

# Emergency Operations Plan

## Manhattan Campus



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**Introduction:** Kansas State University's main campus is located in Manhattan, Kansas. Founded in 1863, the campus covers more than 2,300 acres within Riley County. This includes academic buildings, residential halls, agricultural, and research facilities. The university has a population of approximately 24,000 staff, students, and faculty members.

**Purpose:** This document is intended to be a basic emergency operation plan to be utilized in the event of an emergency or disaster on the K-State Manhattan campus. In coordination with other departments across campus this document outlines the management structure, key responsibilities, emergency assignments, and general strategies to utilize during and immediately after an emergency or disaster. It supplements protocols currently in place for the day-to-day management and operation of the university as well as Riley County Emergency Management and non-campus responders.

**Objective:** The objectives of this plan are:

- Human life protection and safety of students, faculty, staff and public
- Incident stabilization
- Campus animal safety
- Property preservation/restoration
- Environmental safety/clean-up
- Manage communications and information during emergency operations

**Scope:** This plan does not supersede or replace the procedures for safety, hazardous material operations, or policies already in place at the university. This plan applies to university owned facilities and on-campus personnel located on the Manhattan campus and supplements current procedures with a temporary management structure for support and response during an on-campus emergency.

**Planning Assumptions:** Emergency incidents can occur at any time, can be natural or human-caused, and can range in scale. Riley County, where the Manhattan campus resides, has a number of threats ranging from extreme weather to natural disasters. While this plan is intended to guide the actions of K-State personnel during an emergency, it is not possible to plan for every situation and K-State personnel may need to develop new strategies as unanticipated situations are encountered. This EOP is scalable and adaptable to multiple incidents, and as K-State campus is considered an agency of the State of Kansas, they will coordinate with the following agencies if the incident goes beyond the capabilities and resources of K-State:

Kansas State University -  
Manhattan, KS

City of Manhattan

Riley County

Kansas Department of  
Emergency Management -  
Topeka, KS

Federal Emergency Management  
Association - Department of  
Homeland Security

**Precedence:** This plan replaces all previous Emergency Operation Plans (EOP) for the Manhattan Campus as of August 10, 2022.

**Assessment of Probabilities and Impact:** Riley County's Mitigation Planning Committee identified the following hazards that may impact the region:

<b>Natural Hazards</b>	<b>Human-caused Hazards</b>
Agricultural infestation (FAD)	Civil disorder
Dam/levee failure	Hazardous materials incident
Drought	Major disease outbreak
Earthquake	Radiological event
Expansive soils	Terrorism/agri-terrorism
Extreme temperatures	Utility/infrastructure failure
Flood	
Hailstorm	
Land subsidence	
Landslide	
lightning	
Soil erosion and dust	
Tornado	
Wildfire	
Windstorm	
Winter storm	

These hazards are then presented in the following table based on the probability, magnitude, warning time and duration of the event. This data is based on Riley County's calculated priority risk index method:

**Table 4.1: CPRI Element Ratings**

CPRI Element	Rating Number and Definition			
	1	2	3	4
<b>Probability</b>	Unlikely (10% chance of occurrence)	Occasional (20% chance of occurrence)	Likely (33% chance of occurrence)	Highly Likely (100% chance of occurrence)
<b>Magnitude</b>	Negligible (Minor injuries and <10% of property severely damaged)	Limited (Multiple injuries and 10-25% of property severely damaged)	Critical (Multiple disabling injuries and 25-50% of property severely damaged)	Catastrophic (Multiple deaths and 50% of property severely damaged)
<b>Warning Time</b>	24+ hours	12-24 hours	6-12 hours	<6 hours
<b>Duration</b>	< 6 hours	< 1 day	< 1 week	1 week +

**Table 4.3: Kansas Region I Natural Hazard CPRI Planning Significance**

Hazard	Probability	Magnitude/Severity	Warning Time	Duration	CPRI
Agricultural Infestation	2.0	2.0	1.0	4.0	2.1
Dam and Levee Failure	1.5	3.0	2.0	3.0	2.2
Drought	3.0	2.5	1.0	4.0	2.7
Earthquake	1.0	1.5	4.0	1.0	1.6
Expansive Soils	1.0	1.0	1.0	4.0	1.3
Extreme Temperature	3.0	2.0	1.0	3.0	2.4

**Table 4.3: Kansas Region I Natural Hazard CPRI Planning Significance**

Hazard	Probability	Magnitude/Severity	Warning Time	Duration	CPRI
Flood	4.0	3.5	2.5	2.5	3.5
Hailstorm	4.0	2.0	3.0	1.0	3.0
Land Subsidence	1.0	1.0	2.0	4.0	1.5
Landslide	1.0	1.0	4.0	1.0	1.5
Lightning	1.0	1.0	4.0	1.0	1.5
Soil Erosion & Dust	2.0	1.0	1.0	3.5	1.7
Tornado	3.0	3.0	3.5	1.0	2.9
Wildfire	3.0	2.5	4.0	2.0	2.9
Windstorm	3.5	3.0	2.5	2.0	3.1
Winter Storm	3.5	3.0	2.0	2.5	3.0

**Table 4.4: Kansas Region I Man-Made Hazard CPRI Planning Significance**

Hazard	Probability	Magnitude/Severity	Warning Time	Duration	CPRI
Civil Disorder	1.0	1.0	4.0	1.0	1.5
Hazardous Materials Event	1.5	1.5	4.0	1.5	1.9
Major Disease Outbreak	4.0	3.0	1.0	4.0	3.3
Radiological Event	1.0	1.0	4.0	4.0	1.8
Terrorism, Agri-Terrorism	1.0	2.0	4.0	1.0	1.8
Utility / Infrastructure Failure	2.5	1.5	4.0	2.0	2.4

# Letter of Promulgation

**Kansas State University**

**Manhattan Campus**

**September 2021**

Responsibility for emergency response and recovery at Kansas State University has been delegated to the University, subject to the laws of the State of Kansas and the policies, rules and regulations of the Kansas Board of Regents, pursuant to K.S.A. 76-725. The K-State Emergency Operation Plan (EOP) describes the duties and responsibilities of designated individuals, and groups within the University community in the event of a disaster.

This plan is a guide to the University for emergency management to be used in all phases of emergency management in order to minimize the impact of emergencies, to protect life and property, and to restore the normal functioning of the University following an emergency.

In accordance with the Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order 05-03, University agencies or departments with responsibilities delineated in this Emergency Management Plan will use the National Incident Management System. The National Incident Management System insures proper coordination between local, state, and federal organizations in emergency operation.

Following approval by executive leadership, which occurred on \_\_\_\_\_, this Emergency Operation Plan and its attachments, appendices and annexes are adopted as policy.

In coordination with the Emergency Management Advisory Group, the Emergency Management team will maintain Kansas State University, Manhattan campus, EOP.

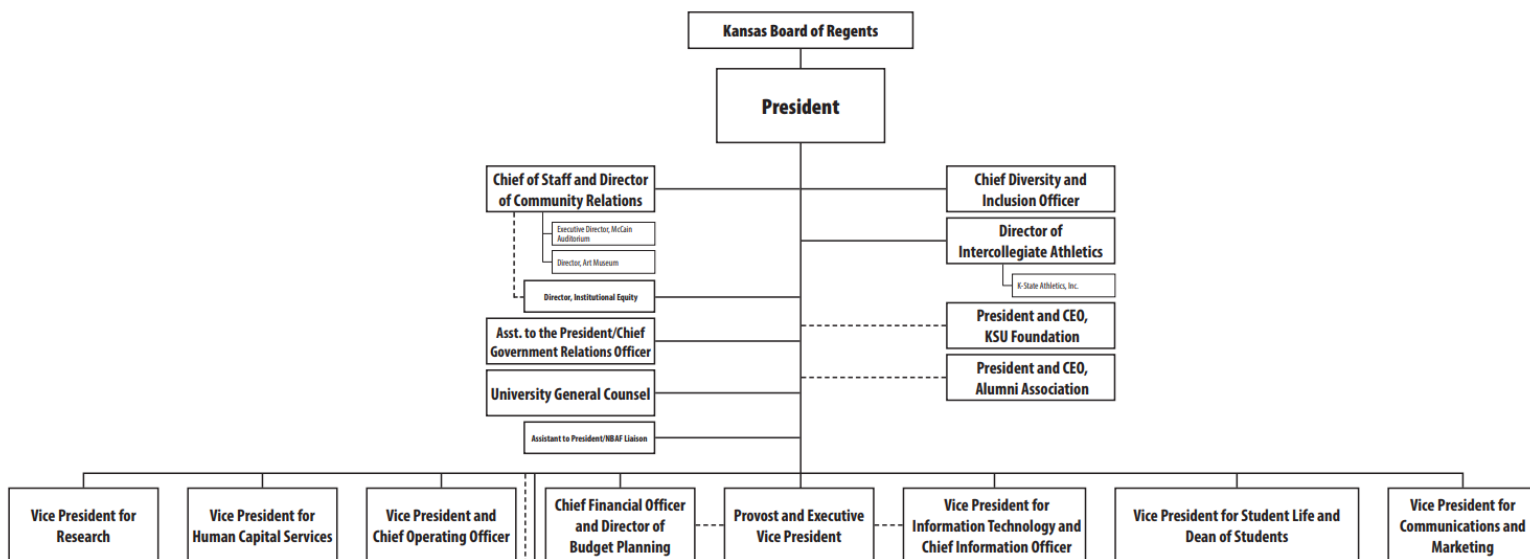
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President  
Kansas State University

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Date

## University Organization



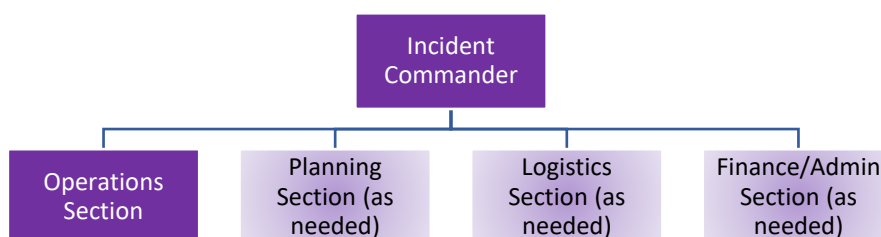
**Emergency Management Advisory Group:** This group is comprised of the following personnel to aid in the review of the plan, training, and situational awareness on campus. This group ultimately reports to and acts upon the President's Cabinet action.

Department	Position	Name
K-State Police Department	Associate Director, Asst. Chief	Oscar Ruiz
Division of Communications and Marketing (DCM)	Executive Director, News and Communications	Cindy Hollingsworth
Division of Facilities	Interim Assistant Vice President	Casey Lauer
Environmental Health and Safety (EHS)	Director	
Division of Information and Technology (IT)	Chief Operations Officer/Deputy CIO	Chad Currier
Student Life	Senior Associate Dean & Director	Andy Thompson
Housing and Dining	Associate Vice President	Derek Jackson
Lafene Health Center	Director	
Office of Vice President for Research	Associate Vice President	
Office of the Provost	Associate Provost	Grant Chapman
Office of Risk and Compliance	Assistant Vice President	Elliot Young
Emergency Management	EM Specialist	Savannah Greiner

## Concept of Operations

**Incident Notification:** There are a number of ways that an incident may be identified that could impact campus. First responders and/or the responding personnel on scene will be notified through their regular channels. Emergency Management will be notified via Rave Alert of the incident as needed and monitor the situation. Campus population will be notified through normal emergency operations.

**Incident Management:** Kansas State University has officially adopted the National Incident Management System for responding to incidents, including the use of the Incident Command System (ICS) for organizing incident response activities. The on-site incident management will vary depending on the emergency. The ICS system provides for flexibility and is scalable; it allows the responders on-site to have an organized, efficient and clearly defined chain of command. The majority of incidents on campus will be small in scope; resulting in only a few resources and incident responders. The following graphic is recommended ICS structure for an incident that does not require an EOC (emergency operation center) activation:



The entity that serves as the Incident Commander (IC) will be determined by the nature of the incident. The planning, logistics, and finance section only need to be added if the Incident Commander determines more support and resources are needed. For example, in a civil disorder the K-State Police Department would recommend a member of the force to serve as the Incident Commander. Other examples are as follows:

- Bomb Threat, terrorism, active shooter: K-State Police Department, Riley County PD
- Hazardous Materials Incident: EHS, Manhattan Fire Department
- Snow/Debris Removal: Facilities
- Utility Failure: Facilities
- Public Health Emergencies: Lafene

**Plan Activation:** The University President serves as the head of the President's Cabinet and has the authority to activate the emergency operation plan and emergency operation center. This plan is activated whenever conditions exist under which normal university operations cannot be performed and when immediate action is required to protect lives, prevent damage to



university property, systems, or the environment. The plan will be used to coordinate communications, procure and allocate resources as needed, activate and staff the Emergency Operations Center (EOC), and provide support as needed. The following persons have the authority to activate this plan:

University President

Provost

Vice President for Administration & Finance

Assistant Vice President, University Risk and Compliance

In the event of an emergency, university officials will be contacted via Rave Alert “Emergency Decisions Group” (EDG). A current (and continuously updated) list of the names and appropriate contact information for these University officials is provided to university departments. The Emergency Decisions Group will notify the Emergency Management Coordinator to activate the Emergency Operations Center (EOC), as needed, when emergency conditions reach the following levels:

**Level 1:** Major disaster. (i.e. tornado across campus) This type of event will severely disrupt campus and will require multiple on campus and off campus resources. A coordinated effort with off campus responders, as well as Riley County Emergency Management will be needed. The emergency operations center (EOC) will be activated and the university will have a liaison appointed to RCEM’s EOC (as needed).

**Level 2:** Serious, large events (i.e., campus-wide infrastructure failure, public health emergencies) This type of event disrupts the operation of the University, and the responding personnel may require multiple university resources and support. EOC may be activated in-person or virtually.

**Level 3:** Localized, minor events (i.e. small chemical spill, car accident). These events don’t severely disrupt day-to-day university operations and will be handled by the appropriate university and/or off campus responder personnel. An EOC will not need to be activated.

**Level 4:** Normal operations on campus.

**Emergency Operations Center:** If the event the incident exceeds the Incident Commander’s capability and resources on site, or it is determined from the Emergency Decisions Group that an Emergency Operations Center activation is necessary, the Emergency Management Coordinator is contacted and the EOC is activated. An emergency operations center (EOC) is only utilized in the event the incident exceeds the incident commander’s resources and capabilities on site. It provides a central location for the emergency support staff to provide support coordination, communication and securing additional resources. The EOC can be virtual or in-person; K-State utilizes Dole Hall Studio A as an in-person location. Virtual EOC staffing will be utilized with Microsoft Teams.

## EOC Activation Levels

### **Level 1 – Full Activation: Virtual at initial activation**

- Examples: Tornado Strike; Active Shooter; Terrorist Attack; Residence Hall Fire

Step 1: Executive Director, News and Communications of DCM notifies Emergency Decisions Group (President, Provost, VP Admin & Finance, VP Communications & Marketing, AVP, University Risk and Compliance Officer, Emergency Management Specialist) via Rave Alert.

Step 2: Emergency Decisions Group initiates a Teams call in the “Emergency Decision Group” Teams. This group call will stay active throughout the duration of the virtual EOC.

Step 3: The Emergency Management Specialist activates the EMAG Teams and the group will be briefed about the situation by the EM Specialist and AVP, University Risk and Compliance Officer, KSU PD PIO, or DCM. This meeting is to coordinate logistics and operationalize policy-level decisions.

Step 4: (if necessary) The decision is made by the Emergency Decisions Group to activate the physical EOC in Dole Hall, Studio A.

### **Level 2 – Virtual Activation**

- Examples: HAZMAT Incident; Utility Outage; Impactful Severe or Winter Storm; Slowly Evolving Biological Incident; Community Protests; Large On-Campus Event or Dignitary Visit

Step 1: KSU PD, (or other initial responders) will notify AVP, University Risk and Compliance Officer or Emergency Management Specialist of the incident.

Step 2: EM Specialist notifies EMAG group via the “General” tab in Teams and asks for regular operational updates as they arise during the situation. The goal is to maintain clear communication and situational awareness throughout the incident.

### **Level 3 – Enhanced Monitoring (no activation needed)**

- Example: Large Off-Campus Event; Community incident not directly affecting campus

Step 1: EM Specialist and/or University Risk and Compliance officer monitor the situation

Step 2: EM Specialist posts under the ‘General’ tab in Teams updates about the situation.

Step 3: If the situation requires policy level decisions EM Specialist and University Risk and Compliance Officer brief Emergency Decisions Group via video.

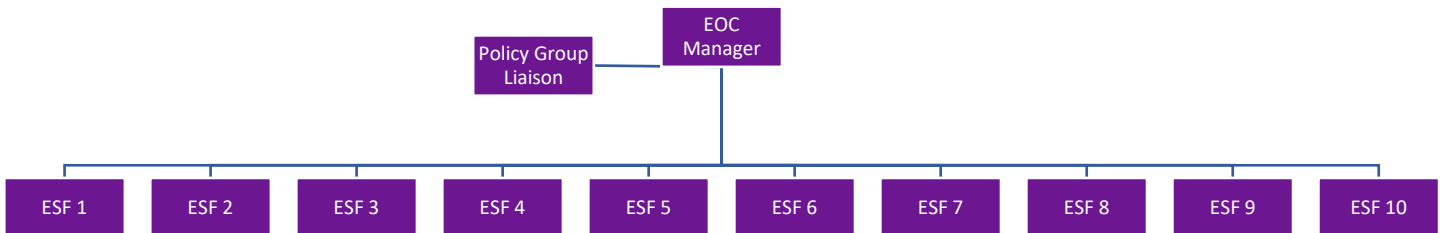
## Level 4 – Normal Operations

- Normal daily activities and event monitoring

**\*A virtual EOC activation does not require 24-hour presence by all members, but serves as a portal for individuals to jump in and out to share information and receive updates about the situation.**

### EOC Roles

If the EOC becomes activated, the necessary EOC support personnel will report to Dole Hall, Studio A. If the EOC is activated virtually, the EOC personnel will log in to Microsoft Teams. The EOC support team will be ICS structured using the Essential Support Functions (ESF) as needed.



**ESF (Emergency Support Functions):** EOC staffing is based on the activation of Emergency Support Functions (ESFs) that correspond to functional areas of need across campus. The ESF's are subject matter experts at the university. Each ESF has a designated lead, but may be asked to coordinate needs or provide updates outside of a traditional reporting structure. The goal in activating ESFs during an incident is to provide a space for cross-discipline collaboration and situational awareness while maintaining regular operational activities as much as possible. Only those ESFs representing areas of campus impacted by an incident will be activated. These duties, responsibilities, and supporting agencies for each ESF are listed in Appendix A.

Essential Support Function	Lead Agency
ESF 1 Public Safety	K-State Police Department
ESF 2 Communications and Public Messaging	Division of Communications and Marketing (DCM)
ESF 3 Critical Infrastructure	Division of Facilities

<b>ESF 4</b> Environmental and Hazardous Materials Response	Environmental Health and Safety (EHS)
<b>ESF 5</b> Networking and Technology	Division of Information and Technology (IT)
<b>ESF 6</b> Mass Care and Human Services	Student Life, Housing and Dining
<b>ESF 7</b> Logistics Management and Resource Support	Purchasing, Human Capital Services
<b>ESF 8</b> Public Health and Community	Lafene
<b>ESF 9</b> Research & Agriculture	VPR, CVM, COA
<b>ESF 10</b> University Academics & Enterprise	Office of the Provost
<b>Policy Group Liaison</b>	AVP, University Risk and Compliance Officer
<b>EOC Manager</b>	Emergency Management Specialist

**Plan Modification and Reviews:** The emergency management specialist, in coordination with the emergency management advisory group, will review and update the plan annually. In the event the plan is activated due to an incident on campus, it will be reviewed and updated after the incident.

**Training and Exercises:** All training and exercise activities related to this plan should conform to the larger university training and exercise strategy. Exercises will conform to FEMA Homeland Security Exercise and Evaluation Program (HSEEP).

**Training:** Kansas State University 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 Environmental Health and Safety webpage, which explains the National Incident Management System structure and responsibilities for faculty and staff. The National Response Plan, or NRP, describes how the federal government will work with state, local and tribal governments and the private sector to respond to disasters. Those interested in what training is available to them should contact their supervisors. Departments have the option to request A.L.I.C.E, Stop the Bleed, and de-escalation training from K-State Police Department.

**Exercises:** For plan recognition and familiarization, it is important that regular exercises be conducted to ensure that plans and training are adequate to allow for rapid response implementation. Exercises do not have to be comprehensive to be effective, but rather portions of the plan can be exercised with smaller audiences, thus overcoming budgetary and logistics considerations that may make large-scale exercises more challenging. These exercises provide value through the deployment of near real-time activities, but also result in significant disruptions to day-to-day operations.

### Exercise Types:

- **Drills** – A drill may be conducted by individual departments to test site-specific portions of a response plan. Drills may only last a few hours and are not intended to simulating all aspects of a response.
- **Tabletop Exercises** – A tabletop exercise is designed to provide response leaders, decision makers, and policy developers with a low-stress environment to talk through strategic decision making based on a presented scenario. Tabletop exercises can cover a wide range of topics, including multiple aspects of a response, without disrupting day-to-day operations or creating large logistics needs. As such, tabletop exercises should be conducted fairly regularly to test the plan.
- **Function or Full-Scale Exercises** – A functional or full-scale exercise involves the actual deployment of staff and resources to simulate parts of an incident response.

**Exercise Timeline:** K-State Emergency Management will conduct two (2) exercises each year, taking place in the fall and spring. These training exercises will vary in scope, incident, and type. The Emergency Management Advisory Group and executive leadership will be asked to participate in both exercises. Individual departments that are interested in exercises can contact the emergency management specialist.

**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. 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. The K-State Alerts system is tested twice a year on specified days. Tests ensure that the K-State Alerts and Rave Guardian Safety service are functioning properly. Notifications in advance of the test will be published. K-State conducts fully audible tests of emergency warning and notification systems a minimum of once a semester. A full test will activate the K-State Alerts system, test/voice, siren/ PA system and all other resources include in the K-State Alerts system. A K-State Today article will notify the campus of an upcoming test of the alerts and will also notify campus about any follow-up information.