Western Kentucky University Emergency Management Plan

October 2020

WKU

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1.0 Basic Plan

Letter of Promulgation

Preparedness to cope with the effects of an emergency includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of the University, other public and support agencies, plus the individual citizen.

Making the transitions from day-to-day operations to an emergency response results in an escalation in numbers, quantity, proportion, and stress – stress on people, equipment, and resources. In a disaster there is an escalation of human need which overtaxes the response capability of the routine systems to deal with that disaster. To develop a total emergency management system, it is necessary to develop a plan based from within the existing departments using their expertise which operate routinely each day.

Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated Emergency Management Plan encourages reactive type activities instead of an effective proactive operation.

Planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, and civil disasters; protect lives and property; and restore the stricken area to its pre-disaster status with a minimum of social and economical disruption.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to University officials specifying their roles during an emergency or disaster situation.

_____   _____
Dr. Timothy Caboni, President   Date
Western Kentucky University

_____   _____
Dr. David Oliver, Director   Date
Environmental Health and Safety
Emergency Manager
Western Kentucky University

_____   _____
Mitchell Walker, Chief of Police   Date
Western Kentucky University

Approval and Implementation

This is Western Kentucky University's (WKU) Emergency Management Plan. You have received a copy of the Plan because you will have important responsibilities during an emergency or disaster. Please read this document immediately, and re-read it periodically, so that you are thoroughly familiar with the contents of the Plan and fully understand your specific role.

The Plan set forth in this document is designed to rapidly and efficiently mobilize the University's resources, both personnel and equipment, to meet an emergency that may confront WKU. The effectiveness of this Plan is dependent upon the full and rapid response of all personnel. In the event that the University is faced with an emergency, the Emergency Operations Chief, or designee, acting under the guidelines of this Plan, is authorized to implement those measures necessary to prepare for an emergency to minimize loss; to react to the emergency to save lives and property; and, in order recover rapidly, to minimize disruption of normal activity. Each member of the University community who has a part in these important tasks will give this matter his or her full and complete attention and support.

Dr. Timothy Caboni, President	Approval Date
Western Kentucky University	

Record of Changes

This Plan will be staffed, revised, exercised, readopted, and reissued annually. All updates to this document must be tracked and recorded utilizing the form below. Revised Plans should be distributed to individuals and organizations which have received previous versions of this Plan as identified in the Record of Distribution.

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1.	12/2/2014		Annual Review of Plan	Kathy Penick
2.	03/25/2016		Annual Review of Plan	David E. Oliver
3.	05/02/2017	As Needed	Annual Review of Plan	David E. Oliver
4.	07/01/2017	As Needed	Annual Review of Plan	David E. Oliver
5.	09/27/2017	As Needed	New University President and Chief of Police Signature	David E. Oliver
6.	09/01/2017	22	Revised EOC Locations	David E. Oliver
7.	10/01/2018	12	Updated Faculty/ Staff/Student Estimates	David E. Oliver
8.	10/01/2018	14	Updated Fire Report	David E. Oliver
9.	11/30/2018	As Needed	Annual Review of Plan	David E. Oliver
10.	10/25/2019	12	Faculty, Staff, Student Estimated Enrollment	Melna Wilson
11.	10/25/2019	14	Updated Fire Report	Melna Wilson
12.	10/25/2019	24-26	Organization Structure	Melna Wilson
13.	11/07/2019	Appendix G	AED Locations	Melna Wilson
14.	11/07/2019	147	2019-2020 Parking Map	Melna Wilson
15.	01/27/2020	ESF 15 Annex	Updated Division Name	Melna Wilson
16.	01/27/2020	33	Updated WKU News link	Melna Wilson
17.	10/13/2020	128	New VP Student Enrollment	Melna Wilson
18.	10/13/2020	22	Rename EOC Locations	Melna Wilson
19.	10/21/2020	12	Update Enrollment; Employment numbers	Melna Wilson
20.				
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Record of Distribution

The Record of Distribution will be used to prove that those tasked within the Plan have acknowledged receipt, reviewed, and accepted the Plan. Distribution to the public can also be listed, but the Plan must be "clean" or without any sensitive or personal information.

Date	Agency/Department	Name/Title of Recipient	How Distributed (electronic or hard copy)
10/01/2017	University President	Dr. Timothy Caboni	Hard Copy
10/01/2017	Chief of Police	Mitchell Walker, Chief	Hard Copy
10/01/2017	Director, Emergency Management	Dr. Daivd Oliver	Hard Copy
10/01/2017	WKU Emergency Website	Corie Martin	Electronic Copy
11/30/2018	WKU Emergency Preparedness Website	WKU Online Audience	Electronic Copy
10/25/2019	WKU Emergency Preparedness Website	WKU Online Audience	Electronic Copy
10/21/2020	WKU Emergency Preparedness Website	WKU Online Audience	Electronic Copy

1.1 Purpose, Scope, Situation Overview, and Assumptions

1.1.1 Purpose

This document constitutes the Emergency Management Plan for WKU. This Plan is to be implemented to deal with emergencies and disasters, and is intended to protect lives and property through effective use of available manpower and resources during emergency operations. It is placed into operation whenever a natural or manmade emergency or disaster affecting the University reaches proportions where such a situation cannot be controlled by routine measures.

In accordance with Homeland Security Presidential Directive (HSPD) – 5, this Plan incorporates National Incident Management System (NIMS) concepts and principles, and utilizes the Incident Command System (ICS) for management of emergency events. The Plan was developed to provide WKU a means to mitigate, prepare for, respond to, and recover from emergencies.

The overall Plan begins with the end state of the emergency in mind. The purposes of the Plan are:

- Protect the lives and property of the WKU community and to preserve the orderly continuity of WKU functions through coordination between departments and local first responders.
- To establish a mutual understanding of authority, responsibilities, and operations of WKU personnel during emergencies and disasters.
- To establish an emergency organization in order to direct and control operations during the emergency situation by assigning responsibilities to specific entities.
- To provide a basis for the conduct and coordination of emergency operations and the management of resources during emergencies and disasters.
- To provide contingencies for major potential disasters or events that may affect WKU.

This Plan consists of the basic plan, annexes, and appendices. The basic plan provides an overview of WKU's approach to emergency response and operations. It explains the policies, organization, and tasks that would be involved in response to an emergency. The Emergency Support Function (ESF) annexes focus on detailing the specific responsibilities, tasks, and operational actions to complete a specific emergency operations function; while the hazard-specific annexes focus on special planning or response needs generated by the subject hazard. The appendices give definition to the terms and acronyms used throughout the plan, and are the location for supporting figures, maps, and forms.

1.1.2 Scope

This Plan is a campus-level plan covering property owned and operated by the WKU and the faculty, staff, students, visitors and community associated with the WKU campus. This Plan is designed to address a comprehensive range of natural and manmade hazards that could affect the WKU campus. The plan includes procedures for responding to a range of levels of emergency, regardless of the size, type, or complexity. Personnel or partners who have a role will have access to and be knowledgeable of the Plan.

This Plan and all its contents apply to the entire University's property and community unless otherwise noted. Satellite locations or other properties, owned or leased by WKU, may have separate attachments/appendices that identify specific information related to that area developed in the future.

This Plan supersedes and rescinds all previous editions of WKU emergency plans. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.

Nothing in this Plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this Plan.

1.1.3 Situation Overview

1.1.3.1 University

WKU is located in Bowling Green, Kentucky and is in Warren County. The main campus is approximately 200 acres. The major transportation routes near WKU are Interstate 65; U.S. Routes 31W, 68, and 231; and William H. Natcher Green River Parkway.

In addition to the main campus, WKU operates a satellite campus in Bowling Green (South Campus) and regional campuses in Glasgow, Elizabethtow/Fort Knox, and Owensboro, KY. WKU also operates a farm, and a Division of Extended Learning and Outreach south of the main campus.

The tables below identify the estimated number of faculty, staff and students at a campus location based on course location by term (Note: faculty and students will be counted multiple times or attend courses at multiple campus locations; counts do not include web, dual credit or non-WKU campus location courses.).

Faculty Estimates

(Does not include web, dual credit or non-WKU campus location courses)

	Spring 2019	Summer 2019	Fall 2019	Spring 2020
Elizabethtown / Ft. Knox	29	8	17	26
Glasgow	30	0	24	24
Main Campus	914	182	916	873
Owensboro	22	1	17	18
South Campus	18	1	18	10
Total Estimates	1013	192	992	951

Staff Estimates

	Spring 2019	Summer 2019	Fall 2019	Spring 2020
Elizabethtown / Ft. Knox	18	14	6	6
Glasgow	15	12	12	9
Main Campus	1185	1175	1115	1076
Owensboro	12	11	12	7
South Campus	30	29	27	26
Center for Research and Development	8	9	14	14
University Farm	3	3	3	2
Total Estimates	1271	1253	1189	1140

Student Estimates

(Does not include web, dual credit or non-WKU campus location courses)

	Spring 2019	Summer 2019	Fall 2019	Spring 2020
Elizabethtown / Ft. Knox	198	40	171	173
Glasgow	403	1	348	254
Main Campus	12011	1590	12664	11429
Owensboro	129	16	105	93
South Campus	261	12	313	256
Total Estimates	13002	1659	13601	12205

WKU hosts events that increase population on campus at any given time. Larger venues include:

- Houchens Industries – L.T. Smith Stadium – an outdoor stadium used for football; capacity is at 22,113.
- E.A. Diddle Arena – an indoor arena used for basketball and volleyball events; seats 7,326
- Ivan Wilson Fine Arts Center Amphitheatre – an outdoor amphitheater; seats approximately 2,900.
- Nick Denes Field – an outdoor baseball field; capacity is nearly 1,500.
- WKU Soccer Complex – an outdoor soccer field; capacity of 1,500.
- Van Meter Hall – an indoor auditorium that seats up to 1,048.
- Downing Student Union – an indoor auditorium that seats up to 608.

1.1.3.2 Hazards

The following section depicts potential hazards for the Bowling Green and Warren County area analyzed by the Barren River Area Development District (BRADD). The results of the BRADD risk assessment were used as the basis for developing the Plan in addition to specific hazards in which WKU has vulnerability to. Emergency procedures for hazards are provided in the 4.0 Hazard - Specific Annexes.

Aircraft Crash

- Aircraft Crash: The Bowling Green – Warren County Regional Airport is anywhere between 2 – 3 miles line-of-sight from the University's main campus buildings. In 1992 a single-engine Cessna plane crashed near Scottsville Road and the airport, leaving three fatalities. Though this specific incident occurred off campus, an aircraft crash could occur on or about the University; such a disaster would likely cause damage or endanger lives at the University.

Drought and Heat

- Drought: Drought is a normal aspect of Kentucky's climate. Kentucky's worst drought during the past century occurred in 1930-31; less than two inches of precipitation fell in both March and April. The month of May brought more than three inches of rain, though summer precipitation remained well below normal with above normal temperatures. In 2007, Bowling Green's water source was at critically low levels and was under a water shortage warning.
- Extreme Heat: Heat waves will develop in the Barren River Area every time when warm, humid weather persists during summer months. Bowling Green's record high temperature of 113°F was on July 28th 1930-31. Based on the historical climatic record dating back to 1894 for Bowling Green, the Barren River Area is considered on the probability of similar experiences with an average of 50-60 days per year with daily high temperatures at 90°F or above and an average of four days with daily high temperatures at 100°F or above. Kentucky experienced drought and extreme temperatures in the summer of 2012; heat temperatures rose to 110°F on June 29 in Bowling Green.

Earthquakes

- Earthquake: Geologic faults in several regions of the state increase the vulnerability to seismic disturbances. The highest seismic risk zone is in the western part of the state in an area affected by the New Madrid Fault. The Bowling Green area would also be affected by the Wabash Valley Fault. Due to the geologic make up of the Bowling Green area seismic activity presents a large concern. The strongest earthquakes on the North American continent occurred in this area over a three month period in 1811-1812.

- Landslides: Slope failures can occur in any season in the Barren River Area, though the probability of a landslide for the area is low. There is a correlation between landslides and natural disasters such as earthquakes and flooding.

Fire

- Fires: Fires can be intentionally started, or initiated by several hazards such as drought, lightning, earthquakes, hazardous materials spills, etc. WKU fire report 2018 indicates that there were 59 fire alarms reported in the 2017 fire log; 5 were smoke related caused by cooking, but there were no open flames. In the fire report 2017, there were a total of 67 fire alarms reported in the 2016 fire log; 16 were smoke related caused by cooking, and there were no open flames.

Flooding/Flash Floods

- Flooding/Flash Flooding: Countless flash flooding and general flooding events have impacted the Barren River Area. Most of these floods have been the result of heavy thunderstorms that have moved slowly over the region dropping huge amounts of precipitation in a short amount of time. More than 15 inches of precipitation occurred in March of 1997 which caused widespread flooding and a state of emergency was declared for Warren County. Since 1950, Warren County has experienced 32 flooding events.

- Sinkhole Flooding and Collapse: The South Central Kentucky region is made up of integrated cave systems that run under WKU. A sinkhole can be formed by the collapse of a cavern roof and is a natural phenomenon in the landscape that covers the majority of the Barren River Area. A sinkhole collapse can leave anything from a small hole to a large pit. Sinkhole flooding occurs when storm water runoff exceeds the drainage capacity of a sinkhole. In February of 2014, a sinkhole opened and swallowed eight Corvettes housed at the National Corvette Museum. The sinkhole measured 40 feet wide and 20 feet deep.

Hazardous Materials

- Hazardous Materials: Hazardous materials (chemical, biological, radiological, explosive) are transported and used throughout WKU and Bowling Green. Incidents involving leaks, spills, and explosions may occur on or near University property causing the release of poisonous vapors or liquids to potentially affect the University community. All hazardous materials planning will be compliant with the requirements of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, in addition to other University, local, state and Federal standards, regulations and guidelines.

Medical Emergency

- <u>Medical Emergency:</u> A medical emergency may occur from a simple incident involving one individual, to a disaster involving multiple people.

Railroad Derailment

- <u>Railroad Derailment:</u> The CSX Rail Network railroad track runs along WKU from a southwest to northeast direction and is parallel with University Blvd which is a four lane highway. The track runs next to the Soccer Field, Softball Field, Nick Denes Field, and Diddle Arena; and between the Houchens Industries L.T. Smith Stadium, and the Track and Field Complex. Additionally, the track runs less than one mile from the South Campus and WKU Farm. Depending upon the severity and location of a derailment, WKU is at risk for potentially incurring infrastructure damage and injuries/death; especially if the train is transporting hazardous materials.

Tornadoes/Thunderstorms

- <u>Tornadoes:</u> Bowling Green-area historical tornado activity is 95% greater than the overall U.S. average. Most occur in the spring (March, April, and May). Though several F0 and F1 tornadoes have been reported for the area, in 1995, three F2 tornadoes touched down in Bowling Green, causing considerable damage. Historical records indicate a couple of F3 tornadoes have touched down within Warren County.

- <u>Thunderstorms:</u> Thunderstorms occur frequently throughout the Barren River Area. Thunderstorms are accompanied with lightening and may contain damaging winds and hail.
    - <u>Damaging Winds:</u> Damaging winds are heavily concentrated for the area in May, June, and July. Wind speeds average in the range of 50 to 60 miles per hour, though winds as high as 100 miles per hour have been reported.
    - <u>Hailstorms:</u> Hailstorms occur every year in the area; most occur in the spring (April/May). Most hailstorms produce only small hailstones and cause minimal damage, though in 1998, hailstones as large as baseballs passed through Warren County and damaged a vast amount of automobiles and infrastructure, and injured dozens of people.
    - <u>Lightning:</u> From 1966 – 1998, eight fatalities and twelve injuries from lightning strikes were documented for the Barren River Area; of which, three injuries were reported for Warren County. Additional data identifies structural damages to buildings and fires caused by lightning strikes.

Utility Failure

- <u>Utility Failure:</u> A utility failure can happen at any time and involves a disruption to the normal operations of electricity, water, gas, and telephone.

Winter Storms/Ice Storm/Cold Wave

▪ <u>Ice Storms:</u> Kentucky was hit in 2009 with an ice storm that took out power and water for many. It was identified as the state's largest-ever natural disaster. Bowling Green was not affected by the storm as other counties were, though from 1973 – 2006, 17 ice storms have hit the Bowling Green area. Nine of these storms deposited at least 0.25 inches of ice accumulation, causing fatalities and extensive damage to building, trees, and power lines.

▪ <u>Snowfall:</u> Snowfall totals vary significantly from year to year for the area. Snow is more frequent during the winter months of January and February. Recording back to 1932-33, 15% of the winters have brought more than 20 inches of snow. During the snow storm of 1960, many Hilltopper basketball fans were stranded between Lexington and Bowling Green due to the timing of the storm. Nearly 500 students and fans were transported by railroad.

▪ <u>Cold Wave:</u> Typically, winters across Kentucky are mild. Based on the historic climate record for Bowling Green, the Barren River Area will experience an average of 85 days per winter season on which the low temperature drops below 32°F, but days on which the temperature drops below 0°F is rare. In 1951, Bowling Green had a three day cold wave that busted water pipes, power and phone lines were out, and it took ten days for the area to begin recovery due to extreme road conditions.

Threat of Harm/Criminal Activity

▪ <u>Threat of Harm/Criminal Activity:</u> Criminal activity such as threats, larceny, use of alcohol/narcotics, or simple assault is most likely to occur at WKU. Though, WKU is less likely to experience criminal activity that poses a threat of imminent death or serious bodily injury to the WKU community, criminal activity such as a bomb threat, active shooter, hostage situation, violent protests/civil unrest, or bioterrorism could have devastating affects and must be planned for. In compliance with the Michael Minger Act, WKU reports criminal acts; further information on statistics is located in the Annual Campus Security Report.

Terrorist Threats/Terrorism

▪ <u>Terrorist Threats/Terrorism:</u> Terrorism is a violent act intended to create fear (terror). A terroristic threat is a threat to commit any crime which is likely to result in death, serious physical injury, or substantial property damage to another person. The University has recorded a few terrorist threats in the past.

Bomb Threats

▪ <u>Bomb Threats:</u> A bomb threat is usually a verbal or written threat that indicates an explosive or incendiary device will detonate to cause death, injuries, and/or property damage. In 2001, the University was closed down due to receiving anonymous threats that bombs were planted in buildings across campus.

Gunshots Heard/Hostage Situation

- <u>Gunshots Heard/Hostage Situation:</u> Active shooters across schools in the United States is substantially increasing. Advance warning of the violence is unlikely. Criminals may initially hold people against their will and threaten to kill hostages, though some act without threats and initiate injuries and deaths immediately.

1.1.4 Assumptions

- Severe weather, including flash floods, tornadoes, high winds, heavy snow, ice storms, droughts, and other weather related emergencies or natural disasters will continue to occur annually in the Commonwealth of Kentucky.
- The resources of local and state government may not be readily available to WKU officials to cope with emergencies and disasters affecting WKU.
- The WKU Emergency Management System is adequate for coordinating University-wide emergency operations.
- WKU could be subjected to more than one disaster at a time.
- An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.
- Since events in an emergency or disaster are not predictable, this Plan will serve only as a guide and may require modification to meet the requirements of the emergency or disaster.
- Basic services, including electrical, water, natural gas, telecommunications, and other information systems may be interrupted.
- Buildings, other structures, and equipment may be damaged.
- Normal suppliers may not be able to deliver goods.
- Incidents relating to the storage and transportation of chemicals will continue.
- Industrial accidents involving the release of hazardous materials will continue to require the services of local emergency responders.
- Sabotage and criminal activity could disrupt response efforts.
- Civil unrest will require intervention by local and state agencies.
- This Plan will be staffed, revised, exercised, readopted, and reissued annually or as needed.

1.2 Concept of Operations

1.2.1 General

The Plan is based on NIMS concepts and principles which address four phases of emergency management:

- Prevention/Mitigation
- Preparedness
- Response
- Recovery

Mitigation

WKU will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation activities strengthen WKU against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation activities include:

Action
Continue ongoing Hazard Mitigation Efforts.
Work with Kentucky Emergency Management (KYEM) Mitigation Program and Bowling Green/Warren County Emergency Management to develop mitigation projects to assist in areas most at risk.
Identify grant programs for loss reduction measures (if available).
Conduct routine maintenance on equipment such as generators, fire extinguishers, and smoke and carbon monoxide detectors.
Identify potential hazards and take steps to remedy them (e.g., remove dead/rotting trees and branches, fasten shelves securely to walls, etc.).
Post Shelter in Place and evacuation plans in high traffic areas of University buildings.
Inspect buildings for structural defects.
Implement mitigation measures in the rebuilding of infrastructure damaged in incidents.

Preparedness

WKU will conduct Preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected. Examples of preparedness activities include:

Action
Provide public information and educational materials to students, faculty, and visitors via newsletters, brochures, yearly training, websites, and other media.
Develop annual training plan for the WKU EOP.
Develop, review, exercise, and maintain this Plan.
Assure the viability and accuracy of emergency contact lists, resource lists, and mutual aid agreements/emergency contracts.
Alert emergency response personnel and develop a staffing pattern.
Determine any protective action measures that need to be implemented in preparation for the situation.
Provide emergency equipment and facilities.
Coordinate with non-University facilities that are within close proximity to WKU's critical infrastructure and develop a communications plan for informing each other of hazardous situations that may have an impact on the other (e.g., bomb threats, active shooter, etc.).
Involve emergency responders, emergency management personnel, local officials, and volunteer groups who assist WKU during emergencies in training opportunities.
Conduct periodic exercises to test emergency plans.
Complete an After Action Report/Improvement Plan (AAR/IP) after exercises and real-world events, to provide the basis for a continuous improvement of this Plan.

Response

Response consists of activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Situational awareness is used during response activities to lessen the effects or consequences of an incident. Examples of response activities include:

Action
Preserve life, property, the environment, and the social, economic, and political structure of the community.
Establish communications. • Normal methods of communication may not exist. In many disasters, cell phone and land line service is disrupted. • Alternative means of communication must be developed in order to fill this void.
Establish command and control. • Initial command structure will be established by the ranking WKU police officer on duty in form of an Incident Command Post (ICP). Depending on the nature of the incident, the command post will be unified with other response agencies such as Bowling Green Fire, Medical Center EMS, and/or other response agencies. • If the scope of the event warrants a higher level of control the Emergency Operations Center (EOC) may be activated. Command and control for all emergencies and disasters at WKU that exceed the initial command post level; will be the responsibility of the Emergency Operations Chief and/or the Emergency Management Director.

Action
Gain situational awareness.   ▪ Situational awareness must come from on-scene reports from first responders.   ▪ This information is then sent to the WKU EOC for personnel to analyze.
Notify local emergency response agencies.   ▪ Upon learning of an accident or emergency on WKU property, personnel shall contact appropriate local emergency response agencies. The numbers to these agencies can be found in 5.4 Appendix D – Emergency Contact Lists.
Notify WKU emergency management personnel.   ▪ The Emergency Operations Chief and/or the Emergency Management Director should be notified of any instance on WKU property which could result in this Plan being implemented.
Determine the course of action students and personnel, impacted by the incident, should take.   ▪ WKU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.
Any inquiry for information by media sources shall be directed to the Public Information Officer (PIO).
Support students, personnel, and visitors that cannot care for themselves socially, economically, and or medically.
Inspect critical infrastructures; all infrastructures shall be inspected following a disaster even if it is not believed to have been involved in the disaster itself.
Continue to support the response effort.
Start demobilization activities.

Recovery

If a disaster occurs, WKU will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to WKU and provide for the basic needs of the students, personnel, and visitors. Long-term recovery focuses on restoring WKU to normal operations. While the Federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, WKU must be prepared to provide quick recovery to normal business operations. The long-term recovery process includes assistance to students and personnel. During the Recovery Phase, WKU personnel will need to interact with many governmental agencies. It is important for WKU to designate one person to interact with the officials to ensure a consistent recovery process. Examples of recovery actions include:

Action
Repair damaged infrastructure.
Conduct an incident review after actual emergencies to provide the basis for continuous improvement of this Plan.
Implement any corrective actions, including changes to Plans, which are identified during the incident review.
Resume normal day to day activities.

1.2.2   Emergency Declaration and Plan Activation

The decision to declare the University in a state of emergency rests with the University President or designated vice-president in his absence. Following the declaration of an emergency on campus the Emergency Operations Chief, or designee, activates this Plan.

WKU defines five levels of emergency operations[1]. Levels are to be used to the extent possible. The Emergency Management Director determines the type and magnitude of the emergency using the levels of activation. Additionally, it is ultimately the discretion of the Emergency Management Director to identify the need to activate the EOC and to what extent the EOC is operating.

- **Level V:** This is the lowest level of incident or event and will not require deployment of more than one WKU resource as a normal requirement. The incident or event is of limited duration and will be closed out within one operational period (12 hours).

- **Level IV:** This is the next level of incident or event and will require a higher level of management. This level of incident or event will require multiple resources but is not a long-term event. A limited formal activation of EOC structures may be required but only to maintain situational awareness and adequately report actions taken by deployed assets. The incident or event is of a limited duration and will be closed out within two operational periods.

- **Level III:** This level of incident or event is of greater complexity than the previous levels and requires immediate activation of the EOC structure to manage multiple resources over an extended period of time to meet significant needs of local first responders and emergency management agencies. This will require the activation of ESF representatives and have a significant impact on WKU staff. The incident is of an extended duration and will be managed through three or more operational periods.

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[1] The terminology and concept for each level of activation is based on what is used by the KYEM Commonwealth Emergency Operations Center (CEOC); however, definitions are modified for the University.

- **Level II:** This level of incident or event will require all actions taken under a Level III plus activation of all the EOC structure. Resources will be drawn from the City of Bowling Green, Warren County, and the Commonwealth of Kentucky, and may include the introduction of Federal resources. The incident is of an extended duration, cannot be closed out within a clearly defined number of operational periods, and may require the activation of Local/County Incident Management Teams to supplement the EOC staff.

- **Level I:** This incident or event may be considered a catastrophic incident or of high impact that will require the full activation of all local, county, and State assets and the full integration of the EOC with Federal resources. The incident is of an unknown duration and cannot be closed out within a clearly defined number of operational periods.

1.2.3 EOC Locations

WKU has identified four primary locations that may be utilized as Emergency Operations Centers (EOC):

- Engineering and Biological Science (EBS) 1st Floor Classroom.

- Jody Richards Hall (JRH) Rooms 248, 249, & 250.

- South Campus/Knicely Conference Center Computer Lab.

- Houchens/L.T. Smith Stadium East Side Athletic Success Center Computer Lab.

The Emergency Manager or designee will oversee operations within the EOC. All activities will be monitored and/or coordinated from the EOC. Requests for personnel, equipment, and supplies, regardless of the source, will flow through the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

1.3 Organization and Assignment of Responsibilities

1.3.1 Organization

The organizational structure for WKU consists of an Executive Management Team (Policy Group) and the Emergency Operations Team (EOC Staff).

Executive Management Team

The Executive Management Team consists of members of WKU senior management who are responsible for communicating prior to, during, and after emergencies/disasters to make executive decisions for the University. The Executive Management Team is comprised of the following University personnel:

Emergency Management Executive:

- University President

Emergency Management Council (President's Cabinet):

- General Counsel
- Vice President for Enrollment and Student Experience
- Chief Facilities Officer
- Provost and Vice President for Academic Affairs
- Executive Vice President for Strategy, Operations and Finance
- Assistant Vice President for Information Technology Services
- Director of Media Relations
- Director of Athletics

The University President will provide direction and call the Executive Management Team Meetings. The Emergency Management Executive is responsible for the basic policies which govern the campus emergency organization. Alternate Emergency Management Executives are listed in order of succession:

- Provost and Vice President for Academic Affairs
- Vice President for Enrollment and Student Experience
- Chief Facilities Officer

Emergency Operations Team

Members of the Emergency Operations Team consist of University officials who will make strategic operational decisions necessary to support an emergency or disaster. Members will provide staffing in the EOC to represent the primary divisions of the University. The Emergency Operations Team has the authority to assign University resources and make decisions to provide the most efficient response and recovery possible. These officials or their designated alternates will report to the EOC as required by the nature of the emergency. Each position shall be assigned a primary representative.

Emergency Operations Role	Primary Representative
Emergency Management Director	President's Cabinet Member(s) (assigned by event type)
Incident Commander	(dependent on type of incident)
Liaison Officer	Director of Government and Community Relations
Safety Officer	Department of Environmental Health and Safety Representative
Public Information Officer	Media Relations Director
Planning Chief	Assistant Director of Planning, Design, and Construction
Logistics Chief	Director Facilities Management
Finance & Administration Chief	Office of Chief Financial Officer
Emergency Operations Chief	Chief of Police
Emergency Manager	Director Environmental Health and Safety

Immediately upon notification that the EOC is active due to an emergency or disaster, the primary representatives of the Emergency Operations Team will report to the designated EOC. The team will coordinate with the Incident Commander (IC) (determined by incident) and external resources, provide information to the Executive Management Team, and maintain continuous operations until the emergency or incident is terminated.

EOC Organizational Structure

ICS and ESFs, as identified by NIMS and National Response Framework (NRF), will be utilized for managing emergencies and disasters on campus. ICS is a management system designed to enable effective and efficient domestic and international incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ESFs are grouped resources and capabilities that are most frequently needed in an emergency or disaster response. WKU uses a Unified Command structure. **Figure 1: Unified Command Organizational** Structure depicts an example ICS organizational structure for the University's EOC during an emergency/disaster. During incidents where the EOC is not activated, the Executive Management Team and Emergency Operations Team may be working directly with the Incident Commander. The organizational structure of an incident is flexible and scalable, depending on the situational needs.
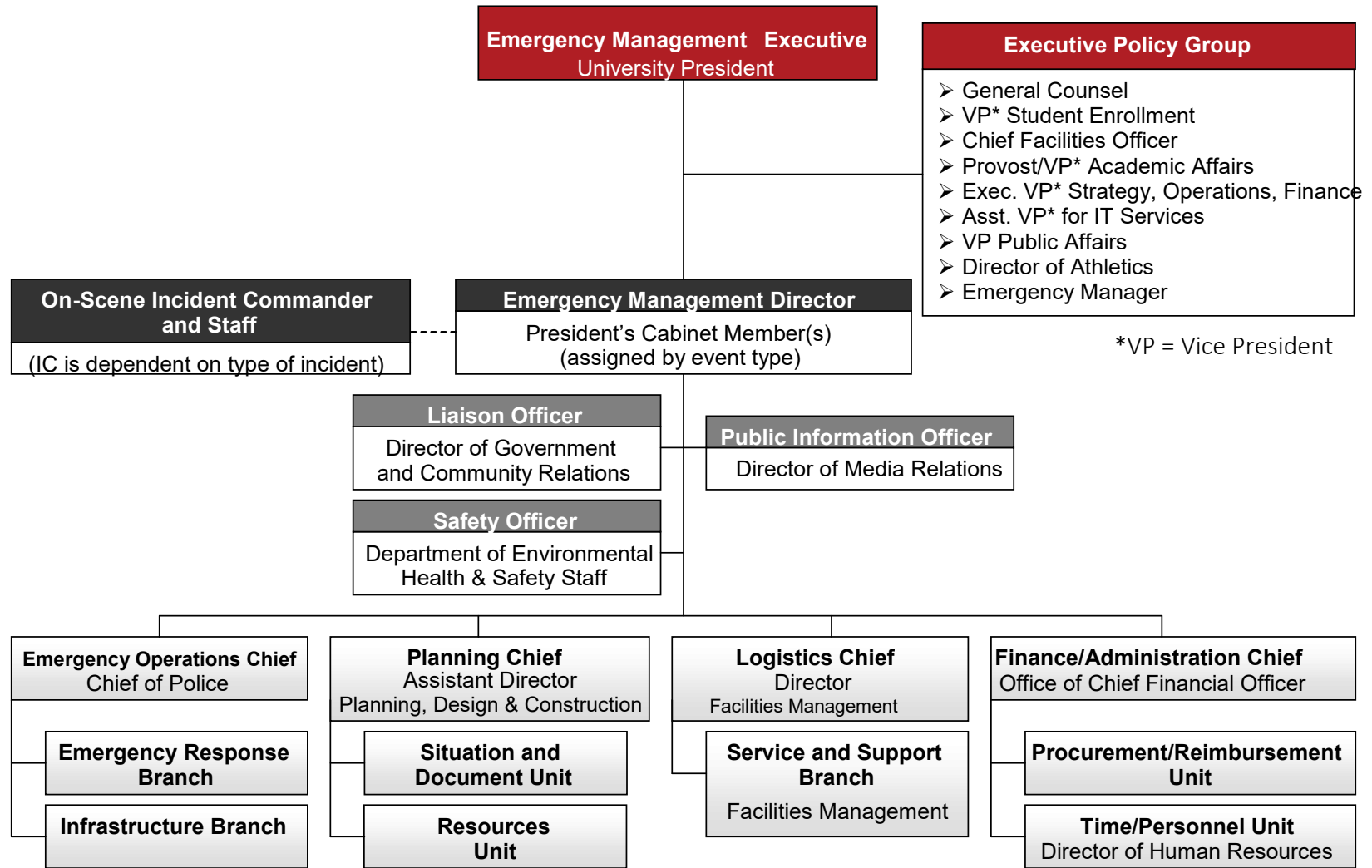
Emergency Management Executive
University President

Executive Policy Group
- General Counsel
- VP* Student Enrollment
- Chief Facilities Officer
- Provost/VP* Academic Affairs
- Exec. VP* Strategy, Operations, Finance
- Asst. VP* for IT Services
- VP Public Affairs
- Director of Athletics
- Emergency Manager

*VP = Vice President

On-Scene Incident Commander and Staff
(IC is dependent on type of incident)

Emergency Management Director
President's Cabinet Member(s)
(assigned by event type)

Liaison Officer
Director of Government and Community Relations

Public Information Officer
Director of Media Relations

Safety Officer
Department of Environmental Health & Safety Staff

Emergency Operations Chief
Chief of Police

Emergency Response Branch

Infrastructure Branch

Planning Chief
Assistant Director
Planning, Design & Construction

Situation and Document Unit

Resources Unit

Logistics Chief
Director
Facilities Management

Service and Support Branch
Facilities Management

Finance/Administration Chief
Office of Chief Financial Officer

Procurement/Reimbursement Unit

Time/Personnel Unit
Director of Human Resources

Figure 1: Unified Command Organizational Structure

Activities required on-scene or within the EOC for an emergency/disaster occurring on campus will require WKU resources and potentially external agencies. During EOC activation, the EOC will seat ESF representatives that are required to assist with that particular emergency. ESF representatives will provide the EOC with resource support for requests. The following table indicates ESFs 1-15 and the lead and support agency responsible for each.

ESF	Lead Agency	Support Agency/Agencies
ESF 1 – Transportation	Parking and Transportation Services	WKU Police Department
ESF 2 – Communications	WKU Communications Division	Information Technology Division
ESF 3 – Public Works and Engineering	Division of Facilities Management	Department of Planning, Design, and Construction
ESF 4 – Firefighting	Bowling Green Fire Department	Department of Environmental Health and Safety
ESF 5 – Emergency Management	Department of Environmental Health and Safety	WKU Police Department
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services	Department of Housing and Residence Life	WKU Auxiliary Services
ESF 7 – Logistics Management and Resource Support	Division of Finance and Administration-Purchasing	Division of Facilities Management
ESF 8 – Public Health and Medical Services	Medical Center EMS	Warren County Health Department/Warren County Coroner
ESF 9 – Search and Rescue	Bowling Green Fire Department	Warren County Emergency Management
ESF 10 – Oil and Hazardous Materials Response	Bowling Green Fire Department	Department of Environmental Health and Safety
ESF 11 – Agriculture and Natural Resources	Department of Agriculture	Kentucky Department of Agriculture
ESF 12 – Energy	Division of Facilities Management-Plant Operations	Atmos Energy Bowling Green Municipal Utilities
ESF 13 – Public Safety and Security	WKU Police Department	Bowling Green Police Department
ESF 14 – Long-Term Community Recovery	Division of Chief Facilities Officer	Warren County Emergency Management
ESF 15 – External Affairs	WKU Media Relations	Division of Public Affairs

1.3.2 Assignments of Responsibilities

General Counsel:

- The University Attorney will serve as a legal advisor.

Emergency Management Director

- Establish command and control for emergencies and disasters (in coordination with the Emergency Operations Chief).
- Determines the type and magnitude of the emergency using the levels of activation.
- Identify the need to activate the EOC and to what extent the EOC is operating.
- Oversee operations within the EOC.
- Determine which ESFs are needed to respond.
- Coordinates information and activities with the Incident Commander, Emergency Management Team, Emergency Operations Team, and other departments and agencies.

Incident Commander:

- Establishes a "hot zone", inner and outer perimeters to protect responders and members of the University community.
- Assesses the nature of the emergency.
- Implements ICS on site.
- Provides initial emergency response activities until supported by local first response agencies.
- Coordinates information and activities with Emergency Management Director .

Public Information Officer:

- Coordinates and oversees all media and public relations activities during a disaster or emergency.
- Determines University information to disseminate to the media.
- Determines media outlets for notification of University status to students and personnel.
- Coordinates public information releases.
- Acts or assigns an expert spokesperson as appropriate.
- Provides pertinent information to the Executive Management Team for decision making.
- Works with local and regional Joint Information Centers (JIC).

Safety Officer:

- Responsible for the health and safety of the emergency response personnel.
- Provides overall safety authorization for operational activities.

Liaison Officer:

- Provides Incident Commander/Emergency Management Director with input on WKU polices and standard operating procedures.
- Interfaces with external agencies, organizations, and the private sector as needed.

Emergency Operations Chief:

- Responsible for the overall coordination and execution of this Plan.
- Determines the mobilization point – Incident Command Post (ICP).
- Determines the appropriate location of the EOC.
- Establishes basic policies which govern the University's emergency organization.
- Identifies, maintains a roster, and calls staff needed to the EOC and to support responsibilities of the Operation Section.
- Determines scope of incidents and reduces staffing in the EOC based on situational needs.
- Oversees coordination of resources needed for an emergency/disaster.
- Sets priorities and monitors the field response needed.
- Serves as a liaison with other agencies.
- When the emergency/crisis is over and the campus is deemed safe, implements the "All Clear" signal. This will be communicated by whatever means available.

Planning Chief:

- Identifies, maintains a roster, and calls staff needed to support Planning activities.
- Collects, analyzes, and disseminates incident situational information.
- Prepares situation summaries.
- Prepares the Incident Action Plan (IAP).
- Collects, records, and stores all documents relevant to the emergency/disaster.
- Develops projections and forecasts of future events.
- Maintains status of resources assigned to an incident.
- Ensures tracking of persons entering EOC via check in/out form.
- Ensures to maintain a log of major actions and decisions taken to resolve an incident.
- Displays situational information.
- Provides demobilization planning as necessary.

Logistics Chief:

- Identifies, maintains a roster, and calls staff needed to support Logistics activities.
- Provides overall management of resource and logistical support.
- Assists by ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.
- Orders, receives, processes, stores, inventories, and distributes incident-related resources and supplies.
- Monitors and records equipment use time.
- Sets up and maintains facilities used (shelters, food service areas, etc.).
- Provides facility maintenance and security services as required.
- Provides food and hydration, sleeping quarters, showers and sanitation (this may require additional portable toilets).
- Provides transportation and implements a Traffic Plan.
- Assists with coordinating support for animals and livestock.
- Supplies fuel and orders maintenance for vehicles and ground support equipment.
- Develops the Communications Plan.
- Installs and tests all communications equipment.
- Oversees paperwork and provision of medical care for incident personnel and students; including crisis counseling.

Finance/Administration Chief:

- Maintains a roster of Finance/Administration staff and calls those needed to support Finance/Administration activities.
- Responsible for financial accounting, timekeeping, and tracking expenditures throughout the incident or emergency.
- Estimates the short and long-term fiscal impact of the emergency to the University.
- Maintains timesheets for personnel.
- Tracks liability for insurance claims and compensation requests for human and animal/livestock injuries or damage to property/equipment.
- Administers all financial matters pertaining to vendor contracts and rental agreements.
- Coordinates with Logistics Section on injuries, damages, and procurement activities.
- Documents claims (witness statements, pictures, etc.).

Private Sector

WKU can request the private sector for emergency assistance. The private sector may consist of the following:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource).
- A response organization (e.g. private ambulance services, environmental clean-up services).
- A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring.
- A local emergency organization member.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response, and recovery.
- Have knowledge of local emergency response plans and procedures.
- Provide assistance as requested by the Emergency Management Director.

1.4   Direction, Control, and Coordination

The Emergency Operations Chief, Emergency Manager, or designee is ultimately responsible for activating this Plan when an emergency is declared or when the threat of an emergency/disaster is imminent.

- Should there be an occurrence(s) that affects only the University, emergency operations will take place under the direction of the Emergency Management Director in a unified command structure with university and/or city and county agencies supporting the operations through resource augmentation of manpower, equipment, and materials.
- Should there be an occurrence that affects the University, as well as the City of Bowling Green or Warren County, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and resources for all affected areas.

This Plan is based on the assumption that initial emergency management response will, to the maximum extent possible, be by University personnel. Assistance that is needed will be requested by executing existing mutual aid agreements (reference 3.3 Support Annex C – Mutual Aid/Multijurisdictional Coordination) with the City of Bowling Green, Warren County, private sector, non-governmental organizations (American Red Cross), and as needed with the Kentucky Division of Emergency Management.

1.5   Communications

1.5.1   Means of Communications

Communication during an emergency/disaster will be a priority for the University. Communication is typically transmitted via land line telephones, cell phones, radios, and computers/networks. The EOC will use telephones as the primary means of communication unless lines are rendered inoperable. Handheld radios are available if needed for emergency communications; the WKU Police Department and the Department of Facilities Management each have radios with multiple frequencies. Repeaters are backed up on emergency generators. All communications must be transmitted in plain language (clear text) to ensure that information dissemination is clear and understood by all intended recipients.

1.5.2   Notifications

In the event of a serious incident which poses an immediate threat to the health or safety of the WKU community, the University sends out emergency notifications. The WKU Police Communications Office has the primary responsibility to receive and disseminate alerts and warnings which affect any part of the University in accordance with the University's Warning Standard Operating Procedure. WKU Police Communications Office sends initial messages through RAVE (an alerting system). If an emergency is protracted then Media Relations are to assist the WKU Police Communications Office and sends follow-up messages via RAVE and email. Depending on the situation, a phone call or uniformed officer may be used to announce "All Clear".

In addition to RAVE, WKU has four outdoor warning units; three on main campus and one at South Campus. These units are controlled by the WKU Police Department and can broadcast an alert siren as well as voice messages. The Bowling Green and Warren County Emergency Management Agency maintains thirty Community Outdoor Warning System (C.O.W.S.) units to alert citizens of pending emergencies. In the event of a tornado warning or other emergency, these warning devices are activated. The warning siren is an intermittent wail of 3-minute duration. The "All Clear" is a steady tone of 3-minute duration.

The University also maintains community activated lifesaving voice emergency system (C.A.L.V.E.S.) in key buildings. The C.A.L.V.E.S. is an indoor warning system that announces an approaching tornado, other threatening weather, or emergency situation by an intermittent tone or voice communication.

WKU employs a variety of methods to communicate to the community during emergency events such as:

- Emergency text alerts
- Email
- Messages posted to WKU Alert: https://www.wku.edu/news/
- Messages posted to WKU's Social Media pages (e.g., Facebook page, Twitter feed and News feed)
- Local news media

Media Relations is responsible for disseminating all non-emergency situations (e.g., University schedule alterations) to the University community.

1.5.3 Local Weather Stations

WKU Academic Department of Geography and Geology houses the meteorology program. The faculty and students within the program operate the College Heights Atmospheric Observatory for Students (CHAOS). CHAOS will be utilized as a service for forward and real-time forecasting including thunderstorms, flash floods, tornados, winter weather, etc. The CHOAS lab is not staffed during academic breaks (winter, spring, summer, fall) and will be used as an adjunct resource beyond the National Weather Service, local weather media outlets, etc.

In addition to the National Oceanic and Atmospheric Administration's (NOAA's) National Weather Service (NWS), local radio and television stations provide as a source for weather-related reports.

Television Stations

- WKYU – TV: Western's Public Television
- WNKY – TV: NBC-affiliated station for South Central KY (also operates CBS)
- WBKO – TV: Western Campus Cable

Radio Stations

- WKYU – FM 88.9 Bowling Green
- WDNS – FM 93.3 Bowling Green
- WKCT – AM 930 Bowling Green

Other radio and television markets may be utilized for extended campus coverage depending on the given situation.

1.5.4 Emergency Call Boxes

WKU has equipped the campus with 80 emergency call boxes. Emergency call boxes are directly linked to WKU Police Department's 911 Dispatch Center. When activated, the dispatcher will immediately know the call box location and ask the caller questions regarding the situation.

1.6   Administration, Finance, and Logistics

Preservation of important records and measures to ensure continued operation and reconstitution is necessary by the University prior to, during, and after an incident. It is the responsibility of the University officials to ensure that all legal documents of both a public and private nature recorded by the designated official be protected and preserved in accordance with applicable State and local laws.

Records will be utilized to determine reimbursement; therefore, detailed documentation of assets is necessary. Records deemed essential should be identified, and procedures should be established for their maintenance and protection; this includes backing up electronic files. Procedures should be put in place to assure all emergency costs are easily identified.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. All assets (human resources, facility, and equipment resources) of the University will become the purview of the Emergency Management Director to direct in any way to respond to an emergency.

During the Operation of the EOC, the EOC staff shall:

- Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site.
- Document resource requests.
- Manage the University resources and determine where each will be used and assigned, implementing resource controls.
- To the extent possible, protect resources such as personnel and equipment during disaster situations.

Maintain accurate and adequate records until all operations are completed and the obligations and accounts have been closed. This includes keeping records for damages, expenses, time, assistance, and recovery.

1.7   Plan Development & Maintenance

The Planning Chief is responsible for reviewing and updating this Plan on an annual basis commencing one year from the approval date of this document or more often as necessary. The revised Plan shall be adopted formally.

Drafting an emergency plan is a community effort and relies heavily on the administrators and experts in the University and community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants may include:

- University President
- President's Cabinet
- Board of Regents
- Deans, Directors, and Department Heads
- Building Coordinators
- Emergency Manager
- WKU Farm System Manager
- WKU Police Department
- Emergency Operations Center Personnel
- University Legal Counsel
- Director of Warren County Local Emergency Planning Committee
- Kentucky Emergency Management Agency
- Bowling Green, Mayor's Office
- Bowling Green Police Department
- Bowling Green Fire Department
- Kentucky State Police

The Planning Chief or designee will coordinate with emergency response organizations/officials and University personnel to assure the development and maintenance of an appropriate emergency response capability. It is the responsibility of the Planning Chief to assure that this Plan is tested and exercised on a scheduled basis. After each drill, exercise, or actual event, an incident review will take place. Any findings from these post-event reviews will be analyzed and incorporated as deemed necessary into a revised Plan.

1.8 Authorities and References

1.8.1 Federal

1. 34 Code of Federal Regulations (C.F.R.), Part 668.
2. 40 C.F.R.
3. 49 C.F.R., Part 192, Paragraph 192.615 – Emergency Plans.
4. Extension Disaster Education Network.
5. Homeland Security Exercise and Evaluation Program.
6. Homeland Security Exercise and Evaluation Program (HSEEP), Volume I: HSEEP Overview and Exercise Program Management, February.
7. Federal Crime Awareness and Campus Security Act.
8. Federal Emergency Management Agency (FEMA)/Emergency Management Institute (EMI) ICS Review Material.
9. Independent Study (IS) -111 Livestock in Disasters.
10. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security.
11. National Disaster Housing Strategy.
12. National Incident Management System.
13. National Response Framework.
14. National Weather Service Weather Forecast Office.
15. Occupational Safety and Health Administration (OSHA) 1910.120.
16. The Center for Food Security and Public Health; All Hazards Preparedness for Rural Communities.
17. The Homeland Security Act.
18. The Resource Conservation and Recovery Act.
19. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
20. Title III of the SARA and the CERCLA.
21. United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service.
22. USDA, Pest Management in U.S. Agriculture.

1.8.2 State

1. 902 Kentucky Administrative Regulations (KAR) 100.
2. Kentucky Community Crisis Response Board.
3. Kentucky Emergency Operations Plan.
4. Kentucky Revised Statutes (KRS) 39.

1.8.3 Local

1. BRADD Natural Hazard Mitigation Plan.
2. CSX railroad System Map.
3. Warren County Emergency Management Plan.
4. WKU Emergency Procedures.
5. WKU Farm All-Hazards Emergency Management Plan.
6. WKU Groundwater Protection Plan.
7. WKU Hazardous Waste Contingency Plan.
8. WKU Library Security & Emergency Procedures Manual.
9. WKU Police Department Annual Campus Security Report and Fire Safety Report.
10. WKU Radiation Producing Machines Safety Manual
11. WKU Radiation Safety Manual.
12. WKU Spill Prevention Control and Countermeasures Plan.

2.0 ESF Annexes

WKU has adopted an Emergency Management Plan that integrates the use of ESFs. During an emergency, the Emergency Management Director will determine which ESFs are needed to respond and ESFs may be represented by one or more agency that performs tasks or provides resources. Resources may be University owned or from local, state, federal, non-governmental organizations, or the private sector. The matrix below provides an overview of who may be the primary agency in a response and who may be asked to provide support. This matrix is not a conclusive list; other departments may be asked to support the University during a time of need.

Department/Agencies	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Emergency Support Function Matrix															
P = Primary								S = Support							
Parking and Transportation Services	P														
WKU Police Communications Section		P													
Department of Facilities Management			P				S								
Bowling Green Fire Department				P					P	S					
Dept. of Environmental Health and Safety				S	P					P					
Department of Housing and Residence Life						P									
Division of Finance and Administration-Purchasing							P								
Medical Center EMS								P							
Department of Agriculture											P				
Facilities Management-Plant Operations												P			
WKU Police Department	S				S								P		

Department/Agencies	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Emergency Support Function Matrix															
P = Primary								**S = Support**							
Division of Chief Facilities Officer														P	
WKU Media Relations															P
Information Technology Division		S													
Department of Planning, Design, and Construction			S												
WKU Auxiliary Services						S									
Warren County Health Department								S							
Warren County Emergency Management									S					S	
Kentucky Department of Agriculture											S				
Bowling Green Municipal Utilities												S			
Atmos Energy Corporation												S			
Bowling Green Police Department													S		
Division of Public Affairs															S
Warren County Coroner								S							

Each department is aligned with an ESF that shares like mission tasks that they perform on a daily basis. While some departments will be heavily involved, others may only be asked to perform tasks on a limited basis or after the disaster response is complete. The following sections provide a general overview of some of the tasks that each ESF is responsible for or may be asked to perform.

2.1   ESF 1 Annex – Transportation

Purpose

The purpose of ESF 1 Annex is to provide coordination of transportation for University students and personnel, and assets to support emergency operations.

Concept of Operations

Primary: Parking and Transportation Services
Support: WKU Police Department

WKU Parking and Transportation Services is the primary responsible department for providing transportation services during incidents and may require support from WKU Police Department. WKU Parking and Transportation Services will be responsible for providing resources during evacuations, route planning, and other transportation related issues. WKU Police will assist in route planning, and crowd control.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
- Process all transportation assistance requests and tasks received in the EOC.
- Coordinate closing/blocking of roadways, debris removal.
- Monitor emergency vehicle access, as well as coordinate general traffic control.
- Identify traffic signage needed and assist with directing traffic.
- Assist with evacuation and re-entry.
- Prioritize all transportation resources for the movement of people, materials, and services.
- Perform necessary actions to assist with recovery operations.
- Maintain costs and records.

2.2   ESF 2 Annex – Communications

Purpose

The purpose of the ESF 2 Annex is to support communications capabilities, to include information technology, telecommunications, and network support during an emergency or disaster.

Concept of Operations

Primary: WKU Police Communications Section
Support: Information Technology Division

WKU Police Communications Section is the primary responsible department for providing emergency communication services during incidents and may require support from Information Technology Division. The WKU Police will primarily be relied upon for dispatch, text alerts, and other emergency response communications. The Information Technology Division will be responsible for the information technology infrastructure throughout the WKU campus during a time of emergency, including telephone, data, internet, etc.

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies to provide telecommunications.
- Provide information technology services, and network support to the University.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address information technology and telecommunication needs during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Recover core administrative and academic information technology systems.
- Expand the restored access to the network based on the needs of the emergency.
- Restore required information services, including the internet/intranet.
- Provide regular updates and situational information on the status of information technology systems to the Emergency Operations Team.
- Ensure police dispatch incoming and outgoing lines are operational, and remain so.

- Confirm communications equipment (e.g., phones, fax, internet, email network access, television, etc.) is operational in EOC and that communications services throughout the campus remain functional.
- Assist in setting-up EOC communications in back-up location (as required).
- Where requested and technically possible, provide temporary hard-wired communications for the IC at the scene of the disaster.
- Assist with assuring that all campus two-way radio systems are operational and help secure repairs as needed.
- Maintain costs and records.

2.3   ESF 3 Annex – Public Works and Engineering

Purpose

The purpose of the ESF 3 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster.

Concept of Operations

Primary: Facilities Management
Support: Department of Planning, Design, and Construction

WKU Facilities Management is the primary responsible department for providing Public Works and Engineering during incidents and may require support from WKU Department of Planning, Design, and Construction. Facilities Management will be responsible for providing equipment, debris removal, and other issues related to facilities during emergencies. The Department of Planning, Design, and Construction will support with building inspections.

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address physical plant service to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Restore critical services (heat, power, water, etc.) and provide emergency repair of campus facilities.
- Expand the restored access to the needs of emergency responders.
- Operate and maintain emergency generators.
- Clear debris.
- Clear, repair, or support construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies.
- Determine whether a building can be occupied or partially occupied.
- Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Maintain costs and records.

2.4 ESF 4 Annex – Firefighting

Purpose

The purpose of the ESF 4 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support firefighting activities during an emergency or disaster.

Concept of Operations

Primary: Bowling Green Fire Department
Support: Department of Environmental Health and Safety

The Bowling Green Fire Department is the primary responsible department for firefighting services during incidents and may require support from WKU's Department of Environmental Health and Safety. The Department of Environmental Health and Safety will be responsible for coordinating all firefighting mitigation, preparedness, and recovery activities. The WKU Fire Marshall shall assure that all fire alarm and fire suppression systems are functional, or that appropriate steps, such as 24-hour fire watch are enacted until systems are restored.

Mitigation and Preparedness

- The WKU Fire Marshal or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover from a fire incident.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Detect and suppress fires.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records.

2.5 ESF 5 Annex – Emergency Management

Purpose

The purpose of the ESF 5 Annex is to compile, analyze, and coordinate the overall information and activities in the University EOC in support of emergency/disaster response and recovery operations.

Concept of Operations

Primary: Department of Environmental Health and Safety
Support: WKU Police Department

WKU Department of Environmental Health and Safety is the primary responsible department for providing emergency management during incidents and may require support from the WKU Police Department. WKU Department of Environmental Health and Safety will be responsible for coordinating all emergency management functions and filling the role of Emergency Management Director. WKU Police Department will support in operations of the EOC.

Mitigation and Preparedness

- Develop and maintain a Hazard Mitigation Plan to identify hazards and determine risks and vulnerabilities to the University.
- Maintain a comprehensive Emergency Management Plan. Distribute copies and updates to essential response personnel.
- Ensure that the necessary personnel are trained to the appropriate level of NIMS.
- Identify, classify, and maintain a list of current University resources and equipment to be used during an emergency or disaster.
- Provide training opportunities on emergency preparedness and other emergency management related topics.
- Maintain the EOC and ensure that backup locations are maintained for use during an emergency or disaster.
- Coordinate with partnering agencies to provide resources during an emergency or disaster situation.
- Recruit and train personnel to serve in the EOC during an emergency or disaster.
- Provide guidance and training (as needed) on incident management tools and activities.
- Work with University departments and supporting agencies to plan drills and exercises to evaluate specific parts of the Plan.
- Actively participate in drills and exercises.
- Plan for the use of various facilities during an emergency or disaster.

Response and Recovery

- Activate, establish, and manage the EOC as needed.
- Operate within the scope of NIMS as directed by the IC.
- Assist in coordinating information and ensure it is communicated to the appropriate individuals within the EOC or other locations.
- Assist in coordinating warning information to the appropriate personnel for proper dissemination.
- Assist in coordinating with partnering agencies.
- Assist in coordinating resource requests both internally and externally.
- Assist in maintaining situational awareness during an event.
- Provide timely situation reports to Emergency Operations Team, Executive Management Team, the IC and other pertinent personnel (including damage assessments).
- Provide requested information and EOC resources.
- Assist in establishing operational timelines and demobilization plans.
- Collect emergency or disaster response information from departments and divisions and provide AARs.
- Coordinate recovery efforts.
- Maintain costs and records.

2.6   ESF 6 Annex – Mass Care, Emergency Assistance, Housing, and Human Services

Purpose

The purpose of the ESF 6 Annex is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for disaster victims and workers.

Concept of Operations

Primary: Department of Housing and Residence Life

Support: WKU Auxiliary Services

Department of Housing and Residence Life is the primary responsible department for providing mass care, emergency assistance, housing, and human services for the University community during incidents, and may require support from WKU Auxiliary Services, American Red Cross or other nongovernmental organizations.

Mitigation and Preparedness

- Plan and coordinate with support departments and agencies to provide mass care and sheltering for students, employees, volunteers, and workers who are required to remain on campus during an emergency or disaster.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of shelter locations on campus that includes the facilities services, capacity, contact information and other pertinent information.
- Develop and maintain a security plan for each shelter location.
- Establish policies, procedures, plans, and programs to address sheltering needs, as well as providing mass care during an emergency or disaster.
- Establish guidelines to recognize and address the sheltering of special needs individuals.
- Provide mass care and shelter operations training for personnel expected to operate a shelter.
- Develop and maintain plans to coordinate employee and student information, and accountability during and after an emergency or disaster.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Provide personnel to support the opening of shelters at the request of the Emergency Management Director, IC, or other designee.
- Determine shelter location based on the incident and affected areas of campus. Shelter information and location shall be disseminated to the campus community.
- Operate within the scope of NIMS as directed by the IC.
- Coordinate emergency shelter and food service for individuals required to remain on campus. This includes food delivery to operational sites, such as but not limited to the EOC, the ICP, etc.).
- Assist in accounting for employees as necessary.
- Assist in communicating information to employees as necessary.
- Coordinate employee information and accountability information (including communication with families as required).
- Provide housing and related services for impacted residential students as necessary.
- Assist in coordinating and accounting for students (both residential and commuter).
- Assist in communicating information to students, as necessary. Information should be coordinated with the EOC.
- Assist in operating an emergency shelter as necessary.
- Establish a family resource center, as needed, following the pre-established plan.
- When using campus facilities, ensure that applicable fire and life safety codes for sheltering operations are being met.
- When using campus facilities, ensure proper health and safety standards for sheltering and feeding operations are being met.
- Maintain costs and records.

2.7 ESF 7 Annex – Logistics Management and Resource Support

Purpose

The purpose of the ESF 7 Annex is to provide logistical and resource support during an emergency or disaster.

Concept of Operations

Primary: Division of Finance and Administration-Purchasing
Support: Division of Facilities Management

Division of Finance and Administration-Purchasing is the primary responsible department for providing Logistics Management and Resource Support for the University community during incidents, and may require support from Division of Facilities Management. The Division of Finance and Administration-Purchasing will coordinate the purchasing of needed resources for the University to prepare for, respond to, and recover from emergencies on WKU campuses. The Division of Facilities Management will be responsible for providing the infrastructure during an emergency response.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Develop procedures to document costs for potential reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Locate, procure, and issue resources, personnel, and equipment.
- Coordinate emergency purchases and funding.
- Coordinate outside vendors as needed.
- Maintain costs and records.

2.8   ESF 8 Annex – Public Health and Medical Services

Purpose

The purpose of the ESF 8 Annex is to provide health, medical, and disability services to University students, volunteers, and personnel for support of an emergency or disaster.

Concept of Operations

Primary:	**Medical Center Emergency Medical Services**
Support:	**Barren River District/Warren County Coronor Office**

WKU Health Services is the primary responsible department for providing Public Health and Medical Services for the University community during incidents, and may require support from Warren County Health Department and surrounding hospitals.

Mitigation and Preparedness

- Provide for coordination between departments and partnering agencies to be prepared for evacuation of disabled students, and the possibility of providing triage, emergency medical care, and psychological services during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address field triage, the treatment of minor injuries, and the coordinating of psychological services.
- Establish possible field triage locations, and policies and procedures to operate these locations.
- Prepare plans to manage a mass fatalities incident, including the establishment of morgue locations, as well as policies and procedures for managing these locations.
- Establish plans and Memorandums of Understanding (MOU) with partnering agencies to provide immunizations, referrals for service, and other necessary services as needed during an emergency or disaster.
- Establish plans and coordination with support agencies for responding to public health emergencies, such as the Pandemic Flu.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Establish field triage locations as needed.
- Document and track resource requests.
- Ensure accountability of volunteer staff is maintained.
- Maintain costs and records.

2.9   ESF 9 Annex – Search and Rescue

Purpose

The purpose of the ESF 9 Annex is to coordinate the search and rescue of missing persons; this may involve locating missing persons in damaged structures resulting from a disaster.

Concept of Operations

Primary: Bowling Green Fire Department

Support: Warren County Emergency Management

Bowling Green Fire Department is the primary responsible department for providing Search and Rescue capabilities for the University community during incidents, and may require support from Warren County Emergency Management and volunteer organizations.

Mitigation and Preparedness

- The Emergency Management Director, or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover from a search and rescue event.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Search and locate missing persons.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records.

2.10 ESF 10 Annex – Hazardous Materials Response

Purpose

The purpose of the ESF 10 Annex is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material at WKU.

Concept of Operations

Primary: Bowling Green Fire Department
Support: Department of Environmental Health and Safety

Department of Environmental Health and Safety is the primary responsible department for providing Hazardous Materials Response for the University community during incidents, and may require support from the Department of Environmental Health and Safety. The Bowling Green Fire Department and WKU Department of Environmental Health and Safety will establish a unified command structure to manage any incident involving hazardous materials..

Mitigation and Preparedness

- The Emergency Management Director or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover to a hazardous material incident.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Ensure that appropriate personnel are trained in Personal Protective Equipment (PPE) and hazardous materials.
- Establish policies, procedures, plans, and programs to address identified hazardous materials incidents.
- Assist in planning for public health emergencies.
- Establish plans and MOUs with partnering agencies to provide response and mitigation activities for hazardous materials incidents.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of vendors to assist in the clean-up and disposal of hazardous materials.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Assess the hazardous materials incident. Provide pertinent information on the type of hazardous material(s) and critical health and life safety information.
- Determine the necessity of evacuations and coordinate with Emergency Operations Team to initiate the evacuation process.

- Coordinate and ensure the control of any secondary hazard, such as a fire.
- Ensure that the hazardous materials incident has been reported to appropriate agencies, as dictated by the incident size and scope.
- Establish site security as needed.
- Work with partnering agencies to determine the responsible party.
- Work with partnering agencies and responsible party to coordinate the clean-up and disposal operations.
- Ensure that all applicable laws and regulations are being followed, and provide documentation on each aspect of the response and recovery operations.
- Provide incident status information to Emergency Operations Team, or appropriate official (depending on incident size) for dissemination to the necessary individuals.
- Maintain costs and records.

2.11 ESF 11 Annex – Agriculture and Natural Resources

Purpose

The purpose of the ESF 11 Annex is to identify, procure, and arrange for the transport and distribution of food and water to the University. ESF 11 will work in coordination of ESF 6 to deliver the necessary supplies. Additionally ESF 11 is to provide for the coordination of agriculture, animal welfare, and natural resources.

Concept of Operations

Primary: WKU Department of Agriculture

Support: Kentucky Department of Agriculture

The Department of Agriculture is the primary responsible department for providing agricultural support for the University community during incidents, and may require support from Kentucky Department of Agriculture.

Mitigation and Preparedness

- Maintain the Western Kentucky University Farm All-Hazards Emergency Management Plan.
- Participate in drills and exercises when requested.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Monitor natural resources, animal, and plants for contamination or diseases.

Response and Recovery

- Determine food and water needs for animals on the farms.
- Identify, procure, and arrange for the transport and distribution of food and water.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Coordinate animal and large animal rescue.
- Obtain medical care for animals.
- As the situation dictates, identify specific evacuation routes for animals, provide transportation and coordinate temporary shelter.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records.

2.12 ESF 12 Annex – Energy

Purpose

The purpose of the ESF 12 Annex is to provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, fuel, and emergency generators. ESF 12 involves coordinating the provision of emergency energy supplies, transporting, and delivering fuel and the provision of emergency power to support immediate response efforts, as well as the restoration of the normal supply of power.

Concept of Operations

Primary: Facilities Management-Plant Operations
Support: Atmos Energy
          Bowling Green Municipal Utilities

Facilities Management-Plant Operations is the primary responsible department for providing Energy services for the University community during incidents, and may require support from Atmos Energy and Bowling Green Municipal Utilities.

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies to provide energy services to WKU.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address required energy related services to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Recover core plant operations disrupted or damaged as a result of a disaster.
- Restore and prioritize energy access.
- Restore normal power and operations following recovery from an emergency.
- Provide regular updates and situational information on the status of power plant systems to the Emergency Operations Team.
- Maintain costs and records.

2.13 ESF 13 Annex – Public Safety and Security

Purpose

The purpose of the ESF 13 Annex is to provide support and notification for police and public safety services to include emergency notification, emergency response, and the coordination of needed outside services such as fire, rescue, and Emergency Medical Services (EMS).

Concept of Operations

Primary: WKU Police Department
Support: Bowling Green Police Department

The WKU Police Department is the primary responsible department for providing Public Safety and Security for the University community during incidents, and may require support from Bowling Green Police Department, Kentucky State Police and other law enforcement agencies.

Mitigation and Preparedness

- Plan and coordinate with local emergency response agencies to provide emergency services.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies and procedures for responding to emergencies and hazards, and notifying local response agencies for emergency assistance.
- Prescribe a procedure for the inventory of WKU Police Department personnel and equipment.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Evaluate the scene for safety of responders.
- Determine the nature of the incident and proper response agencies.
- Notify proper emergency response agencies.
- Provide emergency services or assist responding agencies as needed.
- Provide incident status information and situational updates to Emergency Operations Team.
- Collect and disseminate information and intelligence relating to disasters.
- Maintain costs and records.

2.14 ESF 14 Annex – Long-Term Community Recovery

Purpose

The purpose of the ESF 14 Annex is to enable the University to recover from the long-term consequences of a disaster. This support consists of identifying available programs and resources of Federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

Concepts

Primary: Office of Chief Facilities Officer
Support: Warren County Emergency Management

The Office of the Chief Facilities Officer holds the primary responsibility for providing Long Term Community Recovery for the University community during incidents. WKU may require support from Warren County Emergency Management. These agencies will make up a group of agencies who will begin the recovery planning process at the start of the emergency.

Mitigation and Preparedness

- Develop a Recovery Plan as a separate document from this Plan.
- Identify grants to assist with recovery and mitigation.
- As funding allows, implement mitigation measures using the Hazard Mitigation Plan as a guide, or as appropriate.
- Participate in drills and exercises to evaluate the effectiveness of these plans.

Response and Recovery

- Activate the Recovery Plan at the general discretion of the IC, Emergency Management Director, or designee.
- Coordinate disaster recovery efforts following pre-established disaster recovery plans.
- Evaluate the Recovery Plan and Hazard Mitigation Plan after each major emergency or disaster to determine their overall effectiveness, and implement changes as necessary.

2.15 ESF 15 Annex – External Affairs

Purpose

The purpose of the ESF 15 Annex is to provide a central point for dissemination of accurate, coordinated and timely communications to the affected audiences, including the local government, media, private sector and the local community. Incident communications can include protective actions for the public, as well as information with regard to volunteer assistance and donations.

Concepts

Primary: WKU Media Relations
Support: Division of Communication & Marketing

WKU Media Relations is the primary responsible department for providing External Affairs for the University community during incidents, and may require support from the Division of Communication and Marketing. WKU Media Relations will be responsible for developing and releasing timely news releases and news conferences during emergencies.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Designate a PIO and at least one secondary.
- Maintain an updated media directory.
- Maintain the Communications Plan.
- Develop protocols for departments and divisions to follow for communicating with the media during an emergency or disaster. Educate departments and divisions on these protocols.
- Support disaster awareness campaigns.
- Educate the campus community on various notification and alert systems.
- Educate the campus community on steps to follow during various emergencies or disasters.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Coordinate all communications, including public and internal information.
- Coordinate the release of all information to the news media.
- Warn campus and send emergency notifications to the WKU community.

- Take steps to make contact and provide necessary information to key University supporters and other key University stakeholders. Activities should be under guidance of the Emergency Management Director and approved by the Executive Management Team.
- If necessary, establish a JIC on campus.
- In coordination with the WKU Police Department, provide emergency notification and warning to the campus community under the direction of the IC, the Police Command Staff, or designee.
- Maintain records of expenses and equipment used during the incident.

3.0 Support Annexes

3.1 Support Annex A – Volunteer and Donations Management

The purpose of this support annex is to efficiently and effectively support WKU in efforts to manage offers of goods and services before, during, and after an incident. Requirements for goods and services may exceed capabilities of WKU, and Volunteer and Donations Management will play a major role in meeting these needs. WKU will need to provide leadership and direction so that the public donates goods and services that are needed. Actions will be required to avoid unsolicited donations from becoming a burden to response and recovery operations.

The Logistics and Resource Management lead will assign a Donation Management Coordinator. The Donation Management Coordinator responsibilities include:

- Coordinate with Logistics Section to determine available resources and needs.
- Establish a Donations Coordination Center if necessary; this location should be outside the EOC, but within proximity.
- Maintain a list of contact information for workers to run the Donations Coordination Center.
- Create a media messaging campaign for donated goods, volunteers, and donated cash.
- Provide media messages to the University's PIO.
- Encourage unaffiliated volunteers to affiliate themselves with existing organizations (e.g., American Red Cross, Citizen Corps Councils, Medical Reserve Corps, etc.).
- Maintain goods, volunteers, and donated cash.
- Identify disposal sites for non-useful or unwanted donations.

3.2   Support Annex B – Continuity of Operations

The purpose of Continuity of Operations (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the University after an incident that results in disruption of normal activities or services to WKU. Failure to maintain critical services will significantly affect the education and/or service mission of the University in an adverse way.

[This section is to be incorporated by WKU in a later version.]

3.3   Support Annex C – Mutual Aid/Multijurisdictional Coordination

The purpose of this support annex is to efficiently and effectively support WKU in efforts to coordinate mutual aid with city, state, federal, private sector, and volunteer agencies. These agreements include written and verbal agreements. WKU has Mutual Aid agreements in place with the City of Bowling Green and Warren County whereas the city and county will provide assistance to WKU during a state of emergency and vice versa, providing conditions allow for support. Currently WKU coordinates with Warren County Emergency Management to request mutual aid resources throughout the city and county.

3.3.1   ATTACHMENT A: MOU for ACS with Tristar Greenview Regional Hospital

3.3.2   ATTACHMENT B: MOU for POD with Barren River District Health Department

(Attachments are on file in the Department of Environmental Health & Safety/ Emergency Management)

4.0 Hazard - Specific Annexes

4.1   Aircraft Crash/Rescue

4.1.1 Purpose

The purpose of the Aircraft Crash/Rescue response guidance is to provide an effective and systematic means for WKU to assess and respond to aircraft crash related hazards.

4.1.2 Situation

The Bowling Green – Warren County Regional Airport is anywhere between 2 – 3 miles line-of-sight from the University's main campus buildings. In 1992 a single-engine Cessna plane crashed near Scottsville Road and the airport, leaving three fatalities. Though this specific incident occurred off campus, an aircraft crash could occur on or about the University; such a disaster would likely cause damage or endanger lives at the University.

4.1.3 Assumptions

- Most aircraft will not fly over the University, as the Federal Aviation Administration (FAA) bans flight paths from congested areas, but this cannot entirely be prevented (e.g., mechanical difficulties, acts of terrorists, etc.)
- An aircraft crash will require the aid of Bowling Green Fire and Police Departments.
- In the event of an aircraft crash, University officials will base their response on lifesaving efforts and gaining accountability of all personnel on campus.
- Response will require coordination, communication, and collaboration from University, local, state, and Federal officials in the response and recovery efforts.
- The University will not assume incident command at any time; local fire, EMS, and police will coordinate with state and Federal agencies to determine incident command. The University will be available to assist in the response efforts that do not hinder lifesaving measures.

4.1.4 Concept of Operations

4.1.4.1   Mitigation

Action	Complete
Develop a Hazard Mitigation Plan.	☐
Work with local and state emergency management officials to develop mitigation grant projects to assist in areas most at risk.	☐
University emergency management officials should work with local aviation officials to determine if any hazards exist with aircraft that routinely fly in the Bowling Green-Warren County Area.	☐

4.1.4.2   Preparedness

Action	Complete
University officials should ensure that staff members are familiar with their appropriate roles and responses for an aircraft accident.	☐
Develop and conduct exercises to test appropriate responses to an aircraft accident.	☐

4.1.4.3   Response

Action	Complete
Establish communications ▪ Upon notification of an aircraft crash, University officials should dial 911, and then inform the Emergency Management Director of the emergency.	☐
Establish command and control.	☐
Gain situational awareness ▪ If the crash has occurred on campus, the impacted area should be evacuated in order to protect those in the area.	☐
University police should cordon off the area until fire and EMS can arrive on scene.	☐
Determine the course of action students and personnel impacted by the incident should take. ▪ WKU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.	☐
University emergency management officials should coordinate with Warren County Emergency Management to acquire additional resources that are needed.	☐
The opening of shelters and reunification areas should be determined by University officials.	☐
University officials should prepare to work with state and Federal officials on developing a press release to share information regarding the incident.	☐
Do not discuss details of the emergency with members of the media; direct them to PIO.	☐
Develop Public Information Plans to release information accordingly.	☐

4.1.4.4 Recovery

Action	Complete
Conduct a damage assessment of University property.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Maintain accurate records for the incident.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris following FAA approval.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.2   Drought and Extreme Heat

4.2.1 Purpose

The purpose of the Drought and Extreme Heat response guidance is to provide an effective and systematic means for the University to assess and respond to drought and extreme heat conditions.

4.2.2 Situation

Drought occurs during a period of abnormally dry weather and can cause increased likeliness of fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the WKU community. Extreme heat can cause excessive drain on power supplies, electronic equipment, and can cause chemical canisters to explode.

4.2.3 Assumptions

- Local preparedness, community action, and cooperation will be keys to coping with a water shortage.
- WKU will cooperate fully with water conservation recommendations made by Warren County.

4.2.4 Concept of Operations

4.2.4.1   Mitigation

Action	Complete
To the extent as possible, electronic equipment (especially telecommunications equipment) should be located in cool environments.	☐
Chemical containers should be stored in areas within temperature ranges as identified on the Material Safety Data Sheets (MSDS).	☐

4.2.4.2   Preparedness

Action	Complete
Personnel should be educated on the signs and symptoms of heat related injuries.	☐
Enforce burn bans during times of extreme dryness.	☐
Ensure personnel have adequate shelter and work/rest cycles.	☐
Conduct public awareness activities to educate people on campus of the dangers of extreme heat and drought.	☐
Ensure work scheduling is developed to encourage majority of work in non-peak heat hours of the day.	☐

4.2.4.3   Response

Action	Complete
Establish communications. ▪ Issues that arise on WKU's campus and property due to drought/extreme heat conditions should be communicated to WKU Emergency Management Director. ▪ The Emergency Management Director should establish communication with applicable local, state, and Federal agencies to monitor the status of the drought and extreme heat conditions.	☐
Gain situational awareness. ▪ Situational awareness must come from on-scene reports from first responders. ▪ Information such as heat injuries, fires, water shortages, and agriculture issues should be communicated to the Emergency Management Director. ▪ Monitor weather alerts and drought conditions for up-to-date information.	☐
Determine the course of action students and personnel impacted by the incident should take. ▪ WKU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.	☐
If a chemical container fails, reference 4.6 Hazardous Materials.	☐
If a grass-land fire were to occur due to drought conditions, reference 4.4 Fires.	☐
Coordinate with WKU Health Educators to encourage heat-related illness training across WKU campuses.	☐
Encourage consumption of fluids.	☐
During signs of dehydration, heat stress, or other medical condition, reference 4.7 Medical Emergency.	☐
▪ Report suspected heat related injuries to WKU Health Services for tracking.	☐
Assess potential and current agriculture drought severity. Work to identify resources needed by WKU Agriculture Complex. Reference WKU Farm All-Hazards Emergency Management Plan.	☐
Assist in identifying and resolving conflicts that may arise when water availability is diminished by drought. Coordinate available water resource to potentially fill unmet needs.	☐
Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day. Monitor athletes' health for heat related issues.	☐
Establish cooling centers on campus.	☐

4.2.4.4   Recovery

Action	Complete
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐
Coordinate with local and state health departments for medical related issues.	☐
Coordinate with local and state agriculture agencies for agriculture related issues.	☐

4.3   Earthquakes

4.3.1 Purpose

The purpose of the Earthquake response guidance is to provide an effective and systematic means for WKU to assess and respond to the conditions that follow an earthquake.

4.3.2 Situation

An earthquake is a shaking or trembling of the earth's crust caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. A major earthquake will cause shaking of the earth or building; this shaking may begin as a gently rocking motion or as violent jolt. While scientists are able to measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks which can be equally as damaging as the quakes that they follow.

Earthquakes can be experienced in any part of the Commonwealth with the majority of Kentucky's population at risk from earthquakes. The Commonwealth is vulnerable to a significant threat of damage from earthquakes from both identified and unidentified faults. This threat includes deaths and injuries to residents as well as widespread property damage.

Geologic faults in several regions of the state increase the vulnerability to seismic disturbances. The highest seismic risk zone is in the western part of the state in an area affected by the New Madrid Fault. The Bowling Green area would also be affected by the Wabash Valley Fault. Due to the geologic make up of the area, seismic activity presents a large concern. The strongest earthquakes on the North American continent occurred in this area over a three month period in 1811-1812.

4.3.3 Assumptions

- The Commonwealth of Kentucky is vulnerable to a significant threat of damage from earthquakes in the New Madrid Fault Region that could affect the entire state.
- Earthquakes may occur in areas where faults have not yet been identified, as with the 1980 Sharpsburg event, and could result in damage to property and injuries to people. Typical damage could be buildings destroyed, infrastructure disrupted, and landslides on steep slopes.
- A major earthquake would create extraordinary requirements for EMS.
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Business and industry may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.

- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.
- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- The earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

4.3.4   Concept of Operations

4.3.4.1   Mitigation

Action	Complete
Develop Hazard Mitigation Plan.	☐
Identify structural and non-structural mitigation projects.	☐
Assess hazards across campus (e.g., fasten shelves securely to walls, place larger/heavier objects on lower shelves, brace overhead light fixtures, etc.).	☐
Inspect buildings for structural defects.	☐

4.3.4.2   Preparedness

Action	Complete
Educate University students and personnel on what to do in the event of an earthquake.	☐
Conduct earthquake drills throughout campus.	☐
Conduct/Participate in earthquake exercises.	☐

4.3.4.3   Response

During an Earthquake

Action	Complete
Stay where you are, get under a desk/table. If necessary, stand in a doorway or in the corner of the room. Do not seek cover under tables or desks in laboratories.	☐
If possible, extinguish fires, flames or other sources of ignition.	☐
If you are outside get into an open area away from buildings, power lines, and trees.	☐
Do not use elevators.	☐
If you are driving, pull over to the side of the road and stop immediately. Avoid overpasses and power lines. Stay inside vehicle until shaking has stopped.	☐

Following an Earthquake

Action	Complete
Evacuation will not be automatic. The dangers outside may be worse than those inside the building. The building coordinator and emergency services personnel will assess the situation. The fire alarm will be activated if evacuation is necessary.	☐
If your building has suffered severe damage leave the building quickly. Gather at your outdoor emergency assembly area.	☐
Do NOT smoke, light matches or use electricity.	☐
Do NOT stop to turn off lights or lock doors.	☐
Be careful when opening doors and watch for falling debris or objects.	☐
If persons are injured, cannot be accounted for, or if you know someone who is trapped in the building, call WKU Police Department at 911 or 270.745.2548.	☐
To expedite rescue and emergency services, a sign should be posted on the front of the building denoting if all of the occupants got out or if people are trapped in the building. If people are trapped, note the time, date, number of victims and their last known locations on the sign.	☐
Check for injuries but do not move seriously injured people unless the danger in the area is greater than their injuries (reference 4.7 Medical Emergency).	☐
A significant earthquake will affect the entire city and county. You may have to fend for yourself and your co-workers for a long time. Render whatever aid you can provide but remember you are responsible for your personal safety.	☐
Use telephones only to report emergencies.	☐
The Senior Zone Maintenance Technician will shut off gas and electric power if it is safe to do so.	☐
Never touch downed utility lines. Avoid damaged building equipment. Contact electric company immediately.	☐
Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.	☐

Action	Complete
Be prepared for aftershocks and to take cover again. Aftershocks are usually smaller but may create additional damage.	☐
Assess the situation; sharp objects, downed power lines, gas lines, etc. may be identified in and out of buildings.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐

Recovery

Action	Complete
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.4 Fires

4.4.1 Purpose

The purpose of the Fire response guidance is to provide an effective and systematic means for the University to assess and respond to a fire.

4.4.2 Situation

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fires is estimated at $8.6 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

4.4.3 Assumptions

- Fire Command will assume the role of incident command upon arriving on scene.
- The University will provide SDSs to the fire department. WKU personnel have limited capability for containing fires.
- Depending on the severity of the fire and locations involved, multiple alarms may be required.
- If arson is suspected, an investigation will be conducted.

4.4.4 Concept of Operations

4.4.4.1 Mitigation

Action	Complete
Conduct Public Awareness Campaign around campus to educate on fire hazards.	☐
Coordinate with local fire department to inspect buildings for potential fire hazards.	☐
Keep flammable materials away from heat sources.	☐

4.4.4.2 Preparedness

Action	Complete
Conduct routine tests/checks on fire equipment (e.g., alarms, sprinklers, extinguishers) as specified by local/state code and maintain records.	☐
Develop and conduct fire extinguisher training.	☐
Continue to ensure all facilities and infrastructure follow required Fire Code regulations, standards, and best practices of recognized local, state and Federal agencies.	☐
Maintain evacuation plans for all University buildings and rooms.	☐
Conduct fire evacuation drills.	☐
Identify assembly areas for campus buildings.	☐
Conduct periodic checks to ensure relevant signage for evacuation, extinguisher use, etc., remains in facilities.	☐

4.4.4.3 Response

Action	Complete
Upon the discovery of a fire, explosion or smoke in a building, activate the fire alarm.	☐
Call 911.	☐
Evacuate the building immediately using your general evacuation procedures to the outdoor emergency assembly area. Do not use elevators.	☐
If possible, provide assistance to mobility-impaired individuals. If it is not possible for you to assist these individuals, call WKU Police Department with their location.	☐
Do not re-enter the building until advised to do so.	☐

4.4.4.4 Recovery

Action	Complete
Conduct a damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.5 Flooding

4.5.1 Purpose

The purpose of the Flooding response guidance is to provide an effective and systematic means for the University to assess and respond to flooding related hazards such as high water, river erosion, dam failure, and debris. Flooding is one of the most common, and most costly, disasters. Preparing for flood situations can minimize injury or death, and speed the recovery process.

4.5.2 Situation

Floods are one of the leading causes of death from natural disasters in the United States. On average, more than 300,000 people are driven from their homes by floods, 200 flood-related fatalities occur, and $6 billion in total flood damages are sustained each year. Flood situations are variable. The impact can be local, affecting a neighborhood or community, or very large, affecting entire river basins and multiple states. Some floods develop slowly – allowing time to prepare and evacuate. Others (e.g., flash floods) can develop quickly, even within a few minutes, and without any visible signs of rain.

4.5.3 Assumptions

- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on a number of variables.
- Flooding, dam failure, or river erosion could hinder transportation in/out of WKU campus.
- Evacuations may be necessary due to risk of flooding.
- Some areas are more prone to flooding.
- Response to floods is a very dynamic response which will incorporate many response agencies.

4.5.4 Concept of Operations

4.5.4.1 Mitigation

Action	Complete
Identify flood plain areas near campus.	☐
Develop Hazard Mitigation Plan based upon current flood zones.	☐
Keep electrical components and equipment above projected flood levels.	☐
Secure important documents in a flood proof safe or keep in areas that are not reachable by floods.	☐

4.5.4.2   Preparedness

Action	Complete
Maintain current flood plain maps.	☐
Conduct Public Awareness campaign on dangers of flood waters.	☐
Provide personnel and students training on flood response.	☐
Conduct or participate in flood related exercises.	☐
Monitor local weather forecasts.	☐
Identify if the City of Bowling Green is under an evacuation order.	☐

4.5.4.3   Response

Action	Complete
If the city is under an evacuation, inform personnel and students to evacuate.	☐
If the city is not under an evacuation order, monitor for any flooding across campus (roads, buildings, etc.).	☐
Block off flooded roads on campus and provide traffic control as needed.	☐
Evacuate campus buildings if flooding occurs in building; get personnel and students to higher ground.	☐
Open shelters for displaced students.	☐
If evacuated, only return to the location after officials have declared the area or building to be safe.	☐

4.5.4.4   Recovery

Action	Complete
Access the situation (stay clear/report downed power lines, dangerous materials, damaged gas lines, etc.).	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.6   Hazardous Materials

4.6.1   Purpose

The purpose of the Hazardous Materials response guidance is to provide an effective and systematic means for WKU to respond to hazardous materials spill, leak, or exposure.

4.6.2   Situation

Hazardous materials (chemical, radiological, biological, and explosive) are transported and used throughout campus, Bowling Green, and the Commonwealth of Kentucky. Transportation accidents involving hazardous materials may occur on highways and/or by railroad. Besides hazardous materials transported and stored across campus, the University also uses hazardous materials, including radioactive materials and radiation, in campus laboratories. The presence of hazardous materials on campus presents the risk of personnel, students, and visitors coming in contact with these substances. In addition, storage of hazardous materials on campus presents an area of interest for individuals who try to acquire these substances using illegal methods.

Hazardous Material: Any substance harmful or injurious to human and animal life, the environment, and/or public or private property.

- **Chemical:** Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastics, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
- **Radiological:** Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceuticals, industrial radiographic equipment, and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
- **Biological:** Micro-organisms or associated products which may cause disease in humans, animals, or economic crops, and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- **Explosive:** Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects in close proximity to the blast; may produce shrapnel or other projectiles caused by explosives.
- **Etiological:** Infectious materials. Substances that contain disease producing micro-organisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

4.6.3 Assumptions

- WKU maintains individual plans that specifically addresses hazardous materials in more detail; personnel will be knowledgeable of those plans and procedures. These plans include:
  - Hazardous Waste Contingency Plan
  - Spill Prevention Control and Countermeasures Plan
  - Groundwater Protection Plan
  - Radiological Accident Procedures
  - Chemical Accident Procedures
  - WKU Radiation Producing Machines Safety Manual
- The threat of an incident involving hazardous materials is constant, and may be compounded by weather conditions, poor access to the scene, or the involvement of more than one hazardous substance.
- Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by a number of agencies.
- Local, state, and federal agencies will respond with technical expertise and resources upon request by WKU as resources are available.
- The City of Bowling Green Fire Department will respond to hazardous material incidents that are beyond the ability of WKU personnel to control.
- The Bowling Green Fire Department has personnel with enhanced training and equipment for response to a Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) event with the capability to perform on-scene decontamination.
- Hospitals in the Warren County area have the capability to perform decontamination for both ambulatory and non-ambulatory victims.
- WKU will post SDS within the location of stored hazardous materials.
- WKU's personnel trained in handling hazardous materials, will know how to interpret SDSs, know where sheets are located, know the health hazards associated with each substance, and know how to contain, confine, and dispose of the substance if a leak or spill occurs for hazardous materials stored/used by the University.
- All hazardous materials planning will be completed in conjunction with the requirements of Title III of the SARA of 1986, the CERCLA of 1980, 40 CFR, 902 KAR 100, OSHA, National Fire Protection Association (NFPA), and other local, state, and federal ordinances dealing with hazardous materials and Environmental, Health, and Safety.

4.6.4   Concept of Operations

4.6.4.1   Mitigation

Action	Complete
Limit storage areas to the minimum needed to discourage storing unneeded hazardous materials.	☐
Store hazardous materials in a secure area:	☐
▪ Keep hazardous materials in locked, weather proof storage areas. Make sure these areas are well lit.	☐
▪ Post a sign indicating the storage area contains hazardous materials. The sign should also include at least two emergency contact numbers.	☐
▪ Keep storage areas dry and well ventilated; keep them from freezing and extreme high temperatures.	☐
▪ Store hazardous materials above ground level to prevent moisture problems (rusting or disintegration).	☐
▪ Locate storage areas at a safe site that will not be subjected to flooding.	☐
Store hazardous materials in their original containers.	☐
▪ Keep containers tightly closed and clearly labeled.	☐
▪ If labels become worn or damaged, re-label the container with its contents or discard the hazardous materials.	☐
▪ Do not store hazardous materials in damaged containers.	☐
Post copies of SDSs near the hazardous materials storage area; keep an additional set in a separate location.	☐
Post signs with hazardous materials spill response procedures.	☐

4.6.4.2   Preparedness

Action	Complete
Maintain maximum possible awareness of hazardous materials through or adjacent to the University, including radiation equipment.	☐
Provide staff and students, who may handle hazardous materials, training in the proper usage of SDS.	
Encourage first responders to become familiar with where chemicals are stored on campus.	☐
Handlers should always read packaging labels for proper use, handling, and actions in case of spills prior to chemical use.	☐
Clean equipment frequently, especially before switching to a new chemical/mixture of chemicals.	☐
Inspect equipment frequently for damages that could cause a leak; keep a record of inspections and repairs.	☐
Inspect radiation equipment and check the exposure rates in adjacent rooms.	☐
Visually inspect hazardous materials storage area(s) regularly for signs of tampering or illegal activity; report any missing sources immediately.	☐
Conduct periodic exercises involving a hazardous materials release to test response activities.	☐
Dispose of hazardous materials properly; do not generate multi-hazardous waste (combinations of radioactive, biological, and chemical waste).	☐
Maintain inventory on PPE and clean up materials; ensure supply is available and unexpired (e.g., breathing apparatus).	☐
Ensure rapid access to HazMat responder equipment (e.g. PPE) and facilities (decontamination shower).	☐
Wear appropriate PPE when handling hazardous materials.	☐
All personnel with duties to work with hazardous personnel shall receive proper training for handling the material.	☐

4.6.4.3   Response

IF PERSONNEL HAVE NOT BEEN TRAINED IN HAZMAT RESPONSE, DO NOT LET THEM NEAR THE SITE OF THE SPILL!

Hazardous Material Release – Inside

Not immediately dangerous to life or health

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does not pose a threat to them or others:	
▪ Restrict access to the area.	☐
▪ Notify the Department of Environmental Health and Safety or WKU Police Department, and the Building Coordinator; if the incident involves radioactive materials, inform the Radiation Safety Officer (RSO).	☐
▪ If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐

Hazardous Material Release – Inside

Immediately dangerous to life or health

Action	Complete
If the individuals responsible for the hazardous materials spill poses an immediate threat to them or others:	
▪ Immediately notify all building occupants in the area where the spill has occurred and have them evacuate the building.	☐
▪ Leave the room and lock the door(s) to prevent entry.	☐

Action	Complete
▪ Notify WKU Police Department at 911 or 270.745.2548. Give the following information: 　▪ Building name 　▪ Floor number 　▪ Room number 　▪ Type of incident 　▪ Hazardous material(s) involved 　▪ Estimated volume of spill	☐
▪ If the spill involves radioactive materials, inform the RSO.	
▪ Ensure the ventilation system for the building is shut down by notifying Facilities Management (if no answer, contact Environmental Health and Safety at 270-745-2395 or WKU Police Department at 911 or 270.745.2548).	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower or eye wash station if one is available.	☐
▪ If a person becomes ill from the hazardous materials release call WKU Police Department at 911 or 270.745.2548 for assistance.	☐

Hazardous Material Release – Outside

For a large spill of hazardous materials outside (e.g., vehicular accident, train derailment, etc.):

Action	Complete
Identify if building occupants are required to Shelter in Place (reference 5.2 Appendix B – Shelter in Place Procedures)	☐
▪ Close all windows and doors.	☐
▪ Turn Heating, Ventilation, & Air Conditioning (HVAC) system off by notifying Facilities Management	☐
▪ The Building Coordinator will monitor the situation and will keep building occupants informed.	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐
▪ If a person becomes ill from the chemical release call WKU Police Department at 911 or 270.745.2548 for assistance.	☐

Action	Complete
Identify if building occupants are required to evacuate the building.	☐
▪ Walk to an assembly area to be evacuated.	☐
▪ Walk or drive away from the area using specific travel directions.	☐

Hazardous Gas Leaks

(Flammable, toxic, corrosive, oxygen, cryogenic)

Action	Complete
If a gas cylinder or gas piping should begin leaking or is suspected of leaking, and if in the judgment of the person(s) responsible for such materials decides it presents a danger to them or to other building occupants, the following steps should be taken:	
▪ Immediately notify building occupants to evacuate the area using general evacuation procedures.	☐
▪ Notify WKU Police Department at 911 or 270.745.2548 and be prepared to give the following information: ▪ Building name ▪ Floor and room number ▪ Specific chemical name of involved gas ▪ Estimated volume of gas	☐
In cases that involve toxic/irritant gas, evacuate the building immediately using general evacuation procedures and notify WKU Police Department.	☐

Radiation Overexposure

Action	Complete
If you are exposed to the direct x-ray beam of an Analytical X-ray Machine or suspect an exposure, immediately do the following:	☐
▪ Shut off the x-ray beam	☐
▪ Remain calm	☐
▪ Call the RSO	☐
▪ If there is a medical emergency in addition to the exposure, call WKU Police.	☐
▪ Arrange for a medical examination and notify the examining physician that exposure to low energy x-rays may have occurred.	☐

4.6.4.4   Recovery

Action	Complete
Do not re-enter a building or area until an "All Clear" is provided.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Clean, repair, and/or replace response equipment.	☐
Complete proper reporting procedures and form(s) as identified in WKU's hazardous materials individual plans listed in 4.6.3 Assumptions (e.g., report incidents to the Kentucky Department for Environmental Protection when hazardous materials of a specified quantity are spilled into waterways or wastewater areas).	☐
Maintain accurate records for the incident.	☐
Provide mental health services for those personnel involved in the event.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.7   Medical Emergency

4.7.1 Purpose

The purpose of the Medical Emergency response guidance is to provide an effective and systematic means for WKU to assess and respond to an emergency medical situation that affects one or more WKU community members.

4.7.2 Situation

A medical emergency can occur at any time, and dependent on the situation, may involve one individual to a mass number of individuals. The Medical Center Emergency Medical Services will provide medical services during emergencies. WKU Police will respond to all medical emergencies to provide intermediate aid, gain access, and assist EMS.

For critical injuries requiring air transportation, helicopter landing sites are located at the following locations:

- Practice football field
- Baseball field
- Terack complex south street
- South Campus parking lot
- WKU Farm

4.7.3 Assumptions

- An incident may cause an immediate demand for health services in excess of normal demand.
- In the event of a mass casualty (MASCAL) emergency Unified Command will be established with local responders to address any issues that arise.
- Trained personnel can assist with minor injuries and have access to an Automated External Defibrillator (AED).
- As resources are available, GGC @ WKU, Medical Center Urgent Care, Greenwood Urgent Clinic, Medical Center Hospital, and Greenview Regional Hospital can provide WKU community members medical services.

4.7.4 Concept of Operations

4.7.4.1   Mitigation

Action	Complete
Develop a plan/procedures for handling MASCAL.	☐

4.7.4.2   Preparedness

Action	Complete
Identify Casualty Collection Points.	☐
Conduct regular review of MASCAL plans and procedures.	☐
Conduct MASCAL drills and exercises.	☐
Communicate trending illnesses to local public health agencies.	☐
Offer Cardiopulmonary Resuscitation (CPR) and AED training courses to personnel and students.	☐
Familiarize personnel and students of the exact location of AEDs. ▪ AEDs are installed in residence halls, educational buildings, and general buildings (reference 5.7 Appendix G-AED Locations).	☐
Conduct Community Health Awareness Programs.	☐
Supply PPE gear to personnel who handles chemicals.	☐
Maintain University buildings' cooling and heating capabilities.	☐
Maintain AED's and provide routine maintenance and testing.	☐
Maintain first aid kits/medical supplies in University buildings.	☐
Maintain decontaminating showers and eyewash stations.	☐
Encourage hydration with working drinking fountains and other means of access to bottled water (e.g., vending machines, stores, etc.).	☐

4.7.4.3   Response

Action	Complete
Gain situational awareness. ▪ Situational awareness must come from on-scene reports from first responders. ▪ This information is then sent to the WKU EOC (if in activation) for personnel to analyze.	☐
Do not move a seriously injured person unless he or she is in a life-threatening situation. When in doubt, treat an emergency as life threatening.	☐
Render first-aid or CPR only if you have been trained.	☐
Do not leave the injured person except to summon help.	☐
Designate a calm person to summon help by calling 911.	☐
When reporting a medical emergency, provide the following information: ▪ Type of emergency ▪ Location of the victim ▪ Condition of the victim ▪ Any dangerous conditions	☐
If someone comes in physical contact with a hazardous material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐

Action	Complete
Comfort the victim until emergency medical services arrive.	☐
In the event of a MASCAL situation, set up Casualty Collection Points to conduct triage and initiate treatment.	☐
Designate a calm person to stand outside the building to flag down the ambulance.	☐
If you are exposed to another person's body fluids, wash the exposed area and contact Environmental Health and Safety or GGC @ WKU.	☐
Stay at scene until police report has been completed.	☐
If students, employees, or visitors are injured, notify their emergency point of contact and inform them of the incident and where the individual(s) has been taken.	☐
Develop press release to be given to media (if required).	☐

4.7.4.4   Recovery

Action	Complete
Take pictures of any injuries and include in reports.	☐
Provide mental health services/information for victims, family, and witnesses.	☐
If needed, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.8   Railroad Derailment

4.8.1   Purpose

The purpose of the Railroad Derailment response guidance is to provide an effective and systematic means for WKU to assess and respond to the conditions that follow a railroad derailment.

4.8.2   Situation

A CSX Rail Network railroad track runs along WKU from a southwest to northeast direction and is parallel with University Blvd which is a four lane highway. The track runs next to the Soccer Field, Softball Field, Nick Denes Field, and Diddle Arena, and between the Houchens Industries L.T. Smith Stadium, and the Track and Field Complex. Additionally, the track runs less than one mile from the South Campus and WKU Farm (See the map in 5.9.4 Railroad Track).

Depending upon the severity and location of a derailment, WKU is at risk for potentially incurring infrastructure damage and injuries/death, especially if the train is transporting hazardous materials.

4.8.3   Assumptions

- A train derailment on WKU's Campus may tax the normal resources of local law enforcement, campus officials, and fire personnel.
- A train derailment could lead to traffic disruption, personal injuries, and infrastructure damage.
- Any train derailment will require local emergency responders and support from state and federal governments and private sector.
- Train derailment may include explosion, fire, asphyxiation, poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- A train may be carrying hazardous materials which may lead to campus evacuation and/or student and personnel decontamination.
- Depending on the contents of the railcars, hazardous materials or other response plans may need to be implemented.
- During the course of a derailment involving hazardous materials, wind shifts and other changes in weather conditions may require evacuations.
- A train derailment recovery operation could last several weeks depending on the extent of the damage and the contents of the railcars.

4.8.4 Concept of Operations

4.8.4.1 Mitigation

Action	Complete
Address railroad and potential impacts of a train derailment in campus and local hazard identification and threat assessment process.	☐

4.8.4.2 Preparedness

Action	Complete
Identify CSX railroad company representative.	☐
Coordinate with the CSX representative for potential training opportunities and to partake in derailment exercises.	☐
Establish alternate transportation routes for the roads running near train tacks along University property.	☐
Create evacuation procedures for University stadiums, fields, and buildings that could be affected by a train derailment.	☐

4.8.4.3 Response

Action	Complete
In the event of a railcar explosion, take cover immediately underneath or behind objects that will give protection against falling materials and debris.	☐
Report the incident to campus police by calling 911.	
Stay away from the accident and treat the accident as a potentially hazardous site. Trains often carry hazardous materials that could leak into the atmosphere. Additionally, diesel fuel could leak from the train engine.	☐
Determine if railcars are carrying hazardous materials.	☐
If hazardous materials are present, a perimeter should be set up and all those inside of perimeter should be evacuated and separated from other individuals for possible decontamination.	☐
If evacuation is ordered, follow the specific instructions of the emergency official about where to gather after the evacuation. ▪ If hazardous materials are spilled, depending on the substance, low lying areas may not be safe and locations downwind (the area which wind is moving into) could be fatal.	☐
If contamination or injuries/fatalities occur, follow procedures as outlined in 4.6 Hazardous Materials and 4.7 Medical Emergency.	☐

4.8.4.4 Recovery

Action	Complete
Assess the situation; sharp objects, downed power lines, etc. may be identified.	☐
Maintain access control.	☐
Adjust traffic control perimeters.	☐
Conduct a rapid damage assessment of facilities and utilities.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.9   Tornadoes/Thunderstorms

4.9.1   Purpose

The purpose of the Tornadoes/Thunderstorms response guidance is to provide an effective and systematic means for WKU to assess and respond to storm related hazards such as high winds, lightning, tornados, thunderstorms, and hailstorms.

4.9.2   Situation

Tornadoes are defined as a violently rotating column of air extending from a thunderstorm to the ground, often formed when warm and cold air masses clash. They are capable of tremendous destruction, creating damage paths in excess of one mile wide and 50 miles long. Tornadoes speed can vary from nearly stationary to up to 70 mph; however, the wind speed from these formations can exceed 250 mph. Tornadoes are classified using the Enhanced Fujita Scale. Most tornadoes (~88%) are considered weak (F0 or F1) and about 95% of all U.S. tornadoes are below F3 intensity.

Thunderstorms occur frequently throughout the Barren River Area. Thunderstorms may be accompanied by strong winds, hail, or other phenomena that can produce considerable damage too. Thunderstorms also present conditions for tornadoes.

4.9.3   Assumptions

- Severe weather/tornadoes can transpire at any time.
- Nothing can be done to prevent severe weather/tornadoes.
- Strong winds, rain, hail, and lightning often will accompany severe weather.
- Severe weather can uproot trees, blow down utility poles, and blow down buildings.
- Lighting can strike causing fires, electrocution, and damage equipment.
- Severe weather can last for several hours.
- The extremely high winds, flying debris, as well as the wreckage left behind, can cause personal injury or possibly death.
- Tornadoes are unpredictable and can cause major damage and destruction in seconds.

4.9.4 Concept of Operations

4.9.4.1 Mitigation

Action	Complete
Assess hazards across campus (e.g., fasten shelves securely to walls, place larger/heavier objects on lower shelves, brace overhead light fixtures, etc.).	☐
Inspect buildings for structural defects on a routine basis.	☐
Maintain NOAA Weather Alert Radios in key locations; maintain fresh batteries (if required).	☐
Post Shelter in Place and evacuation plans in high traffic areas of University buildings.	☐
WKU Meterology Program will maintain a presence to monitor potentially severe weather through the College Heights Atmospheric Observatory for Students (CHAOS). The lab will be functional during periods when classes are in session and will provide campus specific monitoring and forecasting. The CHAOS lab will not provide official weather watches or warnings. These will be obtained via the National Weather Service.	☐

4.9.4.2 Preparedness

Action	Complete
Educate University students and personnel on what to do in the event of severe thunderstorm or tornado.	☐
Conduct/Participate in a tornado exercise.	☐

4.9.4.3 Response

Severe Thunderstorm/Tornado Watch

- A **Severe Thunderstorm Watch** means that severe weather is possible, but not imminent.
- A **Tornado Watch** indicates that conditions are right for a tornado to develop and is possible in the watch area.

Action	Complete
Proceed with normal activity, but continue to monitor weather-related reports. Listen to the local radio stations and for the WKU warning sirens to sound. - If the approaching severe watch is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning.	☐

Severe Thunderstorm/Tornado Warning

- A **Severe Thunderstorm Warning** is issued when severe weather has been reported or is being indicated by Dopplerr radar. Warnings indicate imminent danger.
- A **Tornado Warning** is issued when a tornado has been reported or is being indicated as possible by Dopplerr radar. WKU's outdoor warning sirens will be sounded.

Action	Complete
If the National Weather Service issues a tornado warning, a text alert and outdoor warning alert will be broadcast.	☐
The Departments of Intramural Sports & Recreation, along with the Department of Intercollegiate Athletics, maintain systems to monitor lightening and other severe weather conditions. The departments administer policies and procedures to cease outdoor sporting events if lightening or other hazards are noted in accordance with National Collegiate Athletics Association (NCAA) rules.	☐
If it is a tornado warning, you should seek shelter in a safe space immediately. • Basements, interior hallways and interior rooms on the lower floors offer the best shelter. • If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or a ravine offers some protection.	☐
After danger has passed, immediately report injuries to WKU Police Department at 911 or 270.745.2548. Provide the following information: • Building name • Type of emergency • Condition of victim • Any dangerous conditions	☐
Immediately leave a badly damaged building and do not attempt to return to the building unless directed to do so.	☐
Do not attempt to turn utilities or equipment on or off.	☐

4.9.4.4   Recovery

Action	Complete
Assess the situation; sharp objects, downed power lines, gas lines, etc., may be identified in and out of buildings.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.10 Utility Failures

4.10.1 Purpose

The purpose of the Utility Failure response guidance is to provide an effective and systematic means for WKU to assess and respond to a utility failure that affects the WKU infrastructure.

4.10.2 Situation

A utility failure can occur as an outcome of another hazard or as a standalone event and involves electricity, water, gas, and/or telephone operations.

- Primary energy sources required by the campus are electrical and natural gas. Energy resources are provided ultimately by outside sources. Coordination efforts are with Bowling Green Municipal Utilities, Warren Rural Electric, Tennessee Valley Authority, Western Kentucky Gas, and
- oil suppliers.
- Water is supplied to the University via the Bowling Green Municipal Utilities and the Warren County Water District.

4.10.3 Assumptions

- The University may experience a utility failure from within campus only or during a city utility failure.
- Depending on the situation, utilities may be restored within hours or may take several weeks/months.
- Clean water is necessary to sustain life.

4.10.4 Concept of Operations

4.10.4.1 Mitigation

Action	Complete
Develop Utility Failure Hazard Mitigation Plan.	☐
Check utility systems on campus routinely and identify any hazards (pipes, water pressure, utility lines/trees, etc.).	☐

4.10.4.2 Preparedness

Action	Complete
Conduct regular maintenance on campus infrastructure.	☐
Have emergency flashlights and fresh batteries within buildings.	☐
Maintain accurate documents/maps locating all energy resource distribution systems on campus including valves, meters, switch gear, etc.	☐

Action	Complete
Maintain accurate documents/maps locating all water lines and valves.	☐
Maintain a list of emergency generators on campus.	☐
Train and conduct exercises to include a utility failure on campus.	☐

4.10.4.3   Response

Action	Complete
Determine the cause of failure. If it is related to infrastructure, consider evacuation of building.	☐
If smell of gas is present evacuate building immediately.	☐
The Building Coordinator shall call Facilities Management or contact WKU Police Department.	☐
An emergency generator will power on to supply emergency lighting, but does not supply power to the elevator. If someone is trapped in an elevator, call 911.	☐
In any case, be prepared to give: ▪ Building name ▪ Floor number ▪ Room number ▪ Nature of problem ▪ Person to contact or telephone ext.	☐
Remain in place until notified by the Building Coordinator to leave or the utility failure is over. Emergency lighting is temporary and is not provided to continue building operations.	☐

4.10.4.4   Recovery

Action	Complete
Do not re-enter a building or area until an "All Clear" is provided.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
If needed, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.11 Winter Storms

4.11.1 Purpose

The purpose of the Winter Storms response guidance is to provide an effective and systematic means for the University to assess and respond to winter storm related hazards such as cold waves, snowfall, ice storms, and blizzards.

4.11.2 Situation

Typically, winters across Kentucky are mild. However, Kentucky was hit in 2009 with an ice storm that interrupted power and water for many. It was identified as the state's largest-ever natural disaster.

Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating homes and farms for days. Roofs may collapse due to heavy weight burden, and trees and power lines may be knocked down resulting in power outages and loss of heat in homes. Dangerous driving conditions can lead to travelers being stranded on the road. Prolonged exposure to low temperatures, wind or moisture can result in serious or life threatening conditions, such as frost bite or hypothermia. Each year, dozens of Americans die due to cold-related illnesses with additional fatalities occurring from vehicle accidents, fires following the misuse of heaters, and other winter weather fatalities (e.g., carbon monoxide poisoning).

A winter storm has the potential for immobilizing the campus and preventing commuters from leaving the campus.

4.11.3 Assumptions

- Winter storms, ice storms, and cold waves will occur during the late fall through the early spring seasons.
    - Extreme cold temperatures can occur during these events.
    - People are more susceptible to cold weather injuries during these months.
    - Fatalities can occur due to these events.
- Ice storms can break power lines, causing widespread blackouts.
- Water supply may be compromised due to frozen pipes and potential pipe burst.
- Large amounts of snow can lead to localized flooding when warmer temperatures melt the snow in a short period of time.
- Snow accumulation and/or heavy icicles can cause building roof collapse.

4.11.4 Concept of Operations

4.11.4.1   Mitigation

Action	Complete
Maintain supply of food and water for University personnel and students.	☐

4.11.4.2   Preparedness

Action	Complete
Develop maintenance plan for infrastructure that may be needed during a winter storm.	☐
Ensure that generators have fuel.	☐
Maintain adequate amount of ice melting materials for use on sidewalks, steps, and campus streets and parking lots.	☐
Monitor weather forecasts and local regulations (e.g., road closures).	☐
Monitor buildings for structural integrity.	☐
Ensure warming facilities are available for University personnel and students.	☐

4.11.4.3   Response

Action	Complete
Determine to maintain a normal schedule, delay the normal opening time, or close the University until conditions are safer.	☐
Notify personnel and students of delays, early dismissal, or University closing as soon as possible.	☐
Coordinate clearing of sidewalks and stairways on campus.	☐
Coordinate roadways to be cleared to the extent possible so that emergency vehicles can access buildings.	☐
Provide shelter, if necessary, for personnel and students.	☐
Open warming shelters for those on campus to get out of winter storm elements.	☐

4.11.4.4   Recovery

Action	Complete
Take pictures of any damages to University property and inform Facilities Management.	☐
Provide mental health services/information for victims and witnesses.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.12 Threat of Harm/Criminal Activity

4.12.1 Purpose

The purpose of the Threat of Harm/Criminal Activity response guidance is to provide an effective and systematic means for WKU to assess and respond to criminal activity that could pose as a threat of imminent death or serious bodily injury to the WKU community.

4.12.2 Situation

Criminal activity such as threat of harm, burglary, theft, use of alcohol/narcotics, or simple assault is most likely to occur on campus.

4.12.3 Assumptions

- In the event of an incident threatening the WKU community, property, or infrastructure, WKU Police Department will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- WKU Police Department will provide communication resources in support of emergency operation needs.

4.12.4 Concept of Operations

4.12.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways of the University's critical infrastructure.	☐

4.12.4.2 Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during field training and routine patrol.	☐
Educate University students and personnel on basic procedures for responding to identified threats, crime in progress, and crimes that have already occurred.	☐
Conduct periodic checks to ensure all emergency call boxes are operational.	☐

Action	Complete
Conduct exercises periodically to test response actions for threats of harm/criminal activities.	☐

4.12.4.3   Response

Action	Complete
If you observe a crime in progress or behavior that you suspect is criminal, immediately notify WKU Police Department at 911 or 270.745.2548.	☐

Report as much information as possible including:
 	
  ▪ What the person(s) is/are doing
  ▪ Where it is happening
  ▪ Physical and clothing description of those involved
  ▪ Whether there are weapons involved and what type
  ▪ Vehicle description and license number
  ▪ Direction of travel
	☐

If it is safe to do so, stay on the telephone with WKU Police Department and provide additional information as changes occur with the situation until the first officer arrives.	☐

4.12.4.4   Recovery

Action	Complete
University personnel and students are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.13 Terrorist Threats/Terrorism

4.13.1 Purpose

The purpose of the Terrorist Threats/Terrorism response guidance is to provide an effective and systematic means for WKU to assess and respond to terrorist threats/terrorism that could pose as a threat of imminent death or serious bodily injury to the WKU community.

4.13.2 Situation

Terrorist Threats/Terrorism is less likely to occur than general criminal activities but must be planned for as they would have a significant impact to the WKU community.

4.13.3 Assumptions

- In the event of an incident threatening the WKU community, property, or infrastructure, WKU Police Department will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- WKU Police Department will provide communication resources in support of emergency operation needs.

4.13.4 Concept of Operations

4.13.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways of the University's critical infrastructure.	☐

4.13.4.2 Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during field training and routine patrol.	☐
Educate University students and personnel on basic procedures for reporting all suspicious activity and packages, and responding to terrorist threats/terrorism.	☐
Conduct exercises periodically to test response actions for terrorist threats/terrorism.	☐

4.13.4.3   Response

Suspicious Mail/Packages

The following characteristics may identify suspicious parcels:

- Unexpected or from someone unfamiliar to you
- Addressed to someone no longer with your organization or otherwise outdated
- No return address or one that cannot be verified as legitimate
- Has any powdery substance on the outside
- Marked with restrictive endorsements, such as Personal or Confidential
- Protruding wires, strange odors or stains
- Has an unusual amount of tape
- Has excessive postage applied to the parcel
- A city or state in the postmark that does not match the return address

Action	Complete
If suspicious parcel is received in the mail:	☐
▪ Do not open the parcel.	☐
▪ Isolate the piece of mail/package.	☐
▪ Call WKU Police Department at 911 or 270.745.2548 for additional instructions.	☐
▪ Do not pass the letter/parcel to others.	☐
▪ Deny access to the letter to everyone except emergency responders.	☐
▪ Move to an area that minimizes exposure to others and to the parcel.	☐
▪ If possible, wash your hands and face with soap and water.	☐
If you open a parcel that appears to be contaminated:	☐
▪ Do not move parcel.	☐
▪ Call WKU 911 or 270.745.2548.	☐
▪ Turn off any fans, window air conditioners or space heaters.	☐
▪ Isolate the area.	☐
▪ Evacuate the adjoining areas and report to your indoor safe area.	☐
▪ Do not pass the letter/parcel to others.	☐
▪ Deny access to the letter to everyone except emergency responders.	☐
▪ Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.	☐

Action	Complete
▪ If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.	☐

Infectious Agents

Action	Complete
▪ Leave the material in the same location where it was found or opened.	☐
▪ Immediately vacate and isolate the area.	☐
▪ Segregate the individuals who may have been exposed.	☐
▪ Call WKU Police Department at 911 or 270.745.2548. Inform them of the situation and provide them with as much information as is available.	☐

Explosion or Physical Threat

Action	Complete
Immediately evacuate the building using your general evacuation procedures.	☐
Call WKU Police Department at 911 or 270.745.2548. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.	☐
Determine if entire campus should be evacuated.	☐

4.13.4.4 Recovery

Action	Complete
Do not re-enter a building or area until an "All Clear" is provided.	☐
University personnel and students are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.14 Bomb Threats

4.14.1 Purpose

The purpose of the Bomb Threats response guidance is to provide an effective and systematic means for WKU to assess and respond to bomb threats that could pose a threat of imminent death or serious bodily injury to the WKU community.

4.14.2 Situation

All bomb threats should be taken seriously as an actual detonation will have significant impact to the WKU community. Most bomb threats are received by telephone although some may be made via e-mail or letter.

4.14.3 Assumptions

▪ In the event of an incident threatening the WKU community, property, or infrastructure, WKU Police Department will respond with available resources and also determine additional resource requirements to effectively manage the incident.

▪ WKU Police Department will provide communication resources in support of emergency operation needs.

4.14.4 Concept of Operations

4.14.4.1   Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize number of entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways of the University's critical infrastructure.	☐

4.14.4.2   Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during field training and routine patrol.	☐
Educate University students and personnel on basic procedures for responding to a bomb threat.	☐
Conduct exercises periodically to test response actions for bomb threats.	☐
Keep a Bomb Threat Checklist (reference section 5.8.1) accessible at all University phones.	☐

4.14.4.3   Response

Action	Complete
If you receive a bomb threat by phone attempt to keep the person on phone as long as possible and try to obtain the information on the Bomb Threat Checklist (reference section 5.8.1).	☐
If the threat is made in writing, do not handle the letter or note any more than necessary.	☐
Do not touch or move any unfamiliar objects and wait for police to arrive on scene.	☐
If you are instructed to evacuate a building take your purse, backpacks or brief cases with you.	☐
As you exit, survey the area for suspicious or unusual packages, boxes, or book bags. You are more familiar with what is normal for your building than first responders. Report suspicious items and/or persons to the WKU Police.	☐
Determine if campus should be evacuated.	☐

4.14.4.4   Recovery

Action	Complete
Do not re-enter a building or area until an "All Clear" is provided.	☐
University personnel and students are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.15 Gunshots Heard/Hostage Situation

4.15.1 Purpose

The purpose of the Gunshots Heard/Hostage Situation response guidance is to provide an effective and systematic means for WKU to assess and respond to an active shooter or hostage situation that could pose a threat of imminent death or serious bodily injury to the WKU community.

4.15.2 Situation

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is unlikely.

4.15.3 Assumptions

- In the event of an active shooter or hostage situation occurring on WKU property, WKU Police Department will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- WKU Police Department will provide communication resources in support of emergency operation needs.

4.15.4 Concept of Operations

4.15.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways of the University's critical infrastructure.	☐

4.15.4.2   Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during field training and routine patrol.	☐
Educate University students and personnel on basic procedures for responding to gunshots heard/workplace violence.	☐
Conduct exercises periodically to test response actions for gunshots heard/workplace violence.	☐

4.15.4.3   Response

Gunshots Heard

Action	Complete
If you hear gunfire, run away from the area if safe to do so. If not, take refuge in an area that can be locked from the inside.	☐
If possible, block the door to discourage entry.	☐
Hide inside the area behind a desk, under a table, in a closet, or whatever is available.	☐
Remain still and quiet.	☐
If a phone is immediately available, and if it is safe to do so, call WKU Police Department at 911 or 270.745.2548. If you can, stay on the phone with the police dispatcher.	☐

Hostage Situation

Action	Complete
Immediately evacuate the building using your general evacuation procedures.	☐
Stay out of sight of the perpetrator at all times.	☐
Take no action to intervene with the hostage taker.	☐
Call WKU Police Department at 911 or 270.745.2548. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.	☐

4.15.4.4   Recovery

Action	Complete
University personnel and students are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.16 Infectious Disease

4.16.1 Purpose

The purpose of the Infectious Disease response guidance is to provide an effective and systematic means for the University to respond to an infectious disease outbreak or epidemic.

4.16.2 Situation

Infectious diseases are disorders caused by organisms such as bacteria, viruses, fungi or parasites. Modes of transmission include inhalation, ingestion, direct contact and bites by a contaminated vector.

Many infectious diseases can trigger an outbreak or epidemic. Because of this, identification, evaluation, and mitigation of infectious diseases are essential to protect the health of our students, employees, visitors and the community as a whole.

4.16.3 Assumptions

- Outbreaks of infectious diseases may occur at any time of year, resulting in increased absenteeism among students, faculty, staff and contractors.
- Actions taken by the University in preparation and/or response to occurrences of infectious diseases may well affect the financial wellbeing of the institution in addition to public perception.

4.16.4 Concept of Operations

4.16.4.1 Mitigation

Action	Complete
Adopt CDC travel recommendations during an infectious disease outbreak or influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins and distributing health information to persons who are returning from affected areas.	☐
GGC @ WKU in conjunction with Student Affairs and Employee Wellness will annually promote Influenza vaccinations.	☐
During peak seasons for colds and flu or if other potentially communicable disease cases are identified among campus populations, Building Services Attendants may be tasked with completing additional disinfection of touchable surfaces.	☐
Implement infection control policies and procedures that limit the spread of influenza and other infectious diseases on campus.	☐

4.16.4.2 Preparedness

Action	Complete
Emergency Planning and Media Relations staff will continually monitor news outlets, institutional networks, public health contacts and social media for indication of infectious disease occurrences.	☐
Identify a pandemic coordinator and response team with defined roles and responsibilities.	☐
WKU Police and Environmental Health & Safety will meet annually with emergency responders and GGC @WKU administration to review applicable processes and procedures for response to cases involving potentially infectious diseases.	☐
Identify personnel who may be available to assist with maintenance of essential services during a pandemic.	☐
Assess the potential impact of a pandemic on student housing closures, curtailment of food services, etc. and develop contingency plans for students who depend on the University for housing and food.	☐
Each designated essential service will need to refine or develop existing contingency plans so that they could be applied to a pandemic. These should include plans for emergency shifts and should address whether and how compensation to the workers will take place.	☐

4.16.4.3 Response

Action	Complete
WKU Emergency Management Core Group will meet as required to develop incident specific action plans if a substantial threat of infectious disease exists on or near any of our campus locations, or if students or employees are on University sponsored travel in areas that may be experiencing an outbreak either domestically or abroad.	☐
If an outbreak of infectious disease occurs within campus populations or in the community near WKU campuses, the Policy Group will monitor conditions and determine and determine if a suspension of classes, events or activities is warranted.	☐
Assess readiness to meet communication needs in preparation for an infectious disease outbreak including regular review, testing and updating of communications plans that link public health authorities and other key stakeholders.	☐

4.16.4.4 Recovery

Action	Complete
Define responsibilities for social, psychological and practical support to affected members of the campus community.	☐
Ask essential services to develop specific recovery plans for their organizations.	☐

4.17 Emergencies Occurring During University-Related Travel

4.17.1 Purpose

The purpose of the Emergencies Occurring During University-Related Travel response guidance is to provide an effective and systematic framework for WKU to respond to emergencies that may impact faculty, staff, students, and/or other persons traveling on university business or university-sponsored programs conducted outside of the established university campuses.

4.17.2 Situation

The possibility for a variety of emergencies to occur that may significantly impact persons traveling on behalf of the university individually or in groups necessitates proper planning and response.

4.17.3 Assumptions

"University-sponsored or -related travel" means:
1. any activities undertaken by WKU faculty, staff or students on behalf of and/or with support from WKU, which may include but are not limited to teaching, presentations, research, recruiting, site visits, internships, athletic competitions, performances, or conferences;
2. any credit-bearing or non-credit-bearing experiences that are affiliated with or supported by WKU. Examples include but are not limited to: traditional study abroad programs, e.g., faculty-led study abroad programs (FLSAs); internships or service learning programs; iFUSE-related travel; research; athletic competitions; performances; and community service sponsored by a University-affiliated organization, including alternative spring break programs; etc.

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- All persons traveling on university-sponsored or -related travel must follow one or more of the following provisions:
    o For university-related business travel, provisions of University Travel Policy and Procedures.
    o For educational travel within the United States, provisions of Policy 1.4180 Course-Related Field Trip.
    o Policy 0.1020 International Travel Registration
    o Policy 0.1030: Faculty and Staff Travel to Countries under U.S. State Department Travel Warnings
    o See WKU policies page for all current policies.

4.17.4 Concept of Operations

4.17.4.1 Preparedness

Action	Complete
Ensure that all individuals have completed University-mandated processes for proposals, applications and training prior to departure.	☐
Ensure that communication agreements and contacts between SAGL and WKU Police are up-to-date and practiced.	☐
Determine under what circumstances WKU representative should travel to site, who will travel and how to cover expenses.	☐
Ensure all travelers are aware of the U.S. Department of State's Smart Traveler Enrollment Program (STEP) and encourage all to register each trip.	☐
Ensure all travelers enroll in the International Travel Registry or through Terra Dotta student application, as appropriate.	

4.17.4.2 Response – Faculty-Led program

Action	Complete
On-site leader: Take appropriate action i.e. safety/security of participants including securing medical care/relocation to safe environment	☐
On-Site Leader calls SAGL (during business hours) or WKU Police (outside of business hours) as soon as possible.	☐
On-site leader assists student(s) to connect with local resources as needed and depending on circumstances (police, physician, U.S. Embassy or consulate)	☐
SAGL gathers relevant campus contacts to assist in resolving incident.	☐
SAGL maintains contact with on-site leader and campus response team, providing advice and support.	☐

4.17.4.3 Response – Individual traveler (employee)

Action	Complete
Employee takes appropriate action to ensure personal safety/security and seeks assistance as needed.	☐
Employee calls SAGL (during business hours) or WKU Police (outside of business hours) as soon as possible.	☐
SAGL contacts affected employee to learn of needs and gathers relevant campus contacts, as appropriate, to assist in resolving incident.	☐
If applicable, SAGL turns over incident response to Department Head, Dean or other for on-going contact, advice and support.	☐

4.17.4.4   Response – Individual traveler (student)

Action	Complete
Student takes appropriate action to ensure immediate personal safety/security	☐
Student contacts on-site support (police, hospital, university, resident director, internship/research mentor) for assistance.	☐
Student or program sponsor/partner university/mentor calls SAGL (during business hours) or WKU Police (outside of business hours) as soon as possible.	☐
SAGL contacts effected student to learn of needs and if they have sufficient on-site support.	☐
SAGL notifies relevant campus contacts, as appropriate, and may call on campus contacts to assist in resolving incident.	☐

4.17.4.5   Recovery

Action	Complete
SAGL office works to coordinate appropriate ongoing care, travel, or other needs.	☐
Following stabilization of incident, campus leadership has AAR to amend policies and procedures as needed to assure lessons learned formally adopted.	☐

5.0 Appendices

5.1 Appendix A – Evacuation Procedures

5.1.1 Purpose

This section is designed to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure.

5.1.2 Objectives

- To alert campus community that a hazard exists.
- To conduct an orderly and safe evacuation from the danger area via designated routes.
- To notify necessary departments to assure that the evacuation is conducted in an orderly and safe manner.
- To warn the campus population through the use of:
    - Loud speakers in Public Safety vehicles or hand held units.
    - Telephones, as available.
    - Building fire alarms.
    - Public Safety and university personnel.

5.1.3 Evacuation

When evacuation is deemed necessary by the Emergency Operations Chief and/or the Emergency Management Director, occupants will leave their buildings immediately and in an orderly manner via the nearest designated exit. Building Coordinators will be available to direct students, employees, faculty, and visitors to the designated assembly areas.

Evacuation from Campus

If evacuation from campus becomes necessary, Public Safety personnel or EOC personnel will coordinate the evacuation route with civil authorities. Once determined, this route and information about the evacuation will be disseminated by emergency personnel.

Building Evacuations

If it is determined that any building or buildings need to be evacuated, the following steps will be taken:

Action	Complete
WKU Police Department will activate the fire alarm or provide instructions	☐
Take your personal items (backpacks, keys, and purses) with you.	☐
Do not stop to lock the doors.	☐
Do not operate light switches or use cell phones.	☐

All Clear

An "All Clear" means it is safe to return to buildings.

5.1.4 Evacuation of the Physically Impaired

In cases of emergencies, those individuals with physical impairments may need assistance with building evacuation. Evacuation of persons with disabilities will be given a high priority in all emergencies.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that may impair rapid building evacuation. Examples include those who are blind, deaf, or whose mobility is restricted by the use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down the stairs to the designated meeting area.

Non-ambulatory Individuals

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist these individuals, proceed as follows:

- Call WKU Police Department at 911 or 270.745.2548. Provide the dispatcher with as much information as possible, most importantly, the location of the individual.
- If there is no immediate danger within the vicinity of the stairs, move the impaired individual into the stairwell and await assistance. Send a runner to the building accountability area and report where the evacuation assistance is necessary.
- If the hazard becomes life threatening, move the individual into a room and close the door. If evacuation is deemed necessary, proceed according to the established plan. Immediately inform emergency personnel of the location of the non-ambulatory individuals.
- Signal the emergency responders whenever possible by hanging an article of clothing from a window to attract attention and gain assistance.

5.2   Appendix B – Shelter in Place Procedures

5.2.1   Purpose

This section is designed to facilitate sheltering in place of students, employees, family, and friends following an emergency situation on campus or at a University sponsored event. Depending on the situation, emergency responders may recommend for those impacted to Shelter in Place. This recommendation may last from a few minutes to a few hours depending on the severity of the emergency.

Situations that might require Sheltering in Place to be implemented include:

- A public disturbance, such as a demonstration that has escalated to a violent level
- Explosives, whether intentional or accidental
- Chemical or biological contaminants released accidentally or intentionally into the air

5.2.2   Objectives

- To alert campus community of Shelter in Place procedures
- To conduct an orderly and safe Shelter in Place during emergency via designated locations
- To notify necessary departments to assure that the Shelter in Place is conducted in an orderly and safe manner

5.2.3   Shelter in Place

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside. "Shelter in Place" means to make a shelter out of the place you are in. Shelter in Place announcements are different than "take shelter" messages that may be associated with tornado warnings. Shelter in Place announcements will be communicated via one or more means identified in 1.5 Communications.

When Sheltering in Place is deemed necessary by the Emergency Operations Chief and/or the Emergency Management Director, individuals will Shelter in Place based on the severity and location of the emergency or event. Those on campus should seek shelter immediately at the nearest indoor facility upon notification.

Action	Complete
Determine the need to Shelter in Place.	☐
Notify campus population to Shelter in Place.	☐
Individuals outside of buildings should enter the nearest building and proceed to a secure area.	☐
Individuals who are off campus should remain off campus.	☐

Action	Complete
Individuals who are inside of buildings should remain in classrooms, labs, assigned offices, or office areas.	☐
Encourage students, staff, and visitors to remain indoors and not to panic.	☐
Determine resources needed for individuals with special needs and any service animals who will be Sheltered in Place.	☐
Quickly lock interior doors and close windows.	☐
In laboratories, close containers, close fume hoods, and turn off external venting.	☐
Do NOT pull the fire alarm!	☐
Do NOT lock exterior doors of building as this may prevent others from seeking shelter.	☐
If the Shelter in Place directive is issued because of a hazardous material release	
▪ Shut down any ventilation or exhaust systems that you can. If remotely controlled ventilation systems are not shutting down, call Facilities Management to shut down the ventilation systems.	☐
▪ If plastic or tape is available, seal off windows, doors, and air vents.	☐
▪ You may be told to relocate within the building (e.g., move to lower or higher floor) as further information becomes available.	☐
If threat of an explosion exists, move everyone away from windows, door, and to the center of the building.	☐
Establish communication with emergency responders.	☐
Stay in location until "All Clear" is given.	☐

5.3 Appendix C – Reunification Procedures

5.3.1 Purpose

This section is designed to facilitate the reunification of students, employees, family, and friends following an emergency situation on campus or at a University sponsored event.

5.3.2 Objectives

- To alert campus community of reunification procedures.
- To conduct an orderly and safe reunification following an emergency via designated locations.
- To notify necessary departments to assure that the reunification is conducted in an orderly and safe manner.
- To identify possible reunification locations on and off campus.
- To inform the campus population and families off campus of reunification locations and procedure through the use of:
  - Social Media
  - Telephones
  - Radio and Television
  - WKU Police and university personnel

5.3.3 Reunification

When reunification is deemed necessary by the Emergency Operations Chief and/or the Emergency Management Director, individuals will be located at reunification locations based on the severity and location of the emergency or event. University personnel will be available to direct students, employees, faculty, and visitors to the designated reunification areas. Once established the locations will be staffed by personnel that can register and track students, visitors, employees, etc. Maintaining accountability of individuals who are registered with the reunification center must be maintained to be able to order and track resources, and plan for demobilization.

Reunification on Campus

If reunification on campus becomes necessary, WKU Police or EOC personnel will coordinate the reunification locations with civil authorities. Once determined, these locations and information about the reunification will be disseminated by emergency personnel, university personnel, local news media, and social media. It is important that reunification procedures and information be pushed to interested parties to prevent an influx of concerned family and friends.

Action	Complete
Determine if reunification areas should be established.	☐
Determine location of reunification areas.	☐
Identify key staff members. Consider contacting volunteer organizations to help operate facilities.	☐
Establish a Call Center to answer questions from students, parents, and visitors.	☐
Establish registration areas.	☐
Notify WKU Police of reunification area to maintain crowd control and parking.	☐
Notify students, staff, and visitors of reunification areas.	☐
Identify students, faculty, staff, or visitors who may have children located at the WKU Child Care Center to plan for reunification.	☐

Determine resource needs for reunification areas:
 	
• Communication Equipment
• Food
• Water
• Medical supplies
• Cots
• Blankets
• Cooling tents
• Identify resources needed for WKU Child Care Center:
    ▪ Diapers
    ▪ Formula
    ▪ Baby Wipes
	☐

Disseminate location and reunification procedures to public: • Radio • Television • Social Media • Telephones	☐
Maintain accountability of students in the reunification area.	☐
Provide crowd control to keep media, citizens, and other people not impacted by the event away from reunification area.	☐
Continue to disseminate information regarding reunification area.	☐
Demobilize reunification area.	☐
Conduct an after action review of reunification operations.	☐

Reunification off Campus

If reunification off campus becomes necessary, WKU Police or EOC personnel will coordinate the reunification locations with civil authorities. Once determined, these locations and information about the reunification will be disseminated by emergency personnel, university personnel, local news media, and social media. The operation of reunification will operate much like on campus reunification however the inclusion of civil authorities must be included. It is important that reunification procedures and information be pushed to interested parties to prevent an influx of concerned family and friends.

Action	Complete
Determine if reunification areas should be established off campus.	☐
Identify key staff members for operation of reunification area. Consider contacting Volunteer agencies to assist in operation of area.	☐
Determine resources needed to transport students, staff, and visitors to reunification areas.	☐
Determine location of reunification areas and secure agreement with location owner.	☐
Establish registration areas in high visibility area.	☐
Notify WKU Police and Bowling Green Police of reunification area to maintain crowd control and parking.	☐
Notify students, staff, visitors or reunification areas.	☐

Determine resources needs for reunification areas:
  ▪ Food
  ▪ Water
  ▪ Medical supplies
  ▪ Cots
  ▪ Blankets
  ▪ Cooling tents
  ▪ Identify resources needed for WKU Child Care Center.
    ▪ Diapers
    ▪ Formula
    ▪ Baby Wipes
	☐

Disseminate location and reunification procedures to public:
  ▪ Radio
  ▪ Television
  ▪ Social Media
  ▪ Telephones
	☐

Establish crowd control at reunification area.	
Maintain accountability of students in reunification area.	☐
Continue to disseminate information regarding reunification area to location owner and the general public.	☐

Action	Complete
Demobilize reunification area.	☐
Conduct an after action review of reunification operations.	☐

5.3.4 Reunification of the Physically Impaired or Injured

In cases of emergencies, those individuals with physical impairments may need assistance with reunification. Reunification of persons with disabilities will be given a high priority in all emergencies. It is important to consider that individuals with disabilities may require further medical attention and every effort should be taken to ensure that medical personnel are located at the reunification location. Additional resources such as cooling tents, chairs, cots, medical supplies, food, and water should also be planned accordingly at these locations.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that may impair reunification. Examples include those who are blind, deaf, or whose mobility is restricted by the use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down the stairs to the designated meeting area.

Injured Individuals

Individuals who have become injured during an emergency who require transport to a local medical treatment facility will have their emergency contact informed of reunification procedures. Upon admittance, individuals will follow the reunification procedures of the medical treatment facility.

Action	Complete
Determine which individuals in the reunification area have special needs.	☐
Notify emergency personnel of individuals who have special needs.	☐
Determine if those needs can be met in the reunification area, if not arrange for location where needs can be met.	☐
Determine resources needed for individuals with special needs and any service animals who will be utilizing the reunification area.	☐
If injured individuals are transferred to medical treatment facility notify emergency contact designee to notify of transfer.	☐
Maintain accountability of individuals who have been transferred to a medical treatment facility and maintain what medical treatment facility they went to.	☐

5.4   Appendix D – Emergency Contact Lists

The Emergency Operations Chief is responsible for maintaining emergency contact numbers. This includes an emergency notification roster with 24-hour telephone numbers for EOC staff.

5.4.1   Key Contacts

Contact	Phone Number(s)
ALL EMERGENCIES – WKU Police Department	**911**
Law Enforcement	
▪ WKU Police Department (non-emergency)	270.745.2548 270.745.2677
▪ Kentucky State Police	270.782.2010
▪ Bowling Green Police Department	270.393.4244
Fire	
▪ Bowling Green Fire Department (non-emergency)	270.393.3702
▪ University Fire Marshal	270.745.2931
Office of Environmental Health and Safety	270.745.2395
Facilities Management	270.745.3253
GGC @ WKU Health Services	270.745.2273

5.4.2   University Emergency Operations Contacts

Role	Contact	Phone Number(s)
Executive Management Team	Timothy Caboni (President)	270.745.4346
	Deborah Wilkins (General Counsel)	270.745.5398
	Ethan Logan (VP for Enrollment & Student Exp.)	270.745.2791
	Cheryl Stevens (Provost & VP for Academic Affairs)	270.745.2297
	Bryan Russell (Chief Facilities Officer)	270.745.5818
	Jim Cummings (Chief Financial Officer)	270.745.2035
EOC Management	David Oliver (Director of Environmental Health & Safety/ Emergency Management)	270.745.4181
	Melna Wilson (EH&S Coordinator)	270.745.2395
PIO	Bob Skipper (Director of Media Relations)	270.745.5431
Safety Officer	Laura Tomlin (Assistant Director, Environmental Health & Safety)	270.745.2236
Liaison Officer	Jennifer Smith (Special Assistant to the President for Government & Community Relations	270.745.6824

Role	Contact	Phone Number(s)
Logistics	Bryan Russell (Chief Facilities Officer)	270.745.5818
Planning	Ben Johnson (Assistant Director Planning, Design, and Construction)	270.745.2075
Finance & Administration	Susan Howarth (Executive VP for Strategy, Operations and Finance)	270.745.2434
	Jim Cummings (Chief Financial Officer)	270.745.2035
Operations	Mitchell Walker, Chief of Police	270.745.2548
Emergency Response Branch	WKU Police	270.745.2548 270.745.2677
Infrastructure Branch	Bryan Russell (Chief Facilities Officer)	270.745.5818
	Ben Johnson (Assistant Director Planning, Design, and Construction)	270.745.2075

5.4.3 ESF Contacts

Contact	Phone Number(s)
ESF 1- Transportation	
▪ Parking and Transportation Services	270.745.2361
▪ WKU Police Department	270.745.2548/2677
ESF 2- Communication	
▪ WKU Communications Division	270.745.2243
▪ Information Technology Division	270.745.7000
ESF 3- Public Works and Engineering	
▪ Division of Facilities Management	270.745.3253
▪ Department of Planning, Design, and Construction	270.745.8708
ESF 4- Firefighting	
▪ Bowling Green Fire Department	270.393.3702
▪ Department of Environmental Health and Safety	270.745.2395
ESF 5- Emergency Management	
▪ Department of Environmental Health and Safety	270.745.2395
▪ WKU Police Department	270.745.2548

Contact	Phone Number(s)
ESF 6- Mass Care, Emergency Assistance, Housing, and Human Services	
▪ Department of Housing and Residence Life	270.745.4359
▪ Assistant Vice President for Auxiliary Services	270.745.6558
ESF 7- Logistics and Resource Management	
▪ Division of Finance and Administration-Purchasing	270.745.3056
▪ Division of Facilities Management	270.745.3253
ESF 8- Public Health and Medical Services	
▪ Medical Center EMS	270.843.1174
▪ Warren County Health Department	270.781.2490
ESF 9- Search and Rescue	
▪ Bowling Green Fire Department	270.393.3702
▪ Warren County Emergency Management	270.781.8776
ESF 10- Oil and Hazardous Materials Response	
▪ Bowling Green Fire Department	270.393.3702
▪ Department of Environmental Health and Safety	270.745.2395
ESF 11- Agriculture	
▪ Department of Agriculture	270.745.3151
▪ Kentucky Department of Agriculture	502.564.3956
ESF 12- Energy	
▪ Department of Facilities Management-Plant Operations	270.745.6179
▪ Atmos Energy	888.286.6700
▪ Bowling Green Municipal Utilities	270.782.1200
ESF 13- Public Safety and Security	
▪ WKU Police Department	270.745.2548
▪ Bowling Green Police Department	270.393.2473
ESF 14- Long Term Recovery	
▪ Division of Chief Facilities Officer	270.745.5818
▪ Warren County Emergency Management	270.781.8776
ESF 15- External Affairs	
▪ WKU Media Relations	270.745.4295
▪ Division of Public Affairs	270.745.4586

Additional Emergency Contacts

Contact	Phone Number(s)
Local Resources	
Warren County Sheriff's Office	270.842.1633
WKU Student Escort Services	270.745.3333
Warren County Fire Rescue	270.793.3030
Warren County Emergency Management	270.781.8776
EMS	270.843.1174
Bowling Green Municipal Utilities	270.782.1200
Warren Rural Electric Cooperative Corporation	270.842.6541
Atmos Energy Corporation	888.286.6700
Warren County Water District	270.842.0052
Warren County Road Department	270.843.8328
Medical Center Urgent Care	270.781.3910
Greenwood Urgent Clinic	270.843.5662
Medical Center Hospital	270.745.1000
Greenview Regional Hospital	270.793.1000
State Resources	
Kentucky State Police	502.782.1800
Kentucky Office of Homeland Security	502.564.2081
Public Service Commission	502.564.3940
Kentucky Fire Commission	800.782.6823
Kentucky Fire Marshal's Office	502.564.3623
Kentucky Department of Agriculture	502.564.3956
Kentucky Transportation Cabinet Office of Highway Safety	502.564.1438
Kentucky Department of Natural Resources	502.564.6940
Kentucky Department of Environmental Protection	502.564.2380
Federal Resources	
US Environmental Protection Agency National Response Center	800.424.8802
Poison Control Center	800.222.1222
CSX – Railroad Emergency	800.232.0144

5.5   Appendix E – Shelters

When planning for shelter operations the University must anticipate the needs of the population that will require sheltering and the types of assistance they may need. Planners must identify food, water, medical, and functional needs requirements, and make appropriate resource requests to fill these needs. During times of disasters, University officials may consider requesting the assistance of volunteer agencies that specialize in emergency sheltering and feeding operations. University officials can reference the National Disaster Housing Strategy (NDHS) for future planning guidance. (http://www.fema.gov/pdf/emergency/disasterhousing/NDHS-core.pdf)

University residence halls are capable of serving as shelters. WKU Police Department is responsible for assigning personnel to provide security at shelters. Shelters and vicinity of their location are listed in the following table.

On-Campus Shelters

Shelter	Location
Barnes Campbell Hall	Located on the south end of campus across from the Preston Health and Activities Center.
Bates Runner Hall	Located in the middle of campus across from the Downing University Center.
Douglas Keen Hall	Located on the south end of campus across from the Nick Denes Baseball Field.
Gilbert Hall	Located in an area of campus referred to as "The Valley" and is adjacent to McCormack Hall and Rodes Harlin Hall.
Hugh Poland Hall	Located on the south end of campus right next to the Preston Health and Activities Center.
McCormack Hall	Located in an area of campus referred to as "The Valley" and is adjacent to Gilbert Hall and Rodes Harlin Hall.
Mclean Hall	Located in the middle of campus.
Meredith Hall	Located on the south end of campus.
Minton Hall	Located in the middle of campus across from the Downing University Center.
Northeast Hall	Located in the center of campus on the Charles Keown Plaza.
Pearce Ford Tower	Located on the south end of campus.
Rodes Harlin Hall	Located in an area of campus referred to as "The Valley" and is adjacent to Gilbert and McCormack Halls.
Southwest Hall	Located in the center of campus on the Charles Keown Plaza
Zacharias Hall	Located on the south end of campus.

Off-Campus Shelters

The University has agreements in place with the Warren County Emergency Management for shelter support; requests shall be coordinated directly through them.

Shelter	Location	Phone
Alvaton Elementary School	6350 Old Scottsville Road Alvaton, KY 42122	270.843.8067
Bowling Green Jr. High School	900 Campbell Lane Bowling Green, KY 42104	270.746.2290
Bowling Green Sr. High School	1801 Rockingham Lane Bowling Green, KY 42104	270.746.2300
Bristow Elementary School	6151 Louisville Road Bowling Green, KY 42101	270.842.1960
Cumberland Trace Elementary School	830 Cumberland Trace Road Bowling Green, KY 42103	270.781.1356
Drakes Creek Middle School	704 Cypress Wood Way Bowling Green, KY 42104	270.843.0165
Greenwood High School	5065 Scottsville Road Bowling Green, KY 42104	270.842.3627
Henry F. Moss Middle School	2565 Russellville Road Bowling Green, KY 42101	270.843.0166
Lost River Elementary School	450 Modern Way Bowling Green, KY 42101	270.746.0334
North Warren Elementary School	420 College Street Smiths Grove, KY 42171	270.563.2041
Oakland Elementary School	2494 Church Street Oakland, KY 42159	270.563.4719
Rich Pond Elementary	530 Rich Pond Road Bowling Green, KY 42104	270.781.9627
Richardsville Elementary School	1775 Richardsville Road Bowling Green, KY 42101	270.777.3232
Rockfield Elementary School	7597 Russellville Road Bowling Green, KY 42101	270.843.8437
Old Union School	714 Old Union Church Road Bowling Green, KY 42104	270.781.4890
Warren Central High School	559 Morgantown Road Bowling Green, KY 42101	270.842.7302
Warren East High School	6867 Louisville Road Bowling Green, KY 42101	270.781.1277
Warren East Middle School	7031 Louisville Road Bowling Green, KY 42101	270.843.0181
Warren Elementary School	1846 Loop Drive Bowling Green, KY 42101	270.781.2385
William N. Natcher Elementary	1434 Cave Mill Road Bowling Green, KY 42104	270.842.1364

5.6 Appendix F – Feeding Locations

WKU has three locations designated as feeding sites. Fresh Foods in the Downing Student Union is the prime designated location on main campus. If Fresh Foods is unable to meet the needs for feeding, the cafeteria in Garrett Conference Center (also located on main campus) will serve as the backup site. WKU will utilize the kitchen and the Knicely Conference Center located on South Campus as an offsite feeding location.

5.7   Appendix G – AED Locations

Building Name	AED Location
Academic Complex	in the 1st floor lobby by WKYU TV office; 2nd floor by Room 215
Agriculture Exposition Center	in the 1st floor front lobby; ropes course on Bennet Lane
Augenstein Alumni Center	at the 1st floor front reception desk
Barnes Campbell Hall	by the front desk
Bates Runner Hall	by the front desk
Center for Research & Development	in the main hall near the Small Business Development Center
Cherry Hall	in the 1st floor lobby across from elevator
Clinical Education Complex	in the front lobby
College High Hall	on the 2nd floor near the elevator
Craig Administrative Center	N/A
Cravens Library	in the 4th floor lobby near the Circulation Desk
Diddle Arena	in the weight room and training room in the Annex
Downing Student Union	near the Information Desk on the 2nd floor
Engineering and Biological Sciences	in the hallway near room 2101
Environmental Health and Safety	on the shelf in the front office
Environmental Science and Technology	in the 2nd floor lobby near room 269
Facilities Management	near room 125
Faculty Center for Excellence in Teaching	N/A
Faculty House	N/A
Felts Log House	N/A
Florence Schneider Hall	on the 2nd floor near the Front Desk
Garrett Conference Center	on the 1st floor by the Front Desk
Gilbert	by the front desk
Glasgow	on the 1st floor in the hallway near room 131 2nd floor hallway between rooms 265 and 267
Gordon Wilson Hall	in the lobby by room 100
Grise Hall	on the 1st floor in the main lobby near rooms 100-133; and on the 4th floor near room 463
Hardin Planetarium	N/A
Haz Waste Building	N/A
GGC @ WKU	in procedure room 1, Room 1020
Heating Plant	N/A
Helm Library	N/A
Hilltopper Hall	Behind Front Desk

Building Name	AED Location
Honors College (Mahurin) /International Center	in the front lobby beside the fire alarm panel. (to the right of the front door)
Houchens LT Smith Stadium	by room 1063 on the East side
Industrial Education Building	on the 2nd floor near room 202
International Center	N/A
Ivan Wilson Fine Arts Center	on the 1st floor near room 183
Jones Jaggers Hall	just inside the main entrance near room 123A and gym
Keen Hall	by the front desk
Kelly Thompson Hall	1st floor by room 1035
Kentucky Building	on the 1st floor by the Front Desk
Knicely Conference Center	in the front lobby near Room 208A
Mass Media & Technology/ Jody Richards Hall	on the 1st floor by lobby; and 3rd floor by room 314
McCormack Hall	by the front desk
McLean Hall	by the front desk
Meredith Hall	by the front desk
Minton Hall	by the front desk
Music Recital Hall	N/A
Northeast Hall	by the front desk
Owensboro	N/A
Parking & Transportation Services	in the front lobby
Pearce Ford Tower Food Court	in the manager's office
Pearce Ford Tower	by the front desk
Poland Hall	by the front desk
Police Department	in each of the patrol cars
Potter Hall	on the 2nd floor near room 208 (Bursar's office)
Preston Center	in the 1st floor lobby by the Front Desk; 2nd floor by elevator; in the fitness room
Ransdell Hall	on the 1st and 3rd floors near the elevator
Rodes Harlin Hall	by the front desk
Service & Supply Building	in the 1st floor front lobby
Snell Hall	in the 1st floor hallway across from room 1106
South Campus	near room C132; and by C101
Southwest	by the front desk
Student Publications Center	in the News room 109
Student Success Center	at the front desk of Downing University Center on the 1st floor.
Training/Tech Assistance	N/A
Van Meter Hall	by the Special Events office on the 1st floor
Wetherby Administration Building	on the ground floor by the elevator
Zacharias	by the front desk

5.8 Appendix H – Checklists and Forms

5.8.1 Bomb Threat Checklist

Date:	Time Call Received:	AM/PM	Time Call Concluded:	AM/PM

- Remain calm, be courteous, LISTEN to, and do not interrupt the caller.
- DON'T HANG UP THE PHONE. Leave the line open.
- GET THE ATTENTION OF ANOTHER PERSON – Give them a note saying "BOMB THREAT – Call 911"

Write down what is displayed on your caller id:

Write down the exact words of the caller and threat:

KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

When is the bomb going to explode?	What kind of bomb is it?
Where exactly is the bomb?	What will make the bomb explode?
Which building? Which floor? Which room?	Who are you? What is your name?
What does the bomb look like?	Where are you? What is your address?

DESCRIPTION OF CALLER (check all that apply)

☐ **Male** ☐ **Female** ☐ **Unknown** Approximate Age:_____

Voice	Speech	Language	Behavior	Background Noises
☐ Clear	☐ Deliberate	☐ Educated	☐ Agitated	☐ Airport
☐ Distorted	☐ Distinct	☐ Foul	☐ Angry	☐ Animals
☐ Loud	☐ Fast	☐ Intelligent	☐ Blaming	☐ Baby
☐ Muffled	☐ Hesitant	☐ Irrational	☐ Calm	☐ Birds
☐ Nasal	☐ Lisp	☐ Rational	☐ Fearful	☐ Gymnasium
☐ Pitch – High	☐ Slow	☐ Slang	☐ Laughing	☐ Machinery
☐ Pitch – Med	☐ Slurred	☐ Uneducated	☐ Nervous	☐ Music
☐ Pitch – Low	☐ Shuttered	☐ Unintelligible	☐ Righteous	☐ Quiet
☐ Pleasant	☐ Accented	☐ Foreign	☐ Whiney	☐ Restaurant/Bar
☐ Raspy	If Accented, Describe:	If Foreign, Describe:	☐ Other:	☐ Talking
☐ Recorded Message				☐ Television
☐ Smooth				☐ Traffic
☐ Soft				☐ Train
☐ Squeaky	☐ Other:	☐ Other:		☐ Typing
☐ Other:				☐ Water/Wind
				☐ Other:

Name of Person Receiving Call:	
Phone Number Threat was Received On:	
Name of Possible Suspect(s):	

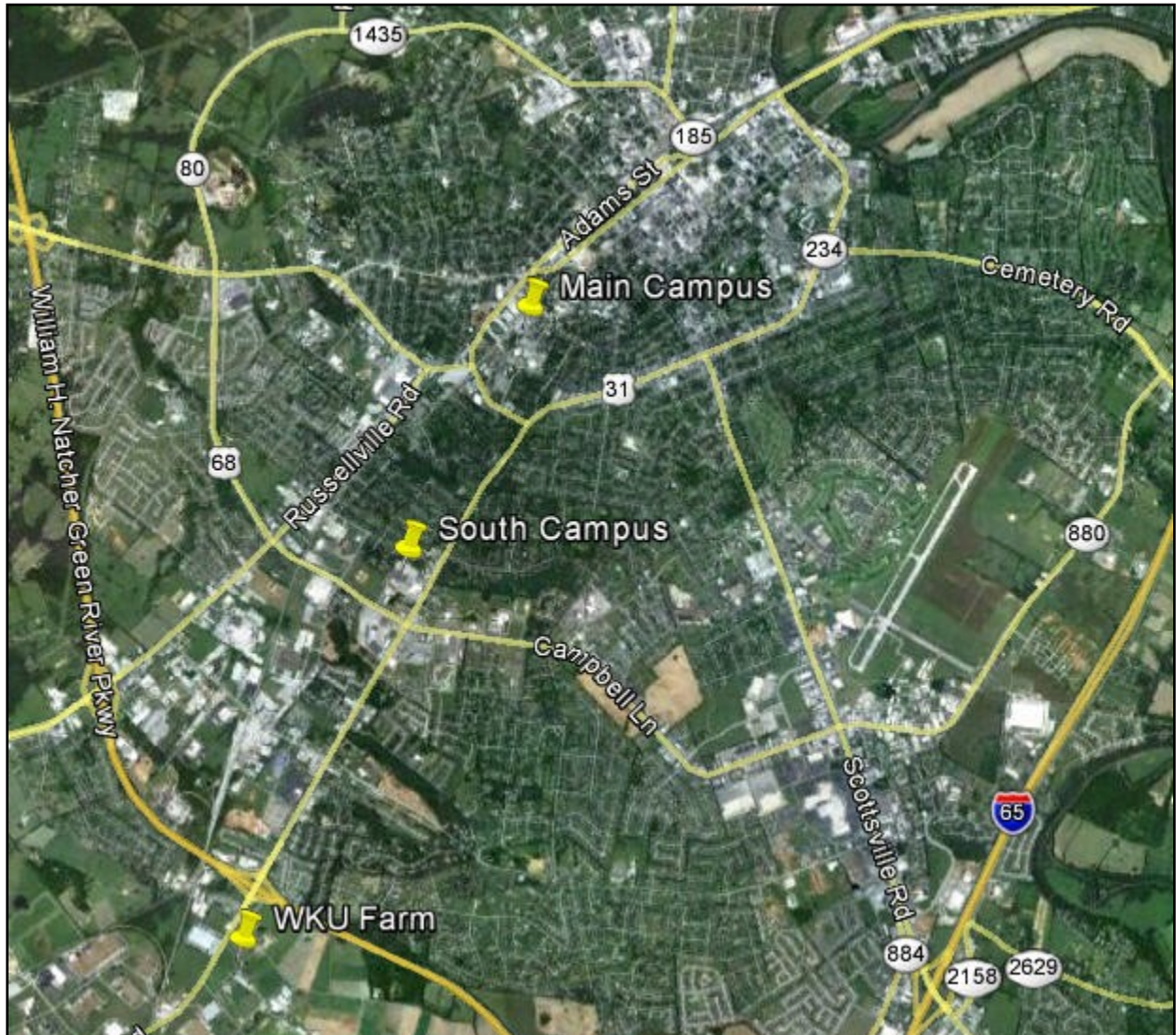# 5.9   Appendix I – Maps

5.9.1   Campus Buildings Map

Legend

	Numeric Listing	Alphabetical Listing	
1	Augenstein Alumni Center/ WKU Welcome Center	$100 Solution House	**77**
2	Hyatt Place Bowling Green	Academic Complex	**40**
3	WKU Apartments/Alumni Square Garage	Adams-Whitaker Student Publications Center	**80**
4	Kentucky Street Apartments	Administration Building, Wetherby	**52**
5	Suzanne Vitale Clinical Education Complex	Admissions, *Potter Hall*	**60**
6	Felts Log House	African American Museum, *Erskine House*	**85**
7	Kentucky Museum in the Kentucky Building	Alumni Square Garage / WKU Apartments	**3**
8	Rodes Harlin Hall	Amphitheatre, William "Gender" Terry Colonnade	**53**
9	Pioneer Log Cabin	Arts, Ivan Wilson Fine Arts Center	**54**
10	McCormack Hall	Augenstein Alumni Center, WKU Welcome Center	**1**
11	Gilbert Hall	Barnes-Campbell Hall	**33**
12	Central Heat Plant	Baseball Clubhouse, Paul C. Orberson	**19**
13	Parking Structure No. 1 (PS1); Facilities Management, WKU Police	Baseball Field, Nick Denes	**20**
14	Diddle Arena (Academic/Athletic Bldg. No. 1)	Baseball/Softball Hitting Facility	**18**
15	Parking Structure No. 2 (PS2)	Bates Runner Hall	**45**
16	Houchens Industries L.T. Smith Stadium(Academic/Athletic Bldg. No.2)	~~Bemis Lawrence Hall~~	**34**
17	Track & Field Complex	Carol Martin Gatton Academy of Mathematics and Science in Kentucky	**48**
18	Baseball/Softball Hitting Facility	Center for Research and Development	**88**
19	Paul C. Oberson Baseball Clubhouse	Central Heat Plant	**11**
20	Nick Denes Field	Chandler Memorial Chapel	**50**
21	Service/Supply Building	Cherry Hall	**63**
22	Parking Structure No. 3	Chilled Water Plant	**39**
23	Softball Field	Clinical Education Complex, Suzanne Vitale	**5**
24	Soccer Field	College Heights Foundation	**51**
25	Jone Jaggers Hall	College High Hall	**65**
26	Zacharias Hall	Colonnade, Amphitheatre/William "Gander" Terry	**53**
27	Meredith Hall	Confucius Institute	**79**
28	Keen Hall	Craig Alumni Center and Foundation Building	**49**

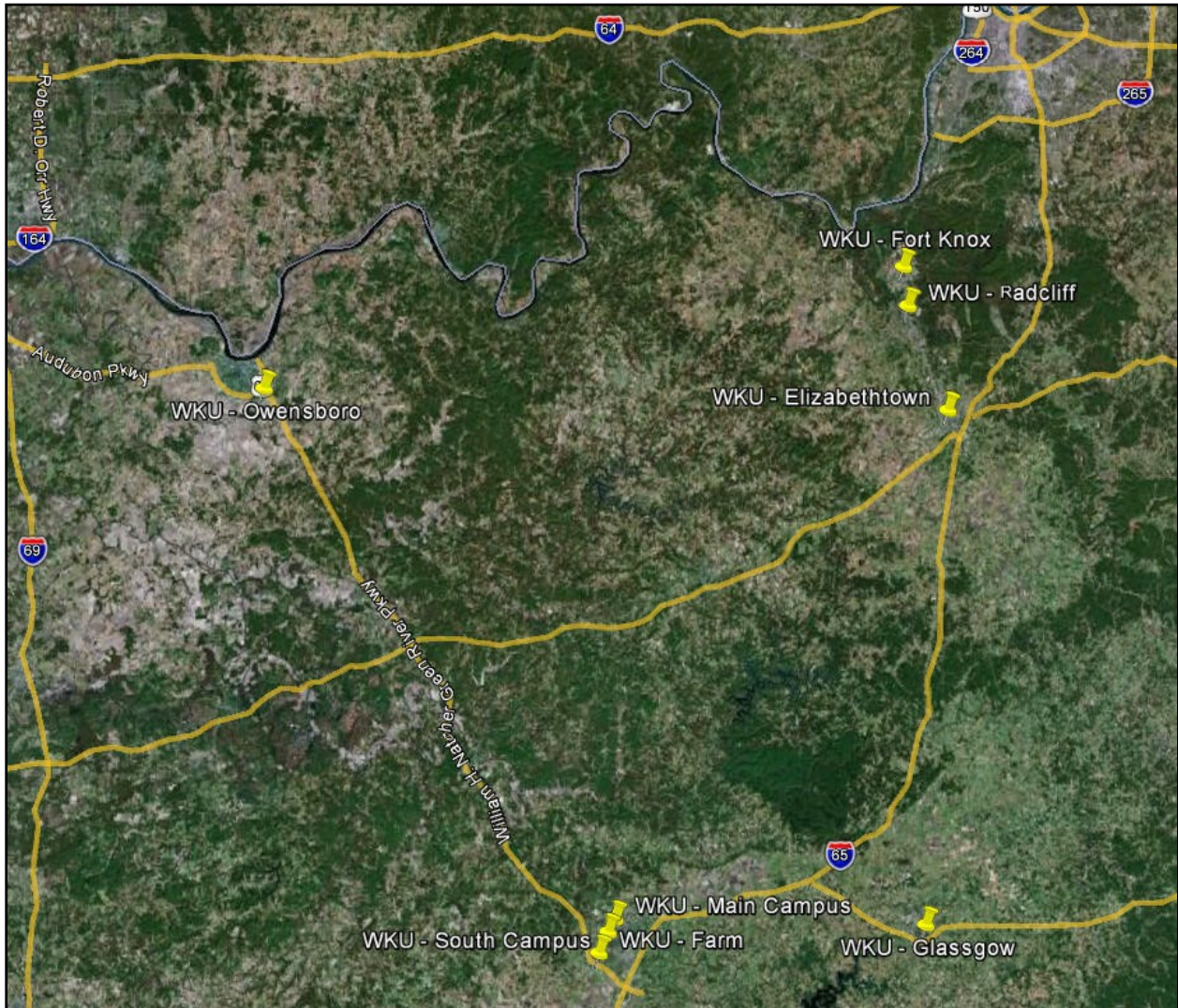|	Numeric Listing	Alphabetical Listing	
29	Tower Court (Food Court)	Diddle Arena (Academic-Athletic Building No. 1)	**14**
30	Pearce-Ford Tower	Diversity and Community Studies House	**74**
31	Hugh Poland Hall	Doctoral Studies and Applied Research	**87**
32	Raymond B. Preston Health & Activities Center	Downing Student Union	**41**
33	Barnes-Campbell Hall	Engineering and Biological Sciences	**71**
34	~~Bemis Lawrence Hall~~	Environmental Health and Safety	**84**
35	Health Services (GGC @ WKU)	Environmental Sciences and Technology Building	**73**
36	Tate Page Hall	Erskine House, African American Museum	**85**
37	Guthrie Tower	Facilities Management, *Parking Structure No. 1 & WKU Police*	**13**
38	Jody Richards Hall	Faculty House	**64**
39	Chilled Water Plant	Felts Log House	**6**
40	Academic Complex	Floral Design Center	**82**
41	Downing Student Union	Florence Schneider Hall	**48**
42	Minton Hall	Football Stadium, *Houchens Industries L.T. Smith (Academic-Athletic Building No. 2)*	**16**
43	Southwest Hall	Garrett Conference Center & Food Court	**59**
44	Northeast Hall	Gary A. Ransdell Hall	**81**
45	Bates Runner Hall	Gatton Academy, *Carol Martin Gatton Academy of Mathematics and Science in Kentucky*	**48**
46	McLean Hall	Gilbert Hall	**11**
47	Grise Hall	Gordon Wilson Hall	**62**
48	Carol Martin Gatton Academy of Mathematics & Science in Kentucky/ Florence Schneider Hall	Greenhouses	**72**
49	Craig Administration Building	Grise Hall	**47**
50	Chandler Memorial Chapel	Guthrie Tower	**37**
51	College Heights Foundation	Hardin Planetarium	**70**
52	Wetherby Administraiton Building	Health Services	**35**
53	Ampitheatre and William "Gander" Terry Colonnade	Helm Library, *Chinese Learning Center*	**57**
54	Ivan Wilson Fine Arts Center	Honors College (Mahurin) & International Center	**78**
	Music Hall	Houchens Industries L.T. Smith Stadium (Academic-Athletic Building No. 2)	**16**
56	Raymond Cravens Library	Industrial Education Building	**58**
57	Helm Library/ Chinese Learning Center	International Center, *Honors College and,*	**78**
58	Industrial Education Building	Ivan Wilson Fine Arts Center	**54**

Numeric Listing		Alphabetical Listing	
60	Potter Hall, Office of Admissions	Jody Richards Hall	**38**
61	Van Meter Hall	Jones Jaggers Hall	**25**
62	Gordon Wilson Hall	Kentucky Street Apartments	**4**
63	Cherry Hall	Library, Helm	**57**
64	Faculty House	Library, Raymond Cravens	**56**
65	College High Hall	McCormack Hall	**10**
66	SKyTeach	McLean Hall	**46**
67	Ogden College Hall	Meredith Hall	**27**
68	Thompson Complex (Central Wing)	Minton Hall	**42**
69	Snell Hall	Music Hall	**55**
70	Hardin Planetarium	Nick Denes Field	**20**
71	Engineering and Biological Sciences	Northeast Hall	**44**
72	Greenhouses	Ogden College Hall	**67**
73	Environmental Sciences and Technology Building	Parking and Transportation Services	**91**
74	Diversity and Community Studies House	Parking Structure No. 1, *Facilities Management and WKU Police Building*	**13**
75	Zuheir Sofia-Dero Downing Building	Parking Structure No. 2	**15**
76	Chinese Languar Immersion House	Pearce-Ford Tower	**30**
77	$100 Solution House	Pioneer Log Cabin	**9**
78	Honors College and International Center	Planetarium, *Hardin*	**70**
79	Confuscius Institute	Police Building, *Parking Structure no. 1, Facilities Management, WKU Police Building*	**13**
80	Adams-Whitaker Student Publications Center	Potter Hall, *Office of Admissions*	**60**
81	Gary A. Ransdell Hall	President's Residence	**83**
82	Floral Design Center	Preston Health And Activities Center	**32**
83	President's Residence	Raymond Cravens Library	**56**
84	Environmental Health & Safety	Rodes Harlin Hall	**8**
85	Erskine House, African American Museum	Service/Supply Building	**21**
86	Office of Sustainability	Snell Hall	**69**
87	Doctoral Studies and Applied Research	Soccer Field	**24**
88	Training and Technical Assistance Services	Softball Field	**23**
89	South Campus; South Campus Academic Wing; Knicely Conference Center; DELO	South Campus Academic Wing	**89**
90	Tennis Courts	South Campus – Carroll Knicely Conference Center, *DELO*	**89**
91	Parking and Transportation Services	Southwest Hall	**43**

|	Numeric Listing	Alphabetical Listing	
92	Staybridge Suites Bowling Green	Student Publications Center, Adams-Whitaker	80
93	Center for Research and Development	Sustainability, Office of	86
	Student Organization Houses	Suzanne Vitale Clinical Education Complex	5
94	Sigma Nu	Tate Page Hall	36
95	Sigma Alpha Epsilon	Thompson Complex (Central Wing)	68
96	Alpha Tau Omega	Tower Court (Food Court)	29
97	Sigma Chi	Track and Field Complex	17
98	Phi Kappa Alpha	Training and Technical Assistance Services	88
99	Phi Gamma Delta	University Center, Downing Student Union, The WKU Store	41
100	Kappa Alpha	Van Meter Hall	61
101	Wesley Methodist Foundation	Welcome Center in the Kentucky Building	1
102	Phi Delta Theta	Wetherby Administration Building	52
103	Catholic Campus Center	WKU Apartments/Alumni Square Garage	3
104	Sigma Phi Epsilon	Zacharias Hall	26
105	Alpha Gamma Rho	Zuheir Sofia-Dero Downing Building	7
106	Lambda Chi Alpha		
107	Alpha Xi Delta		
108	Chi Omega		
109	Hilltoppers for Christ		
110	Alpha Gamma Delta		
111	Farm House Fraternity		
112	Sigma Kappy		
113	Phi Mu		
114	Alpha Delta Pi		
115	Kappa Delta		
116	Alpha Omicron Pi		
117	Baptist Campus Ministries		
118	Christian Student Fellowship		
119	Kappa Sigma (not shown)		

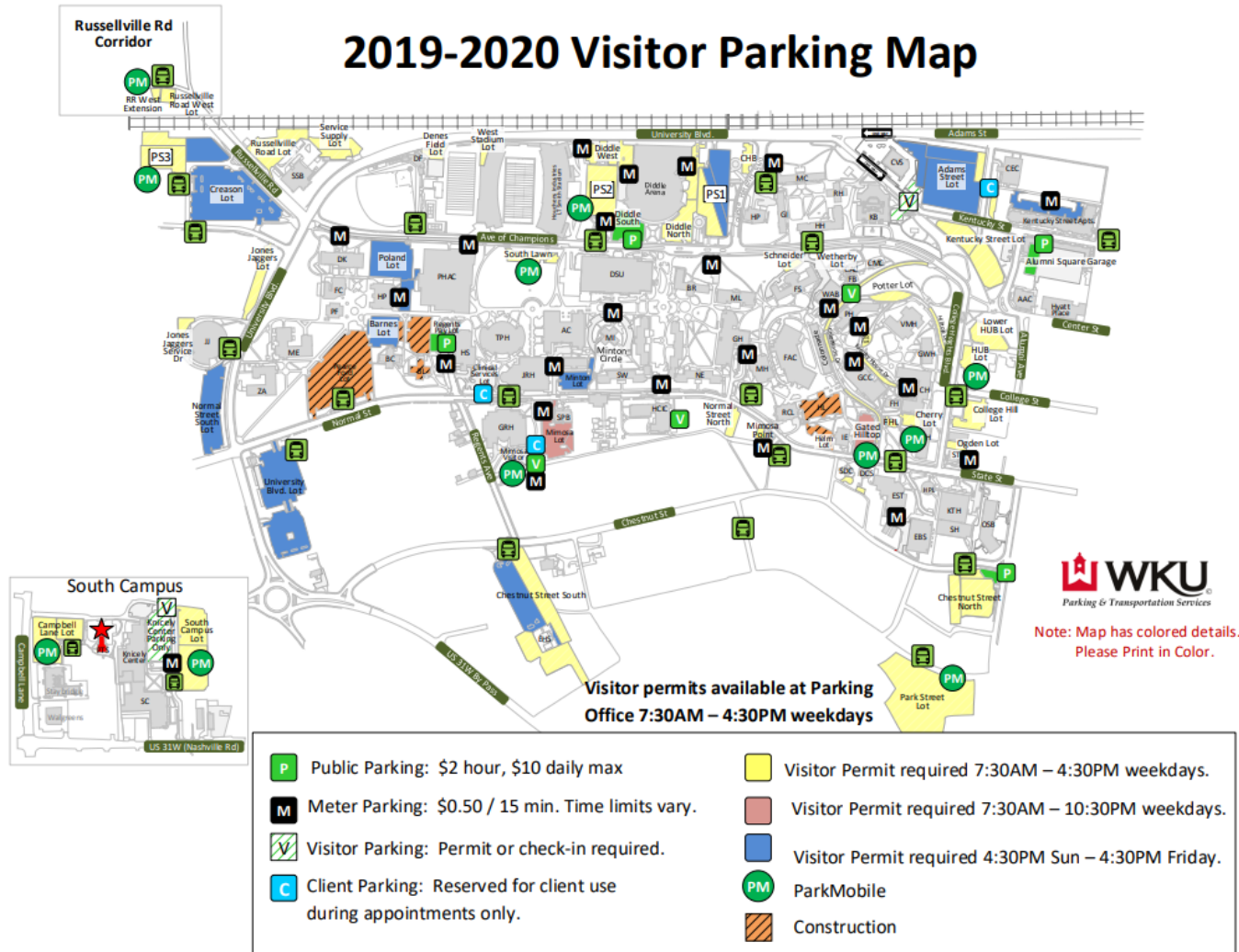## 5.9.2   University Area Map - Bowling Green

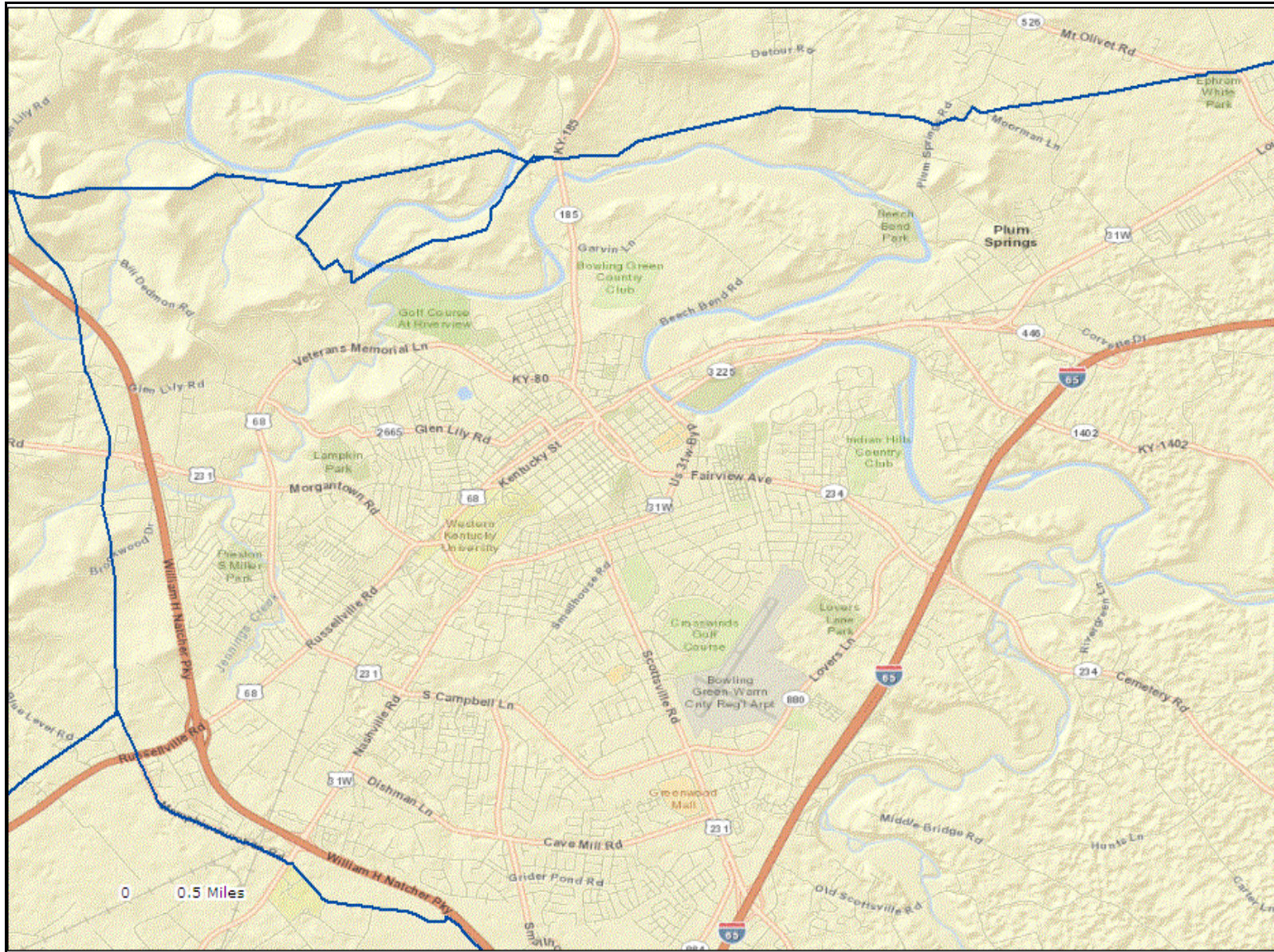### 5.9.3 University Area Map – Regional Campuses

5.9.4   Railroad Track
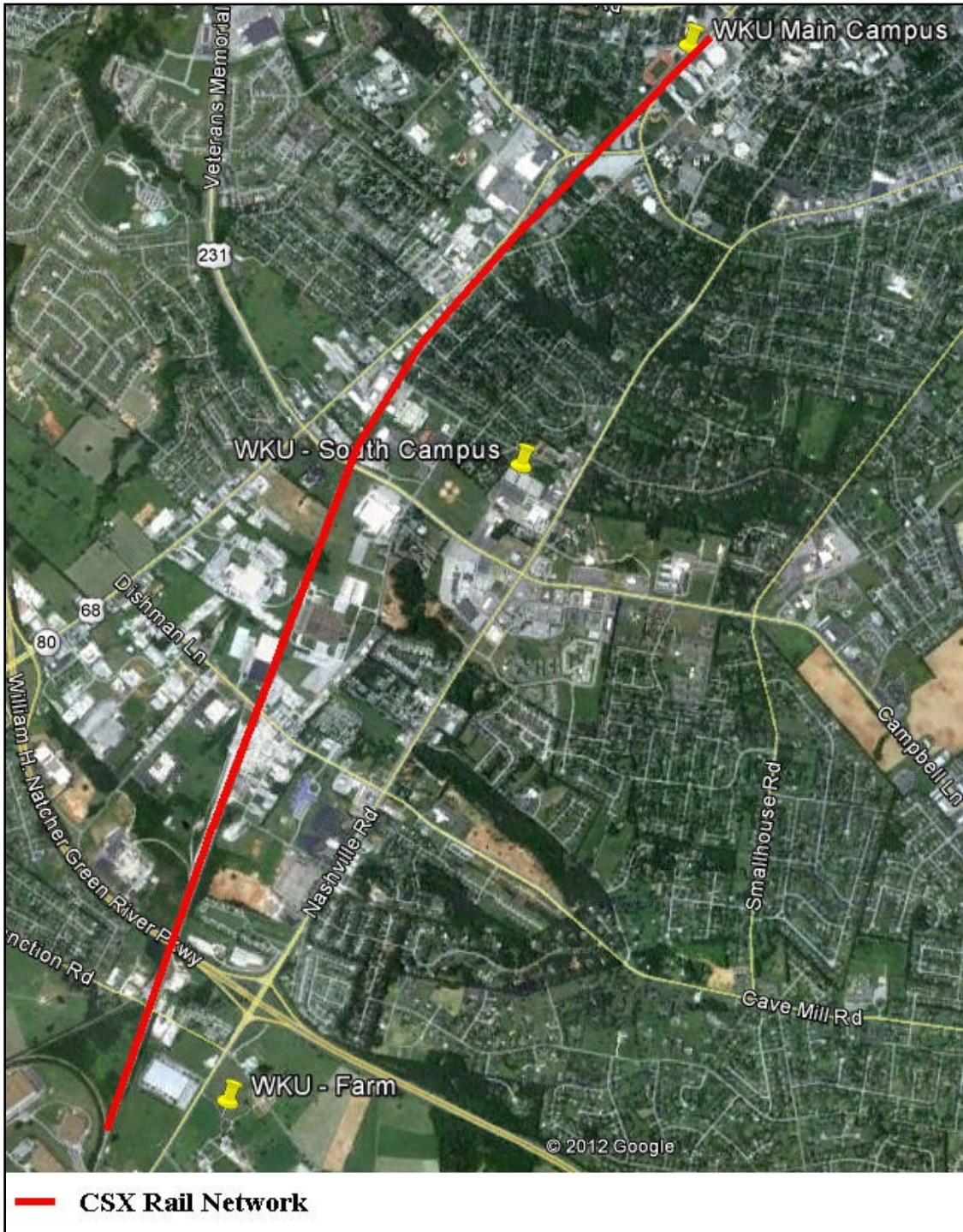
5.9.5   Campus Parking Map

5.9.6 Warren County & City of Bowling Green General Overview Maps

5.9.7 Flood Map

5.10 Appendix J – Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of this Plan. The Department of Environmental Health and Safety will ensure that all personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as, how their role and responsibilities interface with the other response components of this Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

Training will be based on federal, state, and local guidance and if possible conducted in accordance with HSEEP. All training and exercises conducted will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Department of Environmental Health and Safety will develop, plan, and conduct an emergency response exercise annually. These exercises will be designed to not only test the Plan, but to train all appropriate officials, emergency response personnel, and WKU personnel. Emergency response organizations, quasi-public, volunteer groups, and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

5.10.1 Recommended Training

The IS courses listed below are self-paced courses offered free of charge and are available online through EMI. These courses are recommended for any WKU personnel, student, or volunteer that will assist in mitigating, planning, responding, and/or recovering from an incident.

Course ID	Course Title
IS-100.b	Introduction to Incident Command System
IS-200.b	ICS for Single Resources and Initial Action Incidents
IS-700	National Incident Management System (NIMS), An Introduction
IS-800.b	National Response Framework, An Introduction

It is recommended that WKU administration personnel also take the following:

Course ID	Course Title
G402	ICS Overview for Executives/Senior Officials

5.11   Appendix K – Glossary of Key Terms

After Action Report/Improvement Plan

The main product of the evaluation and improvement planning process is the AAR/IP. The AAR/IP has two components: an AAR, which captures observations of an exercise and makes recommendations for post-exercise improvements; and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

All-Hazards

Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

American Red Cross

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assessment

The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

Chief

The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command

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

Communications

The process of transmission of information through verbal, written, or symbolic means.

Continuity of Operations

An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Coordinate

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

Critical Infrastructure

Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Decontamination

The process of making people, objects, or areas safe by: absorbing, destroying, neutralizing, making harmless, or removing hazardous materials.

Drill

A drill is a coordinated, supervised activity usually employed to test a single specific operation or function within a single entity.

Earthquake

A sudden transient motion or trembling of the earth's crust, resulting from the waves in the earth caused by faulting of the rocks or by volcanic activity.

Emergency

Any incident, whether natural or manmade, 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 Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Management Director

The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Management/Response Personnel

Includes Federal, State, territorial, tribal, sub-state regional, and local governments, non-governmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Management Plan/Emergency Management Plan

An ongoing plan for responding to a wide variety of potential hazards.

Emergency Operations Center

The physical location at which the coordination of information and resources to support incident management (on-scene operations) 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, medical services), by jurisdiction (e.g., Federal, state, regional, tribal, city, county), or by some combination thereof.

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and maintain public safety.

Enhanced Fujita Scale

A scale that classifies the severity of wind damage intensity based on the degree of destruction as it relates to the wind speed as well as path length and path width of the event. It is normally used to identify the most intense damage exhibited by a tornado. Developed by T. Theodore Fujita and Allen Pearson.

Evacuation

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

Exercise

An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and inter-agency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. (Note: an exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events).

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by Federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Homeland Security Exercise and Evaluation Program

HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Incident

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

Incident Command

The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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 Command System

A standardized on-scene emergency management construct specifically designed to provide 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 Management

The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

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., Federal, state, tribal, local 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 at the Field NIMS level responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Livestock

Cattle, equine (horses), sheep, goats, swine (pigs), poultry and other animals designated by the State Department of Agriculture.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate, the hardship or suffering, threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Logistics

The process and procedure for providing resources and other services to support incident management.

Mitigation

Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mutual Aid Agreement or Assistance Agreement

Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System

A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework

A guide to how the Nation conducts all-hazards response.

National Weather Service

The Federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Natural Disaster

Any event or force of nature that has catastrophic consequences, such as avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.

New Madrid Seismic Zone

The NMSZ is made up of several thrust faults that stretch from Marked Tree, Arkansas to Cairo, Illinois. Earthquakes in the central or eastern United States affect much larger areas than earthquakes of similar magnitude in the western United States.

Nongovernmental Organization

An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross. Non-governmental organizations, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. Non-governmental organizations and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Operational Period

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Preparedness

A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

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 individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol

A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information Officer

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

Recovery

The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, 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.

Reimbursement

A mechanism to recoup funds expended for incident-specific activities.

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 Emergency Operations Center.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of Emergency Management 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 incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Shelter in Place

In the event of a large chemical spill or a biological weapons attack, the safest course of action may be to "Shelter in Place." Close all windows and doors, arrange to get heating, ventilation, and air conditioning systems shut down and remain in the indoor safe area until you receive further instructions.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude, to warrant disaster assistance by the state, to supplement local efforts to prevent/alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Technological Disaster

A disaster attributed in part or entirely to human intent, error, negligence, or involving a failure of a man-made system, resulting in significant injuries or deaths.

Terrorism

As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat

Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Thunderstorm Warning

A forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar. Warnings state a particular hazard or imminent danger, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

Thunderstorm Watch

A forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, or heavy snows.

Tornado Warning

A tornado warning indicates a tornado has been sighted or is spotted on radar. Listen for local weather forecasts so that you know if you will be affected. You should be prepared to take cover immediately.

Tornado Watch

A tornado watch indicates that conditions are right for a tornado to develop. When a tornado watch is issued, you should prepare to take cover.

Unified Command

An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer

For purposes of the National Incident Management System, 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.

Wabash Valley Fault

The Wabash Valley Seismic Zone is located in Southeastern Illinois and Southwestern Indiana and it is capable of producing 'New Madrid' size earthquake events.

5.12 Appendix L – List of Acronyms

AAR/IP	After Action Report/Improvement Plan
AED	Automated External Defibrillator
BEAP	Building Emergency Action Plan
BRADD	Barren River Area Development District
C.A.L.V.E.S.	Community Activated Lifesaving Voice Emergency System
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEOC	Commonwealth Emergency Operations Center
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COOP	Continuity of Operations
C.O.W.S.	Community Outdoor Warning System
CPR	Cardiopulmonary Resuscitation
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESF	Emergency Support Functions
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive

HVAC	Heating, Ventilation, and Air Conditioning
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IS	Independent Study
JIC	Joint Information Center
KAR	Kentucky Administrative Regulations
KRS	Kentucky Revised Statutes
KY	Kentucky
KYEM	Kentucky Emergency Management
MASCAL	Mass Casualty
MOU	Memorandums of Understanding
MSDS	Material Safety Data Sheets
NDHS	National Disaster Housing Strategy
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPE	Personal Protective Equipment

RSO   Radiation Safety Officer

SARA   Superfund Amendments and Reauthorization Act

UC   Unified Command

USDA   United States Department of Agriculture

VP   Vice President

WKU   Western Kentucky University