**INSERT UNIT NAME**

Emergency Response Plan

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| **Preface** | |
| **Template Use** | The objective of this template is to assist all university Units (regardless of their size) and/or buildings in the creation of an “all hazards” Emergency Response Plan (ERP). The creation of an “all hazards” ERP is a crucial first step in the process of identifying the various emergencies and/or crises that can impact unit operations. The plan will outline the steps necessary to minimize the scope and effect of the incident and to move as quickly as possible to recovery. Departments should understand that no level of planning will address the multitude of issues that can arise during an emergency and some decisions will have to be made in real time.  This Unit Plan supports K-State’s Emergency Management Program and Emergency Operations Plan and Procedures. Such procedures include operational plans for emergencies, hazard and threat identification; hazard mitigation; emergency response preparation, recovery and restoration.  This plan template is scalable to the size of the unit. Smaller, non-research based units such as certain Colleges, Schools, or Departments may wish to focus their efforts on the more common emergencies that are likely to occur. Larger Schools or Departments with a strong scientific based research programs or those units involved in basic campus/university functions or operations may need to address more complex issues related to challenges such as the storage and risk of exposure from hazardous chemicals, technically complex and expensive equipment and infrastructure, in addition to continuity issues. Each unit should have a Continuity of Operations Plan (COOP) to complement this plan.  Items which are written in purple text are place holders that must be replaced with Unit specific information.  Once you have created or updated your Unit Plan, please save the file to a backed up network drive and a flash drive and keep it for future update, such as when a new employee joins your Unit or when there has been a re-assignment or change in the scope of your unit’s responsibilities  Please note that some Units also have University wide responsibilities. Units with University wide responsibilities are typically members of the K-State Emergency Operations Team (EOT).  All Units should submit their plans to the Emergency Management Coordinator each year at [kstateem@ksu.edu](mailto:kstateem@ksu.edu). |
| **Overview** | |
| **Purpose** | The purpose of this plan is to provide a consistent response from units when conditions arise requiring an emergency response. This is needed in order to minimize disruption to the Unit’s mission during an emergency event or threat and to minimize recovery efforts required after an event or threat.  This plan will provide the basis for training people to respond appropriately in major emergency situations. It outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. Staff must be prepared, trained, available, and willing to respond to major emergency situations with the resources of the unit. This Plan should coordinate the unit-level emergency response with campus-wide procedures. |
| **Scope** | This emergency operations plan is designed for any major emergency that may arise within the unit. However, there are Units that will have to prepare and respond to campus-wide emergencies. Such emergencies are directed under other authority and may have limited impact on the unit. These units need to incorporate their response to such emergencies into this document as well.  Existing authority, whether established in relevant University emergency plans or policies or a responding outside agency from the University, will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back to the Unit. (Example: A major fire being fought by city fire units, or a hostage situation.)  An ERP is not a one-time project with an established start and end date. It is a living document that contains information and action plans that are viable and current. It should be tested once a year, or at a greater frequency as determined by unit management. The ERP itself is considered a vital record, and its information must be readily available in hard copy format to the people who may need it in an emergency.  The primary audience is intended to be K-State personnel. This plan is also a reference for managers from other jurisdictions, operational areas, state and federal governments, along with volunteer agencies and other interested members of the public. This plan is an extension of the campus Emergency Operations Plan. Off campus centers are responsible for ensuring their preparedness in coordination with the campus Emergency Operations Plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations. |
| **Background** | |
| **National Incident Management System** | In 2004, guided by Homeland Security Presidential Directive 8, the Department of Homeland Security released the National Incident Management System (NIMS). NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- will use to coordinate and conduct response actions. K-State will utilize the principals of NIMS in emergency response operations wherever applicable. Knowledge of NIMS is not required for the implementation of this plan.  K-State requires personnel with emergency response duties for large scale incidents (e.g. a campus wide disaster) to take ICS 100.HE, 200, and 700. Emergency Operations Center Command and General Staff should also take ICS 300, 400, and 800. The President’s Cabinet should take ICS-402, Summary for Executives.  For additional information regarding NIMS and associated training courses please contact the Emergency Management Coordinator at [kstateem@ksu.edu](mailto:kstateem@ksu.edu). |
| **Hazard and Threat Assessment** | K-State periodically assesses hazards and threats to the University. Hazards and threats are assessed in terms of their potential impact and their potential for escalation. Each member of the University community is responsible to monitor their environment for hazards. Employees of this Unit are required to notify their supervisors, University Police, EH&S, and the Unit Emergency Coordinator of any newly discovered threats or hazards. |
| **Five Phases of Emergency Management** | This plan has been developed using an all hazards approach to planning based on the five phases of emergency management. These phases are:   * **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. * **Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercising plans is the cornerstone of preparedness which focuses on readiness to respond to all-hazards incidents and emergencies * **Response:** Activities that address the short-term, direct effects of an incident. * **Recovery:** Activities to restore function and services at the University to pre-incident levels. * **Mitigation:** Activities designed to reduce or eliminate risks to persons or property or to lessen a hazard’s presence. |
| **Emergency Alert and Notification** | K-State Alerts is Kansas State University's emergency notification system that gives campus authorities the ability to communicate emergency information quickly to the university community using some or all of the following channels:   * Text messaging * Automated phone calls * Broadcast e-mails to all @k-state.edu accounts * Alert beacons * Police public address systems * Tornado warning sirens * Postings to the K-State website and mobile apps   Faculty, staff, and students can sign up for or modify K-State Alerts settings via K-State Connect (<https://signin.k-state.edu>) and selecting the K-State Alerts tab.  If units wish to utilize K-State Alerts to notify their faculty and staff of unit emergencies that don’t affect the entire campus they should contact the K-State Emergency Management Coordinator at [kstateem@ksu.edu](mailto:kstateem@ksu.edu) for additional information. |
| **Person(s) Needing Assistance** | Persons with access and functional needs should review the evacuation protocols at <https://www.k-state.edu/safety/fire/safetycodes/evacuation.html>. If persons with access and functional needs require assistance not covered in those guidelines they must notify the appropriate agency (e.g. Disability Support Services, K-State Police Department, residence hall/ apartment management, etc.) of their needs in writing. |
| **Roles, Responsibilities and Accountability** | |
| **Plan Creation and Maintenance** | All campus units/departments share the responsibility for preparing for emergencies and disasters by creating and maintaining their own emergency plan.  An emergency management plan, is only as good as it is current. The creation and regular review of all forms and plans are extremely important to the safety of those for whom you are responsible. It is each unit’s responsibility to regularly review and verify emergency roster forms and plan documentation. The plan will be updated as necessary, based upon annual reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.  Implementation of this plan includes:   * Work rules and policies that mitigate potential hazards and prevent damage to property. * Appropriate emergency information and training for personnel. * Creation of clear communication protocols. * Effective emergency reporting and notification protocols for offices and laboratories. * Evacuation routes to building assembly areas. * Areas designated for sheltering. * Pre-defined recall procedures for essential personnel. * A telephone tree. (See [Attachment E](#F) for template forms) * Secure storage locations for department first aid and emergency supplies. * Access for emergency personnel to all department areas. * Strategies for resuming normal operations immediately following a disaster * Business continuity and advance planning for documenting an emergency’s impact and cost. * Orientation of new employees to emergency planning procedures. * Annual evaluation of employee awareness in the areas of emergency plans, evacuation, procedures, etc. * Ensuring accuracy of phone numbers, rosters, and other information. |
| **Personnel Responsibilities** | Supervisory personnel are responsible for accounting for their staff members during an emergency which requires evacuation, shelter, or other emergency measures to be taken.  Faculty are responsible for accounting for teaching assistants and students if an emergency occurs during their class. |
| **Plan Integration** | The Enter Title (usually the ERP writer)will ensure that its plan is integrated with all appropriate Division, Campus and University Plans for all Unit facilities.  The Unit point of contact for this plan is INSERT NAME. |
| **Operations, Functions, and Facilities** | |
| **Operations and Functions** | State the mission of the unit/department |
| **Facilities** | Describe the unit facilities by building, occupancy type (administrative, teaching, laboratories etc.), and location (campus, address, etc.)   |  |  |  | | --- | --- | --- | | **Unit Facilities** | | | | **Building** | **Occupancy/Use** | **Location** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Hazard Analysis** | The latest hazard analysis for the Manhattan Campus is available in the [Emergency Operations Plan](http://www.k-state.edu/police/emergency/). Each unit should consider whether there are other hazards which specifically apply to them which need to be planned for.  Unit specific hazards include:   * Identify emergencies that could affect the unit/department that are specific to the unit. For a copy of this tool contact the Emergency Management Coordinator at [kstateem@ksu.edu](mailto:kstateem@ksu.edu). |
| **Emergency Response Plan** | |
| **Introduction** | Units throughout the University are strongly encouraged to develop their own Emergency Response Plans since they better understand the nature of the work, workplace hazards, facility layout and special needs of the unit. The ERP should address preparedness measures and emergency response. It is a way for the unit to plan for potential emergencies. Advanced planning, completion and routine review of the ERP will help reduce risk and loss of life. |
| **Planning Assumptions** | The following assumptions were made during the drafting of this plan:   * This plan is limited to emergencies that affect Unit operations directly. Campus or University-wide emergency response is described in the K-State [Emergency Operations Plan](http://www.k-state.edu/police/emergency/). * An emergency situation may occur at any time of the day or night, weekend, or holiday with little or no warning. * Unit personnel are familiar with this plan and Unitemergency procedures. * INSERT UNIT SPECIFIC PLANNING ASSUMPTIONS |
| **Preparation and Planning** | The following activities should be executed as your Unit prepares for a potential emergency:   * Schedule Unit meeting to discuss needed updates (at least annually) * Inventory and restock emergency supplies on a regular basis * Ensure emergency supplies are stored in a secure area * Develop and implement work rules that mitigate potential hazards * Provide emergency information and training for personnel * Ensure new employees receive orientation on emergency procedures * Create clear communication protocols * Implement effective emergency reporting and notification protocols for offices and labs * Identify building evacuation routes to assembly areas * Identify shelter areas for severe or hazardous weather * Develop pre-defined recall procedures for essential personnel * Update Unit telephone tree at least semi-annually or following staffing changes * Conduct and document semi-annual telephone tree drills * Develop strategies for resuming normal operations immediately following a disaster * Distribute copies the Unit Plan to all Unit staff and review at a whole Unit meeting * Regular back-ups of critical data and information. * Forward a copy of the updated plan to the Emergency Management Coordinator at [kstateem@ksu.edu](mailto:kstateem@ksu.edu). |
| **Evacuation** | Notification regarding emergencies that require immediate building evacuation will be carried out using building fire alarm systems. Units should develop their specific evacuation procedures based on the guidance provided at <https://www.k-state.edu/safety/fire/safetycodes/evacuation.html>. If persons with access and functional needs require assistance not covered in those guidelines they must notify the appropriate agency (e.g. Disability Support Services, K-State Police Department, residence hall/ apartment management, etc.) of their needs in writing. A template evacuation plan is included as [Attachment A](#A) of this document. |
| **Shelter** | Sheltering is generally employed during the threat of severe weather such as a tornado warning. If sheltering is required faculty, students, and staff should move the strongest part of the building. This may include basements or interior rooms with reinforced masonry construction and no windows. Shelter locations should be large enough to accommodate all faculty, students, and staff. A template sheltering plan is included as [Attachment B](#B) of this document. |
| **Active Violence** | If an active violence situation or local crime incident occurs on or near campus faculty, students and staff may be instructed to secure their location. Everyone should seek shelter and lock or otherwise secure the doors of the room they are in. Everyone should stay away from windows and doors and remain as quiet as possible. Faculty, students, and staff are encouraged to take ALiCE, Stop the Bleed, and first aid training so they are prepared to mitigate the consequences of an active violence situation. A template active violence plan is included as [Attachment C](#D) of this document. |
| **Emergency Equipment and Supplies** | It is recommended each department store emergency supplies in a secure location. These supplies should be checked regularly and perishable items replaced as needed. Ensure staff are trained on how to access and use these supplies. Examples of emergency supplies include but are not limited to:   * NOAA weather radio with tone alert and extra batteries * First Aid Kit/ Stop the Bleed kit * Copies of University and Unit emergency response plans * Employee Roster * Phone directory * Flashlights and batteries * Bottled water * Unit specific supplies (e.g. research animal food, spill kits, etc.)   Employees should be encouraged to have personal emergency kits and have them readily accessible. Suggested items in these kits include:   * Eyeglasses and prescription medication * Battery operated radio and extra batteries * Flashlight and batteries * Mobile phone charger * Emergency contact numbers * Bottled water * Wrapped snacks * Sturdy closed toe shoes   For additional information on assembling emergency kits refer to FEMA’s website at: <https://www.fema.gov/media-library-data/1390846764394-dc08e309debe561d866b05ac84daf1ee/checklist_2014.pdf>.  See [Attachment D](#E) for a template emergency supplies and equipment inventory sheet. |
| **Assessment** | Properly assessing the nature of an emergency and its potential consequences are key to initiating the correct response. A correct assessment is situation dependent and is largely based on the knowledge/experience of Unit staff and the nature of the emergency. The following flow chart provides general guidance on assessing and emergency situation: |
| **Emergency Reporting** | Prompt reporting of emergencies is crucial to responding to an emergency. When Unit becomes aware of an emergency they should report the situation to the following:   * 911 **and** K-State Police at 785-532-6412 * Unit personnel on duty, Unit Head and/or designated emergency contact * Unit Emergency Coordinator   If the Unit Head determines it is warranted utilize the Unit call tree to pass along emergency information or to contact Unit staff for emergency response activities. See [Attachment E](#F) for a template internal call tree.  Depending on the nature of the emergency your Unit may be required to report the incident to regulatory agencies, other Units within your building, or a vendor. These contacts should be made as designated in the Unit call tree for external partners. See [Attachment F](#G) for an external call tree. |
| **Response** | Response activities address the short-term, direct effects of an event/threat. Depending on the nature of the hazard response activities may include evacuation, sheltering, or other actions to deal with a Unit specific threat. Unit staff should consult their emergency procedures for the proper steps to take in order resolve an event/threat. If they have not been trained to deal with event/threat Unit staff should move to a safe location and report the event/threat.  Response activities to a University wide emergency will be coordinated via the University EOC. |
| **Recovery** | Recovery activities are those intended to restore functions and services at the Unit/University to pre-incident levels. Unit staff will be needed to document losses, provide information for the filing of insurance claims, provide input on reconstruction and repair efforts, etc. The Unit should also engage in an after action critique of response activities to determine which aspects of the Unit’s response were successful and those activities which need improvement. Unit plans and procedures should be revised to incorporate the needed improvements.  If the Unit will not be able to resume normal operations within INSERT TIME PERIOD the Unit’s Continuity of Operations Plan (COOP) should be implemented. |
| **Training and Exercises** | All Unitstaff will review this emergency plan upon hire and at least annually thereafter. This plan and supporting procedures should be tested periodically to identify areas needing improvement. |

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| **Introduction** | All campus colleges / departments should have a written Evacuation Plan. It’s essential where multiple colleges / departments are within a building they coordinate their planning, exercise, training, and resources. |
| **Unit Emergency Coordinator** | The Unit designated primary emergency contact for the building. Responsible for implementation of the emergency evacuation plan. This person also assists with the safe evacuation of the work area, assesses injuries and damage, and sends reports to the Department of Public Safety. The Unit Emergency Coordinator and Alternates for the Unit are as follows:   |  |  | | --- | --- | | Unit Emergency Coordinator | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** |   **NOTE:** If needed additional Alternates can be added to this list by adding rows to the table. |
| **Floor Safety Monitor(s)** | At least one Safety Monitor should be designated per floor. Safety Monitors are responsible for alerting building occupants for the need to evacuate in the event of an emergency. They ensure that all faculty, staff, students and visitors follow the appropriate evacuation route and are directed to a safe, post-evacuation meeting place (Assembly Area). Floor Safety Monitors assist those with disabilities to an area of refuge or a safe location. The Floor Safety Monitors and Alternates for the Unit are as follows:   |  |  |  | | --- | --- | --- | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** |   **NOTE:** If needed additional Floor Safety Monitors and Alternates can be added to this list by adding rows to the table. |
| **Assembly Area Monitor(s)** | An Assembly Area Monitor should be designated for each designated Assembly Area. The Assembly Area Monitor gathers faculty, staff, students and visitors at the designated Assembly Area(s) and ensures everyone is accounted for. Assembly Area Monitors should use the [Accountability Form](#H) or collect completed Accountability Forms to create an accurate list of which employees are accounted for and those who are not.  **NOTE:** A class roster can be used by faculty as the basis for performing an accountability check in place of the Accountability Form.  Assembly Area Monitors are responsible for coordinating with emergency responders to notify them of any personnel that may be trapped in the building, are performing critical operations, or are unaccounted for. Floor Safety Monitors can assist the Assembly Area Monitor if necessary. Assembly Area Monitor(s) and Alternates for the Unit are as follows:   |  |  | | --- | --- | | Assembly Area Monitor | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** |   **NOTE:** If needed additional Assembly Area Monitors and Alternates can be added to this list by adding rows to the table. |
| **Critical Operation(s)** | Critical Operations are activities that must be shut down or placed in a safe condition prior to leaving the building. The following table details theUnit Critical Operations and the person responsible for them:   |  |  | | --- | --- | | **Critical Operation** | **Person Responsible** | | **Insert Critical Operation** | **Insert Name and Title** | | **Insert Critical Operation** | **Insert Name and Title** | | **Insert Critical Operation** | **Insert Name and Title** |   **NOTE:** If needed additional Critical Operations can be added to this list by adding rows to the table. |
| **Assembly Areas** | Units should designate at least one area where people assemble after a building/ departmental evacuation to ensure they are accounted for. Assembly points must be at least 50 feet from the building being evacuated and **not** in roadways.  The designated assembly point for the Unit is:  **INSERT DESCRIPTION**  **INSERT MAP WITH ASSEMBLY LOCATION(S) NOTED**  **NOTE:** Building floor plans are available on the Division of Facilities website: <http://www.k-state.edu/facilities/projects/space/inventory/floor_plan/> |
| **Training** | Faculty are responsible for reviewing building evacuation routes with students on the first day of class. Supervisors are responsible for reviewing evacuation routes with employees on their first day of work and during annual refresher training. People hosting meetings or conferences should review evacuation routes with the participants at the start of the meeting. |

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| **Introduction** | Sheltering is generally employed during the threat of severe weather such as a tornado warning. If sheltering is required faculty, students, and staff should move the strongest part of the building. This may include basements or interior rooms with reinforced masonry construction, preferably without windows. Shelter locations should be large enough to accommodate all faculty, students, and staff. When identifying shelter locations, it is important to coordinate with other unit emergency coordinators in the building as applicable. |
| **Unit Emergency Coordinator** | The primary emergency contact for the building responsible for implementation of the shelter plan. This person also assists with directing people to designated shelter areas, assessing injuries and damage, and sends reports to the Department of Public Safety. The Unit Emergency Coordinator and Alternates for the Unit are as follows:   |  |  | | --- | --- | | Unit Emergency Coordinator | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** |   **NOTE:** If needed additional Alternates can be added to this list by adding rows to the table. |
| **Floor Safety Monitor(s)** | At least one Safety Monitor should be designated per floor. Floor Safety Monitors are responsible for alerting building occupants for the need to take shelter in the event of an emergency. They ensure that all faculty, staff, students and visitors report to the designated shelter area or assist those with disabilities who cannot reach the shelter area to an area of refuge or a safe location. The Floor Safety Monitors and Alternates for the Unit are as follows:   |  |  |  | | --- | --- | --- | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** | | Floor Monitor | **INSERT NAME & TITLE** | **FLOOR** | | Alternate | **INSERT NAME & TITLE** | **FLOOR** |   **NOTE:** If needed additional Floor Safety Monitors and Alternates can be added to this list by adding rows to the table. |
| **Assembly Area Monitor(s)** | An Assembly Area Monitor should be designated for each designated shelter area. The Assembly Area Monitor gathers faculty, staff, students and visitors at the designated shelter area(s) and ensures everyone is accounted for. Assembly Area Monitors should use the [Accountability Form](#H) or collect completed Accountability Forms to create an accurate list of which employees are accounted for and those who are not.  **NOTE:** A class roster can be used by faculty as the basis for performing an accountability check in place of the Accountability Form.  Assembly Area Monitors are responsible for coordinating with emergency responders to notify them of any personnel that may be trapped in the building, are performing critical operations, or are unaccounted for. Floor Safety Monitors can assist the Assembly Area Monitor if necessary. Assembly Area Monitor(s) and Alternates for the Unit are as follows:   |  |  | | --- | --- | | Assembly Area Monitor | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** | | Alternate | **INSERT NAME & TITLE** |   **NOTE:** If needed additional Assembly Area Monitors and Alternates can be added to this list by adding rows to the table. |
| **Critical Operation(s)** | Critical Operations are activities that must be shut down or placed in a safe condition prior to the staff seeking shelter. The following table details theUnit Critical Operations and the person responsible for them:   |  |  | | --- | --- | | **Critical Operation** | **Person Responsible** | | **Insert Critical Operation** | **Insert Name and Title** | | **Insert Critical Operation** | **Insert Name and Title** | | **Insert Critical Operation** | **Insert Name and Title** |   **NOTE:** If needed additional Critical Operations can be added to this list by adding rows to the table. |
| **Shelter Areas** | Units should designate at least one area where people take refuge for severe events. Shelter locations should be large enough to accommodate all faculty, students, and staff. A shelter area should be in the strongest part of the building. This may include basements or interior rooms with reinforced masonry construction, preferably without windows.  The designated shelter area for the Unit is:  **INSERT DESCRIPTION**  **INSERT MAP WITH SHELTER LOCATION(S) NOTED**  **NOTE:** Building floor plans are available on the Division of Facilities website: <http://www.k-state.edu/facilities/projects/space/inventory/floor_plan/> |
| **Training** | Faculty are responsible for reviewing designated shelter locations with students on the first day of class. Supervisors are responsible for reviewing designated shelter locations with employees on their first day of work and during annual refresher training. People hosting meetings or conferences should review designated shelter locations with the participants at the start of the meeting. |

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| **Introduction** | This plan should be implemented if a violent situation develops within the department/building. The K-State police may instruct buildings and departments to implement this plan due to an active violence or ongoing criminal situation on campus. These instructions will be issued via the K-State Alerts system. Faculty, staff, and students can sign up for or modify K-State Alerts settings via K-State Connect (<https://signin.k-state.edu>) and selecting the K-State Alerts tab. |
| **Alert** | If a violent situation develops in your department or building you should notify law enforcement as quickly as possible by calling 911. If speaking would put you at risk you can communicate with K-State Police Dispatch via the [LiveSafe](https://www.k-state.edu/police/livesafe/) app which can be downloaded for free for Android and Apple devices. If possible tell the dispatcher the following:   * A description of the attacker (if you saw them) * Your location * The number of people with you and their condition   **NOTE:** Do **not** try to find the attacker to gain a description or other information to relay to police |
| **Secure Location** | Use available resources to barricade the entrances to your location. Lights should be turned off, windows covered and noise should be kept to a minimum to reduce the likelihood of drawing the attacker’s attention.  If anyone within your location is wounded perform first aid to the best of your ability.  Plan for what you will do if the attacker attempts to gain entry or does gain entry to your location.  **NOTE:** Do **not** leave your location to barricade your building’s exterior doors. This will put you at risk of becoming a target for the attacker. |
| **Counter** | If confronted by the attacker take actions to decrease their effectiveness including moving, throwing objects at them, and if necessary fighting them by any means that are at hand. |
| **Evacuate** | The best means of surviving a dangerous situation is to remove yourself from it. If an opportunity presents itself get yourself and others away from the crisis location. |
| **Police Interaction** | When police are responding to the attack their first priority will be to stop the attacker as soon as possible in order to minimize harm. You may encounter uniformed or plain clothes officers from the K-State Police Department, Riley County Police Department, the Kansas Highway Patrol or other nearby law enforcement jurisdictions. You should do the following when you encounter the police:   * Keep your hands in plain view with your fingers spread * Do **NOT** make any sudden movements * Follow all Police instructions. Given the uncertain nature of the situation you may be treated as a criminal suspect until the circumstances are clarified. * If you are wounded the police may not immediately come to your aid. Attempt to remain calm as they pass. Additional resources will be coming to assist you. |
| **Training** | Training courses for dealing with violent situations are available both on and off campus. ALiCE training is specifically designed to help the students, faculty, and staff learn to survive violent situations and is regularly offered on campus. Additional training which may be of benefit during a violent situation is first aid training such as that offered by the American Red Cross, or Stop the Bleed training which specifically deals with controlling blood loss.  If your department or building has purchased specific devices or tools for securing doors faculty and staff should receive hands on training in using these devices upon hire and during annual refresher training. |

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| **Item** | **Use** | **Quantity** | **Location** | **Expiration Date** |
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| The Primary/Alternate contact will be notified by: |  |
|  | Direct supervisor of Unit or their designee |

The Primary/Alternate contact will make at least INSERT NUMBER attempts over a period of INSERT NUMBER hours to notify each of the following persons, at any/all of the numbers listed:

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(To be completed at time of emergency)** |
| **Primary Contact 1** (Calls List 1) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Alternate Contact 1** (Calls List 1) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Primary Contact 2** (Calls List 2) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Alternate Contact 2** (Calls List 2) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.

**Contact 1 notifies the following individuals:**

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(Completed at time of emergency)** |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.

**Contact 2 notifies the following individuals:**

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(Completed at time of emergency)** |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.

Depending on the nature of the emergency your Unit may be required to report the incident to regulatory agencies, other Units within your building, or a vendor. The following are external contacts that may need to be in the event of an emergency. The person responsible for contacting these external partners is INSERT NAME AND TITLE.If unavailable, INSERT NAME AND TITLE, will make contact with external partners.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency & Point of Contact** | **Contact Numbers** | **Condition Requiring Contact** | **Contact Date and Time**  **(Completed at time of emergency)** |
| **INSERT AGENCY** | Work | **INSERT CONDITION** | Date: |
| Home |
| **INSERT POINT OF CONTACT** | Cell | Time: AM/PM |
| Other |
|  |  | | |
| **INSERT AGENCY** | Work | **INSERT CONDITION** | Date: |
| Home |
| **INSERT POINT OF CONTACT** | Cell | Time: AM/PM |
| Other |
|  |  | | |
| **INSERT AGENCY** | Work | **INSERT CONDITION** | Date: |
| Home |
| **INSERT POINT OF CONTACT** | Cell | Time: AM/PM |
| Other |
|  |  | | |
| **INSERT AGENCY** | Work | **INSERT CONDITION** | Date: |
| Home |
| **INSERT POINT OF CONTACT** | Cell | Time: AM/PM |
| Other |
|  |  | | |
| **INSERT AGENCY** | Work | **INSERT CONDITION** | Date: |
| Home |
| **INSERT POINT OF CONTACT** | Cell | Time: AM/PM |
| Other |
|  |  | | |

**NOTE:** If needed additional contacts can be added to this list by adding rows to the table.

|  |  |
| --- | --- |
| **Purpose** | This form is to be used to account for individuals during an emergency. These forms should be pre-populated with the names of faculty, staff, or employees assigned to work in an area or a floor. These forms should be posted in a conspicuous place where they can be removed by the Floor Safety Monitor or area supervisor as staff evacuate. The list of names should be used to verify all employees have made it to the designated assembly or shelter area, or if their location is known. Completed accountability forms shall be provided to the Assembly Area Monitor(s) so they can inform first responders of unaccounted for personnel.  **NOTE:** A class roster can be used by faculty as the basis for performing an accountability check in place of this form.  **NOTE:** Assembly Area Monitor(s) should consult with each other to verify unaccounted for personnel are not in other Assembly/Shelter Area(s) before reporting them as unaccounted for to emergency responders. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Building** | **Floor/Area** | **Date**  **(Completed at time of emergency)** | | **Time**  **(Completed at time of emergency)** | | **Completed By:**  **(Completed at time of emergency)** | |
| **INSERT BLDG NAME** | **INSERT FLOOR/AREA** |  | |  | |  | |
| **Person** | | | **Status**  **(Completed at time of emergency)** | | | | |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |
| **INSERT NAME** | | | Present □ | | Missing □ | | Offsite □ |

**NOTE:** If needed additional Persons can be added to this list by adding rows to the table