action Plan
EAP: Emergency Action Plan – Basic emergency guide with general information for the entire community
EAA: Emergency or Evacuation Assembly Area
UPD: University Police Department
RFD: Richmond Fire/Rescue Department
EMS: Emergency Medical Services for Madison County
EHS: Environmental Health and Safety

Term Definitions

Building Supervisor or Facility Leader: The Building Supervisor or Facility Leader is a University employee who has a defined role in each campus building. In an emergency, they should physically report to the Incident Command location to provide building information to emergency responders. This would be the field Incident Command location (The area nearby the incident location where emergency responders are working from) rather than the Incident Command Center (ICC) at Mattox Hall (or alternate ICC if Mattox Hall is not serviceable). The field Incident Command location may or may not be at the Emergency Assembly Area (EAA). The “all clear” information will typically be communicated to the Building Supervisor or Facility Leader, when it is safe to return to the building, so that the occupants can be notified.

Building Emergency Action Plan (Adapted from the Emergency Action Plan): The plan is a document that consists of emergency procedures, information for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Team: A group composed of members of each department in the building, generally chaired by the Building Supervisor or Facility Leader or other employee, charged with overseeing building safety concerns.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that a Department Safety Team meets regularly, conducting periodic workplace inspections, and becomes or remains a participant in the comprehensive University Emergency Management Program.

Department Safety Team: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the team. Primary functions include:

Serve as a forum for department employees to report and discuss safety or environmental improvements needed.  
Identify employee needs for safety training and request training sessions accordingly.  
Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns. 
Disseminating information and requirements concerning workplace environmental health and safety.

(Note) The Building Supervisor or Facility Leader is a designated and voluntary position within the University. The Building Supervisor or Facility Leader is a person in responsible charge of the building and in consultation with their superiors and appropriate departmental supervisors, they recruit and appoint Department Safety Coordinators and Building Safety Team members (who may or may not be the same individuals). The Department Safety Coordinators are designated and voluntary positions within the University. A Department Safety Coordinator is a person in responsible charge of the department and in consultation with their superiors, they recruit and appoint Department Safety Team members. From a bottom up organizational approach, there are designated and voluntary participants comprising teams at the following levels: A department has a Department Safety Team which is headed by a Department Safety Coordinator. A building has a Building Safety Team which is headed by a Building Supervisor or
Facility Leader. The Department Safety Coordinators may be the members of the Building Safety Team however this does not have to be the case depending on department and building organizational structures. The designation of these roles is accomplished during the development of the Building Emergency Action Plan. The activities of the Safety Teams should be determined by the University Emergency Management Program and the frequency of Safety Team meetings should be determined by their constituent members.

**EAA (Emergency Assembly Area):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**Emergency Responder(s):** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from University Police, Fire/Rescue Department, Emergency Medical Services, Physical Facilities, Emergency Management Agency, other Public Safety Officials, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Roll Taker:** A building occupant assigned to take roll, if practical, at the emergency assembly area (EAA) after a building evacuation.
APPENDIX B: RESOURCE LIST

University Police Department: 911 (Campus Phone) or 859-622-1111 or 859-622-2821 (Outside/Cell Phone)
Information on Personal Safety and the University Community can be found online at: http://www.police.eku.edu/
Training in Crime Prevention and Workplace Violence can be arranged by contacting the EKU Police Department at 859-622-1111

Richmond Fire/Rescue Department: 911 (Emergency) or 859-624-4776 or 859-623-1164 (Non Emergency)
Information on services and training can be found at: http://fire.richmond.ky.us/

Emergency Medical Services – Madison County: 911 (Emergency) or 859-624-4776 or 859-623-5121 (Non Emergency)
Information on services and training can be found at: http://www.madisoncountyky.us/

Facilities Services: 859-622-2966
Maintenance, Engineering, Repair, and Custodial Services can be found at: http://www.facilities.eku.edu/

EKU Information Technology (IT)
521 Lancaster Avenue
207 Combs Classroom Bldg
Richmond, KY 40475
Phone 859-622-1886
Fax 859-622-2266
http://www.it.eku.edu/

General Information Number
- Off Campus :: 859-622-1411
- On Campus :: 2-1411

IT Helpdesk 859-622-3000
Helpdesk Hours of Operation
- Monday - Friday 8 am - 6:00 pm
- Saturday & Sunday Closed

EKU Office of Services for Individuals with Disabilities: 859-622-2933 http://www.disabilities.eku.edu/

Environmental Health and Safety: 859-622-2421 or 859-622-1111
Information on various safety topics, including hazard evaluations and employee training can be obtained at:

Federal Emergency Management Agency
500 C Street SW
Washington, DC 20472
Telephone: 1 (800) 621-FEMA (3362)
TDD: TTY users can dial 1 (800) 462-7585 to use the Federal Relay Service.
http://www.fema.gov/hazard/index.shtm

American Red Cross National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (703) 206 6000
Donation Hotlines: 1-800-REDCROSS (1-800-733-2767) / 1-800-257-7575 (Español)
http://www.redcross.org/

National Fire Protection Association (NFPA)
NFPA Headquarters
Tel: +1 617 770-3000
Fax: +1 617 770-0700
From Mexico (toll-free) 95-800-844-6058
http://www.nfpa.org/index.asp
National Oceanic and Atmospheric Administration's
National Weather Service
Current Watches, Warnings and Advisories for Kentucky
Issued by the National Weather Service
http://www.crh.noaa.gov/lmk/

National Weather Service:
Point Forecast: Richmond KY
37.75N -84.29W (Elev. 922 ft)
http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0

US Dept of Commerce
National Oceanic and Atmospheric Administration
National Weather Service
1325 East West Highway
Silver Spring, MD 20910
http://www.noaa.gov/
Emergency Action Plan – Protecting Yourself and Calling for Help

In a Life-Threatening Emergency - Dial 911
From a Campus or Public Telephone or use an Emergency Call Box.

Dial 911 from your cell phone (Off Campus) and
Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus).
Program these numbers into the speed dial function of your cell phone.

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats
   Generally, the farther you move away from a threat, and the more solid and stable
   objects that you position between you and a threat, the safer you are from that threat.

2. Call 911 or 859-622-1111 or 859-622-2821
   o Give your name, location, and phone number.
   o Describe the nature of the incident and its location.
   o Describe any injuries, weapons, hazards, devices, and property involved.
   o Describe the people involved, where they are, and where they went.
   o Stay on the line with the Dispatcher until help arrives.
   o Keep the Dispatcher updated on any changes so responding units can be updated.
   o Even if you cannot communicate, keep the line open.
   o The Dispatcher may be able to learn more about what is happening.

Emergency Action Plan – Severe Weather

Severe Weather:
You can check current Watches, Warnings and Advisories for Madison County Kentucky by checking the links for the National Oceanic and Atmospheric Administration and the National Weather Service Websites.

http://www.crh.noaa.gov/lmk/
http://forecast.weather.gov/MapClick.php?CityName=Richmond&state=KY&site=LMK&textField1=37.7428&textField2=-84.2936&e=0

Tornado Warning = A Tornado has been sighted or indicated by weather radar. Take Shelter Immediately.

D = Downstairs: Get to the lowest level you can, a basement if you have one, or just the ground floor.

U = Under: Get under something sturdy like a heavy table or staircase to protect yourself from flying objects.
   Protect your head.

C = Center: Go to the center part of a permanent structure. Put as many walls as you can between you and the outside.
   A closet, hallway or bathroom in the middle of the building is a good choice.

K = Keep Away: Keep away from exterior doors and windows, which can be sources of flying glass and debris.

Numbers for Non-Emergency Public Use:
Eastern Kentucky University – Facilities Services: 859-622-2966
Madison County Emergency Management Agency: 859-624-4787
Traffic Information: 511
Kentucky Utilities: 1-800-981-0600
Blue Grass Energy: 1-888-655-4243
Clark Energy: 1-800-992-3269
Do not call 911 unless there is a life threatening situation.

Residents are urged to listen to local radio stations for information.
Local Emergency Alert System radio stations include:
WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM,
WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM

When You Are Out Of Immediate Danger: Contact the people who are concerned for your wellbeing.
This may include your parents, your professors, your significant other, your employer, and housing staff.
Let them know where you are and what your condition is.
Emergency Action Plan – Active Shooter

Protect Yourself and Warn Others (Create and Manage Distance and Shielding from Threats)

Evacuate or Shelter - Escape If You Can and Avoid the Danger
Move Out of Public Areas into an Office or Classroom - If You Cannot Escape
Assemble / Account For Those You Are Responsible For
Close and Lock the Doors and Windows
Barricade the Door – If the Door Will Not Lock
Obstruct Sight Lines Into the Secured Area
Lights and A/V Off – Get Down – Take Cover – Away From Doors and Windows
Avoid Fields of Fire – Be Quiet – Pretend No One is Home – Do Not Answer or Open the Door
Wait for Police to Help You Out of the Building

What To Do When Police Arrive
Police Priority is to Contact and Stop the Threat
!!! DANGER !!! DANGER !!!
Do Not Pose a Threat - Show and Empty Your Hands - Get Down On The Ground - Follow the Orders of the Police

Plan for Your Survival – Reasonable Options Can Include:

R.S.V.P. = Run – Shelter & Shield – Vigorously Fight – Play
Run - Run from the threat if you think you can do so safely.
Run at angles from the shooter and put cover or obstacles between you and the danger.
Shelter & Shield - Shelter or Shield yourself from the threat if you think that running might place you in more danger. Lock yourself in a defensible space and call for help.
Vigorously Fight - Fight an attacker if you think that greater harm will come to you if you do not fight.
If You Fight – You Must Be: Valiant – Vicious – Victorious
If You Fight – Verbalize: Stop! - Drop the Weapon! - Down on the Ground!
Play - Play along, play dumb, or play incapacitated.
Play whatever you think if you think it might help your chances of survival.

Call 911 for Help (See Calling for Help) – Report to Police as soon as you are out of immediate danger

Emergency Action Plan – Alerting Others

Emergency
University Police – EKU Police Department: Dial 911

Non Emergency
University Police – EKU Police Department: 859-622-1111
Student Rights and Responsibilities: 859-622-1500
Counseling Center: 859-622-1303
Student Health Services: 859-622-2933
University Housing: 859-622-1515
Equal Opportunity Office: 859-622-8020

If you are Dealing with Students in Difficulty:

- Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
- If the student is a threat to others, contact 911 or University Police immediately and complete an incident report for the Office of Student Rights and Responsibilities at the Turley House 859-622-1500.
- If the student is causing a classroom disruption, but not a threat to others, discuss with the student individually and complete an incident report for the Office of Student Rights and Responsibilities.
- You may always ask the disruptive student to leave the classroom.

If in doubt, always call the University Police.
An EKU Police Officer will Respond, Assess, and Assist.

EKU Faculty/Staff 911 Guide – Helping Students In Difficulty
APPENDIX C: MADISON COUNTY KENTUCKY

EMERGENCY MANAGEMENT AGENCY (EMA) and the CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP)

Madison County Emergency Management Agency
560 S. Keeneland Drive
Richmond, KY 40475
859-624-4787

http://www.madison-county-ema.com/

http://www.dhs.gov/index.shtm

http://www.fema.gov/hazard/index.shtm

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 the eight chemical weapons storage sites in the United States.

Even though an accidental chemical agent release is highly unlikely, this planning process is important because it requires coordination of local military and civilian efforts and ensures that decisions will be made and carried out effectively in a crisis.
Tone Alert Radios

The Tone Alert Radio System is a supplement to the Emergency Notification System (outdoor sirens). Tone Alert Radios have been distributed to all households within the CSEPP Immediate Response Zone. The Tone Alert Radios act as mini-sirens, with the same walls and announcements as the outdoor sirens. For more information on your Tone Alert Radio click here.

Is your Tone Alert Radio “chirping” and showing a flashing green light? If so, click here for a quick reset procedure.
OUTDOOR WARNING SYSTEM

- The Madison County Alert Notification System was built in the summer of 1994 with funds from the Chemical Stockpile Emergency Preparedness Program (CSEPP). Made up of 29 white sirens, the system covers the east-central portion of Madison County. Although strange looking, the sirens look like six, thick, white plastic plates stacked on top of one another, the Alert Notification System is one of the most effective in the United States.

- Most of the sirens, 21 to be exact, are within 6 miles of the chemical weapons compound. This area is called the Immediate Response Zone (IRZ, marked in red) and includes most of the city of Richmond. Berea, located outside of the IRZ, has two sirens.

SIREN SOUNDS

- The sirens are tested twice monthly.
- The 1st Saturday and 3rd Wednesday of each month. During this test, you will hear this tone.
- If the National Weather Service issues a severe weather warning, we will broadcast this tone.
- Along with the warning tone, you will hear this message.
- In the case of a Community Emergency at the Blue Grass Army Depot, you will be alerted by this siren tone.
SHELTER IN PLACE

What is Sheltering in Place?

“Shelter in Place” is one of the basic instructions you may receive from EMA officials during a chemical emergency in Madison County. Sheltering in place during a chemical emergency offers you and your family immediate protection for a short time in your home.

Here and all across the nation, emergency officials may advise sheltering in place in any one of these conditions:

- A chemical leak is expected to last for a short time,
- A chemical has a low health hazard and its release does not warrant an evacuation,
- There is not time to evacuate,
- Chemical fumes could quickly overtake you if you are outside.

If you are told to shelter in place, take your children and pets indoors immediately.

In the event of a chemical emergency at the Blue Grass Army Depot, people in Kentucky who are within 6.2 miles of the Depot would be advised to shelter in place. This area is called the Immediate Response Zone (IRZ). People outside these areas, may not need to shelter in place, but this would be determined on a case by case basis.

Information provided by the National Institute for Chemical Studies (NICS). Visit them online at www.nicsinfo.org.

The following general information is a guide on how you can be ready and set to act quickly in a chemical emergency.

BEFORE A CHEMICAL EMERGENCY

A chemical emergency may occur anywhere hazardous materials are manufactured, stored or transported. Chemical plants are obvious sources of potential accidents. Less obvious are highways, railways and storage containers at places such as swimming pools (chlorine). Study your surroundings for fixed and mobile sources of hazardous materials.

- Find out how you would be alerted in the event of a chemical emergency. Learn about the public warning systems where you live and work. These systems will be tested on a regular schedule. Learn when the tests are conducted.
- Keep your shelter-in-place kit in an easily accessible place. The kit should contain duct tape for sealing cracks around doors and windows; plastic to cover windows and the door; scissors and a battery operated AM/FM radio. You may also want to add these items: a flashlight with fresh batteries; bottled water; toys for young children; candles; matches; first aid kit; medicine and other items essential for your family's comfort.
- For more information call the Madison County EMA at (859) 624 4787.
- For a place to shelter, select a room in your home or business that has few or no windows. The room should have a telephone, although you should use it only for emergency calls. If you use it otherwise, you may be taking up a line needed by emergency response officials.
- Measure the window(s) and door and cut pieces of plastic to fit them. Hint: **Cut the plastic at least 6 inches wider than the actual size. This makes it easier to put the plastic up if needed.** Use a marker to write on the individual sheets and where they go. Fold and place back in your shelter in place kit.
- Ensure everyone in your family knows where they kit is stored.
- Check the kit every six months to make sure all the supplies are still there and that they are fresh.
- Local radio and television stations usually carry emergency broadcasts. In some communities, cable companies have also agreed to carry emergency messages. Information will not be broadcast on satellite based services that do not carry local programming.
Ensure all family members know what to do in a chemical emergency, whether they are at home, school, work or outdoors.

Review your plan periodically and conduct drills.

NOTE: If you have a home, business, class, club or group who would like to have a presentation about sheltering in place or how to prepare for a possible emergency at the Blue Grass Army Depot please contact us (The Madison County Emergency Management Agency).

DURING A CHEMICAL EMERGENCY

You may hear about a chemical emergency or severe weather condition through the Emergency Alert System, community warning sirens, highway message reader boards, or tone alert radios. People in Madison County who are in the Immediate Response Zone would be advised to shelter in place.

- Listen to make sure that you are in the area that is being asked to shelter.
- Take visiting friends, pets and/or fellow workers immediately indoors.
- Close and lock all windows and doors. Locking creates a better seal.
- Shut off heating / air-conditioning systems 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 shelter kit, enough food and water for a few hours, your Tone Alert Radio and a portable AM/FM radio into this room. We recommend that you keep both your Tone Alert Radio and Shelter In Place kit in your selected shelter.
- Shut and seal the door to the rest of the house 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.
  - This protects you longer from possible exposure.
- Turn on your radio and listen for further information and instructions provided by your Tone Alert Radio or one of the following Madison County radio stations:
  
  1340 WEKY-AM
  88.9 WEKU-FM
  1110 WCBR-AM
  106.7 WLFX-FM
  100.7 WCYO-FM

IF THE DECISION IS MADE BY EMERGENCY MANAGEMENT OFFICIALS TO EVACUATE KNOW YOUR ZONE AND GO
Cover all doors, windows and vents with 2-4 mil thick plastic sheeting.

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

Duct tape plastic at corners first, then tape down all edges.
Zone 2-E

Communities located in Zone 2-E include part of the City of Richmond and Telford Community Center.

Zone 2-E is bounded on the west side beginning at Interstate 75, Exit 87 to Exit 90. Beginning at Exit 90, it extends south on U.S. 25/SR 71 to the intersection of U.S. 2B and the Eastern By-Pass (KY 871), and then west on Eastern By-Pass to Interstate 75.

People living in Zone 2-E will be advised to evacuate to Jacobson Park in Lexington. Take the quickest route to Interstate 75 North. Travel Interstate 75 to Exit 104 and turn left onto Richmond Road. Proceed on Richmond Road to Jacobson Park on the right.

Zone 2-D

Communities in Zone 2-D include the City of Richmond, Telford, Putte, A. Clay Hospital, Richmond Mall, Richmond Plaza Shopping Center, University Shopping Center, Wal-Mart, and the Richmond Industrial Park.

Zone 2-D is bounded on the north by Easter By-Pass (KY 871) beginning at Interstate 75 (Exit 87). It travels east to U.S. 25/52, south on U.S. 25/52 to the Blue Grass Army Depot boundary, following U.S. 421 to the intersection of Crooksville Road (KY 499), south on Crooksville Road to U.S. 25, south on U.S. 25 to Meriatus Road, and west on Meriatus Road to the underpass of Interstate 75. Interstate 75 to Exit 87 is the west boundary of this zone.

People living in Zone 2-D will be advised to evacuate to North Laurel High School in London. Take the quickest route to Interstate 75 and then south to Exit 41 or U.S. 25 south to London.
ACKNOWLEDGEMENT

IACLEA

CAMPUS
EMERGENCY
OPERATIONS
PLANNING GUIDE

Rev. 08/08/07

IACLEA

The International Association of Campus Law Enforcement Administrators advances public safety for educational institutions by providing educational resources, advocacy and professional development.

IACLEA Headquarters

Mailing Address: 342 N. Main Street
West Hartford, CT 06117-2507
Telephone: (860) 586-7517
Fax: (860) 586-7550
Email: info@iaclea.org
Web site: www.iaclea.org

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EKU Emergency Guide

Fire / Fire Alarm

E.A.C.H. person is responsible for their own safety. If you discover smoke, fire, or hear a fire alarm:

E—Evacuate the building. Do not use elevators.
A—Alert others. Activate the alarm (if necessary). Assist others as you leave. Report to emergency personnel any individuals with loss of mobility, sight or hearing, of which you are aware.
C—Call 911 for help. Report relevant information about the fire/alarm/smoke.
H—Have a plan. Be knowledgeable about fire safety. Take every alarm seriously.

A building occupant is required by law to evacuate the building when a fire alarm sounds. Know at least two escape routes. Never use elevators to evacuate. Use stairs. Do not re-enter a building or work area until you have been instructed to do so by emergency responders. Individuals in wheelchairs, move to a safe location and call 911 to report your location. Individuals with hearing loss can text message someone who can inform authorities.

If you are behind a closed door, feel the door before opening. If the door is hot, do not open. If it is cool, open slowly and ensure fire and/or smoke is not blocking your escape route.

Bomb Threats

If you receive a bomb threat (e.g., telephone call) ask about it:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb?
- What will make it explode?

Make note of as many details about the conversation as possible.

Call 911 and report any bomb threats received or any suspicious packages that you observe. Do not use cellular phones or radios in proximity to any suspicious package.

Protect yourself. Evacuate the area being mindful that explosive devices could be placed along your exit path.

If you received the threat in written or electronic form, preserve it and notify law enforcement officials immediately.

For more information, consult the EKU Emergency Action Plan, which is available online at http://www.emergency.eku.edu

Severe Weather

In order to protect yourself, it is important to know the difference between severe weather watches and warnings.

Watch—Severe weather is possible due to weather conditions. Remain alert and monitor television, radio, or other weather media.

Warning—Severe weather has been reported. Warnings indicate imminent danger. SEEK SHELTER IMMEDIATELY.

If a tornado warning has been issued, go to a pre-designated shelter area or the lowest building level. Go to the center of an interior room on the lowest level (closset, interior hallway) away from corners, windows, doors, and exterior walls. Get under a sturdy table (if possible) and use your arms to protect your head and neck. Do not open windows. If you are in a vehicle or mobile home, get out immediately and seek shelter in a nearby building. If you are outside and shelter is not available, lie flat in a ditch and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or a bridge.

Hostile Intruder

A hostile intruder can be in the form of a verbally or physically aggressive person, a hostage taker, or an active shooter. If you find yourself involved in a hostile intruder situation, only you can determine the best course of action to ensure your safety. Ways that you can protect yourself include:

- Call 911 as soon as possible.
- Secure your immediate area. Lock and/or barricade doors. Keep the room in a normal state (if the lights are normally on, keep them on, etc.). Close blinds and block windows. Turn off all electronic devices. Keep yourself and other occupants calm, quiet, and out of sight.
- If you determine the best course of action is to leave the immediate area, consider all the risks prior to evacuating the area. You should only attempt to rescue others if it can be accomplished without further endangering of persons in the area.
- Be prepared to change your actions as the situation changes. Possible actions may include running, sheltering, complying, or acting incapacitated.

Medical Emergencies

In the event that someone is in need of emergency medical attention, you can render assistance and protect yourself by following these procedures:

Check—Check the scene for safety. If it is safe, check the victim for consciousness.

Call—Call 911 and report the medical emergency. Provide as much information as you can about the person’s illness or injury.

Care—Care for the illness or injury within the scope of your training. Provide only the care that you are trained or certified to provide.

Do not move the injured or ill person unless necessary for safety reasons. Moving the person could cause further injuries.

Chemical Incidents

Chemical Spills:
- Evacuate the spill area immediately.
- Secure the location (if possible).
- Isolate exposed individuals to be evaluated, treated, and decontaminated.
- Call 911 and report the spill. Provide as much information as possible.

Chemical Release (Bluegrass Army Depot / Rail / Etc.):
Zones 2E and 2D could be instructed to either shelter-in-place or evacuate.

Shelter-in-Place—Close and lock all windows and doors. Turn off heating and cooling units. Campus buildings which have been improved for shelter-in-place are as follows: Alumni Coliseum, Combs Classroom, Perkins, University, Student Services Building, Model Gymnasium, and Thompson Hall. If possible, seek shelter in the listed buildings.

Evacuation—In the event of an evacuation, EKU is to evacuate to Jacobson Park in Lexington, Model to Dunbar High School.

Emergency: 911 / Non-Emergency 622-1111

In all emergencies, follow the directions of emergency responders.
INJURY OR ILLNESS:

Non-life Threatening Situation
Contact the University Police Department at 911 and provide all information requested.

Life Threatening Situation
- Do not attempt to move a victim unless absolutely necessary
- Contact EKU Police at 911
- If victim is not breathing, administer CPR if you are trained

FIRE:
When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave.

- If smoke or flame is detected, and the alarm is not sounding, activate the fire alarm as you exit.
- During the evacuation, go to the nearest exit.
- Do NOT use the elevator.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building.

When Evacuation is Not Possible
In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.

TORNADO:

Watch: A tornado watch is in effect when conditions are such that a tornado COULD develop. Turn on a radio or TV to monitor further development.

Warning: Warnings are issued only when an actual tornado has been spotted or indicated on radar. You should immediately go to the designated severe weather shelter area in your building. Severe weather shelters are shown on the emergency procedure place cards on your floor. If you need further information, contact your Resident Assistant.

Sirens: The city of Richmond has an outdoor emergency warning system for severe weather near campus. If the siren sounds, please move indoors immediately and proceed to the “severe weather shelters” designated in each building.

CRIME IN PROGRESS:
If you observe a suspicious person, activity, or crime in progress, contact the University Police at 911 immediately. Describe the suspicious activity or action-taking place. Be prepared to give a complete physical description if possible. DO NOT attempt to apprehend someone or put yourself at risk.

ROOM SECURITY:
Keep your doors locked at all times, especially if you leave your room, even for a short time. Keep an inventory of your possessions and engrave them with some form of identifying number or marking so they can be identified by you if they are stolen.

WINDOWS and LEDGES:
Building ledges are not balconies. Students and their guests are completely prohibited from accessing building ledges, roofs, walking or sitting on ledges or roofs, or being on ledges or roofs for any reason, except as directed by emergency personnel.
**EMERGENCY PROCEDURES**

**EMERGENCY ACTIONS – PROTECTING YOURSELF AND CALLING FOR HELP**

**EMERGENCY ACTION**

In a Life-Threatening Emergency - Dial 911
From a Campus or Public Telephone or use an Emergency Call Box.

Dial 911 from your cell phone (Off Campus) and
Dial 859-622-1111 or 859-622-2821 from your cell phone (On Campus).
Program these numbers into the speed dial function of your cell phone.

1. **Protect Yourself First – Create and Manage Distance and Shielding from Threats**
   Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

2. **Call 911 or 859-622-1111 or 859-622-2821**
   - Give your name, location, and phone number.
   - Describe the nature of the incident and its location.
   - Describe any injuries, weapons, hazards, devices, and property involved.
   - Describe the people involved, where they are, and where they went.
   - Stay on the line with the Dispatcher until help arrives.
   - Keep the Dispatcher updated on any changes so responding units can be updated.
   - Even if you cannot communicate, keep the line open.
   - The Dispatcher may be able to learn more about what is happening.

(Note) Dialing 911 from an on campus (land line or corded) telephone, using an emergency call box, or dialing 859-622-1111 or 859-622-2821 from a cellular phone will connect you to the EKU Public Safety Dispatch Center. Dialing 911 from a cellular phone or dialing 859-624-4776 will connect you to the Madison County 911 Center. In any case, you can summon the help you need.

**POLICE, FIRE, RESCUE, HAZMAT EMS**

911 Emergency
859-622-1111 EKU Public Safety – Non Emergency
859-624-4776 Madison County 911 Center – Non Emergency
800-424-8802 National Response Center (NRC)
http://hq.MSDSonline.com/eku/Search/ListProducts.aspx?new=true&PageNumber=1&Sort=1&SortDirection=asc

Numbers for Non-Emergency Public Use:
**Eastern Kentucky University – Facilities Services**: 859-622-2966
**Madison County Emergency Management Agency**: 859-624-4787
Traffic Information: 511
Kentucky Utilities: 1-800-981-0600
Blue Grass Energy: 1-888-655-4243
Clark Energy: 1-800-992-3269

Residents are urged to listen to local radio stations for information.
Local Emergency Alert System radio stations include:
**WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM**
**WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM**

http://madisoncountyky.us/statusboard/
Eastern Kentucky University is Located in Zones 2E and 2D of the Chemical Stockpile Emergency Preparedness Program (CSEPP)
Enhanced Shelter-In-Place (ESIP) Areas are Located in the Following Buildings (S.T.A.C.M.U.P.)
Student Services Building-Thompson/DOCJT-Alumni Coliseum-Combs Classroom-Model Gym-University Library-Perkins
DISASTER SUPPLIES

Are You Ready?

Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment’s notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

Kit Locations

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work, and vehicles.

<table>
<thead>
<tr>
<th>Home</th>
<th>Work</th>
<th>Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your disaster supplies kit should contain essential food, water, and supplies for at least three days. Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept. Additionally, you may want to consider having supplies for sheltering for up to two weeks.</td>
<td>This kit should be in one container, and ready to “grab and go” in case you are evacuated from your workplace. Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.</td>
<td>In case you are stranded, keep a kit of emergency supplies in your car. This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies.</td>
</tr>
</tbody>
</table>

Water

How Much Water do I Need?
You should store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking.

Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.
How Should I Store Water?
To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it.

Observe the expiration or "use by" date.

If you are preparing your own containers of water
It is recommended you purchase food-grade water storage containers from surplus or camping supplies stores to use for water storage. Before filling with water, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. Follow directions below on filling the container with water.

If you choose to use your own storage containers, choose two-liter plastic soft drink bottles – not plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be adequately removed from these containers and provide an environment for bacterial growth when water is stored in them. Cardboard containers also leak easily and are not designed for long-term storage of liquids. Also, do not use glass containers, because they can break and are heavy.

If storing water in plastic soda bottles, follow these steps
Thoroughly clean the bottles with dishwashing soap and water, and rinse completely so there is no residual soap. Sanitize the bottles by adding a solution of 1 teaspoon of non-scented liquid household chlorine bleach to a quart of water. Swish the sanitizing solution in the bottle so that it touches all surfaces. After sanitizing the bottle, thoroughly rinse out the sanitizing solution with clean water.

Filling water containers
Fill the bottle to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, you do not need to add anything else to the water to keep it clean. If the water you are using comes from a well or water source that is not treated with chlorine, add two drops of non-scented liquid household chlorine bleach to the water. Tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it with your finger. Place a date on the outside of the container so that you know when you filled it. Store in a cool, dark place. Replace the water every six months if not using commercially bottled water.

Food
The following are things to consider when putting together your food supplies:

- Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.
- Stock canned foods, dry mixes, and other staples that do not require refrigeration, cooking, water, or special preparation. You may already have many of these on hand. (Note: Be sure to include a manual can opener.)
- Include special dietary needs.
Basic Disaster Supplies Kit

The following items are recommended for inclusion in your basic disaster supplies kit:

- Three-day supply of non-perishable food.
- Three-day supply of water - one gallon of water per person, per day.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat.
- Long pants.
- Long sleeve shirt.
- Sturdy shoes.
- Hat, mittens, and scarf.
- Sleeping bag or warm blanket (per person).

Be sure to account for growing children and other family changes. You may want to add some of the items listed to your basic disaster supplies kit depending on the specific needs of your family.
Maintaining Your Disaster Supplies Kit

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- Use foods before they go bad, and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping backpack, or duffel bag.
Disaster Supplies Checklists (PDF 41KB)
The following list is to help you determine what to include in your disaster supplies kit that will meet your family's needs.

First Aid Supplies

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Home</th>
<th>Vehicle</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adhesive bandages, various sizes</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5&quot; x 9&quot; sterile dressing</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Conforming roller gauze bandage</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Triangular bandages</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3&quot; x 3&quot; sterile gauze pads</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4&quot; x 4&quot; sterile gauze pads</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Roll 3&quot; cohesive bandage</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Germicidal hand wipes or waterless, alcohol-based hand sanitizer</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Antiseptic wipes</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pairs large, medical grade, non-latex gloves</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tongue depressor blades</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Adhesive tape, 2&quot; width</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Antibacterial ointment</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cold pack</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Scissors (small, personal)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tweezers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Assorted sizes of safety pins</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cotton balls</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Thermometer</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tube of petroleum jelly or other lubricant</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sunscreen</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>CPR breathing barrier, such as a face shield</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>First aid manual</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Non-Prescription and Prescription Medicine Kit Supplies

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Home</th>
<th>Vehicle</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspirin and non-aspirin pain reliever</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Anti-diarrhea medication</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Antacid (for stomach upset)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Laxative</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vitamins</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Prescriptions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Extra eyeglasses/contact lenses</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Sanitation and Hygiene Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washcloth and towel</td>
<td>Heavy-duty plastic garbage bags and ties for personal sanitation uses and toilet paper</td>
</tr>
<tr>
<td>Towelettes, soap, hand sanitizer</td>
<td>Medium-sized plastic bucket with tight lid</td>
</tr>
<tr>
<td>Tooth paste, toothbrushes</td>
<td>Disinfectant and household chlorine bleach</td>
</tr>
<tr>
<td>Shampoo, comb, and brush</td>
<td>A small shovel for digging a latrine</td>
</tr>
<tr>
<td>Deodorants, sunscreen</td>
<td>Toilet paper</td>
</tr>
<tr>
<td>Razor, shaving cream</td>
<td>Contact lens solutions</td>
</tr>
<tr>
<td>Lip balm, insect repellent</td>
<td>Mirror</td>
</tr>
<tr>
<td>Feminine supplies</td>
<td></td>
</tr>
</tbody>
</table>

### Equipment and Tools

<table>
<thead>
<tr>
<th>Tools</th>
<th>Kitchen items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable, battery-powered radio or television and extra batteries</td>
<td>Manual can opener</td>
</tr>
<tr>
<td>NOAA Weather Radio, if appropriate for your area</td>
<td>Mess kits or paper cups, plates, and plastic utensils</td>
</tr>
<tr>
<td>Flashlight and extra batteries</td>
<td>All-purpose knife</td>
</tr>
<tr>
<td>Signal flare</td>
<td>Household liquid bleach to treat drinking water</td>
</tr>
<tr>
<td>Matches in a waterproof container (or waterproof matches)</td>
<td>Sugar, salt, pepper</td>
</tr>
<tr>
<td>Shut-off wrench, pliers, shovel, and other tools</td>
<td>Aluminum foil and plastic wrap</td>
</tr>
<tr>
<td>Duct tape and scissors</td>
<td>Resealable plastic bags</td>
</tr>
<tr>
<td>Plastic sheETING</td>
<td>Small cooking stove and a can of cooking fuel (if food must be cooked)</td>
</tr>
<tr>
<td>Whistle</td>
<td></td>
</tr>
<tr>
<td>Small canister, ABC-type fire extinguisher</td>
<td></td>
</tr>
<tr>
<td>Tube tent</td>
<td>Games</td>
</tr>
<tr>
<td>Compass</td>
<td>Cards</td>
</tr>
<tr>
<td>Work gloves</td>
<td>Books</td>
</tr>
<tr>
<td>Paper, pens, and pencils</td>
<td>Toys for kids</td>
</tr>
<tr>
<td>Needles and thread</td>
<td>Foods</td>
</tr>
<tr>
<td>Battery-operated travel alarm clock</td>
<td></td>
</tr>
</tbody>
</table>

### Comfort Items

<table>
<thead>
<tr>
<th>Comfort Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tube tent</td>
</tr>
<tr>
<td>Compass</td>
</tr>
<tr>
<td>Work gloves</td>
</tr>
<tr>
<td>Paper, pens, and pencils</td>
</tr>
<tr>
<td>Needles and thread</td>
</tr>
<tr>
<td>Battery-operated travel alarm clock</td>
</tr>
</tbody>
</table>
### Food and Water

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Home</th>
<th>Vehicle</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ready-to-eat meats, fruits, and vegetables</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Canned or boxed juices, milk, and soup</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>High-energy foods such as peanut butter, jelly, low-sodium crackers, granola bars, and trail mix</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vitamins</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Special foods for infants or persons on special diets</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cookies, hard candy</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Instant coffee</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cereals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Powdered milk</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Clothes and Bedding Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete change of clothes</td>
<td>☐</td>
</tr>
<tr>
<td>Sturdy shoes or boots</td>
<td>☐</td>
</tr>
<tr>
<td>Rain gear</td>
<td>☐</td>
</tr>
<tr>
<td>Hat and gloves</td>
<td>☐</td>
</tr>
<tr>
<td>Extra socks</td>
<td>☐</td>
</tr>
<tr>
<td>Extra underwear</td>
<td>☐</td>
</tr>
<tr>
<td>Thermal underwear</td>
<td>☐</td>
</tr>
<tr>
<td>Sunglasses</td>
<td>☐</td>
</tr>
<tr>
<td>Blankets/sleeping bags and pillows</td>
<td>☐</td>
</tr>
</tbody>
</table>
## Documents and Keys

<table>
<thead>
<tr>
<th>Item</th>
<th>Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal identification</td>
<td></td>
</tr>
<tr>
<td>Cash and coins</td>
<td></td>
</tr>
<tr>
<td>Credit cards</td>
<td></td>
</tr>
<tr>
<td>Extra set of house keys and car keys</td>
<td></td>
</tr>
<tr>
<td>Copies of the following:</td>
<td></td>
</tr>
<tr>
<td>Birth certificate</td>
<td></td>
</tr>
<tr>
<td>Marriage certificate</td>
<td></td>
</tr>
<tr>
<td>Driver's license</td>
<td></td>
</tr>
<tr>
<td>Social Security cards</td>
<td></td>
</tr>
<tr>
<td>Passports</td>
<td></td>
</tr>
<tr>
<td>Wills</td>
<td></td>
</tr>
<tr>
<td>Deeds</td>
<td></td>
</tr>
<tr>
<td>Inventory of household goods</td>
<td></td>
</tr>
<tr>
<td>Insurance papers</td>
<td></td>
</tr>
<tr>
<td>Immunization records</td>
<td></td>
</tr>
<tr>
<td>Bank and credit card account numbers</td>
<td></td>
</tr>
<tr>
<td>Stocks and bonds</td>
<td></td>
</tr>
<tr>
<td>Emergency contact list and phone numbers</td>
<td></td>
</tr>
<tr>
<td>Map of the area and phone numbers of places you could go</td>
<td></td>
</tr>
</tbody>
</table>

http://www.fema.gov/areyouready/assemble_disaster_supplies_kit.shtm

http://www.fema.gov/areyouready/appendix_b.shtm