

**Pandemic Influenza – Continuity of Operations Plan  
Kansas State University**

***Instructions:** All K-State departments and units are required to use this form to complete a Continuity of Operations Plan (COOP). This plan will prepare your department to continue operations in the event the World Health Organization and the CDC declare an Influenza Pandemic, and to return to normal activities after the contingency plan is lifted. This is your plan; please feel free to add to this template to meet your needs. The process of planning for any emergency is a very valuable aid. Be collaborative when drafting this document and seek comments from your faculty and staff. For assistance contact the Division of Public Safety, 2-5856.*

<b>A. Primary Department/Unit Information</b>			
Department/Unit		Facilities	
College		Kansas State University	
Department/Unit Head: Dr. Edward Rice		Phone #: 785-532-5967	Alt Phone #: 785-565-1766
Email Address: <a href="mailto:erice@ksu.edu">erice@ksu.edu</a>			
Web Address: <a href="http://www.k-state.edu/facilities/">www.k-state.edu/facilities/</a>			
COOP Contact (Name):		Phone #:	
Email Address:		Room & Building:	
Other Department/Unit Locations:			
<b>B. The Principal Nature of Your Department's/Unit's Operations (check all that apply)</b>			
<input type="checkbox"/> Teaching	<input type="checkbox"/> Student Life Support		
<input type="checkbox"/> Laboratory Research	<input type="checkbox"/> Research Support		
<input type="checkbox"/> Other Research	<input checked="" type="checkbox"/> Facilities Support		
<input type="checkbox"/> Administration	<input type="checkbox"/> Other (Describe):		
<b>C. Your Department/Unit Objective:</b>			
The objective is to maintain operational status of the campus. Dependent upon seasonal weather conditions and activity of campus community, work closely with administrative and departmental personnel toward monitoring and adjusting building environments to reduce potential losses and damage to equipment or building structures.			
<b>D. How Do You Communicate With Your Faculty, Staff, Students, And Constituents? (check all that apply)</b>			
<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Direct Connect, e.g. Nextel	
<input type="checkbox"/> Call Tree	<input type="checkbox"/> Departmental/Unit Web Site	<input checked="" type="checkbox"/> Pager	
<input type="checkbox"/> Instant Messaging	<input checked="" type="checkbox"/> Other (Describe): Radio and Cell Phone		
<b>E. Emergency Access to Information and Systems:</b>			
When a major emergency occurs and all Facilities personnel are required to return to work, it has been arranged for the media to be contacted by upper administration and an announcement made requesting all/essential Facilities personnel are to report to work.			
Managerial staff for Facilities (Dr. Rice, Ed Heptig, Dale Boggs, and Mark Loberg) all carry cell phones and when called, will take appropriate action assuming the role they have been assigned within			

the National Response Framework for Homeland Security.

We have five essential shops that are required to be on stand-by (Electric, Electronic, HVAC, Lock, and Plumbing). Each of these shops has one employee On-Call to respond to emergencies called into KSUPD. When KSUPD contacts the On-Call, they are required to return to campus within two hours to make repairs.

**F. Your Department's/Unit's Essential Functions (use continuation sheet if necessary)**

Essential Function: <b>Director KSU Facilities (Main Campus, Vet Med)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Ed Heptig</b>		
Phone Numbers	<b>785-532-1700</b>	<b>785-313-3430</b>	
Essential Function: <b>Associate Director KSU Facilities</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Dale Boggs</b>		
Phone Numbers	<b>785-532-1738</b>	<b>785-564-0417</b>	
Essential Function: <b>Associate Director KSU Facilities</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Mark Loberg</b>		
Phone Numbers	<b>785-532-1801</b>	<b>785-564-0419</b>	
Essential Function: <b>Electric Shop</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Cliff Slocum</b>		
Phone Numbers	<b>785-532-1743</b>	<b>785-313-1817</b>	
Essential Function: <b>Electric Shop</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Electric (On Call)</b>		
Phone Numbers	<b>785-587-3265</b>		
Essential Function: <b>Electronic Shop</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Jim Ivy</b>		
Phone Numbers	<b>785-532-1744</b>	<b>785-313-7069</b>	
Essential Function: <b>Electronic (On Call)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Electronic (On Call)</b>		
Phone Numbers	<b>785-313-6341</b>		
Essential Function: <b>HVAC</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>John Brown</b>		
Phone Numbers	<b>785-532-1745</b>	<b>785-313-0205</b>	
Essential Function: <b>HVAC</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Joe Zerby</b>		
Phone Numbers	<b>785-532-1734</b>	<b>785-313-2665</b>	
Essential Function: <b>HVAC (On Call)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>On Call</b>		
Phone Numbers			
Essential Function: <b>Lock Shop</b>			
	Primary	Alternate	Second Alternate

Responsible Person	<b>Austin Daugherty</b>		
Phone Numbers	<b>785-532-1741</b>	<b>785-313-7301</b>	
Essential Function: <b>Lock Shop (On Call)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Lock Shop (On Call)</b>		
Phone Numbers	<b>785-313-7301</b>		
Essential Function: <b>Moving &amp; Hauling, Snow removal, heavy equipment</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Barb Elliott</b>		
Phone Numbers	<b>785-532-1701</b>	<b>785-564-0072</b>	
Essential Function: <b>Planning KSU Utility Locate</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Will Hirsch</b>		
Phone Numbers	<b>785-532-7399</b>	<b>785-313-4382</b>	
Essential Function: <b>Planning KSU Utility Locate</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Gary Kilner</b>		
Phone Numbers	<b>785-532-1730</b>	<b>785-313-3413</b>	
Essential Function: <b>Plumbing Shop</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Larry McCoy</b>		
Phone Numbers	<b>785-532-1746</b>	<b>785-564-1866</b>	
Essential Function: <b>Plumbing Shop</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Mike Paph</b>		
Phone Numbers	<b>785-532-1746</b>	<b>785-564-0249</b>	
Essential Function: <b>Plumbing Shop (On Call)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>(On Call)</b>		
Phone Numbers	<b>785-587-3230</b>		
Essential Function: <b>Power Plant</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Martin Snyder</b>		
Phone Numbers	<b>785-532-1731</b>	<b>785-564-0524</b>	
Essential Function: <b>Power Plant</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Delvin Winfough</b>		
Phone Numbers	<b>785-532-1798</b>	<b>785-313-5980</b>	
Essential Function: <b>Power Plant</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Clarence Ellis</b>		
Phone Numbers	<b>785-532-1798</b>	<b>785-564-0287</b>	
Essential Function: <b>Power Plant</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Boiler Room</b>		
Phone Numbers	<b>785-532-6386</b>		
Essential Function: <b>Vet Med Complex</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Allan Leikam</b>		

Phone Numbers	<b>785-532-6840</b>	<b>785-565-1764</b>	
Essential Function: <b>Vet Med Complex</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Gary Morgan</b>		
Phone Numbers	<b>785-532-6669</b>	<b>785-313-3378</b>	
Essential Function: <b>Vet Med Complex</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Noel Kramer</b>		
Phone Numbers	<b>785-532-0808</b>	<b>785-313-4527</b>	
<b>G. Your Department's/Unit's Leadership Succession</b>			
	Name	Phone #	Alt Phone #
Head or Director	Dr. Rice	785-532-1706	785-565-1766
First Successor	Ed Heptig	785-532-1700	785-313-3430
Second Successor	Dale Boggs	785-532-1738	785-564-0417
Third Successor	Mark Loberg	785-532-1801	785-564-0419
<b>H. Key Internal Dependencies (Within KSU)</b>			
Dependency (product or service)	Telephone, e-mail, network service for fire & security and building controls		
Provider (KSU Department/Unit)	KSU Telecommunications		
Dependency (product or service)	Source for all supplies necessary for building management		
Provider (KSU Department/Unit)	KSU Facilities Storeroom		
<b>I. Key External Dependencies (outside KSU)</b>			
Dependency (product or service): <b>Water/Sewer</b>			
	Primary	Alternate	
Supplier/Provider	<b>City of Manhattan</b>		
Phone Numbers	<b>785-587-2465</b>		
Dependency (product or service): <b>Natural Gas</b>			
	Primary	Alternate	
Supplier/Provider	<b>Oneok</b>		
Phone Numbers	<b>785-274-4927</b>	<b>785-633-0231</b>	
Dependency (product or service): <b>Natural Gas and Gas Transport</b>			
	Primary	Alternate	
Supplier/Provider	<b>Kansas Gas Service</b>		
Phone Numbers	<b>913-344-8810</b>	<b>816-520-0055</b>	
Dependency (product or service): <b>Electric</b>			
	Primary	Alternate	
Supplier/Provider	<b>Westar</b>		
Phone Numbers	<b>785-587-2312</b>	<b>785-410-5245</b>	
Dependency (product or service): <b>Elevator Service</b>			
	Primary	Alternate	
Supplier/Provider	<b>Thyssen Krupp</b>		
Phone Numbers	<b>316-529-2233</b>		
<b>J. Mitigation Strategies</b>			
<p>Director (Ed Heptig) will contact associate directors. Associate directors (Dale Boggs, Mark Loberg, Dale Rivett) will contact managers and supervisors. Managers and supervisors (Allan Leikam, Martin Snyder, Cliff Slocum, John Brown, Joe Zerby, Jim Ivy, Austin Daugherty, Larry McCoy, Mike Paph, Barb Elliott) will contact essential shop personnel. Set up living quarters. Provide adequate food and water supplies, and gloves and masks, and identification vestures or clothing.</p>			
<b>K. Exercising Your Plan and Informing Your Staff (check all that apply)</b>			
<input checked="" type="checkbox"/>	Staff Orientation Meeting	<input type="checkbox"/> Emergency Communication Test	<input type="checkbox"/> Tabletop Exercise
<input type="checkbox"/>	Call Tree Drill	<input type="checkbox"/> Off Site Information Access Test	<input type="checkbox"/> Interdepartmental Exercises
<input type="checkbox"/>	Unscheduled Work At Home Day	<input type="checkbox"/> Other Drill (describe):	
<input type="checkbox"/>	Emergency Assembly Drill		

<b>L. Recovery After the Pandemic</b>	
Restore or restart all equipment that was effected during pandemic.	
<b>M. Special Considerations for Your Department/Unit</b>	
“Keep Hands Clean” training.	
<b>N. Home Emergency Planning for Individuals and Families</b>	
Guide for Individuals and Families	Emergency Contacts Form
Family Health Information Sheet	
Pandemic Flu Planning Checklist for Individuals and Families	

**O. COOP Submission:** Thank you for completing your department’s/unit’s pandemic influenza Continuity of Operations Plan (COOP). Save a copy of this document on your computer or a network. Please submit this electronic copy as an email attachment to [safety@ksu.edu](mailto:safety@ksu.edu), AND to [academicpersonnel@ksu.edu](mailto:academicpersonnel@ksu.edu)

The Office of Academic Personnel website will be the depository of the COOP’s, they will be posted under Departmental Documents at <http://www.k-state.edu/academicpersonnel/add/>