COOPERATIVE EXTENSION

University of Kentucky

Kentucky Cooperative Extension County Disaster Preparedness Plan

Disaster preparedness covers natural events such as floods, droughts, tornados, periods of temperature extremes, or winter storms, as well as terrorist events from a physical, economic, livestock disease outbreak or biological attack. It also covers unintentional disasters such as an industrial release, railroad derailment, or building fires. Developing, testing, and maintaining a plan for handling unexpected events will yield a fast and effective response.

The initial plan shall be due Oct. 15th, 2022 and updated annually by July 15th. Send a copy to your AED.

Name of Office:

Address:

City:

Office Telephone #:

If this location is not accessible, we will continue to operate from the location below:

Location/ Business Name:

Address:

City:

Office Telephone #:

Primary Emergency Contact – Responsible for monitoring National Weather Service Alerts, verifying employee safety, and communicating with Extension Administration.

Name:

Cell Phone #:

Alternative Phone #:

Email:

Alternative Emergency Contact –

Name:

Cell Phone #:

Alternative Phone #:

Email:

Emergency Contact Information

Dial 911 in an Emergency if available

Non Emergency Police / Sheriff Phone:

County Emergency Management

The following **Extension Agents** will participate and cooperate in county emergency planning and crisis management. This includes obtaining a copy of the County Emergency Management Plan, understanding Extension's role, and communicating back with all Extension staff.

Name/s of Agent/s:

Name of County Emergency Management Director:

Phone:

Email:

Are there other agencies in the building Extension should coordinate with?

Names:

Office Evacuation Plan:

The following plans have been developed in collaboration with neighboring offices and building owners (where necessary) to avoid confusion.

We have located, copied, and posted building and site maps with "X" indicating location.

_____ Exits are clearly marked._____

Identify a Warning System for different hazards (for example many hospitals have a code system associated with different situations)._____

We will practice evacuation procedures _____ times per year **(minimum 1).**

If we must leave the building quickly describe a safe location where employees and clients should gather: _____

Person responsible for ensuring building has been evacuated and issuing "all clear":

_____

Alternate:_____

When an evacuation or other major emergency happens forcing an office closure or evacuation, each employee is to report to the **Primary Emergency Contact** where they are going and provide contact information if it is different from that listed in the employee emergency contact information. Once employees reach their destination, they should contact **Primary Emergency Contact** varifying safe arrival

In the event of a major community disaster after office hours, employees should also contact **Primary Emergency Contact.**

Primary Emergency Contact is to notify their immediate supervisor about the location of each employee and their situation. As employees return an evacuation, they should keep the **Primary Emergency Contact** informed.

Shelter in Place Plan for _____County Extension Office

We have talked to co-workers about which emergency supplies if any, the office will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs. These supplies should be inspected and rotated to encourage freshness and usability.

We have designated a **below ground level or reinforced/centrally located** building safe place for severe weather-related events and communicated this to all employees. **The safe place is**_____.

Primary Emergency Contact or alternate will be responsible for monitoring local weather and other emergencies and issuing "all clear".

IT Disaster Preparation Plan

1. We recommend storing critical documents in Microsoft OneDrive. Files stored in OneDrive can be accessed anywhere that you have Internet access, so could be accessed from another computer in case you need to work remotely or in case of disaster.
2. Make sure that the important data on your computer(s) is backed up automatically. This can be backed up to another machine in the office or backed up to an online service such as OneDrive. If you have questions about backing your computer(s) up, please consult with your REITC.
3. We recommend that everyone also have some sort of automated offsite backup. This is important because if a disaster results in the loss of all machines in the office, even your local backups may be destroyed. By having off-site backups, you will still be able to recover your critical data if everything is lost.
4. If you do experience a disaster, contact your REITC. They will be able to help advise on how to handle the equipment there and assist with any data recovery that is needed.
5. Critical equipment such as routers, switches, file servers, etc. should all be protected by a UPS. This will allow these machines to continue working in case of a power outage while also protecting that equipment from power surges.
6. Computers, UPS, and network equipment should all be kept at least 1 foot off the ground where possible. This will help mitigate any possible damage from water that might enter the building.

In the case of a disaster that is predicted well in advance, safely relocate laptops and other portable equipment to another safer location that is recommended. Desktop computers, UPS, and

network equipment that can't be relocated should be unplugged to help minimize any damage to those devices.

During recovery after the disaster, the Extension office may or may not have power.   A <u>hard copy</u> of Emergency Management Educational Resource materials should be kept in a secure location. This file of materials should be updated annually when this plan is reviewed.

EMPLOYEE EMERGENCY CONTACT INFORMATION
The following is a list of our co-workers and their individual emergency contact information:

Name	Cell Phone & Home Phone	Out of Town Contact

ANNUAL REVIEW
This disaster plan was last reviewed on _____ (date)

Signatures of those who reviewed the plan: