Commonwealth Office of Technology

TAB 2 EMERGENCY PROCEDURES FOR EMPLOYEES

Important Phone Numbers

Fire—Police—EMS	911 502-875-8550 (911 Dispatch Center)
Facilities Emergency Alert	502-564-2652 (24 Hour Communications)
Facilities Security (KSP)	502-564-0838 (Dispatch) 502-782-2020 (Admin Office)
Building Services	502-564-2495 (Building Superintendent) 502-564-2640 (Section Supervisor)
Mechanical Services	502-564-5483 502-564-5455 x444 (CAPECON)
Facilities Safety	502-564-5455 x407

TAB 2 EMERGENCY PROCEDURES FOR EMPLOYEES

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2-1 Fire Procedures

- All fires must be reported to **911** (remember you may have to dial a 9 or 99 to get an outside line at your location).
- Call the facilities emergency alert number **502-564-2652** as soon as you can safely do so.
- Alert others in the area by:
  - Using a pull station to activate the fire alarm
  - Shouting to others in the immediate area (fire, fire, fire)
- If the fire is small or confined **and** <u>you are trained</u>, attempt to extinguish it with a fire extinguisher.
- If you are told to evacuate, use the nearest exit to the safe assembly area. The elevator will be reserved for disabled employees and arriving emergency services personnel.
- Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.
- Use caution, there may be areas in or around the building you need to avoid.

2-2 Building Evacuation

- If you are instructed to evacuate:
  - Evacuate by the nearest exit.
  - Remain calm and assist others as needed.
  - Enter **EXIT** stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.
  - **DO NOT** attempt to move UP the stairwell or return to your workstation.
  - Move out and away from the building to the safe assembly area (see map for location of the safe assembly area) and stay 300 feet from the building.
  - Be on the alert for incoming emergency vehicles as you are evacuating the building.
  - **DO NOT** leave the safe assembly area until the officer in charge announces the all clear.
  - Stay with your evacuation group for a head count by section/unit supervisors.

2-3 Medical Procedures

- Medical emergencies will be reported to **911.**
  - Be specific as possible and give the exact location of individual(s) needing help. Stay on the phone if requested.
  - Remember you may have to dial a 9 or 99 to get an outside line.
- Call the facilities emergency alert number **502-564-2652** as soon as you can safely do so.
- Be prepared to meet or have someone meet the emergency personnel at your floor.
- Protect the injured or ill person from on-lookers.

2-4 Severe Weather

- Call fire and emergency services dispatch center at **502-875-8550** or facilities emergency alert number **502-564-2652** if you believe you have severe weather information that is not known to state officials. Report facts as you know them. Stay on the line if asked to do so.

- If you receive an announcement to seek shelter, please evacuate to the area designated as **TORNADO SHELTER.**

- Remember your options: center hallway on the lower floor, center hallway regardless of the floor, or get under something sturdy as a last resort. Stay away and clear of all glass.

2-5 Earthquake Procedures

- ***Indoors:*** ***<u>Drop, cover, and hold on</u>.*** Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. Do not go outside!

- ***In a high-rise:*** Drop, cover, and hold on. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

- ***Outdoors:*** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

- ***Driving:*** Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

2-6 Bomb or Other Security Threats

- If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the threat checklist accompanying these procedures, which provides the type of questions you should ask the caller.

- Call **911** immediately to report the incident.

- Notify the facilities emergency alert number **502-564-2652**.

- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **911 or the assigned building services staff.**

- If an evacuation is ordered, please follow instructions closely and leave the building for the safe assembly area.

Sample Check Sheet for Telephoned Bomb Threats

- **Exact wording of threat:**
- **Ask caller to repeat statement :**
- **Did caller say anything beyond issuing a threat?**
- **If so, what else was said?**
- **Was the caller ___Male ___Female ___Youth ___Foreign**
- **Describe any accent, voice or breath characteristics, speech impediments, intonation:**
- **Was the caller ___Nervous ___Calm ___Angry**
- **Describe any background noise:**
- **Time/Date of call:**
- **Person taking the call:**
- **Report immediately to:**

2-7 Hazardous Material Incidents

- Hazardous material incidents, to include chemical spills and leaks, must be reported to **911** and the facilities emergency alert number **502-564-2652**.
  - Evacuate the immediate area
  - Alert others to the hazardous condition

- If you are instructed to evacuate follow the established procedures as given in Tab 2-2. Once at your assembly area await further direction.

- If you are instructed to “shelter-in-place” remain indoors and wait for further direction.

2-8 Mail Delivered Threats

- Call your supervisor and the facilities emergency alert number **502-564-2652** and explain the situation. Assigned staff will contact emergency personnel if needed.

- Listed below are some warning signs for SUSPICIOUS MAIL and WHAT TO DO if you receive a letter or package that you suspect of containing ANTHRAX or any other dangerous GERM.

- **SUSPICIOUS MAIL:**
  - Unexpected mail
  - No return address or unfamiliar return address
  - Excessive postage
  - Message reading “personal” or “to be opened by addressee only”
  - Postmark does not match return address
  - Lopsided or bulky
  - Strange odor or ticking sound
  - Mailed from a foreign country
  - Excessive wrapping, tape or string
  - Oily stains, discoloration or crystallization on wrapper

2-9 How To Handle Suspicious Mail

- Don’t open it.
- Double bag the suspicious mail in a sealed plastic bag. USE LATEX GLOVES. If you can’t find a container, cover the envelope or package with clothing, paper, or a trash can and DON’T remove this cover.
- Leave the room and close the door. Keep others from entering the room.
- Wash your hands with soap and water.
- Call your supervisor and the facilities emergency alert number **502-564-2652** and explain the situation. Assigned staff will contact emergency personnel if needed.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give to Law Enforcement.
- Shower with soap and water as soon as possible. DO NOT USE BLEACH OR DISINFECTANT ON YOUR SKIN.
- List all people who were in the area when the suspicious letter or package was recognized. Give this list to law and health officials for follow-up investigations.

ENVELOPE with POWDER & POWDER SPILLS ON SURFACE

- **DO NOT** try to clean up the powder. Cover the spilled contents **IMMEDIATELY.**
- Then leave the room and close the door.
- Wash your hands with soap and water.
- Call your supervisor and the facilities emergency alert number **502-564-2652** and explain the situation. Assigned staff will contact emergency personnel if needed.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag that can be sealed. Give bag to emergency personnel. Shower with soap and water as soon as possible.

2-10 Workplace Violence

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel.
- This includes verbal and physical harassment, verbal and physical threats and any actions that may cause others to feel unsafe in their workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur.
- All threatening incidents will be investigated by management and documented in personnel files.
- Call **Facilities Security** at **502-564-0838.** If the harm is imminent or potentially dangerous, immediately call **911** and the facilities emergency alert number **502-564-2652**.

Violence Documentation Form

TAB 2-12 SAMPLE VIOLENCE DOCUMENTATION FORM

Report Prepared By _____

Date Prepared _____

Date/Time of Incident:	**Date/Time Reported:**
Reported To:	**Reported By:**
Location:	**Type of Incident:**
Perpetrator:	**Victim:**
Witnesses:	
Describe the Incident:	
List Actions Taken in Response:	

2-11 Active Shooter

- In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:
  - **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
  - **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - **Take action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- When law enforcement officials arrive, it is important that you:
  - Remain calm and follow instructions.
  - Put down any items and immediately raise your hands while spreading your fingers.
  - Avoid making any sudden movements and keep your hands visible at all times.
- If possible, immediately report the threat to **911.**
- If you can safely call another number, report the situation to the facilities emergency alert number **502-564-2652**.

2-12 Code Adam

- Code Adam decals may be posted at the building entrance. Employees should take the following steps when a Code Adam is activated (a child is reported missing by another employee or visitor in the facility):
  - Obtain a **detailed description of the child** and what he or she is wearing.
  - Call the emergency alert number at **502-564-2652** and **report the child's information, physical features and clothing**. The Building Services Staff will immediately **announce a Code Adam** and then the child's description. Designated employees **immediately stop working and look for the child.** Designated employees monitor entrances to ensure the child does not leave the premises. All other employees should observe and report.
  - If the child is not found within 10 minutes, the Building Services Staff or designee**, will call law enforcement**.
  - If the child is found and appears to have been lost and unharmed, **reunite the child** with the searching family member at main entrance.
  - If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff, or visitors at risk. Immediately notify law enforcement and give **details about the person accompanying** the child.
  - Cancel the Code Adam page after the child is found or law enforcement arrives.