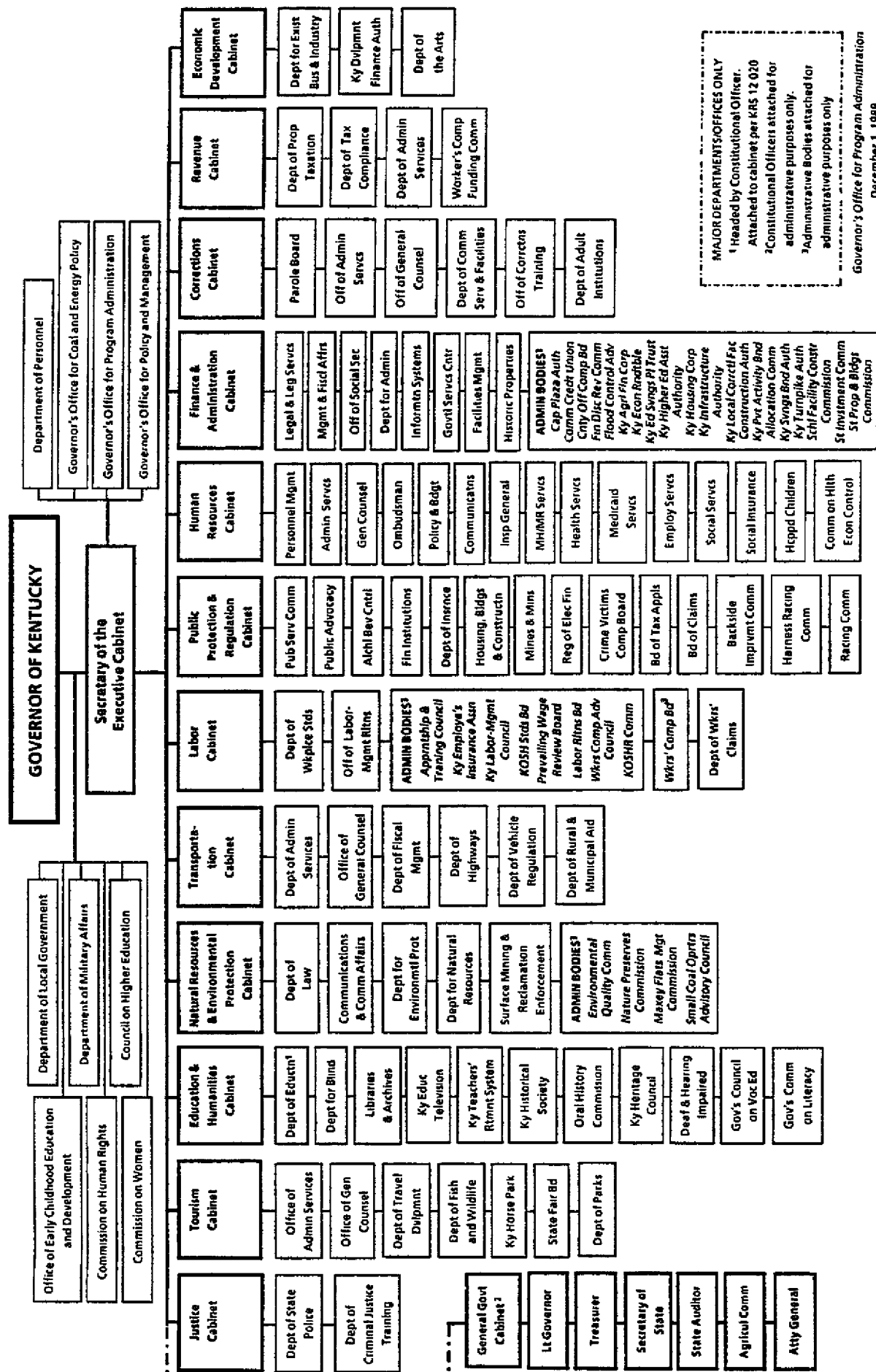


APPENDIX A-2  
AGENCY COORDINATORS

- I. The following agencies will designate an Agency Coordinator and an alternate for duty in the State EOC. An up to date roster of coordinators is kept by the DES Operations Staff and Duty Officer.
  - A. The Office of the Governor
  - B. Economic Development Cabinet
  - C. Finance and Administration Cabinet
  - D. Transportation Cabinet
  - E. Education and Humanities Cabinet
  - F. Cabinet for Human Resources
  - G. Public Protection Cabinet
  - H. Justice Cabinet
  - I. Natural Resources and Environmental Protection Cabinet
  - J. Energy Cabinet
  - K. Department of Personnel
  - L. Department of Military Affairs
  - M. Corrections Cabinet
  - N. Revenue Cabinet
  - O. Tourism Cabinet
  - P. Labor Cabinet
  - Q. Department of Agriculture
  - R. American National Red Cross
  - S. Salvation Army
  - T. Civil Air Patrol
  - U. Mennonite Disaster Service
  - V. Volunteer Organizations Active in Disasters

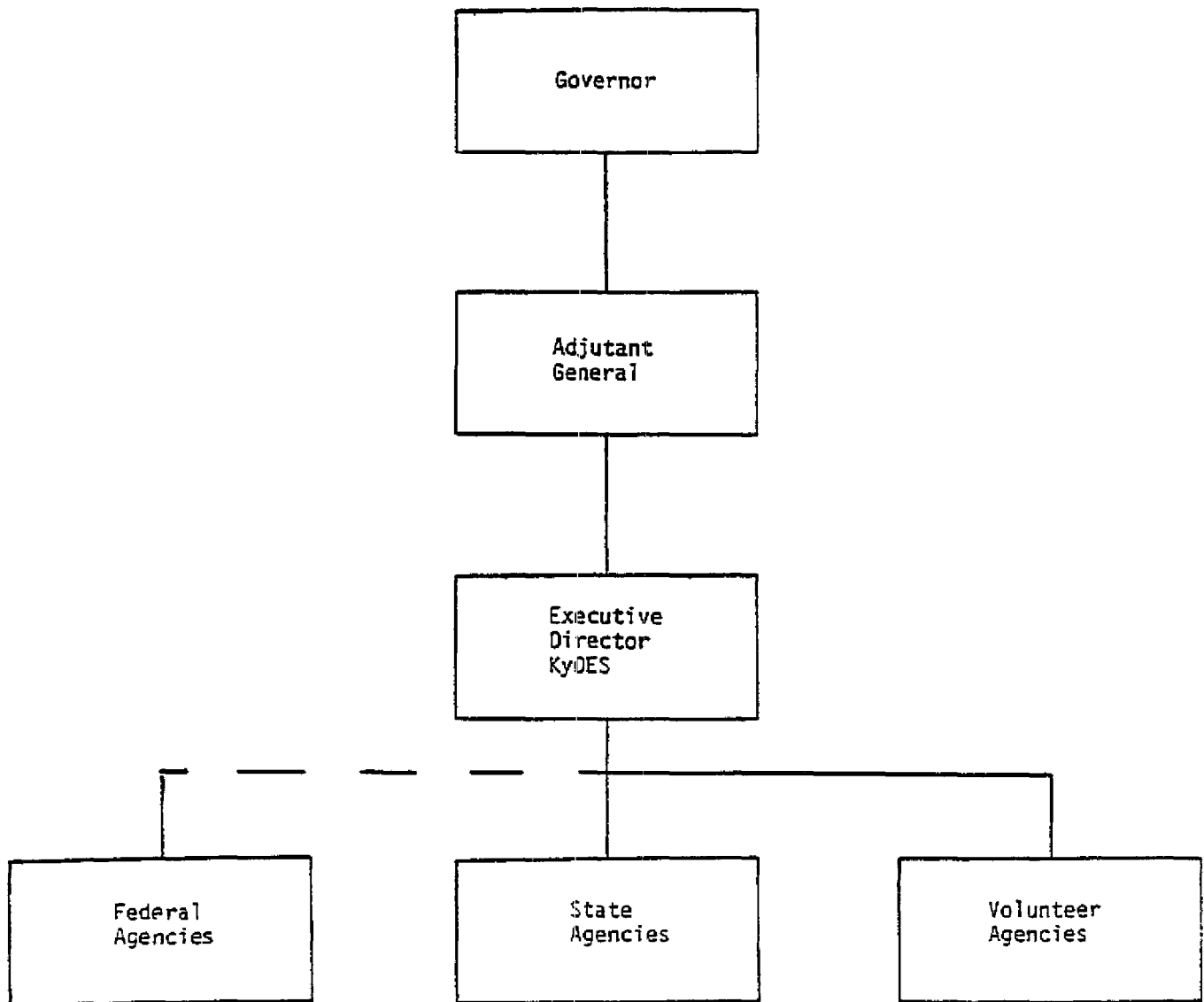
KYDES DUTY OFFICER - (502) 564-7815



MAJOR DEPARTMENTS/OFFICES ONLY  
<sup>1</sup> Headed by Constitutional Officer.  
 Attached to cabinet per KRS 12.020  
<sup>2</sup> Constitutional Officers attached for administrative purposes only.  
<sup>3</sup> Administrative Bodies attached for administrative purposes only

Governor's Office for Program Administration  
 December 1, 1989

APPENDIX A-3  
STATE EMERGENCY ORGANIZATION





## DIVISION OF DISASTER & EMERGENCY SERVICES

APPENDIX A-4

April 1990

### AREA 7

Mr. Roy Compton, Coordinator  
Disaster and Emergency Services  
National Guard Armory  
Route 2, Box 549  
Wellton, KY 40394

Secretary: Leodan Gilman  
CI 502-564-8607  
CI 606-85-4114  
HI 606-824-7943

### AREA 8

Mr. Vernon Cline, Coordinator  
Disaster and Emergency Services  
University [61 Box 121]  
May Hall

Secretary: Donna Gaffner  
CI 502-564-8609  
CI 606-264-5810  
HI 606-264-4364

### AREA 9

Mr. David Chaffin, Coordinator  
Disaster and Emergency Services  
P.O. Box 831  
Proctorville, KY 40373

Secretary: Maria Scher  
CI 502-564-8609  
CI 606-886-9253  
HI 606-886-9203

### AREA 6

Mr. Charlie Ivazov, Coordinator  
Disaster and Emergency Services  
P.O. Box 17417  
Louisville, KY 40217

Secretary: Jerry Kocks  
CI 502-564-8609  
CI 502-564-8619  
HI 502-564-8607

### AREA 5

Mr. Gene Toque, Coordinator  
Disaster and Emergency Services  
P.O. Box 911  
Elizabethtown, KY 42701

Secretary: Sue Reynolds  
CI 502-564-8609  
CI 502-564-8607  
HI 502-564-8611

### AREA 1

Mr. Rick Cnr, Coordinator  
Disaster and Emergency Services  
P.O. Box 7031  
Owensboro, Kentucky 42303

Secretary: Angie Clark  
CI 502-564-8603  
CI 502-483-6254  
HI 502-937-6869

### AREA 11

Mr. Bob Ruffin, Coordinator  
Disaster and Emergency Services  
Airport Road  
National Guard Armory, Room 4  
Lexington, KY 40505-3417

Secretary: Debbie Neal  
CI 502-564-8607  
CI 606-254-2512  
HI 606-264-4246

### AREA 11

Mr. Don Haden, Coordinator  
Disaster and Emergency Services  
West Park Shopping Center  
735 West Broadway, Suite 2148  
Lawrenceburg, KY 40347

Secretary: Lisa Galt  
CI 502-564-8609  
CI 502-479-4664  
HI 606-254-1059

### AREA 1

Mr. Bob Carlin, Coordinator  
Disaster and Emergency Services  
Box 383  
Mayfield, Kentucky 42066

Secretary: Melissa Warren  
CI 502-564-8603  
CI 502-247-5712  
HI 502-247-5722

### AREA 10

Mr. William R. Barnes, Coordinator  
Disaster and Emergency Services  
200 Central Drive  
Hazard, KY 40303

Secretary: Shirley Bowling  
CI 502-564-8624  
CI 606-419-3612  
HI 606-593-5217

### AREA 11

Mr. Richard Tramm, Coordinator  
Disaster and Emergency Services  
Box 1406, National Guard Armory  
Middlesboro, Kentucky 40065

Secretary: Freddie Smith  
CI 502-564-8655  
CI 606-248-7776  
HI 606-248-1127

### AREA 12

Mr. Bilo Volgers, Coordinator  
Disaster and Emergency Services  
P.O. Box 455  
Summers, KY 42082

Secretary: Carolyn Parfitt  
CI 502-564-8636  
CI 606-699-7317  
HI 606-616-6532

### AREA 4


Mr. Ding Becvar, Coordinator  
Disaster and Emergency Services  
P.O. Box 2240  
Bowling Green, Kentucky 42302

Secretary: Diane Jones  
CI 502-564-8609  
CI 502-564-8607  
HI 502-446-5843

### AREA 2

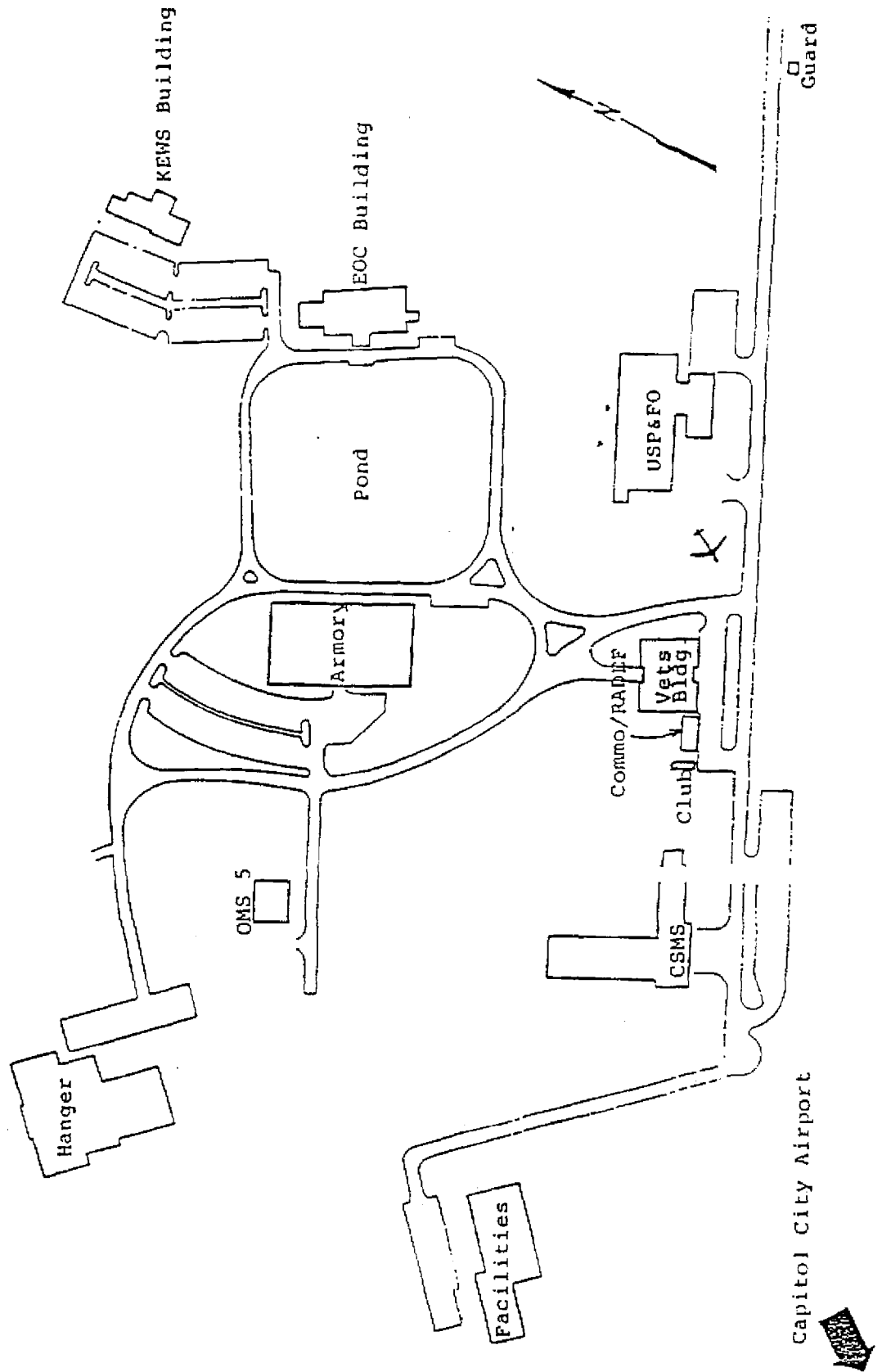
Mr. Joe McCuslin, Coordinator  
Disaster and Emergency Services  
Box 1050  
Hopkinsville, KY 42240

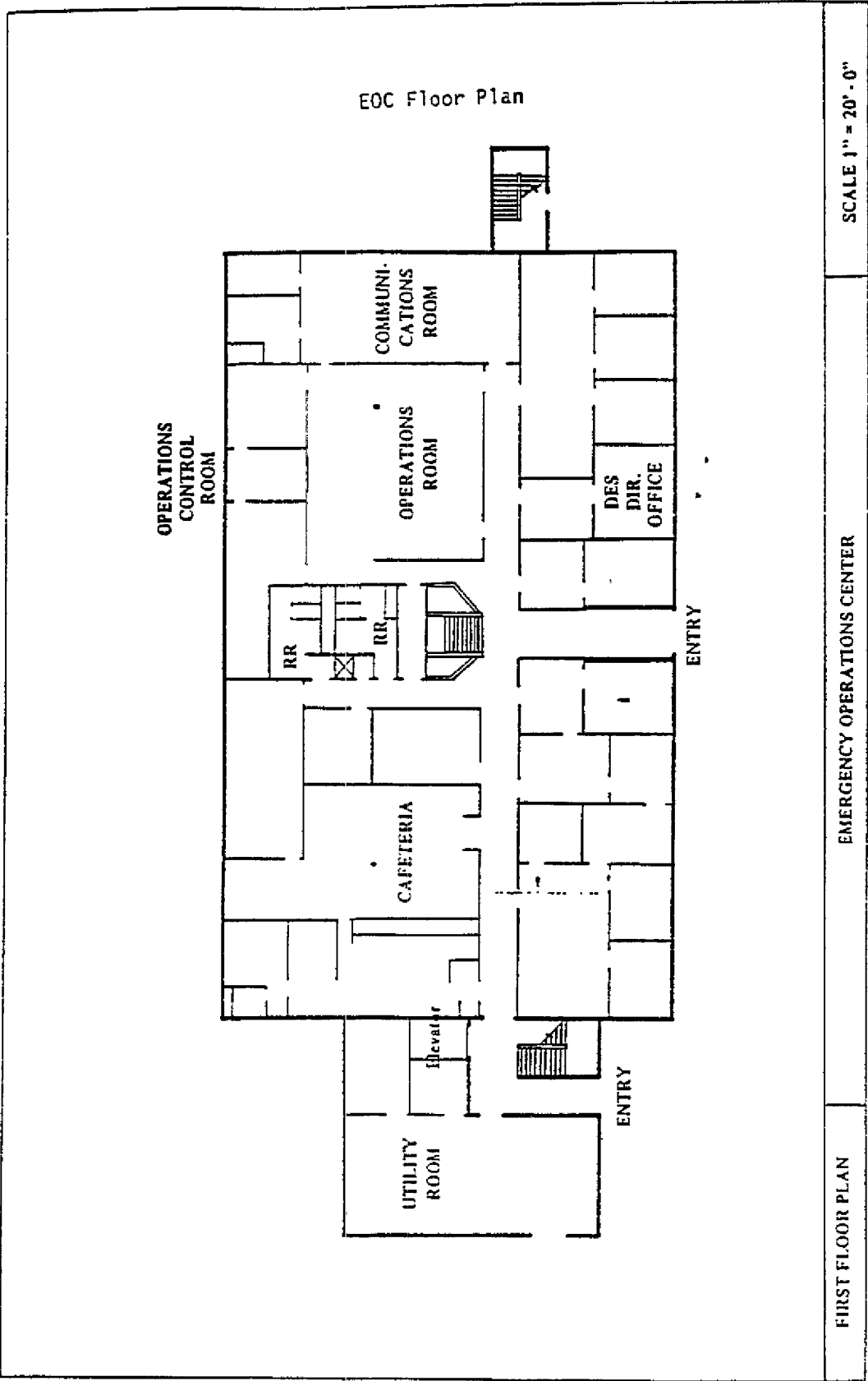
Secretary: Lynda Connis  
CI 502-564-8602  
CI 502-885-7000  
HI 502-486-5373



# Map of Boone Center

Department of Military Affairs





APPENDIX A-6  
FEDERAL EMERGENCY SUPPORT FUNCTIONS

I. SITUATION AND ASSUMPTIONS

- A. A catastrophic disaster in a high risk, high population area will result in an excessive number of casualties, property loss, disruption of physical infrastructure, etc. and may severely impact the regional economic and social infrastructures.
- B. The number of victims may total in the thousands depending on such factors as time of occurrence, weather conditions, area demographics and building construction.
- C. Following a catastrophic disaster, the Federal Natural Disaster Response Plan will be implemented to assist state and local response operations to save lives and property. The Federal Natural Disaster Response Plan is applicable to a variety of natural disasters which result in the need for substantial federal assistance.
- D. The federal plan is based on the assumption that a catastrophic disaster may require a broad range of federal assistance to support state and local response operations.

II. MISSION

- A. The mission of the Federal Natural Disaster Response Plan is to prescribe the assumptions, policies, concept of operations and responsibilities for federal agencies to provide response assistance to support state and local jurisdictions in catastrophic disaster operations.
- B. Response assistance includes those actions and activities which support state and local government efforts to save lives, protect property and public health, and maintain public safety.

III. DIRECTION AND CONTROL

- A. The Director of the Federal Emergency Management Agency (FEMA), or the Associate Director of FEMA for State and Local Programs Support, have the authority to activate part or all of the federal plan.
- B. Operations under the federal plan will be carried out under the authority of the Robert T. Stafford

Disaster and Emergency Assistance Act, Public Law 93-288, as amended.

- C. In the event of a catastrophic disaster, the President will, at the request of the Governor, issue a disaster declaration for the state. That Presidential disaster declaration will permit the implementation of the Federal Natural Disaster Response Plan. The incident period for the declaration will be dated to coincide with the occurrence of the disaster event.
- D. After consultation with the Director, a FEMA Regional Director may also activate part or all of the federal plan.
- E. State and local governments will maintain direction and control over disaster response operations.
- F. Under a Presidential major disaster declaration, a Federal Coordinating Officer (FCO) will be appointed to coordinate the federal response. The FCO will work with the State Coordinating Officer (SCO) to identify unmet needs and support requirements and coordinate these requirements with the Emergency Support Functions (ESFs). The FCO will also coordinate public information, congressional liaison, community liaison and outreach activities, and will facilitate the provision of information.

#### IV. CONCEPT OF OPERATIONS

- A. The Federal Natural Disaster Response Plan utilizes a functional approach to group the types of federal assistance under twelve Emergency Support Functions (ESFs). The twelve ESFs serve as the primary mechanism under which federal response assistance will be provided to Kentucky. Each ESF is headed by a primary federal agency, with other federal agencies providing support as necessary to carry out the function. Primary agencies have been assigned on the basis of having the most resources and capabilities in a particular functional area.
- B. Each ESF has been preassigned a number of missions under which assistance will be provided. The primary agency, with one or more support agencies, will be responsible for managing the ESF operations. The ESFs major responsibilities are as follows:



1. ESF #1 - Transportation
  - a. Provides coordination of federal transportation assistance for local and state entities, volunteer organizations, and federal agencies.
  - b. Emergency highway repair funding.
  - c. Hazardous materials containment.
  - d. Damage assessment.
2. ESF #2 - Communications
  - a. Provides government furnished, or commercially leased telecommunications.
  - b. Provides telecommunications services priority procedures for expediting service requirements.
3. ESF #3 - Public Works and Engineering
  - a. Provides technical assistance and damage assessment, including structural assessment of buildings.
  - b. Provides emergency debris removal.
  - c. Provides construction of emergency access roads.
  - d. Provides emergency demolition of damaged buildings.
  - e. Provides emergency restoration of essential public services, such as water, etc.
4. ESF #4 - Firefighting
  - a. Provides management and coordination of firefighting activities.
  - b. Provides personnel, equipment, and supplies to support local and state efforts.
5. ESF #5 - Information and Planning
  - a. Provides collection, evaluation and procession of information on disaster response and recovery operations.

- b. Provides reports, displays, and distribution of information to support disaster operations.
  - c. Provides technical advice to all response and recovery elements.
- 6. ESF #6 - Mass Care
  - a. Provides coordination efforts for shelter, feeding, and first aid following a disaster.
  - b. Provides disaster welfare coordination for affected population, casualty information, reuniting family units, etc.
  - c. Provides bulk distribution of disaster supplies.
- 7. ESF #7 - Resource Support
  - a. Provides logistics and resource support to federal agencies involved in disaster operations.
  - b. Provides resource support including office space and supplies.
- 8. ESF #8 - Health and Medical Services
  - a. Provides supplemental assistance to local and state governments in identifying and meeting health needs of disaster victims in the following functional areas:
    - 1) Assessment of health/medical needs,
    - 2) Health surveillance,
    - 3) Medical care personnel,
    - 4) Health/medical equipment and supplies,
    - 5) Patient evacuation,
    - 6) In-hospital care,
    - 7) Food/medical/drug safety,
    - 8) Worker health/safety,
    - 9) Radiological,

- 10) Chemical (HAZMAT),
- 11) Biological,
- 12) Mental health,
- 13) Public health information,
- 14) Vector (rodent) control,
- 15) Water safety/wastewater and solid waste disposal,
- 16) Victim identification/mortuary services.

9. ESF #9 - Urban Search and Rescue

- a. Provides identification of requirements and provides federal resources necessary for urban search and rescue.
- b. Provides specialized equipment and operators under control of federal organizations.
- c. Provides coordination of transportation of urban search and rescue related personnel and equipment.
- d. Provides coordination of use of federal aircraft for urban search and rescue.

10. ESF #10 - Hazardous Materials

- a. Provides coordination of response to actual discharges of hazardous materials.
- b. Provides coordination of response to potential discharges of hazardous materials.

11. ESF #11 - Food

- a. Provides identification of food requirements after a disaster.
- b. Provides means of obtaining necessary food supplies and arranges for transport to distribution areas.

12. ESF #12 - Energy

- a. Provides energy resources to support immediate response efforts.
- b. Provides energy resources to support recovery efforts.
- c. State and local governments will maintain direction and control of disaster response operations. Federal assistance is to supplement state and local response operations and will be provided based on state identified requirements and priorities.
- d. The Disaster Field Office (DFO) will be the primary field location for the coordination of response operations. The DFO will be located in or near the affected area, and will house the FCO and Emergency Response Team (ERT). It will maintain operations 24-hours-a-day or on a schedule to maintain federal response operations. Except where facilities do not permit, the FCO will co-locate with the State Coordinating Officer (SCO) at the DFO.
- e. Staging areas will be located in or near the disaster area to marshal personnel, equipment and supplies for further deployment. Potential staging areas should be pre-identified by ESFs and their state counterparts as part of planning for an identified risk area. Utilization and management of the staging areas will be coordinated with all ESFs, and with appropriate state and local officials, to assure site availability and to facilitate resource management.
- f. A task force may be organized utilizing one or more ESFs or individual agencies which have expertise in a particular area. In the field, a FCO may utilize a task force to deal with a specific issue, problem or mission not covered under an assigned ESF.
- g. Resource Management
  1. ESFs will work directly with state agency counterparts to provide the support identified by the state.
  2. Requests for assistance will be forwarded from local jurisdictions through DES to the appropriate ESF for action.
  3. Assistance will be provided from the ESF to the state, or at the state's request, directly to

an affected local jurisdiction.

4. Each ESF will provide a liaison in each DFO to work directly with the Kentucky counterpart to identify the state's resource requirements. These requirements will be communicated to the FCO, who will work with the appropriate ESF(s) to ensure coordination of resources.
5. Each ESF will organize its operation and establish necessary field offices or forward command posts necessary to facilitate the delivery of the required disaster assistance. The agency designated as having primary ESF responsibility will identify the functional responsibilities of other agencies providing a supporting role in the ESF.

. Public Information

A primary Joint Information Center (JIC), staffed with public affairs representatives from federal and state government will be established in the DFO. The JIC will coordinate the timely and accurate release of information to the news media and to the public about disaster related alerts, warnings, protective measures, damage information, and response activities. Information intended for the news media and the public will be coordinated among federal, state, and local officials prior to release.

. FEMA Regional Response Organization

FEMA's regional response structure will initially be composed of staff at the Regional Operations Center (ROC) at the FEMA regional office. Subsequently, an Emergency Response Team (ERT), Advance Element, followed by a fully staffed ERT, will deploy to the state to conduct response and recovery operations. The ERT will be the inter-agency groups responsible for the administrative, logistic, and operational support to regional response operations. The ERT will include staff members from FEMA and other agencies which support the FCO and will carry out interagency activities from the DFO. The ERT will also provide support in the DFO for the distribution of information to the media, Congress, and to the general public.

- . The ERT Advance Element will be the initial response group to the state. The advance element will be headed by a team leader and will be made up

of FEMA program and support personnel, and other ESF representatives from the primary agencies. Some of the advance element will deploy to the State EOC to work directly with the state to obtain damage assessments and to identify specific needs. The remaining advance element will deploy to the disaster area to conduct damage assessment, establish a DFO location, establish communications, and begin field operations.

3. Under the federal plan, the ERT Advance Element, and full ERT will be organized to support the operational level required to respond to the disaster.
4. When fully operational, the regional response structure will consist of the FCO and ERT in the Disaster Field Office, with ESF's providing assistance in the state. FEMA Regional Operations Center will establish communications with Kentucky to collect information on damages and will serve as a temporary coordination office until the ERT is fully established.
5. Tab A-6-1 explains the state ESF functional responsibilities, while Tab A-6-2 illustrates the federal agencies with primary and secondary ESF responsibilities.
6. In addition to the functions illustrated in Tab A-6-2, the Federal Disaster Plan also provides supporting annexes for financial management, public information, and legislative relations.

V. ADMINISTRATIVE SUPPORT

Emergency Support Functions are responsible for the required resources. If such resources are not available in Kentucky, the required resources will be requested from area, regional and national offices.

VI. GUIDANCE DOCUMENT

Federal Natural Disaster Response Plan, November, 1991.

VII. TABS

- A. Tab A-6-1, State ESF Functional Responsibilities.
- B. Tab A-6-2, Federal ESF Functional Responsibilities.

TAB A-6-1

STATE ESF  
FUNCTIONAL RESPONSIBILITIES

STATE AGENCY	EMERGENCY SUPPORT FUNCTIONS											
	1	2	3	4	5	6	7	8	9	10	11	12
DOT	P	S	P		S		S		S	S		S
CHR					S	S		P	S	S	S	
NREPC		S	S	S	S					P		P
PUB. PROT.		S	S	P	S		S		S	S		S
AGRIC.					S	S				S	P	
EDUC.	S				S	S		S			S	
FINANCE	S	S	S		S		S		S		S	
TOURISM		S		S	S	S				S	S	
NATL. GD.	S	S	S	S	S			S	P		S	
CORRECTIONS						S						
JUSTICE	S	S			S				S	S		
PERSONNEL							S					
REVENUE					S							
RED CROSS	S				S	P		S	S		S	
KYDES	S	P			P		P		S	S	S	S
PSC							S					P

FEDERAL EMERGENCY SUPPORT FUNCTIONS

- |                               |                              |
|-------------------------------|------------------------------|
| 1. TRANSPORTATION             | 7. RESOURCES SUPPORT         |
| 2. COMMUNICATIONS             | 8. HEALTH & MEDICAL SERVICES |
| 3. PUBLIC WORKS & ENGINEERING | 9. URBAN SEARCH & RESCUE     |
| 4. FIREFIGHTING               | 10. HAZARDOUS MATERIALS      |
| 5. INFORMATION & PLANNING     | 11. FOOD                     |
| 6. MASS CARE                  | 12. ENERGY                   |

TAB A-6-2

FEDERAL ESF  
FUNCTIONAL RESPONSIBILITIES

FEDERAL AGENCY	EMERGENCY SUPPORT FUNCTIONS											
	1	2	3	4	5	6	7	8	9	10	11	12
USDA	S	S	S	P	S	S			S	S	P	S
DOC				S	S	S				S		
DDO	S	S	S	S	S	S	S	S	P	S	S	S
DOEd					S							
DOE					S		S			S		P
DHHS					S	S	S	P	S	S	S	
DOI	S	S	S	S	S	S			S	S		S
DOJ							S			S		
DOL			S						S	S		
DDS										S		S
DOT	P	S	S	S	S		S	S	S	S	S	S
ARC					S	P		S			S	
USACE	S		P	S	S			S				S
EPA			S		S					P		
FEMA	S	S	S	S	P	S	S	S	S	S	S	
GSA	S	S	S	S	S	S	P		S		S	S
ICC	S										S	
NASA					S							
NCS		P			S		S					S
NRC					S					S		S
DPM							S					
USPS	S					S						
VA					S	S	S	S	S		S	

P = PRIMARY AGENCY

S = SUPPORT AGENCY

EMERGENCY SUPPORT FUNCTION

- |                   |                   |                       |                 |
|-------------------|-------------------|-----------------------|-----------------|
| 1. TRANSPORTATION | 2. COMMUNICATIONS | 3. CONSTRUCTION MGMT. | 4. FIREFIGHTING |
| 5. DAMAGE INFO.   | 6. MASS CARE      | 7. RESOURCE SUPPORT   | 8. HEALTH & MED |
| 9. USAR           | 10. HAZ/MAT       | 11. FOOD              | 12. ENERGY      |



APPENDIX A-7  
RELOCATION OF STATE GOVERNMENT

I. SITUATION AND ASSUMPTIONS

- A. Frankfort is subject to a variety of hazards, including:
  - 1. Severe weather,
  - 2. Chemical spills,
  - 3. Transportation accidents, and
  - 4. Other technological hazards.
- B. Frankfort is considered a possible target for a nuclear attack.
- C. In order for State Government to continue operations during or following a disaster affecting Frankfort, alternative locations for State Government functions must be identified.
- D. Documents needed for State Government to survive are duplicated and stored at the Kentucky Library on the campus of Western Kentucky University in Bowling Green, Ky.
- E. There will not be a complete relocation of state personnel and equipment from Frankfort. There will be some relocation of personnel and equipment necessary to sustain essential governmental services.
- F. State Government employees and equipment located in the alternate state capitals will be utilized first.

II. MISSION

To ensure State Government continues to operate even if the city of Frankfort is seriously damaged or the President orders the resident population evacuated due to national security considerations.

III. DIRECTION AND CONTROL

- A. The Governor remains in charge.
- B. Frankfort remains the primary point of governmental authority.

1. Bowling Green is the primary alternate state capital.
  - a. Units of State Government will use their existing offices in Bowling Green. If an agency has no office in Bowling Green, one or more of Western Kentucky University's buildings will be utilized. A decision on which buildings to use will be made at the time of need.
  - b. Any personnel relocated into Bowling Green will be lodged in local motels unless classes at Western Kentucky University have been suspended due to a national emergency.
2. Secondary alternates for use as the site of state government are:
  - a. Western Kentucky - Murray State University
  - b. Central Kentucky - Eastern Kentucky University or, in the event of evacuation of high risk areas due to the possibility of war, Somerset Community College
  - c. Eastern Kentucky - Morehead State University
3. These sites were selected because of their location on or near major highways, space for housing and office use, available communications, support equipment and support facilities.
4. The judicial system would be operational if Frankfort were evacuated because there are no restrictions placed on where a court of justice can be held.
  1. With the exception of district court judges; any judge, including those who have retired, can be assigned to any court by the Chief Justice of the Supreme Court.
  2. Judgeships that are vacant will be filled by the Governor, who will choose from a list of three names prepared by a judicial nominating committee.
  3. District court clerks have statewide jurisdiction and can be assigned anywhere in the state.

- D. The legislature can meet in special sessions at any location announced by the Governor. Legislative committees can meet pending the call for the special session. Special elections will be needed to fill vacant legislative seats.
- E. If the city of Frankfort is ordered relocated by the President due to a possible attack (see Annex Y), state government will not relocate as a whole. Alternate state governments will be provided at one or more of the relocation sites to continue to perform essential State Government services if the government in Frankfort is unable to operate due to an enemy attack.
  - 1. State Government personnel in the designated state alternate government sites will perform the roles normally provided by Frankfort offices, if Frankfort is destroyed.
  - 2. Personnel from Frankfort offices may be assigned to an alternate state government site by their Cabinet Secretaries to support possible activation of one of these alternate sites as well as the State Capital.
  - 3. Equipment may also be relocated from Frankfort to one of the alternate state capitols. Any equipment that is relocated must be compatible with equipment already in use at the alternate State Capital.
- F. When the relocation order is lifted the alternate state capitols will be downgraded, unless Frankfort is unable to sustain State Government.
- G. If Frankfort is destroyed or damaged to the point of being unable to support state government, the legislature will decide on a new location to be state capital.
- H. The Kentucky Emergency Operations Center is located at the EOC Building, Boone National Guard Center, Frankfort.
  - 1. If the EOC Building is damaged by an event confined to that facility then Building 112 (the Armory) also at Boone National Guard Center will serve as a temporary EOC.
  - 2. If the EOC Building and its surrounding environment are rendered uninhabitable, a temporary state EOC will be located in the city designated as the alternate state capitol.

#### IV. CONCEPT OF OPERATION

##### A. Succession

1. During periods of high international tension, one person in the line of succession to the Governor will remain outside the designated high risk areas.
2. The lines of succession for elected officials are outlined in the state Constitution.

##### B. Each cabinet will need to appoint an alternate Secretary to act in his/her place at the alternate capitol.

1. The alternate cabinet secretary will be the highest ranking official of that cabinet's office in the city designated as the alternate state capital unless the Secretary of the Cabinet designates otherwise.
2. The Cabinet Secretary should also designate a person at the alternate State Capital to fulfill the functions of a standby to the alternate cabinet secretary if that person is unable to function in that role.

##### C. Communications

1. The Kentucky Emergency Warning System will function as Kentucky's primary statewide communications network.
2. Internal communications for the state will be:
  - a. Telephone
  - b. RACES
3. External communications for the state will be:
  - a. Kentucky Educational Television (KET)
  - b. Emergency Broadcast System (EBS)
  - c. University National Public Radio System (NPR)
4. All designated alternate points of operations for the state government are located at or within line of sight of a KEWS, KET, or NPR transmitting tower.

5. A mobile communications center, if needed by state government, can be requisitioned from among the local governments operating such equipment.

VI. GUIDANCE DOCUMENTS

- A. Kentucky State Constitution
- B. Recovery from Nuclear Attack, FEMA 160
- C. Kentucky Government, Legislative Research Commission
- D. A Citizens' Guide to the Kentucky Constitution, Legislative Research Commission

VII. CONTACT POINTS

- |  |              |
|--|--------------|
| A. Western Kentucky University<br>Director of Security     | 502-745-2549 |
| B. Eastern Kentucky University<br>Contact to be determined |              |
| C. Morehead State University<br>Manager of Public Safety   | 606-783-2035 |
| D. Murray State University<br>Contact to be determined     |              |
| E. Somerset Community College<br>President                 | 606-679-8501 |

Appendix A-8  
Relocation of the State EOC

I. SITUATION AND ASSUMPTIONS

An emergency at the state EOC or a natural or man made disaster in the vicinity of the EOC may make it uninhabitable. When the EOC at Boone Center is uninhabitable, the state must be able to conduct EOC operations at an alternate location.

II. CONCEPTS OF OPERATIONS

- A. The University of Kentucky Development Division has a telephone fund raising center at the School of Agriculture, in Scovall Hall, Room 109. This center is equipped with 30 workstations with individual phones. Each phone has its own number. The phones are not in series. There is no switchboard. The room has computer jacks and wall space for maps and charts. A kitchen and an office that could be used as a control room are located off of room 109.
- B. Located down the hall from Room 109 is a room suitable for for conferences, briefings and news conferences.
- C. The area near Room 109 can easily be secured to prevent unauthorized visitors. Agricultural Security is responsible for building security.
- D. Statewide phone books and a fax machine are located in Room 109.
- E. Phone lines are not always activated but can be made active in a few hours.
- F. Procedures to reimburse the University for activation and use of the phone lines must be established.
- G. Contact points for activating Room 109 at Scovall Hall are:
  - 1. Development Office (Room 109): (606) 257-7300
  - 2. Agriculture Security : (606) 257-2983
  - 3. Telecommunication : (606) 233-5666
  - 4. U. K. Security : (606) 257-1616