



Faculty and Staff Emergency Procedures Guide

This Spring 2008 guide is intended for use by faculty and staff at Bluegrass Community and Technical College for quick reference during emergencies and should be kept readily accessible, preferably near your telephone. Information blanks have been provided in several sections, so that applicable information can be inserted.

Emergency Telephone Numbers

For all campus emergencies.....**911**
Building emergencies.....(859) 509-4556

Safety & Security, Crisis Management Team Coordinators & Assistant Coordinators

Marilyn Childre (Cooper).....(859) 608-3988
Michael Ball (Cooper).....(859) 509-4556
David Hellmich (Leestown).....(859) 230-6704
Bonnie Nicholson (Leestown)..(859) 333-9479
Tri Roberts (Regency).....(859) 509-5773
Shannon Bentley (Regency).....(859) 246-6555
Gail Vaughn (Danville).....(859) 319-2353
David Sears (Danville).....(859) 509-3752
Rhonda Wheeler (L'burg).....(502) 598-9952
Whitney Innes (L'burg).....(859) 361-2273
Joellen Reed (Winchester).....(859) 808-0685
Arlene Ross (Winchester).....(859) 246-6595
Vern Kennedy (Media & PR)....(869) 797-4176

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify police at **911**. Report as much information as possible to include:

- What the person(s) is/are doing .
- Where it is happening (bldg./room#).
- Description(s) of person(s) & clothing.
- Whether weapons are involved, and if so, indicate the type.
- Vehicle description and license number.
- DO NOT APPROACH OR ATTEMPT TO APPREHEND. If it is safe to do so, stay on the phone with police and provide additional information as changes occur.

Bomb Threats

Bomb threats may be received by telephone, e-mail, or letter. If threat is by letter, do not handle more than necessary; if by telephone, remain calm and obtain as much information as possible. **Write down any information including:**

- Phone number and time of call, if available.
- Caller's gender, accent, and any background noise.
- Exact location of alleged bomb.
- **Time** of alleged explosion given by caller.
- Description of explosive.
- Why it was placed at location.
- Unless other directions have been given, **call your supervisor immediately or call an administrator**

at your campus site, who will call police.

- If evacuating, stay far away from the building in case of explosion.

Workplace Violence/Intruder

- Remain calm.
- Take cover in a room and lock the door if possible, otherwise, place heavy furniture against the door, stay clear of the doorway, lay down.
- Stay away from the windows, stay out of sight, and remain quiet.
- If there are other people in the room, delegate one person to call **911** and report pertinent information to law enforcement authorities.
- Wait to be released from the room until you get clear instructions from proper law enforcement authorities.
- If the crisis is a hostage situation, follow the instructions of the assailant, do not antagonize him/her, and try to remain calm .
- If you are outside, go to the closest building and go to a room, lock the door or barricade it.

Subsequent Procedures / Information

1. Counseling will be made available to students, faculty, and staff in emergency situations by contacting BCTC Human Resources and Student Counseling. They will assist in obtaining support services before, during, or after an incident, crisis or traumatic event.

2. Only the President and Chief Communications Officer will provide information to the media.

Fire

Upon the discovery of a fire, explosion, or smoke in a building, activate the fire alarm.

- Call **911**.
- You should immediately evacuate the building using the evacuation routes. **Do not use the elevators.**
- If possible, assist the mobility-impaired individuals, and take them to the nearest exit, then find an emergency official to evacuate them.
- Do not re-enter the building.
- Go to your preplanned assembly area.

Tornado/Severe Weather

Watch means severe weather is possibly approaching.

Warning means approaching severe weather is deemed to pose an immediate threat to the area. You should take the following steps:

1. Notify the building occupants.
2. If it is a **thunderstorm warning**, stay indoors and away from the windows until the storm passes.
3. If it is a **tornado warning**, you should seek shelter in a safe haven in the building, usually the lower level or basement rooms without windows or interior rooms without windows, or interior hallways. Look for areas

designated with “Severe Weather Shelter” signs.

(Insert location of designated safe haven)

4. If you are in a vehicle, get out, and seek shelter in a sturdy building or a depression, such as a ditch or ravine.

EARTHQUAKE

- Stay where you are, get under a desk or table or stand in a doorway or interior hallway—stay away from windows. If in a chemical lab, do not seek cover under tables as chemicals may spill and harm you.
- If you are outside, get into an open area away from buildings, power lines, and trees.
- If driving, pull over and stop—avoid overpasses and power lines—remain in the vehicle.

Following the Earthquake:

- Evacuate the building, assist the disabled and injured. Do not move seriously injured people unless the danger in the area is greater than their injuries.
- Call 911 and provide first aid, if necessary.
- Assemble in your designated meeting areas and account for all employees and students.
- DO NOT re-enter the building.

- Advise emergency personnel if there is a possibility that people are still in the building.
- M&O should turn off utilities.
- Be prepared for after shocks as they can topple damaged buildings.

CHEMICAL SPILLS

Immediate Danger:

- Immediately pull the fire alarm to vacate the building.
- Call **911**, and provide:
 - building name.
 - floor & room number.
 - type of incident.
 - chemicals involved & estimated volume of chemicals involved.
- Notify M&O to shut down the ventilation and HVAC system.
- If you have physical contact with the spilled material, immediately remove all contaminated clothing and use a safety shower to flush all areas of bodily contact with large amounts of water for at least 15 minutes.

SUSPICIOUS MAIL/PACKAGES

- Do not open or move parcel that has any powdery substance, protruding wires, strange odor or stains.
- Isolate area and vacate area.
- Call **911**.
- Notify M&O to shut off ventilation and HVAC system.
- Remove contaminated clothing and wash hands and face with soap and water.
- Evacuate building if necessary.
- If possible, list all people who were in the room or area for local public health authorities so proper instructions can be given for medical follow-up.

AFTER ANY EMERGENCY

In order to qualify for Workers Compensation, a call must be made to the State Workers Compensation Office within 24 hours of an incident by calling 1-888-860-0302, Monday – Friday, 8:00 a.m. – 4:30 p.m. or contact the BCTC Human Resources Office for assistance and to obtain appropriate forms.

If an individual is injured or becomes ill as a result of injuries sustained in the workplace, follow these procedures:

1. Ensure that the individual has received the appropriate medical care.
2. Immediately notify the individual’s immediate supervisor of the injury and circumstances.
3. Complete the Accident Report form (FM84) documenting the injury or illness within 24 hours and submit to Human Resources with a copy to the Dean of Operations.