

CAMPUS SAFETY AND CRISIS MANUAL

September 21, 2016



INTRODUCTION AND ACKNOWLEDGEMENTS

This manual has been a collaborative effort of the Safety Committee of Elizabethtown Community and Technical College (ECTC) and various members of the Emergency Management Team.

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This manual is intended to provide the campus with safety policies and procedures and a crisis plan for the handling of emergency/crisis/disaster situations in accordance with KCTCS policy on the establishment of criteria for Emergency Response and Crisis Management Plans. The Safety Committee has strived to be as inclusive as possible with regard to various scenarios that might occur on campus and actions that should be taken by faculty, staff and students during those events. The Safety Committee is committed to the creation of a safe and healthy environment for employees, students, and the public. The Safety Committee, with assistance from various members of the Emergency Management Team, is responsible for evaluating, revising, maintaining and implementing the procedures in this manual on a periodic basis. Revised plans will be sent to the KCTCS System Office for review and certification. We appreciate and ask your assistance in making our campus a safe place to work and learn.

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Preface

Elizabethtown Community and Technical College (ECTC) is committed to the welfare of its community - students, faculty, staff and visitors, and to preserving the institution. To fulfill the College's mission and commitments in the event of a disaster, the College strives to become disaster resistant. Disaster resistance is achieved through recognition and analysis of the risks of natural and man-made hazards, mitigation of the human and economic impact of disasters, and comprehensive planning for resumption of College functions. This Safety Policies and Crisis Manual contain emergency plans that provide the framework from which the college will minimize the danger to life and property resulting from natural and man-made disasters.

The procedures contained in this plan apply to all personnel, on and off campus buildings and grounds owned by ECTC. This document is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency that has a major impact on the ECTC community. Team work and preparedness through planning and education will help to reduce confusion, injury, and the loss of life during a disaster.

PART I. EMERGENCY PLAN GUIDELINES AND COORDINATION

A. MAJOR EMERGENCY GUIDELINES

1. The major emergency procedures outlined in this manual are designed to aid in the protection of lives and property through effective use of available campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president or designee may declare a state of emergency and implement these guidelines.
2. The president or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist ECTC employees in determining the appropriate response.
 - a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the college. Report immediately to campus **Security at 268-0610 or ext. 68703.**
 - b. **Major Emergency:** Any incident that affects an entire building or buildings, which will disrupt the overall operation of the college. In this case, outside emergency services will be required, as well as major resource efforts from campus support services. Call 911 and campus Security.
 - c. **Disaster:** Any event that seriously impairs or halts the operations of the college. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated and the appropriate support and operational plans will be executed. Call 911 and Campus M&O Supervisor/Safety Officer.
3. The President or designee will make the determination, if a state of emergency is to be declared and the type. During a campus emergency, the Security Supervisor will place into effect the necessary measures to secure campus personnel and property. Only authorized persons will be allowed on the campus during the declared state of emergency. The emergency management team, and others as designated by the president as essential, will comprise authorized personnel.

B. REPORTING EMERGENCIES PHONE NUMBERS

1. For police, fire, Department of Emergency Services (DES), or ambulance: dial 911.
2. To report an incident, dial **Security 268-0610 or ext. 68703.** Stay calm; carefully explain the situation.

3. Immediately notify your supervisor.

Off-Campus Resources of Assistance

Generally, Security is responsible for coordinating outside emergency assistance. The following numbers are only for information and advance planning:

- For police, fire, DES, or ambulance: 911
- E-town Water & Gas 765-6121 after hours E-town PD 765-4125
- Electric Kentucky Utilities 800-981-0600

C. COLLEGE NOTIFICATION SYSTEM

The telephone system is the primary means of emergency notification. During an emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with team members should be made through the telephone system. If the phone system is not operational, the M and O department maintains a walkie-talkie radio system that can be used. **It should be noted however that during a bomb threat no cell phone, pager or 2-way radio is to be used.**

All designated persons and their backups should immediately turn on their 2-way radios should the tornado sirens be activated – 2-way radios should be taken with those persons to a safe shelter. Listen for further instructions from the M&O Department and the Facilities Manager before returning to your office or classroom. Do not go outside your building while the tornado sirens are activated.

D. DIRECTION AND COORDINATION

1. Definitions

- a. **Emergency Director** - The President or designee shall direct all emergency operations. In the absence of the President, an assigned administrator shall assume operational control of the emergency.
- b. **Emergency Coordinator** - The Chief Operations Officer shall be the Emergency Coordinator and shall coordinate all operations of the Emergency Management Team during the emergency.
- c. **Emergency Command Post** - An emergency command post will be set up. At least one member of the emergency management team is to staff the command post at all times until the emergency situation ends.
- d. **Pressroom** - A pressroom will be set up by the President or designee at a location away from the above areas.
- e. **Building Monitors** – Each building has at least one Building Monitor. The primary role of the Building Monitor is to assist security, M&O and emergency personnel in notifying and evacuating the building in an emergency. Training is provided to the Building Monitors.
- f. **Emergency Management Team** - The Emergency Management Team shall consist of the President, Provost/Chief Academic Officer, Chief Operations Officer, Dean of Student Affairs, Dean of Business Affairs, Dean of Institutional Effectiveness, Director of Human Resources, Director of Public Relations, M&O Supervisor, Security Supervisor, Dean of Workforce Development & Continuing Education, Dean of Instructional & Professional Development, Chief Institutional Advancement Officer, and Director of Information Technology. While the emergency command post is being established, the Emergency Coordinator shall immediately begin contacting the other members of the Emergency Management Team. The members of the team will contact those employees under their supervision deemed essential for the emergency.

Name	Title	Telephone #	Office
Dr. Gwen Joseph	Interim President	270-706-8410	200 RPC
Dr. Tiffany Evans	Provost	270-706-8406	206 RPC
Dr. Dale Buckles	Dean of Student Services	270-706-8431	100A RPC
Keith Johnson	Chief Operations Officer	270-706-8413	109 OTB
John White	Chief Business Affairs Officer	270-706-8456	107D-OTB
Sarah Edwards	Ft. Knox Campus	270-706-8447	111 SCI
Kris Wood	Director of Human Resources	270-706-8412	100 ATB
Mary Jo King	Director of Public Relations	270-706-8530	109 RPC
Charles Cobb	M&O Supervisor	270-706-8566	127A SCI
Michael Burns	Security Supervisor	270-706-8703	165 RPC
Dr. Thomas Davenport	Dean of Workforce Solutions	270-706-8699	107B RPC
Sue French	Dean of Instructional & Professional Development	270-706-8611	107E OTB
Ronald Harrell	Chief Adv Officer	270-706-8580	200E RPC
Chris Lee	Dir Information Tech	270-706-8622	109E OTB
Darrin Powell	Dir Leitchfield Campus	270-259-1545	102D-LKC
Carla Davis	Chief Operations Officer's Administrative Assistant	270-706-8606	109-OTB
Dr. David Donathan	Dir Springfield Campus	859-336-1743	209-SPR

2. Responsibilities

Emergency Director/President

- a. Provides overall direction of the campus emergency response.
- b. Works with the emergency coordinator in assessing the emergency and preparing the college's specific response.
- c. Declares and cancels the campus state of emergency.
- d. Notifies and conducts liaison activities with the Kentucky Community and Technical College System

(KCTCS).

- e. Approves media communication.

Emergency Coordinator/Chief Operations Officer

- a. Oversees coordination of the college's emergency response.
- b. Determines, with input from Emergency Management Team members, the type and magnitude of the emergency and establishes the command post.
- c. Informs the Emergency Director of situation.
- d. Initiates immediate contact with Emergency Management Team and begins assessment of the college's condition.
- e. Initiates notification of the campus through appropriate Emergency Management Team members.
- f. Prepares, in conjunction with other members of the Emergency Management Team, a report and submits it to the President appraising the outcome of the emergency. Conducts a post-crisis evaluation of the College's performance during crisis response and recovery efforts and recommends changes to management.

Director of Public Relations

- a. Puts into effect the Crisis Communication Plan, if necessary, and initiates plan for media contact.
- b. Maintains contact with the President for handling communications and public information and internal information.
- c. Assist the Emergency Coordinator in contacting employees on campus regarding pertinent information.

Facilities Manager/Maintenance and Operations Supervisor/Security Supervisor

- a. Assists the Emergency Coordinator during emergencies. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- b. Provides vehicles to transport personnel and/or equipment.
- c. Obtains the assistance of utility companies as required.
- d. Surveys habitable space and relocates essential functions.
- e. Provides emergency power as needed.
- f. Maintains emergency equipment in a state of readiness.
- g. Provides personnel to ensure the sanitation of shelter areas and provides for the personal hygiene needs of shelter occupants.
- h. Provides security for campus.

Director of Information Technology

- a. Provides equipment and personnel to maintain computer capability.

- b. Works with the M&O Supervisor/Safety Officer in establishing needs for power.

Dean of Business Affairs

- a. Provides expertise to maintain budgetary procedures and meet necessary immediate needs during emergency.

Provost/Chief Academic Officer and Dean of Student Services

- a. Aids in directing students and faculty to safe areas and ensures accountability of students.
- b. Provides directional assistance where needed.

Director of Human Resources

- a. Coordinates information with employee family members.

Designated Building Representatives

- a. Contact appropriate personnel in the building to inform, update, and communicate status of emergency.
- b. Administer evacuation plans for the building.
- c. Work with the Chief Academic Officer, the Dean of Student Services, and the Facilities Manager in establishing alternate area for continued operation of essential functions.

3. Training and Drills

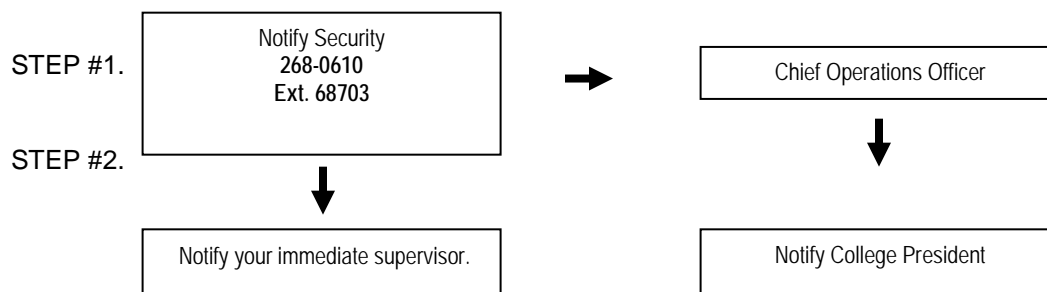
Training programs and drills will be carried out at periodic intervals during the year. Evacuation (fire) and are mandatory. Other less extensive drill or rehearsals involving fewer employees will be practiced.

4. Major Loss

In the even of a major loss the College has access to KCTCS System office, as well as other KCTCS colleges in the region to provide and assist in recovery and restoration efforts. The College has budgeted contingency funding in its annual budget.

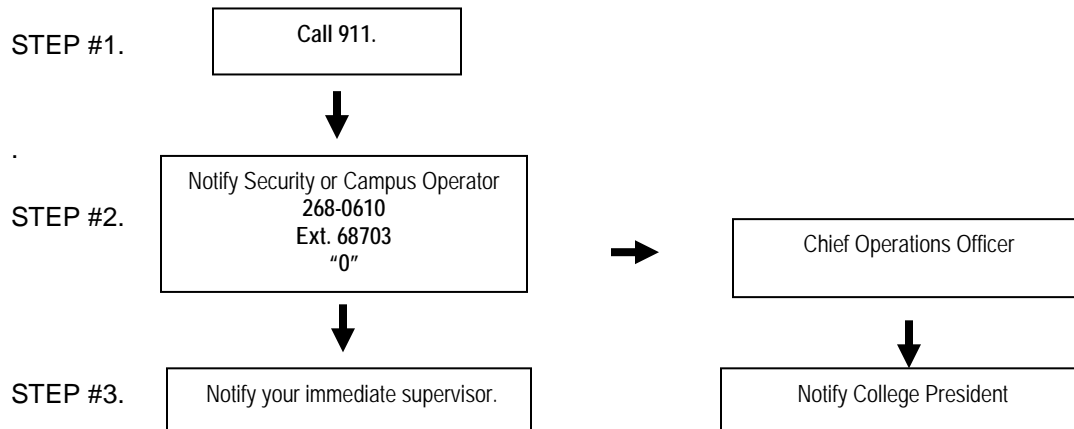
E. EMERGENCY NOTIFICATION FLOWHCART

MINOR EMERGENCY - Any incident that will not seriously affect the overall functional capacity of the college. Report immediately to campus Security at 268-0610 **or ext. 68703**,



MAJOR EMERGENCY OR DISASTER - Any incident that affects an entire building or buildings, which will disrupt the overall operation of the college. In this case, outside emergency services will be

required, as well as major resource efforts from campus support services. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated and the appropriate support and operational plans will be executed. Call 911 and report immediately to campus Security at 268-0610 or ext. 68703



PART II. CRISIS COMMUNICATION PLAN

As a public institution, ECTC 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 offers policies and procedures for the coordination of communication within the ECTC family and between ECTC and external audiences, including the news media.

Objectives of crisis communications

- To factually assess the crisis and to determine whether a communications response is warranted
- To assemble a Crisis Communications Team that will determine appropriate messages and actions
- To identify constituencies that should be informed; communicate facts about the crisis; minimize rumors; and restore order and confidence

Definitions

A crisis may be defined as a significant disturbance in ECTC activities that result in extensive news coverage and public scrutiny. Such a crisis has the potential to damage the reputation of ECTC. A crisis may or may not constitute an emergency in which campus operations are disrupted. The nature of the crisis will determine appropriate responses.

Crisis communication is one component of overall crisis management but communications are key to how ECTC handles a crisis. How ECTC communicates will have a lasting impact on its reputation with various constituencies, including students, faculty, staff, alumni, parents, the community and the news media. An effective communications plan, coupled with the early involvement of communications professionals, will help limit the negative impact of the crisis and allow those charged with mitigating the crisis to fulfill their responsibilities.

First steps

When an ECTC employee identifies a crisis, his or her first responsibility is to determine whether emergency services – fire, police, ambulance, etc. – need to be summoned. If warranted, the ECTC employee who

discovers a crisis should notify emergency services before taking steps to activate the Crisis Communications Plan.

As the next step – or as a first step in the absence of imminent danger to life or property – the employee should inform her or her supervisor of the crisis. In accordance with appropriate chain of command, the office of the ECTC/President or CEO is notified. The President/CEO makes the decision on whether to appoint and activate the Crisis Communications Team.

At the System level, the Crisis Communications Team should include:

- President
- Vice President for internal affairs
- Cabinet member(s) with responsibility over the affected function of KCTCS
- The Director of Public Relations
- Any other employee deemed necessary by the President

At the college level, the Crisis Communications Team should include:

- President/Director/CEO
- Dean(s) or department head(s) with responsibility over functions affected by the crisis
- Public Relations Coordinator
- Any other employee deemed necessary by the President/Director/CEO

Once convened, the Crisis Communications Team assesses the situation and determines how to respond.

Communications protocols

The most important public of ECTC and its colleges is our 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 ECTC

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 ECTC's crisis response:

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

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

Methods of communications

Different crises warrant different methods of communications with key constituencies. Some options that you may consider:

- One-on-one or small-group meetings with employees or students when possible
- Larger 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

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 the Crisis Communications Plan.

PANDEMIC INFLUENZA OUTBREAK

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. There is a potential for high levels of illness and death, as well as significant disruption of society and our economy, making planning for the next influenza pandemic imperative. In response to the request for the need to develop Pandemic Influenza Plans system wide, the Office of the President has created the Pandemic Influenza Planning (PIP) Committee. The PIP Committee was established to ensure that preparedness and pandemic response planning occurs. The PIP Committee has been identified as ECTC's authorities responsible for the activation of the Pandemic Influenza Plan. The plan can be accessed on the ECTC Web site: www.elizabethtown.kctcs.edu – click on Current Student, then Campus Security, then Pandemic Influenza Plan.

CAMPUS SECURITY AND CRIME AWARENESS

We encourage the prompt and accurate reporting of ALL criminal matters occurring on campus. These incidents should be reported to Security at 268-0610 who will then contact the local police. Incidences of on-campus crimes must be reported in compliance with the Crime Awareness and Campus Security Act of 1990. To obtain the security statistics for Elizabethtown Community and Technical College to the Federal Department of Education) you may go to the following Web site: <http://ope.edu.gov/security>, or you may go to the ECTC Web site www.elizabethtown.kctcs.edu and click on Current Student then click on Campus Security. A special crime report will be made to the campus when any crime reported to the campus security authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within 24 hours of the incident report to the campus security authority. A campus-wide email will be used as well as posting flyers on each building's bulletin board. Faculty will be asked to notify students in their classes as well.

A complete description of the following policy statements is available in the Office of the Dean of Student Services:

- Student Code of Conduct
- Notice of Drug Related Conviction
- Drug and Alcohol Education and Training Drug and Alcohol Policy
- AIDS Awareness Information

FIRST AID & EMERGENCY PROCEDURES

FIRST AID KITS

First Aid Kits for minor injuries, scrapes, and bruises are available in every building on the Elizabethtown Community and Technical College campus. These kits are periodically checked and the Facilities Manager replenishes supplies.

First Aid Kits are in the following locations:

Building	Office	Room Number
Academic/Technical	Math Suite	255
Collier Learning Center	Circulation Desk	Library
Education Center	Fort Knox	
James S. Owen	Mailroom	108
Science	Chemistry Lab	204, 205
Student Center		Basement 004
RPC	All Labs Shipping & Receiving Bay	Shipping & Receiving
OTB 100, 200, 300	Each Classroom or Lab	
Fire Rescue Building	Open Bay Area	
Springfield Campus	Workroom	205
Leitchfield Campus	Staff Office Suite	102 Hallway

LOCATION OF OTHER SAFETY AND EMERGENCY EQUIPMENT

Equipment	Building	Room Number
AED	ATB LRC OTB RPC RPC	1 st floor lobby Circulation Area 200 Wing Hallway Security Office 165 212
Eyewash/Emergency Shower	Science OTB 100 RPC	104, 201B, 202, 203, 204*, 205*, 206 106 164, 166
Eyewash Only	James S. Owen Student Center OTB 100 OTB 200 OTB 300 RPC Bldg. 601 Springfield	141 (M&O) Dental Hygiene 102, 103, 106, 108 206, 213 300, 302, 306, 308 147, 148, 151, 162, 231 Maintenance Shop First floor labs
General Showers	James S. Owen Student Center	141 (M&O) Locker Rooms

Eye Wash

Fire Rescue Bldg

Bay Area

* The shower located in the Chemistry Lab, Rooms 204-205, is a safety shower.

SEIZURES

Seizures can be as frightening to the observer as to the individual experiencing them. Seizures are a result of sudden excessive discharges from cerebral neurons involving either all of the brain or parts of it. Seizures usually come on suddenly, with no warning.

In many cases, during and for a short period after a seizure, memory loss occurs. During the seizure the victim is at risk for hypoxia, vomiting, and pulmonary aspiration.

The overall goal for the individual assisting a seizure victim is to prevent any possible physical injury from occurring, and to provide both physical and psychological support.

It is critical that events prior to, during, and after the seizure be observed and recorded. Note and record any of the following:

1. Circumstances before the attack, i.e., emotional or psychic disturbances, hyperventilation, etc.
2. The first response by the victim to the seizure, i.e., jerking, stiffness, position of the eyes or head, etc.
3. If possible, the size of the pupils of the eyes, i.e., dilated or constricted.
4. Incontinence of either urine or stool.
5. Duration of the seizure. Note the time the seizure began and the time it ended.
6. Note the type of movement and the extremities involved. Be aware of any weakness or paralysis of limbs following the seizure.
7. Ability to speak or mental confusion after the seizure.
8. The victim's history of similar seizures.

During the seizure, take the following action:

1. Never leave the victim alone. Designate a person to notify Security (268-0610) of the emergency situation and its location. Security personnel should summon the necessary medical personnel, and also notify the College Administrator in charge.
2. Provide the victim privacy and protection from all curious on-lookers. If in a classroom you may need to ask students to wait in the hall while victim is being treated by emergency medical personnel.
3. If the victim is seated, ease them gently to the floor, pushing aside any furniture that may block

their free movement or present an additional hazard during the seizure.

4. Prevent the victim's head from striking furniture or the floor by using any available articles of clothing, i.e., coats or sweaters.
5. Loosen any constrictive clothing.
6. Do not attempt to restrain the victim during the seizure.
7. If possible, place the victim on his/her side with their head flexed forward. This will allow the tongue to fall forward, and facilitate drainage of both saliva and mucus. Make sure that you do not force their head to the side.
8. Following the seizure, keep the victim on his/her side to prevent aspiration and to make sure the airway is not blocked.
9. During the period immediately following a seizure, the victim is usually confused. You should remain calm and speak to the victim in a calm manner, reassuring them that they are going to be fine.

SUDDEN ILLNESSES AND INJURIES

When someone is injured or falls ill, it is vital that Off-campus medical personnel are able to locate the individual as quickly as possible, and that necessary family members are properly notified.

Upon discovering the individual, ECTC personnel shall take the following action:

1. Ask the student if he/she knows what is wrong, and if there is any additional information that might help to determine the necessary response.
2. If emergency medical personnel or vehicles are needed, they should be summoned immediately (Dial 9-911). Exact information concerning the illness/accident and the precise location of the victim should be given to the E.M.S. personnel in order for them to be prepared when they arrive on campus.
3. Notify the college Call Center (Dial 0) of the incident, giving the college operator the following information:
 - A. Location of the victim
 - B. Name of the victim
 - C. Person(s) to be notified
4. The college operator will verify this information as it is received, and notify the necessary family members. The operator will also notify the College Administrator in charge.
5. In addition, the college operator will record the date and time of the emergency, the name of the patient, and the name, numbers, and times of all relevant telephone calls.

Safety Policies and Procedures

ACCIDENT REPORTING AND INVESTIGATION

Report all accidents to Campus Security. An Injury Accident Report Form (FM84) should be completed when a student, faculty, staff or visitor has an accident. This form needs to be completed fully with as much information from the student/employee/visitor as possible, and any witnesses and the supervisor's description, if applicable. The form then needs to be sent to Security.

If the accident involves a college employee, even if the employee is a student worker, the employee must notify their supervisor immediately in order for a Workers Compensation First Report of Injury or Illness form – to be completed by the employee's supervisor – the law requires the **supervisor to complete the form**, not the employee. A medical waiver and consent form must also complete. These forms must be completed within 3 working days after the injury occurs. Please contact the **Human Resources Office** at the college immediately when an employee accident occurs for assistance in completing these forms.

POSSESSION OF WEAPONS, PERSONAL/SEXUAL ASSAULTS, AND STALKING

The possession of a firearm, or other lethal weapon, either concealed or brandished openly, personal assault and stalking shall immediately be reported by the victim, or any other person witnessing such act, to the President of the College, or the College Administrator in charge.

Any such offense committed by a student is punishable through disciplinary action as set forth in Article I, Section 1.2 of The Community College Code of Student Conduct and/or through police intervention as determined by the President of the College or the College Administrator in charge. In addition to the offenses described below, certain other disciplinary offenses involving conduct that is destructive of academic freedom, the rights of others, and the orderly operation of the college are set out in Section 5.2.

1. Possessing a firearm or other lethal weapon(s) on school property without the authorization of the President of the College, or the College Administrator in charge.
2. The threat or commission of physical violence against any person on school property.
3. The threat or commission of physical violence against any school employee for the purpose of influencing the employee's official actions or responsibilities.
4. Harassing anyone present on school property. A person is guilty of harassment when, with intent to harass, annoy, or alarm another person, they do one of the following:
 - A. Strike, shove, kick, or otherwise subject another person to physical contact, or attempt or threaten to do the same.
 - B. Follow a person into or about school property or at a public place or places.
 - C. Engage in a course of conduct or repeatedly commit acts that serve no legitimate purpose other than to alarm or seriously annoy another person.

HOSTAGE-TAKING SITUATION

Unfortunately, many college personnel may be primary targets in a hostage-taking situation. News accounts show such incidents occurring more and more frequently. All persons should be aware of the possibility of such an event happening at ECTC and of the procedures to follow should it occur:

1. Call 911. Be certain that they understand the severity of the situation. Give them as much information as possible, including the perpetrator's last known location. Stay on the line until their officers arrive, or until instructed to do otherwise.
2. Notify the College Administrator in charge at the time, as well as all faculty. Faculty members should hold all students in their classrooms or offices until further notice.
3. Notify personnel in more public areas, i.e., lounges and break areas, as well as those outside, to report immediately to a safe classroom.

4. Under no circumstances should anyone evacuate any building without the approval and/or assistance of the police.
5. If the hostage-taker can be contained in one section of the building, all personnel should be moved from more exposed areas of classrooms near the perpetrator to a safer part of the building.
6. When possible, approaching visitors to the building should be warned of the dangerous situation and directed away from campus.
7. Assist police authorities as directed by the officer in charge.
8. Assist in the safe movement of all disabled individuals.

FIRE SAFETY

Fire statistics show that each year 5,000 general office-building fires occur in the United States. Many of them could be prevented, with injuries and losses minimized, if employees followed these simple on-the-job fire safety practices and procedures:

Alarm/Sprinkler System Inspections. In order to insure the continuous functioning of the fire alarm/sprinkler systems, the Maintenance Department will conduct a monthly test of each system.

Appliances. Any electrical equipment or appliances should be positioned in such a way that air can circulate around them. Combustible materials should be stored away from heat-producing equipment, such as copy machines and computer terminals. An employee should be designated to turn off or unplug all appliances at the end of each workday.

Fire Drills. A fire drill will be conducted within the first month of each semester. The fire alarm will be sounded approximately five minutes before the end of a class period to minimize the loss of instructional time. Each fire drill will be unannounced in order to simulate an actual emergency.

Fire Extinguishers. All fire extinguishers will be inspected, tested, and recharged, if needed, on an annual basis by an independent safety contractor.

Make sure that the fire extinguisher being used is designed for the particular type of fire you are facing:

- **Class A Fires** are fires in easily combustible materials, such as paper, wood, fabric, and rubbish. They require cooling and smothering to extinguish them.
- **Class B Fires** are fires in flammable liquids, such as gasoline, oil, paint, varnish, and vy alcohol. They require blanketing or a smothering effect to extinguish them.
- **Class C Fires** are fires in live electrical equipment, such as motors, switchboards, generators, and circuits. They require the use of an extinguisher containing a non-conducting extinguisher agent.

Always be aware of the location of the nearest fire extinguisher!

Fire Safety Inspections. The KY Fire Marshal's office will conduct inspections of campus facilities

on a regular basis. Other local and state agencies may make unannounced inspections. In all instances, deficiencies will be reported to the Chief Operations Officer, and corrective action taken.

Housekeeping. All building exits, storage areas, and stairways should be kept free from waste paper, empty boxes, dirty rags, and other fire hazards.

Parking. In order to ensure quick access to campus buildings by emergency personnel, all fire lanes should be kept open and free from personal vehicles.

Plan Ahead. In the event of fire, a safe and speedy response will depend upon how well employees are prepared for the emergency:

1. Employees should count the doors or desks between their work areas and the nearest exit. During a fire, employees may have to find their way out of the building in the dark.
2. Learn the location of alternate exits from all possible workstations, and the location of the nearest fire extinguisher.
3. Be sure that someone in authority knows about any disability that could delay a quick and safe escape.

Reporting a fire. Any person discovering a fire should arouse the occupants of the building by shouting and using local fire alarms.

- **If a fire occurs during normal business hours, notify the Chief Operations Officer. During other hours, dial 9-911. When the call is answered, give the exact location of the fire, your name, and any other pertinent information that the fire dispatcher requests.**

Responsibilities. The Chief Operations Officer acts as the Campus Fire Marshal. The Dean is responsible to the President of the College in the execution of all duties and responsibilities associated with fire safety and the campus fire prevention program.

The Facilities Manager is responsible for coordinating fire drills and inspecting fire alarm/sprinkler systems.

Smoking. Elizabethtown Community and Technical College is a smoke-free campus. While no smoking is allowed in any campus building, smoking is allowed in designated areas outside. The large ashtrays provided in these areas should be used for all cigarettes and ashes.

Wiring. Extension cords should not be across doorways, or where they could be stepped-on. An extension cord should not be plugged into another extension cord, and no more than one extension cord should be plugged into a single outlet.

FIRE EVACUATION

1. Emergency exits are posted in each classroom and lab.
2. At the sound of the fire alarm, students and staff are to leave workstations **IMMEDIATELY**, but

orderly, through the pre-determined exit and go to the assigned area away from the building to allow fire control operations. The first student to exit will remain at and hold the door open, standing behind and outside the door until an instructor arrives.

3. Students should remain in their assigned area and refrain from talking.
4. Instructors **must take** roll when evacuating the building. When class has assembled at the assigned area, roll is called. Each student **will** answer promptly and orderly. **All** students must be accounted for. Anyone missing must be reported with his/her last known location to the fire department when they arrive.
5. Do not throw any electrical switches when leaving.
6. When in use, **all** doors are to be unlocked. Storage rooms are exempt if they are not occupied by a student or instructor.

EACH SUPERVISOR SHALL ACCOUNT FOR HIS/HER STAFF AND EACH INSTRUCTOR IS RESPONSIBLE FOR THE SAFETY OF HIS/HER STUDENTS

HOLIDAY DECORATIONS

Holidays are a special time for everyone and decorating makes it even more special. Decorations can carry unsuspecting hazards with them along with their festive look.

1. All decorations, including Christmas trees and other greenery, need to be artificial, and listed as non-combustible by the Underwriters Laboratory.
2. Decorations cannot be placed in areas that would obstruct building or room exits, corridors or emergency lighting.
3. Open flames from candles should never be used.
4. All decorations in campus buildings should be removed and properly stored prior to holiday breaks.

HANDLING OF HAZARDOUS MATERIALS

The disposal of hazardous waste, bio-hazardous waste or chemicals should follow the specific procedures outlined by KCTCS. All hazardous materials will be appropriately collected and stored by ECTC personnel until it is picked up by a KCTCS-approved hazardous materials handler.

LABORATORY SAFETY

Laboratories are an important part of many educational programs. They provide unique learning experiences unavailable in the regular classroom setting. Unfortunately, laboratories also present unique safety hazards to students and employees.

At Elizabethtown Community and Technical College, there are various types of laboratories.

Examples of these include, but are not limited to: physical sciences, including chemistry, and biological sciences, including biology and nursing.

Students and employees alike should respect the safety and health hazards associated with the equipment, chemicals, and specimens in a laboratory and practice the following safety guidelines at all times. These general safety policies and procedures apply to all science laboratories at the College, though some individual laboratories may have additional policies and procedures. If so, they will be posted in a prominent place in the specific laboratory.

Authorized Access. The laboratory supervisor must restrict access to laboratories. Children under the age 17 are not allowed in labs except as authorized by the Laboratory Supervisor for an officially sanctioned activity, e.g., class or open house. Pets are also prohibited from labs.

Containers. Periodically check the integrity of containers. If damaged or leaking, transfer the contents to an acceptable container, observing necessary compatibility of content and container.

Cylinders. Handcarts should be used to move all cylinders. Cylinders must be secured at all times. Always consider cylinders to be full and handle them with proper care.

Disposal of Waste. It is important to segregate waste matter. The disposal of hazardous waste, bio-hazardous waste, or chemicals should follow the specific procedures outlined by KCTCS Facilities Management.

Equipment. Only use proper equipment that is in good working condition. Never use chipped or cracked glassware. Take care of the equipment that you use, being careful to avoid bumping or dropping it.

Food, Drink and Cosmetics. Eating, drinking and the application of cosmetics by anyone in a laboratory are forbidden, particularly in areas where hazardous materials are used. Such activities are to be done in only designated non-chemical areas. Food and drinks should never be stored in the same refrigerator with chemicals or biohazards.

Glass Tubing. When inserting glass tubing into stoppers, lubricate it in order to help protect the hands from being cut should the tubing break or slip.

Hazardous Materials. Hazardous materials should not be used on open laboratory benches.

Horseplay. Horseplay, practical jokes or other inappropriate and unprofessional behavior is forbidden in the laboratory. Care should be taken so as to avoid startling or distracting other workers.

Housekeeping. All exits, aisles and safety equipment must be accessible at all times. They should never be obstructed in any way by furniture, equipment, etc. Corridors are not for storage, no matter how temporary the placement of items might be.

Labels. All materials must be properly marked. All labels must be legible, in English, and include all pertinent information, such as chemical or product name and other information related to relevant hazards. Chemical formulas alone are not acceptable. Labels on all incoming containers must not be removed or defaced. Materials that may become unstable over time should be dated as to when they are to be tested or disposed of.

Material Safety Data Sheets (MSDS). The laboratory supervisor will maintain MSDS files. These

files will be available for reference in case of any emergency involving chemicals. Copies are also located in the Facilities Manager's Office.

Smoking. Elizabethtown Community and Technical College policy does not allow smoking in any facilities. Effective **December 1, 2006** an Elizabethtown city ordinance prohibits smoking **within 15 feet** of a building entrance. .

Unattended Experiments. Many times, experiments and other laboratory operations are carried out continuously, or overnight. For experiments involving any hazardous operations, it is essential to plan for interruptions in utility services such as electricity and water. Operations are to be safe and plans made to avoid hazards in the event of any type of unavoidable interruption. If necessary, arrangements for routine inspection of the operation are to be made, and, in all cases, the laboratory lights should be left on and an appropriate sign posted on the door.

Working Alone. Working alone in any science laboratory is not advised. When working with a hazardous material, an additional person should be present, or at a minimum, maintain surveillance through telephone contact.

PERSONAL HYGIENE IN LABORATORIES

Personal hygiene and personal protection are two fundamental aspects of laboratory safety. Wearing appropriate personal protective equipment and practicing good personal hygiene as described below will minimize exposures to hazardous elements during both routine work and in the event of an accident.

Attire. Wear a lab coat or apron. Cover your legs and feet. Do not wear open-toed shoes or sandals. Confine both loose clothing and long hair.

Gloves. Gloves are essential when working with hazardous substances. Proper gloves will prevent skin absorption, infection, or chemical burns. Since all glove material is not equally effective, make sure that the gloves you wear are appropriate for your use.

Eye Protection. Appropriate safety glasses must be worn by all persons in the laboratory at all times. Goggles are recommended for situations in which chemical splashes are possible.

Face Shields. Full-face shields must be worn when conducting a procedure that may generate an aerosol, or when splashing is a potential. Full-face shields with bottom caps to protect under the chin are preferred due to the natural tendency to raise the chin when a splash occurs.

Personal Hygiene. Hands should be washed frequently throughout the day, before leaving the lab, following any contact with any hazardous materials, and before eating.

Safety Shower/Eyewash. Safety showers and/or eyewashes are required in areas where corrosive chemicals are used. Both eyewashes and safety showers should be tested on a monthly basis by laboratory personnel. Any operational failures should be reported immediately to the building maintenance supervisor.

INFECTIOUS DISEASE POLICY

Purpose:

These guidelines have been developed to assist the college to:

1. Protect individual rights of confidentiality and freedom from discrimination
2. Foster an on-going educational program that provides current, accurate information to the Elizabethtown Community and Technical College students, faculty, and staff
3. Actively promote behaviors that reduce the risk of acquiring HIV (AIDS)/HBV (Hepatitis B) infections.

Guidelines:

HIV/HBV are not easily transmitted. They are not spread through casual contact; therefore, employees and students who are HIV/HBV positive do not pose an undue health risk to other members of the college. HIV/HBV are transmitted via blood or body fluids that contain blood: (a) during intimate sexual activities, (b) by transfusion of infected blood or blood products, (c) from infected mothers to infants, (d) by sharing used needles contaminated by infected intravenous drug users, and (e) by attending to an injury of another person who is infected when the transfer of blood or body fluids is possible.

1. Occupational Safety and Health Administration standards of universal precautions and the institution's exposure control plan must be followed when handling blood, body fluids, used needles and equipment or surfaces that are contaminated with blood or body fluids.
2. Guidelines concerning the handling of confidential medical information about students or employees with positive HIV/HBV status will follow the general standards for confidentiality as established by the amendment to the Family Education Rights and Privacy Act of 1974. (The duty of health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in a very specific, threatening circumstance.)
3. Admission of students or employment decisions for those applying to attend or work at Elizabethtown Community and Technical College will not include consideration of the existence of HIV/HBV.
4. Individual requests for reasonable accommodations as a result of the various stages of HIV/HBV infection will be handled in accordance with the Americans with Disabilities Act of 1990. For more information, the Disability Services Coordinator in Student Affairs Counseling Office.
5. Medical care is **not** provided by Elizabethtown Community and Technical College. In the case of an emergency, the services of Hardin County Ambulance Service will be requested through the Hardin County 911 center. A student's use of this service rests between the student and the ambulance service provider. Employees will be subject to Kentucky "Workers Compensation Laws". Some employees have been trained in First Aid and CPR. The use of these skills, however, is voluntary and not part of anyone's job description. Therefore, any First Aid or CPR administered by an employee would be regulated by the "Good Samaritan" law. If employees choose to render First Aid or CPR on a voluntary basis, they are required to use OSHA "Universal Precautions" as outlined in the First Aid/CPR Training.

PROTECTION FROM BLOODBORNE PATHOGENS

Exposure to bloodborne pathogens presents a real danger to health care workers today, including the faculty and staff in the Nursing Program at Elizabethtown Community College. Bloodborne pathogens include Hepatitis B Virus and Human Immunodeficiency Virus (HIV).

OSHA has identified two exposure categories:

Category I:

Performing tasks that involve exposure to blood, body fluids, or tissue. ECTC employees included in this category would include nursing faculty and nursing instructional specialists.

Category II:

Performing tasks that may involve exposure to blood, body fluids, or tissue. Employees included in this category would include janitorial staff and maintenance and operations staff.

The procedures that follow should minimize all exposure to bloodborne pathogens by instituting safe work practices and by training all persons as to preventive measures to be taken.

1. Puncture-proof containers will be available at each bedside and on each medication cart in the Nursing Laboratory for the proper disposal of all needles and other sharp instruments. Bent, clipped, or recapped needles will not be used.
2. Waste receptacles that are designated for the disposal of materials containing blood, body fluids, or tissue, as well as waste receptacles that could be used for such materials, will be equipped with plastic liners. Liners will be removed, rather than emptied.
3. All soiled laundry will be treated as contaminated and will be handled as such.
4. Gloves will be provided for all employees who are required to handle items or containers where blood, body fluids, or tissue may be present.
5. Warning labels will be affixed to all containers of regulated waste and to all containers that are used to store, transport, or discard blood or other potentially infectious materials.
6. Labels will also be affixed to refrigerators and freezers containing blood or other potentially infectious materials.
7. No food or drink will be stored in the same refrigerator or freezer as infectious materials.
8. Eating and drinking is prohibited in all areas where exposure to blood and body fluids is possible.
9. Signs will be prominently placed in restrooms and at other hand washing facilities to remind and to encourage employees and others to frequently wash their hands. Frequent hand washing is essential in the prevention of transmitting diseases.
10. Refuse from restroom waste receptacles should be regarded as contaminated. Waste

receptacles will be equipped with plastic liners, and should be removed, rather than emptied.

Any necessary clean-up of potentially contaminated fluids is to be done wearing gloves and with a disinfectant detergent.

ANTHRAX AND OTHER 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.

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 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
- 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

HOW TO TREAT SUSPICIOUS PACKAGES AND LETTERS

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**, notify the Chief Operations Officer or his/her backup, who will then report the incident to local police according to law enforcement procedures.

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.

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. Remain in the room and CLOSE the door, or section off the area to prevent others from entering or exiting (i.e., keep others away). Contact Maintenance and Operations (M&O) to shutdown the HVAC system.
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**, notify the Dean of Business Affairs or his/her backup, who will then report the incident to local police according to law enforcement procedures.
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.

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).
 - Dial “911” to report the incident and notify Security, Chief Operations Officer or Facilities Manager who will report the incident to the appropriate law enforcement agencies according to procedures.
4. SHUT down air handling system in the building, if possible.

5. 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.

BOMB THREATS

Bomb threats are a serious crime, and should be treated as such. Every person with a phone on campus should have a “Bomb Threat Checklist” sheet easily accessible if a bomb threat is phoned in. It will act as a guide for questions and observations. Do not use two-way radios or cellular phones because radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.

Procedures for person receiving bomb threat phone call

- Note the time of the call on the checklist (see page 30).
- Listen for any unusual sounds and background noises. Observe characteristics of the caller’s voice, as suggested by the checklist
- Ask the location of the alleged bomb and the time of detonation
- Dial Security at **268-0610** OR Chief Operations Officer at **268-0612** OR Facilities Director at **268-0337**

Procedures for receiving bomb threat by e-mail

- Immediately contact by phone Security at **268-0610** OR Chief Operations Officer at **268-0612**.
- Forward e-mail to Security and Chief Operations Officer

****Anytime you receive any information regarding a bomb threat, please contact the above mentioned individuals immediately****

Procedures for College Authorities

- The Chief Operations Officer or the President will notify the local police and fire departments of the bomb threat. Evacuation will begin immediately if there is evidence that a bomb exists, otherwise...
- College Crisis Management Team will convene immediately to decide if evacuation of buildings is warranted based on information available
- If evacuation is determined to be the course of action, faculty, staff and students will leave the building and be asked to take all personal items with them
- Faculty and staff who work in affected areas should observe their surroundings and report to the Chief Operations Officer or law enforcement officials any suspicious items or changes in the environment

- If no suspicious items or packages are found, college authorities must decide, based on all available information, employee searches and observation, common sense and good judgment, when to allow people back into the buildings
- College Administration will communicate the situation, response, and results to the appropriate leadership at Elizabethtown Community and Technical College in a timely and appropriate manner

Procedures involving Emergency Personnel

- The police department will have immediate jurisdiction whether or not a bomb is discovered, since the affected area is now a crime scene
- The fire department will take action to save lives, or if a suspicious item is found, or if a bomb has been detonated
- NEITHER POLICE DEPARTMENT NOR FIRE DEPARTMENT PERSONNEL WILL SEARCH BUILDINGS FOR BOMBS ~ if a suspicious item or package is found, the Fort Knox bomb squad will be called for further investigation.
- The person who took the threatening phone call must be available to share information with law enforcement personnel

BOMB THREAT CHECKLIST

KEEP CALM – Don't get excited or excite the caller or other persons near you.

Time: _____

Date: _____

Exact words of caller: _____

When will bomb explode? _____ What kind of bomb is it? _____

What will detonate it? _____ When was it placed on campus? _____

Where is it? _____ Why are you doing this? _____

Where are you calling from? _____ What is your name? _____

Caller's Identity:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Approximate Age:
Origin of call (if you can tell or ask):	<input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	<input type="checkbox"/> Internal
Vocal characteristics:	<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Pleasant	<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other
Speech:	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred	<input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Other
Language:	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Foul <input type="checkbox"/> Other
Accent:	<input type="checkbox"/> Local <input type="checkbox"/> Not Local	<input type="checkbox"/> Regional <input type="checkbox"/> Foreign	<input type="checkbox"/> Other
Manner:	<input type="checkbox"/> Calm <input type="checkbox"/> Emotional <input type="checkbox"/> Angry <input type="checkbox"/> Laughing	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Belligerent	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent
Background Noises:	<input type="checkbox"/> Machinery <input type="checkbox"/> Trains <input type="checkbox"/> Street <input type="checkbox"/> Office Machines	<input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Party Atmosphere	<input type="checkbox"/> Bedlam <input type="checkbox"/> Animals <input type="checkbox"/> Other

Name of person taking call _____

EARTHQUAKE SAFETY

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There will not be time to think through what to do. In case of a major earthquake, there will be approximately two seconds to react. As the ground shaking grows stronger, danger increases. For example:

- Freestanding cabinets and bookshelves are likely to topple. Wall-mounted objects (such as clocks and audiovisual screens) may shake loose and fly across the room.
- Suspended ceiling components may pop out, bringing light fixtures, mechanical diffusers, sprinkler heads, and other components down with them.
- Door frames may be bent by moving walls and may jam the doors shut. Moving walls may bend window frames, causing glass to shatter and sending dangerous shards into the room.

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the college population is safest finding immediate shelter under desks, tables, or counters.

IF INDOORS:

- **Stay inside.** Move away from windows, shelves, and heavy objects and furniture that may fall. **Take cover** under a table or desk, or in a strong doorway.
- In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside the wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
- In laboratories, kitchens, and shops, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

IF OUTDOORS:

- Move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

EARTHQUAKE PROCEDURE

The following earthquake procedure will be used as the standard response to take at Elizabethtown Community and Technical College. The complete earthquake procedure includes post-earthquake building evacuation to a safe, open-space area. Building evacuation takes place after the ground stops shaking.

During an earthquake at the first sign of ground shaking

Students should:

- **DROP AND COVER**
- **TURN AWAY FROM ALL WINDOWS**
- **STAY UNDER SHELTER UNTIL SHAKING STOPS**
- **LISTEN FOR INSTRUCTIONS**

Following the teacher's command, students will:

- Immediately TAKE COVER under desks or tables, and TURN AWAY from windows
- Remain in sheltered position for at least 60 seconds.
- Be silent and listen to instructions.

During the earthquake, teachers will:

- Take cover.
- Talk calmly to students.
- Review the procedure for evacuating the classroom.
- Evacuate to the designated location upon notification from administrators.

SPECIAL ASSIGNMENTS

OVERALL RESPONSIBILITIES: Administrators

SEARCH AND RESCUE: Security personnel and appropriate staff. All teachers serving on search and rescue must have a pre-designated person assigned to their students before they report to communication/information for assignments.

BUILDING SECURITY: Maintenance and Operations Supervisor, janitorial staff and Security Officer(s)

Security Personnel: In case of an actual earthquake, bring first aid kits, flashlights, and two way radios to the evacuation area.

COMMUNICATION/INFORMATION: Deans of Student Affairs and Academic Affairs/Division Chair(s)

STUDENT RELEASE STATION:

Student Affairs Staff: In case of an actual earthquake, bring a complete listing of staff

and a list of students to the evacuation area. Any student leaving campus must report this to his/her teacher before checking out through the release station.

FIRST AID: First Aid kits are located in each program area and each department

IMMEDIATE RESPONSE AND CARE REQUIREMENTS

A major earthquake will cause widespread damage and may trigger other dangers such as fires and the release of hazardous materials from on-site or in-transit containers. Local emergency personnel will be severely overtaxed. It may be several hours before they are able to respond to every call within the affected community.

The staff's responsibility to ensure the care and safety of students during the immediate aftermath of an earthquake is especially critical. First aid must be provided. The whereabouts of every student must be known. Small fires must be abated before they get out of hand, and utility systems must be secured.

There is no guarantee that emergency medical or fire personnel will be able to respond to Elizabethtown Community and Technical College during the first "critical" hours following a major earthquake.

Because earthquakes occur without warning, there will not be time to read through a plan before designating roles and responsibilities. The following is a checklist with which all Elizabethtown Community and Technical College personnel are to be familiar:

1. Are all students and staff familiar with the "drop-and-cover" procedure?
2. Have all students demonstrated their ability to take immediate and correct actions?
3. Have teachers evaluated their classrooms/labs and identified locations that provide the best protection?
4. Do teachers take cover with students during drills?
5. Are all first aid kits adequately stocked?
6. Is there sufficient shelter space under tables, desks and counters for all students?
7. Do all students know how to protect themselves if no shelter is available?
8. Are teachers and students prepared to remain in quake-safe positions for up to 60 seconds?
9. Are students encouraged to be silent during drills?
10. Are teachers prepared to maintain relative calm and reassure their students?
11. Are students evacuated from classrooms to a safe outdoor area following a simulated earthquake?
12. Do teachers remember to take class roster and response checklists to outdoor assembly area

during earthquake drills?

13. Do all maintenance staff and supervisors know the location and proper procedure to cut off utilities (natural gas, water, electricity)?
14. Are all students and staff accounted for?
15. Do teachers keep records of students before they are scheduled to leave campus?

EMERGENCY EVACUATION OF BUILDINGS

When it is necessary to evacuate campus buildings, the following procedures should be followed:

1. When an alarm sounds, faculty and staff need to assume a leadership role in directing students to the nearest exit. Use the emergency exit diagrams posted on the walls of each room. Faculty members should make students aware of evacuation plans at the beginning of each semester, pointing out the evacuation route that applies to that location.
2. Don't run. Walk at a steady pace, in a single file, on each side of the aisle or hallway. Proceed immediately to the exit door designated for your location. Do NOT use the elevator.
3. The faculty member should be the last person to leave a classroom, turning off the lights and closing the door behind them.
4. Faculty and staff located in offices at the time of the emergency should close the door behind the last person to leave the office. Do not lock the door as it may impede proper search and rescue efforts.
5. All building occupants, including employees, are to leave buildings during any emergency or fire drill.
6. Once outside, faculty and staff should make sure entrances and fire lanes are clear. All persons must be at least 40 feet away from the buildings and fire lanes.
7. No-one should re-enter any building until college and/or fire department officials have cleared the buildings and have turned off the alarm. Faculty and staff should assume responsibility in this respect.

ASSISTING THE DISABLED

Some employees or students, due to physical conditions or disabilities, may need assistance during the emergency evacuation of buildings. To insure that all persons, regardless of their physical limitations, are evacuated safely and in a timely manner, the following procedures should be followed:

1. Each faculty member or supervisor should survey their classes or areas at the beginning of each semester, identifying any disabled persons who might need assistance if campus buildings need to be evacuated. If possible, those students should be seated near the classroom door.
2. Elevators are not to be used in any building during an emergency evacuation due to fire. In the Academic/ Technical and Science buildings **only**, any person on the second floor with a

mobility issue or wheelchair who can not use the stairs must be assisted away from the fire to the opposite end of the building as close to the exit as possible. Their location must be reported immediately to the appropriate authorities so that they can be removed from the building by rescue personnel.

3. Once outside, all persons must be at least 40 feet away from the buildings and fire lanes.

EQUIPMENT LOCK-OUT PROCEDURES

Lock-out procedures are necessary to ensure that both employees and equipment are safe and away from danger when service or maintenance is being performed. This is especially critical where the unexpected start-up of the equipment could cause personal injury, fire, or equipment damage.

All employees working in the maintenance area will be properly trained in the importance of equipment lock-out procedures; however, only the following employees will be authorized to lock-out equipment:

Full-time utility workers

Facilities Manager

Maintenance & Operations Supervisor

The following procedures establish the minimum requirements to be followed for the lock-out of equipment:

1. Take a physical survey to locate and to identify all energy isolating devices to be certain which switch(es), valve(s), or other energy isolating control is to be locked-out. Use caution to be certain that no energy source is overlooked. Remember, more than one energy source may be involved.
2. Notify all affected employees that equipment lock-out procedures are going in effect, and the reasons why. The employee authorizing the lock-out must know the type and magnitude of the energy that the equipment uses, and must understand the hazards which accompany it.
3. If the machine or equipment is currently operating, it should be shut down by following the normal shut-down procedures. (In the case of HVAC equipment, the normal pump-down procedure must be followed, or serious damage to the compressor or other components may occur.)
4. Operate all switches, valves, or other energy isolating devices to ensure that the equipment is completely isolated from its energy source(s). Also consider stored energy sources. Stored energy includes, but is not limited to, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, must be dissipated, or restrained by methods such as blocking, repositioning, or bleeding down. In no case, should stored energy be ignored!
5. If more than one person is involved in the work, lock-out the energy isolating devices with individual locks as described below:

- A. Each employee will be issued a numbered, color-coded lock, individually keyed for

use during lock-out.

- B. Each employee working on the equipment will then apply his or her individual lock. When an energy-isolating device cannot accept more than one lock, a multiple lock-out device will be supplied.
- C. The Facilities Manager, or his designee, will retain a control lock. This control lock is the first lock to be applied to the device, and the last lock to be removed.

6. The Facilities Manager will maintain a log, indicating the date, time, and equipment worked on during the lock-out procedure.
7. After ensuring that no personnel are exposed, the Facilities Manager should check that all energy sources have been locked-out by operating the control button, or other normal operating control. Make certain that controls are returned to their neutral or OFF position following this test.
8. After the service or maintenance has been performed, and the equipment is ready to return to normal operation, check the area around the machine to ensure that no employee is exposed. Remove all tools and reinstall all guards.
9. Remove lock-out devices, starting with the individual employee locks. The control lock placed by the Supervisor should be the last lock to be removed.
10. Restore energy to the equipment or machinery.

CONFINED SPACES

A confined space is defined by KCTCS as a space that is large enough and so configured that a person can bodily enter and perform assigned work. It has limited or restricted means for entry and exit, and is not designed for continuous employee occupancy. Additionally, the space may contain a potentially hazardous atmosphere, limited oxygen, or mechanical or electrical equipment, which, upon contact or activation, may trap, crush, or electrocute the person in the space. Examples of confined spaces at Elizabethtown Community and Technical College include, but are not limited to, ducts, utility vaults, storage bins, and tunnels beneath the Owen Administration and Science buildings.

Due to the danger inherent in such areas, should any confined space need to be entered for work or other repair, ECTC personnel will call the City of Elizabethtown to provide assistance using their trained personnel with appropriate safety equipment. No employee of Elizabethtown Community and Technical College should ever enter into any confined space without appropriate safety equipment and assistance from authorities.

UTILITY EMERGENCIES

In the event of an explosion, or the threat of an explosion, such as those caused by a gas leak within a building, the following procedures are to be followed:

1. The fire alarm should be sounded.
2. All personnel should immediately evacuate the building, following the fire evacuation routes posted throughout the building.

3. All personnel should be moved to an area of safety far away from the building. No one should be allowed to congregate on sidewalks close to the building. Assist in the safe movement of all disabled individuals.
4. The College Administrator in charge at the time of the situation should notify the following:
 - A. The fire department
 - B. The utility company
5. Buildings should remain evacuated until cleared by the authorities, at which time personnel can re-enter the facility.

WEATHER AND HAZARDOUS ROAD CONDITIONS

In the event that ECTC will have to close for all or part of a day due to bad weather, one of the following messages will be broadcast on local radio and television stations. The information will also be available through the college switchboard answering system, 270-769-2371 and the ECTC web site <http://www.elizabethtown.kctcs.edu>.

- **ECTC- CLOSED**
The college is closed for the day. Check on evening classes later in the day.
- **ECTC- OPENING AT...**
The time will be specified.

Extended campus classes, (Fort Knox, Western Kentucky University, etc..), may or may not be affected by adverse weather at the main campus in Elizabethtown. Listen to your designated local radio stations for more information on off-campus classes.

The following Television and Radio stations will be contacted with the latest college delays or closing information:

- **Television Stations:**
 - [WAVE-TV 3](#)
 - [WLKY-TV 32](#)
 - [WHAS-TV 11](#)
 - [WBKO-TV 13](#)
- **Radio Stations:**
 - WASE 103.5 FM
 - WKMO 106.3 FM
 - WIEL 1400 AM
 - WRZI Star 101.5 FM
 - WLKY-News 970 AM
 - WAKY 102.7 FM (Bardstown)
 - WLVK 105.5 FM
 - WQXE 98.3 FM
 - WULF 94.3 FM
 - WHAS 84 AM
 - WDJX 99.7 FM
 - WKHG 104.9 (Leitchfield)
 - WMMG 93.5 FM (Brandenburg)
 - WXBC 104.3 FM (Hardinsburg)
 - WGRK 103.1 FM (Greensburg)

It is obvious that weather and or road conditions may vary in the geographic areas served by the colleges. Students are urged to use their personal discretion and judgment in making the decision to travel to classes during inclement weather.

Students unable to attend classes due to inclement weather will not be penalized for such absences and will be afforded the opportunity to make up any missed work.

SEVERE WEATHER PROCEDURE

- Severe weather shelter areas are posted in each classroom and lab.
- When the college president or designated person becomes aware of unstable weather conditions near the college, he/she will announce over the public address system that we are in a **SEVERE WEATHER WATCH**.
- When the college president or designated person becomes aware of threatening weather conditions near the college, he/she will announce over the public address system that we are in a **SEVERE WEATHER WARNING CONDITION. PLEASE GO TO YOUR DESIGNATED AREAS**.
- When the severe weather warning is announced, all students and staff will go to their closest designated severe weather shelter area and remain there until the designated person gives an ALL CLEAR over the public address system. Students should then return to their classroom.

TORNADOES

Tornadoes can occur any place in the United States, but occur most frequently in the mid-western, southern, and central states from March through September.

Tornadoes are usually observed as funnel-shaped clouds spinning rapidly and extending toward the earth from a thundercloud. When close by, tornadoes sound like the roar of an airplane or an approaching train.

In most cases, tornadoes move from a westerly direction, usually from the southwest, at from 40 to 254 miles per hour. The length of its path is from 10 to 40 miles, but they may move as far as 300 miles. The width of the path is about 400 yards. Wind speed has been measured as high as 500 miles per hour.

When a tornado approaches, your immediate action may mean the difference between life and death.

- Seek inside shelter immediately, preferably in a steel frame or reinforced concrete building.
- Stay away from windows, doors, and outside walls.
- Assume a crouched position.
- Always avoid auditoriums and gymnasiums with large, poorly supported roofs. The interior corridors on the lowest floor of a building may provide some protection in ordinary constructed buildings.
- In homes, the corner of the basement towards the tornado usually offers the greatest safety.

- In open country move at right angles to the tornado's path. If there is not time to escape, lie flat in the nearest depression, such as a ditch or gully.

If a tornado warning is issued while you are on campus, go to the following locations immediately:

<u>Building</u>	<u>Location</u>
Academic/Tech Building	Central halls
Collier Learning Center	Central hall in Learning Center
Owen Administration Building	Central halls
Science Building	Central halls
Student Center	Basement
Occupational Technical Building	Designated areas
RPC Building	Designated areas
Springfield	1 st floor

SHOOTINGS

IN THE EVENT OF A SHOOTING

- If you are in immediate danger, seek cover
- Call 911 – give location and nature of emergency
- Call security at 270-268-0610. Give location and nature of emergency

If you are in an office or classroom:

- Keep people in classroom/office
 - If possible, lock and/or barricade door using desk, chairs, etc.
 - Keep individuals away from windows & doors
 - Try to keep individuals calm

If you are near an exterior exit

Try to escape from the building.

- Keep people in classroom/office
 - If possible, lock and/or barricade door using desk, chairs, etc.
 - Keep individuals away from windows & doors
 - Try to keep people calm
- Do NOT try to be a hero
- DO try to be a good witness