



EASTERN KENTUCKY UNIVERSITY

Collective Protection System (CPS) Operation Checklist

- Move everyone into the protected area when notified that a hazardous event has occurred.
- Start the ESIP/CPS system by pushing the red start button on the face of the control panel.
Any individual may activate the system when needed.
EKU Public Safety officials may not be in your ESIP building.
- Manually close, latch, and lock all perimeter windows.
- At the time the hazard is estimated to arrive in your zone (Zone 2E and/or 2D), do the following.
- Manually close, latch, and lock all perimeter doors.
- Double check that all perimeter doors are secure and post a
Stop – Shelter-In-Place Protected sign at each entrance.
- Double check that all perimeter windows are secure.
- Keep all doors and windows closed.
- Remain in the protected area until notified that the hazard has cleared.
- After being notified that the hazard has cleared, do the following.
- Stop the ESIP/CPS system by pushing the red start button on the face of the control panel again.
Any individual may deactivate the system when the all clear order is given.
EKU Public Safety officials may not be in your ESIP building.
- Perimeter doors and windows may now be opened.
- Exit outside.
- Individuals may be directed to relocate out of the affected area.