

Basic Emergency Instructions for Commonwealth of Kentucky Facilities

These general instructions are intended for public use and provide basic occupant guidance during emergencies. Always follow directions from emergency responders, building staff, and public address announcements.

Fire

- Activate the fire alarm if safe to do so.
- Call 911.
- Evacuate using the nearest safe exit.
- Do not use elevators unless specifically designated for accessibility.
- Proceed to the designated assembly area and remain there until the all clear is given.

Building Evacuation

- Remain calm and leave by the nearest safe exit.
- Assist others if it is safe.
- Stay at least 300 feet from the building.
- Remain with your group until counts are completed and the all clear is announced.

Medical Emergency

- Call 911.
- Provide the exact location.
- Do not move the injured person unless there is immediate danger.
- Provide first aid or AED assistance only if trained.

Severe Weather

- Move immediately to the designated shelter area or an interior room away from windows.
- Remain sheltered until notified that conditions are safe.

Earthquake

- Drop, Cover, and Hold On.
- Stay indoors until shaking stops unless already outside.
- Avoid windows and falling hazards.
- After shaking stops, follow instructions from emergency personnel.

Security Threat

- If you receive or discover a threat, notify 911 immediately.
- Follow instructions from law enforcement and building officials.
- Evacuate only if directed.

Hazardous Materials

- Stay clear of spills or releases.
- Notify 911.
- Follow instructions to evacuate or shelter in place.

Suspicious Mail or Package

- Do not touch, open, move, or disturb the item.
- Isolate the area if possible.
- Notify 911 and building management.

Protective Actions

- Shelter in Place: Remain inside and follow instructions.
- Secure and Hold: Stay inside and restrict entry as directed.
- Lockdown: If an immediate violent threat exists, use Run, Hide, Fight.

Workplace Violence

- Report threatening behavior to your supervisor or security.
- If there is immediate danger, call 911.

Active Shooter

- Run if you can safely escape.
- Hide if escape is not possible.
- Fight only as a last resort to protect your life.
- Follow all law enforcement instructions.

Missing Child (Code Adam)

- Immediately notify building staff or security.
- Provide a detailed description of the child.
- Remain alert and report any sightings immediately.

General Reminders

- Know the location of the nearest exits and emergency shelter areas.
- Become familiar with emergency procedures for your work area.
- Keep aisles, exits, and stairways clear.
- Follow instructions from emergency responders and building officials.
- Do not re-enter a building until authorized.