

University of Kansas Medical Center

Emergency Management Plan

Prepared by

The Office of Compliance

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KUMC Emergency Management Plan Revision Record

Revision Number	Revision Date	Reason for revision and person/office making the revision
0	09/16/2008	Major Plan Revision – Previous Emergency Management Plan was a combined KUMC and KU Hospital Emergency Management Plan
1	05/12/2009	Updated changes to personnel and changes to reflect comments from the Equal Opportunity Office & the Crisis Management Safety & Security Plan Review
2	11/09/2010	Updated changes to personnel and recommendations made by the Emergency Management Planning Committee during its annual review of the plan and recommendations from the AED Policy Committee
3	11/01/2011	Updated changes to personnel, and inclement weather response based on recommendations made by the Emergency Management Planning Committee during its annual review of the plan and recommendations from the AED Policy Committee

Key Contact Information

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Associate Vice Chancellor of Human Resources	Christopher Lyon	913-588-5121	
Associate Vice Chancellor for Compliance	Thomas Field	913-588-1206	
Associate Vice Chancellor for Information Resources	Jim Bingham	913-588-4920	
Associate Vice Chancellor for Institutional Finance	Mike Keeble	913-588-1443	
Associate Vice Chancellor for Research Administration, KUMC and Executive Director, KUMC Research Institute	Greg Kopf	913-945-6636	
Chief of Police	Rick Johnson	913-588-5133	
Chief of Staff for EVC	Shelley Gebar	913-588-1698	
Controller	Robert Weseloh	913-588-1443	
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Dean, School of Health Professions	Karen Miller	913-588-1665	
Dean, School of Nursing	Karen Miller	913-588-1665	
Dean, Student Services	To Be Filled		
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Director, Administrative Systems	Jeff Birkman	913-588-4168	
Director of Communications	CJ Janovy	913-588-2598	
Director, Employee Health	Greg Bono	913-588-6512	
Director, Environment, Health and Safety	Ryan Lickteig	913-588-5163	
Director, Facilities Management	Don Rau	913-588-1405	
Executive Director, LAR Operations	Vilma Zolynas	913-945-0373	
Director of Employee Service Center	Adrian Fitzmaurice	913-588-5263	
Director of Veterinary Services	Nathan Culley	913-588-7351	

Title	Name	Office Phone	Cell or Home Phone
Director, Purchasing	Steve Scanlon	913-588-4186	
Director, Telecommunications and Networking	Matt Fuoco	913-588-4970	
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Vice Chancellor for Administration	Steffani Webb	913-588-1429	
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Threat Assessment Team Members

Title	Name	Phone	Cell or Home Phone
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Chief of Police	Rick Johnson	913-588-5133	
Dean, Student Services	To Be Filled		
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Director, Employee Health	Greg Bono	913-588-6512	
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Emergency Management Planning Committee

Title	Name	Phone	Cell or Home Phone
Associate General Counsel	Steve Ruddick	913-588-7281	
Associate Vice Chancellor for Compliance	Thomas Field	913-588-1206	
Associate Vice Chancellor for Information Resources	Jim Bingham	913-588-4920	
Associate Vice Chancellor for Institutional Finance	Mike Keeble	913-588-1443	
Chief of Police	Rick Johnson	913-588-5133	
Director of Communications	CJ Janovy	913-588-2598	
Director, Environment, Health and Safety	Ryan Lickteig	913-588-5163	
Director, Facilities Management	Don Rau	913-588-1405	

Title	Name	Phone	Cell or Home Phone
Director of Respiratory Therapy Services for the University of Kansas Hospital	Dan Conyers	913-588-3340	
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AED Policy Committee

Title and/or Role	Name	Phone	Cell or Home Phone
Director, Employee Health / Medical Advisor	Greg Bono	913-588-6526	
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Nurse Practitioner / Program Administrator	Susan Bennett	913-588-6512	
Chief of Police	Rick Johnson	913-588-5133	
Director, Environment, Health and Safety	Ryan Lickteig	913-588-5163	
Director, Facilities Management	Don Rau	913-588-1405	

University of Kansas Medical Center Emergency Management Plan

1.0 Overview

1.1 General Information

The University of Kansas Medical Center (KUMC) Emergency Management Plan (Plan) has been developed by following the general guidelines which are established in the National Incident Management System (NIMS) for the Kansas City campus. The Plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during an emergency. It addresses the immediate requirements for a major emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of patients, faculty, students, staff and the public
- Provide essential services and operations
- Manage resources effectively during an emergency

This Plan does not supersede or replace the procedures for safety, hazardous materials response or other procedures already in existence at KUMC. It supplements those procedures with a temporary emergency management structure which provides for the immediate management of response operations and the early transition to recovery operations.

1.2 Purpose and Scope

The purpose of the KUMC Plan is to:

- Preserve and protect the lives of individuals on campus, above all else
- Minimize the adverse impact from emergencies to KUMC through advance planning and anticipation of potential emergency situations
- Respond efficiently and effectively to campus emergencies
- Identify events that could result in the activation of this Plan
- Establish protocols for specific events, including the identification of the On-site Incident Commander
- Provide for open communication within KUMC and with the surrounding community concerning emergency planning and response
- Provide for efficient and effective recovery from an emergency

KUMC is at risk of natural hazards, technological hazards, operational failures and human imposed events. While each risk has unique issues for emergency response, they have the common requirement of managing multiple impacts at multiple locations during periods in which normal services may be interrupted or overwhelmed.

The KUMC Plan contains the following elements:

- Authorization to activate and conduct any or all aspects of the Plan
- An organized management system for emergency operations
- A methodology for gathering and evaluating information
- A system for providing emergency information to faculty, students, staff, the public and key constituents
- A system for coordinating operations with The University of Kansas Hospital, Wyandotte County Unified Government and other involved local and state agencies
- A methodology for the procurement and allocation of resources
- A methodology for tracking emergency costs and assessing damage and losses
- Defined roles and response procedures for staff with emergency management assignments
- A standardized and simplified emergency plan format that allows for future updates

1.3 Policy Statement

The KUMC Plan has been developed under the authority of the Executive Vice Chancellor for KUMC.

The Plan imposes a responsibility on all individuals using KUMC facilities to notify proper authorities in any situation which could result or has resulted in loss of life, personal injury or exposure that may lead to eventual health complications for any individual and/or could result or has resulted in major loss of use or damage to KUMC facilities.

Generally, the Plan will be implemented when emergency operations are expected to cover an extended period of time, require the services of several departments and strain or exhaust resources. In the event of a catastrophe, it is assumed that all elements of the Plan will be immediately and totally enacted.

The policies and operational procedures developed under this Plan are intended for use only on the KUMC Kansas City campus. They are not intended to replace, alter or circumvent Federal, State or County Emergency Plans and their application in community-wide emergency incidents. This Plan is consistent with NIMS, which provides for a coordinated and comprehensive approach to emergency management.

Implementation of the Plan places specific responsibilities and lines of authority on different individuals and organizations depending on the nature of the emergency incident. It is required that those individuals and organizations fully understand their roles under the Plan and assist in the further development of comprehensive operation procedures.

2.0 Situation and Assumptions

KUMC has the potential to be affected by a variety of natural, technological, and man-made emergencies. Hazards and risks that could affect KUMC activities are common throughout the community and have been addressed through a number of state and regional plans. These plans are reviewed and followed as much as possible to assure that emergency activities are performed

in concert with regional responses. These plans allow for effective and efficient coordination should off-site emergency services be required. However, while outside assistance would be available in most emergencies, it is necessary to plan for independent response by KUMC during the initial period of the emergency. It is anticipated that the initial time period requiring self-sufficiency may be 72 hours or more.

A major emergency can occur at any time. KUMC faculty, students, and staff should recognize when an emergency event has occurred, or is about to occur, and take steps to implement the Plan. The chart on the following page, entitled Multi-Hazard Risk and Vulnerability Study Summary Chart, has been adapted from the Wyandotte County Department of Emergency Management Plan.

Emergencies may differ greatly in type, size, scope, onset and duration. Proper implementation of the Plan will assist in reducing loss of life, injuries and property damage and in expediting restoration and recovery.

Initial emergency information may be scarce, confusing or inaccurate. However, life-saving activities will not be delayed while waiting for additional or more accurate information.

When necessary, memorandums of understanding from surrounding jurisdictions and agencies will be established.

During the initial phase of a community-wide emergency, emergency response agencies may be overwhelmed and KUMC may not have outside assistance for a period of time.

During an emergency event, the actions and activities of KUMC may be impacted by the close proximity of The University of Kansas Hospital and its functions within the campus itself and the surrounding community. Coordinated plans exist to ensure the safe and effective emergency management at both KUMC and The University of Kansas Hospital.

2.1 Risk Assessment

The Emergency Management Planning Committee will conduct a risk assessment annually in order to insure that the Emergency Plan is current in respect to potential risks.

KUMC Campus Multi – Hazard Risk and Vulnerability Study Summary Chart

Hazard	Risk Probability	Frequency	Severity	Duration	Recovery Time	Affected Areas	Speed of Onset/Warning	Impact on People
Air Trans. Incident	2	1	3	Moderate	Moderate	Campus/City	Short	Likely
Civil Disturbance	2	2	2	Short	Short	Campus/City	Short	Likely
Comunications Failure	1	1	1	Short	Short	Campus/City	Short	Unlikely
Drought	1	1	1	Long	Long	Regional	Long	Unlikely
Earthquake	1	1	2	Short	Long	Regional	Short	Likely
Erosion Landslide	1	1	1	Short	Long	City	Short	Unlikely
Explosion	1	1	3	Short	Long	Campus/City	Short	Likely
Extreme Weather Temps	2	2	2	Long	Moderate	Regional	Long	Likely
Fire	2	2	3	Short	Short	Campus/City	Short	Likely
Area Flooding	1	1	1	Long	Long	City/Regional	Long	Likely
Haz Mat Incident	1	1	3	Short	Long	Campus/City	Short	Likely
Highway/Street Incident	2	2	1	Short	Short	City	Short	Likely
Utility Failure	1	2	3	Long	Long	Campus/City	Short	Likely
Medical Epidemic	3	1	3	Long	Long	Regional	Long	Likely
Nuclear Attack	1	1	3	Long	Long	Regional	Short	Likely
Pipeline Incident	1	1	2	Moderate	Long	City	Short	Unlikely
Special Event Incident	1	1	1	Short	Short	Campus/City	Short	Likely
Radiological Incident	1	1	3	Short	Long	Campus/City	Short	Likely
Railway Incident	1	1	3	Short	Long	City/Regional	Short	Likely
Sabotage/Terrorism	2	2	3	Short	Long	Campus/City/Regional	Short	Likely
Severe Thunderstorm	3	2	2	Short	Long	Campus/City/Regional	Short	Likely
Severe Winter Weather	3	2	2	Long	Moderate	Campus/City/Regional	Short	Likely
Tornado	2	2	3	Short	Long	Campus/City/Regional	Short	Likely

Key

<u>Risk Probability:</u>	1=Low	2=Moderate	3=Significant
<u>Frequency Rating:</u>	1=Low	2=Moderate	3=Significant
<u>Severity Rating:</u>	1=Low	2=Moderate	3=Significant
<u>Duration:</u>	Short= One day	Moderate=Several Days	Long=1 Week or more
<u>Recovery Time:</u>	Short=Days	Moderate=Weeks	Long=Months
<u>Speed of Onset/Warning:</u>	Short=Immediate/Less than 1 hour Long = Hours, Days or Weeks		

This table is adapted from the Wyandotte County Emergency Management Plan (September 2006) and was used for the conduct of the KUMC risk assessment.

3.0 Concept of Operations

KUMC's Plan provides the organized management system that will be followed during emergencies. It is designed as a flexible system in which part of the Plan or the entire Plan may be activated depending on the needs of the situation. It is based on a worst-case scenario and provides for the critical functions and roles of KUMC during a response. It is considered to be a management tool, in that it provides an overall organization and general procedures for the management of information, activities and operations during an emergency.

3.1 Institutional Responsibility

It is the responsibility of the KUMC administration to protect life and property from the affects of hazardous events. This Plan is established as a supplement to the KUMC administrative policies and procedures to fulfill this responsibility. When used, it serves as an emergency manual, setting forth the authority to direct operations, direct staff assignments, procure and allocate resources and take measures to restore normal services and operations.

When the emergency exceeds KUMC's capability to respond, assistance will be requested from city and state governmental agencies. The Federal government will provide assistance to the State when requested by the governor.

3.2 Phases of Emergency Management

This Plan is based on the concept that emergency functions for the various departments and personnel will generally parallel their normal day-to-day functions. In keeping with NIMS, this Plan is concerned with all types of emergency situations that may develop.

The National Incident Management System defines four phases of emergency management:

Mitigation activities are designed to reduce the impact or severity of potential disasters. They include, but are not limited to:

- Compliance with Life Safety Codes
- Inspection, testing and maintenance of utility systems
- Consideration of potential emergency issues in planning for construction and/or renovation
- Supplies on hand

Preparedness activities are designed to identify resources needed in the event of an emergency. They include, but are not limited to:

- Staff personal emergency preparedness training
- Preparation for management of the media
- Identification and implementation of back-up communication systems

Response activities are related to the management of the actual emergency. They include, but are not limited to:

- Use of NIMS
- Community coordination
- Assignment of personnel
- Notification of personnel, including staff, students, and visitors

Recovery activities are related to re-establishment of normal operations in an efficient and coordinated manner. They include, but are not limited to:

- Insurance coverage
- Data and systems recovery
- Establishment of alternative educational systems
- Repair or construction as necessary
- Public relations
- Security
- Reestablishment of research facilities

3.3 Authority and Plan Implementation

This Plan is implemented whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign KUMC faculty, students and staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

The Plan can be implemented by any of the individuals listed or their designees. In the event of a serious emergency involving the injury of multiple people on campus, or damage to KUMC buildings, the Plan will be automatically activated and key KUMC personnel should respond accordingly.

Authority for Plan Implementation and Responsibility for Plan Activation

Task	Responsible Person	Alternate Responsible Person
Authority to implement the KUMC Emergency Management Plan (including activation of Emergency Operations Center)	Executive Vice Chancellor	Vice Chancellor for Administration
Activation of the Plan in response to on-site incidents	Senior Police Officer on Duty, until relieved	
Activation of Emergency Operations Center	Vice Chancellor for Administration	Police Chief

Activation of the Incident Management System

During an emergency the first institutional responder will in effect become the Incident Commander. If appropriate, the Incident Commander will transition to the Police Chief, the ranking Police officer present or the appropriate individual based on the situation involved and the person’s experience. The Incident Commander will, if necessary, activate the Incident Management System by:

- Establishing and reporting to the Command Post (CP)
- Assessing the incident/situation
- Conducting an initial internal briefing
- Activating other parts of the Plan including the notification of the Policy Group as appropriate.
- Ensuring that general staff functions are addressed and filled as needed
- Determining information needs and informing command staff of needs
- Coordinating current staff activities
- Managing incident operations
- Approving requests for additional resources and requests for release of resources
- Providing information for release to the media

3.4 Coordination, Command and Control - Incident Management System

The ultimate responsibility for all emergency management belongs to the Executive Vice Chancellor. The leadership framework of incident management is designed to provide an organizational structure capable of responding to various levels of threats and emergencies with a wide range of complexity. The Plan provides the flexibility needed to respond to an incident should it escalate.

To help address the responsibility of the Executive Vice Chancellor, a Policy Group has been established. The Policy Group will advise the EVC on the oversight of emergency activities and assure that appropriate resources are available to resolve the emergency, that actions taken are

effective and coordinated with local and state agencies, that needed communication to faculty, students, staff and the community is timely and accurate and that measures are taken to bring KUMC back to normal operations as quickly as possible.

Operational command and control during an emergency will be accomplished through the Incident Management System (IMS), modeled after NIMS. The Incident Management System is based on the principal activities that are performed at any disaster incident. These are: Command, Operations, Planning & Recovery, Logistics, and Finance. In many cases the activation of all roles will not be necessary; however, they are identified to help assure that all support activities are considered during an incident.

Incident Management System

The Incident Management System (IMS) operates under the premise that individual authority will not be compromised, but will be unified. This unification will occur under the general direction and coordination of the Incident Commander.

Successful management of emergency operations depends on recognizing and accepting that varying degrees of response and action will occur, depending on the severity and duration of an emergency. It is also recognized that staffing levels will vary, depending on the time of day.

The IMS is an evolving structure, from simple to complex, based on management needs of the emergency and span of control. Full implementation is not initiated automatically at the onset of each emergency situation. As the management needs of an emergency are identified, the Incident Commander may activate any of the sections as needed. However, in most cases many of these roles will not be filled.

Activated positions are filled by leaders who will function within their capabilities and training. If one person can simultaneously manage all positions within his/her area of responsibility, no further activation is needed.

Command Staff

The command staff function provides overall leadership for incident response, delegates authority to others and takes general direction from administration and other officials.

The Incident Commander is specifically responsible for ensuring incident safety, providing information services to internal and external stakeholders and establishing and maintaining liaison with other agencies participating in the incident. Depending upon the size and complexity of an incident, the Incident Commander may expand the command staff.

The Command Staff positions could include:

- Liaison – Provides a direct interface between the university and the hospital and other off-site response agencies
- Public Information/Media – Provides information to the media
- Safety Officer – Provides an independent safety oversight of the incident activities

The Incident Commander also has responsibility for all general staff functions until those functions are activated.

General Staff

General staff functions include the Operations Section, Planning & Recovery Section, Logistics Section and the Finance/Administration Section. In most emergency situations at KUMC, it is anticipated that only the Operations Section of the Incident Management System will be activated.

Operations Section:

The Operations Section develops and implements strategy and tactics to carry out in order to resolve the incident. It organizes, assigns and supervises the tactical field resources and supervises resources held in a staging area. It is responsible for directing and coordinating all incident tactical operations and is typically one of the first organizations assigned to an incident and usually has the most incident resources. The Operations Section Chief at an incident may initially work with only a few resources or staff members as the situation develops from the bottom up.

Planning and Recovery Section:

The Planning and Recovery Section gathers, analyzes and disseminates information and intelligence. It is responsible for compiling a plan and managing technical specialists assigned to the incident. This includes maintaining resource status, maintaining and displaying situation status, developing alternative strategies, providing documentation services and preparing of a process to release resources that are no longer needed.

The Planning and Recovery Section ensures that resources are checked in and their status monitored, information is collected and analyzed, situation displays and summaries are prepared, including maps and projections, a plan is developed and disseminated, and all incident-related records are maintained. The Planning and Recovery Section also develops a Demobilization Plan to ensure that resources are released from an incident in an orderly, safe and cost-effective manner.

Logistics Section:

The Logistics Section provides the services and support based upon the Operations Section needs in a particular incident. The size of the incident, complexity of support needs and the length of time that the incident lasts will determine if a Logistics Section is established. This function is responsible for establishing adequate communications throughout the incident, maintaining communications equipment and supervising the Incident Communication Center. It also provides medical support, food and water, supplies, facilities and any transportation needs to incident personnel. This function also develops portions of the Action Plan and forwards them to

the Planning Section and handles contracts for the purchases of goods and services needed at the incident.

Finance Section:

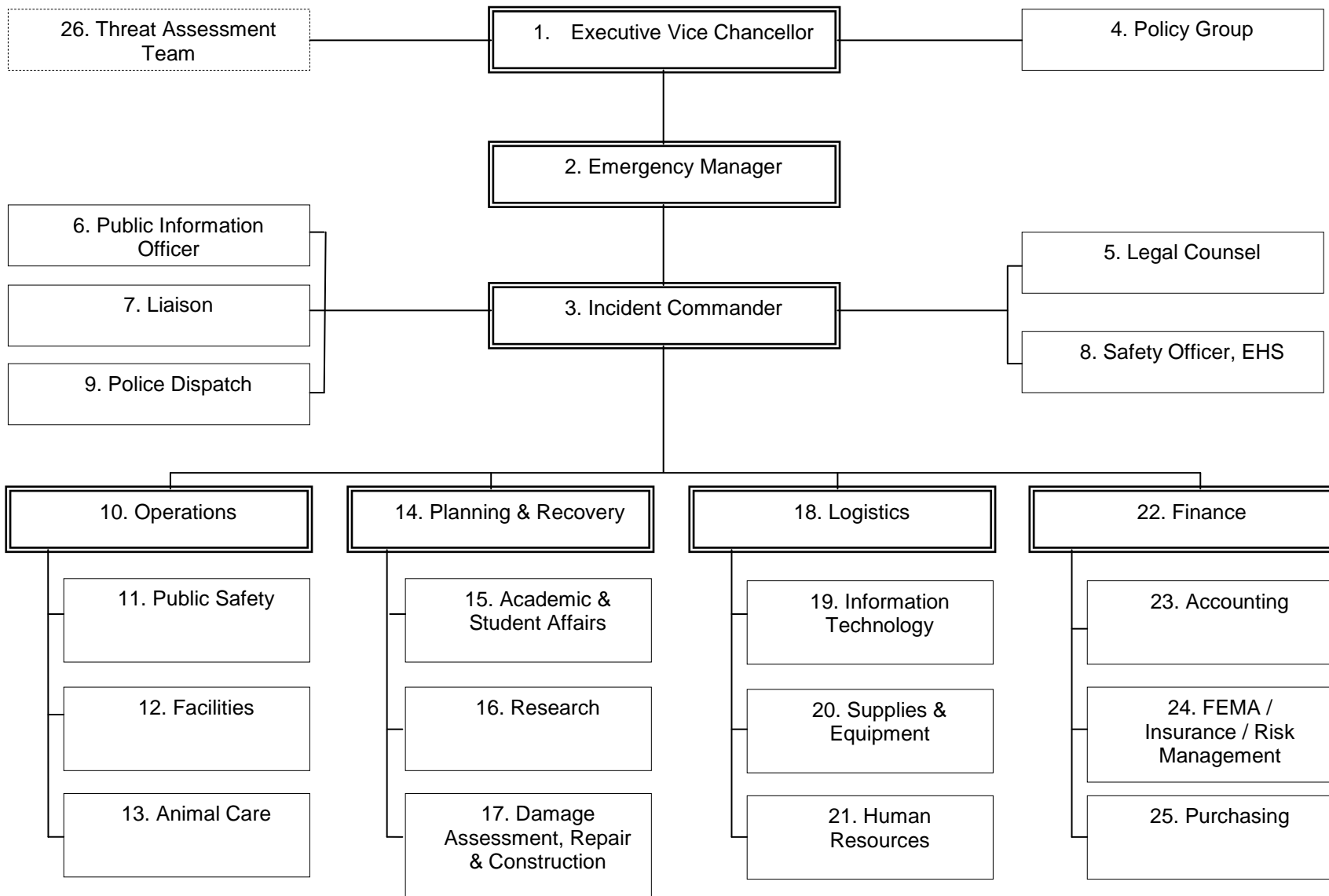
The Finance Section is responsible for financial analysis of an incident. It oversees contract negotiations and works with the Logistics Section to ensure that resources are procured as needed. It also tracks personnel time and equipment usage, and process claims for accidents and injuries. This section is responsible for vendor contracts, leases and fiscal agreements, as well as collecting all cost data, performing cost-effectiveness analyses, providing cost estimates and making cost-savings recommendations.

3.5 Organization and Assignment of Responsibilities

Many departments, such as the KUMC Police Department, the Environment, Health & Safety Office, the Facilities Management Office and Information Technology, have emergency responsibilities as part of their normal job functions. All emergency responsibilities and plans support the primary organization and response as outlined in this Plan.

The following organizational chart illustrates the conceptual organization of the KUMC Incident Management System. The chart is followed by a table that lists the positions, responsibilities and the job titles of the primary and first alternate individual that will fill the designated role, if needed, in response to an emergency.

In the event that both the primary or first alternate individuals are unavailable, their positions will be filled at the discretion of the acting Incident Commander.



KUMC Incident Management System Organization Chart

	Position	Responsibilities	Primary	1st Alternate
1.	Executive Vice Chancellor	<ul style="list-style-type: none"> - May declare a state of emergency for KUMC. - Functions as the executive-level leader of the KUMC Emergency Operations Center (EOC). - Provides overall direction to the EOC and represent KUMC to key constituents. May serve as the official spokesperson of KUMC if needed. 	Executive Vice Chancellor	Senior Vice Chancellor, Academic and Student Affairs
2.	Emergency Manager	<ul style="list-style-type: none"> - Is authorized to activate the KUMC Emergency Operations Center. - Manages and directs the EOC and all operations of KUMC during a state of emergency. - Coordinates with The University of Kansas Hospital. - Acts as Liaison to the Wyandotte County Unified Government, sister Campuses and other outside agencies. - Manages the establishment of the policy-level Recovery Team. - Directs the production of a status report for the Executive Vice Chancellor and Chancellor every four hours with a focus on the “big picture” of the operation. - Coordinates with the Recovery Team as the Emergency subsides. - Handles EOC staff issues and policy regarding EOC operations. - Manages fiscal authorization for expenditures. 	Vice Chancellor for Administration	Chief of police
3.	Incident Commander	<ul style="list-style-type: none"> - Is authorized to implement the KUMC Emergency Management Plan. - Is authorized to establish the command post. - Is authorized to appoint command staff. - Serves as subject matter expert specific to the incident. - Directs the activation of the Legal Counsel 	First institutional responder	Chief of police

	Position	Responsibilities	Primary	1st Alternate
4.	Policy Group – Executive Vice Chancellor’s Cabinet (Appointed Officials)	<ul style="list-style-type: none"> - Functions as a strategic policy and recovery planning team. - Provides direction for the release of Public Information to the media. - Sets general policy regarding overall KUMC Plan. - Advises the Executive Vice Chancellor on the oversight of emergency activities and assures that appropriate resources are available to resolve the emergency, that actions taken are effective and coordinated with local and state agencies, that needed communication to faculty, students, staff and the community is timely and accurate and that measures are taken to bring KUMC back to normal operations as quickly as possible. - Sets priorities and authorizes the recovery plan. 	Vice Chancellors, Deans and others appointed by the EVC	
5.	Legal Counsel	<ul style="list-style-type: none"> - Assesses KUMC risks resulting from the emergency or related operations. - Provides professional counsel to the Executive Vice Chancellor, Emergency Manager and Incident Commander regarding emergency actions, liability, legal procedures and possible legal eventualities. - Represents KUMC in matters involving local, state and federal regulatory agencies. 	Senior Associate Campus General Counsel	Associate General Counsel
6.	Public Information Officer (PIO)	<ul style="list-style-type: none"> - Public Information and Media - Maintains liaison with the news media by providing news releases and other information as approved by the Incident Commander, assuring that official statements are issued only by those administrators authorized to issue such statements. - Relays information for response to inquiries from the public relative to the disaster. - Co-authorizes news media interviews and other media activities at the joint media center with The University of Kansas Hospital. - Coordinates with the KUMC Human Resources Department news releases and internal messages to faculty, students and staff. - May serve as spokesperson. - Works with web communications. 	Director of Communications	Assistant Communications Director

	Position	Responsibilities	Primary	1st Alternate
7.	Liaison	<p>Outside Agencies</p> <ul style="list-style-type: none"> - Maintains contact with assisting public or private agencies (e.g., American Red Cross, FEMA, OES, other campuses) if requests for assistance are made by the Executive Vice Chancellor. - Acts as or designates a liaison with off-site agencies and services. - Coordinates with the Incident Commander in contacting outside agencies for assistance and/or mutual aid. <p>The University of Kansas Hospital</p> <ul style="list-style-type: none"> - Provides status updates on The University of Kansas Hospital facility operations. - Coordinates facilities, police and other operations between KUMC and the Hospital. -Maintains liaison with The University of Kansas Hospital on situations of common interest or mutual impact. - Communicates between the Hospital and the KUMC Incident Commander regarding priorities and Hospital operations. 	Associate Vice Chancellor for Compliance	Associate Vice Chancellor for Outreach
8.	Safety Officer Environment, Health and Safety	<ul style="list-style-type: none"> - Provides overall safety oversight and direction for the emergency addressing potential risks to the Incident Commander. - Coordinates with the EOC and directs all EHS field operations, including verifying the status and containment of all hazardous materials, hazardous conditions, and worker safety. - Organizes response teams to identify, contain, and clean up spills of hazardous materials and recommends emergency measures, such as evacuation, to prevent exposure to hazardous materials. 	Director, EHS	Radiation Safety Officer, EHS

	Position	Responsibilities	Primary	1st Alternate
9.	Police Dispatch	<ul style="list-style-type: none"> - Coordinates communications between the EOC and field police units. - Answers 911 calls and relays requests to the EOC. - Supports the Incident Commander. - Serves as the primary internal staff contact for the EOC. - Monitors internal EOC operations to ensure the completion of transfer and exchange of information between teams. - Activates and maintains the EOC Log of Activities and establishes EOC security. - Receives and maintains updated field reconnaissance information on the status of all field operations, damage-assessment information, numbers of people injured and evacuated and outside events including weather information that may affect field operations. - Posts information on maps and status boards in the EOC. - Identifies inaccuracies and inconsistencies in reports and clarifies miscommunications. - Provides ongoing status reports of the emergency situation and the resources assigned to it and maintains EOC Master Log. 	Senior Dispatcher on Duty	
10.	Operations Section Chief	<ul style="list-style-type: none"> - Manages the field operations section, including Public Safety, Facilities, EHS, Animal Care, and Research. - Manages the overall coordination and efficient use of field resources in emergency response. - Prioritizes field operations and managing multi-agency and departmental response. - Directs the field incident commanders. 	Senior Police Officer on duty	

	Position	Responsibilities	Primary	1st Alternate
11.	Public Safety	<ul style="list-style-type: none"> - Manages Police operations within the EOC. - Sets up the EOC when activated. - Works with the Police Communications Center and may communicate directly with field incident commanders and units. - Coordinates all multi-agency incidents in which Police function as the Incident Commander. - Has primary authority to prioritize field response and police resource allocation. - Manages access control to the campus and parking control. - Manages and directs all field medical emergency response, including field triage, medical transportation, first aid, deaths and casualty counts. - Coordinates the allocation of medical resources. - Monitors and documents injury and death reports. - Provides transportation to support emergency operations, including transport of emergency personnel, equipment, supplies and injured persons. - Manages the campus pool vehicles, shuttle service, parking operations and garage. - Coordinates the provision of municipal transit services to campus. - Maintains inventory of all available transportation (vehicles) and support (fuel, supplies, and drivers). 	Police Major	Police Captain
12.	Facilities	<ul style="list-style-type: none"> - Receives reports from Facilities Emergency Operations Zone Managers in the field regarding the status of KUMC buildings and properties. - Coordinates and directs emergency repair and restoration operations for all campus utilities and facilities. - Checks all utilities for safety and operational status. - Coordinates with outside public utilities and contractors as needed. - Assists with emergency power and support for all field operations and the EOC. 	Director of Facilities Management	Associate Director of Maintenance
13.	Animal Care	<ul style="list-style-type: none"> - Manages and provides animal care services, including protection, feeding, rescue and relocation as needed for research animals in all campus facilities. - Reports the status of animals to the EOC. - Coordinates emergency response operations in conjunction with the priorities for providing environmental health and safety to the animals. 	Executive Director, LAR	Director of Veterinary Services

	Position	Responsibilities	Primary	1st Alternate
14.	Planning & Recovery Section Chief	<ul style="list-style-type: none"> - Directs and manages the recovery and resumption of business operations, KUMC education programs, research activities, major reconstruction/capital improvement programs and FEMA Disaster Relief Application process. - Manages and supports Situation Status, Building Inspections, Damage Assessment and Repair/Construction. - Maintains information on the status of all KUMC campus buildings and systems. - Directs the building inspections and posting of buildings. - Directs the damage assessment process. - Develops a recovery plan for emergency repair jobs and emergency construction projects, including project initiation and management. - Prepares a Recovery Plan and Report (with the Operations Section Leader) for the Incident Commander using standardized NIMS methods for documenting, describing and communicating damage observed. - Directs the activation of the Academic Coordinator and Critical Programs 	Director of Facilities Management	Associate Director, Facilities Planning
15.	Academic and Student Affairs	<ul style="list-style-type: none"> - Represents the Faculty and Academic Program Coordinators. - Assesses the impact of the emergency on academic activities and advises the Incident Commander through the Planning and Recovery Chief. - Ensures high-priority program criticality is addressed in the EOC. - Coordinates information regarding Students and Student Programs, and assists with recovery of Academic Programs. 	Senior Vice Chancellor Academic and Student Affairs	Vice Chancellor for Academic Affairs

	Position	Responsibilities	Primary	1 st Alternate
16.	Research	<ul style="list-style-type: none"> - Represents the Faculty and Research Program Coordinators. - Assesses the impact of the emergency on research activities and advises the Planning and Recovery Section Leader. - Ensures high-priority program criticality is addressed. - Ensures, as much as possible, the continuation and early restoration of critical research programs. - Coordinates information regarding research programs and assist with recovery or research programs. - Directs and manages the recovery and resumption of research activities. - Tracks the status and requests resources and other support for critical research programs. This may include power, environmental stabilization, transportation of research data and/or work in progress, etc. - Provides communication and coordination to the Planning and Recovery Section Leader. - May be asked to serve on the Recovery Team. - Provides early notification to NIH and other Grantors to maintain funding processes to support research programs. May include a general statement regarding restoration of KUMC programs and the status of academic programs. - Evaluates the need for additional funds and opportunities for expansion of grants based on the changed conditions resulting from the emergency. 	Vice Chancellor of Research	Associate Vice Chancellor for Research Administration

	Position	Responsibilities	Primary	1st Alternate
17.	Damage Assessment, Repair & Constructions	<ul style="list-style-type: none"> - Receives and evaluates initial damage reports from the Building Inspections Teams. - Maintains complete records and files of all damage, by building, and provides current and ongoing damage estimates and related information to the Incident Commander through the Planning & Recovery Chief and other personnel on an ongoing basis. - Coordinates and directs the inspection of all campus buildings. - Assigns teams and sets priorities. - Receives preliminary safety reports and provides information to Situation Status and Damage Assessment. - Continues to manage field inspections with contract structural engineers and assists in identifying priority projects. - Provides for re-occupancy of buildings and notifies recovery team of usable facilities. - Sets up and manages emergency maintenance, repair and construction projects as authorized by the Incident Commander. - Develops a repair/construction plan by priority. Begins documentation for FEMA disaster program requirements. 	Associate Director for FM Planning and Design	Assistant Director FM Jayhawk Construction
18.	Logistics Section Chief	<ul style="list-style-type: none"> - Manages and supports Information Systems, Supplies/Equipment, Human Resources, Communications, Transportation and Critical Programs. - Provides for all procurement, delivery, set-up and management of food service, equipment, supplies, personnel and emergency hires and transportation services. - Coordinates with Finance in planning and budgeting for funding authorization. 	Associate Vice Chancellor for Information Technology	Director of Telecom. and Networking

	Position	Responsibilities	Primary	1st Alternate
19.	Information Technology (IT)	<ul style="list-style-type: none"> - Maintains campus computer information systems by assessing system status, initiating emergency repair and recovery, and providing information to support emergency response and recovery operations, as requested by the Incident Commander. - Provides technical support for the campus telephone and communication systems used in the emergency response. - Directs restoration of communication services on campus by arranging emergency repairs, establishing alternate means of communication when necessary, and providing communications to support operations. - Oversees the wire and cable infrastructure in buildings. - Conducts an assessment of the operational status of the campus infrastructure. - Supports emergency installation for critical operations and programs. 	Director of Tele-Communications and Network	Assistant Director of Network Development
20.	Supplies and Equipment	<ul style="list-style-type: none"> - Provides rest areas, sleeping facilities as needed, and arranges meals for emergency response workers and media. - Obtains and allocates food and water supplies to support emergency staff needs. - Coordinates with The University of Kansas Hospital to obtain hot meals from the hospital, if available, to supplement food for emergency workers. - Procures and distributes the equipment and supplies that are needed to support campus emergency response and recovery activities, as requested by the Incident Commander and/or Operations Section Chief. - Coordinates with Finance in the record-keeping and planning and budgeting for funding authorization. Maintains records for FEMA funds. 	Director, Administrative Services	Director, Administrative Support
21.	Human Resources	<ul style="list-style-type: none"> - Determines and maintains records of status of KUMC faculty and staff, as needed. - Provides personnel support by filling staffing needs using new hires, volunteers, and temporary services as necessary. - Maintains personnel records and handles claims and other personnel matters and issues. - Forwards all records of hours worked to accounting for inclusion in the expense report and maintenance of FEMA disaster program requirements. - Coordinates emergency services, mental health care and crisis counseling. 	Associate Vice Chancellor of Human Resources	Director of Employee Service Center

	Position	Responsibilities	Primary	1st Alternate
22.	Finance Section Chief	<ul style="list-style-type: none"> - Manages and supports Accounting, FEMA/Insurance, Purchasing and Grants Programs. - Is responsible for all financial information, accounting, immediate financial support for resources and emergency payables, and insurance management. - Provides reports to the Incident Commander and may continue operations and track costs during long-term recovery. - Documents expenditures, purchase authorizations, damage to property, personnel time, equipment usage, injury claims, grant programs and vendor contracting. - Tracks timekeeping and cost analysis throughout the incident and provides overall fiscal guidance. - Reviews KUMC budget and identifies existing sources of funding for disaster expenditures. - Projects expenses for emergency/disaster operations. - Provides routine updates on total disaster expenditures. 	Associate Vice Chancellor for Institutional Finance	Controller
23.	Accounting	<ul style="list-style-type: none"> - Manages the accounting, auditing and documentation of all emergency expenditures, including labor, benefits, purchases and contracts. - Sets up and manages the emergency accounting system. - Compiles damage cost estimates and arranges for sources of emergency funding. - Maintains a central FEMA documentation file. Provides auditing of all expenditures to verify budget accounts, invoices and documentation. - Receives invoices and processes authorizations for payment. 	Controller	Associate Controller
24.	FEMA / Insurance / Risk Management	<ul style="list-style-type: none"> - Handles all FEMA documentation from initial preparation to filing for disaster relief claims. - Manages and coordinates all insurance claims. - Assesses the liability of KUMC in any claims. - Supports the Finance team by analyzing financial value, insurance coverage and any impacts on future premiums. 	Procurement Officer	Administrative Assistant for Legal Counsel
25.	Purchasing	<ul style="list-style-type: none"> - Processes the purchase orders to support KUMC's emergency response. - Maintains appropriate files and source documents for supporting disaster recovery applications. 	Director, Purchasing	Procurement Officer

	Position	Responsibilities	Primary	1 st Alternate
26.	Threat Assessment Team	<ul style="list-style-type: none"> - Assesses and manages situations involving violent threats to the campus or individuals. - Determines appropriate actions to assist departments, faculty, students and staff in mitigating threats. - Conducts investigations as appropriate. - Considers when and under what circumstances counseling services should intervene. - Facilitates open communication among KUMC counseling services and community counseling services and law enforcement agencies following the Family Educational Rights and Privacy Act (FERPA) 	Vice Chancellor for Administration	KUMC Police Chief Refer to Key Contact Information Section for Threat Assessment Team Members

3.6 Administration and Logistics

During an emergency, some administrative procedures may be suspended, relaxed or made optional. Such actions must be carefully considered. This Plan was developed to enable KUMC to maximize the effectiveness of emergency management efforts.

KUMC Police maintains an inventory of organizational response assets. This documentation includes a resource inventory of emergency supplies, personnel protective equipment, emergency support equipment, etc.

3.7 Operational Readiness

The KUMC Police Chief is responsible for maintaining operational readiness. Under his/her supervision, the KUMC Police will develop and coordinate all necessary procedures for operations, communications, organization, etc., for a large-scale emergency response and recovery. The KUMC Police Department provides dispatching operations and emergency notification 24 hours a day to both KUMC and The University of Kansas Hospital.

The Incident Commander in coordination with the KUMC Police Chief will establish the Command Post. Room B703 in The University of Kansas Hospital is designated as the primary Command Post for KUMC. Access to the Command Post is restricted. A trailer is being outfitted with the necessary emergency response equipment and supplies to operate as an Alternate Command Post that will be mobile and could be placed anywhere on campus to deal with an emergency situation. The Mobile Command Post would be available for use should B703 KUH not be available for use in an emergency situation.

KUMC Police provides the necessary equipment (i.e., radios, emergency vehicles) that will be required to operate a Command Post, if established.

During the initial phase of an emergency, the first institutional responder or the highest-ranking available KUMC Police department officer will assume the role of Incident Commander until relieved by a higher-ranking Police officer or an otherwise appropriate Incident Commander.

The Emergency Manager will establish the Emergency Operations Center at a location he or she designates.

4.0 Warnings and Communication

Communications and warnings are vital to the safety and well-being of individuals during an emergency, since some emergencies, such as fire or severe weather emergencies, often have enough lead time to provide for emergency warning communications. An effective warning and communication system saves lives and protects property.

Emergency communications to individuals on the campus is the responsibility of the KUMC Police. In the event of an emergency, the KUMC Police will coordinate internal (KUMC) and external (off-site emergency services agencies) communications. The Police Department will initiate contact with other personnel as needed to address the emergency.

Reports of situations that may endanger the community will come from a variety of sources to the KUMC Police dispatch center, including private citizens, responding emergency personnel, the National Weather Service, EMS System, County Emergency Management Departments, state agencies, Public Safety agencies and others.

Emergency Communications Systems use is strictly limited to actual emergency notifications to assure that people do not disregard messages. When Emergency Communication Systems must be tested, well-publicized notifications (via e-mail or other forms of internal communication) must be broadcast prior to the testing.

Official public communication will be provided to the news media by the Public Information/Media Officer. The location for the news media to meet for any briefings will be outside the front entry of the Murphy Administration Building, if available.

Several communications systems are in place enabling internal and external emergency communication. Warnings will be issued whenever an emergency situation exists that could present a hazard to individuals present on KUMC property. Depending on the emergency, one or more of the following emergency notification methods will be used.

4.1 Alertus

Alertus is an all-hazard alert system comprised of wall-mounted notification beacons to disseminate vital information. The public is signaled with sirens and strobes, and a text display informs what the emergency is and how to respond. The wall-mounted units located across campus are controlled by the KUMC Police. Notifications can be addressed to localized areas such as buildings or extend to the entire campus.

The Alertus units function as a way for the KU Medical Center police department to communicate with the campus in real time during an emergency. These emergencies could include but are not limited to:

- Severe weather that requires immediate action,
- Situations that affect public safety, or
- Environmental dangers to the campus.

If the Alertus system is activated, unless otherwise notified that a test is being conducted, individuals are in a life-threatening situation and should follow directions in subsequent communications. If there is an emergency, the following communications will take place:

- The sounding of each Alertus module's alarm and flashing lights, along with a text message on the unit's display board,
- A simultaneous emergency broadcast e-mail will be sent to each kumc.edu university e-mail account known as the Emergent-e-mail system, and
- If the individual has opted in to the campus RAVE alert system, they will receive a text message on their cell phone.

If there is an emergency, persons inside KUMC buildings should follow directions on the Alertus unit, in the e-mail and on the text message. These messages will communicate the appropriate action to take in response to the emergency.

Individuals are encouraged to take time to locate the nearest Alertus unit and the nearest wall-mounted Emergency Information and Evacuation Plan posting which will show the nearest exit and shelter from that location.

4.2 RAVE

RAVE is a wireless warning system offered as an "opt-in" notification system. The system provides emergency notification capability using the text messaging capability of cellular phones or phone-enabled devices.

If individuals have not opted in to the RAVE text messaging alert system and they wish to do so, go to: <https://sa.ku.edu> and log on to the KUMC Campus page using their KUMC ID and system password. From there, they need to click on Emergency Contact Info, and follow the directions to update their contact information.

4.3 Leader Alert

Leader Alert is a Web-based system that provides rapid, mass notification alerts to key KUMC faculty, students and staff. The notification can be by voice, e-mail, pager or fax.

4.4 Telephones, Land-lines and Mobile

Telephones are available in most offices and classrooms. In the case of an emergency, 911 emergency services can be obtained by dialing 911 from any campus land-line telephone.

If mobile phones are used, the 911 emergency services can be obtained by dialing 913-588-5030. This phone number connects to the KUMC Police department in the same manner as dialing 911 from a campus, land-line telephone.

Due to the location of the KUMC campus, dialing 911 from a cell phone will connect to one of several local 911 emergency services responders, such as the Kansas City, Kansas; Kansas City, Missouri; Wyandotte County; or Johnson County 911 emergency services centers which will transfer the request back to the KUMC Police Department.

4.5 Blue Phones

Blue phones, located at various locations across campus, are a direct line to the KUMC police dispatcher. Most of the blue phones are activated by pushing a button. Very few blue phones have traditional phone handsets. An individual, who needs help but cannot speak, can contact the police dispatcher by pushing the button or lifting the handset. Responders are sent to the location if no person is heard on the phone. The dispatcher will automatically know their location. An Officer will be dispatched if there is any indication that an individual needs help. An individual having an emergency or seeing someone suspicious should use a blue phone.

The blue phones do not dial out; they go directly to our police dispatcher. The blue phones do not call other extensions. Someone accidentally activating a blue phone should stay on the line until the dispatcher answers. Blue phones can be used for emergency or non-emergencies, such as to request an escort and to request a motor assist.

4.6 Fire Alarms

Fire alarms are available in all buildings and should be activated for all fires. Fire alarms can also be pulled in the case of an emergency requiring immediate response by police and fire.

4.7 Mobile Pagers

Mobile pagers are available and used in some departments at KUMC as a means of notification for personnel. Individuals that carry pagers can be reached by sending a voice or text page.

4.8 Two-way Radios

Two-way radios are used in some departments at KUMC for normal operations. In an emergency situation, the two-way radios can also be used for communication.

4.9 Outdoor Warning Systems - Civil Defense Sirens

Although there are no warning sirens located on the KUMC campus, local warning sirens are positioned in the community.

4.10 Mobile Sirens

In an emergency situation, the sirens and public address capabilities of the KUMC police cars may be used to communicate emergency information.

4.11 In-person Contact by Emergency Response Personnel

In an emergency situation, in-person contact by emergency response personnel will be used to communicate emergency instructions. These communications could be delivered by uniformed KUMC police officers, community emergency response personnel, KUMC facilities personnel and others.

4.12 Mass Media, Radio and Television

In a community-wide emergency, local radio and televisions may provide emergency information. There are several locations on campus with access to local radios and/or televisions.

5.0 Protective Actions

The safety of all individuals will be the highest priority in managing any event that may create the need for evacuation, sheltering or access control.

5.1 Evacuation

The total evacuation of the campus will seldom be necessary. However, limited area or building evacuations are likely to occur. The most likely cause of an evacuation would be due to a fire.

When fire alarms are activated, all personnel and visitors should leave the premises as soon as possible and evacuate to the designated evacuation area as identified in the building's posted Emergency Information signs.

5.2 Sheltering

The most likely reason to seek emergency shelter on campus would be due to severe weather conditions such as tornados, straight-line winds, hail, etc. The KUMC Police monitor weather conditions and will send out notifications to faculty, students and staff when severe weather is approaching and will advise that shelter should be taken using the various communications systems used on campus. When sheltering is required, the Alertus, Emergent e-mail, RAVE and Leader Alert communication systems will be used to provide information, instructions and updates.



Shelter areas are designated in interior hallways and rooms on the lowest levels of most buildings. They are marked with distinct green Severe Weather Shelter signs as show above. The areas should not be near exterior windows. Groups/Departments should have a predetermined shelter area within their building, and should account for everyone during a severe weather emergency. Individuals should learn at least two routes the closest shelter area, find out if someone in their area might need assistance during an emergency, and designate helpers if necessary. Elevators should not be used. Life sliders are available for individuals who need assistance going down the stairs. Individuals should keep against walls to maintain a walking path through hallways.

The University Facilities Department will assist in directing personnel to proper shelter areas.

5.3 Access Control

In the event of a pending or existing natural disaster or civil disturbance, it may be necessary to control access to the campus. Perimeter access controls will be necessary to eliminate entry of unauthorized persons.

The objectives of access control are to provide a controlled area from which evacuation will take place and prevent entry by unauthorized persons, protect lives and assist critical services by controlling entry into key areas and maintain law and order in the hazard area as well as the normal areas of responsibility.

An emergency or potential emergency could justify the need for access control from a short period of a few hours to several days, depending on the hazard and its severity. In order to limit access, various personnel and devices will be required, including personnel to direct traffic and staff control points, signs to control or restrict traffic, two-way radios to communicate to personnel within and outside the secured area, control point(s), street markers indicating closure of an area and patrols within and outside the secured areas.

5.4 Emergency Evacuation for Persons Needing Assistance

This section provides a general guideline of evacuation procedures for persons needing assistance, which would make exiting difficult during a fire and other building emergencies. Faculty, students, staff and visitors with such conditions must develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use.

They should:

- Be familiar with evacuation options,

- Seek evacuation assistants who are willing to assist in case of an emergency, and
- Ask supervisors, instructors or Environment Health & Safety about evacuation plans for buildings.

If individuals needing assistance require help with the above, contact the Office of Compliance at 588-1206.

Most KUMC buildings have accessible exits at the ground-level floor that can be used during an emergency. In many buildings people can move into unaffected wings of the building rather than exiting. However, in most KUMC buildings, people located on floors above ground level will need to use stairways or evacuation sleds to reach building exits. Elevators cannot be used because they have been shown to be unsafe in emergencies and in some buildings they are automatically recalled to the ground floor.

5.4.1 Evacuation Options

Persons who do not require assistance must evacuate to the nearest exit. Persons who do need assistance with disabilities have five basic evacuation options:

- ***Horizontal evacuation:*** using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.
- ***Stairway evacuation:*** using steps to reach ground level exits from the building.
- ***Sled evacuation:*** using evacuation sled to reach ground level exits from the building.
- ***Stay in Place:*** unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object. The Stay in Place approach may be more appropriate for sprinkler-protected building or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1¾-inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
- ***Area of Refuge:*** with an evacuation assistant (any person who is willing and able to assist persons needing assistance), go to an area of refuge as designated on campus wide evacuation maps. Areas of Refuge will vary based on the type of emergency. The evacuation assistant will then notify the on-site emergency personnel of the location of the person needing assistance. Emergency personnel will determine if further evacuation is necessary. For assistance in identifying Areas of Refuge, call the Environment, Health & Safety Office at 913-588-1081.

5.4.2 Guidelines for Individuals Needing Assistance

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired –Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the Fire Department or the Police Department the location of the person needing assistance. If the person is alone, he or she should call 911 with his or her location and the area of refuge he or she is headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Evacuation sleds should be used to exit the buildings.

Mobility Impaired – Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a mobility impairment may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact their supervisor or the Office of Compliance.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Whenever possible, an evacuation assistant should be established to assist and alert the person with the visual impairment in the event of an emergency. A back-up assistant should also be

established. The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Mentally Impaired

Persons with learning impairments may have difficulties in recognizing or being motivated to act in an emergency by untrained rescuers. They may have difficulty in responding to instructions which involve more than a small number of words. Whenever possible, an evacuation assistant should be designated to assist and alert the person with the mental impairment in the event of the emergency. A back-up assistant should also be established. During an evacuation, one of these two individuals should accompany the person and provide simple instructions.

Individuals with Medical Conditions: Persons with conditions such as respiratory disorders or cardiac conditions may experience the onset of symptoms during a stressful situation such an evacuation. Whenever possible, the person should be accompanied by an evacuation assistant. The person may need assistance with walking and may require frequent rest breaks. Reminders should be given to bring their medications, if applicable, before leaving the work place.

Temporarily Impaired, e.g., Pregnant Women, Individuals Recovering from Injuries such as a Broken Leg/Sprained Ankle: Persons with temporary impairments may have reduced stamina or diminished mobility, especially in negotiating stairs. Whenever possible, the person should be accompanied by an evacuation assistant.

Other Populations e.g. Visitors, Customers, Small Children, Employees Working Outside Their Normal Hours: Persons such as these could also be considered vulnerable and may require extra time to evacuate down stairs. Whenever possible, the person(s) should be accompanied or assisted during an evacuation. Employees working outside their normal hours should notify the KUMC Police Dispatch with their location and the area of refuge to which they are headed.

English as a Second Language: Persons who neither speak nor understand English should be assisted in an emergency. Whenever possible, the person should be brought to the appropriate area for evacuation by an evacuation assistant.

6.0 Training and Exercises

Orientations, drills, tabletop, functional and/or full-scale exercises will be conducted annually to test emergency management functions. All exercises will be critiqued, and any identified deficiencies or gaps will be corrected in a timely manner through a documented corrective action process. This will include an evaluation of any “lockdown” procedures that were employed during an exercise.

To be effective, the Plan, its contents, and the interaction of responsibilities must be known and understood by all individuals accountable for its implementation. The Police Chief, Director of the Environment, Health & Safety Office, as well as the Emergency Management Planning

Committee, will provide education and training opportunities for faculty, students and staff concerning their roles in emergency management and this Plan.

Emergency Management Planning Committee will:

- Be trained in National Incident Management System Incident Command System (NIMS ICS) 100 and 200 courses and will participate in other training as directed.
- Meet semi-annually or at the discretion of the chair to review the plan for appropriateness and update it as required.
- Develop institutional plans and direct institutional contingency planning efforts using the ICS model.
- Practice continuity planning.

Departments will:

- Ensure that all faculty, students and staff are trained in the appropriate emergency procedures for their department.

Faculty will:

- Ensure that students attending their courses evacuate the premises or take shelter when the appropriate alarm sounds or when ordered to do so.
- Instruct students where to assemble during an emergency situation.
- Based on class roster, ensure that students in attendance are accounted for.
- Complete the annual KUMC Environment, Health & Safety Refresher Training.

Students will:

- Evacuate the premises or take shelter when the appropriate alarm sounds or when instructed.
- Notify faculty as they need.
- Not leave the vicinity until instructed that it is permissible to do so.

Staff will:

- Evacuate or take shelter, as appropriate and as directed during an emergency.
- Complete the annual KUMC Environment, Health & Safety Refresher Training.

7.0 Plan Maintenance

The Emergency Management Planning Committee and the Environment, Health & Safety Office are responsible for the maintenance of this Plan and the communication of any Plan changes to affected parties. The Plan will be reviewed annually by the Emergency Management Planning Committee and as an ongoing basis by the Environment, Health & Safety Office for administrative changes.

The Emergency Management Planning Committee is chaired by the Vice Chancellor for Administration. The Committee members include:

- Vice Chancellor for Administration,

- Chief of Police,
- Senior Associate Campus General Counsel,
- Senior Director, Public Affairs,
- Associate Vice Chancellor for Compliance,
- Director, Environment, Health & Safety,
- Director of Facilities Management,
- Associate Vice Chancellor for Information Resources, and
- Associate Vice Chancellor for Institutional Finance.

8.0 Emergency Incident Debriefing and Corrective Actions

After an incident has occurred, the Environment, Health and Safety Office will lead a de-briefing session to evaluate the response to the incident, the actions taken and identify areas for improvement including changes to lockdown procedures that were put in place during the incident. Changes to the plan will be made as needed to improve effective and timely responses.

9.0 Primary Risks and Threats

While there are a number of regional threats, there are some that are more likely to impact KUMC. This section provides an overview of risks that could affect the campus. The Emergency Management Planning Committee will develop a communication strategy based on the type of risk or threat and will determine the appropriate audience for each strategy.

9.1 Severe Weather

Since Kansas lies in the heart of the nation's tornado alley, its residents are particularly vulnerable to tornadoes. Seventy percent (70%) of tornadoes in Kansas occur during March, April, May and June, but a tornado can occur at any time. Severe weather conditions may arise at any time of the year but primarily occur during the spring and early summer.

Please reference section 5.2 of this plan for more details on sheltering during severe weather.

9.2 Winter Storms

Although excessive snowfalls with prolonged severe cold or storms producing blizzard conditions are rare in eastern Kansas, they do occur. A large winter storm accompanied by severe cold could cause numerous secondary hazards such as power failures, fuel shortages, and transportation incidents.

Please reference the Inclement Weather Policy located at the following website for more details on how the University will respond to Inclement weather:

<http://www2.kumc.edu/hr/er/weather.html>

9.3 Fire

Fire is a major threat to KUMC. Buildings are protected by automatic devices, such as smoke detectors, sprinklers, and fire alarms. The fire alarms transmit a signal to the KUMC Police Communications Center, Facilities Management, and the Kansas City, Kansas Fire Department. The fire alarm is both manually and automatically operated. Automatic sprinkler systems and other extinguishing systems are connected to the Fire Alarm System by devices such as flow and tamper switches. Heat and smoke detectors are located to automatically detect fires. The fire alarm also shuts down fans, other air handling units and access security doors.

Because of the unique layout and various locations of departments at KUMC locations, individual departments are encouraged to develop their own fire safety plans. The Environment, Health & Safety office is available to provide guidance to departments as they develop their plans.

9.4 Medical/Mass Casualties

Incidences of individuals requiring medical assistance can occur anywhere on campus. There is also the possibility that several individuals may require medical treatment simultaneously for unknown causes. Where immediate and urgent treatment is required, the KUMC Police should be contacted. Medical assistance will be sent via the police dispatcher and will come from the KU Hospital and/or the Kansas City, Kansas Fire Department.

When a KUMC work-related injury or illness occurs that does not require emergency medical attention, individuals should be sent to the Occupational Health Clinic for treatment. Occupational illnesses may require the involvement of the KUMC Environment, Health and Safety Office to investigate the cause of the illness.

For major medical emergencies in the area, such as a pandemic, that may affect KUMC, regional emergency plans will be enacted.

9.5 Hazardous Materials Spills or Releases

Chemicals, biological agents and radioactive sources are handled on a daily basis throughout KUMC but primarily in research laboratories. The likelihood of a major spill requiring an evacuation is very small. However, on occasion some chemicals are spilled, and when they cannot be cleaned up safely by laboratory personnel, laboratory personnel should call 911 from a land-line campus phone or 913-588-5030 from a mobile phone to request assistance.

Most hazardous materials situations are relatively small in nature and can be addressed in-house. Where this is not the case, contractors qualified in hazardous materials clean-up will be used.

It is likely that exposures to hazardous materials will be limited to only a few people. Evacuations will be limited to the laboratory or area where the spill has occurred and at most may include neighboring laboratories. Full-scale building evacuations would be unlikely but, if an evacuation became necessary, it would be handled similarly to a fire evacuation.

Personnel should evacuate the laboratory in question and stay outside the laboratory until Environment, Health and Safety personnel arrive. Information about the hazardous material situation will need to be provided to Environment, Health and Safety personnel, and they will provide guidance to assure the safety and well-being of those personnel that may have been exposed. In extreme cases, decontamination may be required with a follow-up visit to the Occupational Health Clinic. Isolation of the spilled material will be a priority to limit the impact on other KUMC operations.

When on-site resources are taxed beyond their capability, qualified hazardous materials contractors may be contacted to perform actual clean-up of any spilled materials. In imminently dangerous situations, the Kansas City, Kansas Fire Department Hazardous Materials Team may be contacted to mitigate the situation.

For spills involving Hazardous Waste, please consult the University's Hazardous Waste Contingency Plan. For a copy of this plan, please contact the University's Environment, Health & Safety office.

9.6 Utility Disruption or Failure

The structural integrity and viability of buildings, facilities, utilities and critical systems are essential to the well-being of all persons at KUMC and to effective preparedness, response, and recovery activities during an emergency. Prompt and efficient assessment of damage and restoration of facilities have a vital and direct bearing on quick recovery of operations.

The Facilities Management organization is responsible for the restoration of vital facilities, and will function according to its procedures and organizational structure. A utility failure may be localized such as flooding of buildings from a water pipe failure.

The ranking Facilities Management Supervisor is responsible for making the described determination and notifications. During regular working hours, this will be the Director of Facilities Management, Associate Directors, or one of the Assistant Directors.

At night or weekends, the person responsible will be the ranking supervisor on duty and can be contacted at 913-588-5030 (KUMC Police). At the earliest possible opportunity, the supervisor on duty will contact the Director or Associate Director on-call. The responsible supervisor will call in outside assistance as required.

To resolve the emergency in a timely manner, the ranking Facilities Management individual will take steps required to procure parts or equipment in an emergency situation.

9.7 Bomb Threats

Bomb threats are delivered in a variety of ways. Bomb threats are rarely made in person and generally are transmitted by telephone directly to the target. However, threats may also be communicated in writing or by e-mail. Any and all threats received should be treated seriously and handled according to this procedure.

9.7.1 Bomb Threats Received by Telephone

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), accents and speech impediments. Immediately after the caller hangs up, report the threat to KUMC Police by calling 911 from a land-line, KUMC phone or 913-588-5030 from a cell phone. Report the call to your supervisor/manager.
- Remain available, as law enforcement personnel will want to interview you.

9.7.2 Bomb Threats Received in Writing

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, avoid further unnecessary handling.

9.7.3 Notification and Response

Immediately call the Police by dialing 911 from a KUMC land-line phone, or 913-588-5030 from a mobile phone. They will respond to the location of the person receiving the threat. KUMC Police will determine if outside assistance (fire, technical expertise, law enforcement support) is needed.

9.7.4 Threat Analysis

All bomb threats will be taken seriously. The Police and senior management will complete a threat assessment. Evaluation will be made on the basis of all facts available at the time. Many of the available facts will be obtained from the person who received the bomb threat. Evaluations and analysis are essentially a process of judging the credibility of the threat. When a threat is judged to be not credible, no further actions will be taken. However, if the threat is judged to be credible, one of the following actions will be taken:

- Conduct a limited search of a specific area and evacuate if warranted.
- Conduct a general search of the facility and evacuate if warranted.
- Conduct an evacuation, partially or fully, and then search.
- Evacuate immediately and not search.

9.7.5 Evacuation

Should an evacuation be deemed necessary, it will be ordered by the Incident Commander or upon the instruction of the Executive Vice Chancellor or the person in charge of the affected area.

9.7.6 Command and Control

During bomb threat operations, the Police Chief, or ranking KUMC Police officer, will establish an on-site Command Post or activate the Emergency Operations Center.

9.8 Hostage Situation Policy

Universities and health care settings are not immune from violence and the occurrence of hostage-taking by criminals, mentally disturbed persons, or terrorists. KUMC Police are responsible for the overall management of such incidents. The KUMC Police will request any necessary outside law enforcement resources as the situation demands.

The most dangerous phase in a hostage situation, other than the rescue phase, is during the first 15 to 45 minutes. If an actual taking of a hostage(s) has occurred, staff should not attempt intervention measures without involvement of the KUMC Police. An error can raise the subject's anxiety level, which may result in violence or a prolonged siege. Hostage-taking is an act of aggression, which could lead to violence. Basic operating policy is to contain and stabilize the situation and avoid any action that may escalate emotions during the critical early phase of the confrontation.

Statistically, hostage taking in a Medical Center/Hospital environment is most likely to occur in the Emergency Department and Psychiatric units. However, it should be recognized that hostage taking could occur at any location on the campus.

Hostage Crisis Plan

The objectives of the Hostage Crisis Plan are:

- The protection of lives and prevention of injury,
- The safety and welfare of hostages,
- The restoration of order and protection of property, and
- The identification of participants and possible prosecution.

If an employee or student has been taken hostage, no other employee or student should make a deal. It must be noted that orders given under conditions of duress (e.g., if the hostage is a supervisor) are not to be followed, regardless of who gives them, except to save lives.

Roles of Key Personnel in a Hostage Crisis

Staff or Students Taken as Hostage

All faculty, students and staff should know what to do if they are taken hostage. A hostage should:

- Ensure safety at all times.
- Avoid soliciting demands.
- Listen carefully for clues regarding the emotional state of the subject.
- Avoid bargaining or making concessions.
- Reassure subjects that Police will not make an assault.
- Not offer subjects anything.
- Avoid giving orders to subject.
- Minimize the seriousness of the subject's crimes.
- Not refer to person being held as "hostages."
- Avoid tricks and strive for honesty.
- Not make suggestions.
- Not ask for outsiders to talk to subject.
- Never exchange yourself or anyone else for a hostage.
- Not make yourself vulnerable to injury.
- Do everything the captor says to do.
- Be especially careful during the first four or five minutes. These minutes are the most critical ones, as the captor is probably as desperate and jumpy as the victim.
- Speak only when spoken to and never make wisecracks.
- Try not to show emotions openly. Hostage-takers like to play on emotional weaknesses.
- Sit down, if possible, to avoid appearing aggressive.
- Act relaxed, as this posture may relax the captor.
- Weigh carefully any chance to escape to be sure that escape is certain and will not endanger anyone else.
- Have faith in fellow workers and negotiators.
- Get rid of personal effects (e.g., photographs of husband or wife, and keys), if possible.
- Not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone at whom they are looking.
- Be patient.

The first employee or student to identify a hostage-taking situation should:

- Call 911 from a campus land-line phone or dial 913-588-5030 from a cell phone.
- Secure the immediate area, if possible.
- Secure the door, if appropriate, to isolate the incident.
- Notify by the quickest possible means the supervisor, who notifies the administrator.
- Observe carefully in order to report:
 - the number of hostages taken
 - the type of disturbance
 - the type and number of weapons
- Make specific notes of any threats or demands

- Do not speak to the media unless authorized to do so.

The first senior person to arrive at the scene:

- Assesses the situation.
- Advises the Executive Vice Chancellor's Office.
- Takes control until a more senior staff member arrives.
- Supplements and reinforces personnel on the scene as the situation dictates in order to prevent death and injury to hostages.

When police and administrative staff arrive, the following information should be available:

- Number of hostages taken
- Threats and demands by hostage-taker
- Type and number of weapons thought to be in the hostage-taker's possession
- Nonparticipating individuals who are still in the area
- Precise area controlled by hostage-taker
- Floor plan of the area
- Identify and description of participants, with photographs if possible

The police have personnel trained for such negotiations and they are best equipped to handle negotiations with hostage-takers.

9.9 Threats

Threats are unacceptable regardless of whether the person communicating the threat has the ability to carry them out; whether the threat is made on a present, conditional, or future basis or whether the threat is made in person, through another person, over the phone, in the mail or electronically.

Any faculty, student or staff who is aware of a threat, intimidating conduct, or act of violence shall report the incident to his/her manager and to the KUMC Police or Human Resources. Emergencies shall be reported to KUMC Police by dialing 911 from a campus land-line phone or 913-588-5030 from a mobile phone.

When notified of a threat or violence, supervisors, faculty or administrators shall respond in a prompt and effective fashion, which should include:

- Notifying the KUMC Police regarding any threat or act of violence whether the information is known through firsthand knowledge or report;
- Cooperating with the Threat Assessment Team to implement any recommended action plan;
- Familiarizing faculty, students and staff with the KUMC threat assessment and violence prevention policy.

10.0 Threat Assessment and Violence Prevention Policy

10.1 Policy Statement and Purpose

KUMC is committed to using its best efforts to provide faculty, students, staff, patients and visitors with an environment that is reasonably safe, secure and free from threats, intimidations and violence. The KUMC Police Department is responsible for assuring the safety and security of all personnel on campus.

To promote an atmosphere that encourages learning and productive employment, KUMC will not tolerate the following conduct or behavior in the workplace:

- Injuring another person physically
- Engaging in threatening behavior that creates a reasonable fear of injury to another person
- Engaging in threatening behavior that subjects another individual to undue emotional distress
- Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business
- Intentionally damaging property
- Threatening to injure an individual or to damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- Retaliating against any employee or student who, in good faith, reports a violation of this policy

Threats are unacceptable regardless of whether the person communicating the threat has the ability to carry them out, whether the threat is made on a present, conditional, or future basis, or whether the threat is made in person, through another person, over the phone, in the mail, or electronically. Individuals found to engage in behavior in the workplace or on campus in violation of this policy will be subject to disciplinary actions, up to and including termination and criminal prosecution. KUMC students who are found to be in violation of this policy may also be subject to additional academic disciplinary measures.

Crime incidents that occur on campus are reported as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as part of the Higher Education Act of 1965.

10.2 Contacts

The Police Chief, in conjunction with the Vice Chancellor for Administration, officially interpret the Threat Assessment and Violence Prevention Policy and shall revise or eliminate any or all parts as necessary to meet the changing and critical needs of KUMC. Questions regarding this Policy shall be directed to the Police Chief.

10.3 Threat Assessment Team

The Executive Vice Chancellor appoints a team of KUMC faculty, students and staff that assesses workplace threats and responds to incidents appropriately.

The Vice Chancellor for Administration shall function as the Chairperson for the team. The Police Chief will serve as the Vice Chairperson.

The Threat Assessment Team includes the following positions:

- Vice Chancellor for Administration,
- Chief of Police,
- Director, Human Resources,
- Director, Employee Health,
- KUMC Counseling Services,
- General Counsel,
- Dean, Student Services,
- Director, Student Health Services,
- Vice Chancellor for External Affairs and
- Other individuals as appropriate.

Team members' names and phone numbers are listed at the front of the Emergency Management Plan. See Key Contact Information.

The Police Chief and/or the Vice Chancellor for Administration shall activate the team, as warranted by the nature and urgency of the threat.

The Threat Assessment Team is also responsible for initiating post event activities that include the following:

- Initiate victim support by having staff available to assist victims while support is pending
- Provide counseling and support to victims and families as necessary at a centralized on-campus location, if appropriate, using only trained or licensed counselors
- Conduct a debriefing to evaluate the event and the effectiveness of the response
- Revise the plan as needed based upon the review of the event

The Threat Assessment Team will meet quarterly or on an as needed basis to assess potential and/or reported threats at KUMC. The Threat Assessment Team, using appropriate resources, will manage and track the threat and KUMC's response.

10.4 Definitions

Threatening Behavior

Includes, but is not limited to:

- physical actions short of actual contact/injury (e.g., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner)
- general oral or written threats to people or property (e.g., "you better watch your back" or "I'll get you"), including the use of any electronic means
- threats made in a "joking" manner
- stalking behavior

- hate speech
- implicit threats (e.g., "you'll be sorry" or "this isn't over yet")

Violent Behavior

Includes, but is not limited to

- any physical assault, with or without weapons
- behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property)
- specific threats to inflict harm (e.g., a threat to shoot a named individual)
- use of any object to attack or intimidate another person.

Weapons

Weapons include firearms, knives (excluding those that are job-related), explosives or other instrument/device that could cause bodily harm, create fear or be used in an offensive manner. Possession of weapons on the KUMC campus is strictly prohibited.

Workplace

A workplace is a location (either permanent or temporary) where individuals perform a job-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, grounds, and alternate work locations.

10.5 Procedure for Reporting Threats and Violence

All Emergencies should be promptly reported to the KUMC Police at 911 from any campus land-line telephone or by dialing 913-588-5030 from a mobile phone.

Any faculty, student or staff who is aware of a threat, intimidating conduct, or act of violence must report the incident to his/her manager and to the KUMC Police or Human Resources. Students shall also contact the KUMC Police or their Dean's Office. Patients and visitors should be directed to contact the KUMC Police at 913-588-5030.

False reports of workplace violence are unacceptable. Should a false report be filed, appropriate disciplinary action may occur.

In an effort to promote a safer environment, faculty, students and staff who are the victims of domestic violence, or who believe they may be the recipients of such violence, are encouraged to promptly notify their supervisor, an appropriate administrator, or the KUMC Police.

Faculty, students and staff who have Protective Orders should provide copies to the KUMC Police so that this office can (1) ensure appropriate law enforcement actions occur and (2) assist in maintaining the safety of potential victims. Confidentiality will be maintained to the extent allowed by law.

10.6 KUMC Police and Threat Assessment Team Responsibilities

The KUMC Police are responsible for a workplace violence prevention program with the assistance of other offices throughout KUMC.

As appropriate, the KUMC Police will notify the KUMC Threat Assessment Team to assist with managing a threatening or violent situation. The threat assessment team is responsible for

- Assessing and managing incidents involving danger or violence;
- Determining appropriate action to assist the department and its faculty, students and staff;
- Conducting an investigation as appropriate;
- Developing and implementing an action plan to respond to specific incidents including follow-up measures to assist victims.

10.7 Department Responsibilities

When notified of a threat or violence, management should respond in a timely and effective fashion. Effective response includes a full and prompt investigation, the determination of appropriate disciplinary action using existing policies and procedures, and follow-up with any affected faculty, students or staff. These responses include:

- Notifying the KUMC Police regarding any threat or act of violence whether the information is known through firsthand knowledge or report
- Cooperating with the Threat Assessment Team to implement any recommended action plan
- Familiarizing faculty, students and staff with the KUMC threat assessment and violence prevention policy

Department heads are encouraged to schedule violence prevention training for supervisors and managers and to provide similar training for other staff as appropriate.

10.8 Faculty, Student and Staff Responsibilities

All faculty, students and staff are encouraged to be alert to the possibility of violence in the workplace. Any report of violence or threats of violence will be handled in a confidential manner, with information released only on a need-to-know basis. Faculty, students and staff who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.

KUMC prohibits any and all false reports concerning workplace violence as described above.

Faculty, student and staff responsibilities include

- Being familiar with the threat assessment and violence prevention policy
- Reporting violations of the policy to their supervisor or an appropriate administrator and to the KUMC Police, including threats or perceived threats

11.0 Active Shooter On-Campus

11.1 Scenario

An active shooter scenario is a situation in which a suspect can cause death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly and demands an immediate deployment of law enforcement resources to terminate the life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing.

If you witness any armed individual shooting at people on campus or hear gunshots, immediately contact the KUMC Police at 911 from any campus land-line telephone or by dialing 913-588-5030 from a mobile phone. Provide the police dispatcher with as much information as you can. Do not hang up unless told to do so.

Police Officers from KUMC are always on campus and will likely be the first responders on the scene. Officers are trained in a procedure known as Rapid Deployment and proceed directly to the location in which shots were last heard. Rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who may be wounded, these officers will bypass you in their search, as they must find the shooter(s) and stop the killing.

To assist police, please stay calm and patient during this time to prevent any interference with police operations. If you know where the suspect is, or if you have his/her description, tell the police. Rescue teams will follow shortly to aid you and others.

If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

Rescue teams composed of other police officers with emergency medical technicians will follow shortly after the first responding officers enter the building. They will tend to the injured, and remove everyone safely from the area or building.

Prepare a plan of action for an active shooter in advance by determining your escape route and knowing where to evacuate. Talk with your building manager or supervisor for instructions, if you are unsure.

KUMC Police may be contacted for additional instructions to assist in the safety of your building and its occupants.

11.2 Warning – Emergency Communications

KUMC Police have the authority to initiate warnings in the event of an active shooter on campus. As dictated by the urgency of the event, notification information will be provided to

staff and students by all available means of notification. Refer to section 4, Warnings and Communication, of this Plan.

11.3 If the shooter is outside the building

- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get all occupants on the floor and out of the line of fire.
- Move to an interior area of the building, only if safe to do so, and remain there until police give the “all clear” sign. Unknown or unfamiliar voices may be the shooter’s method of giving false assurance. Do not respond to commands until you are certain they are issued by a police officer.

11.4 If the shooter is inside the building

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to your evacuation assembly point.
- Contact 911 from a campus land-line phone or dial 913-588-5030. Report your name and location.
- Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please try to remain calm. Make no movement that may cause the officer to mistake your actions for a threat.
- If you witness anything, tell the first responding officers as much as you know about the immediate situation.
- If you are not able to communicate with 911 or an officer (or after you do so), you should lie on the floor or under a desk and remain silent.
- Wait for the police to come find you.

11.5 If the shooter enters your class or office

- There is no set procedure in this situation. If possible call 911 and talk to the police dispatcher. If you can’t speak, leave the line open so police can hear what’s going on.
- Use common sense. If you are hiding and escape is impossible, attempt to negotiate with the individual as it may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances. *Note: There may be more than one shooter.*
- If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in your area.

12.0 Automated External Defibrillator (AED) Program

12.1 Purpose

The purpose of the AED Program is to increase the rate of survival of people who have sudden cardiac arrests. AED programs are designed to provide equipment and training as an important

means for providing enhanced life safety response measures. AEDs make it possible for trained lay responders to perform cardiopulmonary resuscitation (CPR) and administer defibrillation prior to the arrival of the Emergency Medical Service (EMS).

The AED Program will:

- Implement enhanced life safety response measures,
- Meet regulatory compliance,
- Provide continuity and consistency across campus in AED installation, maintenance and use, and
- Establish AED user training requirements.

12.2 Activation of Emergency Medical Service (EMS)

When **911** (or 913-588-5030) is dialed on a KUMC land-line phone, the call goes to the KUMC Police dispatcher. The dispatcher notifies The University of Kansas Hospital Rapid Response Team and/or the Kansas City, Kansas Fire Department EMS. KUMC Public Safety will direct EMS to the location of the victim.

Please note: If a cellular phone is used, the caller can reach the KUMC Police dispatcher by dialing **913-588-5030**. When a cell phone call is placed to 911 from a KUMC campus location, the emergency response can be delayed.

12.3 Scope

This AED Program sets forth the standards and responsibilities for the installation, modification, replacement, repair, inspection, maintenance, and lay response on the KUMC campus. This Program does not pertain to procedures used by the Emergency Medical Service or Rapid Response Team use in the KU Hospital in their response to a sudden cardiac arrest. The KUMC AED Program is meant to provide emergency assistance until professional emergency response personnel can reach the victim.

12.4 Definitions

AED Policy Committee: A committee consisting of the Program Administrator, Medical Advisor, Associate Vice Chancellor for Compliance, Chief of Police, a representative from Environment, Health and Safety Office and the Director of Facilities Management. The Associate Vice Chancellor for Compliance will serve as chair of the committee and determine frequency of meetings.

Automated external defibrillator (AED): A computerized medical device that analyzes heart rhythm to detect cardiac arrest and delivers an electric shock to the heart (defibrillation), if necessary.

Medical Advisor: The Medical Director of the Occupational Health Clinic.

Program Administrator: A Nurse Practitioner in the Occupational Health Clinic.

Sudden cardiac arrest: A significant life-threatening event when a person's heart stops or fails to produce a pulse.

12.5 Duties and Responsibilities

Medical Advisor

- Provides oversight of this Program.
- Prescribes the AED to be purchased.
- Develops protocols for training of lay responders.
- Develops protocols for lay responder oversight.
- Reviews AED Incident Reports and conducts post-event debriefing.
- Attends AED Policy Committee meetings.

Program Administrator

- Provides overall administration of this Program.
- Maintains the AED Program.
- Ensures that a used AED unit is properly checked and re-installed.
- Maintains the list of volunteers participating in the AED Program.
- Maintains the training records for participants in the AED Program.
- Coordinates with Medical Advisor on acquisition and maintenance of AEDs.
- Apprises the Medical Advisor of changes in technology, law or procedures.
- Acts as a liaison between University, manufacturer and other agencies, as appropriate, to assist in unit maintenance and compliance issues.

Environment Health and Safety Office

- Determines the locations of the AEDs.
- Ensures that AED locations are noted on Emergency Information and Evacuation Plans posted on campus.
- An EHS Office representative attends the AED Policy Committee meetings.

AED Policy Committee

- Monitors the implementation of this Program.
- Revises the AED Program, as necessary.
- Approves AED Program changes.

Facilities Management

- Maintains the AEDs in accordance with the manufacturer's recommendations.
- Maintains an inventory of AED locations.

KU Police

- Maintains the AEDs in Police vehicles in accordance with the manufacturer's recommendations.

12.6 The AED and its Supplies

KUMC has chosen the Zoll AED Plus manufactured by Zoll Medical Corporation. The AEDs have been installed in very visible locations on campus. Their locations are noted on the Evacuation Plans posted in each building.

The following supplies will be stored with each AED:

- One AED User's Guide
- One set of electrodes
- One installed battery
- One mouth barrier device
- One razor
- One pair of scissors
- Three sets of gloves
- 4x4 gauze

12.7 Maintenance and Inspections

Each AED will be inspected and maintained according to the manufacturer's recommendations by Facilities Management personnel. These tasks will be scheduled by the Facilities Management Computerized Maintenance Management System. This system will keep a list of the current locations of the AEDs and will be able to provide an electronic or hard copy report.

12.8 Training

KUMC requires that all volunteers wishing to participate in the AED Program successfully complete an American Heart Association CPR/AED course or equivalent training. Volunteers that can produce certification of equivalent training in CPR/AED training will be recognized as participants in our Program. The Program Administrator will maintain the list of AED Program volunteers.

To maintain certification, refresher training is required every two years. Should a volunteer wish to attend refresher training more frequently than every two years, he or she can attend any of the regular refresher training programs offered.

12.9 Program Records

The following will be maintained in the Occupational Health Clinic:

- CPR/AED Training records and Refresher Training records.
- AED Incident Reports.

12.10 Incident Notification and Documentation

Once aware of an AED being used, responders, KUMC Police, Facilities and Environment, Health & Safety must notify the Medical Advisor and Program Administrator within three hours of an incident during normal business hours. If an incident occurs after normal business hours

(8-5 Monday – Friday) the Medical Advisor and Program Administrator should be notified the next business day. An AED Incident Report will be completed by responders and witnesses to the event.

The AED used will be taken out of service by the Police Department and given to Medical Advisor or Program Administrator. They will download the data from the incident, ensure the operability of the AED unit and return the AED unit to its location.

After all data is reviewed and analyzed by the Medical Advisor and the Program Administrator, an Incident Debriefing will take place with the AED Policy Committee and incident participants.

12.11 Legal Guidance

Legal guidance for this Program will be provided by the Office of General Counsel.

12.12 Liability and Immunity

Kansas law allows for the use of an AED by a person in good faith, who during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac arrest. Accordingly, Kansas law also expressly provides immunity from civil liability for those who obtain and maintain AEDs, and those who use such devices to attempt to save a life. **Kansas Statute Annotated (KSA) 65-6149a.**

65-6149a

Chapter 65.--PUBLIC HEALTH

Article 61.--EMERGENCY MEDICAL SERVICES

65-6149a. Automated external defibrillator; use and possession, immunity from liability; notice of acquisition of unit; placement of units in state facilities. (a) (1) Any person who in good faith renders emergency care or treatment by the use of or provision of an automated external defibrillator shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

(2) No person or entity which owns, leases, possesses or otherwise controls an automated external defibrillator and provides such automated external defibrillator to others for use shall be held liable for any civil damages as a result of such use where the person or entity which owns, leases, possesses or otherwise controls the automated external defibrillator has developed, implemented and follows guidelines to ensure proper maintenance and operation of the device.

(3) No person licensed to practice medicine and surgery who pursuant to a prescription order authorizes the acquisition of an automated external defibrillator or participates in the development of usual and customary protocols for an automated external defibrillator by a person or entity which owns, leases, possesses or otherwise controls such automated external defibrillator and provides such automated external defibrillator for use by others shall be held liable for any civil damages as a result of such use.

(4) No person or entity which teaches or provides a training program for cardiopulmonary resuscitation that includes training in the use of automated external defibrillators shall be held liable for any civil damages as a result of such training or use if such person or entity has provided such training in a manner consistent with the usual and customary standards for the providing of such training.

(b) Pursuant to the provisions of this subsection, persons or entities which purchase or otherwise acquire an automated external defibrillator shall notify the emergency medical service which operates in the geographic area of the location of the automated external defibrillator. Persons or entities acquiring an automatic electronic defibrillator shall notify the emergency medical service providing local service on forms developed and provided by the emergency medical services board.

(c) The secretary of administration, in conjunction with the Kansas highway patrol, shall develop guidelines for the placement of automated external defibrillators in state owned or occupied facilities. The guidelines shall include, but not be limited to:

- (1) Which state owned or occupied facilities should have automated external defibrillators readily available for use;
- (2) recommendations for appropriate training courses in cardiopulmonary resuscitation and automated external defibrillators use;
- (3) integration with existing emergency response plans;
- (4) proper maintenance and testing of the devices;
- (5) coordination with appropriate professionals in the oversight of training; and
- (6) coordination with local emergency medical services regarding placement and conditions of use.

Nothing in this subsection shall be construed to require the state to purchase automated external defibrillators.

History: L. 1998, ch. 133, § 18; L. 2003, ch. 43, § 1; L. 2009, ch. 96, § 1; July 1.

13.0 Related plans

13.1 University of Kansas Medical Center Emergency Plan for Pandemic Flu

This plan can is filed in the Environment, Health & Safety Office and deals with university response to Pandemic Flu.

13.2 Select Agent Incident Response Plan

This plan is filed in the Environment, Health & Safety Office and deals with university response to emergencies involving Select Agents.

13.3 Silver City Emergency Plan

This plan is filed at the Silver City location and deals with how Silver City will respond to emergencies.

13.4 University of Kansas Medical Center School of Medicine in Wichita Emergency Plan and Pandemic Flu Plan

These plans are filed at the School of Medicine in Wichita and describe how it will respond to emergencies.

13.5 Facilities Management Pandemic Flu Manpower Requirements

This plan is filed with the university facilities department and deals with how the facilities department will manage staff if the university needs to shut down.

13.6 KU Hospital Emergency Operations Plan

This plan is filed with the KU Hospital's Environment of Care department and details how the hospital will manage emergencies.

Appendix A: KUMC AED Incident Report Form

KUMC AED Incident Report

Date/Time: _____ Location: Building/Room _____

Witness(es), First Responder, Emergency Responders: _____

Lead Responder: _____

Briefly describe the event, incident or situation that caused the AED being brought to the victim:

FIRST EMERGENCY CALL TO: KUMC POLICE or RAPID RESPONSE

Rescue Breathing Performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Before AED and or <input type="checkbox"/> Not Needed	<input type="checkbox"/> After AED
CPR Performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Before AED and or <input type="checkbox"/> Not Needed	<input type="checkbox"/> After AED
KUMC AED Brought to Scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building/Floor or AED #:	
KUMC AED Used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Electrodes Attached	<input type="checkbox"/> Shock was Advised
Number of Shocks Delivered: _____	<input type="checkbox"/> AED <input type="checkbox"/> Monitor/Defibrillator		
Results/Additional Comments:	_____		
EMS Arrival Time: _____	Victim Transported to: _____		
By: _____	_____ EMS		_____ Rapid Response/Transport
Victim Name:	_____		
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Hospital or Clinic Patient			
Campus Police Officer(s)	_____		
Campus Police Case Number:	_____		

Report Completed by: _____ Date: _____