

# **SAFETY MANUAL**

## **CRISIS MANAGEMENT PLAN POLICIES AND PROCEDURES**

### **BIG SANDY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

BSCTC Environmental Health and Safety Committee  
Last Revision: Fall 2008

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The Big Sandy Community and Technical College System is committed to a policy of providing educational activity employment opportunities to all qualified individuals regardless of economic or social status, and will not discriminate nor deny services on the basis of race, color, religion, marital status, age, national origin, sex, or disability.

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Questions concerning compliance with regulations may be directed to the Kentucky Community and Technical College System's Affirmative Action Office, Frankfort, KY, or to the Director of the Office of Civil Rights, Philadelphia, PA.

Programs available include Business Technology with the following options: Accounting, Management, Hospitality Management, Information Systems, Real Estate and Office Systems; Dental Hygiene/Dental Assisting Integrated Program; Human Services; Nursing; Respiratory Care; Hospitality Management, and Law Enforcement Technology.

Questions about admission to Big Sandy Community and Technical College should be directed to the Admissions Office at the Prestonsburg Campus.

The Big Sandy Community and Technical College System is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone No. 404-679-4501)

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## I. INTRODUCTION

The **Environmental Health and Safety Committee** welcomes you to Big Sandy Community and Technical College. We have designed this safety manual to aid you in accident and emergency situations, to familiarize you with the proper evacuation of the buildings, and to inform you of safety policies and procedures in effect at Big Sandy Community and Technical College.

This booklet contains specific safety policies and procedures for all four of our campuses.

We hope your stay with us is a safe and happy one. We appreciate your assistance and cooperation with all policies and procedures presented in this booklet.

## II. GENERAL POLICIES FOR ALL SITES AND BUILDINGS

### A. SMOKING POLICY

Pursuant to Kentucky Administrative Regulations, this policy concerning smoking at all campus buildings is issued. **ALL buildings are Non-Smoking facilities.** Non-smoking means that the use of cigars, cigarettes, and pipe smoking is prohibited inside the buildings and on the outside stairway of the Pike Center. The use of **chewing tobacco products within these areas is also prohibited.**

Employees, students, and visitors to the buildings are asked to note that receptacles for discarding smoking waste (cigarette butts, wrappings, etc.) are in place in these areas for their use and convenience and for maintaining the pleasant appearance of the buildings.

Except for the areas noted above, the entire buildings are non-smoking areas. This includes, but is not limited to the following: entrance foyers, hallways, restrooms, offices, conference rooms, libraries, stairwells, closets and storage areas, heating/cooling facilities rooms, and the elevators.

Smokers may smoke outside the designated **ground floor entrances** to buildings.

### B. EATING AND DRINKING IN CLASSROOMS

**Eating and drinking in classrooms is prohibited.** This is a safety and health concern. Food left in the area increases the chances of insects and rodents. It also poses a potential safety hazard if drinks are spilled.

It will be the responsibility of the instructor to see that spills which occur during your classes are cleaned up before the next class arrives.

The college does have a policy of **no eating and drinking** in classrooms with carpeted floors. Signs are posted in all classrooms pertaining to these policies.

### C. HOLIDAY DECORATIONS POLICY

The holiday season is a very special and happy time of year, but it is also a season that can bring many serious unsuspecting hazards to the College.

1. All decorations, **including Christmas trees**, need to be **artificial** and UL listed as being non-combustible.
2. Decorations **shall** be arranged in a manner as **not to obstruct** exits, emergency lighting, or corridors.
3. **Do not** use an open flame such as a candle. Smoking is **not** permitted around outside decorations.
4. **All** decorations in campus buildings **shall be removed** prior to the holiday vacation.

### D. SEIZURES

Seizures are a result of sudden excessive discharges from cerebral neurons. All of the brain or parts of the brain may be involved in a seizure and are usually sudden. Often a memory loss occurs during the convulsive episode and may follow for a short period thereafter. During a seizure the victim is at risk for hypoxia, vomiting, and pulmonary aspiration. The overall goal for the victim experiencing a seizure is to **prevent injury to the victim and provide physical as well as psychological support.**

#### 1. Assessment Factors

A major responsibility is to **observe** and **record** the sequence of events and symptoms. These observations should be noted **before** and **during** a seizure.

- a. Description of the circumstances before the attack. Visual, auditory, olfactory, or Tactile Stimuli, emotional or psychic disturbances and hyperventilation. **NOTE: Only if you observe prior to seizure.**
- b. The first thing a victim does in an attack (i.e. notice where jerking or stiffness begins and the position of the eyes and head at the beginning of the attack).
- c. Type of movements of the part or parts involved, as well as other parts of the body.

- d. If possible, note size of the pupils (constricted or dilated). Were the eyes open or did the eyes and head turn to one side?
- e. Note if any lip smacking or repeated swallowing occurs
- f. Incontinent of urine and stool.
- g. Duration of seizure.
- h. If unconscious, note duration.
- i. Note any weakness or paralysis of limbs following a seizure.
- j. Note if unable to speak or if confused after seizure.

## 2. Management during a Seizure

- a. Provide **privacy and protect** the victim from **curious onlookers!**
- b. Ease the victim to the floor, if enough time or warning.
- c. Protect the head with a pad to prevent injury (striking a hard surface).
- d. Loosen constrictive clothing.
- e. Push aside any furniture victim may strike during seizure.
- f. **Do not attempt** to restrain during a seizure.
- g. If possible, place victim on side with head flexed **FORWARD**. This will permit the tongue to fall forward and facilitate drainage of saliva and mucus.
- h. Following a seizure, keep victim on side to prevent aspiration and make sure airway is not blocked.
- i. There is usually a period of confusion following a seizure-- remain calm and speak to the victim in a calm manner-- reassure victim he/she is going to be fine.

## 3. **Major Facts to Remember**

- a. **Never Leave The Victim Alone**--designate a person to contact emergency personnel such as Ron Carter, Coordinator for Environmental Health & Safety or Supervisor of Maintenance Operations. Either of these individuals may be contacted who will in turn contact the appropriate medical emergency personnel.

- b. Provide privacy.
- c. Lower victim to the floor and assure space is free of furniture or objects which may cause injury.
- d. Keep fingers out of the victim's mouth.
- e. Keep victim's head to side--**DO NOT FORCE HEAD TO THE SIDE.**
- f. **Do not restrain** in any manner.
- g. Note time seizure began and ended and type of movement and extremities involved.

## E. **LABORATORY SAFETY: CHEMICAL HYGIENE AND HAZARDOUS MATERIALS PROGRAMS**

Big Sandy Community and Technical College has developed its Laboratory Safety and Chemical Hygiene Plan according to the safety guidelines and policies set forth in the KCTCS Laboratory Safety Manual and Chemical Hygiene Plan. BSCTC's Chemical Hygiene Plan includes standard operating procedures toward personal and professional chemical safety policies; The Plan includes policy and procedures for the storage and disposal of hazardous materials and for training of employees who may be exposed to hazardous chemicals. BSCTC's program is coordinated through the office of the Dean of Business Affairs and is under the immediate supervision of the Safety Officer with cooperation and direction from the Chemical Hygiene Officer and the Environmental Health and Safety Committee.

### 1. **Employee Training**

As new employees are placed on the payroll at BSCTC, they **must** complete a Material Safety and Data Sheet (MSDS) training program concerning hazardous materials. **All** employees are mandated to complete this program which must be offered at least once annually. The program is monitored by the Hazardous Materials Coordinator and consists of:

- A training Film
- Question/Discussion session
- Post Test
- Completion of record of attendance and verification of Understanding

Diploma and/or associate degree programs such as the Automotive Technology Program, Diesel Technology, Cosmetology, Auto Body, Nursing, Welding, HVAC, Carpentry, Social Work Program and any others that expose students or employees to potentially hazardous materials in the classroom or training environment must also require their students to complete this training prior to going to work and/or working in the classroom

environment. The students may receive this training by either taking a specialized training course known as S/P2 online or by attending a training session for all new employees on site by KCTCS Safety Trainers. They are tested on this material and then a record of their Safety Certification is maintained by the Program Coordinator as well as the Coordinator for Environmental health & Safety. Each individual program may have safety program requirements specific to that vocation that may exceed but cannot be less than BSCTC Safety Policy.

## 2. Hazardous Materials Storage

All chemical storage areas are to be secured behind locked doors. All chemical storage areas (primarily biology and chemistry) should remain locked at all times when not in use. **No one** is allowed access to these areas without the appropriate authorized personnel (Lab Instructor or designees). Hazardous waste materials are stored behind locked doors and beneath the chemical stockroom hood in room C225 on the Prestonsburg Campus or in other designated, well ventilated rooms. Disposal of waste materials is coordinated by the KCTCS Environmental Safety Office.

## 3. Receiving Hazardous Materials

All hazardous chemicals received by BSCTC must contain a MSDS (Manufactures Safety Data Form). When this sheet is absent, the company distributing the material is notified and asked to forward the MSDS form.

The MSDS form contains the following information:

- Material Identification
- Ingredients and Hazards
- Physical Data
- Fire and Explosive Data
- Reactivity Data
- Health Hazard Form
- Spill, Leak, and Disposal Procedures
- Special Protection Information

The individual requesting and receiving the material is responsible for the **storage and labeling** of the material and maintaining the MSDS form. A complete set of MSDS forms for the institution are kept in the Coordinator of Environmental Health & Safety Office.

## 4. Identification of Hazardous Materials

In all areas where hazardous materials are used or stored there is hazardous material identification guides posted that show the chemicals and their labeling format. All materials are labeled (1-4)

& (A-Z) which exhibit the hazards of their contents. These areas must also contain the MSDS form for each item.

#### 5. Hazardous Materials Spill

During any chemistry or lab type class, the use of chemicals is always a hazard. If a chemical spill were to occur, the following steps will be taken:

- a. If a hazardous chemical spill does occur in a lab, immediately evacuate all students from the class or lab. Instruct one of the students Director who will notify emergency services if needed.
- b. If a student or faculty member comes in contact with a possibly hazardous substance, irrigate that body area with water for 15 minutes unless otherwise instructed by a chemical specialist or by the Material Safety Data Sheet.
- c. The laboratory instructor will immediately try to identify the chemical, which was spilled. If during the identification process, any eye irritation, burning lungs, or other symptoms of chemical exposure are experienced, immediately exit the area.
- d. If the spilled chemical can be cleaned up safely, the instructor will proceed to do so. If the chemical is not safe to clean up without special protection and procedures, the instructor will also evacuate the area.
- e. The instructor will notify the Safety Officer or Campus Coordinator of the situation and that person will contact the emergency services if needed.
- f. **(If Necessary)** Evacuate the students from the building and await the authorities to arrive.
- g. **Once** authorities arrive, follow their instructions.
- h. Each room which contains potentially hazardous materials will have a sign posted outside the door indicating contact personnel in the event of a hazardous material spill. One of these contact people, a Maintenance and Operations' staff member, or the switchboard operator **must** be notified of the spill.

#### F. EXPOSURE CONTROL PLAN

A final standard to restrict exposure to blood borne pathogens was issued by the Occupational Safety and Health Administration (OSHA) on

February 6, 1992, and it became effective on March 6, 1992. The purpose of this standard is to limit occupational exposure to blood and infectious materials.

Therefore, an Exposure Control Plan was developed by Big Sandy Community and Technical College to comply with this standard. It is designed to eliminate or minimize employee exposure to infectious materials.

The following job classifications at Big Sandy Community and Technical College have occupational exposure with blood or other potentially infectious materials that may result from the performance of their duties:

1. Coordinator of Nursing
2. Nursing Faculty
3. Nursing Lab Coordinator and Staff
4. Coordinator and Staff of the Dental Hygiene/Dental Assisting Program
5. Maintenance and Operations Personnel

A copy of the Big Sandy Community and Technical College Exposure Control Plan may be obtained from the Chair (Exposure Control Plan Coordinator) or the Environmental Health & Safety Officer.

1. **Hepatitis B Vaccination**

Big Sandy Community and Technical College provides the Hepatitis B vaccination series for all employees with exposure risk (as designated above) at no cost, within ten (10) days of assignment. After receiving a full explanation of the associated benefits and risks, those employees choosing not to receive the vaccine must sign a declination form. Employees have the right to receive a vaccination at a later date if they choose to do so.

2. **Information and Training**

The Exposure Control Plan Coordinator and/or Coordinator for Environmental Health & Safety provides, on an annual basis, a training session for all employees who have occupational exposure. This training occurs in August prior to the start of the academic year. The training includes the following:

- a. Explanation of the regulations
- b. Explanation of the epidemiology and symptoms of blood-borne diseases
- c. Modes of transmission
- d. Methods to reduce exposure
- e. Information on the Hepatitis B vaccine
- f. Procedures to follow if exposure occurs

- g. Explanation of the signs and labels and/or color-coding required. This training is documented and includes the date, names, and qualifications of participants and the name and qualifications of the trainer. Records are maintained by the Exposure Control Plan Coordinator and/or the Environmental Health & Safety Officer.

### **Airborne or Food Borne Illness**

In the event that a food borne or airborne illness is suspected to have broken out in your school, immediately do the following:

1. All students and teachers should be given emergency medical help if symptoms are severe. In this instance, the Safety Officer or Campus Coordinator (or other responding person) will call 911. If symptoms are not severe but there is a chance of a widespread airborne or food borne illness, call a local hospital or emergency services for an opinion, and act accordingly. When calling 911, make sure to give these important details:
  - a. Name of caller
  - b. Location and address of problem site
  - c. Number of victims
  - d. What the symptoms are
  - e. Suspected cause of illness
  - f. Telephone # at the scene

After calling 911 or the local hospital, react accordingly to all recommendations.

## **G. INCLEMENT WEATHER POLICY**

### **Big Sandy Community and Technical College Snow Schedule – Winter**

1. Unusual situations such as severe weather may require that BSCTC delay or cancel classes or close the institution. Announcements regarding such delays, cancellations, or closings will be posted on the college website [www.bigsandy.kctcs.edu](http://www.bigsandy.kctcs.edu), on the college's main toll-free number 1-888-641-4132, and announced through selected local media, area radio stations, and Hazard (WYMT-TV) and Huntington, WV (WSAZ) television stations. The announcement will also be posted to college e-mail and the College's website. Normally, any announcement pertaining to a change in the class/operating schedule will be in effect for all locations.

When an announcement is made that we are operating on the **SNOW SCHEDULE**, class work will begin at 10:00 a.m. with the classes normally in session at that time. When classes are on the **SNOW SCHEDULE** or when classes are **CANCELED**, exempt and non-exempt employees (excluding M&O and other identified essential personnel) have until 10:00 a.m. to report to work; otherwise, the employee must utilize vacation leave or make-up the work as mutually agreed with their supervisor. When an

announcement is made the college is **CLOSED**, only M&O and essential personnel are required to report to work. Non-essential personnel are not required to report to work when the college is **CLOSED**. For those who are required to complete a time sheet, **CLOSED** days should be reported as "EMC - Emergency Closing Day. If you have any questions regarding this policy, please contact your supervisor.

- (1) **REGULAR SCHEDULE**  
Classes as Scheduled
- (2) **SNOW SCHEDULE**  
Classes at all locations will begin at 10:00 a.m. with those classes normally in session at that time. Employees should report by 10:00 a.m. Employees not reporting by 10:00 a.m. must take vacation time or make up work as mutually agreed with their supervisor.
- (3) **CLASSES CANCELED-EMPLOYEES REPORT**  
Classes are canceled. Employees should report by 10:00 a.m. Employees not reporting by 10:00 a.m. must take vacation time or make up work as mutually agreed with their supervisor.
- (4) **CLOSED**  
All campuses are closed. Classes will not meet. Only M&O and essential personnel are required to report to work.  
The essential personnel on each campus are as follows:

|                            |                        |                  |
|----------------------------|------------------------|------------------|
| <u>Prestonsburg Campus</u> | <u>Mayo/Hager Hill</u> | <u>Pikeville</u> |
| Dr. George Edwards         | Keithen McKenzie       | Randy Roberts    |
| John Herald                | M & O                  | M&O              |
| M&O                        |                        |                  |

When campuses are closed, essential personnel and first shift maintenance and operations employees are to report to work at 8:00 a.m. Second shift maintenance and operations employees are to report to work at 10:00 a.m., unless notified by their immediate supervisor to report at a different time. The hours worked on a closing day by essential personnel and M&O employees may be flexed-off at a later date (within the subsequent six-week period). With supervisory approval, M&O employees may be permitted to leave after assignments are completed. Hours worked during a CLOSED day cannot be used to calculate overtime.

#### **EVENING CLASSES**

Decisions regarding evening class cancellations will be made by 4:00 p.m. if possible. Check the automated attendant recording, webpage, radio and television for updates.

**Note:** While various methods will be utilized to inform students and employees regarding any delays, cancellations, or closings. The most reliable and most accurate information will be through the college website, the college's e-mail, and the voice mail box (automated attendant) at each campus switchboard. If there is any question about the messages on the radio or TV stations, please check one of the aforementioned methods.

## **H. GENERAL EVACUATION PROCEDURES**

### **Responsibilities of All Facility Personnel**

All facility personnel must understand the correct emergency response and general evacuation procedures for their location. During an evacuation, all facility personnel must assist members of the public, visitors, and contractors to exit the facility premises.

### **Use of Evacuation Procedure**

The evacuation procedure can be used for a variety of events. All employees should be familiar with it.

- In the event of a fire, the fire alarm is to be activated immediately upon the discovery of smoke or flames.
- In the event of a bomb threat or other non-fire crisis, the evacuation order will be issued via the telephone intercom system and/or word of mouth.
- In the event of a bomb threat, the use of cell phones or radios for communications should be avoided.

### **Evacuation Procedures**

- Upon notification that an evacuation is in progress, all faculty, staff, students and visitors will immediately use the nearest emergency exit and proceed to their designated assembly locations a safe distance from the building.
- In the event of a bomb threat, designated emergency response personnel should survey exit ways and designated assembly areas for suspicious items before allowing evacuation through and / or to these areas.
- In the event of a fire, the designated emergency response personnel and / or designate stairwell monitors should check for heat and smoke along the evacuation route to ensure the exit is safe and assist in the movement of people.
- Occupants should be instructed to take personal items such as backpacks, purses, etc. with them as they evacuate the building. Do not return to offices to retrieve personal items.
- Do not use elevators during the evacuation. They will be used by the appropriate emergency response personnel to evacuate those with mobility problems.
- Designated emergency response staff will take roll calls at the assembly areas and report the results to the Director of Crisis Management.
- Visitors will remain with the staff member(s) they are seeing and their names will be reported in the roll call.
- The designated emergency response staff will report these roll call results to the Director of Crisis Management or his alternate. The Emergency Coordinator shall emphasize the names of the persons from his or her department who may still be in the building.

- All personnel will stay assembled by department until further instructions are received from their designated emergency response staff.

It is important to note that in some emergencies, employees must deviate from these instructions. Use common sense. For example, if smoke is present, employees need to begin evacuating even if the alarm has not been sounded.

### Summary of Employees' Duties

Following are the duties of employees during an evacuation of the facility:

- Designated emergency response personnel will oversee the evacuation of their own areas.
- Stairwell monitors will check for heat and smoke to ensure the exit is safe and assist in the movement of people. Every employee must be trained to assume the duties of the stairwell monitor.
- Department Searchers will only operate in pairs and will check for personnel who initially failed to hear the alarm. They will check for heat and smoke before opening any door.
- Disabled Employees: Assign at least two employees to assist in the event of an evacuation or any other emergency that may occur.

### Alternate Site Relocation Plan

If it is determined that your building cannot be reoccupied, arrangements will be made to resume operations at an alternate location as quickly as possible. Leased space will be procured under emergency procurement procedures and outfitted to accommodate KCTCS System Office functions. Individuals are responsible for their own actions in emergency situations. The following guidelines are intended to provide a coordinated set of procedures for persons at the College.

1. **What to do in Case of an Emergency—Fire**  
Immediately sound the fire alarm and call 911. Instructors and staff are responsible for directing students out of the building using the appropriate exits. Use fire extinguisher if appropriate. If the fire is too large, **do not attempt to extinguish.**
  - a. There are emergency exit diagrams posted on the walls of each room. **Instructors should make students aware of these plans at the beginning of each semester, pointing out the exit door that applies to that location and the proper method from which to exit the room.** Supervisors in the other rooms or offices are responsible for informing their employees of the exit plan for that location.
  - b. Once an employee becomes aware of an **emergency situation** such as smelling smoke, or seeing a visible flame, encountering a person who needs medical attention or an individual who is a potential threat to the safety of our

working environment, it is that person's responsibility to notify the switchboard operator who will in turn notify a Maintenance and Operations staff member.

- c. **Fire/Police Assistance** In those emergency situations requiring non-medical personnel but police assistance, it is suggested that either the individual needing assistance may contact the switchboard which may then call 911. The following chain of command will be followed if the switchboard operator is not on duty and M & O must respond directly, (i.e., notify the next person down on the M & O chain of command).

The Maintenance and Operations staff are responsible for notifying the proper authorities. Their operating hours on Saturdays are 6:30 AM—5:00PM and on Sundays from 8:00 AM—8:00PM.

- d. When the emergency horn/alarm system is sounded, **everyone must immediately** stop all activity and prepare to leave the building via the posted evacuation routes.
- e. Lights are **not** to be turned off but electrical equipment and gas burners should be turned off.
- f. Doors are to be closed but **not** locked.
- g. All persons should walk at a steady pace, **in a single file**, on each side of the hallway. Do not panic, but proceed immediately to the exit door designated for your location.
- h. The elevators should **not** be used.
- i. Classes should stay together and the faculty member in charge of the class should conduct a check of students to determine who has evacuated the building. Supervisors are responsible for their areas.
- j. All persons are to move **100** feet away from the building.
- k. **NO ONE** is to re-enter the building. If someone is missing, do not go back into the building; but go to the flag pole area and tell one of the fire department members or college officials.
- l. All available administrative officers: President, Provost, Dean of Student Affairs, Dean of Business Affairs, Director of Library Services, Division Chairs, and Building and Grounds Supervisors are to meet at the flag pole for instructions.

## 2. Chain of Command:

President or Campus Coordinator  
 Provost  
 Vice President of Business Affairs  
 Vice President of Student Affairs  
 Librarian  
 Division Chairs by Seniority  
 Faculty by Seniority

### I. ASSISTING THE HANDICAPPED IN AN EMERGENCY EVACUATION

1. Each instructor or supervisor should survey their classes or areas at the beginning of each semester to identify handicapped persons who may need assistance in evacuating the building in the case of an emergency. The administration takes each student's schedule into consideration and makes every effort to place handicapped students in classrooms on the first floor.
2. In the event that a handicapped individual needs to leave the second floor of a building in an emergency situation while an **ELEVATOR IS DISABLED**, It may be necessary to remove that individual from the wheelchair for immediate transportation down the stairway corridor. Campus Maintenance Personnel have radio communication with the Fire/Police Dept. **“Occupants with disabilities will be assisted out of the building by designated emergency response staff using the safest means available given the situation. They are to be escorted to the nearest safe location, such as a rated stairwell, to await assistance”.** **City Fire & Rescue Personnel have been designated our Emergency Response Staff.**
3. Employees must not use the elevator during an emergency evacuation of the building. However, an Emergency-Rescue person with two-way radio may accompany any individual in an elevator as they deem necessary, according to State Fire Marshall's instructions on this.
4. Should a handicapped person need to be removed from a wheelchair in order to be assisted to a lower level, Campus personnel with two-way radios have been instructed to dial **9-911** and request emergency rescue personnel (Fire Dept) to do this. The instructor should stay with the student until emergency/rescue personnel arrive.
5. Maintenance personnel have radios that also have the same frequency as the fire department and communication can be established easily in requesting their services to a particular area. On the lower level of any building, the handicapped should exit through the nearest handicapped/accessible doors.

6. In the event that there is a fire blocking one of the designated exits or the elevator is completely inoperable, the instructor should obtain assistance from only emergency/rescue personnel who are trained to remove persons from wheelchairs.

## **J. PROCEDURE FOR REPORTING FAILURES IN OPERATION OF ELEVATORS AND AUTOMATIC DOOR OPENERS**

If any faculty or staff person has personal knowledge of, or has acquired the report of, an elevator or an automatic door that is not operating properly, faculty and/or staff should follow this procedure:

1. **Report the problem immediately to the Maintenance Supervisor.**
2. **Reporting Instructions for M & O.** A maintenance employee should document any reports of failure of these systems. The documentation should include the name of the person making the report, the time and the date, as well as remarks about the specific nature of the problem with an approximate date and time that these systems may be expected to be working properly and safely. Copies should be sent to Ron Carter, Coordinator of Environmental Health & Safety.
3. If M & O can't be reached, please call Ron Carter at Ext. 67338 or the Campus Coordinator. Please remember that failure of these systems is a serious safety concern.
4. If failure of these systems involves a student who requests assistance in making an ADA complaint or needs additional assistance, contact Juanita Fannin at Ext. 82819.

## **K. ACCIDENT AND EMERGENCY PROCEDURES**

### **1. General Guidelines**

- a. If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
- b. If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.
- c. The emergency number for the ambulance service is **9-911** but initial communication should be via the switchboard if possible.
- d. A report on all accidents/emergencies which occur on campus or at any off-campus site should be filed within 24 hours. Forms are available from the Environmental Health & Safety Office and HR Office in the Johnson Administration Bldg.

## 2. Specific Procedures

### Determine if the situation is serious or minor

- a. If minor, provide first aid kit items and render assistance as requested by the person who is injured. **Employees should always wear the protective gloves available in the first aid kits.**
- b. If serious:
  - i. Determine if first aid is necessary. Ask for assistance if unqualified to administer first aid.
  - ii. Contact the switchboard operator if during normal working hours or local police department if after normal operating hours.
  - iii. Stay with victim until emergency treatment personnel arrive. We advise staff not to transport victims under any circumstances.
  - iv. Determine the identity of victim and provide data to emergency personnel.
  - v. The Office of Student Affairs will contact family or relatives, if victim is transported to the hospital, if injured victim needs to be picked up and injuries do not warrant emergency transport or if victim makes the request to contact family.

### 3. File Accident report form:

An accident report should be filed with the Office of Environmental Health & Safety—Ron Carter as well as keep a copy on each respective campus. Copies will be distributed to:

Office of Student Affairs (if student is involved)  
 President's Office  
 KCTCS Safety Officer, Mr. Greg Bonner/ Melvin Smith

## L. TORNADO AND SEVERE WEATHER EMERGENCY PLAN

In case of an actual tornado alert, we will be notified by phone from the local fire department. Upon receipt of the alert or during a designated drill, **an alarm will be sounded by a series of air horn blasts or some similar device other than the fire alarm buzzer.** In the event of a tornado or severe weather emergency, the goal is to go to the safest location in any building. The safest location, as determined by the Environmental Health and Safety Committee, is in the center hallway away from windows on the lowest level of the building. In this area, there

would be less danger of flying debris and building collapse. Specifically, all exterior rooms with windows, foyers or exits with glass areas, or large open areas must be evacuated.

1. The M & O Staff follow the chain of command and sound the fog horn alarm in the event of severe weather.
2. All students, faculty, and staff will proceed in an orderly manner to the lowest level of the building they are in following the designated emergency routes on the Emergency Evacuation diagrams posted on the bulletin boards throughout the building.
3. All doors should be closed and lights turned off.
4. Once at the lower level of the building, a line should begin in the center of the hallway and proceed in each direction on both sides of the hallway if possible.
5. Everyone should sit with their back directly against the wall in a line formation, staying as near to the center of the building as possible and cover their heads.
6. An "all-clear signal" will be given by the M & O staff by sounding the emergency system again. If there is an electrical outage, a verbal clearance will be given.
7. Upon hearing the "all-clear signal", all administrators, division chairs and members of the M & O staff will meet at the entrance foyers or flagpole to assess the damage.

#### **M. EARTHQUAKE PREPAREDNESS/RESPONSE**

Earthquakes are nature's most unpredictable hazards, which strike without warning. Steps must be taken to become prepared for a major earthquake.

**If inside the Building:** The designated Fire Marshall for that building shall use/sound the emergency air horns.

1. Get down and take cover.
  - a) Get beneath a desk, table, or any other fixture that will give overhead protection. Cover your head with your hands and arms, lying face down.
  - b) If no overhead protection can be found, lie down inside interior doorways or narrow halls or against weight bearing inside walls. Once again, cover your head.
2. Stay away from bookcases, cabinets, windows and any other large, heavy freestanding objects until the tremors cease.
3. **STAY CALM.** Take the nearest cover available. Do not try to run through the building or run when you are outside.
4. In rooms with no overhead protection such as a bathroom, crouch against an inside doorway or wall.
5. **IN LIBRARY-**stay away from bookshelves.
6. **IN BOILER ROOMS-** stay away from water heaters and heavy equipment.
7. **IN LABORATORIES-** move away from chemical storage areas.

**If outside the Building:**

1. Quickly move away from the building, any high standing outside buildings or trees, and overhead electrical wires.
2. Once again, do not run; WALK swiftly. Lie down on the ground face first and wait for the quakes to subside. Do not get up until the tremors stop.

**N. HANDICAPPED ACCESS TO THE BUILDING****1. Handicap Parking**

Reserved Handicap parking spaces are conveniently located near to each of the buildings. These spaces are monitored on a daily basis. Vehicles parked in the handicapped spaces must have a handicapped license plate or permit (provided driver or passenger are handicapped) or a temporary Prestonsburg Campus Handicapped Parking Permit. Otherwise, the vehicle will be ticketed and/or towed. In addition to a permanent disability, a person with a temporary handicap, such as a broken leg, would be eligible for a temporary Prestonsburg Campus Handicapped Parking Permit via registration in the Business Office.

**2. Access to the Building**

Each paved parking area and nearby sidewalks has a section especially designed for access by handicapped or wheelchair individuals. Each building has at least one set of entry/exit doors designed to open without the manipulation of knobs, levers, etc. These are ground level sets of doors that face to the center of the campus.

**3. Access to Upper Level**

Each multi-story building has an elevator available for use by handicapped individuals. If assistance is needed to utilize the elevator, a member of the M & O staff can be contacted.

**4. Vision or Hearing Impairment**

Individuals with severe hearing or vision impairment may contact the Counseling Center for assistance.

**O. PARKING POLICIES**

**Parking is prohibited in the fire lanes and next to any yellow painted lines or yellow painted curbs. No one should ever park in these areas. Vehicles parked in these areas will be ticketed and/or towed.**

## P. SITTING ON THE STAIRCASES

Sitting on the steps of any staircase is prohibited. This is a potential safety hazard in that someone could trip and fall. Sitting against a glass window in any building is also prohibited.

## Q. MISCELLANEOUS

### 1. Extension Cords

Faculty, administration, and staff members requiring the use of an extension cord must request and procure the extension cord from M & O.

### 2. Personal Property

Personal property items (radios, computers, refrigerators, etc.) are not covered by the college's insurance. If these items necessitate the use of an extension cord, the extension cord needs to be provided as in #1 above.

### 3. Space Heaters

The use of space heaters, coffee makers, fans, etc. poses a high risk of fire hazard. It will be the operator's responsibility to maintain and use these devices in a safe manner. The use of space heaters in office and work areas must be approved by the Dean of Business Affairs.

## III. REPORTING AN ACCIDENT, SAFETY HAZARD, OR SAFETY CONCERN

The Environmental Health and Safety Committee are charged with the review and recommendation of all policies concerning safety issues at the College.

A concern may be reported to any member of the Environmental Health and Safety Committee. A list of the current committee members is located in the Committee Assignment List under "College Governance and Committees."

Inquiries may also be made at the Office of Environmental Health & Safety in the Johnson Administration Building, Room J105A on the Prestonsburg campus or in the Campus Coordinators' Offices at the Pike, Hager Hill, or Mayo Campuses.

Effective November 1999, Floyd County will be utilizing the emergency response telephone system known as **911**. **However, anyone dialing from the campus must first dial 9**, then 911. In addition, the respective building, floor, and room number must be given when calling for emergency service.

In non-medical emergencies requiring the assistance of police only, an individual may either contact the switchboard for police and/or security personnel or request that the closest Panic Button be depressed if on the Prestonsburg

Campus. This will bring the city police within minutes to that location. Panic Buttons are strategically located across the Prestonsburg Campus only.

As part of the Campus Crime Act of 2000 (The Michael Minger Act), a crime or attempted crime that is committed on the campus and/or immediate vicinity of the campus must be reported to the Police Department within 24 hours and the report made available to the general public. In addition, a fire must be reported to the State Fire Marshall's Office within 24 hours. A daily crime log is maintained in the Office of Environmental Health & Safety at the Prestonsburg Campus. Each respective Campus may forward their reports to Mr. Ron Carter who will retain the records and make a log/register available to the public upon request.

#### IV. EMERGENCY/CRISIS MANAGEMENT PLAN

For the purpose of this plan a **crisis** is defined as any unplanned event that can cause deaths or significant harm to employees, students or the public; or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution's financial standing or public image. The **crisis** may take the form of an **emergency** requiring immediate action to save lives and protect property.

The **CRISIS MANAGEMENT TEAM** that can be called to de-escalate potentially violent and/or tense situations will be composed of the President, Provost, Vice President of Student Affairs, Vice President of Business Affairs, Campus Coordinators, Coordinator for Environmental Health and Safety, Director of Public Relations, and the Captain of the Floyd County Emergency & Rescue Squad. **This team may not be self-sufficient in meeting all emergency situations but has the resources available to them from other sources to meet almost all emergencies. This team will assembly in the Gearheart Conference Room in the Student Center, Room 200.**

#### **BSCTC Crisis Management Team**

The Crisis Management Team for BSCTC is comprised of the following individuals:

Dr. George Edwards, President & Team Leader  
 Dr. Nancy Johnson, Provost  
 Mr. John Herald, Vice President for Business Affairs  
 Mr. Bobby McCool, Vice President for Institutional Services  
 Ms. Melinda Justice, Dean of student Affairs  
 Mr. Ron Carter, Pandemic Response Coordinator  
 Mr. Keithen McKenzie, Assist. Pandemic Response Coordinator  
 Ms. Charlene Carroll, Assoc. Dean (Health Representative)  
 Mr. John Dove, Director of Information Technology  
 Mr. Randall Roberts, Campus Director  
 Ms. Linda Lyon, Director for Public Relations  
 Mr. Tim Cooley, Captain of Floyd County Rescue Squad

The **Coordinator** for the Crisis Management Team is Ron Carter and Keithen McKenzie is the **Assistant Coordinator** and they have the following responsibilities:

#### **A. General Responsibilities of the Crisis Management Team (CMT)**

- Assess potential hazards, and develop response, recovery and restoration plans based on the assessment
- Designated team members shall receive National Incident Management System (NIMS) training as mandated to meet the requirements of the Homeland Security Presidential Directive 5 and Community Emergency Response Team (CERT) training as recommended by the Department of Homeland Security. KCTCS will be facilitating an on-line course for these designated individuals in the Spring of 2007.
- Educate faculty and staff and conduct preparedness drills

#### **First response in emergency situations**

- Analyze the crisis; recommend steps to be taken to resolve and recover from it.
- Inform and consult System Office Administration during crisis response and recovery efforts.
- Inform PR Director to review and approve crisis related information in conjunction with the Communication Team to be communicated on- and off-campus, to all appropriate constituencies: students, parents, faculty, staff and media.
- Coordinate crisis response and recovery efforts.
- Supervise cooperative crisis response and recovery efforts with appropriate outside agencies.
- Conduct a post-crisis evaluation of the institution's performance during crisis response and recovery efforts, and recommend necessary changes to the crisis management procedures.
- Review the crisis management plan during each academic year in order to reduce vulnerability in a crisis.

#### **Coordinator of Crisis Management Team**

- Evaluates incoming emergency-related information
- Determines that the correct immediate response plan of action has been activated
- Notifies P R Director and updates team members and System Office Administration of status of the emergency and the response and recovery efforts being undertaken
- Supports and monitors the emergency response activities,
- Requests personnel as needed
- Provides information to the System Office Public Relations Department.
- Assists in determining when the resumption of normal activities can begin
- Delegates responsibilities as needed

#### **Assistant Coordinator of Crisis Management Team**

- Evaluates the crisis site and assists emergency efforts of Facility personnel.

- Communicates directly with the Coordinator of Crisis Management Team.
- Assists contractors, outside agencies, and other responders as necessary.
- Responds to the emergency as necessary.

**Other CMT members may come from the following areas with the following responsibilities**

- Assists outside rescue and fire agencies
- Assumes that gates and doors are open for outside rescue and fire agencies
- Assures guides are posted for outside rescue and fire agencies.
- Knows locations of shut—off valves for all utility services and electrical and communication panels.
- Assumes the role of the Coordinator of CMT when the Coordinator is not available
- Delegates responsibilities as needed

**President's Office Responsibilities**

- Activate/Organize Crisis Management Team
- Monitor initial emergency response actions
- Authorize immediate notification of additional service providers, necessary employees, and/or Building Coordinators
- Direct the crisis management operations and recovery, including media notification and communication, communication with staff and family members

**Facilities Management**

- Assist local, state and federal agencies in damage estimation
- Maintain and provide access to blueprints and building plans
- Ensure telephone services are established and maintained
- Re-establish affected networks
- Relocate affected offices if necessary
- Make assessment of any campus area susceptible to damage. (Utilities will be secured if an unsafe condition exists, restoration of utility service will be made when appropriate.)
- Monitor/assess safety hazards and unsafe situations. Develop measures for insuring personnel safety
- Assess/direct efforts to control hazardous materials in conjunction with the Fire Department
- Make emergency repairs
- Remove debris
- Provide necessary support to other departments (equipment, barricades, etc.)
- Provide for sanitation services during or following an emergency

**Public Relations**

Coordinate communication between Crisis Management Team and all constituencies, both internal and external.

**Academic Affairs**

Responsible for all academic issues that surface during an emergency.  
Arrange for revised class, testing schedules,

## **Crisis Management Team Organization and Responsibilities**

### **Student Affairs**

- Assess the impact of the situation on students and student life
- Supervise Student Affairs response
- Coordinate mental health assistance to students in conjunction with counseling services
- Identify individuals with special needs and implement plans for assistance

### **Human Resources**

- Arrange for expedited services of temporary employees when required
- Coordinate mental health assistance to faculty and staff in conjunction with counseling services
- Assist faculty/staff where needed

### **Information Technology**

- Implement Information Technology Services emergency procedures and disaster recovery plan as needed
- Maintain network and computing operations
- Secure critical data and information resources
- Repair and restore network and computing facilities

### **Finance**

- Provide budget accounts for emergency spending
- Identify funds available to meet emergency needs
- Initiate a record-keeping system for all expenditures associated with emergency operations

### **Legal**

Advise on any legal issues arising from the emergency

### **B. Emergency Telephone Numbers**

A list of campus specific emergency telephone numbers has been distributed campus wide to all buildings and departmental units. These campus directories are at the back of this manual.

### **C. Reporting an Accident, Safety Hazard, or Safety Concern**

The Environmental Health & Safety Committee is charged with the review and recommendation of all policies concerning safety issues at Big Sandy Community & Technical College. In addition, the committee annually reviews compliance with handicapped laws and recommends policies to deal effectively with handicapped persons.

A concern may be reported to any member of the Environmental Health and Safety Committee which normally meets once each semester. A list of the current committee members is located in Committee Assignment List located in the President's and Provost's Office. Inquiries may also be made at the Vice President for Business Affairs Office in the Johnson Administration Building, Room J09A, on the Prestonsburg Campus

#### **D. ADMINISTERING FIRST AID**

First Aid is not the amateur practice of medicine; it consists of measures that keep the patient alive and/or prevent further damage until definitive medical treatment can be initiated. Your judgment in an emergency is important and should be adjusted to the particular circumstances.

When an emergency or unusual happening occurs in your area, please initiate the following procedure:

(Instructor stays with victim.)

1. Assess the situation
2. Notify Administrative Personnel (See Emergency Call List for each Campus)
  - Coordinator for Environmental Health & Safety
  - Campus Coordinator
3. Perform the following American Red Cross procedures if certified:
  - a. Keeps the injured person lying down in a comfortable position, his head level with his body, until you know whether the injury is serious. (If his face is flushed, raise the victim's head. Turn his head to the side if he vomits.)
  - b. Look for hemorrhage, stoppage of breathing, poisoning, wounds, burns, fractures, and dislocations. Be sure you find all the injuries. (Treat them in the order listed.) Avoid removing articles of clothing unnecessarily. Note the victim's color if you are unable to find a pulse. In case of severe bleeding, suspected internal bleeding or head injury, do not give stimulants.
  - c. Keep the injured person warm. (It is very important that something be placed under the patient as well as over him in cool weather. Newspapers may be utilized.
  - d. Send someone to call the physician or an ambulance. (Give this information: location of the injured person and the type and extent of injuries).
  - e. Keep calm and do not be hurried into moving the injured person, unless it is absolutely necessary. (Necessary example: staying put further endangers him).
  - f. Get a physician or transport by ambulance the victim to a treatment facility as soon as feasible.

- g. A List of facilities or services that may be utilized on attached sheet—see pp. 20-23.
- h. Please document all action taken on proper forms.

#### 4. WHO AND WHAT MAY BE NEEDED

Counselors on each campus are available to assist persons in an emotional crisis, suicide attempts, or victims of sexual assault.

#### **E. Physical Plant/ Infrastructure Failure**

It is understood that from time to time on any BSCTC campus we may experience infrastructure problems that could render the work site unsafe, uninhabitable or unusable due to failures in natural gas supplies, loss of electricity, water supply, or communication.

##### **Immediate Action**

- If a critical incident is experienced relating to loss of natural gas, water or electricity, call the maintenance supervisor for that campus.
- If a critical incident is experienced relating to telephone or computer systems, call the campus IT office at 67360.

##### **Decision**

The first responders, either Facilities Management or IT, will determine whether a critical incidents exists, will report to the appropriate department heads and, in the event that a critical incident exists, notify the Campus Crisis Management Coordinator who will convene the Crisis Management Team.

In the event of physical plant failure, the following will be carried out:

- a. Emergency repair contractors will be contacted by maintenance personnel or Mr. Ron Carter
- b. Procedures implemented to protect computer data, records, etc.—Mr. John Dove and Mr. Ron Carter at the Prestonsburg Campus; Keithen McKenzie and Jarrod Hardin at the Mayo Campus; Randy Roberts and the IT employee at the Pikeville Campus; Keithen McKenzie, Jarrod Hardin or Corey Howard at the Hager Hill Campus
- c. Evacuation Plans—Alarms set off by M & O staff

#### **F. Protests or Riots**

In the event of protests, riots, or racial or ethnic conflict, the following personnel will be available:

- a. The Emergency Crisis Team consisting of the following individuals: President, Provost, VP for Student Affairs, VP of Business Affairs,

Coordinator for Environmental Health & Safety, Maintenance Supervisor,  
Captain of the Floyd County Emergency & Rescue Squad

- b. Skilled prevention staff—Student Affairs Staff and Counselors

#### **G. Threat to the Public Welfare**

To respond to a threat to the public welfare—for example, a crime with the perpetrator at large—the following will be needed:

- a. Increased police services—Contact City Police Chief, State Police, and County Sheriff Dept.
- b. By bulletins placed on voicemail, the college website and email systems, the campus community will be informed as to what is being done by the administration to safeguard its employees and students

#### **H. Bomb Threats** SOURCE: BATF (updated 11/28/06)

In the event of a telephoned bomb threat, the Coordinator of Environmental Health & Safety will contact the Maintenance Supervisor to evacuate the buildings by a Fire Alarm and then notify the Administrator in charge who will initiate a thorough search of all buildings by the maintenance department staff and upon discovery of a suspicious item, package, or envelope the local Police dept will be called in to evaluate whether or not the KSP Bomb Squad should be called. The Members of the **CRISIS MANAGEMENT TEAM** will assemble in either the President's Office or Vice President of Business Affairs Office.

All personnel should know the procedures for handling a bomb threat emergency. The procedures should be readily available and in the hands of all employees who, by reason of their assignment, might be expected to receive a phone call, a verbal or physical threat, or suspicious mail or packages. This category includes all telephone operators, mail handling personnel, receptionists, and secretaries.

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **DO NOT** immediately attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. After getting as much information possible about the threat **DO** notify your immediate supervisor who will authorize the evacuation decision in consultation with the President. While it is KCTCS policy to evacuate in response to all bomb threats, keep in mind that the vast majority of threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the local law enforcement agency having jurisdiction. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

#### **Immediate Action for the Receiver of the Threat**

1. Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.

2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. **Immediately** after the caller has ended the call, notify immediate supervisor.
8. If the threat was left on voice mail, **do not erase**.
9. The supervisor (or call receiver in supervisor's absence) is to notify the President's Office and the Director of the Crisis Management Team.
10. The supervisor (or call receiver in supervisor's absence) will call 9-911 to report the threat.
11. The receiver of the threat shall remain available for interviews by investigating authorities.

### **Evaluating and Documenting the Threat**

The majority of the bomb threats received is crank calls. There is frequently a clue to the validity of the threat in the message itself or in the attitude and manner of the caller. That is why it is important to record the caller's message exactly as it was given. After receiving a threatening call, a Bomb Threat Checklist should be completed immediately after reporting the call.

A *bomber*, in placing the call, will usually prolong the call and furnish some detail as to the location of the device and reasons for planting it. The call is frequently repeated. A *crank caller* tends to be abrupt and hurried. Seldom are details provided regarding the type of device, the location, and reasons. The crank caller repeats the call less frequently because of the fear of the call being traced.

### **Evacuation Decision**

It is the policy of the Big Sandy Community and Technical College System that building evacuation is mandatory when a bomb threat is received. If the threat is for a specific building, only that building and any other building within close proximity should be evacuated. If the threat is non-building-specific, then all buildings on campus shall be evacuated. Evacuation should follow the established Evacuation Procedure.

### **Subsequent Procedures**

In the building search, staff can be of assistance to the Crisis Management Team in several ways. Staff will be more familiar with their work area than the team members. As the search is conducted, staff may be asked to identify boxes or objects in their work area. If a suspicious device, package, bag, etc. is discovered, it is to be left alone, **DO NOT TOUCH IT!** Note its location and report it to the Crisis Management Director or his

designee. Once a bomb is discovered the building will be under the jurisdiction of the local law enforcement authority having jurisdiction.

The decision to resume normal activities in the building will be made by the President or CEO in consultation with the Director of the Crisis Management Team and the local law enforcement authorities. The authorities will want to interview the person who received the threat.

### **Letter and Bomb Recognition Points**

The following are letter and parcel bomb recognition points.

- Foreign mail, air mail, and/or special delivery
- Restrictive markings, such as “confidential” or “personal”
- Excessive postage
- Hand written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape or string
- Visual distractions

### **Action to Take after Receiving Suspicious Package**

**Do not handle package. Evacuate area package is in.**

Notify: \_\_\_\_\_ On Extension: \_\_\_\_\_

The Director of Crisis Management will then notify local law enforcement agencies.

Local Police: \_\_\_\_\_ FBI: \_\_\_\_\_

County Police: \_\_\_\_\_ Local Fire: \_\_\_\_\_

State Police: \_\_\_\_\_ ATF: \_\_\_\_\_

### **Telephone Bomb Threat Checklist**

**Keep Calm:** Do not get excited or excite others.

**Time:** Call received \_\_\_\_\_ am/pm Terminated \_\_\_\_\_ am/pm

**Exact Words of Caller:** \_\_\_\_\_

**DELAY: Ask Caller to Repeat****Questions you should ask:**

- A. Time bomb is set to explode? \_\_\_\_\_
- B. Where located? Floor \_\_\_\_\_ Area \_\_\_\_\_
- C. Kind of bomb? \_\_\_\_\_
- D. Description? \_\_\_\_\_
- E. Why kill or injure innocent people? \_\_\_\_\_

**Voice description:**

\_\_\_ Female \_\_\_ Calm \_\_\_ Young \_\_\_ Refined

\_\_\_ Male \_\_\_ Nervous \_\_\_ Middle-Aged \_\_\_ Rough

\_\_\_ Old

**Other Descriptors:**

Accent \_\_\_ Yes \_\_\_ No Describe \_\_\_\_\_

Speech Impediment \_\_\_ Yes \_\_\_ No Describe \_\_\_\_\_

**Telephone Bomb Threat Checklist (cont'd)**

Unusual Phrases \_\_\_\_\_

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

**Background Noise**

\_\_\_ Music \_\_\_ Running Motor (Type) \_\_\_\_\_

\_\_\_ Traffic \_\_\_ Whistles \_\_\_ Bells

\_\_\_ Horns \_\_\_ Aircraft \_\_\_ Tape Recorder

\_\_\_ Machinery \_\_\_ Other \_\_\_\_\_

**Additional Information**

- A. Did caller indicate knowledge of the facility? If so, how? In what way?

\_\_\_\_\_

B. What line did call come in on? \_\_\_\_\_

\_\_\_\_\_

C. Is number listed? \_\_\_Yes \_\_\_No Private Number? Whose? \_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## I. FIRE

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 9-911.

### Immediate Action:

#### 1. For the person discovering the fire:

A Extinguish only if you can do so safely and quickly.

i) After the fire is extinguished, call \_\_\_\_\_.

ii) In case of emergency - DIAL 9-911.

B If the fire cannot be extinguished:

i) Confine the fire by closing the doors.

ii) Pull the nearest fire alarm, if there is one.

iii) Call the Fire Department - DIAL 9-911.

iv) Alert others.

v) Meet the Fire Department when they arrive.

#### 2. For occupants of the building:

A Close the doors to your immediate area.

B **EVACUATE** the building via the nearest means of egress.

Evacuation routes should be posted on each floor. Assist others in exiting the building.

C **DO NOT** use elevators.

D Avoid smoke filled areas.

#### 3. For persons evacuating from the immediate fire area:

A Feel door from top to bottom. If it is hot DO NOT proceed; go back.

B If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.

C If no smoke is present, exit the building via the nearest stairwell or exit.

- D. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
4. Occupants with disabilities will be evacuated using the Evacuation Procedures for Individuals with Disabilities.

### **Decision**

The responding Fire Department will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the Institution. The President/CEO in consultation with the Director of the Crisis Management Team, (Ron Carter, ext.6338) will decide when to turn control of the scene back to the facility tenant(s).

### **Decision maker(s)**

The Fire Department will make decisions regarding the control and abatement of the fire incident, and issuing or not issuing all clear for safe building re-entry and occupancy. At the discretion of the Fire Department Incident Commander, site control will be transferred back to the Institution.

### **Subsequent Procedures/Information**

Depending on the nature and degree of the fire incident, other support agencies and Institution resource units may be brought in for service or assistance.

**AS REQUIRED BY THE MINGER ACT, ALL FIRES AND FALSE ALARMS MUST BE REPORTED IMMEDIATELY (WITHIN TWO HOURS) TO THE STATE FIRE MARSHALL'S OFFICE USING THE FOLLOWING TELEPHONE NUMBERS:**

**(502) 564-3626 during normal business hours, or  
1-(800) 255-2587 at night or on weekends**

### **J. Earthquake**

During a major earthquake one may experience a shaking that starts out gently but within a few seconds grows violent. A second or two later, one may find it very difficult to move from one place to another.

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. Stay calm. If in a building, remain there. Take cover under a desk, table, or bench, or in a doorway, hallway along an interior wall. Stay away from windows or shelves containing heavy or breakable objects. If outside, move away from buildings and electrical lines. Once in the open, stay there until the shaking or tremors stop. If one is in a moving car, stop as quickly as possible, but remain in the vehicle.

|   |
|---|
| <b>Immediate Action Following an Earthquake</b> |
|---|

1. Call 9-911 if communication avenues are available.
2. The President in consultation with the Director of the Crisis Management Team will take control of the situation.

3. Evacuate immediately following the established evacuation plan.
4. Provide first aid, if necessary.
5. Once at designated assembly areas, take roll to account for all staff and students.
6. Do not dismiss students or staff from premises until all are accounted for and it has been determined that conditions in the community are such that it is safe to do so.
7. No one is to be permitted to re-enter an evacuated building until it has been inspected and declared structurally sound.
8. If a building is unsafe to be reoccupied for a period of time, arrangements will have to be made to provide functions elsewhere.

## **K. ANTHRAX / BIOLOGICAL AGENT THREATS**

Many facilities in communities around the country have received anthrax threat letters or have found unknown, unidentified foreign substances in unlikely locations. Most letters were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents, however they may occur.

### ***DO NOT PANIC***

1. *Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do, so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.*
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

### **How to Treat a Suspicious Unopened Letter or Package Marked with Threatening Message, such as "Anthrax":**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope, package or material with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. What to do next...

If you are at **HOME**, then report the incident to local police.

If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.

7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

### **Envelope with Powder and Powder Spills Out onto Surface or Suspicious Foreign Powdery or Granular Substance Found in an Unlikely Location**

1. DO NOT try to CLEAN UP the substance. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with **soap and water** to prevent spreading any powder to your face.
4. What to do next...

If you are at **HOME**, then report the incident to local police.

If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.

5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
7. If possible, list all people who were in the room or area, especially those who had actual contact with the substance. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

### **Question of Room Contamination by Aerosolization:**

**For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.**

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next...
  - If you are at **HOME**, then **dial "911"** to report the incident to local police and the local FBI field office.

- If you are at **WORK**, then **dial "911"** to report the incident to local police and the local FBI field office, **and** notify your building security official or an available supervisor.
5. SHUT down air handling system in the building, if possible.
  6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

### **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS**

*Some characteristics of suspicious packages and letters include the following...*

Excessive postage

Handwritten or poorly typed addresses

Incorrect titles

Title, but no name

Misspellings of common words

Oily stains, discolorations or odor

No return address

Excessive weight

Lopsided or uneven envelope

Protruding wires or aluminum foil

Excessive security material such as masking tape, string, etc.

Visual distractions

Ticking sound

Marked with restrictive endorsements, such as "Personal" or "Confidential"

Shows a city or state in the postmark that does not match the return address

### **L. Hazardous Materials Emergencies**

The BSCTC Campuses are located in proximity to highways, railways, and nearby various industries; therefore, exposure to hazardous materials from an unplanned release is a distinct possibility. A review of known hazardous materials in use at various locations has been made in conjunction with the local Fire Department and plans drawn up for any potential spills or releases of one of these known products and is provided as an attachment to this handbook. Any release of any known or unknown

material off-site and it's potential effects on occupants of the building will be made known to us by local Emergency officials.

The CMT Coordinator will correspond directly with all appropriate local, state, and federal governmental agencies. Therefore, the response will be based on recommendations from these governmental agencies.

Employees, contractors, and visitors—all building occupants—will be notified and given the course of action to be initiated and the routes to use.

### **COURSES OF ACTION**

- **General evacuation:** Announce evacuation routes to employees. Follow the General Evacuation Procedure. All employees and other building occupants will exit to a predetermined point of assembly.
- **Staggered evacuations:** The location would be evacuated in sections. All building occupants would leave to a predetermined point of assembly.
- **Designate restricted areas:** Contaminated areas of a location would be evacuated. Employees and other building occupants would be advised as to what areas are deemed "safe."
- **Isolate building:** If authorities order that people be sheltered in place, employees and building occupants would remain in the building. Outside air sources, such as fans and doors, would be shut down.

If a suspicious odor or spill is observed in or near the building or property, contact the following departments and personnel:

CMT Coordinator: \_\_\_\_\_ Home: \_\_\_\_\_

Director, Facilities Mgmt: \_\_\_\_\_ Home: \_\_\_\_\_

### Spill or Air Release

While the risk of a hazardous spill or gas release on campus is low, steps should be in place to properly react. In the event there is a hazardous waste spill, natural gas leak, or other release of a hazardous material follow these steps:

- Contact the CMT coordinator, the building Supervisor, and/or the Director of Facilities Management who will call the County Government's Division of Environmental & Emergency Management, Keith Slugantz at 873-3126 to report the spill.
- If possible prevent the spill from entering drains
- If necessary, the CMT coordinator, in consultation with appropriate authorities will order the evacuation of building occupants using the General Evacuation Procedure.

### List of On-Site Hazardous Materials

| HAZARDOUS MATERIAL | MANUFACTURER | LOCATION IN THE FACILITY |
|--------------------|--------------|--------------------------|
|                    |              |                          |
|                    |              |                          |
|                    |              |                          |
|                    |              |                          |
|                    |              |                          |
|                    |              |                          |
|                    |              |                          |

### M. Infrastructure Failure

It is understood that from time to time on any KCTCS campus we may experience infrastructure problems that could render the work site unsafe, uninhabitable or unusable due to failures in natural gas supplies, loss of electricity, water supply, or communication.

#### Immediate Action

- If a critical incident is experienced relating to loss of natural gas, water or electricity, call the respective Maintenance Supervisor.
- If a critical incident is experienced relating to telephone or computer systems, call the campus IT office at ext 67360, Mr. John Dove.

#### Decision

The first responders, either Facilities Management or IT, will determine whether a critical incidents exists, will report to the appropriate department heads and, in the event that a

critical incident exists, notify the Campus Crisis Management Coordinator (Mr. Ron Carter who will convene the Crisis Management Team.

## **N. Severe Weather**

### **Tornado, Severe Thunderstorms, Severe Winds**

**It is advised that several NOAA all-hazards weather radios be in use on campus. Identify locations on campus where these radios should be placed.**

#### **Watch vs. Warning**

Knowing the difference between a watch and a warning can be a lifesaver.

- A watch means conditions are favorable for severe weather (severe thunderstorm or tornado) to form. Keep appraised of weather conditions and be ready to take shelter.
- A warning means that severe weather (thunderstorm or tornado) has been spotted in the area. Take shelter immediately in case the weather event approaches your location.

Local radio stations and law enforcement agencies can also be contacted for weather conditions. Non-emergency numbers for local fire and police departments are as follows:

**Local Police Department:** \_\_\_\_\_

**Local Fire Department:** \_\_\_\_\_

#### **Immediate Action**

1. All persons on campus will be alerted to the emergency situation by telephone or personal communication from the building's designated emergency coordinator.
2. All personnel shall go immediately to identified locations for the duration of the emergency, typically an interior hallway on the lowest level of the building away from doors or windows.
3. Once the emergency has passed evacuate the building if it has been damaged. Follow established evacuation procedures.
4. Call 9-911 if injuries are reported.
5. Render first aid, if necessary.
6. The President/CEO in consultation with the Director of the Crisis Management Team will direct any other actions as required and request assistance from other agencies, i.e., Disaster and Emergency Services, the Fire Department, Police Department, etc.

### **Subsequent Procedures / Information**

The Coordinator of the Crisis Management Team will coordinate with the Facilities Management to determine the extent of damage, and to disconnect utility services, including water, electricity, and natural gas in the event that the building structure and/or services are damaged. If the structure is damaged, it should not be re-occupied until it has been determined to be safe to enter.

#### **O. Violent Incident**

If an emergency and you are able to safely do so, call the Police immediately using 9-911. Refer to the KCTCS Workplace Violence Policy for a more detailed explanation of what constitutes violence in the workplace. That policy is most instructive in stating the KCTCS position of zero tolerance for workplace violence, defining the responsibilities of all KCTCS employees in dealing with workplace violence and preventing workplace violence.

Should a violent incident occur on campus the following procedures should be followed:

What to do in Response to an Incidence of Threatening or Violent Behavior:

1. If an emergency and you are able to safely do so, call the Police immediately using 9-911.
2. If the situation is not an emergency, promptly inform your supervisor of the incident.
3. Evacuate all staff and students from the vicinity of the threat or behavior.
4. In either case, promptly notify the President's Office and the Director of Crisis Management.
5. If there are any physical injuries, contact EMS immediately using 9-911.
6. In case of fire or trapped individuals, contact EMS immediately using 9-911.
7. Administer first aid, if necessary.
8. Secure the scene.
9. Identify and isolate witnesses until the authorities arrive. Do not allow them to talk to anyone.

|  |
|--|
| <b>Subsequent Procedures / Information</b> |
|--|

1. Contact the Prevention, Assessment and Response Team (PART) at (859) 246-3113 for assessment and support services.
2. Contact campus communications director.

#### **P. Civil Disturbance**

A civil disturbance is a mass confrontation, not sanctioned by College authorities, that disrupts planned or regular College operations, or that infringes upon the civil rights of non-participants. Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A student or public demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the College

- Denial of access to an office, building, or other College facility
- Threat of physical harm to persons or damage to College facilities
- Disorderly conduct that disturbs the campus or community

### **Immediate Action**

If any of the conditions listed above exist, the President / CEO's Office should be notified and apprised of the situation. The President / CEO or his designee will be responsible for contacting the appropriate authorities.

Depending on the nature of the protest, the appropriate procedures listed below should be followed:

#### **Peaceful, Non-obstructive Protest**

- a. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- b. If protestors are asked, at the President's or designee's request, to leave but refuse to leave by regular facility closing time:
  1. Arrangements will be made by the College President / CEO or his designee to monitor the situation during non-business hours, or
  2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

#### **Non-Violent Disruptive Protest**

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- a. Key College personnel will be asked by the President / CEO or his designee to go to the area and persuade the demonstrators to desist. Failing that, the
- b. Demonstrators will be asked to cease the disruptive activity by the President / CEO or his/her designee
- c. If the demonstrators persist in the disruptive activity, they will be apprised that failure to desist the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion, or intervention by law enforcement authorities.
- d. Efforts should be made to secure positive identification of demonstrators who are violating specific College, local, or state regulations to facilitate later testimony, including the use of photographs and/or videotapes.
- e. After consultation with the appropriate College officials, the President / CEO or his designee will determine the need for an injunction and/or intervention by outside authorities.
- f. If determination is made to seek the intervention of outside authorities, the demonstrators should be so informed. Upon the arrival of law enforcement authorities, the remaining demonstrators will be warned of the intention to arrest.

## Violent, Disruptive Protests

In the event that a violent protest in which injury to persons or property occurs or appears imminent:

- a. The President / CEO or his designee will determine a strategy for responding to the incident. The strategy may range from the methods used for nonviolent demonstrations (See Section 2 above) to requesting the intervention of outside law enforcement authorities.
- b. If the determination is made to seek the intervention of outside authorities, the demonstrators should be so informed, if possible. Upon arrival of the authorities, the remaining demonstrators will be informed of the intent to arrest.
- c. Efforts should be made to secure positive identification of demonstrators in violation of a specific College, local, or state regulation, to facilitate later testimony, including the use of photographs and/or videotapes, if deemed advisable.

### Evacuation Decision

In the event of a major civil disturbance, College emergency plans will be activated and all faculty, staff and students will be instructed to remain indoors. Security patrols will be increased and emergency watches will be established on campus. All faculty, staff and students will be advised of emergency instructions and may be relocated depending on the circumstance.

Evacuation of a building, area or the entire campus may be necessary under certain conditions. The decision to evacuate shall be made by the President / CEO or his designee after a thorough evaluation of all available information as well as existing and anticipated circumstances.

### Evacuation Procedures

- Once the evacuation order is issued, the building(s) will be evacuated following the General Evacuation Procedures and Evacuation Procedures for Individuals with Disabilities contained in this document.

### Q. Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

### Immediate Action

Get out of the building as quickly and calmly as possible. **Call 9-911.**

If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire, stay low to the floor and exit the building as quickly as possible.

If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.

Assist others in exiting the building and move to designated evacuation areas. **Refer to the General Evacuation Procedure and the Evacuation for Individuals with Disabilities Procedure.** Keep streets and walkways clear for emergency vehicles and crews.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

### **Decision**

The responding emergency unit will respond and make decisions regarding the control and abatement of the explosion incident, and issuing or not issuing the all clear for safe building re-entry and occupancy.

### **Decision Makers**

The responding emergency unit or agency in control will decide when to turn control of the scene back over to KCTCS. Depending on the nature of the incident, other public response and law enforcement agencies may be involved in decisions or control of the scene, e.g., criminal actions.

### **Subsequent Procedures / Information**

Depending on the nature and degree of the explosion incident, other support agencies and resource units may be brought in for services or assistance.

## **R. Flood**

### **Purpose**

In the event of a flood, all personnel will respond as outlined in this procedure to protect the employees and property of this facility.

### **Emergency Communications**

- Have at your site a NOAA all-hazards radio with a warning alarm and battery backup. This needs to be monitored at all times during potential flooding conditions.
- Establish a communications link with local emergency management authorities.
- Update employee contact information (their home phone number and a phone number where they will evacuate to outside the flood area).
- Distribute to employees primary and secondary facility contact phone numbers to call for reporting instructions after the flood.

**Local Emergency Management Contact****Primary Phone Number:****Secondary Phone Number:****This Site's Emergency Cell Phone Number(s):****Local Utility Contact Information:**

Water Company

Electrical Company:

Gas Company:

Telephone Company:

Sewer Provider:

City Street Department:

**Flood Emergency Shutdown and Evacuation:**

- Management will determine when to issue the order to follow established shutdown procedures to secure and protect the facility from the effects of a flood.
- Selected essential personnel will remain to complete these procedures as long as they are safely able to do so. Transportation will need to be provided.
- Nonessential personnel will be released to evacuate. Off-duty employees will be contacted not to come to work.
- Flooded roads: Tell your employees never to enter floodwaters on foot or in a vehicle. Half of all flood-related deaths occur in vehicles. Vehicles become inoperable when water causes electrical system failure. Occupants may become trapped in the vehicle and drown. All downed power lines are to be avoided.
- Utility considerations: If the building is subject to flood damage, gas, water, and electrical power should be isolated.
- All fuel tanks and bottled gases need to be secured and isolated.
- Selected stay-behind crew will check the following systems: status of portable water pumps to remove floodwater, alternate power sources for generators, battery-powered emergency lighting systems, etc.

**Food and Water Distribution**

Floodwater Contact: Food and drinking water that comes in contact with floodwater needs to be discarded. Boil all drinking water and eating utensils before use.

### Red Cross Shelters and Services

Your employees and their families may need temporary housing. The Director of Crisis Management will stay in contact with facility employees to keep them informed and determine their needs for temporary shelter. In the event of an emergency, contact the Red Cross to confirm the location of the open shelters in your area.

Other services the Red Cross provides include cleanup kits, mobile feeding, vouchers for food and clothing, critical stress debriefing, temporary shelters, damage estimates for FEMA, emergency structure repair, and incident debriefing.

**Local Red Cross Chapter Phone:** 606-886-8330, Mr Bob Carpenter

### S. Accidents, Medical Emergencies, Death Notifications

All safety precautions should be taken to reduce the chances of infection when dealing with injured personnel. Faculty and staff should follow the universal precautions in handling body fluids as recommended by the Center of Disease control i.e.: wear rubber gloves or use protective barrier between you and the injured person.

#### Accidents (depending on the nature of the accident, you may need to)

- a) Call 911 if required – determine need for evacuation
- b) Administer first aid/CPR or call the campus first aid provider. First aid should be rendered until emergency medical personnel arrive
- c) Remove students/staff/faculty from immediate area
- d) Determine involved parties; cause of the accident
- e) Request assistance as required and inform campus administration including crisis management team
- f) Remain in safe proximity to brief emergency personnel upon arrival
- g) Complete KCTCS Accident Report form (FM84) and send to KCTCS Safety Office

#### Medical Emergencies, Medical Health Emergencies, Intoxication

Such as: Heart Attack, Seizure, Cuts/Lacerations, Broken Bones, Asthma Attacks, and Burns

- a) Call 9-911 after assessing the emergency
- b) Attend to the individual; remain calm; administer first aid/CPR or call campus first aid provider. First aid should be rendered until emergency medical personnel arrive
- c) Notify campus administration and crisis management team

## Death Notification or Homicide

- a) Call 9-911
- b) Notify Campus Administration
- c) Secure the area
- d) Isolate witnesses
- e) Contact local police department who will contact coroner and they will notify the family

Complete KCTCS Accident Report form (FM84) and send to KCTCS Safety Office

### T. Hazard Assessment Response, Recovery & Restoration Planning

The Crisis Management Team will first identify all potential emergencies and then conduct a hazard assessment (also called a risk evaluation or hazard audit) on each historical or current potential emergency. The team will use outside sources to assess hazards, contacting our insurance carrier; state, county, and local emergency planning agencies; and National Weather Service for a history of hazardous events.

The assessment team analyzes on—site emergencies by determining “what if” and “how bad will it be” for each type of event which may occur. Each event must be evaluated objectively by considering frequency, intensity, and duration.

The team also will determine if emergencies in nearby businesses might present hazards. Lines of transportation may be considered as a source of a potential hazard. For example, if a truck crash on a nearby highway releases a chemical vapor into the air, your facility may need to take action to protect your employees. Therefore, it is necessary to perform a hazard assessment to determine the potential for one emergency to cascade into expanding emergencies.

Recovery and restoration plans should address any potential major loss scenarios identified in the hazard assessment. Identify potential available external resources including space that may be available for short or long term lease to provide a continuity of services. In the event of a major storm, tornado or earthquake, damage could be extensive, not only to the College but to the community and region and restoration could take a very long period of time.

Hazard assessments will include the following components:

**Critical equipment list**—If critical equipment fails and causes an emergency, determine the potential consequences of various failure scenarios. Determine the minimum personnel needed to monitor and operate the equipment in the event of an emergency.

**Cisco Switching Equipment** is electrically operated and controls computers & telephones. It is not connected to the Emergency Generator so only a selected number of “key” individuals would have telephone services for approximately 15 minutes through UPS battery backup.

Communications would be for maintenance personnel via two-way radios and they only have approximately an eight-hour life.

**Site utilities list**—Determine suppliers, entry points, and shutoffs for on-site utilities such as air-handling systems (HVAC), electric, gas, water, and communications. Determine the need for and extent of backup systems.

**Natural disasters**—Determine the potential effects of natural disasters, such as tornadoes, blizzards, ice storms, earthquakes, mud slides, floods, and/or fires.

**Manmade disturbances**—Determine the possible effects of a bomb threat, threat of violence or violent behavior, arson, riot, vapor release, chemical release, terrorist attack, and structural failures.

**Transportation lines**—Determine if shipping, rail, air, or highway emergency events may have a spillover effect on a facility.

**Toxic materials and/or raw materials**--Determine if a potential hazard exists on-site.

**Other site spillovers**--Determine the effects of potential spillover emergency events from other facilities.

**Conduct a Security assessment** to determine the effectiveness of exterior lighting, the conditions and procedure for securing buildings on campus.

## U. PREPAREDNESS

A major component of Emergency Management is preparedness. A plan of action for Emergency Response Procedures must be in place, the Crisis Management Team named and organized, with roles well defined, and practice sessions scheduled through drills and rehearsals, for team members, employees and students. A schedule of mandatory drills is maintained in the Coordinator's for Environmental Health & Safety Office. These are documented and maintained for inspection by the State Fire Marshall. Mandatory drills include Evacuation and Tornado Drills to be held on a quarterly basis. Other less extensive drills or rehearsals involving fewer employees are practiced periodically to ensure that those people having critical roles to play understand and can carry out their assignments in a timely way.

In order to ensure that faculty and staff have quick and easy access to emergency reference material, an Emergency Response Action Plan quick reference guide, in a tabbed or flip chart format has been developed for distribution to all employees. It will include concise instructions for each type of emergency situation identified in the hazard assessment, with names of contact persons and phone numbers for each respective campus. It is entitled the **BSTC Emergency Response Plan Flip Chart.**

## V. NATIONAL INCIDENT MANAGEMENT SYSTEM

### Recommendation

That the KCTCS Board of Regents formally adopt and implement the National Incident Management System (NIMS) pursuant to Homeland Security Presidential Directive (HSPD) -5, *Management of Domestic Incidents*. Further the KCTCS Board of Regents requires that each college district Board of Directors also recognize and adopt NIMS.

### Rationale

- HSPD 5 requires that all federal, state, territorial, tribal and local entities become compliant with the NIMS.
- Failure to comply with the NIMS will affect eligibility to apply for federal funding in 2006.
- Adoption of the NIMS by the KCTCS Board of Regents and each college district will complete the process for KCTCS.
- NIMS will be implemented at the System Office level and in each college district through the establishment of a Crisis Management Plan and Crisis Management Team.

### Background

On February 28, 2003 the President issued HSPD – 5, *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, local and tribal governments and private-sector and nongovernmental organizations to work together effectively to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

A letter from the Secretary of Homeland Security to the governors of all states outlined what steps each state, state agency and local government entity must do in 2005 in order to comply with the NIMS. Beginning in 2006, you must certify NIMS compliance to apply for federal preparedness assistance.

Adoption of the NIMS by the KCTCS Board of Regents and each college district is the final step required for KCTCS to be NIMS compliant.

In the Spring of 2007, KCTCS facilitated the offering of the NIMS Coursework online for each institution to have the appropriate personnel certified in NIMS Training. This group consisted of the CMT and the Board of Directors.

In the Summer of 2008, selected members of the Crisis Management Team received training in entering ALERT messages via the INFORMACAST Software purchased by KCTCS.

### **W. Pandemic Influenza Plan (Due to the length of this plan, see Appendix C)**

### **V. BSCTC CRISIS COMMUNICATION PLAN**

The terrorist attacks on the World Trade Center and the Pentagon on September 11, 2001 drove home the fact that a crisis may strike any of our institutions at any time. Crises may take many forms - violent acts, natural disasters, mechanical breakdowns or student unrest, for example. Whatever the type of crisis, KCTCS and its colleges must be prepared to keep the internal and external public informed through clear, accurate, consistent and concise communications.

As a public institution, BSCTC strives to be forthright and timely in communications. Decisions regarding communications during a crisis will be guided by

the commitment to public disclosure and the public's legitimate right to be informed, balanced by a concern for the right of the individual for privacy and personal security. Also to be considered is the effect that immediate public disclosure could have on impending investigations or legal actions.

This plan, as a part of the broader BSCTC Emergency and Crisis Response Plan offers policies and procedures for the coordination of communication within the BSCTC family and between KCTCS and external audiences, including the news media.

### **SNAP (Safety Notification Alert process)**

When an employee of BSCTC identifies a crisis, his or her first responsibility is to determine the appropriate response to be taken in accordance with the Emergency Response /Crisis Management Plan.

- If the situation is deemed to be serious, then that employee should dial (9)-911 and then immediately contact a member of the CMT (X67911). Essential information should be provided such as the type of emergency, the location, description of the attacker (s)—if an assault, and the type of weapons—if any.
- The CMT person receiving the call should then dial (9)-911 to reaffirm the situation to be sure it has already been called in.
- Any of the CMT may then send an ALERT message via the Safety Notification Alert Process (SNAP) and ShcoolMessenger describing the situation campus wide.
- After the CMT Member sends out the alert, then a text message via SchoolMessenger should also go out to the other members of the CMT informing them of the situation, and based upon the circumstances of the situation, a meeting location for the team should be established.
- The automated system will then send a mass notification to a large number of people and devices immediately and simultaneously using the KCTCS voice and data network.
- Landline phones, cell phones, classroom computers, internet service provider-based email, Blackberry, and other personal digital assistants will receive this message via the INFORMACAST Software provided by KCTCS.

The first step, in the absence of imminent danger to life or property, the employee should inform his or her supervisor of the crisis. In accordance with appropriate chain of command, the Office of the President / CEO is notified. The President / CEO will make the decision whether or not to activate the Crisis Management Team, including the appropriate Crisis Communications Personnel which includes the Director of Public Relations.

|                                 |
|---------------------------------|
| <b>Communications Protocols</b> |
|---------------------------------|

The most important population of BSCTC is their students and employees. Our faculty and staff must be kept informed of the crisis and our response to maintain order and

facilitate a quick recovery. It is important to remember that the words and actions of employees toward external audiences will make or break the reputation of BSCTC.

Therefore, after emergency officials are notified of a crisis, employees may be the next target audience. Other key audiences that should be kept apprised of BSCTC crisis response:

- Parents and family members of affected students or employees.
- Board leadership (Board of Regents, Foundation, and local Boards of Directors)
- Political leadership (Governor’s Office, key legislators, CPE, community leaders)
- News media

It is important that members of the Crisis Management Team be able to reach each other at any time. The institution has created a laminated card that includes work, home, cell, pager numbers of key personnel. Blackberry and Two-way radios have been given to key individuals at selected campuses where appropriate.

State and federal law affect dissemination of information about students. Crisis communications must consider applicable statutes and fundamental issues of fairness.

**Emergency Closing Procedures & Communication Flow Chart**

When campuses are closed, essential personnel and first shift maintenance and operations employees are to report to work at 8:00 a.m. Second shift maintenance and operations employees are to report to work at 10:00 a.m., unless notified by their immediate supervisor to report at a different time. The hours worked on a closing day by essential personnel and M&O employees may be flexed-off at a later date (within the subsequent six-week period). With supervisory approval, M&O employees may be permitted to leave after assignments are completed. Hours worked during a CLOSED day cannot be used to calculate overtime.

---

**INCLEMENT WEATHER TREE**

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**Decision Procedures**

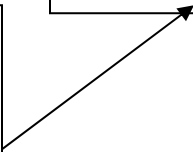
Decision to go on the Snow Schedule or Cancel Classes should be made by 6AM for day classes and 4PM for night classes.

Home telephone numbers are listed.

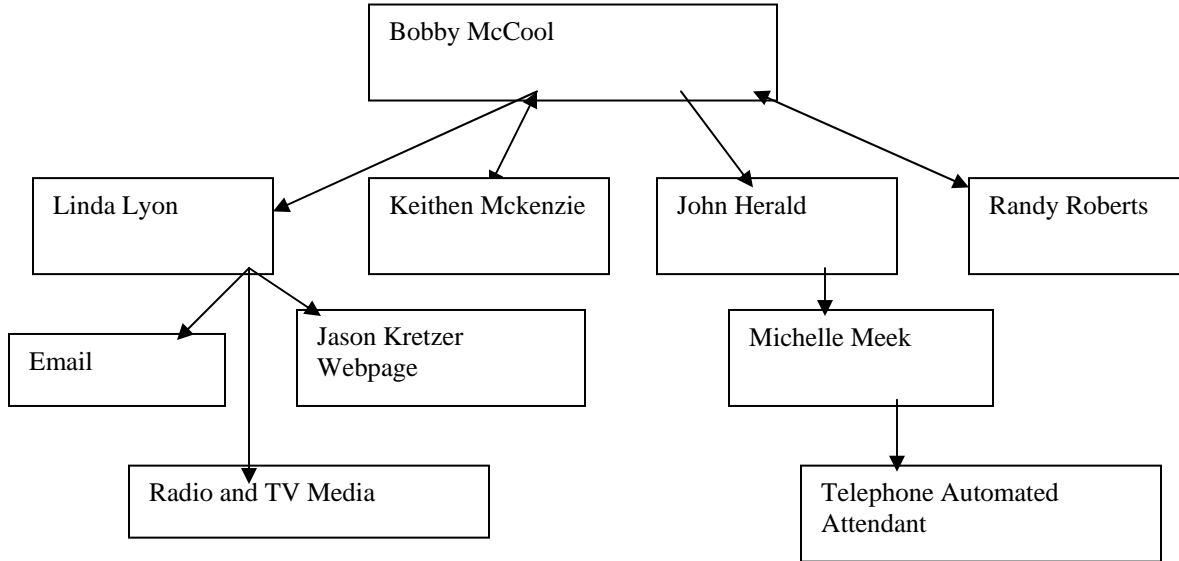
In the event that an administrator is not available, the responsibility of notifying the appropriate personnel and the media will be assumed by the next person on the list. It is imperative that administrators keep each other informed of absence from campus when inclement weather is a possibility.

Dr. George Edwards

**Bobby McCool** does weather watch. If questionable conditions exist, Bobby contacts Dr. Edwards. Bobby then contacts appropriate individuals to gather input or to notify of



Media Contact Tree – Once a final decision is made, the following personnel will contact the media per assignment:



### WEATHER CONDITIONS SOURCES

JACKSON WEATHER SERVICE (606) 666-5636  
 Kentucky State Police-Pikeville post (606) 433-7711

#### INTERNET –WEATHER

<http://mapclient.kytc.state.ky.us/default.asp?display=weather&area=statewide&textOnly=False>

<http://www.accuweather.com/weatherf/index.corp>

[http://weather.yahoo.com/forecast/jackson\\_KY\\_US\\_f.html](http://weather.yahoo.com/forecast/jackson_KY_US_f.html)

#### ROAD CONDITIONS

KENTUCKY – dial 511 (toll free in state)

#### INTERNET – KENTUCKY ROAD CONDITIONS

<http://511.ky.gov>

<http://transportation.ky.gov/RWIS/index.htm>

|   |
|---|
| <b>RADIO STATIONS &amp; TV STATIONS</b> |
|---|

Use your Qwest long distance calling card to make calls  
 1-800-860-4444  
 card and pin # 606-886-3863- 5298  
 Dial phone number calling

| LOCATION                     | STATION                          | TELEPHONE   | FAX                 | CODE |
|------------------------------|----------------------------------|---|---------------------|------|
| Lula Bowling<br>Morehead     |                                  | (606) 437-7243  |                     |      |
| PRESTONSBURG                 | WDOC/WQHY<br>1310.95.5           | 886-2338<br>886-8409<br>886-1026<br>800-633-3858  | 886-1026            |      |
| ALLEN                        | WMDJ                             | 874-8005  | 874-0057            |      |
| LEXINGTON                    | WKYT-TV                          | 859-299-2727<br>859-299-8312<br>859-299-8630<br>1-877-551-2427<br>X307                              |                     |      |
| LEXINGTON                    | WLEX-TV                          | 1-800-255-4566<br>x619  |                     |      |
| LEXINGTON                    | FOX 56<br>WDKY-TV                | 859-967-1150  | 859-269-3774        |      |
| HUNTINGTON                   | WSAZ-3<br>(see list of<br>codes) | 1-877-467-7669  | Morehead ID<br>1657 |      |
|                              |                                  |   | BSCTC ID<br>1350    |      |
| SALYERSVILLE                 | WRLV/WRL                         | 606-349-6125  | 606-297-1510        |      |
| HUNTINGTON                   | WOWK-13                          | 304-781-6017  | 304-523-0545        |      |
| WILLIAMSON/<br>MARTIN COUNTY | WBTH/WXCC<br>1400/96.5           | 304-235-5448  | 304-235-8118        |      |
| HAZARD                       | WYMT-TV                          | 1-888-<br>318WYMT(9968)<br>ext. 1264<br>606-436-5757 ext<br>1264<br>newsroom direct<br>606-435-7912 | 606-439-3760        |      |
| HAROLD                       | WXLN/<br>CHANNEL 5               | 478-1200  | 478-1050            |      |
| LOUISA                       | WSAC                             | 606-638-9203  |                     |      |
| PAINTSVILLE                  | WSIP                             | 789-3375  | 789-7200            |      |

|              |           |           |          |  |
|--------------|-----------|-----------|----------|--|
|              |           | 789-3473  |          |  |
| PAINTSVILLE  | WKLW      | 789-6664  | 789-6669 |  |
| JENKINS      | WLFX      | 633-9439  | 633-3314 |  |
| PIKEVILLE    | WPKE/WDHR | 437-4051* | 432-2809 |  |
| ELKHORN CITY | WBPA/WPKE | 437-4051* | 432-2809 |  |
|              |           |           |          |  |

#### Phone Card

1-800-860-4444

606-886-3863 5298

Dial Number Being Called

#### Methods of Communication

Different crises warrant different methods of communications with key constituencies.

Options include:

- One-on-one or small -group meetings with employees or students when possible
- Large assemblies of employees or students
- Use of email groups
- Use of voice mail messages
- Regular communication vehicles, such as newsletters
- Personal letters from the CEO to employees, friends
- Phone calls or visits to important external constituents, such as board members and political leadership
- Information posted on the web
- A telephone line established to provide assistance
- Counseling of employees or students

#### Media relations

Prompt and open communications to the news media are key to responding to a crisis and protecting the reputation of the institution. The news media perform a valid function in informing the public about what is happening at KCTCS/BSCTC and its colleges. The following are guidelines that the Crisis Management Team should follow to establish and maintain an effective relationship with the news media:

Determine your message. The team should decide on a few key points that you want to make in each communication. During direct contact with the news media, you should answer questions, but you may return to your primary message(s) to ensure that you stay on track.

Select a spokesperson. You may nominate the President, a member of the President's Cabinet, the public relations director or other representative. The spokesperson may change from day to day depending on the news of the day, but it is advisable to use the same spokesperson to deliver any given message in a consistent manner. The spokesperson should be articulate, poised and have a strong grasp of the facts of the situation. The spokesperson should be briefed on what to expect from the news media and how to respond. As time allows, media training for the leadership team and board members may help improve the

response to crises. During a crisis, no one is authorized to speak to the news media on behalf of KCTCS or a college other than spokesperson(s) designated by the Crisis Communications Team. Anything said to the news media will reflect on the institution.

Stick to the facts. If you don't know the answer to a question from the news media, don't guess. Tell reporters that you don't have that information but will find it and get back to them.

Come clean. If an error by KCTCS/BSCTC or an employee caused or exacerbated a crisis, admit that fact and move on "No comment is not an option". There is always a way to answer questions in a manner consistent with the KCTCS/BSCTC message.

Select time venue. If a number of media outlets are interested in story, consider convening a news conference to make sure all of them receive the same message at the same time. For a small number of media outlets, consider briefings or one-on-one interviews. Keep the news media informed throughout the crisis — silence may promote suspicion. In an ongoing event, provide a story each day to ensure that your message is the one that is heard. Keep in mind that the image you project is based on where a story is photographed or videotaped will reflect upon your institution.

Develop written materials. They ensure accuracy and consistency. You may use a news release or fact sheets. The reporter may not be familiar with KCTCS/BSCTC, so provide literature on the System and/or college.

Control access if necessary. In situations where members of the media are likely to come to campus (crime, accident, fire), the team may work with local authorities to control access to the scene and maintain order. The System/college has a responsibility to maintain the integrity of any crime or accident scene and to ensure the privacy of its students, faculty and staff. Therefore, access to any part of campus may be limited during a crisis. A media briefing center, or staging area, may be established and timely updates provided to the media at that location. In crises that involve major disruption to System or college operations, it may be necessary to establish an emergency operations center into which and from which information will flow.

## **Community relations**

An institution's relationship with the community will influence its ability to protect personnel, property and reputation and return to normal operations. Colleges should maintain a dialogue with community leaders, first responders, government agencies, community organizations and utilities, including:

- Appointed and elected leaders
- Fire, police and emergency medical services personnel
- Emergency management directors
- Public works department
- American Red Cross
- Hospitals

- Telephone Company
- Electric utility
- Neighborhood groups
- System or college boards

Here are suggested ways to build community relations and ensure that your constituencies will support you in times of crisis:

- Have regular meetings with emergency personnel to review emergency plans and procedures.
- Talk about what you're doing to prepare for and prevent emergencies.
- Explain your concern for the community's welfare.
- Identify ways your facility could help in a community-wide emergency.
- Look for common interests and concerns.
- Identify opportunities for sharing resources and information.
- Conduct confidence-building activities such as facility tours.
- Do a facility walk-through with community response groups.
- Involve community fire, police and emergency management personnel in drills and exercises.
- Meet with your neighbors to determine how you could assist each other in an emergency.

### **Follow-up**

The Crisis Communications Team should meet within two weeks of the crisis to review the actions taken to determine effectiveness and efficiency of the response. Information obtained during the critique should be incorporated into updates of the Crisis Communications Plan.

*This plan was written by the KCTCS public relations team and included ideas gleaned from crisis communications plans supplied by the following colleges and universities: Western Kentucky University, Centre College, Northern Kentucky Technical College, Ashland Community College, Berea College and the University of Louisville.*

*It has since been modified and edited by BSCTC Environmental Safety & Health Committee*



**Emergency Notification System  
GUIDELINES  
August 25, 2008**

## ADOPTION

The preservation of life and property is a fundamental responsibility of the Kentucky Community and Technical College System (KCTCS) in the event of major emergencies or disasters, either manmade, or natural. An inescapable function of the System is to mitigate or lessen the possible impact of these conditions by practical emergency planning, advance preparation, coordinated response and recovery. One of the most important components of this responsibility is rapid notification of emergencies to the KCTCS community.

The Kentucky Community and Technical System Emergency Notification Guidelines (ENS) are designed to ensure coordinated and effective emergency notifications by outlining the guidelines to follow if a major emergency occurs that could impact the System. Therefore, each KCTCS administrator and manager has a particular responsibility and obligation to become familiar with the contents of these guidelines to ensure that the personnel under their jurisdiction are prepared in advance to meet responsibilities set forth herein.

This is a living document that describes existing procedures and personnel; it is subject to frequent updates and will be updated or replaced as procedures change.

In summary, KCTCS must be prepared for the possibility that a disaster will strike the System or an adjacent area that could be of such magnitude that timely notification to the KCTCS community is paramount to save lives. These guidelines are adopted by KCTCS on this date and it will be the responsibility of the KCTCS Crisis Management Team to serve as custodian.

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To Be Determined

---

Date

Title

Kentucky Community and Technical College System

---

## **Introduction**

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The intent of this Guide is to identify the methods of mass communication systems that can be activated in times of emergency. The intended audience for this guide includes administrators and critical staff that would be involved in making emergency announcements in order to protect lives and property at KCTCS. This guide has been developed as a collaboration of the units that have direct responsibilities for the implementation, operations and procedures to make mass emergency announcements.

## **Methods of Mass Communications Hierarchy**

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KCTCS will rely upon as many as 10 communication systems during a major emergency. All of these methods of mass communications combined make up the KCTCS Emergency Notification System (ENS).

The methods of mass communication are listed on the chart entitled, Methods of Mass Communications Hierarchy (Figure 1). The individual systems are listed below in the same order, which optimizes the speed of communication in an emergency. It is imperative that, upon activation, these systems be used redundantly to maximize the number of people that can be notified in the shortest period of time.

In most situations it is recommended that the majority of communication messages be funneled through the Office of Marketing and Communications to ensure that an effective, integrated communications effort is executed.

### **InformaCast – Voice over IP Alert System**

InformaCast is a full-featured system that allows administrators to simultaneously send an audio stream and/or text message to multiple Voice Over Internet Protocol (VOIP) phones, InformaCast IP speakers, the InformaCast Desktop Agent, and overhead paging systems. Anyone on the Approval Hierarchy List can send a pre-recorded message or a live broadcast message via either a password-protected Web page or the IP phone services menu.

InformaCast can group phones in many different categories including by college, campus, and building, etc.

The text messaging component of InformaCast requires students to “opt in” in order to receive emergency notification. KCTCS will develop a web-based system that will be

incorporated into the student registration process to provide students with the opportunity to register their cell phone information.

Activation of the InformaCast System for emergencies will only be allowed by ENS Administrators (selected members of the college Emergency Management Team) to minimize the potential of issuing conflicting emergency information.

The InformaCast system is an emergency notification system and should not be used for other types of college communications. Standard message templates will be developed for all types of emergencies to facilitate its use.

#### Public Address/Radio Systems (if available)

Many KCTCS colleges have public address and warning systems that can be activated in emergency situations as well as other communication devices such as walkie-talkies, pagers, bullhorns, etc.

#### Bulk E-Mail – E-Mail to all KCTCS addresses

A mass E-Mail can be sent to everyone who has an E-Mail account on the KCTCS Exchange System. This E-Mail is initiated in the Communications and Marketing office and distributed by an individual on the Approval Hierarchy List. This E-Mail would be accessible to any account holder whether they are accessing it from on campus or remotely.

#### Web Page Message

The Office of Marketing and Communications will place emergency messages on the KCTCS home page during emergencies. This message may direct users to a Web site that has been set up and is dedicated to providing further information regarding the emergency. In the future, changes to the KCTCS' home page will also be broadcast to subscribers via an RSS feed.

#### Website

The Office of Marketing and Communications and Web Services Division will prepare an optimized Web site with minimal graphics to provide information to the KCTCS community during emergencies.

#### Campus Digital Signage

Many KCTCS colleges have digital signage that can be used to communicate to students. During emergency situations the Office of Marketing and Communications will place emergency messages on this signage.

### KCTCS College TV Stations

Colleges with TV stations have the capability of broadcasting emergency messages. The Office of Marketing and Communications will work with the studio in preparing appropriate messages.

### Media Outlets - TV and Radio

The Office of Marketing and Communications will provide advisories to the media via a formal media advisory or news release or in response to media inquiries. Once the activation of mass communication systems is initiated and the public becomes aware of a situation occurring at KCTCS, the media will begin to inquire about the nature of the emergency. All contact with the media in an emergency situation must conform to the KCTCS crisis communications policy.

### Messages on interstate highway signs

A number of our colleges are located in areas that are equipped with digital highway messaging systems. These signs are strategically placed on major interstates including I-64, I-65, I-75 and I-71 that can be used to provide a short digital message.

Procedures for using this signage vary by locale.

### Press Conference

As time allows, a press conference may be scheduled for college leadership to talk to the media and answer questions.

### **Approval Hierarchy List**

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The graphic below outlines the Approval Hierarchy List (Figure 2). The decision to take action and initiate a mass communication should be based on the severity of the emergency and the threat to life and safety, as well as the time that is required to communicate with the most people possible. Selected members of the KCTCS Emergency Management Team will be responsible for these decisions and the person initiating the ENS should assume this responsibility after careful consideration of the emergency and the threat to human life and safety.

For example, a tanker truck leaking a hazardous gas vapor that is moving onto a campus requires immediate action to provide enough time for people outside to take shelter inside of a building. This type of emergency and the need for rapid notification requires that individuals who learn of the emergency in its early stages must take action as quickly as possible.

A *potential* release of a hazardous gas does not have the immediacy of a release and the threat to life safety is less severe. The people who are initially notified would be able to move up through the Approval Hierarchy List to a decision-maker who would determine the appropriate time and method for initiating the Emergency Notification System.

Depending on the time available, if ENS is implemented, the following personnel shall be notified as soon as possible.

- President
- Emergency Management Team Members
- Cabinet/PLT

Figure 1

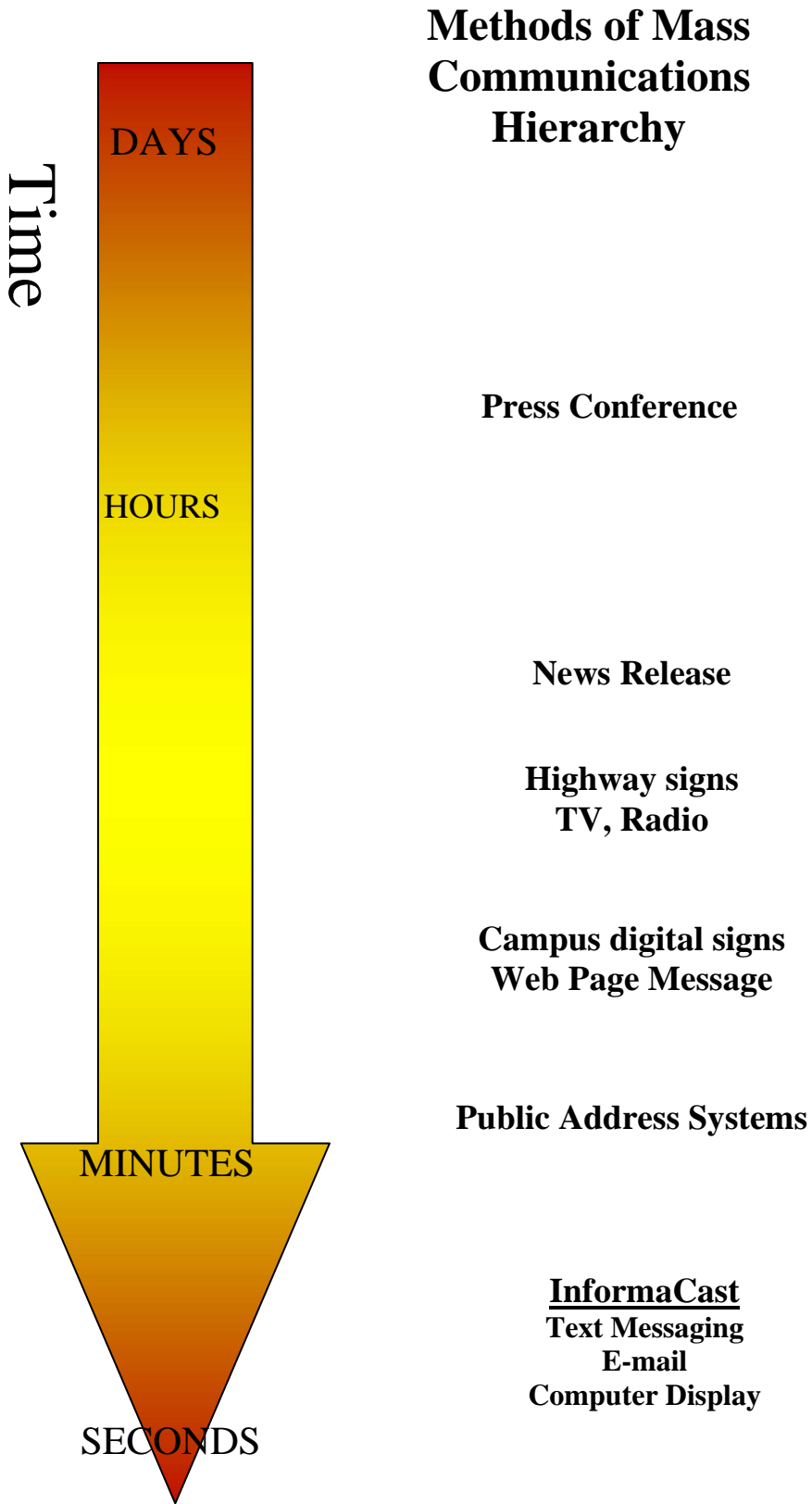
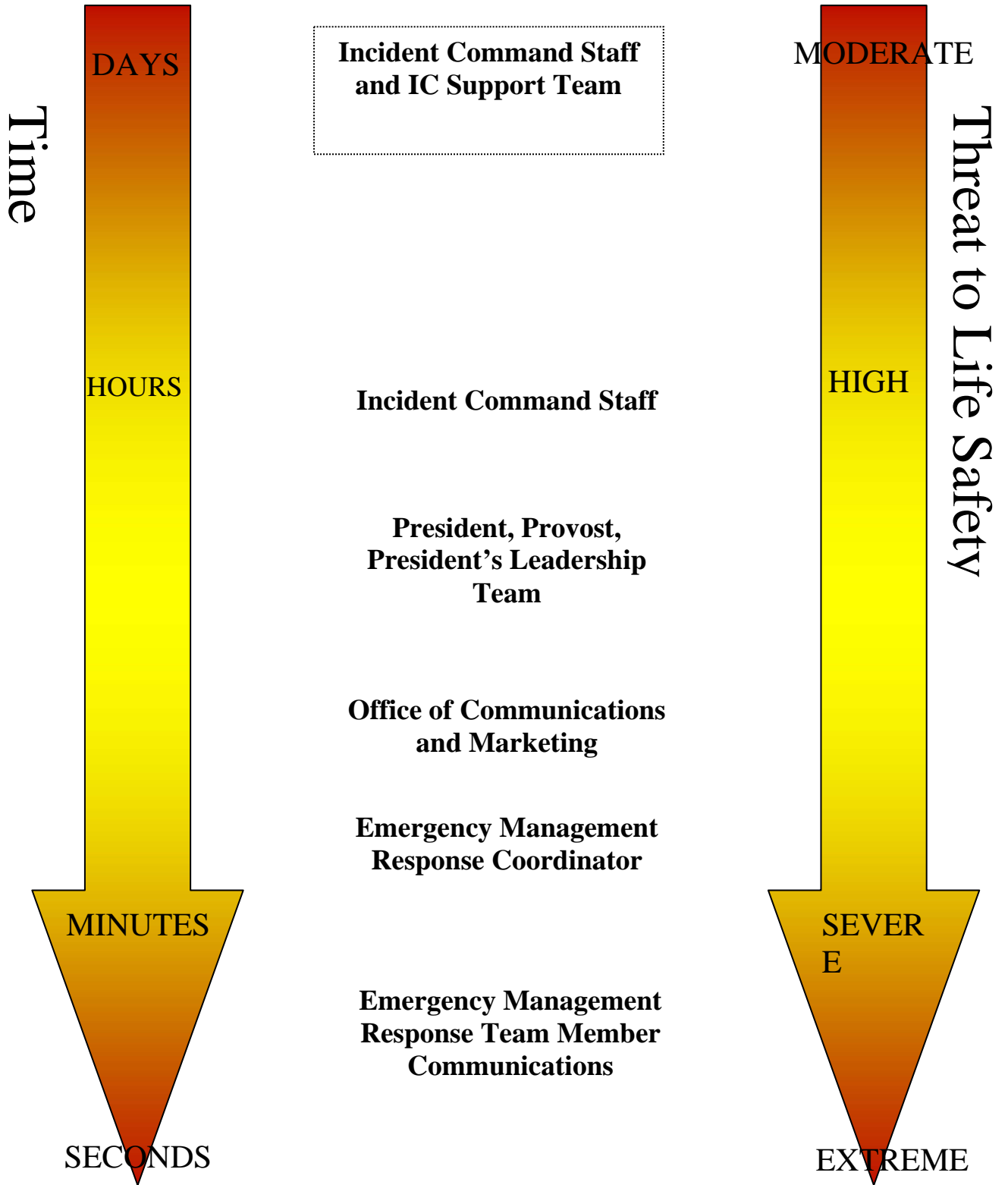


Figure 2

# Approval Hierarchy



**VI. HAGER HILL CAMPUS****A. EMERGENCY CONTACT NUMBERS**

|   |                      |
|---|----------------------|
| Campus Contacts: Keithen McKenzie<br>Campus Coordinator | 789-5321, Ext. 82896 |
| Harold Burton, Program Director<br>BS KY Coal Academy   | 789-4321, Ext.82946  |

|                    |                      |
|--------------------|----------------------|
| Maintenance        | 789-5690, Ext. 82920 |
| Business Secretary | 789-5690, Ext. 82924 |

Make a decision as to:

A .Calling for an ambulance to transport victim to hospital

B .Taking victim to or placing a call to any of the places listed below:

- |                                      |                |
|--------------------------------------|----------------|
| 1. Emergency                         | (9)- 911       |
| 2. Paul B. Hall Medical Center       | (606) 789-3511 |
| 3. Highlands Regional Medical Center | (606) 886-8511 |
| 4. Paintsville City Police           | (606) 789-4221 |
| 5. Johnson County Sheriff            | (606) 789-3411 |
| 1. Kentucky State Police             | (606) 433-7711 |
| 2. Ambulance Service                 | (606) 789-8660 |

**B. Fire Marshals**

Keithen McKenzie  
Harold Burton  
Maintenance person on duty

## VII. MAYO CAMPUS

### A. EMERGENCY CONTACT NUMBERS

|                                      |                      |
|--------------------------------------|----------------------|
| Keithen McKenzie, Campus Coordinator | 789-5321, ext. 82896 |
| Garry Senters                        | 789-5321, ext. 82811 |

Make a decision as to:

- a. Calling for an ambulance to transport victim to hospital
- b. Taking victim to or placing a call to any of the places listed below:
  1. Emergency 911
  2. Paul B. Hall Medical Center (606) 789-3511
  3. Highlands Regional Medical Center (606) 886-8511
  4. Paintsville City Police (606) 789-4221
  5. Johnson County Sheriff (606) 789-3411
  6. Kentucky State Police (606) 433-7711
  7. Ambulance Service (606) 789-8660  
(606) 789-5555

### B. LOCATION OF SAFETY EQUIPMENT

First Aid Kits are located in each building and in each respective lab/shop area.  
 All buildings have emergency power generators in case of power failure  
 In addition, there are fire extinguishers in all buildings and on all floors.  
 First Responder kit is located in Mr. Harold Burton's Office, Bldg A Room 103.

### C. FIRE MARSHALS

|            |                  |
|------------|------------------|
| Building A | Joey Bishop      |
| Building B | Garry Senters    |
| Building C | Keithen Mckenzie |
| Building D | John McKenzie    |
| Building E |                  |
| Building F | Roger Owens      |

**VIII. PIKEVILLE CAMPUS****A. EMERGENCY CONTACT NUMBERS**

|   |                      |
|---|----------------------|
| Randy Roberts, Campus Coordinator & Interim Dean CWED | 218-2060, Ext. 81207 |
| Barbara Blackburn, Business Manager                   | 218-2060, Ext. 81206 |
| Maintenance III Worker                                | 218-2060, Ext. 81200 |

Make a decision as to:

- a. Calling for an ambulance to transport victim to hospital
- b. Taking the victim to or placing a call to any of the places listed below:
  1. Emergency 9-911
  2. Pikeville Methodist Hospital (606) 437-3500
  3. Highlands Regional Medical Center (606) 886-8511
  4. Pikeville City Police (606) 437-6236
  5. Pike County Sheriff (606) 432-6260
  6. Kentucky State Police (606) 433-7711
  7. Ambulance Service (606) 432-0001

**B. LOCATION OF SAFETY EQUIPMENT**

Flashlights are located in the first, second, and third-floor storage rooms. The building also has an emergency power generator in event of primary power failure. Air horns are located with the fire Marshals on each floor in the event that the intercom system does not work in warning of severe weather such as tornadoes or severe thunderstorm.

**C. FIRE MARSHALS**

|              |                   |
|--------------|-------------------|
| First Floor  | Randy Roberts     |
| First Floor  | Charles Stanfield |
| Second Floor | Joe Compton       |
| Third Floor  | Beverly K. Martin |

## IX. PRESTONSBURG CAMPUS

### A. EMERGENCY CONTACT NUMBERS

**Business Phone No.:** (606) 886-3863  
**(Fax: 606-886-2677)**

The following list of names and numbers represent in order individuals to contact in the event of an emergency:

**Contact No. 1** Mr. Ronald Carter, Facilities Management Specialist  
 Phone No. 886-3863, Ext. 67338 Work  
 Cell No. 502-545-0636  
 Security Cell 602-226-5609

**Contact No. 3** Mr. Shannon Howard, Assist. Supervisor. M & O  
 Phone No. 886-3863, Ext. 64737  
 Residence 297-2460  
 886-4451 Pager

**Contact No. 4** Mr. John A. Herald, Dean of Business Affairs  
 Phone No. 886-3863, Ext 67335  
 789-1540

#### Other Emergency Personnel

|   |              |
|---|--------------|
| Prestonsburg Fire & Police Dept.                                  | 886-1010     |
| EMERGENCY   | 9-911        |
| Floyd County Emergency<br>& Rescue Squad, Mr. Ritchie Schoolcraft | 886-8114     |
| Floyd County Sheriff's Office                                     | 886-6171     |
| KY State Police   | 433-7711     |
| <b>DES</b> , Disaster & Emergency Services                        |              |
| Mr. Lon May   | 886-0498     |
| Floyd County Judge Executive                                      | 886-9193     |
| Floyd County Health Dept.   | 886-2788     |
| Prestonsburg City Mayor   | 886-1010     |
| American Electric Power   | 800-572-1113 |
| Prestonsburg City Utilities                                       | 886-6871     |

## A. LOCATION OF SAFETY EQUIPMENT

### 1. Handheld short-wave radios, first-aid kits, flashlights, and air horn alarms.

|      |   |                                   |
|------|---|-----------------------------------|
| C    | = | Campbell Science Building         |
| J    | = | Johnson Administration Building   |
| M    | = | Magoffin Learning Resource        |
| P    | = | Pike Technology Building          |
| SC   | = | Student Center                    |
| PSEB | = | Post Secondary Education Building |

| Room            | Title                              | Short-Wave Radio | First Aid Kit | Flash-light | Air Horn |
|-----------------|------------------------------------|------------------|---------------|-------------|----------|
| C115            | Anatomy & Physiology Lab           |                  | X             |             |          |
| J133            | Maintenance Office                 | X                | X             |             | X        |
| C120            | Biological Sciences                |                  | X             | X           | X        |
| J108            | Business Office                    |                  | X             |             |          |
| C217            | Physics Lab                        |                  | X             |             |          |
| C120R           | Storage room in Campbell Sc. Bldg. |                  | X             |             |          |
| C218            | Nursing Lab                        |                  | X             |             | X        |
| C221            | Microbiology Lab                   |                  | X             |             |          |
| C225            | Chemistry Lab                      |                  | X             |             |          |
| J105A           | Safety Officer's Office            |                  | X             | X           | X        |
| S100            | Switchboard                        | X                | X             | X           | X        |
| S202            | President's Office                 |                  | X             | X           |          |
| J125            | Public Relations Office            |                  |               | X           |          |
| J130            | First Stop for Parents             |                  | X             | X           |          |
| J110A           | Jackie Cecil's Office              | X                |               | X           |          |
| S100            | Admissions Office                  |                  | X             | X           | X        |
| J151            | Wellness Center                    |                  | X             | X           |          |
| P107            | Peggy Prater's Office—Pike Bldg.   |                  | X             | X           | X        |
| P209            | Office—Pike Bldg.                  |                  |               | X           | X        |
| M113            | Library (LRC)                      | X                | X             | X           | X        |
| M208            | Physical Sciences                  |                  | X             | X           | X        |
| NEPSB           | Academic Affairs Office            |                  | X             |             |          |
| Student Ctr 107 | Bookstore                          |                  | X             | X           | X        |

### 2. Eye Wash Equipment

Eye wash equipment is located in room C225, chemistry lab. This equipment should be utilized, for example, if an individual has an accidental splash of a hazardous chemical to the eye(s).

### 3. Wheelchairs

A wheelchair should be used in case of an emergency or to assist handicapped individuals. One wheelchair is located in C218 (Nursing Lab)

### 4. Portable Stretcher

A portable stretcher is located on the loading dock behind the LRC. You may contact the M & O office to assist in locating this item.

### 5. Other Equipment

Various safety equipment is available on the Prestonsburg Campus. Inquiries may be made in the M & O Office (J133) or to the Coordinator of Environmental Health & Safety (J105A).

### 6. Location of Panic Buttons & Emergency Two-Way Call Boxes

## B. EMERGENCY CALL BOXES & PANIC BUTTON LOCATIONS

Updated April 2006

| ZONE                                     | LOCATION                      | INDIVIDUAL                      | ROOM NO. |
|--|-------------------------------|---------------------------------|----------|
| <b>JOHNSON</b>                           |                               |                                 |          |
| 1  | Business Office #1 Panic B.   | Paula Preece                    | J110     |
| 2  | Business Office #2 Panic B.   | Paula Preece                    | J110     |
| 3  | Public Relations-- Panic B.   | Linda Lyons                     | J128     |
| 4  | Public Relations –Panic B.    | Secretarial Desk                | J129     |
| 5  | Wellness Center               | Kelly Adam                      | J151     |
| 6  | Emergency Call Box            | Center Hallway opposite vending |          |
| <b>PIKE</b>                              |                               |                                 |          |
| 1 <sup>st</sup> Floor                    | Emergency Call Box            | Hallway                         |          |
| 2 <sup>nd</sup> Floor                    | Emergency Call Box            | Hallway                         |          |
| <b>Campbell</b>                          |                               |                                 |          |
| 1 <sup>st</sup> Floor                    | Emergency Call Box            | Hallway                         |          |
| 2 <sup>nd</sup> Floor                    | Emergency Call Box            | Hallway                         |          |
| <b>MAGOFFIN LEARNING RESOURCE CENTER</b> |                               |                                 |          |
| <b>First Floor</b>                       |                               |                                 |          |
| 1  | Circulation Counter—Panic B.  | Karen Ratliff                   | M120     |
| 2  | Circulation Entrance—Panic B. | Letitia Campbell                | M120     |
| 3  | Tech-Processing—Panic B.      | Alice Howard                    | M112     |
| 4  | Library —Panic B.             | Kathy Lowe                      | M120     |
| 5  | Emergency Call Box            | Hallway                         |          |
| <b>SECOND FLOOR</b>                      |                               |                                 |          |
| 1  | Emergency Call Box            | Hallway                         |          |

## STUDENT CENTER

|   |                           |               |       |
|---|---------------------------|---------------|-------|
| 1 | Switchboard/Information   | Karen Houston | SC100 |
| 2 | Admissions Office Counter | Jimmy Wright  | SC107 |

## POST SECONDARY BUILDING

|           |                    |                            |
|-----------|--------------------|----------------------------|
| 1st Floor | Emergency Call Box | Foyer on the right         |
| 2nd Floor | Emergency Call Box | Adjacent to water fountain |

## C. PANIC BUTTON PROCEDURES & OPERATIONS

Once the Panic Button is depressed, a signal is sent to a central receiving station located in North Carolina. (Approximate time for signal to transmit and receive is 20 seconds)

After the signal is received, an immediate call is placed to the local city police department by telephone to identify the location (building & office with panic button). This requires approximately 50-60 seconds.

In addition, a second call is placed to ABCO SECURITY to notify them of the alert. ABCO then calls Big Sandy Community & Technical College to alert them that the city police are on the way to a specific building and office where a panic button was depressed. First person to contact is Ron Carter; second person is Donald Montgomery; third person is College Switchboard Operator.

After city police has been called, the police can respond in two-three minutes. Almost all situations have resulted in police responding in less than five minutes.

## EMERGENCY CALL BOXES

Once the button is depressed, a signal is sent to a central monitoring station whereby an individual will ask you the nature of the emergency and your exact location. A call is then made to Prestonsburg Police Dept. Dispatch for an officer to be dispatched to this location.

## D. FIRE MARSHALS

Fire Marshals shall assist in fire drills and in verification of the evacuation of buildings in fire drills or emergency situation.

| Building          | Marshall(s)                       |
|-------------------|-----------------------------------|
| Campbell          | Tom Vierheller                    |
| Johnson           | John Herald & Ron Carter          |
| Magoffin          | Melissa Forsyth                   |
| Pike              | Bill Loftus                       |
| Student Center    | Jimmy Wright                      |
| NEPSE—BSCTC       | Mary Halbert                      |
| NEPSE—MSU Offices | Dewanna Prater & Dr. Lula Bowling |

## Appendix A

### Wheelchair Safety

1. **Placing Person in the Wheelchair**
  - a. Obtain wheelchair from designated area.
  - b. Open chair by pressing down on left and right outside edges of seat or by separating armrests.
  - c. Push wheelchair to desired location, positioning as to face victim.
  - d. Lock both wheels using side locks.
  - e. Move the leg and foot rests out of position.
  - f. Assist the person into sitting position, if necessary. Wait to determine if person is light headed. When he/she is comfortable and feeling ready, Proceed.
  - g. Instruct the person to place his/her arms and hands on your shoulders. Place your hands on the person's ribs, just above waist level.
  - h. If person is sitting, bend your knees and hips so your body is at the same level as the person's upper body. Place your feet in a wide stance with one foot forward.
  - i. Instruct person to rise slowly to standing position, if necessary. Continue supporting person by holding his/her waist and raising your body as the person rises. Place your knee against the person's opposite knee. Move both bodies with a backward rocking motion.
  - j. Steady the person when you are both standing. Help person move his/her body by turning on the ball of the foot until his/her back is next to the chair seat.
  - k. Instruct the person to sit down when he/she feels the edge of the chairs seat against the back of the legs
  - l. Bend the knees and hips, lower your body while the person lowers his/her body, holding the person under the arms until he/she is seated.
  - m. Assess the person's body posture to determine if he/she is in the correct alignment for sitting. Make necessary adjustments.

- n. Help the person raise his/her legs and reposition the leg and foot rests on the wheelchair. Help the person securely place his/her feet and legs on the rests.
- o. Unlock the wheels of the wheelchair before attempting to move

**2. Moving a client from a wheelchair to a chair**

- a. Push wheelchair to desired location facing desired seat.
- b. Lock the wheels on the wheelchair.
- c. Help the person raise his/her legs and move the leg and foot rests out of position.
- d. Bend your hips and knees so that your body is at the same level as the person's body and place your feet in a wide stance, with one foot forward.
- e. Instruct the person to place his/her arms and hands on your shoulders. Place your hands on his/her ribs, just above the waist.
- f. Brace your forward knee against the person's opposite knee.
- g. Instruct the person to rise. Rise at the same time, straightening your hips and knees until both you and the person are standing upright.
- h. Instruct and assist the person to turn so that his/her back is next to the chair.
- i. Instruct the person to sit on the chair when he/she feels the edge of the chair against his/her legs. Bend your hips and knees to lower your body while the person lowers his/her body, holding the person under the arms until he/she is seated.
- j. Assess the person's body posture to determine if he/she is in the correct alignment for sitting. Make necessary adjustments.



## APPENDIX B



# Pandemic Influenza Plan December 2006

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# PLANNING OVERVIEW

The Office of the President for Kentucky Community and Technical College System (**KCTCS**) having recognized the potential threat of a world-wide influenza pandemic, and the potential impact it could have on all Kentucky Community and Technical Colleges instructed all locations to develop a plan to respond to the effects such an outbreak would create.

In response to the KCTCS request for the need to develop Pandemic Influenza Plans system wide, the President for BSCTC appointed a Pandemic Response Coordinator and created the Crisis Management (CMT) Team. The CMT was established to ensure that preparedness and pandemic response planning occurs. The CMT has been identified as BSCTC's authorities responsible for the activation of the Pandemic Influenza Plan.

- The CMT will be responsible for the development of an Incident Command System within BSCTC to manage the Pandemic Influenza Plan. Collaboration with the local Emergency Manager and then test the linkage with the local Incident Command System.
- The CMT will include input from educational and business administration, employees representing operations and business, and student representatives, as appropriate.
- The CMT collaborates with local emergency response and public health planners in the establishment and maintenance of the BSCTC Pandemic Influenza Plan to insure coordination of response and communication with the representative agencies.
- The CMT reviews the Pandemic Influenza Plan at least semi- annually to insure the response planning and program information is current and applicable.
- The CMT considers the provision of sufficient and accessible infection prevention supplies (soap, alcohol based hand hygiene products, tissues and appropriate receptacles).
- The CMT will communicate with the BSCTC Student Affairs Office and the Provost's Office to maintain a surveillance mechanism to monitor and communicate substantial increases in absenteeism among students and faculty. In the event of notable increases in absenteeism, BSCTC will report the information to:
  - BSCTC Office of the President
  - Floyd County Public Health Services
  - The KCTCS Director for Homeland Security

This Pandemic Influenza Plan was written specifically for Big Sandy Community and Technical College (**BSCTC**) by the appointed Crisis Management Team. It is the intent of this plan to identify key important actions BSCTC may need to undertake for the preparation of, and response to an influenza outbreak resulting in business interruption. Continued plan surveillance and updating will be required to ensure that the Pandemic Influenza Plan effectively addresses the unique needs of BSCTC.

## BACKGROUND

According to the World Health Organization (WHO), "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded

conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide. The impact of an influenza pandemic on the local economy and business processes could be devastating. It is estimated that 15-35% of the population will be affected. There is a potential for high levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

## ASSUMPTIONS

Predicted spread and severity:

- Over a several month period, illness rates for population: 15-35%
- Global spread in: 3 months
- Vaccine availability: 6 months after initial outbreak
- Anti-viral treatment: Likely to be in short supply and may not be effective

Potential Effects:

- Large percentages of the population may be unable to work for days to weeks during the pandemic.
- Diminished numbers of people and expertise available.
- Diminished emergency and essential services – fire, police, and medical.
- Potential for mandatory school & college closures.
- Delays in supplies shipments and mail delivery.
- Delays in outside service work.
- Disruption of utilities repairs and limited potential service losses.

College Operational Effects:

- Large numbers of staff absent, difficult to maintain college operations.
- Loss of services from suppliers (e.g. food service, other essential products).
- Large numbers of student absenteeism.
- Operational breakdowns of facility and services.

## PLAN PURPOSE

The purpose of this plan is to assist in managing the impact of an Influenza Pandemic at BSCTC. The key goal of this is plan is based on three main strategies:

- I. Reducing spread of the virus within the BSCTC facilities; and
- II. Sustaining educational and activity functions ; and
- III. Sustaining facility operational functions.

The plan addresses the following management elements for Pandemic Influenza Plan response which include the following:

- Communication to BSCTC from external sources regarding the pandemic virus, and internal communications within BSCTC.

- Activities to reduce the spread of the virus:
  - Reducing risk of infected persons (students, staff, visitors) entering the facility.
  - Student spacing (reduce person to person interactions) i.e. postponing college events or activities. (also called “social distancing”)
  - Cleaning and disinfecting of facilities.
  - Educating students, faculty and staff to address concerns.
  - Handling students and employees who become ill at school and those who may have been exposed to the virus at school.
  
- Prevention/Treatment, related information regarding provision of and use of :
  - Influenza vaccine
  - Anti-viral medication, Antibiotics
  
- Continuance of essential educational functions:
  - Identification of essential staff and functions.
  - Planning for absenteeism of students and staff.
  - Communication with students/faculty/staff.
  - Pandemic Influenza education for students/faculty/staff.
  
- Maintenance of essential facility operational functions:
  - Identification of essential staff and functions.
  - Planning for absenteeism of custodial staff.
  - Planning for absenteeism of trade maintenance staff.
  - Planning for absenteeism of supervisory and administration staff.
  - Planning for absenteeism of payroll, human resources and support business functions.
  - Ordering and stocking of essential supplies and support services.
  - Planning for absenteeism of support service providers and contractors.
  - Planning for interruption and failure of critical equipment operation.
  - Communication with staff.
  - Pandemic Influenza education for employees.

## **COMMUNICATION**

### **Pandemic Influenza Communication to BSCTC Administration**

- The BSCTC President will disseminate Pandemic Influenza information received from the KCTCS Director of Homeland Security, State Agencies, and other governing authorities to the appropriate BSCTC and KCTCS partner representatives. Information on Pandemic Influenza will be reviewed by the BSCTC Crisis Management Team for potential affect on BSCTC operational planning and action.
  
- The Crisis Management Team will advise the BSCTC President of information due to potential or existing Pandemic Influenza which can, or does directly influence the operation of BSCTC.

- The Crisis Management Team will monitor information from national, state, and local public safety and health agencies, and will forward pertinent information to the Office of the BSCTC President as determined to be appropriate by the Team.
- The primary communication channels to be monitored by the Crisis Management Team will be the public health websites.
  - \* **Floyd County Department for Public Health**
  - \* **Red Cross**  
<http://www.redcross.org>
  - \* **Kentucky Department for Public Health**  
<http://www.chfs.ky.gov/dph>
  - \* **U.S. Center for Disease Control**  
<http://www.cdc.gov>
  - \* **The U.S. Department of Health & Human Services (HHS)**  
1-800-CDC-INFO  
1888-232-6348
  - \* **Other National Agencies**  
U.S. Department of Homeland Security ([www.ready.gov](http://www.ready.gov))  
1-800-BE-READY (1-800-237-3239)

## Communications to Public

- BSCTC has identified a chain of command and established backups to include an appropriate lead spokesperson.
- BSCTC will follow business interruption and closure procedures utilizing outside communication resources such as the following:
  - Local Television News Services [WYMT Channel 57, WKYT Channel 27]
  - Local Radio Stations [WDHR 93.1, WXCC 96.5, WSIP, WDOC 95.5, WDHR 93.1, WPRT 105.3]
  - Local Newspaper [Floyd County Times, Big Sandy News, Appalachian Express]
  - Local access TV Cable—WPRG, Big Sandy Cable, LJ Productions, TVS Cable.
- Communications will be via the Internet website, a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, students, families and the general public as appropriate.
- Create a Pandemic Influenza website linking to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and plans for the College.
- Create a special dark website brought “live” when appropriate to share and transmit information concerning business interruption and closure plans and other appropriate communications.
- Develop procedures for communicating with the media. Conduct media briefings as necessary and in coordination with the Statewide Emergency Management System’s

Continuation Communication System, Floyd County Health Dept. and other coordinating agencies.

## Communications to Employees

- Communications to employees shall be managed per the BSCTC operating procedures and the Pandemic Influenza Plan. BSCTC will advise employees in advance where to find up-to-date and reliable information.
- Communications will be via the Internet website ([www.bigsandy.kctcs.edu](http://www.bigsandy.kctcs.edu)), a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, students, families and the general public as appropriate.
- Create a Pandemic Influenza website linking to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and plans for the College.
- Create a special dark website brought "live" when appropriate to share and transmit information concerning business interruption and closure plans and other appropriate communications.
- Educational communications will be provided to encourage employees to acquire and maintain personal, regular healthcare services.
- Educational communications will be provided regarding KCTCS policies for employee's compensation and sick leave absences that may be unique to a pandemic.

## Communications to Students

- Communications will be via the Internet website [www.bigsandy.kctcs.edu](http://www.bigsandy.kctcs.edu), a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, students, families and the general public as appropriate. Communications to the student body will be in language(s) appropriate to reflect the needs of the diverse student body represented at the College.
- Create a Pandemic Influenza website linking to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and plans for the College.
- Create a special dark website brought "live" when appropriate to share and transmit information concerning business interruption and closure plans and other appropriate communications.

BSCTC will utilize Floyd County Health Department Services staff to communicate and educate faculty/staff/students about effective hygiene habits before any outbreaks occur to protect

everyone now (promotion of frequent hand washing, cough/sneeze etiquette). The Health Department staff will:

- Disseminate information about the pandemic preparedness and response plan.
- Anticipate the potential fear and anxiety of students, (and employees) as a result of rumors and misinformation, and plan rapid and accurate communications accordingly.
- Disseminate information for student, faculty and staff who have families and dependents about the potential impact a pandemic influenza outbreak can have and how to prepare their families to respond to college and community service interruptions.

## Reducing the Spread of the Virus

- Upon notification that a potential outbreak of a pandemic influenza is occurring within the United States and or Canada, the CMT will do the following:
  - Set up prominent notices at all entry points to instruct employees, students and visitors not to enter the building if they have symptoms of influenza.
  - Informational postings will be placed around the campuses (including entrances, notice boards, meeting rooms and restrooms) to educate employees, students, and visitors on how to stop the spread of the virus. Notices will contain information regarding hand hygiene, covering coughs and sneezes, and student spacing.
  - Ensure adequate supplies of tissues, hand sanitizing gels, disinfectant hand soaps and disinfectant cleaning supplies are available for employees and students.
  - Require the local health departments Services Office to make available to employees and students a pandemic influenza fact sheet containing information regarding stopping the spread of the virus and performing effective student spacing.
  - Will instruct that all shared work areas (such as desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more often if possible.
  - Consult with and prepare BSCTC Administration and Maintenance Departments to function with 30% of the workforce potentially absent.
  - Consult with, and prepare BSCTC Administration to implement policies and procedures for containment measures (canceling committee meetings, travel, events and other mass gatherings).
  - Consult with and prepare BSCTC Administration to consider the implementation of alternative procedures to assure continuity of instruction, (i.e. distance learning methods (web-based, telephone trees, mailed lessons and assignments, instruction via local public radio or TV stations) in the event of large numbers of absenteeism or college closure.
  - Consult with and prepare BSCTC Administration as a result of information received by local and state public health officials, and dependent upon the significance of the outbreak, considering if and/or when BSCTC will close.
  - Consult with and prepare BSCTC Administration to implement Student Spacing protocols (social distancing). [*Student spacing refers distancing individuals and strategies to reduce the spread of the virus between people.*]
    - Education on student spacing should be distributed to all employees and students.
    - Student spacing strategies may include:
      - Space students' three (3) feet apart, in small pods or clusters.

- Discourage prolonged congregation in hallways, cafeteria, etc.
- Closure of TV, game and lounge rooms.
- Closure of grill/food services
- Limit or eliminate group activities and interaction.
- Cancel school activities that place individuals in close proximity.

## Maintenance and Cleaning

- Disinfection of shared work areas, counters, railings, door knobs and openers, stair rails, elevator buttons, and public telephones should be performed more frequently during the influenza pandemic.
- Filters of the HVAC systems should be cleaned and changed more frequently.
- Telephones should not be shared whenever possible. Shared phones should be cleaned frequently by the users.
- Computer keyboards and mice should not be shared whenever possible. Shared computer keyboards and mouse should be cleaned / disinfected between each user using recommended treated wipes. (NOTE: *Free liquids should not be used on electrical equipment. Use cleaning materials recommended by the equipment manufacturers.*)
- Where operationally possible, during the day increase ventilation to the facilities to decrease spread of disease. It is recommended that during the night hours when the buildings are secured rooms should be thoroughly ventilated by opening interior doors and turning up air conditioning/heating system air exchange units.

## Educating Students/Staff to Eliminate Concern

- Recognizing that there will be anxiety regarding the pandemic influenza activities that may contribute to increased absenteeism and/or increased distress to staff, the CMT will address this by:
  - Education of, and appropriate communication to, employees and students.
  - As more information becomes available, provide timely updates to employees and students.
  - As needed, communicate with local resources and local public health services the need to provide access to available support mechanisms, (for example: mental health, social services and faith based resources).

## Managing Illness in Staff, Students or Visitors

- Student Services will post information on what to do if people get sick while at BSCTC.

- CMT educate staff and students regarding symptoms of illness.
- If a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza at work/school; the ill person will be instructed to leave BSCTC facilities as soon as possible.
- Ill persons should be encouraged to seek medical care.
- Student Services report to the CMT if influenza is likely present on the campus based on appropriate information or observation.
- Educate staff and parents/students regarding standard baselines for staying home and when they may return to school.

## TREATMENT

### Influenza Vaccine

Public health officials will make the best use of available vaccine and will inform schools and the public on how any available vaccine will be used. It may take six months or more to manufacture the vaccine after the pandemic begins.

- BSCTC will encourage employees, and students, to obtain the annual seasonal influenza vaccines.
- The Kentucky Department of Public Safety and Homeland Security and Emergency Management, and the Center for Disease Control will provide advice on priority groups for pandemic influenza immunization.

### Anti-Viral Medication

Anti-viral medications may play an integral role in the treatment and prevention of pandemic influenza; however, their efficacy against a pandemic strain of influenza is currently unknown. Unlike the influenza vaccine, limited amounts of certain antiviral medications are already available, though there may be barriers in attempting to use them as a treatment and prevention tool in the event of pandemic influenza.

- The Kentucky Public Safety Department and the Center for Disease Control will provide recommendations of the use of anti-viral medication.

## **CONTINUITY OF OPERATIONS**

- BSCTC's Administration will ensure that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic.
- BSCTC's Administration will maintain a process for maintaining the operations of the business office (including budget, payroll, and ongoing communications with employees and students)

## **PANDEMIC INFLUENZA PLAN MAINTENANCE**

- The CMT will do the following:
  - The plan will be reviewed and revised annually.
  - The plan will be exercised and tested annually.
  - The exercise results should be incorporated into the plan to improve effectiveness of procedures.

## APPENDIX - A

### WEB-SITE LINKS

For Pandemic Influenza information click on the following links:

<http://www.pandemicflu.gov/>

<http://www.health.state.mn.us/>

Pandemic preparedness and prevention:

<http://www.pandemicflu.gov/health/>

<http://www.ready.gov/>

Pandemic influenza and its potential impact:

<http://www.health.state.ky.us/divs/idepc/diseases/flu/avian/basics.html>

[http://www.who.int/csr/disease/avian\\_influenza/avian\\_faqs/en/index.html](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.html)

<http://www.who.int/csr/disease/influenza/pandemic10things/en/index.html>

## APPENDIX - B

### FEDERAL, STATE AND LOCAL PLANNING FOR PANDEMIC INFLUENZA

Pandemic influenza will take federal, state and local resources to respond. Roles vary at each level, with general guidance provided at the federal level with detailed operational plans at the state and local levels.

#### Federal Role

- The federal government provides general guidance and laboratory support to states, supports vaccine research and conducts national and international disease surveillance activities. In November, 2005, the US Department of Health and Human Services (DHHS) released its latest pandemic influenza plan which can be found at:

<http://www.hhs.gov/pandemicflu/plan/>

#### State Role

The state reviews federal guidance and develops plans for statewide implementation.

- The Kentucky Department of Health pandemic plans can be found at:

<http://www.ky.gov/panflu/> This is a brief overview of the human health issues related to pandemic in Kentucky, presented in the Incident Management System format, and by phase of the pandemic.

- Contains key components of the broader Kentucky state plan.

<http://www.state.ky.us/portal/mn/jsp/home.do?agency=PanFlu>

## Local Floyd County Emergency Management Office Role

- The Floyd County Emergency Operations Plan (2005 EOP updated in October 2006) is an "all hazards" plan which addresses the response to all types of emergencies, from tornados to terrorism. The EOP includes key components important to community response to pandemic influenza such as emergency communications and managing mass fatalities. In addition, the emergency preparedness work done by Floyd County Public Health Services over the last several years is also directly applicable to pandemic response and are consistent with the EOP. These areas include:
  - Disease surveillance
  - Distribution of limited supplies of antiviral drugs and flu vaccine
  - Public information strategies including ways to reach non-English speaking communities
  - Assuring that basic necessities are provided to those who may be quarantined at home
  
- A supplement to the Floyd County Emergency Operations Plan (EOP) was produced by Floyd County Public Health Services in June 1, 2006. The supplemental outlines key local activities:
  - Communications
  - Epidemiological Surveillance
  - Community Disease Containment
  - Infection Control
  - Clinical and State Laboratory Issues
  - Healthcare Planning
  - Antivirals and Vaccines
  - Poultry Worker Health/Animal Health Collaboration
  - Care of the Deceased
  - This pandemic response plan supplement focuses on the response activities primarily during WHO Phase 5 and 6 (BSCTC Levels 3 and 4). [*Pre-pandemic planning, coordination and community education activities conducted during earlier pandemic phases are not a focus of this plan supplement.*]

## APPENDIX - C CONTACT LIST

| <b>BSCTC Crisis Management Team Contacts List</b> |  |                                    |  |
|---|--|------------------------------------|--|
| George Edwards                                    | BSCTC - President  | 886-3863,<br>X-67332               | <a href="mailto:George.Edwards@kctcs.edu">George.Edwards@kctcs.edu</a>                   |
| Nancy Johnson                                     | Provost, Academic Affairs  | 886-3863,<br>X-67341               | <a href="mailto:Nancy.Johnson@kctcs.edu">Nancy.Johnson@kctcs.edu</a>                     |
| John Herald                                       | VP for Business Affairs  | 886-3863<br>X-67335                | <a href="mailto:John.Herald@kctcs.edu">John.Herald@kctcs.edu</a>                         |
| Bobby McCool                                      | VP for Institutional Services  | 886-3863<br>X-67385                | <a href="mailto:Bobby.McCool@kctcs.edu">Bobby.McCool@kctcs.edu</a>                       |
| Ron Carter  | Coordinator for Env. Health &<br>Safety & Pandemic Response<br>Coordinator | 886-3863<br>X-67338                | <a href="mailto:Ronald.Carter@kctcs.edu">Ronald.Carter@kctcs.edu</a>                     |
| Keithen McKenzie                                  | Assist. Pandemic Response<br>Coordinator                                   | 789-5321<br>X82896                 | <a href="mailto:Keithen.McKenzie@kctcs.edu">Keithen.McKenzie@kctcs.edu</a>               |
| <b>Area Contacts List</b>                         |  |                                    |  |
| <b>Floyd County</b>                               |  |                                    |  |
| Marcia Salyer                                     | Area 9 Emergency. Coordinator  | 889-1698                           | <a href="mailto:Marcia.Salyer@ky.ngb.army.mil">Marcia.Salyer@ky.ngb.army.mil</a>         |
| Jim Caldwell                                      | Floyd Co. Emergency<br>Management Coordinator                              | 886-9678                           | <a href="mailto:Jimem@bellsouth.net">Jimem@bellsouth.net</a>                             |
| Jane Bond   | Floyd Co. Health Department  | 886-2788<br>x 242                  | <a href="mailto:CarolynJ.Bond@ky.gov">CarolynJ.Bond@ky.gov</a>                           |
| Thursa Sloan                                      | Floyd Co. Health Department  | 886-2788                           | <a href="mailto:ThursaC.Sloan@ky.gov">ThursaC.Sloan@ky.gov</a>                           |
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# Interim Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States – Early, Targeted, Layered Use of Non-pharmaceutical Interventions

## Briefing

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The Centers for Disease Control and Prevention (CDC) issued the document on February 1, 2007 with the expressed purpose of providing guidance on planning for Pandemic Influenza using newly developed criteria for action trigger points. The Pandemic Severity Index has been developed five categories with increasing severity that will provide communities the tool to implement portions of their scenario-based contingency plans.

The categories are based on the CDC projected deaths in the United States from the Pandemic Influenza and are outlined in the table below:

| Projected number of Deaths | Category |
|----------------------------|----------|
| <90,000                    | 1        |
| 90,000-450,00              | 2        |
| 450,000-<900,000           | 3        |
| 900,000-<1,800,000         | 4        |
| >1,800,000                 | 5        |

The projected number of deaths is based on the case/fatality ration, or the number of deaths as a percentage of the number of people who are ill from the disease.

Generally, if a Pandemic Influenza reaches Category 2 or 3, community (including universities) should plan on closing for ~4 weeks. This also includes other school activities (including athletics) and daycares. If a Pandemic Influenza reaches Category 4 or 5, community planning should consider ~12 weeks.

In addition to the Pandemic Severity Index, the CDC has introduced the new terminology of *Alert*, *Stan-by* and *Activate* in regards to trigger points. These are defined in the table below:

| <i>Alert</i>  | <i>Standby</i>  | <i>Activate</i>  |
|---|---|--|
| Notification to people of impending activation and begins the process to prepare critical systems | Include the initiation of decision making processes for activation, also includes mobilization of resources and personnel | This is the actual implementation of specific pandemic mitigation measures |

The amount of time that would be involved in moving from one status to the next would be dependent on the speed of transmission of the disease. Generally, the stages would coincide with the phases and stages as

outlined by the World Health Organization and the United States Government stages. These are compared in the table below:

| WHO Situation  | WHO Phase | US Situation  | U.S. Stage | CDC Status |
|--|-----------|---|------------|------------|
| Low risk of human cases                              | 1         | New domestic animal outbreak at-risk                      | 0          |            |
| Higher risk in human cases                           | 2         |   |            |            |
| Non or very limited human-to- human transmission     | 3         | Suspected Human outbreak overseas                         | 1          | Standby    |
| Evidence of increased human-to- human transmission   | 4         |   |            | Standby    |
| Evidence of significant human-to- human transmission | 5         | Confirmed Human Outbreak Overseas                         | 2          | Alert      |
| Efficient and sustained human-to- human transmission | 6         |   |            |            |
|  |           | Widespread human outbreaks in multiple locations overseas | 3          |            |
|  |           | First human case in North America                         | 4          |            |
|  |           | Spread throughout the United States                       | 5          |            |
|  |           | Recovery and preparation for subsequent waves             | 6          |            |

Activation is determined on a state or regional basis when a cluster of laboratory confirmed cases, with evidence of community transmission occurs.

The CDC is restating the primary strategies that are currently in place for fighting an pandemic influenza:

1. Vaccination
2. Treatment of infected individuals with antiviral agents
3. Implementation of infection control programs

The CDC is now stating non-pharmaceutical strategies as well:

1. Isolation and treatment of confirmed or probable influenza patients (home or medical facility)
2. Voluntary home quarantine of all household members when a case of probable or confirmed pandemic influenza occurs in the household
3. Dismissal of students from schools, daycares or colleges and cessation of school based activities
4. use of social distancing measures to reduce contact among adults in the community and workplace, including
  - a. canceling large public gatherings
  - b. arranging work schedules to minimize contacts
  - c. changing work environment to create space between workers

Employers are encouraged to establish liberal/unscheduled leave policies that will allow the employee to use paid and/or unpaid leave.

A priority list of employees that should receive antiviral agents during a pandemic should be developed and maintained in the event that these drugs are made available.

Colleges and universities will present unique challenges in terms of pre-pandemic planning because many aspects of student life and activity encompass factors that are common to both the child school environment (e.g., classroom/dormitory density) and the adult sphere (e.g., commuting longer distances for university attendance and participating in activities and behaviors associated with an older student population). Questions remain with regard to the optimal strategy for managing this population during the early stages of an influenza pandemic.

At the onset of a pandemic, many parents may want their children who are attending college or university to return home from school. Immediately following the announcement of an outbreak, universities should prepare to manage or assist large numbers of students departing school and returning home within a short time span. Where possible, policies should be explored that are aligned with the travel of large numbers of students to reunite with family and the significant motivations behind this behavior. Pre-pandemic planning to identify those students likely to return home and those who may require assistance for imminent travel may allow more effective management of the situation. In addition, planning should be considered for those students who may be unable to return home during a pandemic.