- Be familiar with the Building Emergency Action Plan for each building where you teach or conduct research.
- Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.
- Know how to report an emergency from the classroom, laboratory or your office.
- Take charge of the students in your classroom or laboratory.
- Follow the appropriate procedures for all building alarms or incident alerts.
- Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- Sign up for BCTC SNAP messaging at www.kctcs.edu/snap



# To Report an Emergency: Call **9 - 911**

For more information: Call the Security and Safety Department at 859.246.6422

## **SNAP**

Be informed of campus emergencies! Sign up for SNAP by going to: kctcs.edu/snap



### Bluegrass Community and Technical College

470 Cooper Drive Lexington, KY 40506 Phone: 859.246.6200 Toll Free: 866.744.4872

BCTC is an equal opportunity employer and education institution.



# FACULTY GUIDANCE FOR EMERGENCIES

Important Information for BCTC Faculty



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Tornado warnings require you to stay inside a building to protect your students and yourself.

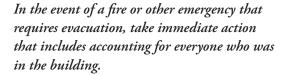
### 1. STOP CLASS

- 2. Instruct your students to stay in the building. Going outside poses a risk of injury or death.
- 3. Move to the lowest floor of the building. Select an interior room with no windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment. These rooms should be designated in your building's Emergency Actions Plan posted throughout campus.
- If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.
- Listen to the radio or television and monitor e-mail and the SNAP announcements until you are told all is safe or to evacuate.

If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.

### 1. STOP CLASS

- 2. If you are near an exterior exit, try to escape from the building.
- 3. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.
- 4. Stay away from windows and out of view. Get behind heavy furniture or anything that will hide you and provide some cover. Stay hidden until the police arrive.
- 5. If a phone is available, call 9 911.
- 6. If you are in an open area, find a room to hide in.
- 7. If the gunman approaches you, your actions will depend solely on your judgement and capabilities. No strategy is 100% effective.



### 1. STOP CLASS

- Instruct student to quickly collect their personal belongings and follow you.
- Immediately evacuate the building using your preplanned evacuation routes. If you do not know your route, select a path to get out of the building quickly.
- 4. Do NOT use elevators.
- If you are able to assist mobility-impaired individuals, do so. If not, immediately call 9 - 911.
- 6. If the cause of the evacuation was a fire do not attempt to extinguish the fire yourself unless you were trained to do so.
- 7. Once out of the building, gather at the pre-planned assembly area.
- 8. Do not re-enter the building for any reason.



