

SEA HERO BUILDING

Deferred Compensation Authority

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	502-564-8300 x357 (Building Superintendent) 502-564-2640 (Section Supervisor)
Mechanical Services	502-782-0462 (CAPECON)
Facilities Safety	502-782-0386

TAB 2 EMERGENCY PROCEDURES FOR EMPLOYEES

- **TAB 2-1 Fire Procedures**
- **TAB 2-2 Building Evacuation**
- **TAB 2-3 Medical Procedures**
- **TAB 2-4 Severe Weather**
- **TAB 2-5 Earthquake Procedures**
- **TAB 2-6 Bomb or Other Security Threats**
- **TAB 2-7 Anthrax**
- **TAB 2-8 Mail Delivered Threats**
- **TAB 2-9 How To Handle Suspicious Mail**
- **TAB 2-10 Workplace Violence**
- **TAB 2-11 Check Sheet for Telephoned Bomb Threat**
- **TAB 2-12 Violence Documentation Form**
- **TAB 2-13 Active Shooter**
- **TAB 2-14 Code Adam**

2-1 Fire Procedures

- If a fire is verified, alert others in the immediate area.
- If more than one person is in the area:
 - All fires must be reported to 99-**911** (remember you may have to dial a 9 or 99 to get an outside line at your location).
 - If the fire is small or confined and you are trained, attempt to extinguish with a fire extinguisher. If you extinguish a fire on your own or with others, you must call **EMERGENCY NUMBER 875-8550** to report the incident to the **FRANKFORT FIRE DEPARTMENT**.
 - If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.
 - Activate a fire pull station
 - If you are told to evacuate, use the nearest exit to the safe assembly area. The elevator will be reserved for disabled employees and the Frankfort Fire Department personnel.
 - Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.



2-3 Medical Procedures

- If illness or injury occurs in your area, render whatever aid you can. Call **99-911** being as specific as possible and give the exact location of individual(s) needing help. Stay on the phone if requested.
- Be prepared to meet or have someone meet the emergency personnel at your floor.
- Protect the injured or ill person from on-lookers.
- If you have called **99-911** without contacting **Neal Lanham and Robert Brown**, call immediately to notify or for other assistance.
- You may call **EMERGENCY NUMBER 99-911** and allow the person receiving the call to implement the proper medical emergency procedures



2-4 Severe Weather

- Call **EMERGENCY NUMBER 99-911** if you believe you have 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**. The **TORNADO SHELTER** area for the KY Deferred Comp **101 Sea Hero Road** building is located in the Board & Training Rooms.
- 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: Drop, cover, and hold on.*** 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.
- Immediately report the threat to the person answering at **EMERGENCY NUMBER 99-911** and remain on the line for instructions.
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **EMERGENCY NUMBER 99-911**.
- You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call **EMERGENCY NUMBER 99-911**.
- If an evacuation is ordered, please follow instructions closely and leave the building for the safe assembly area.



2-7 Anthrax

- **WHAT IS IT?**
 - It is bacteria with spore-forming rods; likes to live in the soil.
- **HOW IT WORKS:**
 - Humans become infected when coming into contact with spores, by touch or inhalation. The spore then produces a toxin that can be fatal. The incubation period for inhalation anthrax is 1-6 days.
- **LETHAL AMOUNT:**
 - One billionth of a gram (the size of a speck of dust).
- **SYMPTOMS:**
 - Flu-like symptoms, high fever, fatigue and cough.
- **TREATMENT:**
 - Antibiotics, including penicillin.
- **PREVENTION:**
 - Vaccine



2-8 Mail Delivered Threats

- Recent exposures to anthrax have come from letters containing powdered anthrax spores. 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
- Call your supervisor and building EMERGENCY NUMBER 99-911 and Neal Lanham / Robert Brown and explain the situation. EMERGENCY NUMBER 99-911 and Neal Lanham / Robert Brown will contact emergency personnel if needed.

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

- 1 Handle with care. Don't shake or bump.
- 2 Isolate it immediately
- 3 Don't open, smell, touch or taste.
- 4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit
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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.
- Contact your supervisor and building **EMERGENCY NUMBER 99-911** and explain the situation. **EMERGENCY NUMBER 99-911** 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 **EMERGENCY NUMBER 99-911** to report the incident.
- 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.
- A sample violence documentation form is enclosed for your convenience.
- Call **Facilities Security** at **(502)564-0838** if assistance is needed, then notify **EMERGENCY NUMBER 99-911** and explain why you called security.
- *Report all other incidents to **EMERGENCY NUMBER 99-911** and **Neal Lanham / Robert Brown** that are not covered in these procedures.
- *If you have any questions please contact **Facilities Security** at **(502)564-0838**, or **Neal Lanham / Robert Brown..**



2-11 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:



2-12 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:	

2-13 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 the person answering at **EMERGENCY NUMBER 9-911**



2-13 Code Adam

- Code Adam decals are posted at the entrance of the Spindletop Barn. 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):
 - Code Adam decals are posted at the entrance of the **101 Sea Hero Road Building**. Employees should take the following steps when a Code Adam is activated (a child is report missing by another employee or visitor in the facility):
 - Obtain a **detailed description of the child** and what he or she is wearing.
 - Call **KY Deferred Comp** at **502-573-7925** and **800-542-2667** and **report the child's information, physical features and clothing**. The Building Service Staff Operator 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, **Deferred Comp** 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 the 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.