ASSEMBLY AND ACCOUNTABILITY PLAN RECOMMENDED ACTIONS

CAMPS AND GROUPS

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Date Revised:

Produced By: EKU Emergency Management

Modified As Needed By: The Camp or Group Using EKU Facilities

Emergency Telephone Numbers

Police / Fire and Rescue / EMS   911

EKU Division of Public Safety   859-622-1111

EKU Division of Facilities Services   859-622-2966

Other Contacts for your Camp or Group

Assembly:

During an emergency evacuation, Group Leaders and Group Members should gather, as appropriate, at:

The Primary Emergency Assembly Area (EAA) is (Determine and describe for each facility used) (Example) outside of the main entrance on the west side of the facility.

The Secondary Emergency Assembly Area (EAA) is (Determine and describe for each facility used) (Example) outside of the back doors on the east side of the facility.

The Severe Weather Shelter is (Determine and describe for each facility used) (Example) in the hallways of the basement level or inside of the restrooms of the facility.

Accountability: (Modify position names as appropriate)

After an emergency evacuation, the procedure for accountability of group members is as follows:

1. When each Group Leader or Sub Group Leader (or their designee) evacuates their area, they shall bring with them, their attendance record and/or sign in / sign out record, as well as a complete listing of their employees, their location assignments, their duties, and their emergency contact information.

2. At the Emergency Assembly Area, a Group Leader or Sub Group Leader shall assume the role of Assembly Area Manager.

3. Group members from each particular group shall report to their Group Leader or Sub Group Leader.

4. All group members shall be accounted for, by their Group Leader or Sub Group Leader, who shall inform the Assembly Area Manager as to the status of their group accountability.

5. The Assembly Area Manager shall then inform the most senior member of their Group Leadership as to the status of group accountability.

6. If group members are not accounted for, their identity and last known location shall be reported to emergency responders for search and rescue operations.

7. When group members from a particular group evacuate to an emergency assembly area that is away from where their Group Leader or Sub Group Leader evacuated to, they shall report to the most senior member of their group, at their assembly area. That senior member shall contact the Group Leader or Sub Group Leader at the other assembly area via radio, telephone, or through the use of runners, and accountability shall be conducted by reporting to the Group Leader or Sub Group Leader remotely.

Note about Disabilities / Impairments: If someone with an impairment cannot exit, or cannot climb or descend steps, they may take refuge in a safe location, like a stairwell or in a room.

Any individual in need of rescue should call 911 and report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders. Individuals with hearing loss can text message someone who can inform authorities. Wherever and whenever possible, an individual with special needs, that might require assistance, should identify a trustworthy individual to assist them as much as is reasonable in an emergency. This principle should be thought of as a buddy system. It is recommended that individuals with disabilities or other special needs obtain a cell phone for use in emergencies. It is also recommended that a flashlight and light colored cloth be kept handy. The cloth can be fastened to the outside closure of a refuge area or they can wave a flashlight or light colored cloth from a window to let the fire/rescue department know where they are located.

Employee Listing (Modify and copy as needed)

Group Accountability		Date:

Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	

Employee	Location Assignment	Duties	Emergency Contact Information	Person Accounted For: Yes or No

Attendance Record (and/or) Sign In / Sign Out Record (Modify and copy as needed)

Group Accountability		Date:

Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	
Group Leader or Sub Group Leader	

Person	Group Affiliation: Faculty/Staff Member Visitor	Emergency Contact Information:	Time In:	Time Out:	Badge / Person Accounted For: Yes or No

Missing Person Worksheet (Modify and copy as needed)

Missing Person Worksheet			Date:	

Group Leader or Sub Group Leader	

Missing Person	Group Affiliation: Faculty/Staff Member Visitor	Last Known Location:	Emergency Contact Tried: Yes or No	Emergency Responders Notified: Yes or No