



# Disaster Planning

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# Planning Team

# Educate Your Team



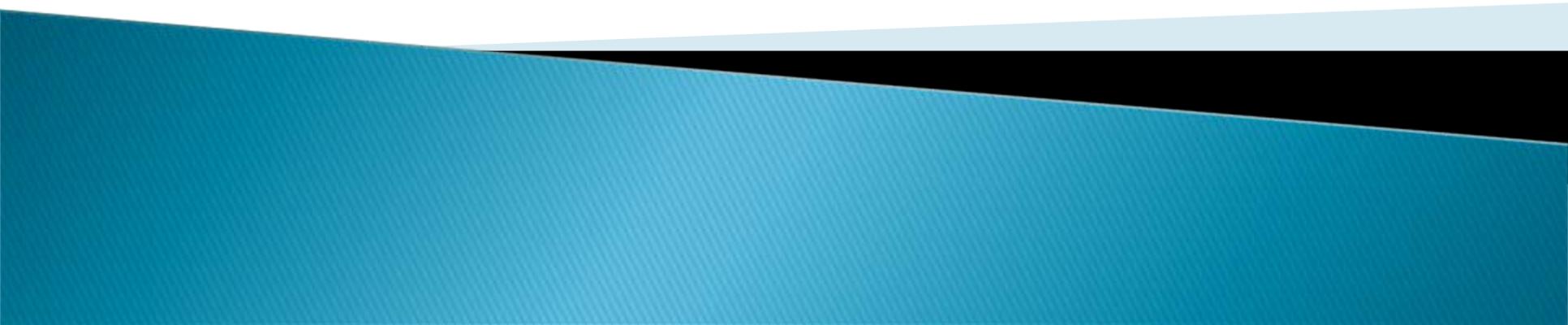
# Survey for Risks



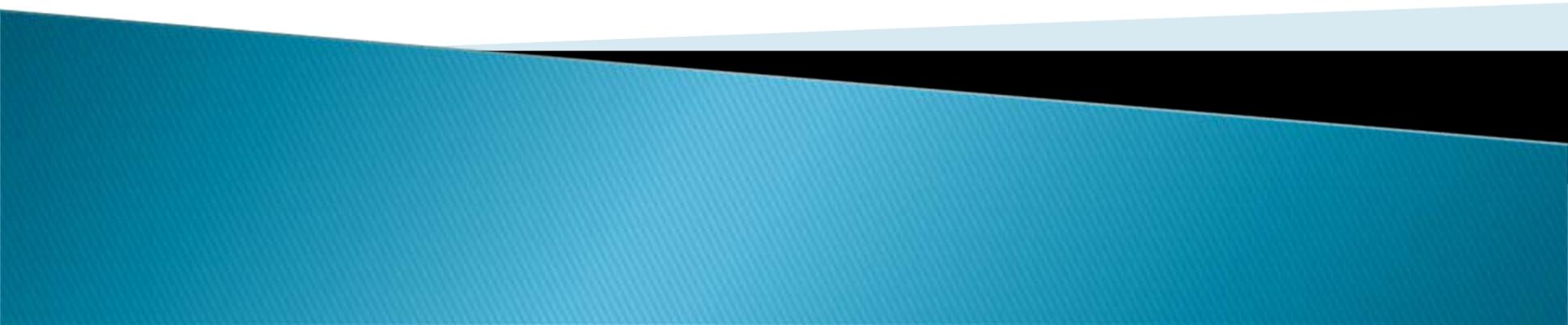
# Basic Components of a Plan

- ▶ Notification
  - ▶ Basic How-To
  - ▶ Basic Maps
  - ▶ Priorities for Salvage
  - ▶ Resources
  - ▶ Responsibilities
- 

Keep it Simple

A decorative graphic at the bottom of the slide consisting of several overlapping, wavy shapes. The topmost shape is a light blue gradient. Below it is a solid black shape. The bottom-most and largest shape is a dark blue gradient with a fine, repeating pattern.

**Do Not Re-Invent  
the Wheel**



# Notification

- ▶ Phone Trees

- ▶ PReP

# Education Library Notification Plan

Step 1	Campus Emergency*	911 Or UKPD (#8573) from cell phone	When needed
Step 2	Notify Building Personnel	UK Physical Plant 257-2803** Building Maintenance 257-4444	24 hours
Step 3	Immediate Supervisors Call in order until you reach someone	Person #1 Phone #1 Phone #2  Person #2 Phone #1 Phone #2	24 hours
Step 4	Preservation Dept	Becky Phone #1 Phone #2  Kazuko Phone #1 Phone #2	24 hours

# Know What Happens When You Call

- ▶ \* Campus Emergency: 911 is the emergency dispatch number. This number also goes to the campus police, if you call from any campus phones. They will send the fire marshal, police, and/or university physical plant personnel, depending on the problem.
- ▶ \*\* UK Physical Plant will dispatch the custodial service staff for 24 hours a day.

# Practice!!

# Salvage Priorities



10 minutes or  
10 things

# Supplies



# Most Useful

- ▶ Roll plastic
  - ▶ Cut plastic
  - ▶ Fans
  - ▶ Extension cords
  - ▶ Towels
  - ▶ String or clothesline
  - ▶ Clothespins
  - ▶ Plastic bags
  - ▶ Dehumidifier
  - ▶ Camera for documentation
- 

# Practice



# Basic Salvage Techniques

- ▶ Water damaged materials
  - ▶ Packing out
  - ▶ Freezing
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# Practice



# Who is Responsible for What?



# Ongoing Maintenance

- ▶ Annual repair and update
  - ▶ Restock supplies
  - ▶ Training
  - ▶ Evaluate after disasters
- 

# Training

- ▶ Workshops
  - ▶ Hands on practice
  - ▶ Site surveys
  - ▶ Fire extinguisher training
  - ▶ Fire Marshall
  - ▶ Fire Department
  - ▶ Local FEMA
  - ▶ Vendors
- 

# Smoke Tent



# Fire Extinguisher Training



# TIPS

- ▶ Keep it simple
  - ▶ Write the plan for likely events
  - ▶ Write for the “lowest common denominator”
  - ▶ Keep the plan in logical places
  - ▶ Master plan & department plans
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