

**University of Kentucky  
Emergency Management**



***College of Health Sciences  
Emergency Action Plan***

**Charles T. Wethington, Jr. Building  
900 South Limestone**

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### *Contacts for Additional Emergency Related Information*

<b>Emergency</b>	<b>911</b>
<b>UK Police Department</b>	<b>257-1616</b>
<b>Emergency Management Office</b>	<b>257-3815</b>
<b>UK Fire Marshal</b>	<b>257-6326</b>
<b>Environmental Health and Safety</b>	<b>257-3845</b>
<b>PPD Delta Room</b>	<b>257-2830</b>

**University of Kentucky  
College of Health Sciences  
Building Emergency Action Plan**

The College of Health Sciences (CHS) is one of several occupants of the Charles T. Wethington, Jr. Building. CHS administrative and faculty offices, student facilities, dry and wet laboratories, educational classrooms and laboratories, the Communication Disorders Clinic, conference rooms, reception areas, and storage rooms occupy the first and second floors and a portion of the fourth floor of the building. This plan pertains to the College of Health Sciences only, although we recognize the importance of sharing information and working together with other building occupants to create the most effective Emergency Action Plan. To that end, we will share our plan and work cooperatively with other building occupants as they prepare their Plans.

NOTE: The term “Department” used in this document refers to the CHS and the term “Department Head” refers to the CHS Dean of the College of Health Sciences.

**1.0 INTRODUCTION**

- 1.1 Each department at the University must have a Building Emergency Action Plan (**BEAP**) to provide for students, faculty, staff and visitors during an emergency. Each BEAP is developed by the individual department or group of departments occupying the building. The plan for the College of Health Sciences in the Charles T. Wethington, Jr. Building was developed using a model plan prepared by the UK Emergency Management Office. This plan has been reviewed and approved by the Emergency Management Office and implemented on November 1, 2007 (target date).
- 1.2 Each Building Emergency Action Plan is developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. The CHS BEAP for the Wethington Building and training records are kept in the CHS Dean’s Office (CTW 123) files and on file at the UK Emergency Management Office.
- 1.3 Each employee covered by this Building Emergency Action Plan must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record must be maintained including the names of everyone who has been trained. This record is located in the CHS Dean’s Office (CTW 123).
- 1.4 The Building Emergency Action Plan will be tested annually during the month of September beginning the first full year of implementation [2008-2009].

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Building Emergency Coordinator:  
Sharon R. Stewart

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College of Health Sciences Dean:  
Lori S. Gonzalez

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Reviewed UK Emergency Management  
Director

## 2.0 EMERGENCY ACTION RESPONSIBILITIES

- 2.1 The Department Head or his/her designee is responsible to ensure that the department uses the model Building Emergency Action Plan and develops a department specific plan.
- 2.2 The Building Emergency Coordinator (**BEC**) shall be assigned by the Department Head and is responsible for plan maintenance, employee education and annual testing of this plan. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency, the BEC will implement the Building Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in this building. The BEC emergency duties include:
- Ensure that the notification to emergency agencies takes place.
  - Assist in building evacuation.
  - Report to the assembly area.
  - Account for evacuated personnel.
  - Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions).
  - Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
  - Assist physically disabled employees, students or visitors.
  - Implement the post emergency procedures.
- 2.3 An Assistant Building Emergency Coordinator (**ABEC**) will be designated to assist the BEC and be responsible for the BEC's duties in her absence.
- 2.4.1 Each floor shall designate Floor Leaders (**FL**) responsible for coordinating the BEAP for that respective floor. The emergency duties, *as personal safety and time permits*, of the FLs include:
- Encourage all persons to evacuate
  - Solicit volunteers to assist individuals with disabilities.
  - Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
  - Assist physically disabled employees, students or visitors.
- 2.4.1.2 Assistant Floor Leaders (**AFL**) will be designated to assist the FLs and be responsible for the FL's duties in his or her absence.

### 3.0 CONTACT LIST AND NUMBERS

#### 3.1 Departmental Contact Telephone Numbers:

**Note:** All office phones are 323-1100. Only the office extensions are noted below

BEAP Title	Name	Office Phone
Dean	Lori Stewart Gonzalez (Marie Poole)	80560 <i>or</i> 80480
BEC	Sharon S. Stewart (Keturah Taylor-Washington)	80570 <i>or</i> 80479
ABEC	Vicki Riddell-Peavler Charlotte Peterson (Kevin Dean)	80483 80476 <i>or</i> 80469
<b>FIRST FLOOR</b>		
FL	Theresa Cook (east side of bldg)	80477
	Peter Berres (west side of bldg)	80545
AFL	Anne Olson (east)	80572
	Orville Litteral	80512
	Kevin Dean (west)	80469
	Marilyn Underwood	80546
<b>COMMUNICATION DISORDERS CLINIC</b>		
FL	Teresa Clark	80517
	Donna Morris	80554
	Bridget Williams	80551
AFL	Ellen Hagerman	80553
	Mary Beth Allen	80543
	Avery O'Neal	80584
<b>SECOND FLOOR</b>		
FL	Kathy Schuler-Ringo (east)	80496
	Doris Rapp (west)	80514
AFL	Anne Harrison (east)	80596
	Nancy Kelley	80497
	Gil Boissonneault (west)	80857
	Anna Moore	80513
<b>FOURTH FLOOR</b>		
Lab Leader	Patrick Kitzman	80580
Assistant	Jyothi Mula	80883
Lab Leader	Esther Dupont-Versteegden	80592
Assistant	Amy Ferry	80566

Lab Leader	Chemyong (Jay) Ko	80846
Assistant	Susan Hudgins-Spivey	80884
Lab Leader	Damoradan Chendil	80851
Assistant		
Lab Leader	Tim Butterfield	80840
Assistant	None	
Lab Leader	Oliver Oakley	80849
Assistant	Mohammad Bani-Ahmad	80881
Lab Leader	Phillip Bridges	80844
Assistant	Sung Eun Lee	80875
Lab Leader	Geza Bruckner	80859
Assistant	Gilbert Boissonneault	80857
Lab Leader	Charlotte Peterson	80476
Assistant	Ed Dimayuga	80880
Building Operator	Chris Buford	3-5792

- 3.2 In all instances below, please note the following:
- Dialing 911 from a cell phone connects the caller to Fayette County emergency services. Immediately advise the dispatcher you are calling from the UK Campus.
  - Dialing 911 from a UK phone connects the caller to UK emergency services
  - Dialing #8573 from a cell phone connects the caller to UK police, non-emergency
  - Dialing 7-1616 from a UK phone connects the caller to UK police, non-emergency
- 3.3. For proper wet laboratory emergency procedures, refer to the UK Biosafety Manual at: <http://ehs.uky.edu/biosafety>.

#### 4.0 EMERGENCY ACTION PLAN - FIRE

- 4.1 This section of the Building Emergency Action Plan will be activated in the event of:
- Fire alarm activation
  - Fire discovered by building occupant
- 4.2 Any faculty, staff, student or visitor who becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing light. The University Evacuation Policy mandates that

the building shall immediately be evacuated except in Hospital patient areas where special procedures have been developed. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the fire alarm system being tested.

- 4.3 The person activating the fire alarm shall dial 911 from a cellular phone once he/she has left the building, immediately advise the dispatcher that he/she is calling from the UK campus, and advise of the fire situation in the building. Be prepared to provide the building street address.
- 4.4 All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.), if nearby, and should close the door upon leaving. Individuals with Emergency Action responsibilities (BEC, ABEC, Initial Contact, FL, AFL) should leave with an employee list. Any occupant who comes into contact with students or visitors should direct them to evacuate the building. Any occupant who comes into contact with an individual with a physical disability should assist that individual from the building or to the nearest stairwell landing and seek assistance from an emergency responder outside the building. **DO NOT USE ELEVATORS.**
- 4.4.1 Building occupants should make no attempts to extinguish the fire.
- 4.5 Once out of the building, all occupants should gather on the opposite side of Rose Street across from the Rose Street entrance to the Building to be counted. *It is important that occupants cross Rose Street in order to be a safe distance from the building and to ensure ready access to the building by emergency vehicles.* The Building Emergency Coordinator or Floor Leaders will conduct a roll call of employees to determine if everyone has vacated the building. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator.
- 4.6 The Building Emergency Coordinator will provide information to the UK Police Dispatcher, UK Fire Marshal, Lexington Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:
  - Location of the fire.
  - Name and Location of disabled individuals requiring evacuation assistance.
  - Status of the evacuation, personnel missing that may still be in the building.
  - Special hazards associated with the building.
- 4.7 **DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE APPROVAL.**

## **5.0 EMERGENCY ACTION PLAN - SEVERE WEATHER**

- 5.1 This section of the BEAP will be activated in the event of a severe weather situation.
- 5.2 The College of Health Sciences has a weather radio in Room 123 (Dean's Office). This radio is dual powered working on batteries and/or the building's electrical service. This radio will be activated by the National Weather Service to announce any watches or warnings. Marie Poole and/or Keturah Taylor-Washington will monitor this radio for any emergency announcements and notify the Building Emergency Coordinator of any warnings. Additionally, any employee who becomes aware of a severe weather warning

will immediately notify the Building Emergency Coordinator. The Building Emergency Coordinator or trained designee(s) will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.) This notification will advise building occupants of the type of warning (thunderstorm or tornado) and instruct them to implement the Emergency Action Plan - Severe Weather.

- 5.3 Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared if conditions deteriorate.
- 5.4 Once occupants have been notified of a TORNADO WARNING, they should gather their valuables, if nearby, and take cover in the nearest Severe Weather Shelter area in the building. Individuals with Emergency Action responsibilities (BEC, ABEC, FL, AFL) should leave with an employee list. Any occupant who comes into contact with students or visitors should direct them to take appropriate actions. Any occupant who comes into contact with an individual with a physical disability should assist that individual to the Severe Weather Shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas outlined in Appendix B.
- 5.5 The Building Emergency Coordinator, Initial Contact Personnel, Floor Leaders, or Assistant Floor Leaders will conduct a roll call to ensure that all employees are in the shelter areas.
- 5.6 If injuries or building damage occurs, the BEC or other personnel should notify the UK Police Department at 911 or 257-1616.
- 5.7 Once the all clear is given by the National Weather Service, the Building Emergency Coordinator, in consultation with the Dean, will inform building occupants about how to proceed (e.g., return to work stations, go home).

## 6.0 EMERGENCY ACTION PLAN - EARTHQUAKE

- 6.1 This section of the **BEAP** will be activated when a sustained earthquake occurs.
- 6.2 Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action immediately and additional actions will be implemented after the quake stops. The Building Emergency Coordinator or trained designee(s) will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.)
- 6.3 An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings.).
- 6.4 When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:
  - Standing in a doorway and bracing your hands and feet against each side.
  - Getting under a desk or heavy table.
  - Standing flat against an interior wall.

**NOTE: Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**

- 6.5 Once the shaking has stopped, gather any nearby valuables and quickly leave the building. **DO NOT USE ELEVATORS.** Individuals with Emergency Action responsibilities (BEC, ABEC, FL, AFL) should leave with an employee list. All employees should gather on the opposite side of Rose Street *across* from the Rose Street entrance to the Building to be counted. *It is important that occupants cross Rose Street in order to be a safe distance from the building and to ensure ready access to the building by emergency vehicles.* Any occupant who comes into contact with students or visitors should direct them to take appropriate actions. Any occupant that comes into contact with an individual with a physical disability should assist that individual or take him/her to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Building Emergency Coordinator or Floor Leaders will conduct roll calls to ensure all employees are out of the building.
- 6.6 Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.
- 6.7 If building occupants cannot be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people but instruct personnel **NOT TO RE-ENTER THE BUILDING.** The Building Emergency Coordinator should call 911 from a cellular phone, immediately advise the dispatcher that he/she is calling from the UK campus, and advise of the situation. Be prepared to provide the building street address. The BEC may also contact UK Police Dispatch for non-emergency updates at 257-1616 or #UKPD (#8573) from a cellular phone
- 6.8 The Physical Plant Division, UK Fire Marshal, Emergency Management Director, CHS Dean and Building Emergency Coordinator will consult and make a decision about how to proceed. Building Emergency Coordinator will inform the employees of the decision (e.g., return to work stations, go home).

## 7.0 EMERGENCY ACTION PLAN - HAZARDOUS MATERIALS

- 7.1 This section of the **BEAP** should be activated in the event of a hazardous material incident outside that could have an impact on this building.
- 7.2 Hazardous material accidents can occur inside this building, on campus or in the adjacent areas and could impact this building. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range to listen to the media. Information Technology may broadcast information over the University's Intranet. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator. The Building Emergency Coordinator or trained designees will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.) This notification will advise building occupants to implement the Emergency Action Plan.
- 7.3 The local community uses two strategies for protecting citizens during hazardous material emergencies, the Building Emergency Coordinator will notify the building

occupants of which strategy has been implemented.

- 7.4.1 The first strategy that local government could use is "Shelter in Place". Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:
- Close all windows and doors
  - Turn heating/cooling systems (HVAC) off. This may require a call to the Physical Plant Delta Room at 257-2830.
  - Individuals with Emergency Action responsibilities (BEC, ABEC, Initial Contact Personnel, FL, AFL) should leave with an employee list.
  - Any occupant who comes into contact with students or visitors should direct them to take appropriate actions
  - Any occupant that comes into contact with an individual with a physical disability should assist that individual
- 7.4.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.4.1 are completed. The Building Emergency Coordinator or Floor Leaders will also conduct a roll call to ensure that all personnel are accounted for.
- 7.4.3 The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all-clear when declared by community officials.
- 7.4.4 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department by dialing 911 from a campus phone. If dialing 911 from a cellular phone the caller should immediately advise the dispatcher that he/she is calling from the UK campus and advise of the situation. Be prepared to provide the building street address. The BEC may also contact UK Police Dispatch for non-emergency updates at 257-1616 or #UKPD (#8573) from a cellular phone.
- 7.4.5 The Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The UK Physical Plant Division will reactivate the heating/cooling system (HVAC).
- 7.5.1 The second strategy that local government could use is "Evacuation". The Building Emergency Coordinator will direct personnel to take appropriate action. This action may include:
- Walk to the designated assembly area to be evacuated
  - Walk or drive away from the area using travel directions determined by community officials
  - Individuals with Emergency Action responsibilities (BEC, ABEC, Initial Contact Personnel, FL, AFL) should leave with an employee list.
  - Any occupant who comes into contact with students or visitors should direct them to take appropriate actions
  - Any occupant that comes into contact with an individual with a physical disability should assist that individual
- 7.5.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.5.1 are completed as directed by community officials. The Building Emergency Coordinator

or Floor Leaders will conduct a roll call to ensure that all personnel have evacuated the building.

- 7.6 If building occupants can not be accounted for, the Building Emergency Coordinator should contact UK Police Department from a cellular phone by dialing #UKPD (#8573) or 257-1616. UK Police will dispatch emergency personnel to assist.
- 7.7 The UK Fire Marshal, Emergency Management Director, Building Emergency Coordinator, and CHS Dean will consult and make a decision about how to proceed. The Building Emergency Coordinator will inform building occupants of the decision.

## **8.0 EMERGENCY ACTION PLAN - CHEMICAL EMERGENCY**

- 8.1 This section of the **BEAP** should be activated in the event a hazardous material incident occurs inside of the building (laboratory, maintenance or physical plant operation).
- 8.2 Any person who becomes aware of a serious chemical accident in the building will immediately notify the co-workers around them and their supervisor. Either the person who discovered the chemical accident or the supervisor will immediately notify the BEC. The Building Emergency Coordinator or trained designee(s) will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.). This notification will advise building occupants to implement the **BEAP** for Chemical emergencies.
  - 8.3.1 Personnel who are involved with a laboratory experiment or process should take steps to stop the process or experiment to prevent additional accidents if it is left unattended.
  - 8.3.2 Personnel in the immediate area of the chemical accident will vacate the area and report the incident to the Dean's office. They should leave the area immediately, closing, but not locking, any doors as they leave. Any occupant who comes into contact with students or visitors should direct them to take appropriate actions. Any occupant who comes into contact with an individual with a physical disability should assist the individual.
- 8.4 The Building Emergency Coordinator will immediately notify the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-1616 and report the chemical emergency. The Building Emergency Coordinator will also ensure that the HVAC for the building is shut down (this may require a call to the Physical Plant Delta Room at 257-2830), to prevent the spread of chemical gasses through the cooling/heating system.
- 8.5 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department by dialing 911 from a campus phone. If dialing 911 from a cellular phone the caller should immediately advise the dispatcher that he/she is calling from the UK campus and advise of the situation. Be prepared to provide the building street address. The BEC may also contact UK Police Dispatch for non-emergency updates at 257-1616 or #UKPD (#8573) from a cellular phone.
- 8.6 The Building Emergency Coordinator will consult with Emergency Responders (e.g., Police Officers, Emergency Health and Safety Personnel) to determine if further evacuations are necessary.

- 8.7 If a decision is made to evacuate the building, the Building Emergency Coordinator or trained designees will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.) This notification will advise building occupants to implement the Chemical Emergency Action Plan. Individuals with Emergency Action responsibilities (BEC, ABEC, Initial Contact Personnel, FL, AFL) should leave with an employee list. All employees should gather on the opposite side of Rose Street across from the Rose Street entrance to the Building to be counted. *It is important that occupants cross Rose Street in order to be a safe distance from the building and to ensure ready access to the building by emergency vehicles.* Any occupant who comes into contact with students or visitors should direct them to take appropriate actions. Any occupant who comes into contact with an individual with a physical disability should assist that individual or take him/her to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Building Emergency Coordinator or Floor Leaders will conduct roll calls to ensure all employees have evacuated the building.
- 8.8 The Building Emergency Coordinator will provide information to the UK Police, Environmental Health & Safety Officer, Lexington Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:
- Location of the spill,
  - Status of the evacuation, personnel missing who may still be in the building, and
  - Special hazards associated with the building.

## 9.0 EMERGENCY ACTION PLAN - UTILITY OUTAGE

- 9.1 This section of the **BEAP** should be activated in the event of a utility outage.
- 9.2 Employees will become aware of utility outages by the obvious absence of that particular utility:
- No Lights, Computers not working - Electric
  - Toilets won't flush, drinking fountains not working - Water
  - Inability to place outgoing telephone calls - Telephone
  - Building won't warm up during winter - Steam or Gas
  - Building won't cool in summer - Electric or chilled water
- 9.3 The Building Emergency Coordinator, Department Chairperson or other administrative staff should contact the by dialing 911 from a campus phone. If dialing 911 from a cellular phone, the caller should immediately advise the dispatcher that he/she is calling from the UK campus and advise of the situation. Be prepared to provide the building street address. The BEC may also contact UK Police Dispatch for non-emergency updates at 257-1616 or #UKPD (#8573) from a cellular phone.
- 9.4 While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with the Dean will determine the appropriate course of action. The Building Emergency Coordinator and Dean should consider the following issues:
- Dangers from tripping and injuries due to lights being out.
  - Person(s) trapped on elevators.
  - Dangers of extreme heat and cold on employees.
  - Inability to contact responders if an emergency occurs while telephones are out.

- Sanitation problems due to no water
- Impact on laboratory research, classroom instruction, and clinical services

The Building Emergency Coordinator or trained designee(s) will immediately notify employees of any decision to evacuate using the building PA system. (See Appendix D for the PA Announcement Plan.)

- 9.5 Unless a decision has been made by the Provost, the Building Emergency Coordinator and CHS Dean will make a decision regarding the continuance of work in the building during a utility interruption. Any occupant who comes into contact with a student or visitor should direct him or her to take appropriate actions. Any occupant who comes into contact with a visitor or student with a physical disability should assist the individual.
- 9.6 If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical processes and operating electric equipment should be stopped in a manner that would not cause additional problems.
- 9.7 If anyone is trapped on an elevator, immediately call the Physical Plant Division at 257-3844 for assistance.

## 10.0 EMERGENCY ACTION PLAN - WORKPLACE VIOLENCE, TERRORISM

- 10.1 This section of the **BEAP** should be activated in the event any type of workplace violence or act of terrorism.
- 10.2 Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and then call the UK Police Department at 911 on a cellular phone or 257-1616.
- 10.2.1. In the event of suspicious activity, personnel should dial 911 and immediately advise the dispatcher that he/she is calling from the UK Campus. Be prepared to provide the building street address.
- 10.3 The Building Emergency Coordinator and other individuals with emergency action responsibilities should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building and inform them about which action plan should be implemented using the building PA system. (See Appendix D for the PA Announcement Plan.) Phone, word of mouth, and email will be used if necessary.
- 10.4 Different types of workplace violence require different actions:
- 10.4.1 Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
- 10.4.2 Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone who is outside of it. Secure the door and hide under a desk, in a closet or in the corner. **DO NOT UNLOCK THE DOOR FOR ANYONE.** Once the situation has been resolved, a UK

Police Officer or other University official will unlock the door and provide you with instructions.

- 10.4.3 Physical Threat - If someone's actions pose a physical threat to you, evacuate the area and call 911, immediately advising the dispatcher that he/she is calling from the UK Campus. Be prepared to provide the building street address. UK Police Department may be contacted directly at #UKPD (#8573) on a cellular phone or 257-1616 to report the incident.
- 10.4.5 Toxic or Irritant Gas – Building occupants should immediately evacuate the building using the same evacuation plan and procedures as they would for a fire.
- 10.4.6 Hostage Situation - Immediately vacate the area or seek safe, secure shelter. Take no chances to endanger the life of the hostage. Contact the UK Police Department at 911, #UKPD (#8573) on a cellular phone or 257-1616. In the event someone is hurt and/or a fire is caused by these events, advise the UK Police Department of the situation.
- 10.6 The UK Police Department, CHS Dean, and the Building Emergency Coordinator will coordinate the building's security once the Incident Commander (e.g., Chief of Police, Fire Marshall, Director of Environmental Health and Safety) releases the building. The Building emergency Coordinator will contact building occupants and advise them of the decision.
- 10.7 The Building Emergency Coordinator and/or the CHS Dean will participate in any post-incident critique regarding the emergency.
- 10.8 Any occupant who comes into contact with a student or visitor should direct him or her to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist the individual.

## **11.0 EMERGENCY ACTION PLAN - BOMB THREAT/EXPLOSION/SUSPICIOUS PACKAGE**

- 11.1 This section of the **BEAP** should be activated in the event of a Bomb Threat/Explosion or discovery of a suspicious package.
- 11.2 A person may become aware of a bomb threat by a telephone call, e-mail, letter, or in person. The person informed shall immediately call 911 or #UKPD (#8573) from a cellular phone or 257-1616.
  - 11.2.1 If the threat is made by telephone, ascertain as much information as possible about the bomb and its location, such as:
    - Exact location of the bomb?
    - When is the bomb going to explode?
    - What kind of bomb is it?
    - Why was it placed?
    - Who is speaking?(See Appendix E for Bomb Threat Caller Checklist)
- 11.3 The person should then notify his or her supervisor, the Building Emergency Coordinator and the CHS Dean as quickly as possible.

- 11.4 A decision will be made by the Building Emergency Coordinator, CHS Dean, and UK Police Department to determine if a building evacuation is warranted. If it is warranted, evacuation should take place using the same evacuation plan and procedures as for a fire. The Building Emergency Coordinator or trained designee(s) will immediately notify employees using the building PA system. (See Appendix D for the PA Announcement Plan.)
- 11.5 Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before conducting any type of search.
- 11.6 The Building Emergency Coordinator, CHS Dean, and UK Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.
- 11.7 The Building Emergency Coordinator and/or the CHS Dean will participate in any post-incident critique regarding the emergency.
- 11.8 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

## **12.0 EMERGENCY ACTION PLAN - MEDICAL EMERGENCY**

- 12.1 Implement the **BEAP** for Medical Emergencies for any injury or illness that requires more than simple first aid.
- 12.2 Dial 911 and immediately advise the dispatcher that he/she is calling from the UK Campus. Be prepared to provide the building street address. UK Police Department may be contacted directly at #UKPD (#8573) on a cellular phone or 257-1616 to report the incident.
- 12.3 When reporting the emergency, provide the following information:
- Type of emergency
  - Location of the victim
  - Condition of the victim
  - Any dangerous conditions
- 12.4 Comfort but do not move the victim.
- 12.5 Have someone standby outside the building to "flag down" EMS when they reach the vicinity of the building.
- 12.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

## **13.0 ACTIONS TO TAKE AFTER THE EMERGENCY**

- 13.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and CHS Dean will determine if the building occupants should return to work or be released. If they are released, employees will be advised

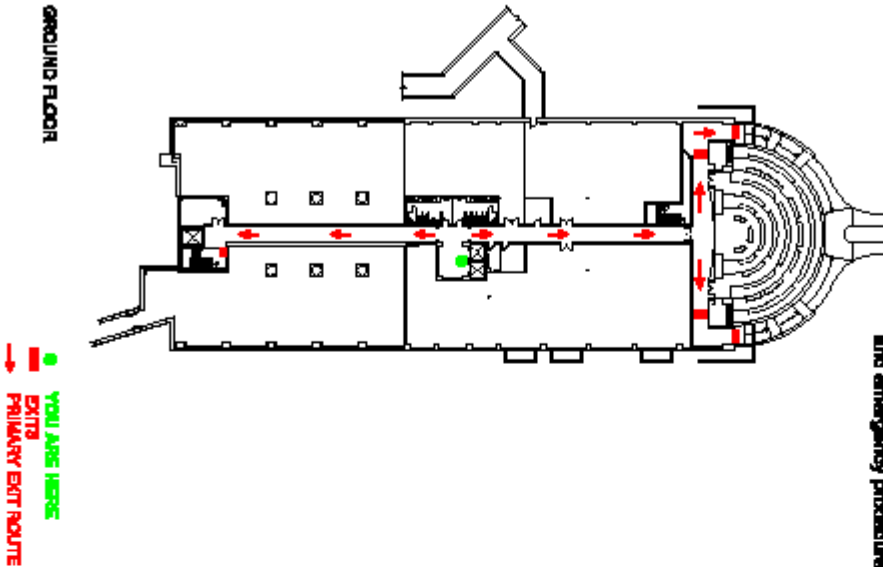
when to return to work.

- 13.2 The Building Emergency Coordinator, CHS Dean, and UK Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work. Environmental Health and Safety will coordinate the mitigation of any spill and notification to governmental agencies.
- 13.3 The Building Emergency Coordinator and/or the CHS Dean will participate in any post-incident critique regarding the emergency.
- 13.4 The Building Emergency Coordinator will contact the University's Risk Management Office at 257-6214 regarding any property damage caused by the incident. The Building Emergency Coordinator will also contact Physical Plant Delta Room at 257-2830 regarding any repairs needed from damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 13.5 The CHS Dean will direct that a report be prepared after implementing this plan. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the UK Office of Emergency Management, 520 Oldham Ct., Lexington, Kentucky 40502. Updates and plan changes will be made as needed and building occupants will be provided with a revised plan.

## Appendix A: Building Evacuation Plans/Routes

### WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and the emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



#### PERSON DISCOVERING FIRE SHALL

- R** - remain, if possible, until the emergency personnel arrive. Notify the fire department.
  - A** - activate the fire alarm system: DIAL 911 as soon as possible and report the incident.
  - C** - confine the fire by closing doors as you leave the building.
  - E** - evacuate the building and report the situation to the fire department or police.
- NOTE:** you are not required to distinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

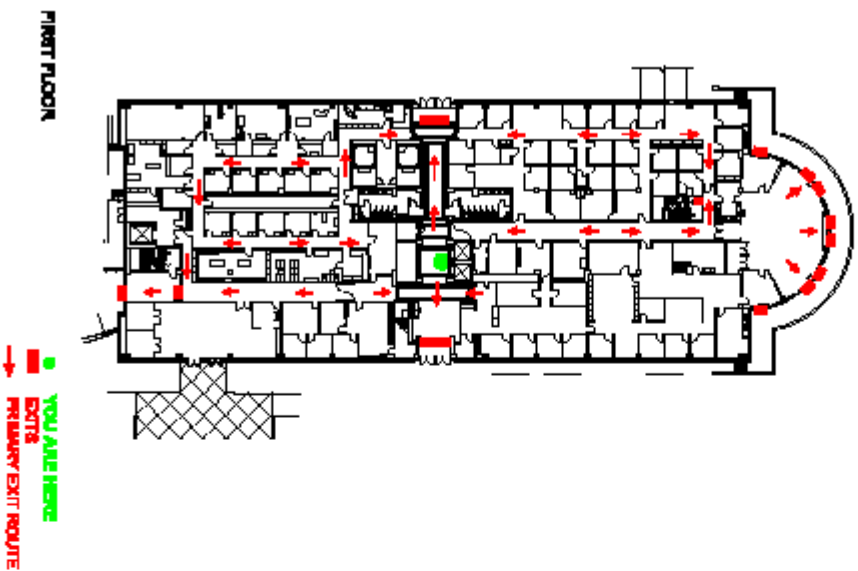
#### For Any Emergency-Dial 911

##### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit signs. Never use an elevator. Close the door as you leave the room.
- **CRUISE,** should you get caught in traffic, if necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

# WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of the building and the emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



## PERSON DISCOVERING FIRE SHALL

- R** - **REPORT**, if possible without endangering yourself, activate the fire alarm system: **REPORT** under an unknown area, especially if unable to verify.
  - A** - **ALERT** individuals the fire alarm system: **DIAL 911** as soon as possible and report the incident.
  - C** - **CONFINE** the fire by closing doors as you leave the building.
  - E** - **EVACUATE** the building and report the situation to the fire arriving fireman or police.
- NOTE:** you are not required to **SEARCH** with a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

## For Any Emergency-Dial 911

### WHEN THE FIRE ALARM SOUNDS

- **FREE THE DOOR.** A "You had to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRASH!** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit-stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until the officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

# WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of the building and how emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



SECOND FLOOR

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE

## PERSON DISCOVERING FIRE SHALL

- R:** remain, if possible without endangering yourself, anyone in immediate danger. NEVER enter an unknown area, especially if smoke is visible.
  - A:** activate the fire alarm system: DIAL 911 as soon as possible and report the incident.
  - C:** confine the fire by closing doors as you leave the building.
  - E:** evacuate the building and report the situation to the Fire Services/Person or police.
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the fire/smoke does not present a personal safety hazard.

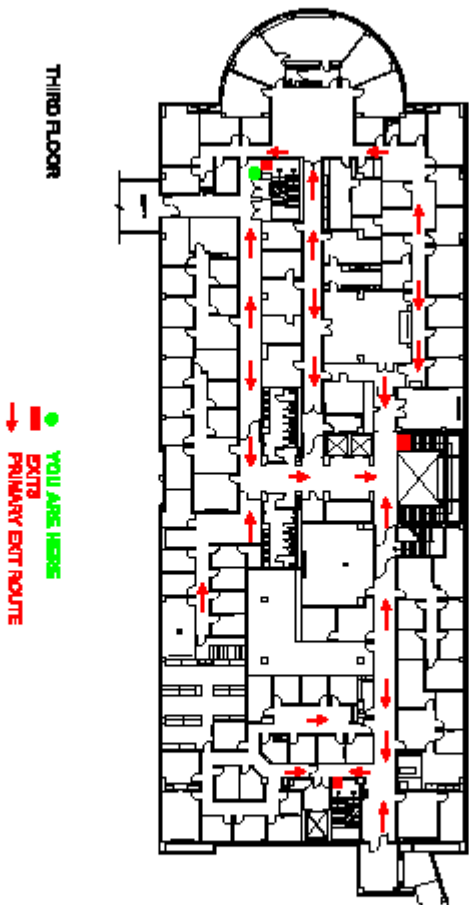
## For Any Emergency-Dial 911

## WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "no hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit signs. Never use an elevator. Close the door as you leave the room.
- **CRASH!** should you get caught in smoke, if necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of the condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

## WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of the building and how emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



### PERSON DISCOVERING FIRE SHALL

- R- RINGS.** If possible without endangering yourself, anyone in immediate danger, NOTIFY under an extension cord, especially if smoke is visible.
  - A- activate the fire alarm system: DIAL 911** as soon as possible and report the incident.
  - C- evacuate the fire by leaving doors as you leave the building.**
  - E- evacuate the building and report the situation to the fire services person or police.**
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the fire does not present a personal safety hazard.

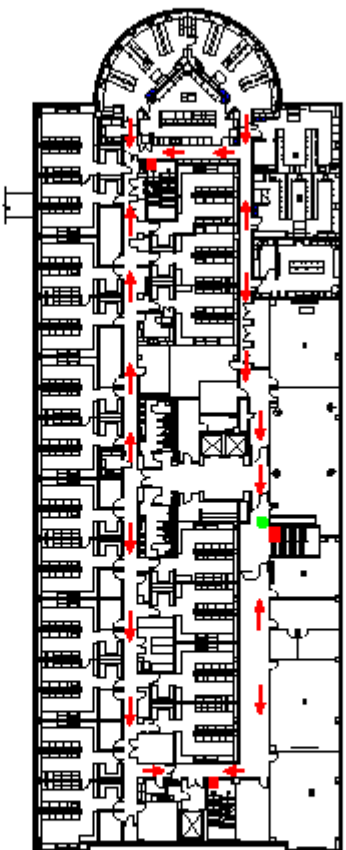
**For Any Emergency-Dial 911**

### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE ROOM.** A "no hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit signs. Never use an elevator. Close the door as you leave the room.
- **CRASH!** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of the condition.
- **NEVER RE-ENTER THE BUILDING** until the official gives the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

## WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of the building and late emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



### PERSON DISCOVERING FIRE SHALL

- R** - remain, if possible without endangering yourself, attempt to (contain/stop) danger. NEVER enter an unknown area, especially if smoke is visible.
  - A** - activate the fire alarm system : **DIAL 911** as soon as possible and report the incident.
  - C** - activate the fire by sounding device so you leave the building.
  - E** - evacuate the building and report the situation to the fire arriving (fireman or police).
- NOTE:** you are not required to dial 911 in a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

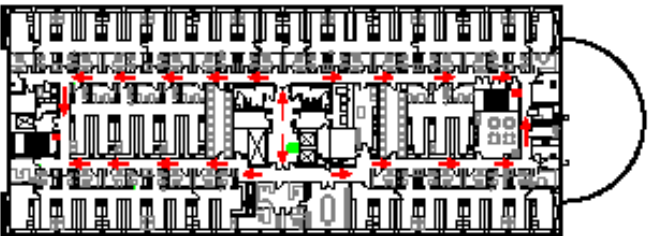
**For Any Emergency-Dial 911**

### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "hot but so touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit doors. Never use an elevator. Close the door as you leave the room.
- **CRANK,** should you get caught in smoke, if necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of the condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

## WETHINGTON ALLIED HEALTH Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



● YOU ARE HERE  
■ EXITS  
→ PRIMARY EXIT ROUTE  
→ SECONDARY EXIT ROUTE

### PERSON DISCOVERING FIRE SHALL

- 1.** Notify, if possible without endangering yourself, someone in immediate vicinity.
  - 2.** Notify the fire alarm system, especially if unable to notify.
  - 3.** Notify the fire alarm system: DIAL 911 as soon as possible and report the location.
  - 4.** Warn the fire by shouting "Fire" as you leave the building.
  - 5.** Warn the fire by shouting "Down on your hands" as you leave the building.
  - 6.** Activate the building and report the situation to the fire-fighting personnel.
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and if you do you are not required to try if you have been trained and the situation does not present a personal safety hazard.

### For Any Emergency-Dial 911

#### WHEN THE FIRE ALARM SOUNDS

- **FRM. THE DOOR.** A "Do not touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Travel all stairs as a fire emergency. Always use the exit door. Never use an elevator. Close the door as you leave the room.
- **DISABLE** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** in the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until the officials give the approval.
- **REPORT** anyone causing a fire alarm to the emergency responding personnel.

## **Appendix B: Severe Weather Locations**

The basement is the primary severe weather shelter in this (Wethington) building. Secondary is the Men and Women Restrooms. All Interior hallways with doors closed may be used. All windowless stairwells on floors 4, 3, 2, and 1 may also be used. Occupants on Floor 5 should go to lower floor shelters and to the basement, if time permits. *(From the UK Campus Stormready Project)*

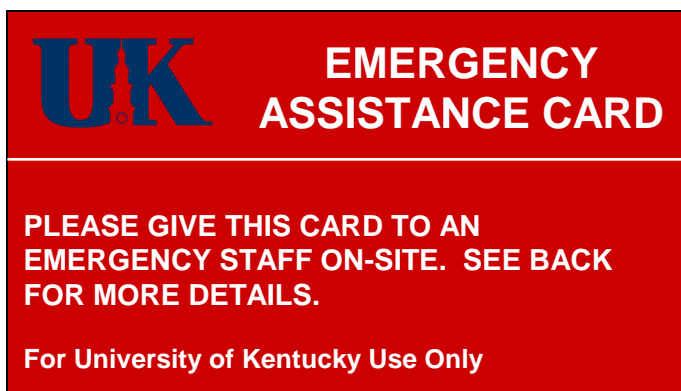
Severe Weather locations are marked by green “Severe Weather Shelter” signs.

**Appendix C**  
**Procedures for Providing Assistance to Mobility Impaired Individuals**

## University of Kentucky Emergency Assistance Card Program

At some point in time almost everyone needs assistance in some way. Not everyone with a disability will require assistance during an emergency. Evaluate your situation and determine your own needs. It is the responsibility of each person to ask for help when needed.

**Evacuation for persons with disabilities** -- Appropriate evacuation procedures should be **prearranged** between the persons with disabilities and the people assigned to assist them. The University has developed an Emergency Assistance Card program that is available upon request. This card can be carried by individuals with disabilities and presented to a co-worker, friend or faculty, who in turn will give it to the emergency team on site. For more information about the card or to receive a card, contact the University Equal Opportunity Office or UK Disability Resource Center.



*(front side of card)*

As a result of a disability, I am unable to evacuate the building and **will require your assistance** during this emergency. I have given this card to the person presenting it to you.

Wheelchair User     Oxygen User     Other

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Assistance Required: \_\_\_\_\_

*(back side of card)*

Individuals with unobservable disabilities or impairments may or may not self-identify before an emergency. Such conditions may include arthritis, a cardiac condition, chronic back problems, asthma, a learning disability, etc. These persons may need additional help during emergency situations. Request that all persons who feel they may need special assistance notify appropriate key departmental persons so that arrangements can be made in advance to meet their needs.

### **GENERAL GUIDELINES**

- It is University Policy that all occupants must evacuate the building when the fire alarm is activated. The only exceptions to the Policy are patient related areas such as the Hospital where special procedures have been developed.
- All exit stairwells are fire rated and are protected by self-closing/self-latching doors. These are the safest areas during an emergency. Physically impaired persons are advised to proceed to them immediately.
  - Corridors leading to the exit stairwells must be maintained clear and unobstructed at all times.
  - If there is no imminent danger and there are no special problems evacuating the person, place the individual into or next to the stairwell. Rescue personnel are instructed to check all exit corridors and exit stairwells first for any stranded persons.
  - No one should attempt to use an elevator to evacuate during an emergency. Use the stairs instead.

### **SPECIFIC RECOMMENDATIONS**

- **Visually Impaired Persons**
  - Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
  - As you walk, tell the person where you are and where obstacles are located.

- When you reach safety, orient the person to the location and ask if further assistance is needed.
- **Hearing Impaired Persons**
  - Some campus buildings are equipped with audible fire alarms which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:
    - Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")
    - Turn the light switch on and off to gain their attention and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.
- **Persons Using Crutches, Canes, or Walkers**
  - In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.
- **People Who Use Wheelchairs (Non-ambulatory)**
  - Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.
  - If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.
  - Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from the wheel chair.
- Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.

Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure the foot rests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

For more information about this program or to obtain a card, please contact Jake Karnes, Disability Resource Center, at 257-2754; Patty Bender, Office of Institutional Equity, at 257-8927; or Christy Giles, Office of Emergency Management, at 257-3815.

## Appendix D Use of Remote Command Center (RCC) Public Address System

### Personnel:

Personnel designated to use RCC Public Address system to announce Building Emergencies include:

Sharon Stewart – Building Emergency Coordinator  
Vicki-Riddell Peavler – Assistant Building Emergency Coordinator  
Charlotte Peterson – Assistant Building Emergency Coordinator  
Lori Gonzalez – College of Health Sciences Dean  
Kevin Dean – CHS Staff  
Keturah Taylor-Washington – CHS Staff  
Marie Poole – CHS Staff

### Training:

Training in use of the Public Address System is provided by the Fire Marshall and/or designated personnel. Instructions posted on the RCC include 1) general instructions for RCC use, and 2) announcement scripts. General instructions are as follows:

#### Instructions for Emergency Announcements

1. Obtain Key to Remote Command Center
  - Key #2 from master key box on the wall in the Dean's file room (CTW 123B),or
  - Key #3 from Sharon Stewart's center desk drawer in her office (CTW 123E)
2. Open glass cover to the Remote Command Center located at the Rose Street entrance to CTW. The Center is between the two sets of doors on the left as you exit the building.
3. Lift the lever and hold it until the red light appears next to the levers to activate the sound system
  - Select the lever for the entire building, or
  - Select levers for individual floors, as needed
4. Remove the announcement script from the plastic sleeve attached to the Remote Command Center
5. Remove the microphone and press the button on the side of the microphone
6. Wait for the system to beep
7. Holding the button down, make the announcement per the instruction script
8. Return the microphone and lock the case
9. Take necessary emergency action
10. Once the emergency is over, return the key to its proper place

**Announcements:** Announcements made over the PA system will be made using the following scripts.

<b>Fire</b>	<i>No announcement. The existing fire alarm system will notify all building occupants that a fire emergency exists.</i>
<b>Thunderstorm</b>	<i>No announcement.</i>
<b>Tornado Watch</b>	“Attention all building occupants. The National Weather Service has issued a tornado watch for this area. Building occupants should take no steps other than to ensure they are prepared if conditions deteriorate.”
<b>Tornado Warning</b>	“Attention all building occupants. The National Weather Service has issued a Tornado Warning for this area. Please move to the nearest Severe Weather Shelter area immediately. Shelters are designated by the green severe weather shelter signs. The basement is the primary severe weather shelter in the building. Please close office and hall doors behind you. Occupants on 5 <sup>th</sup> Floor should take the stairs to lower floor shelters and to the basement.”
<b>Earthquake</b>	“Attention all building occupants. An earthquake has just occurred. All building occupants should immediately and calmly evacuate the building.

Do NOT use the elevators. Once outside, please congregate at our designated assembly area across Rose Street. Remain there for roll call and further instructions”

## **Hazardous Materials**

*The speaker will announce the strategy designated by the local government for this emergency as follows:*

### ▪ **Shelter in Place -**

“Attention all building occupants. There has been a hazardous material spill in [*name place*]. At this time, local authorities have instructed us to SHELTER IN PLACE. All building occupants should remain in the building until further notice is given. Additionally, you should close all windows and doors and assist any individual with a physical disability.”

### ▪ **Evacuation -**

“Attention all building occupants. There has been a hazardous material spill in [*place*]. At this time, local authorities have instructed us to evacuate the building. Do NOT use elevators.” (*to be followed by one of the following*)

▪ **Option A:** “All building occupants should immediately and calmly leave the building and walk to the designated assembly area across Rose Street. Please remain there for roll call and to receive further instructions.”

▪ **Option B:** “All building occupants should immediately and calmly leave the building and then walk or drive away from the area using the travel directions as given (if available, say travel directions and/or have leaders at exits to direct.)”

## **Chemical**

*If the emergency is contained or localized, there will be no public announcement. If the decision is to evacuate the building, the speaker will say:*

“Attention all building occupants. There is a chemical emergency in the area. At this time, we have been instructed to evacuate the building. Do NOT use elevators. All building occupants should immediately and calmly leave the building and walk to the designated assembly area across Rose Street. Please remain there for roll call and to receive further instructions.”

## **Utility Interruption**

*There is no announcement unless a decision is made to discontinue work in the building. If such a decision is made, the speaker will say:*

“Attention all building occupants - we are currently experiencing an interruption in [*utility*] service to the building. It is estimated that this service disruption will continue for [*time*]. At this time, all work and classes in the building should be discontinued and all building occupants should leave for the remainder of the day.”

## **Explosion**

“Attention all building occupants. We are currently experiencing a building emergency. Everyone should immediately and calmly evacuate. Do NOT use elevators. Once outside the building, please gather at the designated assembly area across Rose Street. Once there, please remain for roll call and to receive further instructions.”

## **Gunfire**

“Attention, Attention. Lockdown. Lockdown. Lockdown.”

## **Physical Threat**

“Attention, Attention. Lockdown. Lockdown. Lockdown.”

**Toxic or Irritant Gas**

“Attention all building occupants. We are currently experiencing a building emergency. All occupants should immediately and calmly evacuate. Do NOT use elevators. Once outside the building, please gather at the designated assembly area across Rose Street. Once there, please remain for roll call and to receive further instructions.”

**Hostage Situation**

“Attention, Attention. Lockdown. Lockdown. Lockdown.”

**Bomb Threat**

“Attention all building occupants. We are currently experiencing a building emergency. All occupants should immediately and calmly evacuate. Do NOT use elevators. Once outside the building, please gather at the designated assembly area across Rose Street. Once there, please remain for roll call and to receive further instructions.”

**Medical**

*No announcement*

**Appendix E**  
**Bomb Threat Caller Checklist**

**BOMB THREAT CHECKLIST**

**Telephone Procedures**

INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.

Name of Operator \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_

Caller's Identity:

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Approximate age \_\_\_\_\_  
in years

Origin of Call: (Check Caller ID)

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal \_\_\_\_\_

Write the number here \_\_\_\_\_

**Voice Characteristics Speech Language**

\_\_\_\_\_ Loud \_\_\_\_\_ Soft \_\_\_\_\_ Fast \_\_\_\_\_ Slow \_\_\_\_\_ Excellent \_\_\_\_\_ Good  
\_\_\_\_\_ High Pitch \_\_\_\_\_ Deep \_\_\_\_\_ Distinct \_\_\_\_\_ Distorted \_\_\_\_\_ Fair \_\_\_\_\_ Poor  
\_\_\_\_\_ Raspy \_\_\_\_\_ Pleasant \_\_\_\_\_ Stutter \_\_\_\_\_ Nasal \_\_\_\_\_ Foul \_\_\_\_\_  
\_\_\_\_\_ Intoxicated \_\_\_\_\_ Slurred \_\_\_\_\_ Lisp Other

Other \_\_\_\_\_

Other \_\_\_\_\_

**Accent Manner Background Noises**

\_\_\_\_\_ Local \_\_\_\_\_ Not Local \_\_\_\_\_ Calm \_\_\_\_\_ Angry \_\_\_\_\_ Mixed \_\_\_\_\_ Airplanes  
\_\_\_\_\_ Foreign \_\_\_\_\_ Region \_\_\_\_\_ Rational \_\_\_\_\_ Irrational \_\_\_\_\_ Bedlam \_\_\_\_\_ Animals  
\_\_\_\_\_ Race \_\_\_\_\_ Other \_\_\_\_\_ Coherent \_\_\_\_\_ Incoherent \_\_\_\_\_ Trains \_\_\_\_\_ Voices  
\_\_\_\_\_ Deliberate \_\_\_\_\_ Emotional \_\_\_\_\_ Music \_\_\_\_\_ Quiet  
\_\_\_\_\_ Righteous \_\_\_\_\_ Laughing \_\_\_\_\_ Factory Machines  
\_\_\_\_\_ Street Traffic  
\_\_\_\_\_ Party Atmosphere  
\_\_\_\_\_ Office Machines

**BOMB FACTS**

Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:

**When will it go off? Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_**

**Where is it located? Building \_\_\_\_\_ Floor/Office/Area \_\_\_\_\_**

**What kind of bomb? \_\_\_\_\_**

**How do you know so much about the bomb? \_\_\_\_\_**

**Where are you now? \_\_\_\_\_**

**What is your name and address? \_\_\_\_\_**

If the building is occupied, inform the caller that detonation could cause injury or death.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

**Did the caller appear familiar with the building by his description of the bomb location? \_\_\_\_\_**

**ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL**

**NOTIFY THE UNIVERSITY POLICE, EXT 911 or 257-1616**

**NOTIFY YOUR IMMEDIATE SUPERVISOR.**

**Talk to no one -- other than instructed by your supervisor or the Police.**

3/30/2005 (abj)

## Appendix F For More Information

Additional information concerning emergency procedures may be obtained from a variety of sources. Some useful links include the following:

<http://www.champlain.edu/hr/safety.php>

Specific information regarding safety protocols for Champlain College. Details regarding bomb threats and disruptive individuals are especially helpful.

<http://www.uky.edu/EM>

The UK Office of Emergency Management contains a quick 'response guide' for addressing many of the emergencies contained in this document

<http://ehs.uky.edu/>

The UK Environmental Health & Safety site contains important information including links to UK Biosafety, Environmental Management, Occupational Health and Safety, Radiation Safety, and the University Fire Marshall.

<http://ehs.uky.edu/ohs>

Contains specific information regarding laboratory safety procedures