



# Emergency Action Plan

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## EMERGENCY ACTION PLAN

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The Campbellsville University's Emergency Action Plan is designed to give direction and guidance in response to a man-made or natural disaster emergency that may affect our campus community. It details the response and procedures that campus officials should follow in case of an emergency. This document describes an integrated plan for responding to a University emergency. However, it is understood that a crisis event or emergency can and may occur at any time day or night, weekend or holiday, with little or no warning. Due to the fact of unpredictability and succession of events during an emergency, this document will only serve as a guide and may require modification during such an event. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President of the University or designees of the Administrative Council may declare a state of emergency and implement the Emergency Action Plan or portions therein. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

This document includes:

- General procedures in an emergency
- General Evacuation and Shelter-in-Place Procedures in an Emergency
- General Procedures During an Active Shooter Event
- Communication plan to be implemented during an emergency
- Administrative Policies and Procedures Manual "Campus Crisis Communication Plan"
- Inclement weather procedures during regular office hours
- Inclement weather procedures during evening hours
- Safety and security policies and procedures as stated in Campbellsville University's Emergency Student Handbook
- Campbellsville University's proposed anti-terrorism plan

## Emergency Telephone numbers

1. Campus Security.....	270-403-3611 or 270-789-5555
2. Campus Security Office.....	270-789-5556
3. Office of Student Services.....	270-789-5005
4. Office of the president .....	270-789-5001
5. City Police.....	270-465-4122 /911
6. Fire.....	270-465-4131 /911
7. Sheriff.....	270-465-4351 /911
8. Rescue .....	270-789-3135 /911
9. University Physical plant.....	270-789-5017
10. Kentucky State Police.....	800-222-5555
a. Non-Emergency.....	270-384-4796
11. National Response Center (spills).....	800-424-8802
12. National Regional Poison Center.....	800-722-5725
13. Federal Bureau of Investigation.....	800-752-6000

NOTE: The 9-1-1 Emergency System can be accessed from any campus phone. If you do call 9-1-1 for any emergency, please call Campus Safety and Security immediate afterward. This will allow Campus Safety and Security personnel to assist and help coordinate an appropriate response.

## **General Procedures in an Emergency**

If an individual becomes aware of an emergency situation where life or property is threatened, they should immediately call 911. It is imperative that they follow the directives of emergency response personnel, including Campbellsville University administrative personnel, local police, and fire/EMS personnel. Knowing the location of safety equipment in a work area and how to use it is imperative. Individuals should familiarize themselves with emergency evacuation routes for their building.

### **Call 9-1-1**

#### **Calmly tell the dispatcher:**

1. Who you are.
2. Where you are.
3. The nature of the emergency.
4. If anyone needs medical attention.
5. Any circumstances that may help or impede response personnel.
6. Your phone number where you may be reached.
7. Try to remain calm and inform others that help is coming and follow all directions given by dispatchers or emergency personnel.

#### **What will happen?**

1. The dispatcher may ask for additional information from you and/or give you directions.
2. The dispatcher will contact appropriate emergency response agencies such as Campbellsville City Police, Taylor County / Campbellsville Fire and Rescue and/ or other resources as necessary.
3. Local authorities may take command of the situation upon their arrival to campus, designate an "Incident Commander" and follow their emergency operating procedures (EOP) as so deemed within the Memorandum of Understanding signed between the University and the City of Campbellsville.

The Incident Commander may:

- Assess the situation and/or obtain a briefing from the prior Incident Commander
- Determine incident objectives and strategy
- Establish the immediate priorities
- Establish an Incident Command Post
- Establish an appropriate organization of command
- Ensure planning meetings are scheduled as required
- Approve and authorize the implementation of an Incident Action Plan
- Ensure that adequate safety measures are in place
- Coordinate activity for all Command and General staff
- Coordinate with key people and officials
- Approve requests for additional resources or for the release of resources
- Keep agency administrator informed of incident status
- Approve the use of trainees, volunteers, and auxiliary personnel
- Authorize release of information to the news media
- Order the demobilization of the incident when appropriate

## **General Evacuation and Shelter-in-Place Procedures in an Emergency**

Different emergencies require different evacuation strategies. This document contains general evacuation directions for most emergencies. When evacuation is not indicated for the emergencies described here or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

### **When to evacuate\***

1. Anytime you hear the fire alarm bells in your building.
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by Campbellsville University administrative personnel, local police, and fire/EMS personnel.

### **When not to evacuate (shelter-in-place)\***

1. When a tornado warning is sounded (find appropriate shelter within your building).
2. During a hostage/barricade situation.
3. During a power failure.
4. When instructed to not evacuate by Campbellsville University administrative personnel, local police, and fire/EMS personnel.

### **What to do if you must evacuate**

1. Listen carefully to instructions of emergency personnel.
2. Remain calm.
3. Close your office door as you leave.
4. Do not try to gather materials on the way out, leave quickly.
5. Keep talking to a minimum.
6. Exit via stairwells, not elevators.
7. No smoking.
8. Alert emergency personnel of any disabled persons who may need assistance.

\* Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location.

\*\* These situations require you to stay put initially. Emergency personnel will let you know when it is safe to evacuate.

## **Shelter-in-place**

An incident may occur which dictates that individuals remain inside a building during an emergency. A decision to shelter-in-place may or may not be obvious based on information known to them at the time. A decision to shelter-in-place may come from first responders' instructions, or may initially be made by that individual. This decision should be made based on what gives them the best chance of remaining safe and avoiding putting themselves in a more harmful situation.

Factors to consider when deciding whether to evacuate or shelter-in-place include:

- Where is the threat now and where is it likely to go?
- Where will I be safest now and in the near future?
- Will I be more likely to get help for myself and others by evacuating or staying in place?
- Does this space provide adequate safe shelter for the emergency at hand, i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting or rescue, phone/internet/email?

## **When to shelter-in-place**

1. When a tornado warning is sounded (find appropriate shelter within the building).
2. During a hostage/barricade situation.
3. During a power failure.
4. If you cannot leave due to being trapped by a fire or hazardous materials release.
5. Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place.
6. When instructed to do so by University or local first responders/emergency personnel.

## **When not to shelter-in-place**

1. Anytime you hear a fire alarm bell/horn sounding.
2. If you smell smoke or know there is an actual fire or hazardous material release, and you have a safe evacuation route away from danger.
3. Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving.
4. When instructed to do so by University or local first responders/emergency personnel.

## **What to do if you must shelter-in-place**

1. If it is safe to do so, move to an area farthest away from the incident/hazard.
2. As soon as possible, if it is safe to do so, notify emergency responders (or 9-1-1) and keep responders informed of changes in your situation.
3. Be aware of your surroundings and be ready to move quickly if needed.
4. In case of hostile intruder, lock doors and plan for a secondary escape route.
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if you must evacuate before being told to do so.

## **General Procedures During an Active Shooter Event**

### **Active Shooter**

If you find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated and there are three things you could do that make a difference: **Run. Hide. Fight.**

1. First and foremost, if you can get out, do.
2. Always try and escape or evacuate, even when others insist on staying.
3. Encourage others to leave with you, but don't let them slow you down with indecision.
4. Remember what's important: you, not your stuff. Leave your belongings behind, and try to find a way to get out safely.
5. Trying to get yourself out of harm's way needs to be your number one priority.
6. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

A. **RUN** when an active shooter is in your vicinity:

1. If there is an escape path, attempt to evacuate.
2. Evacuate whether others agree to or not.
3. Leave your belongings behind.
4. Help others escape if possible.
5. Prevent others from entering the area.
6. Call 9-1-1 when you are safe.
7. If you can't get out safely, you need to find a place to hide.
8. Act quickly and quietly. Try to secure your hiding place the best you can.
9. Turn out lights, and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone.
10. And if you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.
11. Do your best to remain quiet and calm.

B. **HIDE** If an evacuation is not possible, find a place to hide.

1. Lock and/or blockade the door.
2. Silence your cell phone.
3. Hide behind large objects.
4. Remain very quiet.
5. Your hiding place should:
6. Be out of the shooter's view.
7. Provide protection if shots are fired in your direction.
8. Not trap or restrict your options for movement.

9. As a last resort, if your life is at risk, whether you're alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm him ... and commit to taking the shooter down, no matter what.

C. **FIGHT** as a last resort, and only if your life is in danger:

1. Attempt to incapacitate the shooter.
2. Act with physical aggression.
3. Improvise weapons.
4. Commit to your actions.
5. Try to be aware of your environment. Always have an exit plan.
6. Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly.
7. The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

When law enforcement arrives:

1. Remain calm and follow instructions.
2. Keep your hands visible at all times.
3. Avoid pointing or yelling.
4. Know that help for the injured is on its way.
5. Your actions can make a difference for your safety and survival. Be aware and be prepared.

### **Communication Plans for Campus Emergency**

1. Radio/call specified personnel to initiate action plan
2. Activate the University emergency notification system (CU Alerts) with appropriate action plan
3. Communicate with local media outlets when deemed necessary by Incident Commander to alert the community of the potential impact of the emergency.
4. Update the University website as deemed necessary by the Administration Counsel to give follow up information concerning the emergency
5. Follow the Administrative Policies and Procedures Manual as specified under the “Campus Crisis Communications Plan” Section H, page 9-17

# Campus Crisis Communications Plan

## Effective Date: July 1, 1998

## Revision Date: January 2016

At the first sign of a potential crisis or controversy involving Campbellsville University whether before or after exposure in the news media, appropriate university personnel are to begin preparing a timely, honest, accurate and appropriate response.

**I. Assess the situation that took place and take immediate action.**

- A. The individual who encounters the situation should determine whether a crisis actually exists and quickly gather full, accurate information from appropriate sources.
- B. Determine whether an immediate response is necessary. If it is, contact the Vice President for Communication, who will contact the President, the News and Publications Coordinator (if unavailable, another communications officer), the head of the involved College/School Office and the appropriate vice president or dean. Following discussion among these administrators, a decision will be made as to whom inside and outside the university should be contacted. If the crisis is of major proportions, the immediate supervisor/area director is to immediately contact the President and News and Publications Coordinator. Key telephone numbers are listed below:

Name	Office	Home	Cell Phone
President Michael V. Carter	(270) 789-5001	(270) 789-5500	(270) 403-3601
Vice Pres. for Finance & Administration Mr. Otto Tennant	(270) 789-5002	(270) 469-3870	(270) 403-5723
Vice President for Academic Affairs Dr. Donna Hedgepath	(270) 789-5231	(270) 519-2655	(270) 519-2655
Vice President for Development Mr. Benji Kelly	(270) 789-5211	(270) 469-4767	(270) 403-7678
Vice President for Admissions and Student Services Mr. Dave Walters	(270) 789-5005	(270) 789-2449	(270) 403-5703
Vice President for Communication Dr. Keith Spears	(270) 789-5515	(270) 403-0505	(270) 403-0505
News and Publications Coordinator Mrs. Joan McKinney	(270) 789-5214	(270) 789-1860	(270) 403-0097
Marketing and Media Relations Coordinator Drew Tucker	(270) 789-5004	(270) 789-1422	(270) 403-7471
Assistant Deans of Student Services Mr. Andrew Franklin	(270) 789-5286	(270) 789-7904	(270) 789-7904

Mrs. Rebecca Price (270) 789-5092 (270) 465-1704 (270) 469-8166

Director of Safety and Security (270) 789-5556 (270) 405-7144 (270) 405-7144  
Mr. Kyle Davis

Admissions Marketing Specialist (270) 789-5323 (270) 789-6922 (270) 403-0000  
Mr. Ed Goble

- C. If necessary, the President or a Vice President may call together a Crisis Committee. This Committee’s composition will depend upon the nature of the situation. However, the Office of University Communications will always have representation on the Committee.

**II. Make a decision as to the University’s Crisis Team.**

After the appropriate administrators have been informed of the situation (these would include the Presidential Cabinet) a decision should be made as to what other individuals or agencies should be contacted. In consultation with these administrators, the following may be contacted for further assistance:

1. Law enforcement or other prospective services:

**Main Campus Numbers:**

Campus Security – (270) 789-5555 or (270) 403-3611  
C-ville City Police – (270) 465-4122 / 911  
C-ville Fire – (270) 465-4131 / 911  
Taylor Co. Sheriff – (270) 465-4351 / 911  
CTC Rescue – (270) 789-3135 / 911

**Louisville Center Area Numbers:**

Jeffersontown Police (502) 267-0503 (primary)  
Louisville EMS & Fire - (502) 491-7300 / 911  
Louisville Police – (502) 267-0503 / 911

**Hodgenville Brockman Center Area Numbers:**

Hodgenville Police - (270) 358-3013 or (270) 358-0635 / 911  
Hodgenville EMS - (270) 358-9903 / 911  
Hodgenville Fire - (270) 358-0798 / 911

**Somerset Site Area Numbers:**

Pulaski Co Sherriff - (606) 678-5145 (primary contact)  
Somerset Police - (606) -678-5176/ 911  
Somerset EMS - (606) 679-6388 / 911  
Somerset Fire - (606) 679-1163 / 911

**State & Federal Numbers:**

Kentucky State Police . . . . . (800) 222-5555  
    (For Main Campus) non-emergency . . . . . (270) 384-4796  
    (For Somerset site) non – emergency . . . . . (606) 878-6622  
    (For Louisville & Hodgenville Centers) non-emergency .... (270) 766-5078  
Federal Bureau of Investigation (FBI). . . . . (800) 752-6000  
National Response Center (Spills) . . . . . (800) 424-8802  
Kentucky Regional Poison Center . . . . . (800) 722-5725

2. Media outlets (media security codes may be required when calling. These are in possession of the News and Publications Coordinator and the Marketing and Media Relations Coordinator).

***Campbellsville:***

**Campbellsville University Web Site .....www.campbellsville.edu**  
**Central Kentucky News-Journal . . . . . (270) 465-8111**  
**WGRK-FM/WAKY-AM . . . . . (270) 789-1464**  
**WCKQ-FM & AM/WCKQ-FM . . . . . (270) 789-2401**  
**WVLC-FM . . . . . (270) 789-4998**  
**WLCU-TV . . . . .(270) 789-5210**

***Columbia:***

**WHVE-FM.....(270) 384-7979 or (270) 866-7979**  
**WAIN-AM.....(270) 384-2135**

***Elizabethtown:***

**WQXE-FM/WULF-FM.....(270) 763-9830 or (800) 905-0983**  
**WLVK-FM/WAKY-FM.....(270) 737-1055 or (270) 766-1035**  
**WRZI-FM/WKMO-FM.....(270) 763-0800**

***Lebanon:***

**WLBN.....(270) 692-3126**

***Lexington:***

**Lexington Herald-Leader . . . . .(800) 950-NEWS**  
**WDKY-TV (56).....(859) 967-1150**  
**WKYT-TV (27) . . . . .(859) 299-0411**  
**WLEX-TV (18) . . . . .(859) 266-7619**  
**WTVQ-TV (36)..... (859) 294-6028**

***Liberty:***

**WKDO.....(606) 787-7331**

***Louisville:***

**Associated Press (AP) . . . . . (800) 292-3560**

**Louisville Courier-Journal . . . . . (800) 765-4011**  
**Central Kentucky Bureau (E-TOWN).. (270) 765-5277**

**WAVE-TV (3) . . . . . (502) 540-5258**

**WHAS-AM/WAMZ-FM. . . . . (502) 479-2222**

**WHAS-TV (11) . . . . . (502) 582-7210**

**WLKY-TV (32) . . . . . (502) 899-4141**

**WDRB-TV . . . . . (502) 583-4457**

***Bowling Green:***

**WBKO-TV (13) . . . . . (270) 781-1313**

**WKYU-FM (WKU) . . . . . (270) 745-5489**

***Russell Springs:***

**WJKY-AM. . . . . (270) 866-3487**

***Somerset:***

**WKEQ-FM/WLLK-FM/WSEK-FM/WSFC-AM. . . . . (606) 679-3533 or (877) 672-5151**

**WSGP-FM/WTHL-FM. . . . . (606) 679-6300**

**WTLO-AM/WYKY-FM. . . . . (606) 678-8151**

***Upton:***

**WJCR-FM. . . . . (270) 369-8614**

After assessing the nature and scope of the situation that has arisen, a plan of action should be initiated which should include some or all of the following components:

- A. Plan an immediate response
  - 1. Designate who will speak for Campbellsville University. The Vice President for Communication is the speaker for such events. In the event of a major crisis, the spokesperson will be the Vice President for Communication or the President; if the crisis relates to a particular area, a person from that area may be designated (see #10).
  - 2. Those dealing with the media should review the attached list of media relations reminders (see # X —Media Relations Reminders).
  - 3. Assign a staff writer to draft a brief initial statement or list of details for use until a more detailed statement or story can be drafted. (News media will expect and demand an immediate response).

4. Decide whether a news conference and/or press release are an appropriate means of conveying information to the news media and the public. The university's news and publications coordinator and the vice president for communication and the person identified from the area affected will decide the logistics of the news conference. Should the need for a press conference be warranted, the university will conduct it in the Gheens Recital Hall (first choice) or the E. Bruce Heilman Student Complex (second choice). Parking will be made available for large vehicles around the Student Complex and around the Gheens Recital Hall.
  5. Determine whether the magnitude of the crisis merits establishing a media-briefing center. Decide where the briefing center should be, if additional phone lines may be needed and other details.
  6. Determine the need to assign videographers from the university's WLCU-TV and photographers from the Office of University Communications to take pictures of the scene. (This could prove helpful in responding to injuries that may develop into litigation later as well as documenting events).
  7. Decide whether it is appropriate to allow location shooting by TV and newspaper photographers. Determine when, where and who will accompany the media. Discuss the need to supply video footage from WLCU-TV files. Decide whether to provide TV footage for immediate distribution or by handing out tapes (or by satellite uplink if available).
  8. Discuss the need to produce a taped response for radio or whom to make available for radio sound bites.
  9. Identify any other individuals who may serve as spokespersons or who might be made available to the news media at the earliest time after a controversy or crisis has arisen. Assign a University communications staff person to discuss with that individual the idea of making his/her side of the issue known to the media. Counsel the individual in terms of appropriate ways to deal with the media.
  10. Determine what means of internal communications will be used if the crisis affects the university students and employees.
  11. Alert the University switchboard (full-time operator) and any other campus office secretaries about where to refer calls pertaining to the crisis.
- B. Write a fact sheet and use as a guide to write a statement for the media or preparation for a possible Associated Press (AP), Kentucky News Network, and/or Baptist Press (BP) wire story summarizing the situation. Written material is to be reviewed by the University's News and Publications Coordinator, the President, the Presidential Cabinet, Marketing and Media Relations Coordinator and the head of the affected area (and others as required).
- C. After developing a proposed plan of action, with consideration to the elements detailed above, the officers in the Office of University Communications should make sure the President and/or the appropriate Vice Presidents/Deans review and approve the material collectively.

**III. Advise University Communications staff members of the situation at the earliest possible stage.**

- A. Give university secretaries clear instructions in regard to handling telephone calls concerning the situation and alert them that they may be called upon to perform special clerical assignments.
- B. Specific assignments may be delegated to members of the University Communications staff (work-study students and interns included).

**V. Discuss alternative or additional means of conveying information.**

- A. This might include such items as letters to parents of students or selected other constituencies of Campbellsville University, letters to newspaper editors, consultation with student/ alumni/ community groups.
- B. Other means of communication, which may need to be considered, include making phone banks available and using ham radios in an emergency.

**VI. Alert individuals handling newspaper and video clippings to prioritize scanning daily media reports.**

- A. Deliver copies of these clippings or reports to the President and Cabinet, and to the appropriate area head.

**VII. Prepare information files.**

- A. The Office of University Communications should establish information files on the crisis, including clippings, statements, letters, memos and any other documents.
- B. These clippings, etc. should be filed in chronological order.

**VIII. Plan to frequently update staff and appropriate administrators.**

**IX. Monitor the situation daily.**

- A. Try to maintain a chronology of events for possible use for fact sheet or historical information later.
- B. All CONFIDENTIAL RECORDS will be filed in the Office of the President.

**X. Assess the University's efforts for improved crisis management following the event.**

- A. If a crisis team has been called together, that total crisis team should meet after the event has been handled to review and discuss.
- B. The News and Publications Coordinator and Marketing and Media Relations Coordinator will submit a written report to the President about the crisis team's review.

## **MEDIA RELATIONS REMINDERS**

1. ALWAYS return media calls, even if they call more than once and even if they are hostile.  
\*The more cooperative you appear the better.
2. Sincerely communicate with the media. Do not try to fake them out!
3. Avoid antagonizing media representatives, if possible. A sharp tone at a press conference, during a phone conversation, or elsewhere can affect your future relationship and the University's with that media source.
4. Consider establishing a dedicated call-in phone line that will offer information to media or others who phone Campbellsville University.
5. Consider how information you release to the media may affect others at the university.
6. When talking with the media, be sure to give credit to other agencies, groups or individuals who are working alongside you on the crisis, including your own staff.
7. Try to be pro-active with new information. If you acquire new information regarding the crisis, reach out to the media. If you can provide some media with a special angle or twist, it can pay off in the long run for the university.

## **SNOW SCHEDULE**

In case of extreme snow or hazardous road conditions, classes and offices may be cancelled, closed or delayed.

Should there be a delay in the opening of classes because of weather conditions, classes will begin at 10:00 a.m.

Should there be a delay in the opening of offices because of weather conditions, offices will begin at either 9:00 or 10:00 a.m., depending on the decision made by the President.

In the event of cancellation or a delayed opening, the News and Publications Coordinator, with notice given him/her by the President or Vice President for Academic Affairs, will contact the following media:

### ***Campbellsville:***

WGRK-FM  
WCKQ-AM & FM/WTCO AM & FM  
WVLC -FM  
WLCU - FM  
UNIVERSITY-COMMUNITY CHANNEL (CHANNEL 22)  
Campbellsville University Web Site: [www.campbellsville.edu](http://www.campbellsville.edu)

### ***Columbia:***

WAIN-AM & FM  
WHVE

### ***Bowling Green:***

WKYU-FM  
WBKO-TV

### ***Elizabethtown:***

WQXE-FM

**Greensburg:**  
WAKY-AM/WGRK-FM

**Lebanon:**  
WLBN-FM

**Lexington:**  
WKYT-TV  
WLEX-TV  
WTVQ-TV

**Liberty:**  
WKDO-AM & FM

**Louisville: Somerset:**  
WAVE-TV WKEQ-FM WSGP-FM WDKY-TV  
WHAS-AM/WAMZ-FM WLLK-FM WTHL-FM  
WHAS-TV WSEK-FM WTLO-AM  
WLKY-TV WSFC-AM WYKY-FM  
WDRB-TV

**Russell Springs:**  
WJKY

It is recommended that the University make such announcements, if possible, in time for the 11:00 p.m. television newscasts. Oftentimes, persons listen for such updates in the evening instead of the early morning hours, especially commuter students. Also, should power unexpectedly be cut off in the morning hours, persons would not be able to receive information.

## **POTENTIAL MAJOR CRISES AND POSSIBLE CRISES TEAMS**

### **Weather/Natural Disasters**

President  
VP for Academic Affairs  
VP for Admissions and Student Services/ Assistant Deans of Students  
VP for Communication  
VP for Finance and Administration  
VP for Development  
Director of Physical Plant  
Campus Security  
News and Publications Coordinator  
Marketing and Media Relations Coordinator  
Area Director (if appropriate)

### **Criminal**

President  
VP for Communication  
Area Director/Division Chair  
Appropriate Vice President(s)

### **Animal Rights**

President  
VP for Academic Affairs  
VP for Communication  
Dean College of Arts and Sciences

Science Division Chair  
News and Publications Coordinator  
Marketing and Media Relations Coordinator

### **Alcohol and Drug Abuse**

President  
VP for Communication  
Vice President of Student Services/Assistant Deans of Students  
Residence Hall Director  
Area Director  
News and Publications Coordinator  
Marketing and Media Relations Coordinator  
Director of Counseling Services

### **Environmental Issues**

President  
VP for Finance and Administration  
VP for Communication  
Director of Physical Plant  
Area Director/Division Chair (if appropriate)  
News and Publications Coordinator  
Marketing and Media Relations Coordinator

### **Computer Internet and Phone Crime**

President  
Director of Information Services  
Appropriate Vice President(s)  
News and Publications Coordinator  
Marketing and Media Relations Coordinator

### **Faculty/Staff/Administrative Indiscretions**

President  
Administrative Council  
Appropriate Academic Dean  
Area Director/Division Chair/Faculty/Dean  
News and Publications Coordinator  
Marketing and Media Relations Coordinator

### **Student Indiscretions**

Vice President for Student Services/Assistant Deans of Students  
Area Director(s)/Division Chair/Faculty  
Residence Hall Director (if appropriate)  
News and Publications Coordinator

Marketing and Media Relations Coordinator  
Appropriate Vice President(s)

**Forgery (see Criminal)**

**Misuse of Non-Profit Status of University**

VP for Development  
President  
VP for Communication

**Religious/Spiritual Matters**

VP for Development  
Director of Campus Ministries  
Dean School of Theology  
President  
News and Publications Coordinator  
Marketing and Media Relations Coordinator  
Dean of Student Services

**Athletic Matters**

Director of Athletics  
President  
VP for Communication  
Appropriate Coaches  
Dean of Student Services  
Sports Information Director  
News and Publications Coordinator  
Marketing and Media Relations Coordinator

# Inclement Weather Procedures

(Daytime procedures)

## I. Standard Weather Communications:

1. **Forecasted Weather** – Student Services or the extended campus coordinator will issue campus-wide emails when local forecasters predict inclement weather for the day. Emails will also be sent to those responsible for the monitoring of the weather radios and university first responders to remind them of their responsibilities should the weather turn into a *severe weather warning*.
2. **Tornado Watch** – The Director of Security, who has contact with Taylor County Emergency Management Service, will update everyone via campus-wide email and follow up with a phone call to weather radio monitors and University first responders.
3. **Tornado Warning** – Once the weather radio issues the *warning*, the weather radio monitors, servicemen, and custodians will contact first responders in assigned buildings and begin notification and evacuation procedures to the lower levels designated as “Tornado Safety Areas”.

## II. Weather Radios and Monitoring Personnel:

1. Designated areas will have weather radios as a backup means of communication of impending weather.
2. Upon the issuance of a ***TORNADO WARNING*** via the National Weather Service, the radio monitor is responsible for contacting the first responder in their assigned buildings and then taking the weather radio with him/her to the safety area to serve as notification of the “all clear” signal. No one should leave the *Tornado Safety Area* until the “All Clear” signal has been transmitted over the radio and/or text messaging system CU Alerts.
3. Campbellsville University Campus Emergency Notification System will be activated upon the issuance of a Tornado Warning.

## III. Faculty:

1. Upon the issuance of a Tornado **WARNING**, all faculty will abide by the instructions of first responders and evacuate their classrooms to the designated safety area.
2. CU Alerts will be activated
3. Land Line voicemail will be activated
4. Internet disruption with notice will be activated
5. As part of Tornado preparedness, faculty (*at the beginning of each semester*) will go over tornado and fire evacuation policies and procedures, identifying tornado safety area in their specific building.
6. While first responders cannot force students to take shelter in the designated area, they must give these students the option to exercise this measure of safety and precaution.

# Inclement Weather Procedures

(Evening Classroom procedures)

## I. Standard Weather Communications:

1. **Forecasted Weather** – Taylor County EMS notifies Student Services once the National Weather Service has issued any statements on potential inclement weather. These notices occur early enough in the day to begin planning for evening classes. Should reports from the NWS indicate a strong possibility for extremely severe weather, the Vice President for Academic Affairs, the Dean of Students, and the Director of Security will be kept abreast of the reports in case class cancelation is warranted. A campus-wide notices will be sent via email throughout the day to keep everyone informed of the weather situations.
2. **Adjunct Communications** – Adjunct instructors for evening classes will provide the Office of Academic Affairs contact phone numbers where they can be reached during the daytime hours. Using these contact numbers, adjuncts will be called to make them aware of the possibility of inclement weather during their evening class time. They will also be reminded of the procedures and the location of the Tornado Safety Area in their respective buildings. Flyers printed on bright-colored paper will be posted in the classrooms to communicate the weather notices as a backup to the phone contact.
3. **Tornado Warning** – Once the NWS issues a ***TORNADO WARNING***, the community warning sirens will sound (7 blasts). When the adjunct hears the siren, he/she will direct the students to the designated safe area.

## II. Faculty:

1. Upon the issuance of a Tornado **WARNING**, all faculty and staff will abide by the community sirens and the Universities Notification System to evacuate their classrooms / offices to the designated safe area.
2. Text message will be activated
3. Landline voicemail will be activated
4. Internet disruption with notice will be activated
5. As part of Tornado preparedness, faculty (*at the beginning of each semester*) will go over tornado and fire evacuation policies and procedures, identifying tornado safety area in their specific building.
6. While first responders (*Adjunct Instructors or Security staff*) cannot force students to take shelter in the designated area, they must give these students the option to exercise this measure of safety and precaution.

# **Urgent Notice**

**Taylor County is under a Tornado Watch. If you hear the local emergency siren sound 7 times, with the last one sounding over 1 minute long – Seek immediate shelter in the designated safety area of THIS building. Please remain in the safety area until the Campus Security Personnel tell you, or CU ALERTS gives the “all clear”. Security Cell Phone # is 270-403-3611.**

# Emergency Procedures Handbook

## Crisis Management Planning and Preparedness for an Immediate disaster response

### Preamble:

In order to have a prudent and responsible plan of response to emergency or crisis situations involving death, serious injury, destruction of University property or that threaten continued operation of the University, the following Emergency Procedures Handbook is hereby adopted and put in place.

Crisis situations would include, but not necessarily be limited to, the following: physical destruction of one or more campus buildings or facilities, [weather or natural disaster, bomb, fire, chemical explosion]; any situation on campus where individuals are injured or killed [weather or natural disaster, laboratory explosion, fire, construction accident]; actual or threatened criminal violence on campus [workplace violence, hostage situation]; a death in a University building or residence hall [suicide, accident, criminal violence, weather or natural disaster].

The crisis management response outlined in this handbook is intended to provide a means for mitigating emergencies which are of such magnitude to cause a significant disruption of the normal operations of all or portions of this campus. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Each emergency situation requires a specific response in terms of needed resources and proper procedures. This handbook addresses each type of emergency on an individual basis; however, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day, night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this manual, should serve only as a guide and a checklist, and may require field modifications in order to meet the requirements of the emergency.
3. A major emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.

## Reporting an Emergency by Telephone

1. Emergencies should be reported to Campbellsville University Campus Security at 270-403-3611. If you dial 911 directly, be sure to call campus security to inform them of the emergency. In the event that the phone lines are down, a cellphone, 2-way radio (if available) or a runner should be used to make contact with emergency authorities.
2. Any employee can make an emergency call. Notify the department head immediately after the call is made.
3. Stay calm and speak clearly.
4. Identify yourself.
5. State the location and nature of the emergency.
6. Stay on the telephone until told to hang up; the police/rescue may ask for additional information.

Example:

("My name is John Smith and I am a student at Campbellsville University. I need to report a medical emergency. I am in the Administration Building room 113 on the basement floor.")

## Campus notification systems - *CU-ALERTS*

Campbellsville University offers an alert notification system called *CU-ALERTS*. This notification system provides students with notice of severe weather, campus crisis situations, or important information that could be vital to your safety. The alerts will be in a form of cellphone SMS/text messaging, voicemail, and internet disruption. You can sign up for the cell phone and voicemail notifications through the internet or the office of student services at no charge for students, faculty, and staff. Cellphone carriers may charge for text messages if you do not have a plan that allows text messaging.

1. Campus Emergency Notification System
  - A. The system will be activated by the Director of Safety and Security or the Dean of Student Services
  - B. The system will be activated from the authority of Campbellsville University Administrative Counsel
2. Community warning systems
3. Land line voice mail
4. Campus wide email to faculty/staff/students
5. Internet interruption with emergency information

## General Emergency Evacuation Procedures

1. Evacuation occurs when the fire alarm is activated, indicated through the campus emergency notification system, or advised by a senior department administrator. (President/Vice President/Department Head)
2. Make a quick survey of your area for people left in the building unless doing so poses a threat to your personal safety.
3. If individuals are injured, note their location and go for help. Inform the proper authorities immediately. DO NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
4. Take the quickest, safest route to the outside. **Take personal items such as backpacks, keys, and purses with you.**
5. Do NOT turn off lights or lock doors. However make sure the door is shut. Shut the door when the room is empty. Your door maybe a fire door and slow a fire down.
6. Once outside report to the outdoor assembly area, or area designated by campus/ or local authorities located 500ft away from the building's main entrance and away from emergency personnel.
7. Directors or head administrators will be in charge to make sure that their area or building is cleared
8. Directors and Senior Administrators will work with local authorities to supply them with information about the emergency, the faculty and/or residents involved.

## Evacuation of Physically Challenged Persons

Faculty and Staff will be responsible for assisting physically challenged occupants to evacuate the building. The following guidelines may be useful when aiding the physically challenged:

1. Identify yourself to the disabled person
2. Briefly explain evacuation procedures
3. Take the person to the nearest exit and go to the outdoor emergency assembly area. Stay with the person to assist as needed.
4. Untrained personnel should not attempt to carry disabled persons. Trained professionals (Taylor County Fire Department) should conduct stairway evacuation of wheelchair users.
5. If unable to assist him/her to exit the building or reach the emergency assembly area, alert the Building Coordinator and emergency service personnel immediately.

## Threats or Other Emergency Evacuations

If a building must be evacuated, students will be instructed to report to one of the following areas:

1. Powell Athletic Center Gymnasium
2. Tiger Football Field Bleachers
3. Other Designated Buildings as Necessary

In the event of an emergency evacuation, please notify the immediate supervisor/area director who will in turn immediately contact the following:

1. Campus Safety and security cell # 270-403-3611
2. Dean of Student Services- 270-789-5005
3. Admissions and Student Services- 270-789-5552
4. President – 270-789-5001

If at any time you are unsure where to go, evacuate 500 ft. away from the building's main entrance away from emergency personnel.

### **Electrical Power Failure**

1. Building occupants will remain in their work areas or residence hall to await further instructions. There is emergency lighting in the lobbies, hallways, stairways, resident halls and office areas. The building Coordinator / resident hall director will report power outages to the Physical Plant at 270-789-5017 to ask the nature of the outage and how long the power will be off. After being advised by the building Coordinator, the administration of the University will decide whether to close the building or to remain open.
2. If an evacuation needs to occur due to the power failure, follow the evacuation guidelines.

If someone is trapped in the elevator, be prepared to give the following information to maintenance personnel:

1. Building name
2. Floor number
3. Nature of the problem
4. Contact person

### **Water failure**

1. If there is a water failure issue, please report this to the building coordinator/ dorm director. Do not attempt to contact the water company for this may be an internal problem.

### **Earthquake**

#### **Indoors**

1. Stay calm. Earthquakes may last from a few seconds to a few minutes.
2. Do NOT evacuate the building during tremor.
3. Seek shelter under a desk or table, in a supported doorway or along an inside wall, or kneel and cover head with hands
4. Stay away from glass
5. When tremor stops, make a quick survey for injured people unless doing so poses a threat to your personal safety.
6. If individuals are injured, note their location and go for help. Inform emergency personnel immediately. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
7. Aftershocks may occur. Be prepared to take cover again. Open doors carefully and watch for falling objects
8. Do NOT smoke, light matches or use electricity.
9. Do NOT turn off lights or lock doors.

10. Evacuation of the building after a tremor will not be automatic. The danger outside may be worse than those inside the building. Faculty/Staff and emergency service personnel will assess the situation. If the decision is made to evacuate, the fire alarm will be activated and building occupants will be directed to a safe, open area outdoors.

### **Outdoors**

1. If outdoors when the tremor begins, lie down or crouch low to the ground.
2. Move to an open area away from buildings and overhead power lines.

## **Fire**

### **Administrative buildings**

1. If you see smoke or fire, pull the fire alarm, call 911 and evacuate the building following general evacuation procedures.
2. If you hear the alarm, evacuate the building. Take personal items such as backpacks, keys and purses with you.
3. Make a quick survey of your area for people left in the building unless doing so poses a threat to your personal safety.
4. Move calmly but quickly. If smoke is present, keep low to the floor. Feel closed doors before opening. If hot, leave door closed and take another route.
5. Do NOT lock doors.
6. Do not place yourself in danger by trying to fight a fire that might get out of control.
7. Gather at the designated outdoor emergency assembly area, when in doubt report outside the main entrance 500 feet away.
8. Faculty/Staff check assigned areas to make sure all occupants have left the building and report to the building Coordinator.
9. Building Coordinator works with authorities supplying them with pertinent information about the emergency, building personnel and the physical facility.

### **Resident halls/ villages**

1. Evacuation procedures are posted on the back of resident hall doors. When the fire alarm sounds:
2. immediately grab coat or covering
3. Leave the room, and dropping a towel at the closed door to indicate the room is empty.
4. Follow RA and Dorm Directors instructions concerning evacuation procedures
5. Report to the emergency designated staging area indicated by your director

Your designated staging area \_\_\_\_\_

## **Flooding/Water Leakage**

1. Remember that wet surfaces are dangerous and slippery.
2. Stay clear of electrical cords and equipment.
3. During regular business hours report the incident to Campus Security Director at 270-403-5556. After regular business hours call Campbellsville University Campus Security at 270-403-3611.

## Medical Emergency

### Life Threatening

1. Call 911 and briefly explain the emergency, condition of the individual and location.
2. Do not try to diagnose the problem.
3. Remain with the individual. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
4. Alert Campus Security, 270-403-3611.
5. Instruct another staff member to meet the emergency team.
6. When in doubt, treat an emergency as life threatening.

### Non-Life Threatening

1. If a person is injured, offer to call Campus Security, 270-403-3611 to assist the injured party in receiving medical attention.
2. Ask the person if there is someone you may call (family, friend etc.) or assist him/her in making the call.
3. Encourage him/her to fill out a personal injury incident report form.
4. Campus Safety office will assist the visitor in filling out the form. Note witnesses to the incident.

### Employee Injury

1. Follow University procedures for reporting injuries.
2. Employee should always report any injury to his/ her supervisor who then reports the incident to the Department Head.
3. Department Head reports the incident to Personnel Services.
4. If immediate medical attention is necessary, proceed to the emergency room or call Campus Security, 270-403-3611, who will call an ambulance.

## Workplace Violence/ Criminal Activity

### Active Shooter

If you find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated and there are three things you could do that make a difference: **Run. Hide. Fight.**

7. First and foremost, if you can get out, do.
8. Always try and escape or evacuate, even when others insist on staying.
9. Encourage others to leave with you, but don't let them slow you down with indecision.
10. Remember what's important: you, not your stuff. Leave your belongings behind, and try to find a way to get out safely.
11. Trying to get yourself out of harm's way needs to be your number one priority.
12. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

D. **RUN** when an active shooter is in your vicinity:

12. If there is an escape path, attempt to evacuate.
13. Evacuate whether others agree to or not.
14. Leave your belongings behind.
15. Help others escape if possible.
16. Prevent others from entering the area.
17. Call 9-1-1 when you are safe.
18. If you can't get out safely, you need to find a place to hide.
19. Act quickly and quietly. Try to secure your hiding place the best you can.
20. Turn out lights, and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone.
21. And if you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.
22. Do your best to remain quiet and calm.

E. **HIDE** If an evacuation is not possible, find a place to hide.

10. Lock and/or blockade the door.
11. Silence your cell phone.
12. Hide behind large objects.
13. Remain very quiet.
14. Your hiding place should:
15. Be out of the shooter's view.
16. Provide protection if shots are fired in your direction.
17. Not trap or restrict your options for movement.
18. As a last resort, if your life is at risk, whether you're alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm him ... and commit to taking the shooter down, no matter what.

F. **FIGHT** as a last resort, and only if your life is in danger:

8. Attempt to incapacitate the shooter.
9. Act with physical aggression.
10. Improvise weapons.
11. Commit to your actions.
12. Try to be aware of your environment. Always have an exit plan.
13. Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly.
14. The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

When law enforcement arrives:

6. Remain calm and follow instructions.
7. Keep your hands visible at all times.

8. Avoid pointing or yelling.
9. Know that help for the injured is on its way.
10. Your actions can make a difference for your safety and survival. Be aware and be prepared.

### **Explosion/Bomb**

1. Immediately evacuate the building, using the evacuation guidelines
2. Dial 911 and inform them of the situation. If it is safe, stay on the phone with the proper authorities.

### **Hostage situation**

1. Immediately evacuate the building, Stay out of sight of the perpetrator at all times.
2. Take no action to intervene with the hostage taker(s).
3. Dial 911 and if able campus security 270-403-3611

### **Drugs/Alcohol/Psychiatric Emergency**

1. Do not confront the suspect. If you do talk with the person, stay calm and speak to him/her in a polite and respectful manner. This may help defuse difficult situations.
2. Get physical descriptions of all participants.
3. Call Campus Security, 270-403-3611
4. Leave the area if suspect becomes agitated or violent.
5. If the suspect leaves the building, note the direction taken.
6. Get vehicle description and license number if possible.

### **Minor Disturbances or Violation of Regulations**

1. Identify yourself and ask for identification. Stay calm and speak to the person in a polite and respectful manner.
2. If necessary, ask the person to leave the building.
  - a. If situations escalates: call Campus Security, 270-403-3611
  - b. Suspicious behavior: call Campus Security, 270-403-3611

### **Bomb threats**

#### **Bomb threats by telephone**

1. Keep person on the phone as long as possible.
2. If you have caller ID, make note of the number shown.
3. Get as much information as possible and write down important information ex. Tone of voice, background noises, etc.
4. **Notify the Department Head and Campus Security.**

#### **Suspicious letter, package, abandoned backpack, briefcase etc.**

1. Do NOT touch the item. If you have already handled the item do not handle further.
2. Isolate the item. Leave the immediate area and alert others to do the same.
3. Make a note of any identifiers on the item in question (name, return address, postmark etc.)
4. Call Campus Security at 403-3611.

## **Sexual Assault**

### **If you are a sexual assault victim**

1. Seek help immediately.
2. Call 911.
3. State your name, location and nature of the emergency.
4. Follow instructions of the authorities.

### **If someone else is a sexual assault victim**

1. Call Campus Security at 270-403-3611.
2. Stay with the victim.
3. If the victim can be moved, take the victim to a quiet place (preferably a private office) and wait until help arrives.
4. Ask the victim if there is someone you may call (family, friend, etc.) or assist the victim in making the call.

## **Unusual Odors, Toxic Vapors, Hazardous Materials Release**

### **Unusual Odors**

1. Try to identify the source of any unusual odor.
2. If there are safety concerns, evacuate from the area.
3. Call Campus Security, 270-403-3611.
4. Give specific information on problem, location, source, and emergency medical needs.
5. If the situation is extremely threatening, activate the nearest fire alarm pull station and evacuate the building following general emergency evacuation procedures.
6. Gather at the **outdoor emergency assembly area located 500 feet from the building's main entrance.**

### **Toxic Vapors/Fumes**

1. If building personnel are experiencing symptoms such as headaches, nausea, burning eyes, or breathing difficulty, evacuate the area and remove the victims to fresh air.
2. Call Campus Security, 270-403-3611.
3. Give specific information on the problem, location, source and emergency medical needs.
4. If the situation is extremely threatening, activate the nearest fire alarm pull station and evacuate the building.
5. Gather at the **outdoor emergency assembly area 500 feet from the building's main entrance.**

## **Hazardous Materials Release**

### **Large Spills outside the Building (example: tanker truck wreck)**

1. A large spill of hazardous material outside will require the campus Crisis Management Team (Administrative Council members) to decide how to respond based on available information. Building occupants may be required to “**SHELTER IN PLACE**” or lock down in the room you are in.
  - a. Close all windows and doors.
  - b. Turn heating/cooling systems off.
  - c. Everyone should move to the indoor safety area as designated by the Crisis Management Team according to the nature of the material or materials
  - d. The Building Coordinator will monitor the situation and will keep building occupants informed.
  - e. If a person becomes ill from the chemical release call 911.
2. **Building occupants may be required to evacuate the building.** The campus Crisis Management Team will instruct building occupants to do one of the following based on available information:
  - a. Walk to an assembly area to be evacuated.
  - b. Walk or drive away from the area using specific travel directions.

### **Small Spills inside the building**

1. Remove any affected persons from the area and flush clothing, skin or eyes with water.
2. Stay clear of the area. In case of vapors or fire hazard, evacuate the immediate area and block it off.
3. Call Campus Security at 270-403-3611.
4. Give specific information on problem, location, source, and emergency medical needs.

### **Campus Lockdown/ crisis situation**

If there is a notice of a campus crisis situation in which a campus building, faculty, staff, and/or students are threatened, it may be necessary to lock down the University or the affected area to ensure their safety. In the event that an alert is issued, please follow the procedures below:

If a crisis situation occurs, the Campbellsville Notification System (**CU ALERTS**) will be activated by the authority of the administrative council.

1. **CU ALERTS** will issue an alert to the student body, faculty, and staff to stay away from the immediate area affected.
2. You will be instructed to stay in your area, building, or dorm room and not to leave until an “all clear” has been issued by **CU ALERTS**.
3. If you are involved in the area in question, it is important to remain calm and do not panic.
4. You will be instructed to lock your doors and windows if you can and **do not exit the room you are in until instructed to do so by emergency personnel or until CU ALERTS gives the all clear.**
5. If possible, hide under your desk, in a closet, or areas that may give you cover from view of the door.

**Remember: Do not try to interfere with the incident at hand or with emergency personnel.**

# Terrorism Planning

## I. SITUATION AND ASSUMPTIONS

1. Terrorism has become a fact in today's world. The tactics used by the terrorists to attain their goals may include: bombing, arson, hijacking, ambushes, kidnapping, hostage taking, assassination and environmental destruction. The purpose of these acts is to destroy public confidence in the ability of government to protect its citizens. In order to insure large-scale dissemination of information about the act of terror the news media will be relied upon by the terrorists to spread the word of their actions.
2. In order for terrorism to remain a viable news media event it must, over time, escalate its attacks on society. Biological, Nuclear, Incendiary, Chemical, and Explosives (B-NICE), or weapons combining these may be used to maintain this news media viability. These may be directed at buildings and population centers, or used for large-scale environmental contamination.
3. The term terrorism means:
  1. A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the population or any segment thereof, in furtherance of political or social objectives (US Department of Justice).
  2. These may be either of the following:
    - a. Domestic terrorism involving groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
    - b. International terrorism involving groups or individuals whose terrorist activities are foreign-based and/ or directed by countries or groups outside the United States or whose activities transcend national boundaries (Federal Bureau of Investigation).
- B. The threat by a terrorist group or individual to use a bomb, or other device/ weapon, to include persistent irritants, i.e., Tear Agents, Oleoresin Capsicum or similar agent may or may not involve an actual weapon. All incidents, however, will be treated as real until a search or investigation has proven otherwise.
- C. The threat or use of any tactic in furtherance of the above motives will be treated as a terrorist incident.
- D. The primary responsibility for the management of a terrorist action that is deemed a threat to the national security rests with the Federal Bureau of Investigation (FBI). For all other terrorist actions the primary state agency will be the Kentucky State Police (KSP). The local law enforcement agency at the scene of the incident will act as the local lead agency.
- E. Primary responsibility for an incident involving a nuclear weapon rests with the federal government and is defined in the "Federal Bureau of Investigation, Department of Defense and Department of Energy Joint Agreement for Response to Improvised Nuclear Device Incident", TAB AA-1-1. State responsibility for the coordination of resources in any such event will be

accomplished through the applicable sections of the Emergency Operations Plan (EOP).

- F. The implementation of this plan will occur whether the result is a peaceful resolution of the crisis or a terrorist act. Both contingencies are considered in the plan.
- G. For terrorist acts involving the intentional contamination of a waterway or supply the Natural Resources and Environmental Protection Cabinet (NR&EPC) will have the primary state responsibility, in conjunction with the Cabinet for Health Services (CHS), to insure that any water resource is safe prior to permitting consumption to resume. This will be done in accordance with the provisions of Annex CC, Water Resources, to the EOP. The actions of NR&EPC will be coordinated through the Emergency Operations Center (EOC) with other responding agencies.
- H. Terrorist threats may be made by mail, phone, or they may be transmitted electronically. They may also result from intelligence gathering by law enforcement agencies. Additionally they may result from first responder information from the scene of any event. Such first responder information, whether from police, fire, EMS or other sources may be the result of response to a scene, which was initially believed to be a “routine” event. As a result of this factor the notification may be delayed for a time after the event. In such cases the EOC will be activated as necessary in accordance with this Annex.
- I. Terrorism attacks may be made against people, property, livestock or agricultural plants. The onslaught may be immediate or slow developing.
- J. Harm/ damage resulting from terrorist events can be categorized using the acronym TRACEM, this means:
  - 1. Thermal
  - 2. Radiation
  - 3. Asphyxiation
  - 4. Chemical
  - 5. Etiological
  - 6. Mechanical Harm

## II. MISSION

To establish the procedures and policies that will prevent or minimize terrorist activities, apprehend the persons responsible for the incident, manage all necessary resources to address a terrorist event, and to provide for the return to normal in the wake of a terrorist event.

## III. DIRECTION AND CONTROL

- A. The efforts of all local agencies will be focused in support of the lead local agency, the local law enforcement agency. All supporting agencies will report to the Incident Commander and the Incident Commander will coordinate their deployment and activities.

- B. The Director of Safety of Campbellsville University, Police and Sheriff departments Disaster and Emergency Services, at the direction of the Judge/ Executive or Mayor, will coordinate the local organizational response in support of the law enforcement agency. The senior Emergency Management Services Officer at the scene will be designated the Incident Commander. The Incident Commander will provide assistance and advice to the local law enforcement on-scene commander who will be in overall command of the scene. State agency personnel on scene may be observers, technical advisory personnel, or they may be integrated into the local ICS.
- C. Upon arrival of KSP at the scene they may serve in a support role to the local law enforcement officer or they may assume the role of the lead law enforcement agency, under the provisions of the Incident Management system set forth in Annex AA, Terrorism, of the state EOP.
- D. When KSP assumes management of the law enforcement function, at the request of local officials, the state will assume management of the support functions. The efforts of all state agencies will be focused in support of the lead Commonwealth agency, the KSP.
- E. The Director of Kentucky Emergency Management (KyEM), at the direction of the Governor, or successor, will coordinate the Commonwealth's organizational response for all state managed incidents. The senior KyEM officer at the scene will be designated the Incident Commander, as outlined in Annex AA, Terrorism, to the state EOP. The Incident Commander will provide assistance and advice to the KSP on-scene commander who will be in overall command of the situation. Local agencies will be integrated into the state managed ICS.
- F. In instances, which involve terrorism affecting aircraft, the initial federal response will be by the Federal Aviation Administration (FAA). The investigation duties will then pass to the National Transportation Safety Board (NTSB) upon their notification and assumption of control. If the on-scene officials determine the incident resulted from an act of terrorism the FBI will direct all subsequent operation as the lead federal agency.
- G. Once the federal government becomes officially involved with a federal agency becoming the lead agency and the FBI has declared the incident an act of terrorism, all state and local agencies will act in support of the federal response. This will be done in accordance with the "U.S. Policy on Counter-terrorism. Presidential Decision Directive 39" and the "Federal Response Plan".

#### IV. CONCEPT OF OPERATIONS

- A. Until a Kentucky State Police officer, FBI agent, or a federal law enforcement agency representative arrives on the scene and assumes the role of lead law enforcement officer during crisis management, the Taylor County Sheriff will assume this role in the county and the Campbellsville Police Chief in the city.
- B. Until a FEMA or a KyEM representative arrives on the scene and assumes the role of Incident Commander during consequence management the Taylor County EM Director will assume this role in the county and the Campbellsville EM Director in the city.
- C. An incident command system will be established to coordinate the response to the terrorist incident. The Operation Section Chief for the incident will be assigned based upon the hazard and which agency has the most expertise to resolve the incident.

1. In a biological incident the Taylor County Health Department will serve as Operation Section Chief.
  2. In a chemical incident, depending on the jurisdiction, either the Taylor County Fire Chief or the Campbellsville Fire Chief will serve as Operation Section Chief.
  3. In a radiological incident the Taylor County Health Department will serve as Operation Section Chief until a member of the Kentucky Cabinet for Health Services, Radiation Health and Toxic Agents Branch can arrive on the scene. Upon arrival of the member of the Radiation Health and Toxic Agents Branch the Health Department will transfer responsibility of Operation Section Chief to that person. This procedure will be followed because the Taylor County Health Department does not have a qualified person or the equipment to measure and interpret the potential radiological dose threat to people at the scene of a radiological incident.
  4. In an attack on the Taylor County government computer system the Taylor County Clerk will assume the role of Operations Section Chief, in an attack on the Taylor County School system the Taylor County School Superintendent will assume this role, in an attack on the Campbellsville City government computer system the Superintendent will assume this role, and in an attack on the Campbellsville City School system the Campbellsville School Superintendent will assume the role of Operation Section Chief. In an attack on Campbellsville University the President of Campbellsville University will assume the role as the operations chief.
  5. In a terrorist incident that does not involve any of the threats listed above, a member of the Taylor County Sheriff's Department will assume the duties of Operation Section Chief in the county and a member of the Campbellsville Police Department will assume such duties in the city.
  6. In an attack on a state or federal building the county/ city will, if directed by the owning agency, turn management of the response over to that agency or another agency of that level of government.
- D. If a Joint Operation Center (JOC) must be established, it must be set up in an area with sufficient space for the media and it must have adequate communications equipment.
- E. The Health Department will:
1. Identify specialized medical supplies and equipment.
  2. Identify and coordinate with MMRS the pharmaceutical needs of the community during the first 24 hours of a medical crisis resulting from a WMD terrorist incident.
  3. Coordinate Health Department mutual aid resources and request that the CDC dispatch the national pharmaceutical stockpile (NPS), as appropriate. Be prepared to accept responsibility for the NPS upon its arrival to include repackaging and labeling bulk NPS materials, temporary storage and redistribution, according to directives from CHS.
  4. Provide a liaison officer for the Federal JOC, as needed. Provide a representative to the EOC.

5. Coordinate mental health support and counseling for victims, responders, and their families.
  6. Notify health care facilities and providers of the nature of the incident and advise them on protective and precautionary measures, reporting requirements, and, if known, the appropriate treatments.
  7. Notify on scene response agencies following detection of a suspected or actual biological agent attack.
  8. Coordinate the mobilization of the community's medical resources in conjunction with KY CHS, US HHS, hospitals, and the medical community.
  9. Develop and implement an accurate casualty count procedure to ensure an accurate count of casualties at the incident scene is maintained.
  10. Crime scene management, including evidence collection and processing.
- F. Operations and missions under this plan will be carried out during given distinct time periods: Preparedness, Response, and Recovery.
1. The Preparedness Phase covers normal readiness. During this period plans will be reviewed and exercised to insure their validity. The training of all appropriate personnel will be accomplished on an annual basis.
  2. The Response Phase – The response phase has two identifiable periods.
    - a. The Increased Readiness Period includes readiness during the time the threat is being confirmed. Preparation to implement the plan will take precedence during the alert until advice is received from the field confirming the threat, or it has been determined that the threat was false.
    - b. The Emergency Operations Period begins when a threat of the use of terrorism within Kentucky, or in a state adjacent to Kentucky, has been confirmed. All operations during this phase will be conducted with all possible consideration given to the Time, Distance, and Shielding construct. This is included at Tab AA-3-1. In all cases appropriate standoff distances as prescribed in the “2000 Emergency Response Guidebook”, a Guidance Document to Appendix AA-3, should be used.
  3. The Recovery Phase begins when it is determined that no terrorist action exists, the action has been neutralized, the action had been accomplished, or its effects are diminishing. Annex V, Recovery, of the EOP, will govern all activities in the Recovery Phase. The Recovery Phase will also include a measured reduction in operations and assets as dictated by the situation.
- G. All terrorist threats or activities must be reported through the local law enforcement and KSP. Local EM and KyEM will not be part of the law enforcement response to any terrorist incident. The county emergency management organization and KyEM will act to coordinate actions in support of the police, fire, and rescue activities. The actual situation will dictate if the EOC should be opened, or if the Incident Command System should be put into effect. This will ensure:
1. A coordinated response.

2. The exchange of information.

3. The implementation of the Joint Information Center for the release of information.

H. Terrorists may resort to, or threaten, any of the acts mentioned above to achieve their goals. Since the primary objective is to destroy the public's confidence in the ability of the government to protect its citizens a coordinated response is essential to the continuation of governmental operations and the restoration of confidence. As local governments and officials are not generally equipped to deal with a major terrorist incident, assistance will be needed immediately from a variety of state agencies and KyEM. If the severity of the incident warrants such action, federal agencies will be requested by KyEM to support local and state officials.

I. Antiterrorism involves the measures taken by installations, organizations or individuals to reduce the probability of their becoming a victim of terrorism. Educational programs, physical security, personal protection techniques, and operational patterns are all passive means of making potential targets less appealing to terrorists.

J. Counter terrorism is the full range of offensive measures to prevent, deter, and respond to terrorism. Participation in counter terrorism actions is generally limited to those forces with special training and expertise.

V. ADMINISTRATIVE SUPPORT

Support of this operation will consist of assistance from all necessary local, state and federal agencies.

VI. GUIDANCE DOCUMENTS

U.S. Policy on Counter-terrorism, Presidential Decision Directive 39.