

**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	Kansas State University at Salina Facilities		
College	Aviation and Technology		
Department/Unit Head: Ken Kary		Phone #: 785-826-2947	Alt Phone #:785-819-0633
Email Address: pdklmjra@ksu.edu			
Web Address:			
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>			
<p>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.</p>			
<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 checked="" type="checkbox"/> Pager	
<input type="checkbox"/> Call Tree		<input type="checkbox"/> Departmental/Unit Web Site	
<input type="checkbox"/> Instant Messaging		<input checked="" type="checkbox"/> Other (Describe): Radio and Cell Phone	
<b>E. Emergency Access to Information and Systems:</b> IT support			
FacultyandStaff@mail.ksu.edu		K-State On-Line	
KSUSalina@ksu.edu (Student Listserv)		Back up on G and W drives on Main campus	

<b>F. Your Department's/Unit's Essential Functions (use continuation sheet if necessary)</b>			
Essential Function: <b>Director KSU Facilities (Salina)</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Ken Kary</b>		
Phone Numbers	<b>785-826-2947</b>	<b>785-819-0633</b>	
Essential Function: <b>Physical Plant Supervisor</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Larry Darrow</b>		
Phone Numbers	<b>785-826-2919</b>	<b>785-820-1428</b>	
Essential Function: <b>Physical Plant Supervisory</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Jim Lytle</b>		
Phone Numbers	<b>785-826-2674</b>	<b>785-820-1427</b>	
Essential Function: <b>Custodial Supervisor Sr.</b>			
	Primary	Alternate	Second Alternate
Responsible Person	<b>Darrell Betzner</b>		
Phone Numbers	<b>785-826-2939</b>	<b>785-820-1399</b>	
<b>G. Your Department's/Unit's Leadership Succession</b>			
	Name	Phone #	Alt Phone #
Head or Director	Ken Kary	785-819-0633	
First Successor	Larry Darrow	785-820-1428	
Second Successor	Jim Lytle	785-820-1427	
Third Successor	Darrell Betzner	785-820-1399	
<b>H. Key Internal Dependencies (Within KSU)</b>			
Dependency (product or service)	Telephone, e-mail, 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		
Dependency (product or service)	Purchasing		
Provider (KSU Department/Unit)	KSU Controllers Office		
Dependency (product or service)	Payroll		
Provider (KSU Department/Unit)	KSU Facilities Human Resources		
Dependency (product or service)	Safety and Security		
Provider (KSU Department/Unit)	KSU Salina Security Office		
Dependency (product or service)			
Provider (KSU Department/Unit)			
<b>I. Key External Dependencies (outside KSU)</b>			
Dependency (product or service): <b>Water/Sewer</b>			
	Primary	Alternate	
Supplier/Provider	<b>City of Salina</b>		
Phone Numbers	<b>785-309-5705</b>	<b>785-826-7310</b>	
Dependency (product or service): <b>Natural Gas</b>			
	Primary	Alternate	
Supplier/Provider	<b>Oneok</b>		
Phone Numbers	<b>785-274-4927</b>	<b>785-633-2031</b>	
Dependency (product or service): <b>Natural Gas and Gas Transportation</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>785-575-6382</b>	<b>800-794-6101</b>	
Dependency (product or service): <b>Elevator Service</b>			
	Primary	Alternate	
Supplier/Provider	<b>Thyssen Krupp</b>		
Phone Numbers	<b>316-529-4433</b>	<b>800-488-8942</b>	
Dependency (product or service): <b>Trash</b>			
	Primary	Alternate	
Supplier/Provider	<b>Salina Iron &amp; Metal</b>		
Phone Numbers	<b>785-825-9021</b>		
<b>J. Mitigation Strategies</b>			
<p>Director Ken Kary will contact supervisors. Supervisors (Larry Darrow, Jim Lytle, Darrell Betzner, and Rene Doherty) will contact essential 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 checked="" 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>			
<p>Restore or restart all equipment that was effected during pandemic.</p> <p>Contact Staff- Identify physical and emotional needs.</p> <p>List work backlog</p>			
<b>M. Special Considerations for Your Department/Unit</b>			
<p>Lack of Staff- small numbers.</p> <p>Provide appropriate training.</p>			
<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/>