

Emergency Management Plan
Kansas State University
Manhattan Campus

2011

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1. MISSION AND PURPOSE

This plan provides a framework for managing the immediate actions and operations required to respond to an emergency or disaster on the Manhattan campus of Kansas State University. The priorities of the University during such an event are the protection of the following: human lives, the lives of animals associated with the University’s mission, valuable research processes, University and personal property, and the environment. This is accomplished through effective use and coordination of University and community resources.

This document outlines the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency/disaster. It supplements protocols currently in place for the day-to-day management and operation of the University.

Scope. This plan relates to situations that may arise on the University’s campus in Manhattan; the Salina campus has a similar but separate emergency response plan. University off-campus centers such as agricultural research and extension centers are responsible for ensuring their preparedness in coordination with this plan. University activities in other locations operating as tenants are responsible for coordinating with the relevant property management organization.

Overall Concept. Kansas State University has officially adopted the National Institute Management System (NIMS) as the basic structure for responding to all emergencies/disasters. A key component of this structure is the Incident Command System (ICS), which enables specialized responders representing multiple jurisdictional areas to work together effectively and efficiently. The ICS utilizes a five-section structure as shown in the diagram below.



INCIDENT COMMAND SYSTEM: BASIC FUNCTIONAL STRUCTURE

Under this system, the Incident Commander has overall responsibility for responding to emergencies /disasters. When necessary, additional staff maybe assigned the responsibility of managing the four subordinate sections.

Plan Objectives. This plan uses “Mitigation”, to reduce the probability of occurrence and to minimize any effects from incidents or disasters, “Preparation”, to respond to any incident effectively, “Response”, the way we take actions during crisis, provides guidelines for organizing, establishing communications (internal and external), managing information, making decisions, training staff and “Recovery”, from a major emergency or disaster that will insure the return to normal or the upgrading of the Manhattan campus.



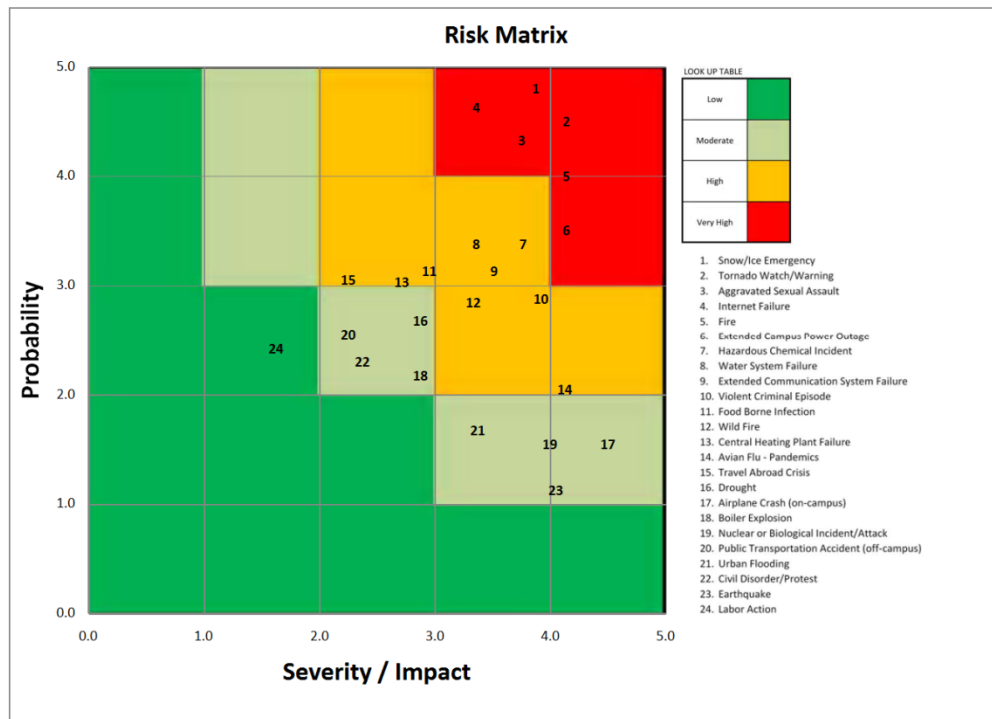
Assessment of Probabilities and Impact. The University annually reassesses the probability the occurrence of certain types of disasters/emergencies and the impact **such** an occurrence would have on its ability to deliver programs. The following form is used for that assessment.

PROBABILITY	IMPACT	NATURE OF EMERGENCY
_____	_____	Violent Criminal Episode
_____	_____	Aggravated Sexual Assault
_____	_____	Airplane Crash (on-campus)
_____	_____	Avian Flu - Pandemic
_____	_____	Boiler Explosion
_____	_____	Central Heating Plant Failure
_____	_____	Civil Disorder / Protest
_____	_____	Drought
_____	_____	Earthquake
_____	_____	Extended Campus Power Outage
_____	_____	Extended Communication System Failure
_____	_____	Internet Failure
_____	_____	Fire
_____	_____	Food Borne Infection
_____	_____	Hazardous Chemical Incident
_____	_____	Labor Action
_____	_____	Nuclear or Biological Incident/Attack
_____	_____	Public Trans. Accident (off-campus)
_____	_____	Snow/Ice Emergency
_____	_____	Tornado Watch/Warning
_____	_____	Travel Abroad Crisis
_____	_____	Tropical Storm or Hurricane
_____	_____	Urban Flooding
_____	_____	Water System Failure
_____	_____	Wild Fire

PROBABLITY

IMPACT

NATURE OF EMERGENCY



Levels of Emergencies.

We have identified three separate categories of campus emergencies:

- **Minor Emergency (Level 1).** These are localized events (e.g. gas smell, an electrical arc, small chemical spill) not seriously affecting the overall functional capacity of the university. The incident will be handled completely by University (except in the case of a minor fire requiring a response from the Manhattan Fire Department). An Emergency Operations Center (EOC) would **not** be activated for a Minor Emergency.
- **Major Emergency (Level 2).** These serious events affect an entire building and disrupt the operation of the University. The incident may require multiple University support services and some mutual aid. For a Major Emergency, the University retains Incident Command. University-wide warnings and instructions will be required and it **may** be necessary to activate an Emergency Operations Center.
- **Disaster (Level 3).** These events seriously impair or halt the operation of the University. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of University and external resources is required to effectively control the situation. An **EOC will be activated** to deal with a Disaster.

Emergency Management Plan Activation. The University President serves as the head of the President’s Cabinet (*PC*), which activates for a Level #3 or whenever executive policy issues must be addressed. This Emergency Management Plan is activated whenever conditions exist in which normal University operations cannot be performed and when immediate action is required

to protect lives, to prevent damage to University property, systems, or the environment, coordinate communications, temporarily assign University staff to perform emergency work, invoke emergency authorization to procure and allocate resources, activate and staff the Emergency Operations Center (EOC)., when City, County, State ,Federal or other organizations request aid and assistance from KSU in response to a local, statewide, or regional emergency situation. The following persons have the authority to activate this plan:

University President

Vice-President for Administration and Finance

Provost

Vice President for Student Life and Dean of Students

When the KSU Police Department or another entity determines that an emergency exists, the University officials will be contacted in the order shown above. If the University President is unavailable (i.e., not on campus or within a 10 minute drive of campus), the next person will be contacted. If none of these senior University administrators is immediately available, the Assistant Vice President for Public Safety has the authority to activate the plan. A current (and continuously updated) list of the names and appropriate contact information for these University officials is shown in Appendix A of this plan.

II. RESPONSE AND FUNCTION

Emergency Operations Center (EOC). After one of the University officials shown in the previous section has determined the need to do so, the University Police Department dispatch will activate an Emergency Operations Center and contact all Presidents's Cabinet (PC) members asking them to convene immediately in Room 201 Anderson Hall. If the emergency is near Anderson Hall, the alternate location of the Emergency Operations Center will be Room 011 Edwards Hall.

President's Cabinet (PC). Functions as the policy group. Members are shown below:

Vice President for Administration and Finance

Provost and Senior Vice President

Vice President for Student Life and Dean of Students

Director of Community Relations and Assistant to the President

Vice President of Research

Director of Governmental Relations and Assistant to the President

Vice President for Communication and Marketing

President, KSU Foundation

President, Alumni Association

Director, Intercollegiate Athletics

The University President serves as the head of the PC whenever a Level 3 Emergency is reached. If the University President is not immediately available (i.e., not able to be on campus within 10 minutes), authority is delegated to the next in command in accordance with the hierarchy shown above. The duties and responsibilities of the PC are shown in Appendix B. A list of the names and appropriate contact information for the PC is shown in Appendix A.

Emergency Operations Center Coordinator. Unless otherwise specified by the University President, the Assistant Vice President for Public Safety will serve as the Emergency Operations Center Coordinator (EOCC). In that capacity, the EOCC is delegated the authority to act in the best interest of the University on behalf of the PC during immediate emergency response operations. Specific duties and responsibilities of the EOCC are shown in Appendix C.

Emergency Operation Team. Functions as the EOC group. An Emergency Operation Team (EOT) is activated whenever a Level 3 Emergency is declared. The following University officials will be members of the EOT:

Director, Environmental Health and Safety

Emergency Management Coordinator

Director, Counseling Services

Student Health Services Medical Director

Assistant Dean of Student Life

Associate Vice President of Division of Facilities

Associate Director Computing and Telecommunications Services

Associate Vice Provost for Information Technical Services

Associate Director of Student Housing and Dining Services

EOT Support Staff. The *EOT* advises the *PC* on overall strategy for management of the emergency, assists with development of an action plan for dealing with the emergency, and oversees response/recovery operations. As appropriate for the emergency, the EOT will be supported by staff with the following designations:

- Public Information Officer (PIO)
- Internal Liaison
- External Liaison
- EOC Administrative Staff
- EOC Technology Specialist
- Facilities Area Specialists in Data Collection, Building Inspection, Damage Assessment, and Emergency Projects
- Logistics Section Chief
- Finances/Administration Section Chief
- KSU Police
- Environmental Health and Safety
- Facilities
- Information Technology and Telecommunications
- Fire Safety

Mass Care, Student Life, Emergency Assistance, Housing and Dining, Human Resources

- Animal Care/Safety
- Intercollegiate Athletics
- University Transportation/Parking
- Risk Management/FEMA Planning

Specific duties and responsibilities of the EOT and its supporting staff are shown in Appendices D and E. A current list of the names and appropriate contact information for the EOT, its Support Staff and their alternates is shown in Appendix A of this plan.

III. EMERGENCY SUPPORT FUNCTIONS (ESF)

Specific **Emergency Support Functions** corresponding to the State and Federal ESF structure are shown as Attachments. They identify specific responsibilities of each entity that may be involved in campus emergencies/disasters. Each entity is responsible for preparing contingency plans to accomplish the support function for the University as identified. These contingency plans are kept and maintained by the responsible units.

Federal/ State Emergency Support Functions (ESF)	Kansas Response Plan & National Response Framework	KSU Emergency Management Plan
ESF 1	Transportation (Parking and Facilities)	Page - 29
ESF 2	Communications (IT and Telecom)	Page - 30-32
ESF 3	Public Works and Engineering (Facilities)	Page - 33-42
ESF 4	Firefighting and EMS (Manhattan Fire Department and Riley County EMS)	Page - 42-43
ESF 5	Emergency Management	Page - 43-48
ESF 6	Mass Care, Emergency Assistance, Housing , Human Resources	Page - 48-51
ESF 7	Logistics Management and Resource Support	Page -51-54
ESF 8	Public Health and Medical Services	Page - 54-55
ESF 9	Searches and Rescues	Page - 55
ESF 10	Hazardous Materials Response	Page - 55-57
ESF 11	Agriculture and Natural Resources	Page - 57-58
ESF 12	Energy	Page - 58-59
ESF 13	Public Safety and Security (KSUPD)	Page - 59-60
ESF 14	Long -Term Recovery and Restoration	Page - 61- 62
ESF 15	External Affairs (Communication)	Page - 62-65

IV. SPECIFIC UNIT EMERGENCY RESPONSE PLANS

Each department will keep Departmental / Unit Plans.

V. TRAINING AND EXERCISES

K-State requires personnel with emergency response duties to take ICS 100, 200, and 700. EOC or Command and General Staff should also take ICS 300, 400, and 800, and the President's Cabinet should take ICS-402, Summary for Executives. A short training slide set is available on the EH&S web page which explains the NIMS structure and responsibilities for faculty and staff. The National Response Plan (NRP) describes how the Federal Government will work with State, local and tribal governments and the private sector to respond to disasters.

Emergency Warning and Notification

K-State conducts fully audible tests of emergency warning and notification systems a minimum of once a semester. This test will, whenever possible, be coordinated with all campus drills. A full test will activate the K-State Alerts system, text/voice, siren/PA system, and all other resources included in the K-State Alerts system.

Emergency Operations Center Drills

K-State will conduct an activation of the Emergency Operations Center and Emergency Operations Staff a minimum of once annually. This activation will include drills or exercises addressing a specific emergency topic. The drill/exercise will be coordinated with Riley County Emergency Management, Riley County EMS, the Manhattan Fire Department, and the Riley County Police Department, if possible also K-State at Salina.

Emergency Exercises

K-State holds one tabletop exercise at least once each year. In addition, K-State cooperates with Riley County Emergency Management during their exercises. Exercises are HSEEP compliant.

All-campus Emergency Drill

Once each semester, K-State holds an All-campus Emergency Drill to test warning and notification capabilities, classroom, building evacuation and emergency response activation. These drills are for all students, faculty, and staff on the Manhattan campus, and the Salina campus. Prior to the drill, adequate notification is provided via campus and local media sources to include specific details on what campus personnel are to do when the drill begins. The date and time of the drill will be coordinated with the Provost's Office to provide as little disruption to academic activities as possible.

APPENDIX A.

Current Contact Information for Plan Participants

	Title			
President's Cabinet (PC)	President	Kirk Schulz	532-6221	kirks@ksu.edu
Alternate	V.P. Admin./Finance	Bruce Shubert	532-6226	bshubert@ksu.edu
	Provost	April Mason	532-6224	masona@ksu.edu
	V.P. Admin./Finance	Bruce Shubert	532-6226	bshubert@ksu.edu
Alternate	Asst. V.P. Human Resources	Gray Leitnaker	532-6277	geleit@ksu.edu
	Provost	April Mason	532-6224	masona@ksu.edu
Alternate	Senior Vice Provost	Ruth Dyer	532-6224	rdyer@ksu.edu
	V.P. Student Life and Dean of Student Life	Pat Bosco	532-6237	bosco@ksu.edu.
Alternate	Associate V.P. Student Life	Michael Lynch	532-7305	mlynch@ksu.edu
	Director of Student Life	Heather Reed	532-6432	hreed@ksu.edu
	V.P. of Research	Ron Trewyn	532-5110	trewyn@ksu.edu
Alternate	Associate Vice President for Research	Jim Guikema	532-6195	guikema@ksu.edu
	Director of Community Relations and Assistant to the President	Jackie Hartman	532-6221	jlh1980@ksu.edu
Alternate	Director of Governmental Relations and Asst. to Pres.	Sue Peterson	532-6221	skp@ksu.edu
	Director of Governmental Relations and Asst. to Pres.	Sue Peterson	532-6221	skp@ksu.edu
Alternate	Director of Community Relations and Assistant to the President	Jackie Hartman	532-6221	jlh1980@ksu.edu

	V.P. for Marketing and Communications	Jeffery Morris	532-2535	jbmorris@ksu.edu
Alternate	Director of K-State News/Editorial Services	Erin Barcomb-Peterson	532-1543	ebarcomb@ksu.edu
Till Nov.2011	Associate V.P.- VP Communications and Mktg	Cheryl May	532-2535	may@ksu.edu
	Director, Intercollegiate Athletics	John Currie	532-6912	jcurrie@ksu.edu
Alternate	Senior Associate AD/Chief of Staff	Reid Sigmon	532-6913	rsigmon@ksu.edu
	Assoc Athletic Dir/Operations	Casey Scott	532-5263	caseys@ksu.edu
	President, KSU Foundation	Fred Cholick	532-7566	fcholick@ksu.edu
Alternate	Vice President for Real Estate and Investments/CFO	David Weaver	532-7572	davidw@ksu.edu
				1
				1
	President, Alumni Association	Amy Button Renz	532-6260	arenz@k-state.com
Alternate	Senior Vice President for and CFO	Brad Sidener	532-5055	bsidener@ksu.edu
Emergency Operation Center Coordinator	Asst. V.P. for Public Safety	Ronnie Grice	532-6412	raker@ksu.edu
Alternate				
Emergency Operation Team	Dir. Environ. Health/Safety*	Steve Galitzer	532-5856	galitz@ksu.edu
Alternate				

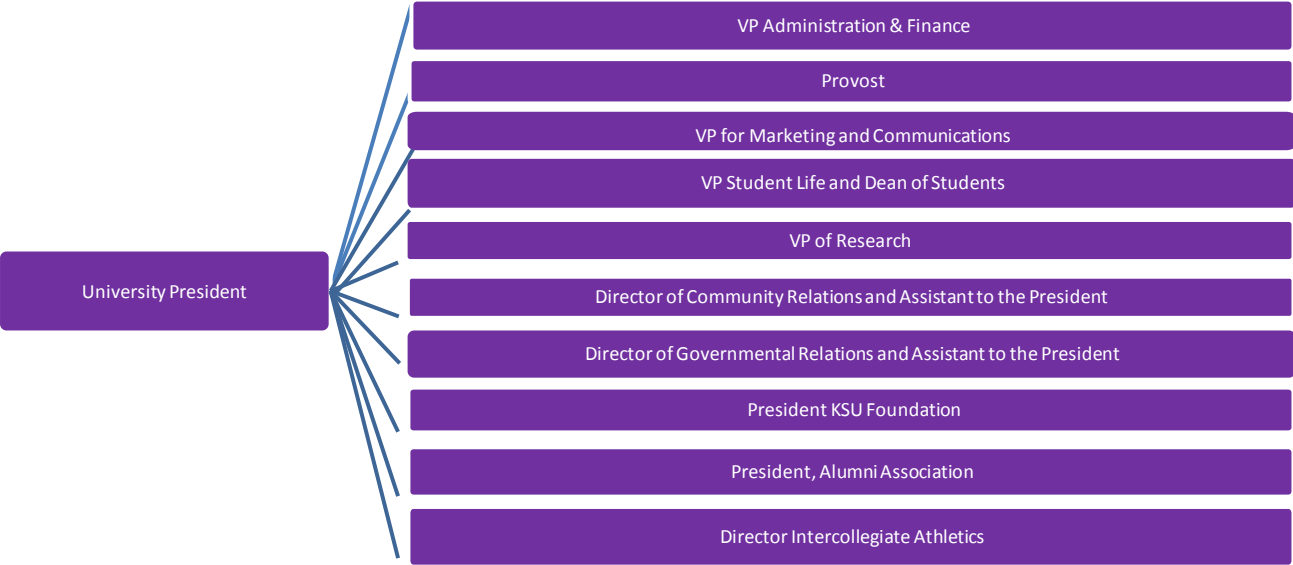
	Emergency Mgmt. Coord.*	Steve Broccolo	532-5856	seaghost@ksu.edu
Alternate				
	Dir. Counseling Services*	Dorinda Lambert	532-6927	djlink@ksu.edu
Alternate				
	Assoc. Dir. Clinical Serv*	Catherine Barry	532-6544	cabby@ksu.edu
Alternate				
	Director of Student Life*	Heather Reed	532-6432	hreed@ksu.edu
Alternate				
	Assoc. V.P. Facilities*	Ed Rice	532-1706	erice@ksu.edu
Alternate				
	Assoc. Dir. Telecomm.*	Danny Fronce	532-4563	djf@ksu.edu
Alternate				
	Assoc. V.P. Info. Tech.*	TBD		
Alternate				
	Assoc. Dir. Stu. Housing*	TBD		
Alternate				

EOT Support Staff				
Public Info. Officer/ Internal Liaison	Associate Vice President, Communications and Marketing	Cheryl May	2-2535	may@ksu.edu
Alternate				
Risk Mgmt./FEMA Liaison	Assoc. V.P. Admin./Finance	TBD		
Alternate				
External Liaison	Asst. Director KSUPD	Donald Stubbings	2-6412	ksu135@ksu.edu
Alternate				
EOC Coordinator	Emergency Mgmt. Coord.	Steve Broccolo	2-5856	seaghost@ksu.edu
Alternate				
EOC Admin. Staff	KSUPD Admin. Asst.	Annette Boddy	532-5860	net@ksu.edu
Alternate				
EOC Communications Spec.	KSUPD Comm. Spec.	Annette Allen	532-1136	amallen@ksu.edu
Alternate				
EOC Technology Spec.	Director of Telecom.	Danny Fronce	532-4563	djf@ksu.edu
Alternate				
Operations / Facilities Section Chief	Assoc. V.P. Facilities	Ed Rice	532-1706	erice@ksu.edu
Alternate				
Facilities Area Specialists	Asst. Dir. Facilities	Dale Boggs	532-1738	boggs@ksu.edu
	Dir. Univ. Planning	Abe Fattaey	532-1735	abepeia@ksu.edu
	Univ. Room Scheduling	Loleta Sump	532-1718	loleta@ksu.edu
Alternate				
Logistics Section Chief	Asst. Dir. Facilities	Ed Heptig	532-1700	baml@ksu.edu

Alternate				
Finance/Admin. Section Chief	Univ. Controller	Fran Wilbrandt	532-6210	fmw@ksu.edu
Alternate	Assoc. Controller	Jim Bach	532-1820	jbach@ksu.edu
KSU Police	Assoc. Dir. KSUPD	Oscar Ruiz	532-6412	bike119@ksu.edu
Environmental Health & Safety	Dir. Environ. Hlth./Safety	Steve Galitzer	532-5856	galitz@ksu.edu
Radiation Safety	Radiation Safety Officer	Ron Bridges	532-5856	ronbrid@ksu.edu
Facilities Operations	Asst. Dir. Facilities	Dale Boggs	532-1738	boggs@ksu.edu
Info. Tech. /Telecomm.	Dir. Telecomm.	Danny Fronce	532-4563	djf@ksu.edu
Fire Safety	Fire Marshal	Randy Slover Larry Zenz	532-5856 532-6159	rslover@ksu.edu lzentz@ksu.edu
Health/Wellness	Student Health Serv. Med. Dir.	Bob Tackett	532-6544	jaydoc@ksu.edu
Animal Care	University Veterinarian	Jerry Jaax	532-3233	jaax@ksu.edu
Student Life	Director of Student Life	Heather Reed	532-6432	hreed@ksu.edu
Human Resources	Asst. V.P. Human Resources	Gary Leitnaker	532-6277	geleit@ksu.edu
Intercollegiate Athletics	Asst. Dir. Intercoll. Athletics	Charlie Thomas Jim Muller	532-7608 532-7602	cet@ksu.edu jamesbm@ksu.edu
Transportation/Parking	Dir. Campus Parking Services	Darwin Abbott Jeff Barnes	532-7275 532-7275	darwin@ksu.edu jbarn@ksu.edu
Housing/Dining	Dir. Housing/Dining Asst. Dir.	Derek Jackson	532-6803	derekaj@ksu.edu

*The **President's Cabinet (PC)***

Functions as the Policy Group



Emergency Operations Team (EOT)

Functions as the EOC Group

Director, Environmental Health & Safety

Emergency Management Coordinator

Director, Counseling Services

Medical Director, Lafene Student Health Services

Assistant Dean, Student Life

Associate Vice President, Division of Facilities

Associate Director, Computing & Telecommunications Services

Associate Vice Provost, Information Technical Services

Associate Director, Housing & Dining Services

Executive Policy Group

Emergency Operations Center Coordinator

Public Information Officer

Safety Officer

Liaison

Operations

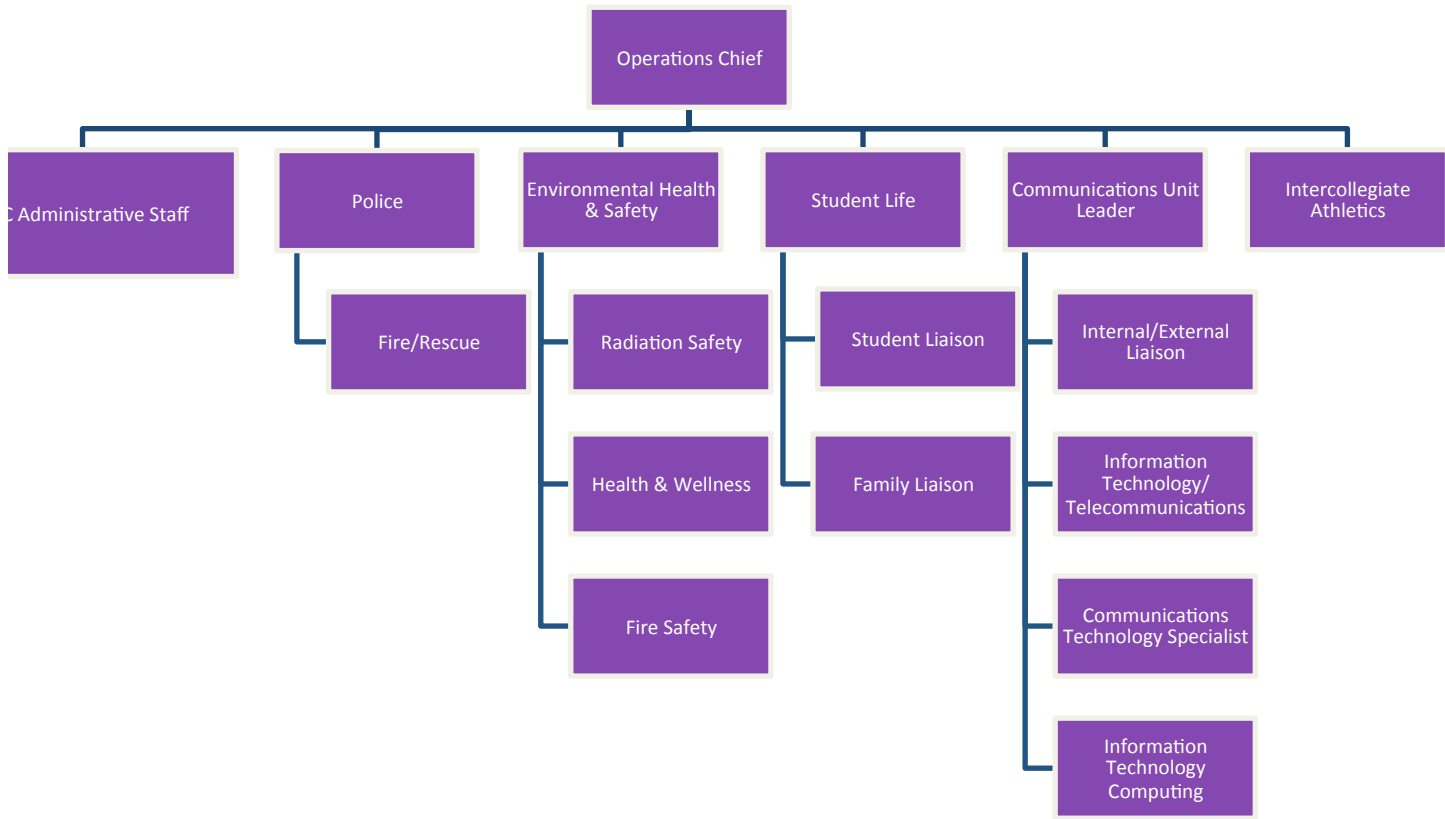
Planning

Logistics

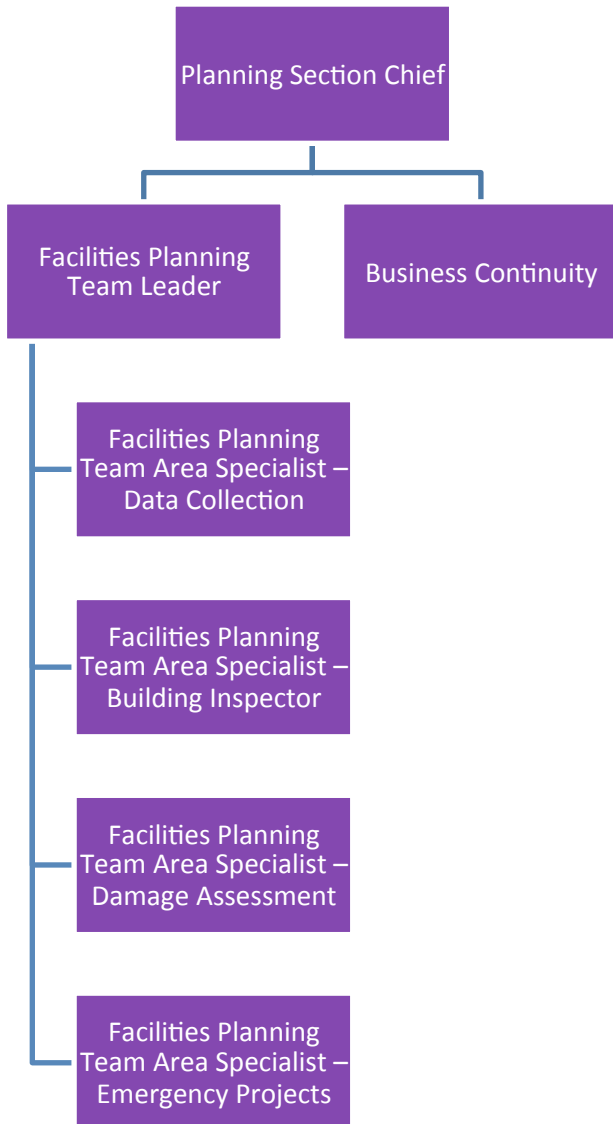
Finance/
Administration

ESF's

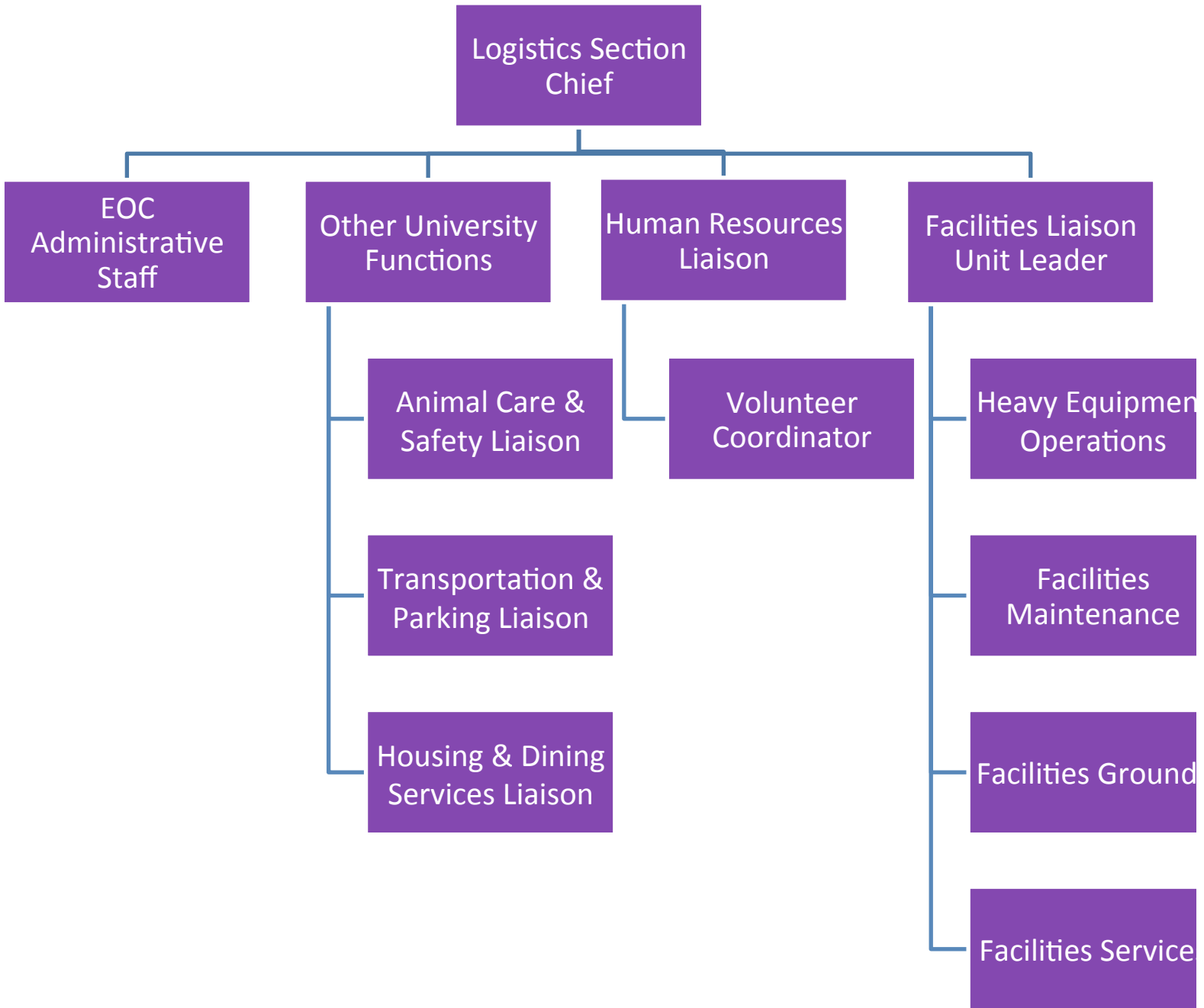
Operations



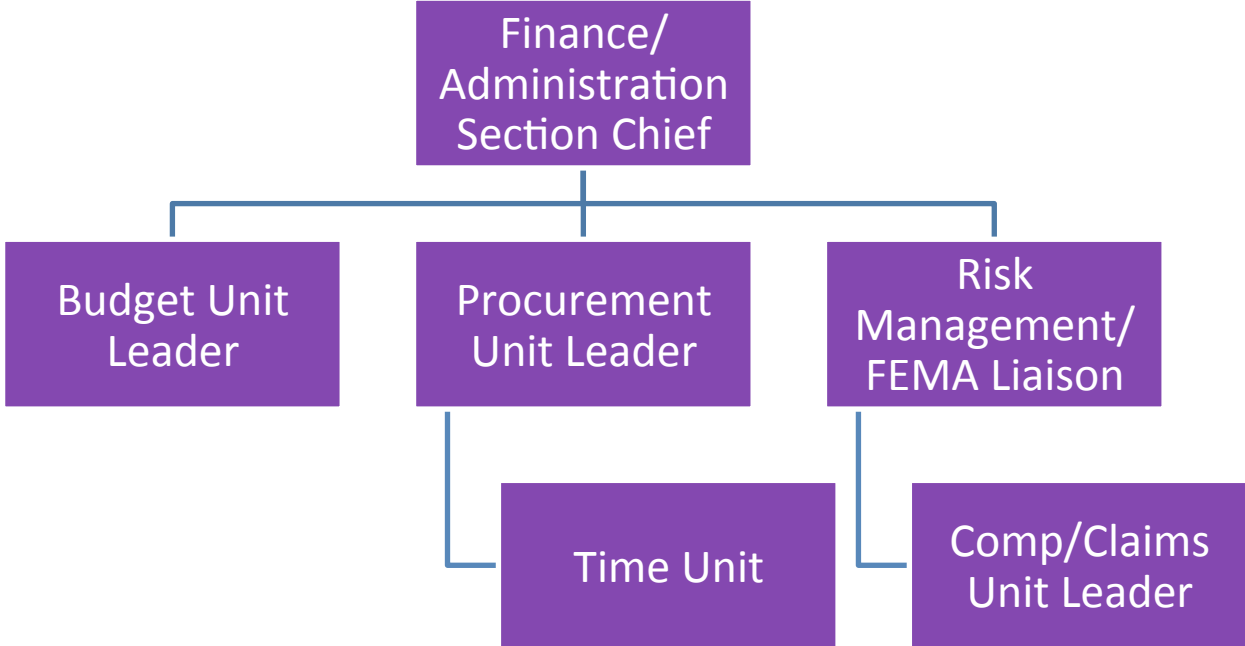
Planning



Logistics



Finance/Administration



APPENDIX B

Duties and Responsibilities of the Presidents Cabinet (PC)

- Members of this group provide executive leadership throughout the year with guidance in policies, procedures, and preparedness in advance of any potential incident. The PC makes an assessment on planning, protocols, training/exercises, and evaluation with revisions to this EMP.
- During emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted. Specific duties and responsibilities include the following:
- Proclaim University emergencies and authorize the activation and coordination operations of the K-State EOT and the EOC
- Notify and inform key University constituents and Stakeholders, including the Board of Regents, the Governor's Office, and elected Officials
- Issue directives regarding the overall status of the University Campuses, programs and operations
- Provide direction for the resumption of research and education programs
- Coordinate policy matters with University school and departments

Actions.

- When notified of an emergency that threatens the University, the students, faculty, staff and animals or interrupts University operations and/or programs, convenes to address the situation status, review incident information and issue emergency communications. Emergency meeting room is Anderson Hall room 201 or where needed.
- If the event is Level 1 or 2 and increases in its scope or is a level 3 the EOC may activate the campus-wide plan, issue an Executive Declaration of a Disaster at the University. Communicate this officially to the Governor's Office and other key constituents.
- Notify and communicate with the Academic and Research Departments, Administrators, and Student Affairs regarding the University's status.
- Issue official emergency policy statements, orders, and notices to support the University's emergency response and recovery operation as managed by the EOT.
- Establish emergency task forces and committees to address special contingencies for urgent program support or critical decisions, pertaining to key University programs and processes.
- Provide direction and vision to the University and the University campus EOC for the recovery of programs and post event plans of restoration.
- Issue executive policies to direct and support the recovery of services and programs.
- If the emergency is contained or as it lessens, the PC may wish to appoint one representative to be the 24-hour contact to the EOC. The full group can be convened again if needed for emergency business, or for regular status reports.

Deactivation and Recovery.

- Issue executive policies to direct and support the recovery of services and programs.
- Provide official contact to the Governor's Office and elected Officials to petition state and federal disaster assistance programs for the University.
- Conduct post-disaster briefings to identify key lessons learned for the improvement of the University's disaster preparedness program.

APPENDIX C

Duties and Responsibilities of the Emergency Operation Center Coordinator and Staff

The EOCC activates the Emergency Operation Center, develops and leads the coordination of the EOC, develops the Incident Action Plan (IAP), and deactivates the EOC as conditions return to normal. The EOCC has the delegated authority to act in the best interest of the University and the goals of emergency response and recovery, on behalf of the PC during immediate response operations. This position is always activated during any type of emergency.

Primary Responsibilities.

- Activates the K-State EOC
- Coordinates EOC management with all colleges and departments, including other campuses and all other K-State facilities throughout the State.
- Coordinates K-State EOC and emergency response operations with the City of Manhattan, Riley County, KDEM, and other outside agencies.
- Establishes management objectives and tactics for K-State emergency response and recovery within the strategic outline as established by the PC.
- Handles EOC staff issues and policy regarding EOC operations.
- Obtains authorization for large expenditures and/or emergency programs from the PC.
- Deactivates the EOC as directed.
- Manages the transition to recovery.
- Approves demobilization plan.

Actions.

- When aware of or informed of any emergency situation, which may affect K-State properties, staff, and/or operations, report to the K-State EOC.
- Assign a staff assistant to keep log of all activities and keep it current throughout the emergency response. The assistant also serves as a runner for the EOT during the activations.
- Obtain as much information as possible about the emergency. Meet with the IC's and the EOC staff to identify the following:
 - Primary event or cause of the emergency
 - Status of operations
 - Current overall situation at the K-State campus, including:
 - Power/utilities
 - Communications
 - Major damage to buildings and facilities
 - Roads and infrastructure
 - Status of research programs and lab animals
 - Status of K-State staff and research departments, academic programs and students
 - Major events and activities on campus
 - Other critical programs or activities at K-State
- Based on the above information, determine the following:
 - Level of emergency activation of the EOC.

- Primary activity of the EOC: (i.e., coordination of information to key constituents, public information, readiness in the event of escalating needs, full scale emergency coordination, etc.)
- Call to duty, those positions, and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later “catch up” to the needs the situation. Contact KSUPD communications center to activate the EOC.
- Select Deputy EOC Coordinator from the team members. This position serves as the replacement for the coordinator during an emergency operation.
- As the EOT leaders arrive, meet with them to establish the EOC Incident Action Plan (IAP). Follow the template provided with this checklist. Establish and prioritize actions, immediate and long-term actions. Work with each of the EOT leaders to establish a joint process for sharing information and coordinating emergency operations. Establish a process and schedule for conducting EOC briefings and announcing major decisions and information. The EOCC may meet with the EOT more frequently to manage the operations.
- Activate the EOC administrative staff to set up the EOC facility and support the EOC staff with supplies and services.
- Notify the K-State PC of the activation and provide status reports and updates. Request the activation of the group, if needed, to address policy issues and executive decision-making. If the PC will be needed for extended hours, obtain contact information and/or arrange for one or two members to serve as primary contacts during non-business hours. If the emergency is severe, request the continual activation of one or two members of the PC.
- Activate the external liaison positions to support the contact and notification to the Riley County Emergency Management Director (EMD), City of Manhattan, and other jurisdictions
- Activate the internal liaison to contact and notify K-State colleges, departments, and the other campuses (not represented in the EOC) if needed.
- Address staff issues and policies regarding EOC operations. Keep in mind that people from multiple departments who may have differing policies and operational priorities, staff the EOC. It is essential that the EOC staff support the EOC management decisions, and is able to communicate the priorities of the EOC to their respective constituencies.
- Review and approve the EOC Action Plan as presented by the EOT, with a focus on the transition to recovery as the emergency subsides. Work with the planning leader to continually reassess the situation and update damage and emergency response costs.
- Continue to update the Incident Action Plan every hour or as needed. Number and post EOC Action Plans in sequence. Bring together the EOC Branch, Directors or ESF leaders to review and implement the IAP. Lead periodic briefings with the entire EOC to communicate status and the EOC IAP. Update the PC and recommend policy decisions, as needed.
- With the Operations Section Chief, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University’s response priorities. Pre-identified priorities are life safety, incident stabilization, and property conservation:
 - Life Safety – protection of lives and care of the injured
 - Restoration of critical utilities

- Containment of hazards – protections of University staff and the public
- Student care
 - Animal care
 - Protection of critical research project operations (power dependent)
 - Protection of the environment
 - Protection of property from further damage
 - Support to staff and volunteers on-site
 - Communication to all University staff and students
 - Protection of research and academic work-in-progress documentation and on site files
 - Restoration of networks and information systems
 - Prevention of loss and damage to high value assets
 - Clean-up and occupancy of buildings
 - Restoration and resumption of University business and programs
 - Ensure the Action Plan is understood by each team leader in the EOC and communicated to the IC's in the field.
 - Evaluate the action plan for the following:
 - Staffing requirements (exempt/non-exempt, commute problems)
 - Labor agreements and types of work
 - Weather conditions
 - Personnel support
 - Equipment and supplies
 - Work closely with the News and Information Team to provide emergency public information to the campus and public
 - Based on the information and advice from the team leaders, determine the capability of K-State resources to address the overall response. If K-State is about to exhaust all K-State resources, determining the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. In addition, each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:
 - Type of assistance needed
 - Location
 - Tasks and duties to be performed
 - K-State person who will coordinate
 - Food, water, sanitation and lodging resources available for support
 - If requests for K-State services and resources are received from the City of Manhattan, Riley County or other organizations determine the availability of K-State resources and assess whether these resources will be needed at K-State. The most likely request will be for K-State to provide a public shelter site for the American Red Cross to support the local neighborhoods, if there is extensive damage or a large evacuation. Determine if K-State can provide the service needed from K-State to support the public needs.
 - Provide staff for 24-hour EOC operations, if needed.
 - Begin the development of a transition plan to support recovery and resumption of normal operations and the re-opening of the campus (if closed).

Deputy EOCC Coordinator. This position is the primary advisor to the EOT/EOCC on emergency operations and functions and coordinates all ESF's. It provides for the management of the EOC including making sure all personnel required are present, technological systems are functioning as planned and serves as the principle advisor on NIMS/ICS issues. Advises on local, state, and federal emergency response coordination issues. Provides liaison between IC and EOC. Coordinates all Operations Team members to ensure effective field incident support and the management of operational resources. Provides senior operational advice and recommendations to the EOCC. This position will be assigned depending on which response agency is the lead for the incident and is providing the IC. Serves as a back up to the EOCC in his/her absence. This position is always activated.

Primary Responsibilities

- Serves as primary advisor and assistant to EOT/EOCC on Emergency Management functions and operations of the EOC.
- Manages the following:
 - Functioning of the EOC
 - EOC Administration and Technology Support
 - EOC Security
 - Space Assignments
 - EOC Communications
 - Gather all information for initial situation status reports
 - Prepares and manages plans for continuous operations of the EOC as required.
 - Serves in other roles as needed and required.

Actions

- When notified that the University is responding to a large emergency or crisis, report to EOC.
- With the EOC Support staff, get EOC up and operational as quickly as possible. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- Activate Situation Status (until Planning Leader arrives), ensuring the displays are set up and maintained and regular status reports are made to the EOT and all key EOC staff. Status reports should contain information on the type of situation, major incidents at K-State, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.
- Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.
- Ensures that all resources necessary to the functioning of the EOT and EOC are acquired in a timely manner.
- Locates contacts and trains additional support personnel as needed to maintain the EOT/EOC operations.

Deactivation and Recovery

- Participate in de-briefing as necessary. Prepare logs, records, and documentation of all position activities to submit to EOC IC as requested.

- Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.
- Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.
- Support the transition to recovery by communicating and coordinating with University departments.

EOC Administrative Staff. This position provides staff support to the EOC. Assist with set up of the EOC and assist with internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. This position is always activated.

Primary Responsibilities

- Set up an administrator to the EOC facility.
- Support the EOT and all staff in the operation of the EOC.

Actions

- When notified of the activation of the K-State EOC, go to the designated area and set up the facility for operation.
- Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between teams and staff.
- Provide ongoing support to the EOT, EOC IC, and EOC Section Chiefs to facilitate EOC briefings and operations.

Deactivation and Recovery

- Shut down the EOC and forward all logs and reports to the Operations Management Coordinator position for documentation.

APPENDIX D

Duties and Responsibilities of the Emergency Operation Team

- The EOT develops a plan and the EOC Coordinator approves and advises the President's Cabinet on overall strategy for management of the emergency assists and supports the EOCC with the tactical planning, priorities and actions for the emergency response. Members of the EOT have specific functions as outlined below.
- The EOT is responsible for the execution of the Emergency Management Plan during an emergency situation.
- The EOT reports directly to EOC Coordinator and is comprised of senior management personnel representing functional areas of the University that have critical Emergency Management Plan execution responsibilities.
- Members are responsible for ensuring that their ESF's have the necessary resources to execute their plan.
- The EOT includes both primary and alternate members, where alternate members direct and execute their Critical Operations Plan responsibilities in the absence/ unavailability of the primary members. Members must also be available during a crisis situation.
- It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.
- The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the IC and the President (via the IC) on appropriate actions requiring their decision.
- Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Management Plan.

APPENDIX E.

Duties and Responsibilities of the Support Staff

ESF – 1, Transportation. This position monitors and arranges transportation needs to move response personnel, victims or those needing evacuation. Coordinates vehicle needs with Facilities Motor Pool, Parking Services or private carriers. Establish an accounting process for tracking expenses for procurement of services, contracts, and/or mutual aid from the EOC. This position is activated depending on circumstances.

Primary Responsibilities

- Identify transportation needs and issues during the emergency.
- Provide Resources/Logistics Section Chief with updates on transportation needs and solutions.
- Arrange for vehicles and drivers from University, commercial or public resources.
- Coordinate public transportation services with City and County.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the KSUPD and/ or EOC to confirm the activation of the Resources/Logistics Team.
- If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- With the Resources/Logistics Team members, assess the damage, impacts, and response operations to identify the potential need for resources – both immediate and in the recovery period. Identify the use of and need for, transportation vehicles, drivers, and services. Develop a list of transportation needs and estimated location and time needed.
- Coordinate with Facilities Operations Liaison; conduct a general inventory of all available vehicles, drivers, fuel, and tires at the University. Work with departments to inventory available vehicles and drivers not already allocated to the emergency response operations.
- Work with the other Resources/Logistics Team members to develop an anticipated transportation plan in support of the emergency response and recovery operations. If it is anticipated that the University will be evacuating or relocating large groups of people, be prepared to provide transportation support either with University assets or via public resources. Determine the priorities of transportation, as follows:
 - Emergency medical – life support – people and supplies.
 - Immediate evacuation of people.
 - Resources delivery to Emergency Response Operation at extremely hazardous
 - Incidents.
 - Transportation of critical staff.

- Delivery of resources and supplies.
- Public transportation.
- Ensure University staff operators of vehicles are trained in the safe use and operation of the vehicles. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the FEMA/Insurance position.
- As drivers and vehicles are assigned to incidents and tasks, determine who will be the vehicles. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the FEMA/Insurance position.
- As drivers and vehicles are assigned to incidents and tasks, determine who will be directing the activities of the drivers and vehicles. If the drivers will be coordinated by Facilities Operations, ensure there is communication between the drivers and the EOC as needed via the Facilities Operations dispatch center.
- Contact the City of Manhattan EOC and/or Riley County ECC to determine the status of public transportation services. The External Liaison in the EOC may help with this request as they are in communication with the other EOC's and outside agencies.
- Check with Situation Status to verify safe transportation roads, highways, and freeways for routing. Estimate travel times and work on alternate routes to avoid congestion.
- If mutual aid requests are received for University vehicles and operators, confer with the Resources/Logistics Section Chief for authorization to provide mutual aid resources. Track university vehicles and transportation services provided to other agencies.
- If private vehicles will be used voluntarily, track the use of those vehicles. This may be needed in extreme conditions to augment transportation needs.
- As emergency operations subside, track the return of vehicles to the departments and owners.

Deactivation and Recovery

- Forward all documentation of vehicles used in the emergency response to the Finance Team.

ESF – 2, Information Technology/Telecommunications. This position is responsible for managing and coordinating prioritized emergency response for and technical advice on incidents involving the campus telephone and communication systems. Supports emergency installation of communications and computing services for critical operations and programs include the EOC. Serves as the Operational Section Chief during incidents where IT field staff are the IC's. This position is always activated.

Primary Responsibilities

- Coordinates between Communications and the EOC for all campus telephone and communications systems.

- Plans for and establishes alternate and emergency communications in support of the emergency response operations.
- Plans for the emergency installation of campus communications data networking for critical operations and programs.
- Provides technical support to the News and Information Team.
- Assist in the development of current, up-to-date K-State Website Emergency Information updates.

Actions

- Report to the EOC. Establish communication with the Communications Center. Provide a report of the status of campus communications.
- Evaluate the overall emergency response operations for damage, impacts to University communications and identify communication needs between the EOC and incidents on campus.
- Working with the members of the Operations Team, plan for communications support to all operations at the campus. The EOT Action Plan and Operations Section Chief will determine priority for service.
- Provide technical support.
- Provide support with emergency installation of critical data networking and wire and cable infrastructure to support emergency operations and high priority business and service resumption as planned by the Operations Team and the EOC Management Team. If emergency contract service is needed, coordinate with the Communications Center and the Resource Procurement position to arrange emergency contracts and agreements for service.
- Coordinate the details of these plans and tasks with the Communications Center and incorporate into the Operations Team Action Plan. Provide ongoing communication and coordinate between the Communications Center and the EOC.
- Staff the EOC Operations Team as long as Communications operations are needed in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 2, EOC Communications Technology Specialist. This position serves as the communication hub for the EOC. Answers, logs, and directs phone calls. Answers, logs, and directs radio communications for the EOC. Monitors computer communications. Provide technical support to the News and Information Team.

Primary Responsibilities

- Manages the incoming and outgoing communications for the EOC.

- Serves as central call-in “switchboard” for incoming calls on telephone and EOT radio net. Transfers calls to correct EOC staff. Lists and reports radio messages to the appropriate EOC staff.
- Provides technical support to the News and Information Team.
- If telephone or radio communications are down, manages and dispatches volunteer message runners.

Actions

- Report to the EOC. Establish communication with response units in the field as well as with other dispatchers including Facilities Operations and others as needed.
- Begins log of all telephone or radio communications and copies of messages.
- Working with the members of the Operations Team, plan for communications support to all operations at the University. The Operations Section Chief will determine priority for service.
- Provide technical support to the News and Information Team with the recording of emergency messages on the University information line.
- Staff the EOC Operations Team as long as emergency medical operations are needed in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for the EOC Operations and coordination of field emergency operations.

ESF – 2, Information Technology Computing. This position provides coordination with the campus-computing infrastructure.

- Coordinates between the Computing Center and the EOC for the central data and computing network services.
- Plans for and establishes alternate and emergency computing in support of the EOC and critical University business operations.
- Provides status on network and computing services for the campus.

Actions

- Report to the EOC. Establish communication with the Communications Center. Provide a report of the status of University network and computing operations.
 - If the computing services are not operational, plan for repair and restoration of services with the EOT members in the Operational Action Plan. If hot site services will be used, notify the EOC Management team and provide information on how and when the computing operations will be restored. If services will not be available for an extended time, work with Media Relations to inform the University populations.
 - Provide support to EOC and critical University business operations with emergency services for email, web publishing, and internet access. If emergency contract

services are needed, coordinate with the Computing Center and the Resources Procurement position to arrange emergency contracts and agreements for service.

- Coordinate the details of these plans and tasks with the computing center and incorporate into the EOT Action Plan. Provide ongoing communication/coordination between the Computing Center and EOC.
- Staff the EOC Operations Team as long as Computing operations are needed in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 3, Facilities Planning Team Leader. This position coordinates with other Section Chiefs and EOC Coordinator prepares Incident Action Plans. Advises on operations as indicated in incident Action Plans and other planning documents. Provides for overall management and analysis of disaster/incident information and coordination of the assessment of impact and damage to the University systems, properties, facilities, and capability to occupy buildings. Provides analysis and consultation regarding extended operations and the impacts of the emergency. Manages the receipt, posting, tracking, and documentation of disaster/incident information. This position is always activated

Primary Responsibilities

- Manage the collection, documentation, evaluation, analysis, and maintenance of all information relating to the emergency response.
- Manage the following:
 - Situation Status
 - Building inspections
 - Damage Assessment
 - Emergency projects
- Plan for ongoing operations.
- Coordinate Damage Inspection Team operations with the Operations Team.
- Coordinate damage assessment with Operations and other in the EOC.
- Develop a recovery plan for emergency repair jobs and emergency construction projects.
- Ensure the survey of all structures, and posing and restricting entrance, are completed.
- Plan for the reoccupation of University buildings and facilities.
- Support the Finance Team with damage assessment information.
- Support Media Relations with accurate information

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the KSUPD and/or EOC to confirm the activation of the Planning Team.
- If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- Activate Situation State, ensuring the displays are set up and maintained and regular status reports are made to the EOC Management Team and all key EOC staff. Status reports should contain information on the type of situation, major incidents at K-State, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.
- If University buildings and properties are damaged or safe occupancy must be verified, activate Building Inspectors and Damage Assessment to inspect buildings, placard inspections, and occupancy status on buildings, assess damage and general repair estimates, and prioritize re-occupancy of buildings. Provide a general report on the status of buildings and facilities.
- Coordinate with the Operations Team for building inspectors and contract engineering services to support emergency rescues and operations in damaged buildings or buildings in which the structural safety is questioned. The facilities services Unit Response Center will manage the actual deployment of inspectors and contractors. Ensure that the emergency response priorities of the EOC Operations Team have been communicated to the field personnel.
- Identify the safe buildings (green-tagged buildings) for occupancy at the University. This may be a higher priority than inspecting the damaged buildings, depending on the need for shelter and temporary care for people.
- Identify the safe buildings (green-tagged buildings) for occupancy at the University. This may be a higher priority than inspecting the damaged buildings, depending on the need for shelter and temporary care for people.
- Provide analysis and recommendations to the EOC Management Team and the Operations Team for on-going operations. Determine the primary needs, operational objectives for emergency response, status of resources and capability for sustained response and recovery, and the primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources, and the ability of the University to re-occupy essential buildings and restore essential services. Provide updates to this analysis as a conditions change and the emergency subsides.
- Identify and recommend immediate repair and constructions projects, prioritizing for (1) critical support for research and life safety (2) public, student, and employee safety (3) containment of hazards and unsafe areas, and (4) priority use of buildings. Prepare an emergency repair and restoration plan to address immediate repair projects, anticipated capital improvements and repair projects and other alternatives for University facilities, roads and other properties that have been damaged. Prioritized based upon life safety,

public health and safety, critical services, and other priorities established by the overall EOC Action Plan. As authorized by the PC, initiate repair projects. Coordinate with the FEMA /Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.

- Ensure that Situation Status information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the PC and/or the Media Relations. Provide updated information to both teams as soon as available.
- Ensure that Situation Status collects and keeps track of all documentation and reports in the EOC for archive. If able, collect emails, faxed documents and other electronic reports and save on electronic media. File status updates and action plans sequentially, to assist with the after-action debriefing.
- Monitor the list of University buildings and facilities that will be open for operations and used. Assist the PC with planning for the resumption of critical University business operations, research operation, and academic programs.

Deactivation and Recovery

- Plan for the transition of emergency projects and programs to transfer to University department management.
- Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.
- Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.

ESF-3, Facilities Operations. This position is responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds. Serves as the Operations Section Chief for emergencies where Facilities Operations units are the field Incident Commanders. Also responsible for providing reports from the outside utilities, and transitioning emergency operations to clean up and repair operations. This position is always activated.

Primary Responsibilities

- Coordinate between the Facilities staff and the EOC.
- Provide facility operations analysis and intelligence to the EOT Action Plan for buildings, power and water, roadways, and grounds.
- Communicate EOC priorities and operational information to the Facilities Operations responders.
- Monitor facilities, utilities, and infrastructure issues that influence emergency operations.
- Communicate messages from the building coordinators.

Actions

- Report to the EOC. Establish communications with the Facilities Operations Staff. Provide a report on Facilities Operations, the known status of building services and

utilities, the condition of roadways and grounds and other damage and operational information. If the incident or damage is limited to only one building or involves utilities (i.e. power outage), Facilities Operations will lead the Operations Team.

- As the facilities Services representative on the Operations Team, provide action plans for Facilities Services operations as part of the plan, including:
 - Status and restoration of Energy utilities on The University and the status of utilities
 - Status and response of water and waste water systems and services
 - General status of buildings and building control systems, including HVAC
 - General status of roadways and access
 - Plan for restoring utilities and services
 - Work with the EH&S representative in the EOC to analyze and determine the overall hazards and priorities in the buildings. Support the development of the EOT Action Plan with coordinated strategies to contain hazards and restore services.
 - In support of EOC actions and communications, provide messages and information to the Facilities Operations Staff to be disseminated to the Building Coordinators. Building Coordinators may also provide status reports and additional information to the Facilities Operations Staff that is needed in the EOC.
 - Coordinate the details of these plans and tasks with the Facilities Operations Staff and incorporate into the EOT Action Plan. Provide ongoing communication and coordination between the Facilities Operations Staff and the EOC.
 - Staff the EOC Operations Team as long as Facilities Operations are involved in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 3, Facilities Planning Team Area Specialist—Data Collection. This position assures that adequate data about University facilities is maintained.

Primary Responsibilities

- Collect, verify and process all information and intelligence on the emergency.
- Maintain the information on the current status of all University buildings, facilities, systems operations, and employees.
- Maintain the information on the current status of K-State Salina campus and outlying sites.
- Evaluate and disseminate information throughout the EOC.
- Post and maintain status boards and other EOC displays.
- Identify inconsistencies and verify information for accuracy.
- Monitor radio and television broadcast for information that may affect of impact University operations.

- Maintain the EOC Master Log and collect reports, documentation, and other communications for the archive of the activation.
- Support Media Relations with information, verification, event posting, and rumor control.
- Assist with tracking field operations, staff, and the progress of buildings inspections.
- Assist Student Service with injury and student status reports.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC.
- Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations and activate the EOC Master Log and status boards.
- Set up maps for posting information. Status reports should contain:
 - Type of situation(s)
 - Major events and ongoing incidents – posted on maps
 - Deployment of K-State staff and equipment
 - Status of Students, Faculty, Staff, and Visitors
 - Status of all K-State buildings, properties and operations
 - Problems outstanding
 - Weather
 - Resources needed
 - Summary of known damage

Estimate of financial impact (as available)

- In the EOC Master Log, record significant information and decisions in the EOC. The log may be maintained electronically as a word file document, or kept manually on chart board notepaper. If electronic, print out at regular intervals for the Planning Section Chief and the EOT. Number and date/time stamp all pages sequentially, to serve as a record of the EOC activation.
- Receive reports and information from the Operations Groups and the teams in the EOC and summarize for posting in the EOC. Display the information in a clean manner, to allow staff to view updates and understand what is happening.
- Provide status summary reports for the Planning Section Chief. Alert the Planning Section Chief, the Operations Section Chief, and the EOT of critical information as soon as it is known.
- Monitor radio and television broadcasts for information that is of importance to emergency operations including:
 - Weather
 - Transportation routes

- Local sheltering sites
- Major situations or activities in the City of Manhattan and surrounding counties.
- Evaluate information and disseminate it to EOC staff; assist with EOC briefings.
- Establish an email collection point and have all email reports forwarded for documentation. Review faxed reports into the EOC for information, and collect for archive and documentation.
- Analyze and verify information as much as possible. Work with the News and Information team to correct misinformation and inaccuracies.
- Provide situation summary updates to visitors and guests in the EOC as requested.
- Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations.
- Inform the Planning Team to plan for ongoing operations and extended support services.

Deactivation and Recovery

- Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file or documentation

ESF – 3, Facilities Planning Team Area Specialist—Building Inspector. This position coordinates inspection of facilities following an emergency/disaster.

Primary Responsibilities

- Manage the inspections, posting, reporting, and documentation of University buildings and facilities.
- Coordinate with Facilities operations and planning to deploy the Building Inspection Teams.
- Receive and evaluate the initial damage reports and damage reports from the field units.
- Maintain complete records and files of all damage by site.
- Track the occupancy status of buildings, posting and securing of unsafe buildings.
- Support the EOT with rescue operation and sheltering sites.
- Support emergency projects in identifying projects

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the EOC to confirm the activation of the Planning Team.
- If activated, report to the EOC. Sign in with the EOC Administration Staff. Immediately get a report on emergency condition and situations. Begin a log of all activities and keep it current throughout the emergency response.
- Contact the Facilities Operations and Planning to establish communication and coordination of building inspection teams. Contact EH&S in the EOC to determine if the EH&S staff should work on the teams with the Building Inspectors.

- If there will be a delay before the teams are ready to be deployed, coordinate with the EOT to send out teams to conduct rapid surveys of the University to ascertain the general condition of buildings, roads, and utilities. Have the teams communicate directly with you or the EOC via cell phone or radios. These teams do not need special training, they are to report only on what they see and not enter buildings or hazardous areas.
- Coordinate with Facilities Operations and EH&S to obtain initial safety reports on buildings. Determine if Building Inspection Teams will be needed to assist with emergency rescues or other operations. Coordinate the deployment or provide Building Inspection Teams needed for emergency operations.
- Coordinate with the Planning Section Chief to determine the priorities for the initial building inspection and develop a priority list. Communicate this list to the teams.
- Determine how many Building Inspection Teams will be needed. If Facilities Operations/Planning does not have sufficient staff, work with them and the Resources/Logistics Section Chief to activate contracted services of engineers. The contractors should report to the Team Leader for assignments.
- Check with Facilities Operations to determine if a building manager or other facilities department staff will be available in the field to meet the Inspection Teams.
- If the EOT is planning for sheltering and care operation, determine the buildings that are safe for occupancy (green-tagged buildings) and provide this information to the EOT. Inspecting buildings for safe occupancy may become the highest priority after rescue operations are completed.
- Keep track of building inspections and forward to Situation Status. Maintain a list of keep track on the map. Note the color of placards and tags of buildings. For hazardous buildings (red tagged), forward to the EOT for security operations.
- Forward completed damage assessment reports and other information to the damage assessment position for loss estimation and documentation.
- If the disaster is an earthquake, be prepared to send Building Inspection Teams to re-inspect buildings following any aftershocks.

Deactivation and Recovery

- Transition the coordination of inspection operation to Facilities Operations/Planning when the EOC is deactivated. Forward all information to Facilities Operation when the EOC is deactivated. Summary reports are forwarded to Situation Status.

ESF – 3, Facilities Planning Team Area Specialist—Damage Assessment. This position prepares preliminary damage assessments.

Primary Responsibilities

- Manage the collection, evaluation, and calculation of damage information and loss estimates.
- Provide current and ongoing damage estimates to the EOC.
- Provide estimates of content loss for buildings and facilities.

- Identify salvage opportunities for content and assets.
- Prepare reports for the Preliminary Damage Assessment (PDA) report for submission to FEMA.
- Supports inspections and emergency repair with estimates for emergency projects
- Supports FEMA/Insurance with damage estimates and summaries to support application and program eligibility.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the EOC to confirm the activation of the Planning Team.
- If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency condition and situation. Begin a log of all activities and keep it current throughout the emergency response.
- Verify with the Planning Section Chief the type of assessment needed:
 - Loss estimates are generally based on damage to known value, which results in a loss.
 - Repair/reconstruction estimates are based on projects and restoration estimates, and are higher than losses.
 - Financial impacts include loss of revenue, inventory, medical, fees, liability, and/or other incurred expenses.

Initial damage assessment reports are usually a calculation of loss. However, FEMA program information may include the other costs, as appropriate.

DO NOT RELEASE DAMAGE ASSESSMENT INFORMATION OUTSIDE OF THE EOC UNLESS APPROVED BY THE EOC, PC.

- As damage becomes known and inspection reports are available, prepare summary reports on the status of University buildings, facilities, and systems and the estimated dollar amounts of damage. The following criteria may be used in the general assessment of damage to buildings and facilities:
 - Building value (may be known)
 - Estimated damage percent
 - Calculation of loss based on value or replacement value per square foot
 - Calculation of loss of contents based on value or replacement value
 - Calculation of cost of repair to utilities
- Identify the departments and occupants of damaged buildings. As able, estimate damage and loss to contents and assets – AS AN ESTIMATE FOR PRELIMINARY REPORTS. If able, contact department representatives to get general reports of contents and/or damage. Please note that detailed information on actual losses must be obtained from each college or department and will be needed to complete either FEMA

Disaster Assistance Program applications or insurance reimbursement. Forward all detailed information to the University department that will manage the recovery and replacement of lost and damaged assets.

- Keep track of damage assessment and loss estimation on a spreadsheet and list by building or address. Update as information becomes available.
- Provide damage summary reports by FEMA categories, if requested. The categories are (based on current application forms – this may change in the future):
 - Category A: Debris removal
 - Category B: Emergency protective measures
 - Category C: Road systems and bridges
 - Category D: Water control facilities
 - Category E: Public buildings and contents
 - Category F: Public utilities
 - Category G: Parks, recreational, and other

Deactivation and Recovery

- Transition the coordination of Damage Assessment to Facilities Operation/ Planning when the EOC is deactivated. Forward all information to Planning when the EOC is deactivated. Summary reports are forwarded to Situation Status

ESF – 3, Facilities Planning Team Area Specialist—Emergency Projects. This position coordinates repair/restoration plans immediately following the emergency or disaster.

Primary Responsibilities

- Coordinate with the Facilities Operations and Planning for emergency repair and construction projects.
- Prepare and immediate repair and restoration plan for the University based on priority.
- Track estimated costs for repair projects.
- Support the recovery and resumption of critical University programs and operations.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the KSUPD and/or EOC to confirm the activation of the Planning Team.
- If activated, report to the EOC. Sign in with the EOC administrative staff. Immediately get a report on the emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- With the Planning team members, assess the damage, impacts, and response operations to identify the priorities for immediate repair, clean up and service restoration. Generally, the priorities are:
 - Utilities

- Develop and print IAP's
- Develop demobilization plan
- Safety shore-up to prevent collapse or further damage
- Access and debrief removal
- Clean-up and removal of hazardous conditions
- Service restoration to critical buildings for emergency operations
- Service restoration to protect live assets and critical research inventory
- Service restoration for business resumption
- Building re-occupancy
- With this information, develop an Emergency Projects Plan with cost estimates and schedule projections. Summarize and present to the Planning Leader for authorization.
- As authorized, work with Facilities Operations to initiate projects and coordinate repair operations with the ongoing emergency operations at the campus. If Facilities Operations needs support, work with the Resources/Logistics Team to set up emergency contracts.
- Provide Damage Assessment with updated project cost estimates and related information.
- Ensure building posting and occupancy status is updated as repairs are made.

Deactivation and Recovery

- Forward all documentation to the FEMA/Insurance position for post-disaster recovery documentation.

ESF – 4, Fire Safety. This position is responsible for technical advice on fire and other public safety issues within the scope of position duties to the EOT. This position also serves as the liaison with the MFD during an emergency. The Liaison provides technical advice to the EOT on Fire, EMS and major HAZMAT issues. This position is always activated.

Primary Responsibilities

- Provides technical advice on fire safety and other public safety issues in support of the EOT/EOC.
- Serves as primary liaison with the City of Manhattan unless other City of Manhattan Liaisons is established.
- Serves as the liaison with MFD on all fire and HAZMAT Team issues during the emergency.
- Provides technical advice on fire, EMS, and HAZMAT response issues affecting K-State during the emergency.
- Serves in other roles as needed within the EOT and EOC.

Actions

- When activated, reports to the EOC, checks in and works with the Direction of Public Safety/Police Chief prepares a status report on the current state of public safety on the campus during the emergency. Report given to Situation Status
- This position is always activated during any FIRE/EMS/HAZ-MAT incident affecting K-State. May be activated for other emergency situations.
- When activated, reports to the EOC, check in, and then immediately prepares a report on the current status of Fire/EMS/HAZ-MAT issues affecting K-State at the time. Submits report to Situation Status.
- Maintains contact with the Riley County Fire services during emergency and relays status reports and other pertinent information to EOT/EOC.
- Maintains contacts with other fire districts servicing K-State facilities statewide as needed during emergencies

Deactivation and Recovery

- Prepares reports and documents all activities of position during the emergency. Submits reports and documentation to Situation Status.
- Participates in EOC/EOT debriefing. Prepares reports of action during an emergency. Passes all documentation of activities to Situation Status.

ESF – 5, Deputy EOCC Coordinator. This position is the primary advisor to the EOT/EOCC on emergency operations and functions and coordinates all ESF's. It provides for the management of the EOC including making sure all personnel required are present, technological systems are functioning as planned and serves as the principle advisor on NIMS/ICS issues. Advises on local, state, and federal emergency response coordination issues. Provides liaison between IC and EOC. Coordinates all Operations Team members to ensure effective field incident support and the management of operational resources. Provides senior operational advice and recommendations to the EOCC. This position will be assigned depending on which response agency is the lead for the incident and is providing the IC. Serves as a back up to the EOCC in his/her absence. This position is always activated.

Primary Responsibilities

- Serves as primary advisor and assistant to EOT/EOCC on Emergency Management functions and operations of the EOC.
- Manages the following:
 - Functioning of the EOC
 - EOC Administration and Technology Support
 - EOC Security
 - Space Assignments
 - EOC Communications
 - Gather all information for initial situation status reports
 - Prepares and manages plans for continuous operations of the EOC as required.
- Serves in other roles as needed and required.

Actions

- When notified that the University is responding to a large emergency or crisis, report to EOC.
- With the EOC Support staff, get EOC up and operational as quickly as possible. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- Activate Situation Status (until Planning Leader arrives), ensuring the displays are set up and maintained and regular status reports are made to the EOT and all key EOC staff. Status reports should contain information on the type of situation, major incidents at K-State, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.
- Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.
- Ensures that all resources necessary to the functioning of the EOT and EOC are acquired in a timely manner.
- Locates contacts and trains additional support personnel as needed to maintain the EOT/EOC operations.

Deactivation and Recovery

- Participate in de-briefing as necessary. Prepare logs, records, and documentation of all position activities to submit to EOC IC as requested.
- Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.
- Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.
- Support the transition to recovery by communicating and coordinating with University departments.

ESF – 5, EOC Administrative Staff. This position provides staff support to the EOC. Assist with set up of the EOC and assist with internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. This position is always activated.

Primary Responsibilities

- Set up an administrator to the EOC facility.
- Support the EOT and all staff in the operation of the EOC.

Actions

- When notified of the activation of the K-State EOC, go to the designated area and set up the facility for operation.
- Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between teams and staff.

- Provide ongoing support to the EOT, EOC IC, and EOC Section Chiefs to facilitate EOC briefings and operations.

Deactivation and Recovery

- Shut down the EOC and forward all logs and reports to the Operations Management Coordinator position for documentation.

ESF – 5, Operations Section Chief: This position provides liaison between IC and EOC. Coordinates all Operations Team members to ensure effective field incident support and the management of operational resources. Provides senior operational advice and recommendations to the EOCC. This position will be assigned depending on which response agency is the lead for the incident and is providing the IC. Serves as a back up to the EOCC in his/her absence. This position is always activated.

Primary Responsibilities

- Provides the overall coordination and leadership to the University’s emergency response operations. Responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control and restoration of normal operations
- The Operations Deputy Chief will establish tactical objectives for each operational period.
- The Operations Deputy Chief is responsible to the EOCC for the direct management of all incident related operation activities
- Relays the information to other ESF Leaders in the EOC and participates in the EOT regular update sessions
- Serves as a backup to the EOCC as needed or when the EOCC and/or PC have not been activated.
- Ensures the EOC Planning and Resources/Logistics functions and services are in support of emergency operations.
- Supports mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels)
- Support News and Information and the EOT with operation information and coordination

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC. If the incident or event is a police, security, or civil disturbance or extremely large-scale incident, the Asst. V.P. of Public Safety or designee is the Operations Deputy Chief. If the incident is primarily hazardous materials, sanitation, biological, or public health emergency, the Director of EH&S or designee is the Operations Deputy Chief. If the Incident is primarily a utility, roads, or building services, the Director of Facilities Operations or designee is the Operations Deputy Chief. If the incident is related to radioactive materials, then the Radiation Safety Officer or designee is the Operations Deputy Chief. If the incident is unclear contact any PC, the Asst. V. P. of Public Safety, the Director of EH&S, or the EMC for clarification.

- Assign a staff assistant to keep a log of all activities and keep it current throughout the emergency response. The assistant also serves as a runner for the EOT during the activation.
- Activate all necessary functions on the Team. The Operations Deputy Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents. Check all communications with the team to ensure immediate communication and coordination capabilities.
- Evaluate the overall emergency response operations and determine the first plan of action for the University emergency response. Establish field Incident Command Posts, as needed, to provide scene incident command on The University. Incident Commanders may communicate directly with the EOC or with the appropriate responders. If further communications at a Command Post between the EOC and the Command Post is needed, assign staff with a radio to the Command Post to assist with communications. It is essential that communications between the EOC and the Command Post are open if needed.
- Lead the EOT in establishing emergency response priorities, current actions, and next steps. Identify the deployment and actions of each response department. Identify and report resources needed, to the EOC Management Team. As the action plan is authorized, forward requests for resources to the Resources/Logistics Team.
- With the EOC Management Team, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University's response priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):
- Coordinate and communicate the Action Plan to the EOT and the EOC Section Chiefs. Continually update Situation Status.
- Request support from the Planning Team for rescue operations and any condition in which building safety or structural safety is questioned.
- Operations with other agencies may be coordinated:
 - Directly with the field response units
 - From the K-State EOC to the other agencies
 - Via the External Liaison(s)
- Continually update the Action plan and collate the overall emergency response information to keep track of the University response. Major operations should be posted in Situation Status.
- Utilize resources directly from and with the field response units. As additional resources and support is needed, advise the EOT and Resources/Logistics Section Chief to procure resources.
- If the University will be closed, work with the Police to prepare a plan for activation of the University evacuation plan and for securing the University facilities during and immediately following, emergency operations.

- Continue to lead the Operations Team to analyze the overall situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.
- As the emergency subsides, transition to normal operation. Operations Section Chief position will remain staffed until the Operations Team is deactivated.

Deactivation and Recovery

- Plan for the transition of operations to University department management.
- Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.
- Lead the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations

ESF – 5, Public Information Officer. The PIO manages all official communication from the University, including internal and external communication other than operational coordination communications. These positions are always activated and are someone designated by University Relations.

Primary Responsibilities

- Coordinate and manage all official notices and alerts.
- Serve as the point of contact for the EOC for media.
- Collect, prepare and disseminate information to:
 - University faculty and staff
 - Students
 - Incident PIO's
 - County / City PIO's
 - State PIO's
 - Departmental information staff
 - News media
 - The public
- Coordinate all news media contact.
- Prepare news releases, employee bulletins, and the basic message for recorded messages.
- Hold news conferences and arrange for interviews.
- Implement rumor control procedures.
- Participate in joint press releases and broadcasts with other agencies, as appropriate support the academic and administrative departments with disseminating information such as regarding the resumption of programs and processes for alternative classes.

Actions

- Report to the University EOC and set up a Media Center, if needed. Establish communication and coordination between the University EOC, a Media Center, and the PC.

- Serve as the official University spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the PC. If the crisis is severe, consider requesting the President to be the official spokesperson to national media and federal agencies
- Work with communications as soon as possible and if the telephone service is operational, have a recorded message on the employee hot line. Work with the internal liaison to augment outgoing notifications and calls, as needed.

Deactivation and Recovery

- Support the transition to recovery by communicating and coordinating with all contacts. Submit logs and phone records to EOC IC upon deactivation. Participate in de-briefing as requested.

ESF – 6, Student Life. This position is responsible for managing and coordinating the prioritized emergency response for and technical advice to the EOT on incidents involving or affecting students and the administrative areas under the Division or Student Affairs on the K-State campus. This position is activated as necessary.

Primary Responsibilities

- Coordinates between the Student Affairs Emergency Team and the EOC Operations Center for student care and welfare services. Represent issues of concern for student welfare within the EOC.
- Acquires needed information and updates on impact of emergency situation upon students
- Plans for emergency housing and food services for students
- Plans for the messages and information to families of students
- Provides counseling services to students

Actions

- Report to the EOC. Establish communication with the Student Affairs Emergency Team. Begin log of all communications and activities.
- Determine immediate needs for students based on the nature and duration of the emergency. Coordinate the plan for providing emergency housing services to students with the Operations Team members. For service, requests and needs not available from the Student Affairs Emergency Team coordinate emergency procurement with the Resources/Logistics Team.
- Provide information to the communication and marketing regarding how families can find out the status of their students.
- If additional counseling services are needed, coordinate request with the Resources/Logistics Team. Services may be co-located with medical operations, as available.

- Continue to represent Student Services in the EOC as long as coordination is needed during the emergency response

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 6, Human Resources. This position represents and serves as the primary advisor on all Human Resources in the EOT during the emergency. Works closely with Resource/Logistics staff to prepare for and manage solicited and unsolicited volunteers that arrive to assist with the emergency. This position is activated depending on circumstances.

Primary Responsibilities

- Maintain the general status on University staff.
- Monitors reports of injuries and fatalities.
- Coordinates the deployment of volunteers from University staff pools to assist with emergency operations.
- Handles welfare inquires and other issues regarding the status of University Employees.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the KSUPD and/or EOC to confirm the activation of the Human Resources Position.
- If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- As information is known regarding the University's emergency response operation, assess the numbers and status of employees involved in the response and/or impacted by the disaster. Track by department, if able.
- If there are known injuries or fatalities, start case files for those employees and track their disposition. While specific information may not be available during the activation of the EOC, continue to follow up on reports of injuries and/or fatalities involving University Employees. Protect the confidentiality of victims and injured parties, and any consulting as needed for employees as necessary during or after the emergency response phase. Forward information to the FEMA/Insurance as available.
- If emergency response operations are extended and volunteer help is needed, establish a center for receiving volunteers and assigning volunteers. This may be managed by the Human Resource Services. Work with the News and Information position to determine how to communicate the need for volunteer help to employees and to disseminate information on where to report. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with displaced staff at relocation areas. Track the assignment of volunteers.

Ensure that volunteer workers are supported with food, water, and sanitation, and that they have a supervisor or coordinator in charge of the site operation.

- If specialized staff resources will be needed to augment the emergency response operations, assess the availability of University staff from response units and other departments. Additional resources may be available from the Student Affairs office of their representative on the Operations Team. Services for counseling may only be available through Health and Wellness.
- If temporary services are needed for skilled labor or emergency hires, provide management of the team for contracted services.
- If the University is receiving a large volume of welfare inquiries, work with the EOC Management to establish a process for managing the inquiries. If the disaster is widespread, the American Red Cross may assist this function.

Deactivation and Recovery

- Participate in EOC de-briefing. Prepare reports and all documentation of HRS activities during incident provides documentation to Finance/Administration Section Chief.

ESF – 6, Intercollegiate Athletics. This position represents K-State Athletic Department on the EOT and serves as liaison between EOT and the K-State Athletics during incidents involving or affecting Athletics students, personnel or facilities. This position is activated depending on circumstances.

Primary Responsibilities

- Serves as liaison from the Athletic Department to the EOT and serves in the EOC on emergency issues involving or specifically affecting the K-State Athletic Department.
- Advises EOT on use of athletic facilities for emergency purposes.

Actions

- If activated, reports to EOC, check in, and begins gathering information on impact of emergency on the students, personnel, and facilities of the athletic department.
- Determines status of athletic facilities and their potential for alternate uses during the emergency.
- Determines impact and issues associated with cancellation of Athletics events and activities during the emergency

Deactivation and Recovery

- Participates in debriefing as directed. Prepares reports on impacts, issues the emergency caused to K-State Athletics, and submits them to Logistics Section Chief.

ESF – 6, Housing and Dining Services (HDS). This position represents and serves as liaison between the K-State Housing and Dining Service and the EOT on issues affecting on and off-campus student housing and food service as well as coordination with the Residence Life unit. This position is activated depending on circumstances.

Primary Responsibilities

- Coordinate between the HDS Response Staff and the EOC.
- Provide HDS information to the EOT Action Plan regarding housing and dining populations and availability of facilities.
- Communicate EOC priorities and operational information to the HDS Response Staff.
- Coordinate with residence hall and apartment staff regarding student needs.
- Coordinate housing custodial staff as need for clean up.

Actions

- Report to the EOC. Establish communication with the HDS Response Staff. Provide a report of HDS operations, including how many students and staff is in housing and dining facilities.
- As the HDS representative on the Operations Team, provide action for HDS operations as part of the plan, including:
 - A plan for relocation and estimation of affected residents.
 - Information on availability of food sources.
 - Information on the availability of staff to assist with evacuation needs.
 - Update information on the HDS website for interested students and parents.
- In support of EOC actions and communications, provide messages and information on all departments regarding the status of all residents and staff in affected areas.
- Coordinate the details of these plans and tasks with the HDS Response Staff and incorporate into the EOC Action Plan. Provide ongoing communication and coordination between the HDS Response Staff and the EOC.
- Staff the EOC Operations Team as long as HDS is involved in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 7, Logistics Chief. This position provides overall management of resource and logistical support for operations and planning functions. Access and procure resources to support the emergency response and operations, which require support beyond normal department assets. Support the EOC activation and temporary emergency care for people and workers. Coordinate the management of volunteer resources to support emergency operations. Coordinate with the Finance Team to ensure appropriate processes for procurement and contracting. This position is always activated.

Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including:
 - University supplies, equipment, materials, and services
 - Contracted services
 - Transportation services
 - Emergency support for staff and University shelter sites
- Coordinate with the Operations Section Chief in the planning for, anticipation of, and pre-staging of, critical services and resources during emergency response operations.
- Support the Finance Team's emergency accounting and documentation process.
- Coordinate and Support the actions of the Area Resource Specialists when activated.

Actions

- When aware of or notified that the University is responding to a large emergency or crisis, contact the EOC to confirm the activation of the Resources/Logistics Team.
- If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of all activities and keep it current throughout the emergency response.
- Work with the EOT members to assess the damage, impacts, and response operation to identify the potential need for resources - both immediate and in the recovery period. Request a general inventory of all available resources at the University. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with support staff to access resources and support services for the emergency response and recovery operations.
- Activate the emergency purchasing process to procure resources. Work with the Finance Team Leader to ensure appropriate accounting processes. Confer as needed with the other EOC Deputy Chiefs to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.
- Contact the Operations Deputy Chief, Housing and Dining, Student Affairs and other EOT staff to determine what services will be needed on The University to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Coordinate with the Operations Team and determine if the shelter is to be managed by the Red Cross and if so, determine what services will, if any, be provided by the University. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with Riley County and the City of Manhattan.

- For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Team to support all aspects of evacuating people, including:
 - Emergency transportation
 - Delivery point
 - Temporary shelter and care needs
 - Food, water and sanitation report
 - Reuniting and notification for families
 - Crisis counseling
 - Security and safety
- If existing University public safety resources are not sufficient, determine the need for mutual aid requests. The KSUPD will handle mutual aid requests per their prior arrangements. For all other types of mutual aid requests, forward to the EOT for authorization and follow through by the Resources/Logistics Team.
- If mutual aid resources are requested and the University will be providing mutual aid to another agency, Riley County EOC, ensure the following is documented by the Operations Team or by the Resources/Logistics Team:
 - Type of mutual aid requested, including specifications for drivers, operators, fuel, power, and any requirements for operation
 - Location requested
 - Name of requesting agency
 - Name and contact information for person-in-charge at the site receiving mutual aid
 - Time and duration for the provision of mutual aid
 - Personnel support available or to be provided
 - Keep track of University resources set to support other agencies.
- Organize and track the utilization of University major supplies, equipment, and transportation. Work with the EOT and the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the FEMA/Insurance function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources for the University's response operations. Communicate this documentation requirement to the Unit Response Center's supporting the Resources/Logistics Team.
- Support the Operations Team functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also, provide support and logistics to assist University staff that may be stranded at the University. Assist the Operations Team with services and management of care and relocation services, as requested.

- Ensure documentation for requests, costs and procurement processes are forwarded to the Finance Team.
- Work as a team to set up the staging of the resources at each primary site where emergency response operations are in progress. If no resources are available to support a site, advise the Operations Section Chief. Estimate the support requirements for the response and assess the capability of supplies on hand to meet the need. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed.
- If critical research programs or other University business operations are to be relocated, provide resources and logistics support, as requested.

Deactivation and Recovery

- Assist Finance with the collection of documentation and records.
- Oversee the transition process of transferring all reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow up, final payments, and resolution.

ESF – 7, Finance/Administration Section Chief. This position provides overall management of financial accounting and analysis for the emergency response, including keeping the EOC IC and PC advised of the total cost-to-date for the emergency response, estimated losses and financial impacts of the emergency to University business, programs and facilities.

- Begins the tracking and documentation process for FEMA application and insurance claims.
- Establishes an accounting process for tracking expenses for procurement of services, contracts, and/or mutual aid from the EOC.
- Establish accounting numbers for tracking expenses.
- This position is always activated.

ESF – 8, Public Health and Medical Services. This position represents the K-State Health and Wellness services on the EOT and serves as liaison between the EOT and Health and Wellness during incidents involving or affecting the health and safety of K-State students, faculty, and staff. May also serve as general medical issue advisor and liaison between the EOT and local and state public health agencies. This position is activated depending on circumstances.

Primary Responsibilities

- Represent and coordinate Public Health and Medical Services operations with the EOC, Student Affairs, Human Resources, and other units as needed.
- Manage the care and health issues for students, faculty, and staff.
- Work closely with the Mercy Regional Hospital, local medical services, and Riley County Public Health.
- Monitor local, national, and international public health issues that would affect emergency operations.

Actions

- Report to the EOC. Establish communication with Student Affairs and Human Resources. Provide a report of the status of the Public Health and Medical Services unit.
- As the Public Health and Medical Services representative on the EOT, provide action plans for PH&MS operations as part of the plan, including:
 - Status of PH&MS operations.
 - PH&MS priorities for response.
 - General health status of student, faculty, and staff during emergency.
- If the primary area of damage and response is the Public Health and Medical Services facilities, work closely with all departments of the EOT to prioritize response operations and contain hazardous conditions.
- Provide status reports and requests for students, faculty, and staff care during the emergency.
- If there are mass casualties (fatalities) on campus and at the request of the Coroner's Office, establish a temporary morgue at an appropriate site on-campus. If requested by the Coroner to establish a temporary morgue in support of a mass casualty incident that is not on the campus, notify the EOCC.
- Support the Human Resources by establishing methods to provide answers to medical and health related questions from students, faculty, and staff.
- Coordinate the details of these plans and tasks with Student Affairs, Human Resources and incorporate into the EOT Action Plan. Provide ongoing communication and coordination between Student Affairs and the EOC on medical issues.
- Staff the EOC Operations Team as long Public Health and Medical Services is involved in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations

ESF-9 Searches and Rescues. Refer to **ESF-4**

ESF-10 Environmental Health and Safety (EH&S). This position is responsible for managing and coordinating the environmental health and safety functions of the emergency response on campus. Providing consultation to assist in the assessment of unsafe condition at K-State facilities. Serves as the Operations Section Chief for incidents where EH&S staff are the field IC's. This position is always activated.

Primary Responsibilities

- Coordinate between the EH&S Response Staff and the Emergency Operations Center (EOC).

- Provide EH&S analysis and intelligence to the EOT Action Plan for hazards, safety concerns, public health concerns, environmental concerns, and chemical, biological, and other health-related issues, including public warning and safety information.
- Communicate EOC priorities and operational information to the EH&S Response Staff.
- Coordinate with Riley County Health Department for response operations involving mass illnesses or disease outbreaks.
- Coordinate contracted services for emergency response and clean up of spills and contamination.
- Conferring with the EOC, notify, communicate, and coordinate with regulatory and consulting agencies (EPA, KDHE, KDOL, Riley County health departments).

Actions

- Report to the EOC. Establish communication with the EH&S Response Staff. Provide a report of EH&S Operations, including safety issues, spills, contamination, public health risks, toxic environments, and hazardous materials releases. If the incident is primarily and environmental health or safety incident, the Director of EH&S will lead the Operations Team.
- As the EH&S representative on the Operations Team, provide action plans for EH&S operations as part of the plan, including:
 - Status and assessment of hazards and unsafe conditions at the incident scene
 - Status and assessment of public health risk
 - Response, containment and clean-up plans for releases, spills, releases, and toxic environments
 - Coordination with MFD HAZMAT team
 - Coordination with regional, State or Federal HAZMAT teams and offices, KDHE, Riley County Health Department, and law enforcement.
 - Development of associated safety, warning, and advisement messages coordination with contract services, as needed.
 - In support of EOC actions and communications, provide messages and information on all departments regarding safety conditions and requirements to protect personal safety, health, the environment and limit exposure.
 - Coordinate the details of these plans and tasks with the EH&S Response Staff and incorporate into the EOT Action Plan. Provide ongoing communication and coordination between the EH&S Response Staff and the EOC.
 - Staff the EOC Operations Team as long as EH&S is involved in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
- Participate and lead efforts for decontamination so that areas can be safely occupied and to meet regulatory limits for decontamination.

ESF-10 Radiation Safety Officer (RSO). This position is responsible for ensuring the safety of the campus community from radiation release or exposure.

Primary Responsibilities

- Coordinate between the RSO Response Staff and the EOC.
- Provide analysis and intelligence to the EOT Action Plan for hazards, safety concerns, and public health concerns in regard to radiation release or exposure.
- Communicate EOC priorities and operational information to the EH&S Response Staff.
- Coordinate with Public Health and Medical Services for response operations involving radiation.
- Coordinate with Kansas State the EOC for emergency response and clean up of spills and contamination.

Actions

- Report to the EOC. Establish communication with the EH&S Response Staff.
- Provide messages and information regarding risk of radiation exposure.
- Maintain RSO Response Staff as long as the RSO is involved in emergency response.

Deactivation and Recovery

- Provide messages and information regarding risk of radiation exposure.
- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

ESF – 11, Animal Care and Safety. This position is responsible for managing and coordinating the prioritized emergency response for and technical advice to the EOT on incidents involving or affecting animals on the K-State campus, including research animals, working animals and those animals on campus as part of the College of Veterinary Medicine's (CVM) services and functions. Represents and serves as liaison between the CVM, the Veterinary Teaching Hospital, and the EOT. Coordinates the significant human and animal medical response, surge, and other support capabilities that CVM can provide to K-State and the Community during emergencies. This position is activated depending on circumstances.

Primary Responsibilities

- Manages emergency response for all animal care and safety issues for K-State.
- Advises EOT/EOC on best courses of action regarding animal care and safety issues.
- Coordinates the actions of the VM and any other units working with animals on-campus regarding animal care and safety issues.
- Coordinates emergency support for animal care and safety at the Salina campus and all outlying units during the crisis.

Actions

- When activated, reports to EOC, check in, and immediately ascertains the status of animal care and safety issues at the current point in the emergency. Prepares initial status report and submits report to Situation Status.

- Activates animal care and safety emergency response plans at all affected units. Establishes contact with all units animal coordinators.
- Determines if current supplies/resources are adequate to maintain animal care and safety. Identifies alternate sources for resources if established supply chain is nonfunctional.
- Provides status updates to EOT/EOC on regular basis regarding animal care issues.

Deactivation and Recovery

- As situation returns to normal, monitors resumption of regular animal care procedures at all affected units to make sure appropriate care levels are restored. Prepares reports of all actions and activities during the emergency. Submits reports to Situation Status. Participates in EOT/EOC debriefing sessions.

ESF- 12 Energy. This position is responsible for managing, coordinating, and prioritized power and water utilities for emergency response and technical advice to the EOC. To collect, evaluate, and estimates the impact of energy system outages on the campus, the duration of the outage, if portions of the institution are affected or if it's the entire institution, and the ability to be operational.

Primary Responsibilities:

- Identifies resources needed to restore energy systems.
- Ensure that the institution has adequate fuel and equipment to sustain itself through an emergency.
- Estimate the impact of energy system outages on the campus
- Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible.

Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives: Fuel - Capital Oil or other vendors Electricity - Westar Energy, Natural Gas - Kansas Gas Service, Water and sewage - City of Manhattan, Fuel - Capital Oil or other vendors.
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance
- Maintain liaison with the city, county, state, and federal agencies as needed;

- Implement conservation measures;
- Allocate available resources to assure maintenance of essential services;

Deactivation and Recovery

Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations

ESF 13 Law Enforcement. This position is responsible for managing LE (Law Enforcement) functional operations at the EOC. Serves as the police liaison for incidents in which police filed personnel are the Incident Commanders. Has the lead for the operational action plans for law enforcement, security, traffic control, access control, and crime scene preservation. Has primary authority for establishing priority for field response and police resource allocation. Serves as the Operations Section Chief for incidents affecting K-State where external agency personnel are serving as the IC's or large scale incidents that may involve IC's from many K-State emergency response units and functions. This position is always activated.

Primary Responsibilities

- Coordinate between the Police Command Center and the EOC
- Communicate with Police Field Incident Commanders, as needed
- Provide police and law enforcement analysis and intelligence to the EOT Action Plan
- Communicate EOC priorities and operational information to the Police Command Center
- Provide back up to the Operations Section Chief.

Actions

- Report to the EOC. Establish communication with the Police Command Center. Provide a report on KSUPD operations, indicating where police resources are deployed and how many units are available.
- Based on the Operations Team Action Plan, coordinate with the Police Command Center how the police resources will be assigned and who will be in charge of incidents on The University. Determine if the EOT should be in direct communication with Incident Commanders. If so, establish radio contact with the Police IC's.
- As the police representative on the Operations Team, provide action plans for police operations as part of the plan, including:
 - Search and rescue of trapped victims
 - Large structural fires (it may be necessary to request a Manhattan Fire Department Liaison in the EOC)
 - Law enforcement and crime investigation
 - Security and individual protection
 - Evacuation and relocation
 - Traffic control, access and egress
 - Police support to other operations

- Coordinate the details of these plans and tasks with the Police Command Center and incorporate into the Operations Team Action Plan. Provide ongoing communication and coordination between the Police Command Center and the EOC.
- During large-scale events involving a large population on campus, traffic issues often become an immediate concern and can impede emergency response operations. Anticipate the need for an overall traffic control plan. Work with the Police Command Center to develop an overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles, or to remove the public from unsafe areas. It may be necessary to work with the Transportation liaison regarding University public transportation and major transportation routes to and from the campus.
- If the emergency involves fatalities, ensure that the KSUPD is handling all arrangements on-site and with the County Medical Examiner's office. If there are mass casualties beyond the capability of the County Medical Examiner's office, coordinate to establish a temporary morgue.
- Staff the EOC Operations Team as long as police resources are involved in the emergency response. Provide back up to the Operations Section Chief, as requested.

Deactivation and Recovery

- Direct all Police operations on-campus as the transition to a recovery phase takes place and a return to normal operations.
- Prepare all reports, logs, after-action reports as needed and submit to the EOC IC.
 - Status of PH&MS operations.
 - PH&MS priorities for response.
 - General health status of student, faculty, and staff during emergency.
- If the primary area of damage and response is the Public Health and Medical Services facilities, work closely with all departments of the EOT to prioritize response operations and contain hazardous conditions.
- Provide status reports and requests for students, faculty, and staff care during the emergency.
- If there are mass casualties (fatalities) on campus and at the request of the Coroner's Office, establish a temporary morgue at an appropriate site on-campus. If requested by the Coroner to establish a temporary morgue in support of a mass casualty incident that is not on the campus, notify the EOCC.
- Support the Human Resources by establishing methods to provide answers to medical and health related questions from students, faculty, and staff.
- Coordinate the details of these plans and tasks with Student Affairs, Human Resources and incorporate into the EOT Action Plan. Provide ongoing communication and coordination between Student Affairs and the EOC on medical issues.
- Staff the EOC Operations Team as long as Public Health and Medical Services is involved in the emergency response.

Deactivation and Recovery

- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations

ESF- 14, Risk Management/FEMA. This position establishes the tracking and reporting systems to maintain the information necessary to apply for insurance reimbursements as appropriate. Collects all require information and serves as the liaison between the EOT and FEMA for monitoring reimbursable emergency management expenses as appropriate. This position is activated depending on circumstances.

Primary Responsibilities

- Prepare and maintain insurance documentation files and manage the insurance claims process
- Assess the risk and liability issues to the University and emergency responders in the emergency response operations
- Prepare and maintain the FEMA documentation information package
- Maintain the documentation files, supporting the Federal Disaster Assistance Applications process.

Actions

- Report to the EOC, if the emergency is severe. Obtain a briefing on all operations, damage, injuries, and recovery operations. Assess the risk and liability issues to the University and emergency responders in the emergency response operation and provide recommendation, if needed, to manage risk and liability exposure.
- If immediate investigation and reporting is needed for injury reports and claims, set up a process for reporting and gathering information. Ensure procedures are followed in reporting injuries and casualties to the appropriate staff and agencies. Protect the confidentiality of victims and injured parties, as necessary during the emergency response phase. Work with Human Resources to obtain information on injuries and casualties, which may result in case files, investigations and/or claims.
- If it appears that the Governor and the President will declare State/Region/Riley County/City of Manhattan or any other location where K-State is located a disaster area for the purpose of federal disaster relief, set up the FEMA documentation proves. All documentation is collected by site, and either the individual site or the University as a whole will be issued a Disaster Survey Report (DSR) #. All documentation is the summarized by the DSR #. If the DSR has not of will not be issued, collect documentation and data by site.
- Review the following list of items for documenting damage and repairs. These items will be needed for both insure losses and anticipated FEMA disaster recovery program eligible losses.
- Photographs and sketches of damage
- Urgency of the project and reasons – for public health, safety, etc.

- Identification of all public staff and equipment used in the response – time and expenses
- Identification of all vended services used in the response – time, materials, and expenses.
- Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
- Documentation and photographs of work done
- Other data including: hazard mitigation (upgrades so that damage will not occur in future events), third party liability and payments co-pay by cooperating agencies, public/private partnerships, insurance, etc.

Deactivation and Recovery

- The State of Kansas Emergency Management Division (KDEM) will provide information on the FEMA Post-Disaster briefing meeting (usually held two weeks after a federally declared disaster). Make arrangements to attend the briefing with other agency representatives and be prepared to submit a Notice of Interest at that time. Note that FEMA makes adjustments to the FEMA Disaster Assistance Application process after every declared disaster. The new packet of information should be reviewed thoroughly to determine current correction procedures for notification and application.
- Assist with preparing a summary report of the damage and incidents that occurred.
- Plan for the transfer of response operations to normal procedures. With the President’s Cabinet, assign staff to the K-State Recovery Team. Develop a transition and recovery plan, which allows for the resumption of normal operations and business support in K-State facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the K-State recovery plan.
- Provide all documentation to the FEMA/Insurance position for FEMA Disaster Public Assistance Program applications.
- Lead the EOT in post-incident debriefing meetings to identify areas of improvement for EOC Operations.

ESF – 15, Emergency News Plan. In the event of emergency, the following news media procedures will take effect at K-State.

Call out and implementation. The KSUPD will notify the PIO (Vice President for Communications and Marketing). If the Vice President for Communications and Marketing cannot be reached, the following calling list will be used:

The Associate Vice President for Communications for Communications and Marketing

- Director, News and Editorial Services
- Manager Marketing Services

The Vice President for Communications and Marketing or first available Communications and Marketing staff member contacted by KSUPD will determine the appropriate emergency information plan and notify personnel to report for duty. That individual will immediately notify Vice President for Student Life. If he is unavailable, the following will be contacted: Vice President for Administration and Finance, Provost, or University President.

University spokesperson. The Vice President for Communications and Marketing or the Communications and Marketing staff member next in charge will serve as the PIO in time of an emergency.

Minor Emergencies. Upon notification of an emergency condition, the PIO will determine the nature, location, time of police notification and status of the emergency condition. The PIO will develop a specific and factual response appropriate for telephone inquiries about the emergency condition. The individual will report to the EOC. The PIO also will evaluate the situation to determine if more than one location should be staffed. If so, additional staff members will be sent to various locations as needed.

Major Emergency or Disaster. In the event of a major emergency, the Vice President for Communications and Marketing (PIO), staff members(s) of Communications and Marketing and the University Photographer will report promptly to 9 Anderson Hall, if available. Information personnel attached to other units will be called as needed to assist. K-State information personnel called to duty in an emergency will wear official University credential (nametag) on the outside of their apparel for identification.

1. The PIO will establish a media center in [nine Anderson Hall](#), or at an alternative location if needed. Communications and Marketing staff will disseminate information to media on the changing nature of the emergency. They will announce in advance when the next media update will be given so media can expect information at specific times. **ONLY with approval** from the President, Vice President for Communications and Marketing or EOCC, press releases may be provided.
2. The PIO will assign one person to establish a Disaster Control Center information desk at the EOC or the KSUPD. This person will communicate changing emergency conditions to the Media Center.
3. The PIO will assign a team to report to the scene of the emergency. The team will consist of one writer and the University Photographer. This team will gather information related to the emergency, provide public relations counsel to KSUPD and/or University personnel at the scene and assist media at the scene. The assigned team leader will communicate changing emergency conditions to the media center.
4. The PIO will designate a communications and marketing staff member at the media center to establish a rumor control to verify report and rumors. This person will respond to general public/university community telephone inquiries.
5. The PIO will designate a staff member(s) to report to assigned hospitals/mortuaries to gather information and establish communication with the media center.
6. The PIO will maintain regular communication with the Office of the President and assist that office with media contacts.

7. Once established and functioning, the media center, rumor control and emergency information teams will remain in operation until dismissed by the PIO.
8. Staff at the media center will compile a fact sheet and/or news release containing a summary statement of the situation including all known details to be released to the media. This fact sheet should be analyzed with respect to the public's right to know and concerns for privacy and security.
9. The fact sheet will be distributed in a timely manner as broadly as needed to administrators, media, and staff who need to be aware of all facts. This can be done via FAX, e-mail, K-State Web site, local cable television, and hand delivery.
10. The Associate Vice President for Communications and Marketing shall update the ranked implementation call out list, the K-State media representatives list, and emergency media call out list annually.

ESF – 15, Internal Liaison. The Internal Liaison coordinates communications with the Salina Campus; other statewide K-State offices, stations, and units; and any other K-State entities that are impacted by the emergency and have a need for immediate coordination such as the Foundation, Konza Prairie, and private contractors. This position is always activated.

Primary Responsibilities

- Initiate and maintain contact with all internal colleges and departments. Maintain contact with all K-State campuses, stations, offices, units, and key staff across the state as requested by the EOCC and EOT.
- Assist with relaying essential information and/or to receive status reports, as requested by the EOCC and the EOT.

Actions

- When contacted, report to the EOC. Check-in and begin EOC log of all activities and start to prepare phone log of all calls and contacts.
- Locate K-State directory and file copies of departmental ERP's with contact information.
- As directed by the EOT and the EOCC, contact K-State units, and other campuses to receive reports and exchange information.
- Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.
- Support and assist the work of the EOC Communications Team.
- Support the recruitment of volunteer staff from K-State departments.
- Support the News and Information Team's dissemination of information.

Deactivation and Recovery

- Support the transition to recovery by communicating and coordinating with campus departments. Submit logs and phone records to EOCC upon deactivation. Participate in de-briefing as requested.

ESF – 15, External Liaison. The External Liaison Serves as liaison to the Riley County EMD in the Riley County EOC, communicates with outside public agencies such as the City of Manhattan, Riley County, and KDEM. This role is part of the Emergency Management Coordinator’s shared function with other duties. This position is always activated and an assistant liaison may be designated if needed.

Primary Responsibilities

- Initiate and maintain contact with the City of Manhattan, Riley County EOC, State of Kansas and other external organizations and EOC’s to share information.
- Assist with relaying essential information and/or to receive status reports, as requested by the EOCC and the EOT.

Actions

- Report to the EOC
- As directed by the EOC Team and the EOCC, contact:
 - Riley County EOC
 - KDEM
 - Other organizations and agencies
- Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information. Support and assist the Communications Team.
- Support the News and Information Team’s dissemination of information.

Deactivation and Recovery

- Keep external contacts informed of K-State process of deactivation. Participate in debriefing as necessary. Prepare logs, records, and documentation of all position activities to submit to EOCC as requested.

APPENDIX F

Protocols for Reporting Major Emergency Situations and Activation of Emergency Management Operations

Incidents requiring emergency management notification will be of two types.

- a. Those that occur as an incident that K-State emergency response agencies (KSUPD, Facilities Operations, EH&S, Radiation Safety) respond to directly such as a fire, hazardous materials spill, on-campus accident, etc.
- b. An incident affecting the University, but one that most likely will not require campus emergency responders, that is reported directly to the University from external sources or directly to University Senior Staff from the colleges, divisions, areas, departments or units under their direction. An example would be a serious accident involving students traveling off-campus for an approved activity that is reported to the Senior Staff if reported to the university by an external agency.
 1. Another type of issue that may require a University response but not an emergency management response would be a “newsworthy” issue involving the University or University personnel. An example would be Famous Dave’s providing a meal for our employees who worked on tornado clean-up. These types of events should be reported to [Cheryl May](#), Associate Vice President for Communications and Marketing . It will be her responsibility to determine which of this type of information needs to be forwarded on to his superiors.
 2. In the case of an emergency issue, in order to activate appropriate emergency management operations and oversight, whoever has the information about the emergency, whether President’s Cabinet, Response Unit Incident Commanders or other K-State personnel will contact Bruce Shubert, VP for Administration and Finance as the primary contact. If neither is available then contact Assistant Vice President Ronnie Grice over the Division of Public Safety, or Steven Galitzer the Director of Environmental Health and Safety directly. If none of these personnel can be reached, contact Emergency Management Coordinator, Stephen Broccolo.
 3. NOTE: If the Response Agency feels the emergency issue they are responding to and reporting requires an area or full campus evacuation and/or a general warning and notification of the campus community, they should inform the K-State Police Officer on scene. They then can reach an agreement that such a warning is necessary, so they can request the K-State ALERTS system, email/website, and/or the campus Outdoor Warning System (SIREN/PA) be activated as appropriate for the incident.
 4. When VP Shubert receives the call, he will determine the scope of the incident and as needed and will contact the appropriate parties. In consultation with President Schulz, a determination will be made whether or not the issue requires notification to other President’s Cabinet members. If VP Shubert is not available, Assistant Vice President Ronnie Grice will contact President Schulz.
 5. Assistant Vice President Ronnie Grice as EOCC, will activate the personnel of EOT, which will assist in determining the immediate course of action and to gather all relevant information regarding the incident and the potential effect on the University. This information will be forwarded to all others as appropriate.

6. VP Shubert (or alternate) in consultation with the President's Office will determine if the full PC will need to be activated. If the full PC is to be activated, the EOCC will arrange for the EOT to contact the designated PC members (or backups if primaries are not available) and have them assemble with the President at the location that has been determined based on the incident circumstances. This may be the President's Office or other site of his choosing.
7. The EOCC will receive confirmation of communication with, and replies from the PC and forward that information to the President.
8. When the PC has assembled, or prior to this as required, College and Departmental administrators of impact will notify them of the current situation, what is required of them and to activate their Department Management Teams as needed.
9. The PC members will maintain contact with the Department Management Teams to provide updates and direction as well as to receive current status information of the impact of the emergency on their operations. This information will be forwarded on to the EOC.
10. As required, the President or his designee in consultation with the PC (if time and circumstance permit) may authorize suspension of University operations.
11. The PC will determine when it is appropriate to deactivate emergency functions at all levels and resume regular operations.
12. When the PC has assembled, or prior to this as required, College and Departmental administrators of impact will notify them of the current situation, what is required of them and to activate their Department Management Teams as needed.

APPENDIX G
EOC ACTIVATION FORM

Page 1 of 2

EOC Director:			
Date/Time Notified:	Via:	Notified by (Name):	#:
Problem:		Location:	
<input type="checkbox"/> EOC will be activated <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>			
Level			
1. Mark on attached chart, functions to be activated	2. Notify Duty Staff	3. Notify Executive Emergency Management	
EOC Level of Response			
Color	Level	√	Deactivation Time
1	Local Incident		
2	Local Incident – Partial Activation		
3	Full EOC Activation		
4	DEACTIVATION		
<input type="checkbox"/> K-State CAMPUS EMERGENCY			
Type of Incident/Emergency:			
Situation Analysis			
1. Lives Threatened:	2. Property Damaged:	3. Public Information Required?	
4. Emergency Services Impacted:	5. Students Impacted?	6. Hazards/Threats/Risks?	
Units Involved:			
Police	Facilities Operations	EH&S	
Information Technology	Radiation Safety	Student Affairs	
Animal Care and Safety	Manhattan	Provost's Office/Academics	

EOC Activation Form

Page 2 of 2

Emergency Operations Required		
Police	Fire/HAZ-MAT	EMS
Facilities Operations	EH&S	Radiation Safety
Student Care & Shelter	Student Affairs	Communications and Marketing
Animal Care	Building Inspectors/Damage Assessment	Transportation
Location(s) and Situation Status:		
Map Attached?		
Immediate Action Plan		
Highest Priority/Goal for the EOC:		
EOC Actions:		
Primary Actions on Site:		
Anticipated Next Steps:		
Anticipated Decisions, EOC Action Plan Update or Deactivation:		
Date:	Time:	Decisions Point:
Attachments (please List)		

APPENDIX H

Kansas State University Emergency Operations Center Generic Checklist (For All Positions)

Activation Phase:

- Check in/sign in upon arrival at the K-State EOC.
- Report to EOC Coordinator, Section Leader, or other assigned Supervisor
- Set up your workstation and review your position responsibilities
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your EOC resource needs, such as a computer, phone, plan copies, and other reference documents and request these resources from the EOC Manager.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the Incident Commander.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the EOC Coordinator, as appropriate, prior to your departure
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached
- Check out/sign out of EOC.

APPENDIX I
EOC FORMS

DATE: _____ TIME: _____ EOC IC _____

<i>EOC Action Plan #</i>			
Primary Problem or Incident			
Highest Priorities or Operational Objectives			
Strategic Actions			
Time:			
Strategy:			
Team or Position:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Incident _____ EOC Action Plan # _____

Date: ___/___/___ Time: ___:___ EOC IC: _____

TIME:			
<i>Strategy:</i>			
TEAM or Position:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED
TIME:			
<i>Strategy:</i>			
TEAM or Position:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED
NEXT UPDATE:			

ISSUES:

EOC POSITION LOG

NAME/POSITION: _____

Record all major events/decisions/messages. Forward copies of this log to Situation Status and/or the EOC IC.

Date/Time	Message/Event	Staff

Date:	Time:	Page ____ of ____	Event:
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EOC SIGN-IN/OUT LOG
INCIDENT _____ DATE _____

PLEASE PRINT!

NAME	REPRESENTING	TIME-IN	TIME-OUT

APPENDIX J

DEFINITIONS

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assessing or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis of decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Center (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Center Coordinator (EOCC): Has delegated authority to act in the best interest of the University, activates the EOC, and manages, coordinates all aspects from the emergency response to recovery and demobilization.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and

associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operations periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and

distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualifications and Certification: The subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident; the effects additional responding resources will have on the incident and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet the basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be place while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L.107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualification.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

APPENDIX K
“ACTIVE THREAT”

Introduction:

1. Description: An “active threat” is defined as any incident that by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.
2. Types of “active threats”:
 - Active shooter
 - Hostage/barricaded subject
 - Sniper
 - Suicide/Homicide bomber
 - Known or suspected terrorist threat (biological/chemical threat)

Notification Procedures:

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

Call 911

Campus notification procedures:

The K-State campus will use the following systems (listed in priority order) to notify campus faculty, staff, and students of an existing “active threat” to K-State.

1. Mass Text/ Voice Messaging / Emergency Communications
2. Email
3. Internet – website
4. NXT (Automated telephone calling system) 911
5. Any other means

In addition to the above means of communication, the University will also seek to use public mass media (radio and TV) for appropriate announcements to keep the K-State campus info.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes.

Departmental notification procedures:

K-State College/School/Departments should develop internal notification systems and practice/exercise them routinely at least twice a year. Internal contact lists should be reviewed at least twice a year to be kept current and the unit should assure that contact information held at the Division of Public Safety is current. The following text is suggested for inclusion in the unit Emergency Operation Plan.

The College/School/Department has established an internal notification system to keep their staff informed on the status of any “active threat”. Systems that will be used to inform staff of the initiation of an “active threat” situation include:

- internal phone trees
- public address systems
- bull horns, or
- air horns.

Note: If a non-traditional form of communication is used as an alert mechanism, each staff person must be trained to respond appropriately and to recognize the alert.

Guidelines for Protection

The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation. They are intended to improve both individual and group levels of personal safety.

“Active threat” situations are very dynamic and they evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds. .

Individual / Group Safety:

Stay calm and assess the situation, determine the location of the threat if possible

Call 911 as soon as it is safe to do so

Evacuate the area by a safe route if possible, if not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.

If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. arm chairs, tables, cabinets, etc.).

Render first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible. (Include other first aid items here)

Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.

If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.

Be prepared to combat the subject individually to neutralize the threat if your life is in imminent danger. Active resistance increases the chance of survival, but this is strictly a personal decision.

If you are barricaded in a room, identify objects which could be used as missiles or weapons to deter the threat from pursuing you at your location. Examples may be student desks, keys, shoes, belts, books, cell phones, ipods, book bags, laptops, pens, pencils, etc. or any item capable of

being launched at an attacker. Articles of clothing can be used for protection against a knife wielding attacker.

If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.

Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.

DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.

IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. An aggressive resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

Recommended Best Practices

Be prepared and aware of your environment! Anticipate the unexpected.

Implement “active threat” preparedness into each department’s emergency operations plan.

Practice these emergency operations plans once implemented so each department will have general guidelines on how to react in a crisis.

Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.

Early detection of individuals having personal or family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of “active threat” events. The University has exceptional resources to assist these persons through the Student Life Office (532-6432) and the Human Resources Department for Faculty and Staff (532-6277)

Emergency Evacuation Procedures for Individuals with Disabilities:

The following guidelines apply to the emergency evacuation of individuals with temporary or permanent disabilities. These guidelines are based on requirements of the NFPA 101 Life Safety Code, the Americans with Disabilities Act, and the American National Standards Institute (ANSI) Standard A117.1.

1) When an alarm sounds, individuals with disabilities should proceed to a designated enclosed stairwell if possible. On the way to the “safe area”, an individual with a disability should ask an individual without a disability for aid in notifying response personnel of their location in the building. If no one is available to assist the individual with a disability, he/she should, after reaching the safe area, use any means possible to notify response personnel of his/her location. In

some cases, trying to leave may pose more danger to the individual with a disability than the actual emergency situation.

- 2). **DO NOT USE** an elevator during an emergency evacuation.
- 3). **Mobile individuals with a visual disability** should, if no one is available to assist, wait out the rush of traffic until they can use the nearest exit at their own pace.
- 4). **Mobile individuals with a hearing disability** who may be unaware of the emergency should be calmly advised and should use the nearest building exit.
- 5). **Individuals with mobility impairment** who require assistance should be directed to the nearest exit or enclosed stairwell, staying out of the way of traffic. To reduce the risk of personal injury, any attempt to carry individuals with mobility impairment is discouraged. Only trained fire department, police or emergency response personnel should carry these individuals.
- 6). It should be noted that rendering assistance by staff to individuals with disabilities should be provided only if such assistance does not place them in personal danger.
Preparation and training for evacuation of individuals with disabilities.

1) Preparation. The key to preparation for safe, orderly and prompt evacuation of individuals with disabilities is awareness of their location and physical restrictions. Supervisors, faculty and staff are often unaware that an individual with a disability is in the area or building. Occupants with disabilities should be familiar with each building they enter and should notify a responsible party of their expected location to ensure help will be forthcoming if an emergency evacuation becomes necessary.

2) During an emergency, the responsibility for safe evacuation of individuals with disabilities lies with faculty, professional staff, supervisors and the actual individuals with disabilities. Those who have permanent or temporary disabilities which may interfere with their safe, orderly or prompt exit from a building during an emergency must be aware of proper action to take if evacuation becomes necessary. It is the responsibility of the individual with a disability to notify an individual without a disability of his/her location, and ask that individual to inform response personnel (after leaving the building) of his/her need for assistance in that location.

3) Changes in work or study areas of individuals with disabilities must be reported to ensure system effectiveness.

4) Deans, directors and department chairs shall ensure that emergency action plans for their areas are posted and include evacuation procedures for individuals with disabilities, and are designed and posted in accordance with the Americans with Disabilities Act (ADA). Occupants with disabilities should know proper evacuation procedures by referring to the posted procedures. The emergency action plan shall include a system of accountability for personnel with disabilities.

5) Deans, directors and department chairs shall maintain a current and confidential file to include the names, disabilities and rooms or office locations of all individuals with disabilities in areas under their auspices. They shall also ensure that all occupants receive training in proper evacuation procedures.

6) Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate action can be taken to help ensure their safety in the event of an emergency.

7) **Training.** Faculty and supervisors must be knowledgeable of proper procedures for emergency evacuation of individuals with disabilities on a general and site-specific basis. Faculty, staff and individuals with disabilities shall be aware of these procedures. The execution of these procedures will be tested during the fire drills.

APPENDIX L

Acronyms

ATF	(Bureau of) Alcohol, Tobacco and Firearms
CDC	Center for Disease Control
CEMP	Comprehensive Emergency Management Plan
CVM	College of Veterinary Medicine
DEA	Drug Enforcement Agency
FEMA	Federal Emergency Management Agency
EHS	K-State Environmental Health and Safety Department
EMS	Emergency Medical Service
EMP	Emergency Management Plan
EOC	Emergency Operations Center
EOCC	Emergency Operations Center Coordinator
EOT	Emergency Operations Team
ERP's	Emergency Response Plans
FBI	Federal Bureau of Investigation
H&D	Housing and Dining
H&W	Health and Wellness
IC	Incident Commander
ICS	Incident Command System
KDEM	Kansas Department of Emergency Management
KDHE	Kansas Department of Health and Environment
KDOL	Kansas Department of Labor
KSUPD	Kansas State University Police Department
LEPC	Local Emergency Planning Committee
MFD	Manhattan Fire Department
NIMS	National Incident Management System
NRC	National Response Center
PC	President's Cabinet
PIO	Public Information Officer
RCEM	Riley County Emergency Management
RCHD	Riley County Health Department
RCPD	Riley County Police Department

RSO	Radiation Safety Officer
SERC	Kansas State Emergency Response Committee
USDOE	US Department of Energy
USEPA	US Environmental Protection Agency
USNRC	US Nuclear Regulatory Commission
VM	Veterinary Medicine

Appendix M Laws and Authorities

A. Federal

Robert T. Stafford Disaster Relief and Emergency Act, 42 U.S.C. § 5121 *et seq.*, (Federal Government disaster preparedness and assistance).

Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery).

Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability).

Clean Water Act, 33 U.S.C § 1311 (effluent limitations).

Public Health Security and Bioterrorism Preparedness and Response Act, 42 Code of Federal Regulations Part 73.

Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste).

Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.

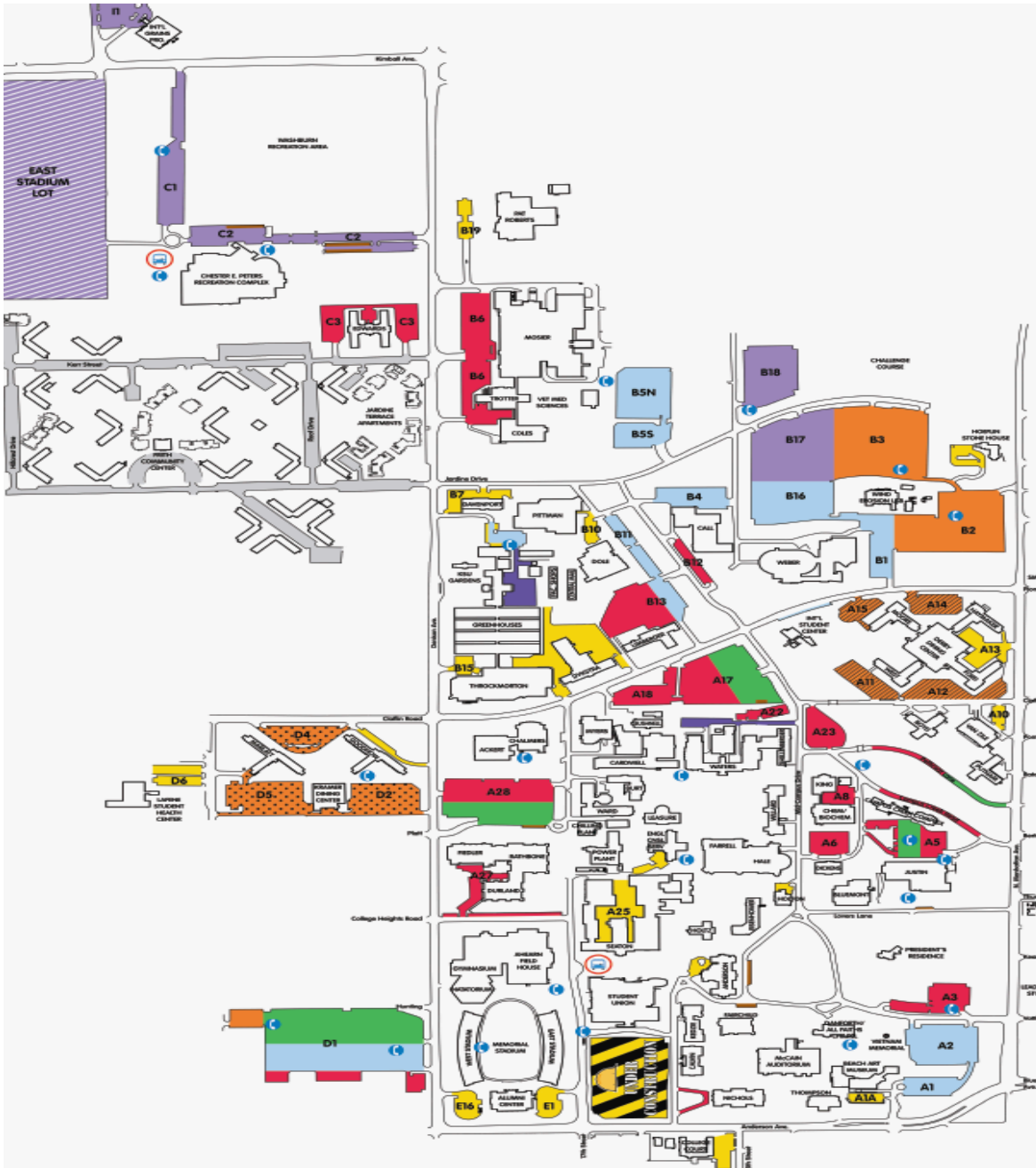
Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses

B. State of Kansas

K.S.A. 48-904 – 48-945, Emergency Preparedness for Disasters.

- 48-905a – Establishes Division of Emergency Management in Adjutant General's Office.
- 48-907 – Duties of Adjutant General for emergency preparedness and response.
- 48-924 – Governor's responsibility in disasters.
- 48-926 – Division of Emergency Management shall prepare and maintain a state disaster emergency plan.
- 48-928 – Duties of Division of Emergency Management.
- Executive Order 05-03, Establishes the National Incident Management System as the state standard for incident management.

APPENDIX N MAPS



Confidentiality

CIRT members, as administrative agents in an educational institution, adhere to the laws and standards governing the disclosure of information to third parties both within and external to the university. Such information is disclosed only on an administrative need-to-know basis and only according to the relevant statutes that govern such disclosure.

To report an incident

In an emergency, call the Kansas State University Police at 911 or 785-532-6412.

For non-emergency situations involving students, contact the Office of Student Life at 785-532-6432 or stulife@k-state.edu.

Office of Student Life

Kansas State University
102 Holton Hall
Manhattan, KS 66506-1303
785-532-6432
stulife@k-state.edu
www.k-state.edu/studentlife/

CIRT

Critical Incident Response Team



Notice of nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807.

5607-7/09-100

Manhattan campus
Kansas State University

CIRT

The purpose of the Kansas State University, Manhattan campus, Critical Incident Response Team (CIRT) is to assess and coordinate the response to significant campus situations and events that require intervention in order to assist the community and its members return to a more normal state of functioning and to suggest future preventative measures.

Events may include:

Student death or significant trauma.

Serious student situations involving medical or psychological concerns.

Campus threats or emergencies that directly affect the well being of students and the campus community.

Issues of inappropriate student conduct are referred to the Student Judicial Program through the Office of Student Life.

CIRT reports to the dean of students.



CIRT team members

The CIRT is chaired by the director of student life. Other core CIRT members include representatives from the college deans' offices, Counseling Services, the Kansas State University Police, and the Office of the University Attorney. A larger group of response personnel from departments and units across campus collaborates with CIRT upon request.

University threat management team and CIRT

CIRT investigates potential violations of the workplace violence policy that involve only students. When incidents involve a combination of faculty, staff, students, or visitors, CIRT will work in cooperation with the threat management team to manage and alleviate any determined threat.

The university threat management team is chaired by the assistant vice president of Human Resources.



General CIRT procedures

Summarized from the *Critical Incident Response Team guidelines*

1. When a crisis involving a K-State student occurs, the dean of students, Office of Student Life, or Kansas State University Police Department (KSUPD) is notified.
2. Whoever receives the first report then contacts the CIRT chair, who gathers necessary information on the incident, assesses the situation, and calls together the CIRT.
3. CIRT members assess the incident, gather additional information, plan a response, recommend appropriate services, and provide follow-up.
4. If the situation warrants, additional support for the family may be provided and a university liaison designated.

CIRT members meet regularly to discuss student referrals and situations, to exchange information, to engage in training, and to debrief events and situations.



Responding to Emergency or Crisis Situations Involving Students

There may be times when you feel urgent action is needed or you need assistance with a student problem. It is important that we respond quickly in a sensitive and caring manner in times of unexpected student or family crisis. The Office of Student Life coordinates the University response in situations involving death, serious injury, or sudden illness of students and provides assistance to students in times of crisis.

For after-hour emergencies, please contact the KSU Police Department at 532-6400 or 911.

A priority call list has been developed to ensure a timely university response. **As soon as you learn of a crisis situation, please be sure that one of the following people is contacted as soon as possible. Start at the top of the list.**

Contact	Office Location	Office Phone	Emergency Phone
Heather Reed	102 Holton	785-532-6432	785-317-0755
Karen Low	102 Holton	785-532-6432	785-313-6125
Pat Bosco	122 Anderson	785-532-6237	785-539-2854
Mike Lynch	103 Holton	785-532-7305	785-537-7150
University Police	Edwards	785-532-6400	785-532-6412 or 911

On weekends, call the University Police at 785-532-6412 or 911, for the designated on-call person.

During the business day, it may be helpful for you to call one of the individuals listed below to refer a student for assistance:

Problem	Contact	Office	Address	Phone
All serious accidents, deaths, campus crises involving students	Heather Reed or Karen Low	Office of Student Life	102 Holton Hall	532-6432
Psychological/psychiatric emergencies (alcohol or drug overdose, suicide attempts, depression, suspected suicide, etc.)	Dorinda Lambert or Fred Newton	Counseling Services	232 English/Counseling Building	532-6927
Sexual assault, rape, sexual violence	Mary Todd	Women's Center	206 Holton Hall	532-6444

OVERVIEW AND PURPOSE

The purpose of the Kansas State University, Manhattan Campus, Critical Incident Response Team (CIRT) is to assess and coordinate the response to significant campus situations and events that require intervention in order to assist the community and its members to return to a more normal state of functioning, and to suggest future preventative measures. These events may include student death or significant trauma, serious student situations involving medical or psychological concerns, and campus threats or emergencies that directly affect the well-being of students and the campus community. Issues of inappropriate student conduct are the domain of the Office of Student Life and the Student Judicial Program. CIRT reports to the Dean of Students.

Goals of the Critical Incident Response Team

- Coordinate the University's response to crises involving students while paying special attention to the safety and security needs of members of the University community.
- Offer counseling, guidance, and appropriate support to students, their families, and the University community.
- Use crises, when appropriate, as "teachable moments" which may enhance the quality of life for all those touched by crises.

Critical Incident Response Team (CIRT) Members

Director of Student Life (CIRT Chair)
Pertinent Dean's Office Representative
Counseling Services Representative
K-State Police Captain
Office of University Attorney Representative
Situation-Specific Response Personnel from the following group.

Situation-Specific Response Personnel (SSRP)

A larger group of response personnel may be asked to collaborate with CIRT as needed. They may include, but not limited to, representatives from the following departments and offices:

Athletics	International Programs
Alcohol and Other Drug Services	K-State Women's Center
Housing and Dining	Lafene Health Center
Disabilities Support Services	Media Relations
Human Resources	Non-Traditional Student Services
Graduate School	Religious Activities
Greek Affairs	Student Activities and Services
Information Technology Services	Student's Advisor

