

**KCTCS SYSTEM OFFICE
EMPLOYEE EMERGENCY PROCEDURES**

EMERGENCY ALERT NUMBER----- Bldg. Supt. – x 6-3269
IF NO ANSWER PLEASE CALL----- x 6-3100
VERSAILLES / WOODFORD FIRE / EMS----- 911
VERSAILLES POLICE DEPARTMENT----- (859)873-3126
VERSAILLES FIRE DEPARTMENT ----- (859)873-1199
WOODFORD COUNTY EMS ----- (859)873-8161

In the event you encounter one of the situations described below please follow the directions as described if possible. In other emergency situations, specific instructions will be given over the building public address system.

FIRE:

- Alert others about the incident by shouting to those in your immediate area.
- Pull a fire alarm pull station in the event of an obvious immediate danger

BUILDING EVACUATION:

- If the fire alarm sounds and the strobe lights flash, evacuate the building immediately.
- Evacuate by the nearest exit as indicated on the attached emergency egress plan.
- Remain calm and assist others as needed.
- Disabled persons will be assisted by Emergency Response Team (ERT) members.
- Do not attempt to return to your work station.
- Move out and away from the building to a safe assembly area as far away from the building as possible.
- Be on the alert for incoming emergency vehicles as you are evacuating the building.
- Do not leave the safe assembly area until the all clear is announced.
- Stay with your departmental group for a head count by an ERT member or safety officer.

MEDICAL EMERGENCY OR ACCIDENT:

If illness or injury occurs in your area:

- Keep calm, don't panic.
- Assess the situation.
- Render whatever aid you can, moving the patient as little as possible.
- Send someone to notify nearest supervisor or director.
- Have someone notify Building Supervisor @ 63269
- If necessary, call 911 and explain the problem. Be as specific as possible and give the exact location of the individual(s) needing help. Stay on the phone if requested.
- Send someone to meet emergency personnel.

SEVERE WEATHER:

- If you receive an announcement to seek shelter, please evacuate to the interior hallway adjacent to the Wellness Center.
- The KCTCS Facilities Management Office monitors weather conditions and any information that could pose a threat will be communicated to staff.

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EARTHQUAKE:

- Keep calm. Don't run or panic. Stay where you are.
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.
- Do not attempt to leave the building unless instructed by emergency personnel.
- If outside, stay in the open away from buildings and utility wires.
- Do not use candles, matches or other open flames.
- Prepare for an after shock of equal intensity in more cases.

BOMB OR OTHER SECURITY THREATS:

- If you receive a threat by telephone, try to obtain as much information from the caller as possible.
- Immediately report the threat to your supervisor and to the Building Superintendent at x63269.
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions.
- Report anything unusual or out of place in your area to your supervisor and the Building Superintendent at x63269. Do not disturb the item.
- **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 and leave the building to a safe assembly area as far from the building as possible.**

WORKPLACE VIOLENCE:

- KCTCS does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately.
- This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur to one's supervisor.
- All threatening incidents will be investigated and documented in personnel files.
- Call the Building Superintendent at x63269 or Versailles Emergency Services at 911 if assistance is needed.