

**CAPITAL COMPLEX EAST  
1025 CAPITAL CENTER DRIVE  
EMPLOYEE EMERGENCY PROCEDURES**

**EMERGENCY ALERT NUMBER & FIRE ----- [9-911]**

**FIRE PROCEDURES:**

**THE PERSON WHO SEES THE FIRE WILL DO THE FOLLOWING:**

- 1. Alert others about the incident by shouting to those in your immediate area. Immediately locate and pull a fire alarm station. (Fire alarm stations are located at the entrance of each stair).**
- 2. Call [9-911] or ask another staff to do so. When calling [9-911] tell the dispatch the building number and the floor number you are calling from. If calling from a cell phone give the emergency dispatch the cell phone number.**

**IF THE FIRE OCCURS ON THE FIRST FLOOR:**

The person who acknowledges the problem will notify:

- The second floor @ 502-573-3390 and 502-573-0140
- The third floor @ 502-573-2738
- Call [9-911] to report the situation, and remain on the phone if requested

**Note:** The person receiving the notification must spread the word by shouting to those on their floor.

**IF THE FIRE OCCURS ON THE SECOND FLOOR:**

The person who acknowledges the problem will notify:

- The first floor @ 502-607-5731
- The third floor @ 502-573-2738
- Call [9-911] to report the situation, and remain on the phone if requested

**Note:** The person receiving the notification must spread the word by shouting to those on their floor.

**IF THE FIRE OCCURS ON THE THIRD FLOOR:**

The person who acknowledges the problem will notify:

- The first floor @ 502-607-5731
- The second floor @ 502-573-3390 and 502-573-0140

- Call [9-911] to report the situation, and remain on the phone if requested

**Note:** The person receiving the notification must spread the word by shouting to those on their floor.

Another person should locate a fire extinguisher (located by the marked exit doors, the break room and mailroom), and attempt to put out the fire if they are trained to extinguish small or confined fires.

**If you are alone, you must decide which to do first depending upon the situation and the extent of the fire. If you extinguish the fire on your own, or with others, you must call [9-911] to report the incident to the Frankfort Fire Department.**

If you are told to evacuate, exit only by stairwells. Elevators will be reserved for disabled employees and the Frankfort Fire Department personnel.

Disabled persons will be assisted to the elevator for pick-up by volunteers and/or Fire Department personnel.

If the mechanical fire alarm sounds, prepare to evacuate the building but wait, if possible, for the announcement. There may be areas in and around the building you need to avoid.

## **BUILDING EVACUATION - If you are instructed to evacuate:**

(3<sup>rd</sup> Floor staff can use the "All Call Intercom" to alert staff of the need to evacuate).

### **All Call Instructions:**

Feature 60

Page Choice: Both

Enter Zone: All

The phone will be activated at this time. Make the emergency announcement, calmly and clearly.

1. Evacuate by the nearest exit.
2. Remain calm and assist others as needed.
3. 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.
4. Do NOT attempt to move UP the stairwell or return to your work station.
5. Move out and away from the building to your safe assembly area (**see map for safe assembly area location**).
6. Be on the alert for incoming emergency vehicles as you are evacuating the building.
7. Do not leave the safe assembly area until the all clear is announced.
8. Stay with your evacuation group for a head count by a designated person within each branch.

## MEDICAL PROCEDURES:

### **If illness or injury occurs in your area:**

1. Render whatever aid you can - - moving the patient as little as possible.
2. Call [9-911] and explain the problem. Be as specific as possible – give the exact floor number and location of the individual(s) needing help. Stay on the phone if requested.
3. Be prepared to meet emergency personnel at your floor.
4. Protect the injured or ill person from on-lookers.

## SEVERE WEATHER:

1. The Kentucky Division of Emergency Management monitors weather conditions for this area, and any information that could pose a threat to employees is communicated through the government warning system to state offices.
2. If you receive an announcement, seek shelter in the area designated as TORNADO SHELTER. (**1<sup>st</sup>. floor – see map for location**) Remember your options: Tornado shelters first, interior hallways on the lowest level next, or under something sturdy as a last resort. Stay clear of all glass.

## EARTHQUAKE:

1. Keep calm – don't run or panic. Stay where you are.
2. If indoors stay indoors. Seek shelter under sturdy furniture. Stand or sit against an inside wall or inside doorway. Stay near the center of the building away from windows and outside doors. **If outside, stay in the open away from buildings and utility wires.**
3. Do not attempt to leave the building unless instructed by emergency personnel.
4. Do not use candles, matches or other open flames.
5. Prepare for an aftershock of equal intensity in most cases.

## BOMB OR OTHER SECURITY THREATS:

1. 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** that provide questions you should ask the caller.

2. Immediately report the threat to your supervisor and emergency [9-911].
3. Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from someone at emergency [9-911].
4. 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/object and let the emergency personnel know. A decision will be made on how to manage the situation based upon the available information. If an evacuation is ordered, please follow instructions closely, leave the building and go to the safe assembly area. In the event an evacuation is ordered please use the contact numbers listed below to notify staff on the other floors of the emergency.
  - a. 1<sup>st</sup> floor 502-607-5737
  - b. 2<sup>nd</sup> floor 502-573-3390 and 502-573-0140
  - c. 3<sup>rd</sup> floor 502-573-2738
5. Report all incidents that are not covered in these procedures to **EMERGENCY [9-911]**.

### **WORKPLACE VIOLENCE:**

1. The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Emergency [9-911] if assistance is needed.
2. This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.
3. It is the responsibility of all employees and management to report threatening actions whenever they occur to their supervisor.
4. All threatening incidents will be investigated by management and documented in personnel files.
5. A **sample violence documentation form is enclosed** for your convenience. If the need occurs, please use it.

### **ADDITIONAL PROCEDURES FOR DJJ CENTRAL OFFICE:**

#### **Fire, Earthquake and Tornado**

1. DJJ Central Office will maintain emergency equipment and supplies including but not limited to:

- a. Access to building and room floor plans with directional arrows for traffic flow.
  - b. Fire Extinguishers that are kept in fully charged and operable condition. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date. Fire extinguishers will be inspected annually by a qualified outside vendor.
  - c. A fire alarm system including all heat and smoke detectors and a sprinkler system that is inspected by a qualified outside vendor per federal, state, or local regulations. A designated Construction and Real Properties (CaRP) staff member shall maintain copies of these inspections.
  - d. An intercom communications system within central office and a designated cell phone and elevator phone between central office and the community for use in the event conventional means of communications are disrupted.
  - e. Emergency lighting and UPS batteries that are inspected monthly by designated central office staff to ensure the provision of essential lights and power for the DJJ server during an emergency. In addition, the emergency lighting system will be inspected annually per requirements of the local authority having jurisdiction. Documentation of all tests shall be submitted to the designated CaRP staff member.
  - f. Exit signs
2. Evacuation plans shall be conspicuously posted in all areas where visitors and staff routinely congregate. Evacuation plans shall include the following items:
    - a. Primary and secondary routes of escape shall be noted with each type of route clearly marked
    - b. Locations of fire alarm pull stations, fire extinguishers, and first aid kits with each item clearly marked so that it is easy to differentiate between the items.
  3. A designated CaRP staff member shall ensure the emergency evacuation plans have been approved by an independent, outside inspector trained in the application of National Fire Safety Codes. If any changes or modifications occur in any evacuation routes because of new construction, renovations, or modifications of the facility, the revised evacuation plan shall be approved by an independent, outside inspector trained in the application of national fire safety codes.
  4. The highest ranking staff member on duty shall have absolute and total authority for decisions made affecting the Central Office, the emergency,

and security of the premises. Notice to the Commissioner shall be immediate upon completing evacuation of all staff and visitors.

5. Fire, earthquake, and tornado drills will be conducted in accordance with the schedule below. Documentation of all drills including the scenario (including elapsed time to complete the evacuation), staff response, identified problems, and a corrective action plan shall be maintained.
  - a. Fire, tornado, and earthquake drills shall be conducted on the following frequency:
    - i. Fire drills shall be conducted twice per year.
    - ii. Tornado drills shall be conducted twice per year with one occurring in the month of March.
    - iii. Earthquake drills shall be conducted twice per year.
  - b. Staff and visitors shall be evacuated to the pre-designated safe areas listed above. Any staff or visitor not accounted for shall be reported immediately to the staff in charge. All staff and visitors shall remain in the pre-designated safe areas until directed otherwise by the staff person conducting the drill or by the local fire department personnel in the event of an actual emergency.

### **Medical**

1. Medical care and emergency transportation for injured staff and visitors will include but not be limited to:
2. First aid kits will be located in the staff break room.
3. Staff trained in first aid/CPR will provide crisis intervention.
4. Frankfort Regional Medical Center will be the designated hospital for emergency care.
5. Staff will utilize [9-911] for emergency medical transport.
6. Staff will be trained to respond to health-related situations within a four-minute response time.

### **Work Stoppage**

Although strikes and related job actions are prohibited by Kentucky Revised Statute, it is still possible that employees may engage in such activities which interfere with the operation of Central Office. In the event of a mass failure to report to work, the following procedures will be implemented.

1. The Commissioner or designee will be notified as soon as the Work Stoppage is identified;
2. At the Commissioner or designee's discretion, staff from other departments will be utilized to maintain essential services. This includes all supervisory staff;

3. Law enforcement will be notified (9-911) if access to the office or state property is being blocked by a picket line;
4. An incident report will be completed with witness statements attached.
5. The Commissioner or designee will request an internal investigation, governed by DJJ policy 143 and provide direction to improve response to future work stoppage scenarios.

### **Hostage Situation**

Should a hostage situation occur in Central Office or on State Property, Central Office staff procedures will include the following:

1. Law enforcement will be notified immediately by accessing the [9-911] system;
2. The staff person making the call will stay on the line with the dispatcher and relay any instructions from law enforcement to on-site staff;
3. Staff will not take independent action outside of direction from law enforcement;
4. Law enforcement will direct all operations related to the hostage situation from the point of contact to its conclusion;
5. An incident report will be taken with any witness statements;
6. Commissioner or designee will be informed immediately;
7. The Commissioner or designee shall request an internal investigation, governed by DJJ policy 143 and provide direction;

### **Notification of Death**

Notification of a juvenile death will be governed by DJJPP 147. In the event of Death of an employee in Central Office or State property for this office, the following procedures shall be implemented:

1. Staff on duty will not disturb the body or the immediate area beyond any action necessary to check for vital signs;
2. Call (9-911);
3. Provision of emergency resuscitation techniques by staff certified in First Aid, CPR and resuscitation techniques;
4. In compliance with KRS 72.020, the local Coroner's office will be notified immediately;
5. The Commissioner or designee will be informed immediately;
6. The Commissioner or designee will inform the employee's family;
7. An incident report will be completed with any witness statements;
8. The Commissioner or designee will request an internal investigation, governed by DJJ policy 143;

9. OSHA regulations require employers to report deaths on the job within eight hours. Employers will call either their local office or the agency's toll-free number: 800-321-OSHA (6742). This call will be made by the Commissioner or designee.

### **Juvenile Escape**

Juvenile escape procedures will be governed by DJJPP 327.

### **Facility Riot and/or Hostage Procedure**

As preventive measures, Central Office staff shall ensure the following:

1. That all DJJ facility ACA Accreditations are up to date;
2. That emergency plans for all facilities are in place;
3. That procedures for facility riots and/or hostage situations are in place;

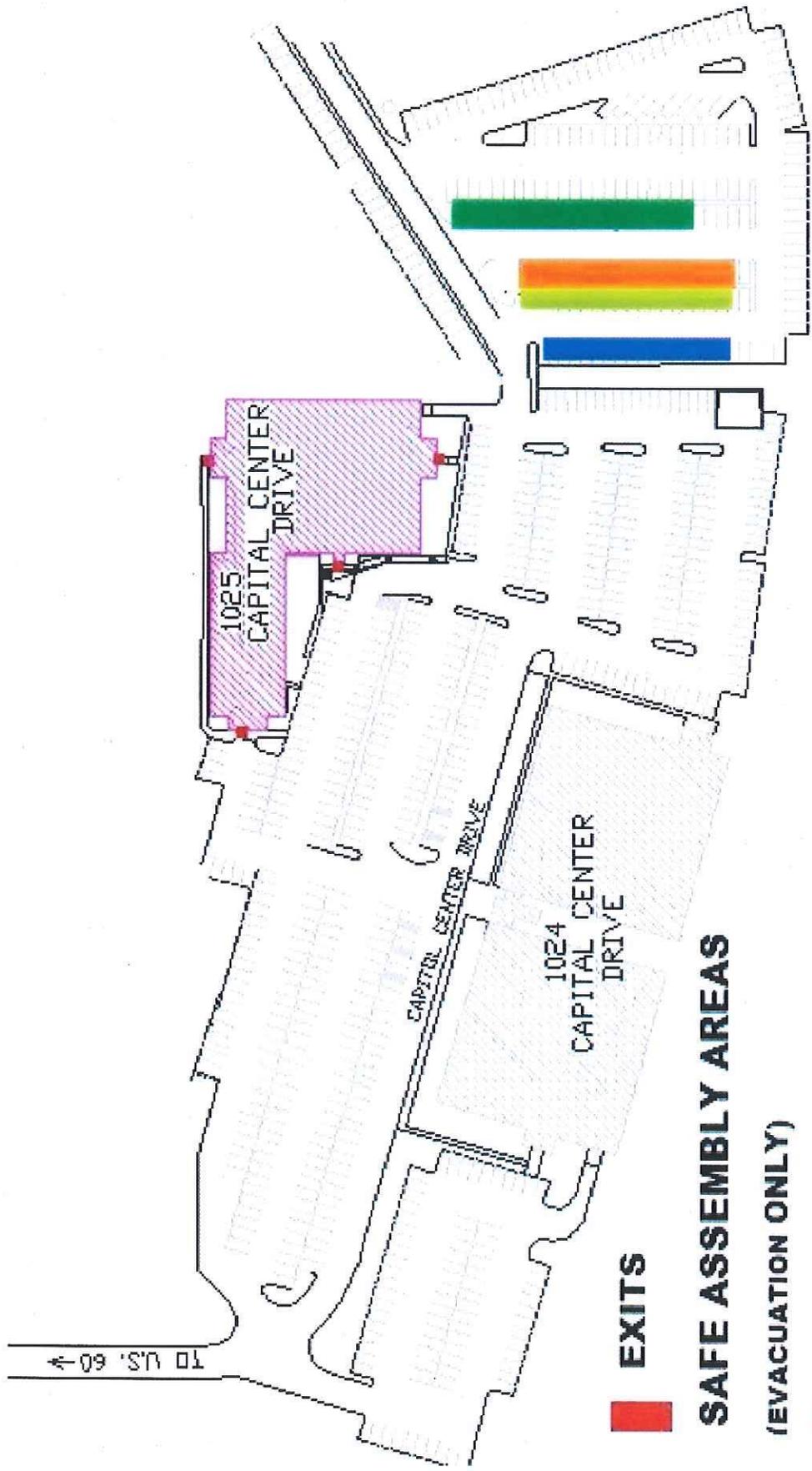
Should a facility riot and/or a facility hostage situation occur, Central Office staff procedures will include the following:

1. Ensuring that a facility incident report and witness statements are forwarded to the Commissioner's office immediately;
2. The Commissioner or designee will request an internal investigation, governed by DJJ policy 143 and provide direction;

### **Chemical Spills**

In the event of a catastrophic chemical spill in the nearby locality, Central Office staff will follow the direction of emergency management personnel related to evacuation.

# 1025 CAPITAL CENTER DRIVE



**EXITS**

**SAFE ASSEMBLY AREAS**

(EVACUATION ONLY)

**DEPT. OF JUVENILE JUSTICE**

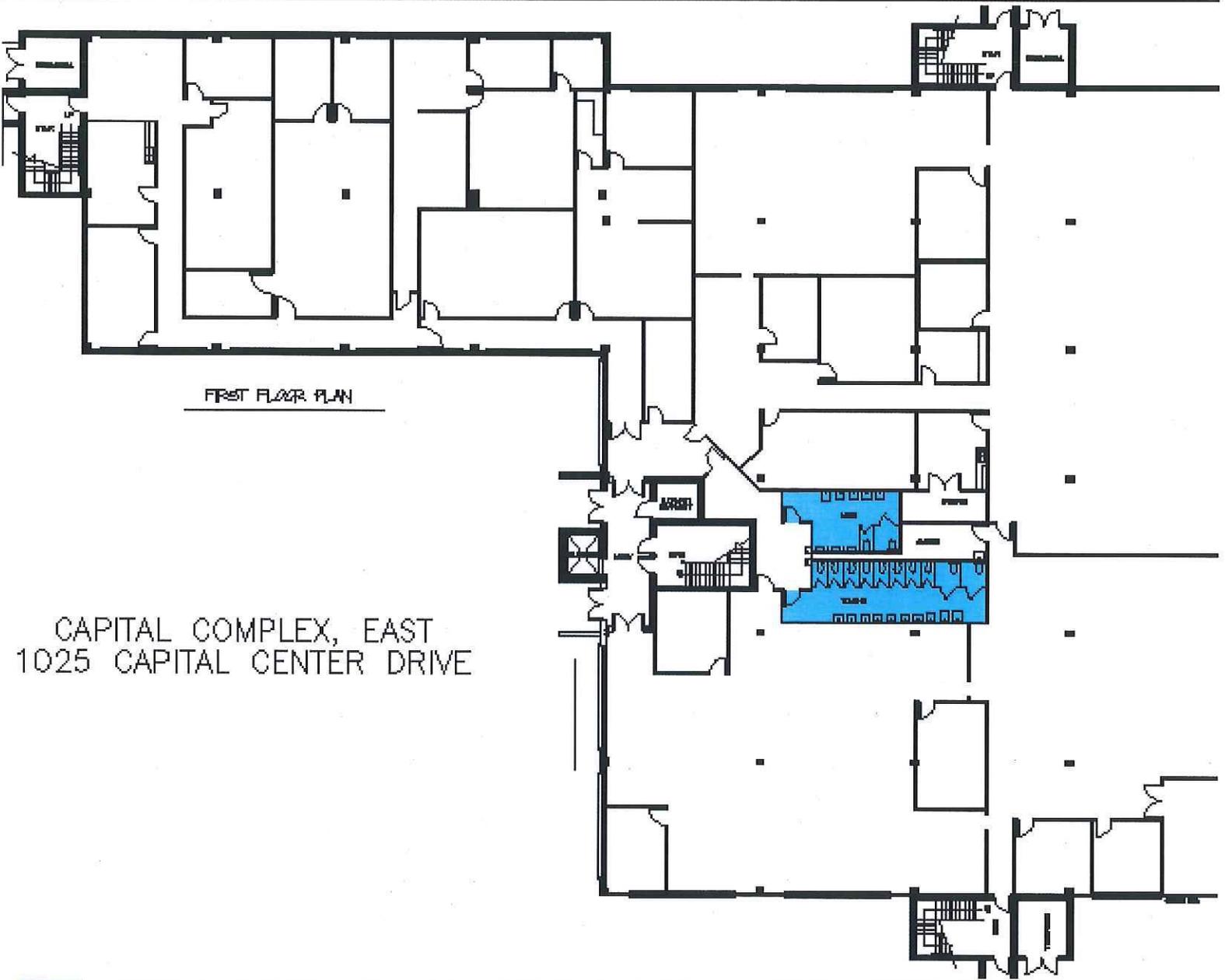
**DEPT. OF MINE SAFETY & LICENSING**

**DEPT. OF FINANCIAL INSTITUTIONS**

**DEPT. OF EMERGENCY MANAGEMENT**

FIRST FLOOR PLAN

CAPITAL COMPLEX, EAST  
1025 CAPITAL CENTER DRIVE



**TORNADO SHELTER AREA**

## BOMB THREAT CHECKLIST

QUESTIONS TO ASK	EXACT WORDING OF THE THREAT
1. Where is the bomb located?	
2. What time is it set to go off?	
3. What does the bomb look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address?	
9. What is your name?	

Sex of Caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of Call \_\_\_\_\_

If your phone has caller ID, what number was indicated on the display? \_\_\_\_\_

### CALLER'S VOICE

Calm	Laughing	Lisp	Disguised	Soft	Familiar
Angry	Crying	Raspy	Accent	Loud	
Excited	Normal	Deep	Stutter	Deep breathing	
Slow	Distinct	Ragged	Nasal	Cracking voice	

If voice familiar, who did it sound like? \_\_\_\_\_

### BACKGROUND SOUNDS

Street noises	Music	PA system	Static	Bells	Motor
Factory machinery	House noises	Animal noises	Local	Booth	Clear
Voices	Office machinery	Long Distance	Aircraft	Train	

Other \_\_\_\_\_

### THREAT LANGUAGE

Well spoken (educated)	Foul	Irrational	Incoherent
Message read by threat maker	Tape recorded		

**REMARKS** - Immediately after the bomb threat, fill out the following information completely:

I reported the threatening call to \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

Did the caller indicate knowledge of the building? \_\_\_\_\_ If so, how? \_\_\_\_\_

Was the call from inside or outside? \_\_\_\_\_

Who received the call? \_\_\_\_\_ Title \_\_\_\_\_

Office phone \_\_\_\_\_

Extension receiving the threat \_\_\_\_\_ Is this extension listed or unlisted? \_\_\_\_\_

# DEPARTMENT OF JUVENILE JUSTICE

## VIOLENCE DOCUMENTATION FORM

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:	

Report Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_