

# **West Kentucky Community and Technical College**

## **Campus Safety Policies and Crisis Manual**

Revised May 2012

# INTRODUCTION AND ACKNOWLEDGEMENTS

This manual has been a collaborative effort of the Safety Committee of West Kentucky Community and Technical College (WKCTC) 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

West Kentucky Community and Technical College (WKCTC) are 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 contains 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 WKCTC. 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 WKCTC 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. **The College has a campus emergency number to call in case of emergencies. That number is 534-3405.**
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 WKCTC 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 Steve Orazine, Director of Security, at 534-3859 or cell 556-6300 or Keith Yearry, Director of Maintenance and Operations, at 534-3418 or cell 564-9390.
  - 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 then call the emergency campus phone number **534-3405**.
  - 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 then call the emergency campus phone number **534-3405**.
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, Steve Orazine, Director of Security, 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.

#### 4. Safety Notification Alert Process (SNAP)

WKCTC has implemented an emergency alert system on the campus known as the Safety Notification Alert Process (SNAP). SNAP will be activated when there is an emergency on the campus that warrants a notification to the faculty, staff, and students when there is a dangerous situation. The following are instances when SNAP would be implemented:

1. The Lourdes Hospital sirens are activated due to severe weather.
2. Gun shots are heard on the campus or an armed person is spotted on the campus.
3. There is a biohazard situation, i.e. chemical leak, in a building.
4. There is a fire in a building.
5. There is a hostage situation on the campus.
6. There is a bomb threat on the campus.
7. There is a loss of electrical power on the campus.
8. When there is a delay of classes or closing of the college due to inclement weather.
9. When there are other violent physical threats to faculty, staff, students, or the public.

Use the following link to register for SNAP text alerts: <http://www.kctcs.edu/snap>. The following is a matrix covering various scenarios and the type of communications the College will use to alert faculty/staff/students regarding emergencies and threats:

	Informacast					Public							
	Computer Display	Text	Email	Speaker	Digital Phone	Info Hot Line	Address/2 Way Radio	Digital Signage	College TV	Bulk Email	Web site	Media Outlets	Highway Signage
<b>Immediate - Red</b>													
Campus Violence Safety Threat	x	x	x		x	x	x	x	x		x	x	
Weather Emergency													
Tornado Incoming	x	x	x		x	x							
Environmental Hazards													
	x	x	x		x	x	x	x			x	x	
<b>Moderate - Orange</b>													
Weather Delays	x	x	x		x			x	x		x	x	
Potential Minger Threats													
Operation Disruption/Utilities	x	x	x		x	x	x	x			x	x	
<b>Potential - Yellow</b>													
Weather Watch												x	
Health and Safety												x	

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 without delay and taking into account the safety of the community, unless issuing a notification will, in the judgment of the first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The special crime report will be made in a manner that will aid in the prevention of similar occurrences. A campus-wide email will be used for this alert, along with our SNAP emergency alert system if it is deemed necessary. A SNAP alert team of administrators and employees (which includes members of the Emergency Management Team) will use a consultation

process to notify the campus of and initiate the notification process. The team will confirm that a significant emergency or dangerous situation involving immediate threat to health or safety of students or employees is occurring. The confirmation process will be performed as quickly as possible depending on the type of threat and will entail visual confirmation of the emergency by administrators where possible and the use of outside experts depending on the specific threat, i.e. spread of infectious disease. The notification process includes the SNAP alert system which provides text messaging to cell phones, office and campus computers, and office phones along with email messages to faculty, staff and students. The College has developed message scripts for various emergencies which can be revised depending on the emergency and the facility involved. The notification process also includes the use of email to faculty, staff and students. Follow up information will also be disseminated as needed by these systems indicating all clear and any recovery information. On an annual basis the College tests its emergency and evacuation procedures. This test is documented by the Director of Security with details including the date, time and whether it was announced or unannounced. WKCTC will utilize email, postings to campus TVs, posting of campus flyers, press releases to the local TV, newspaper, and radio media, and meetings with faculty and staff to publicize emergency response and evacuation procedures in conjunction with the annual test. Information will be made available to the general public and the local community regarding emergencies via the WKCTC Public Relations Office.

## **B. REPORTING EMERGENCIES - PHONE NUMBERS**

1. For police, fire, Department of Emergency Services (DES), or ambulance: **dial 911. Campus Emergency Phone Number 534-3405.**
2. To report an incident, contact Steve Orazine, Director of Security at **534-3859** or cell **556-6300**, or Keith Yearry, Director of Maintenance and Operations at **534-4318** or **cell 564-9390**. Stay calm; carefully explain the problem and location.
3. Off-Campus Resources of Assistance

Generally, the M and O Supervisor/Safety Officer is responsible for coordinating outside emergency assistance. The following numbers are only for information and advance planning:

- For police, fire, DES, or ambulance: 911
- McCracken County Sheriff: 444-4719
- Paducah Water System: 442-2746
- ATMOS Energy (gas company): 1-800-482-8429
- Paducah Power System (electric company): 575-4000
- Graves County Sheriff: 1-270-247-4501
- Hickory Water District: 1-270-247-6481
- West KY Rural Electric Cooperative Corp. 1-270-247-1321
- Murray Police Department: 1-270-753-1621

## **C. COLLEGE NOTIFICATION SYSTEM**

The SNAP alert system is the primary means of emergency notification, along with the campus phone system and computers located in offices and labs, as well as walkie-talkies. 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 or walkie-talkie device is to be used.**

Walkie-talkie radios are also located in the following buildings:

Carson Hall in the President's office, Vice President of Administrative Services office, Administrative Assistant to the Vice President of Administrative Services office, Director of Human Resources office, Vice President of Business Affairs office, Director of Public Relations office (2), and Director of Advancement office; Haws Gymnasium in Graphics, Waller Hall in the copy room; Student Center/Fine Arts Building in Humanities reception area and Theater office; MLRC library student services reception area; Nemer Building in the Vice President of Institutional Development office; Crouse Hall Vice President of Learning Initiative office and the Faculty reception area on the third floor; Crisp Building reception area; Allied Health Building first floor reception area; Rosenthal Hall north end reception area; Anderson Technical Building first floor M and O Office, Business Office, Technical & Industrial office and second floor Vice President of Academic Affairs office, Vice President of Economic Development office, Vice President of Student Affairs, and Director of Cultural Diversity office; Emerging Technology Center Director of Security office; and the security guard office. **All persons with access to a walkie-talkie should immediately turn the walkie-talkie on should the tornado sirens at Lourdes Hospital be activated – walkie-talkies should be taken with those persons to a safe shelter. Listen for further instructions from the M and O Department and the Vice President of Administrative Services before returning to your office or classroom. Do not go outside your building while the tornado sirens are activated.** Walkie-talkies should be tested on a monthly basis to determine that they are functioning properly. If they are not functioning properly immediately contact the M and O Department to have them checked. AM/FM radios and TVs will be used to listen for developing situations. Walkie-talkies can be turned to channel 3 which is the NOAA Weather Service for up-to-date information. Custodians for the M and O department can be reached by means walkie talkie radio. In the event of a power failure cell phones will be utilized.

## 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 Coordinators** - The Vice President of Administrative Services and the Director of Security shall be the Emergency Coordinators and shall coordinate all operations of the Emergency Management Team during the emergency.
- c. **Emergency Command Post** - The emergency command post is to be set up in the Paducah Junior College (PJC) Board Room in Carson Hall. If this sight is not useable, the emergency director or emergency coordinators will select an alternate location. 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. **Emergency Management Team** - The Emergency Management Team shall consist of the President, Vice President of Economic Development, Vice President of Academic Affairs, Vice President of Learning Initiative, Vice President of Student Affairs, Vice President of Administrative Services, Vice President of Institutional Development, Vice President of Business Affairs, Director of Human Resources, Director of Public Relations, Director of Cultural Diversity, PJC Executive Director, the Director of Security and Maintenance and Operations Director. 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 Number	Address	Email address
Dr. Barbara Veazey	President	270-534-3082	4810 Alben Barkley Dr. Carson Hall	<a href="mailto:Barbara.Veazey@kctcs.edu">Barbara.Veazey@kctcs.edu</a>
Sherry Anderson	Vice President of Economic Development	270-534-3145	4810 Alben Barkley Dr. Emerging Tech. Center	<a href="mailto:Sherry.Anderson@kctcs.edu">Sherry.Anderson@kctcs.edu</a>
Dr. Tena Payne	Vice President of Learning Initiative	270-534-3342	4810 Alben Barkley Dr. Crounse Hall	Tena.Payne@kctcs.edu
Dr. Belinda Dalton-Russell	Vice President of Academic Affairs	270-534-3081	4810 Alben Barkley Dr. Anderson Tech. Bldg.	<a href="mailto:belinda.dalton-russell@kctcs.edu">belinda.dalton-russell@kctcs.edu</a>
John Carrico	Vice President of Student Affairs	270-534-3089	4810 Alben Barkley Dr. Anderson Tech. Bldg.	<a href="mailto:John.Carrico@kctcs.edu">John.Carrico@kctcs.edu</a>
Dr. Steve Freeman	Vice President of Administrative Services	270-534-3363	4810 Alben Barkley Dr. Carson Hall	<a href="mailto:Steve.Freeman@kctcs.edu">Steve.Freeman@kctcs.edu</a>
Susan Graves	Vice President of Institutional Development	270-534-3155	4810 Alben Barkley Dr. Nemer Building	<a href="mailto:Susan.Graves@kctcs.edu">Susan.Graves@kctcs.edu</a>
Bridget Canter	Vice President of Business Affairs	270-534-3458	4810 Alben Barkley Dr. Anderson Tech. Bldg.	<a href="mailto:Bridget.Canter@kctcs.edu">Bridget.Canter@kctcs.edu</a>
Janett Blythe	Director of Human Resources	270-534-3079	4810 Alben Barkley Dr. Carson Hall	<a href="mailto:Janett.Blythe@kctcs.edu">Janett.Blythe@kctcs.edu</a>
Jipaum Askew-Robinson	Director of Public Relations	270-534-3420	4810 Alben Barkley Dr. Carson Hall	JASKEWGIBSON0001@kctcs.edu
Kay Travis	Director of Cultural Diversity	270-534-3084	4810 Alben Barkley Dr. Anderson Tech. Bldg.	<a href="mailto:Kay.Travis@kctcs.edu">Kay.Travis@kctcs.edu</a>
Steve Orazine	PJC Executive Director	270-534-3859	4810 Alben Barkley Dr. Carson Hall	sorazine00001@kctcs.edu
Keith Yearry	Director of Security	270-534-3418	4810 Alben Barkley Dr. Emerging Tech. Center	kyearry0001@kctcs.edu
	Director of Maintenance & Operations		4810 Alben Barkley Dr. Anderson Tech. Bldg.	

## 2. Responsibilities

### **Emergency Director/President**

- a. Provides overall direction of the campus emergency response.
- b. Works with the emergency coordinators 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 Coordinators/Vice President of Administrative Services and Director of Security**

- 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 Coordinators in contacting employees on campus regarding pertinent information.

#### **Director of Maintenance and Operations**

- a. Assists the Emergency Coordinators 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 and O Director in establishing needs for power.

#### **Vice President of Business Affairs**

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

#### **Vice President of Academic Affairs and Vice President of Student Affairs**

- 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 Vice President of Academic Affairs, the Vice President of Student Affairs, the Director of Security and the M and O Director in establishing alternate area for continued operation of essential functions.

### **3. Training and Drills**

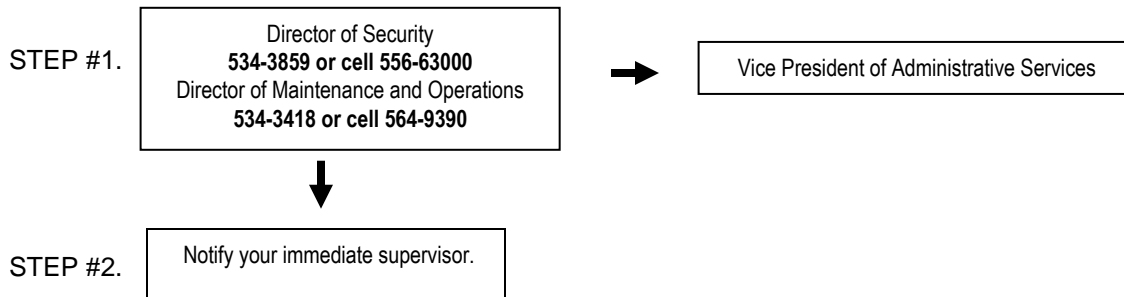
Training programs and drills will be carried out at periodic intervals during the year. Evacuation (fire) and tornado drills are mandatory. Other less extensive drill or rehearsals involving fewer employees will be practiced. On an annual basis the College tests its emergency and evacuation procedures. This test is documented by the Director of Security with details including the date, time and whether it was announced or unannounced.

### **4. Major Loss**

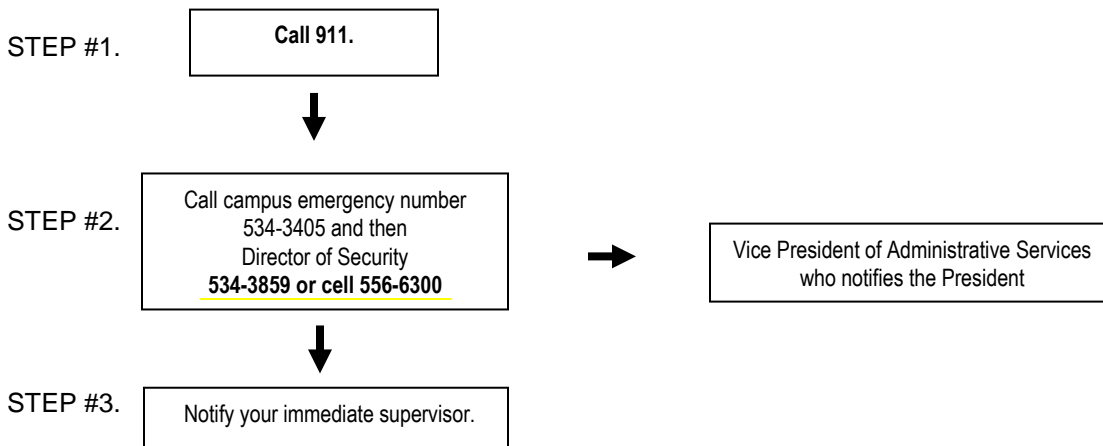
In the event of a major loss the College has access to KCTCS System office, as well as other KCTCS colleges in the region to provide and assist in recovery and restoration efforts. The College has budgeted contingency funding in its annual budget.

## E. EMERGENCY NOTIFICATION FLOWHCART

**MINOR EMERGENCY** - Any incident that will not seriously affect the overall functional capacity of the college. Report immediately to Director of Security at 534-3859 or cell phone 556-6300 or Director of Maintenance and Operations at 534-3418 or cell phone 564-9390.



**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. 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 call the campus emergency number 534-3405** and then report immediately to campus Director of Security at **534-3859** or by **cell phone 556-6300**.



## PART II. CRISIS COMMUNICATION PLAN

As a public institution, West Kentucky Community and Technical College (WKCTC) strives to be honest 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 WKCTC and between WKCTC and external audiences, including the news media.

### Objective of crisis communications:

- To factually assess the crisis and to determine whether a communications response is warranted
- To assemble a Crisis Communication 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 WKCTC activities that results in extensive news coverage and public scrutiny. Such a crisis has the potential to damage the reputation of WKCTC. 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 the college handles a crisis. How WKCTC 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 a WKCTC 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 WKCTC employees who discover a crisis should notify emergency services before taking steps to activate the Crisis Communication Plan.

**As the next step** – or as a 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 is notified. The president makes the decision on whether to appoint and activate the Crisis Communication Team.

**The Crisis Communication Team** includes:

- President
- Vice President (s) or department heads (s) with responsibility over functions affected by the crisis
- Public relations director
- Any other employee deemed necessary by the president/CEO

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

### **Communication protocols**

The most important public of WKCTC is its employees and students. 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 the college.

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 college's crisis response:

- Parents and family members of affected students and employees
- Local Board of Directors
- Political leadership (Mayor, Judge-Executive, etc.)
- News media

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

## **PART III. EMERGENCY PROCEDURES GUIDE**

### **ABDUCTION**

When a person unlawfully and without consent restricts another person's movements and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted, this is considered abduction. This does not have to be removal of a person from the college, but can be the detaining of a person on a college site by an unauthorized person and the detained person becomes a hostage.

1. **Call 911.** Identify yourself, the college, and the nature of the emergency. Give all the information you have available: description of abductor(s); names if you know them; description of the student and/or employee; description of vehicle, if appropriate. Be sure to identify the building/address that you are calling from.
2. Call the campus emergency number 534-3405. Notify the Director of Security at 534-3859 or cell 556-6300.
3. Notify the President at 534-3082 and the Director of Public Relations at 534-3079.

### **ACCIDENT REPORTING**

An Accident Report Form should be completed when a student, faculty, staff or visitor has an accident – see page 14 and 15 of this manual for a copy of the form. The form is also on the KCTCS Web site under Faculty and Staff, and then go to Policies, Forms, Manuals and click, then scroll to Facilities Management Forms and click on FM84 for the form. 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 Keith Yearry, Director of Maintenance and Operations, in Anderson Technical Building. When the form has been signed it will then be forwarded to John Carrico in Carson Hall.

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 – see page 47– 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 on page 49 must also be completed. 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.



ACCIDENT REPORT FORM

FORM FM84
08/17/2000

(Please Write Legibly)

Name Student Employee Visitor
Dept./Class SSN
Facility
Address

Date of Occurrence
Time of Occurrence
Days Lost from School or Work

DESCRIPTION OF INJURY

Table with 2 columns: Apparent Nature of Injury (Abrasion, Amputation, Asphyxiation, Bite, Bruise, Burn, Concussion, Cut, Dislocation, Fracture, Laceration, Poisoning, Puncture, Scald, Scratch, Shock, Sprain, Other) and Part of Body Injured (Abdomen, Ankle, Arm, Back, Chest, Ear, Elbow, Eye, Face, Finger, Foot, Hand, Head, Knee, Leg, Mouth, Other).

Explain Other:

Describe the nature of the injury (cut, third finger, left hand, etc.)

Describe medical attention received, by whom, and address:

DESCRIPTION OF ACCIDENT

Did accident occur while in an instructional or work activity? Yes, No, If no, explain

Specify any machine, equipment, or tools involved

Were proper machine guards being used? Yes, No Was student/employee using Safety Equipment? Yes, No

Was student/employee given safety orientation? Yes, No Describe Safety Equipment

Was student/employee doing assigned work? Yes, No If Safety Equipment was not in use, explain:

Was this accident due to faulty equipment? Yes, No Action taken to prevent recurrence

Was supervisor present at accident? Yes, No If no, explain:

Did student/employee have permission to use equipment? Yes, No If no, explain

FOR SAFETY SECTION USE ONLY
Degree of injury Minor Severe

FORM FM84
08/17/2000

**DESCRIPTION OF ACCIDENT**  
**(continued)**

**Student's/ Employee's** description of accident (specify in detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's/Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Was family notified by facility? \_\_\_\_\_

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**Witness'** description of accident (specify in detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness' Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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**Supervisor's** description of accident (specify in detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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**Administrator's** Comments \_\_\_\_\_  
\_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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List all non-student/non-supervisor witnesses and addresses:

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| _____    | _____    | _____    |
| _____    | _____    | _____    |
- 
- 

Date accident report received by Safety Coordinator \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Safety Coordinator:** Sign and date original report and forward to Safety Section at:

KCTCS  
Safety Section  
300 North Main Street  
Versailles, KY 40383

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## **ACTIVE SHOOTER**

Law enforcement response to an active shooter scenario will be to save lives and prevent the shooter from coming into contact with more potential victims. In order to accomplish this goal most law enforcement agencies have adopted a “rapid and immediate” deployment strategy. First responding officers will bypass areas that have not been cleared, innocent persons, and injured persons in order to get to the shooter and stop their actions. Once the suspect has been neutralized the injured can be treated, persons can be evacuated, and the building cleared. Buildings and persons will be searched.

- If you hear shots and are in immediate danger seek cover. Stay away from windows, doors, hallways, rooms that run together, stairwells, and elevators. If possible, get out of the area.
- **Call 911 immediately** and give the location (building and room number) and nature of emergency. Call the **campus emergency number 534-3405** and then call any College administrator and the Director of Security and give them the same information if you can.

If you are in an office or classroom,

- Keep people in the classroom/office.
  - If possible, lock and/or barricade door using desk, chairs, podium, tables, filing cabinets, etc.
  - Keep individuals away from windows and doors and position yourself on the wall where the door is located.
  - Try to keep individuals calm
- Do not try to be a hero. Do not run toward or grab a police officer or make sudden movements or any type of threatening action toward a police officer – tensions are high and these types of actions may be misconstrued.
- Do try to remain calm, still, point toward the shooter, keep hands visible, and follow police instructions. Try to be a good witness and make mental notes of who the shooter was, what they looked like, what they were wearing, etc. Once outside the building keep your arms out like an airplane with your palms open so police know you are not armed and are not the shooter.

## **ALCOHOL/DRUGS ON CAMPUS**

WKCTC is committed to providing a safe environment for students, faculty, and staff. Illegal drugs and alcohol are prohibited on campus. Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the WKCTC college community. These violations can result in disciplinary action up to and including suspension or termination for college employees and disciplinary action for students. WKCTC is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

## **ARMED ROBBERY**

In the event that there is an armed robbery on the campus call 911 immediately. Then call the campus emergency number 534-3405 immediately after 911 is called.

If a robber attempts to rob any department/area/employee of monies, college employees are not to resist the robber. Try to remain as calm as possible and do as the robber instructs. Once the robber has left the area contact the local police as soon as it is safe to do so – do not try to follow the robber or attempt to struggle with the robber. Do try to remember what the robber looked like, what they were wearing, any identifying marks or tattoos, the manner in which they spoke, and any other information about the robber that you might be able to provide the police.

## **BIOLOGICAL OR CHEMICAL AGENT THREATS ON CAMPUS PROCEDURES FOR HANDLING SUSPECTED AGENTS**

### **WHAT YOU SHOULD DO:**

1. Remain calm.
2. Do not shake, smell, or empty the contents of any suspicious envelope or package. Place the envelope or package in a plastic bag or some other type of container to prevent leakage. In the event you should see or come into contact with an unknown substance, do not touch it; if you have already picked it up, gently lay it down and cover it with anything (e.g. clothing, trash can, etc.)
3. Leave the room and close the door and isolate yourself as best as possible and contact or have someone contact the College emergency number 534-3405 and 911 will then be called.
4. If possible, close doors and windows in the area.
5. Contact M and O or a custodian in the building to **shut-down the building's ventilation system and any fans.**
6. Do not allow others into the area and do not allow anyone who has been exposed to leave the area. If possible, list all people who were in the area, especially those who had actual contact with the substance that is suspicious. Give this list to the Safety Officer/M & O Superintendent.
7. Wash your hands with soap and water to prevent spreading any powder to your face. Remove heavily contaminated clothing as soon as possible and place in a plastic bag or other sealed container and give the clothing bag to the emergency responders for proper handling.

### **WHAT YOU SHOULD NOT DO:**

1. Do not panic.
2. Do not pass the letter, note, or substance to others. Do not try to clean up the powder.
3. Do not disturb the substance in any way.
4. Do not ignore the threat - all threats must be treated as real threats until properly evaluated.

## **BIO SAFETY SPILL KIT LOCATIONS**

<b>Building</b>	<b>Location</b>
Carson Hall	Attic at Security Clock Station
Waller Hall	Custodial Closet
Rosenthal Hall	Custodial Closet
MLRC	Men's Bathroom Custodial Closet
Student Center	Custodial Closet TV Hallway
Nemer Building	Custodial Closet Water Fountain
Gymnasium	Custodial Closet
Crouse Hall	First Floor Custodial Closet
Crisp Building	First Floor Custodial Closet
Allied Health Building	Second Floor Roof Access Room
Anderson Technical Building	First Floor Custodial Closet Second Floor Custodial Closet
Purchase Training Center	Custodial Closet Engine Room
Mary Ellen Thompson Health Education Center	Lab 1, Supply Closet
Weeks Center (Murray)	Suite J, Workroom, 2 <sup>nd</sup> floor
Paducah School of Art	First Floor Backroom
Emerging Technology Center	Room 135
Skilled Craft Training Center	Janitor tool closet Janitor tool closet – Automotive room
Kevil Welding	Classroom, east side

## **BLOODBORNE PATHOGENS**

If blood or body fluids are present from any type of accident, do not provide first aid unless trained and wearing latex gloves. Do not perform CPR without an appropriate airway apparatus. For cleaning of spills, immediately contact the Maintenance and Operations Department. M and O personnel have been trained in the specified cleaning procedures. Darlene Daniel, Chair of the Bloodborne Pathogens Committee, can be contacted at 534-3358 for more information regarding the college's bloodborne pathogens plan. The plan can be accessed on the WKCTC Web site: [www.westkentucky.kctcs.edu](http://www.westkentucky.kctcs.edu) - click on Current Student, then Campus Safety.

## **BOMB THREAT**

**In the event of a Bomb Threat to the school or facility:**

### **Employee Action**

The person receiving the call should make every attempt to:

- Prolong the conversation as much as possible
- Identify background noises & voice characteristics
- Engage in caller to give description of the bomb, where it is, and when it is due to explode.
- Determine the callers knowledge of the facility
- AVOID HANGING UP THE PHONE (Use another phone to call authorities)
- Complete the Bomb Threat – School Report (next Page)
- Alert the President or any administrator or director of security (without hanging up)

### **President or Emergency Management Team:**

- Call 911
- Using standard procedures the Incident Commander needs to make a decision on whether to evacuate the building or campus or stay inside. NOTE: If an evacuation response is initiated, modify evacuation routes if necessary based on possible location of bomb.
- If what appears to be a bomb is found: DO NOT TOUCH IT; the police department will take charge.
- Turn off cell phones and DO NOT Transmit with radios.
- Leave the immediate environment as it is.
- Avoid altering any electrical items or systems (DO NOT turn lights on or off, DO NOT change thermostat, etc).
- Avoid opening and closing doors.
- Evacuate personnel at least 300 feet from building; during inclement weather and a possible prolonged search, move students/staff to an alternate building.
- Check absentee list for possible clues to who might have phoned in the bomb scare.
- Follow standard student/staff accounting and reporting procedures.
- After an "all clear" is given return to class.

**Bomb Threat – School Report**  
**(Completed by person receiving the call)**

Date \_\_\_\_\_ Time of Call \_\_\_\_\_

Bomb threat was received on telephone number \_\_\_\_\_

Exact language/wording used by the caller \_\_\_\_\_  
\_\_\_\_\_

What time is it set for? \_\_\_\_\_ Where is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

What is your name? \_\_\_\_\_

**Additional Information (check/fill in):**

Gender:  Male  Female Describe \_\_\_\_\_

Age:  Adult  Child Describe/estimate age \_\_\_\_\_

Speech:  Normal  Excited Describe \_\_\_\_\_

Speech:  Slow  Fast Describe \_\_\_\_\_

Did caller have an accent? Describe: \_\_\_\_\_

Did you recognize the caller's voice? Describe \_\_\_\_\_

Background noises:  music  traffic  machine  voices/talking

airplanes  typing  children  TV/radio

other \_\_\_\_\_

Other Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person receiving call:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

**Notification:**

School President \_\_\_\_\_ Time \_\_\_\_\_

Police \_\_\_\_\_ Time \_\_\_\_\_

## CALENDAR OF ANNUAL SAFETY RELATED ACTIVITIES/EVENTS/INFORMATION

<p><b>JULY</b>          KY OSHA Seminars @ KY Dam Village          Contracted Fire Extinguisher Inspection          Safety Audit by KCTCS Safety Office          Update First Aid Kits (if necessary)</p>	<p><b>JANUARY</b>          Contracted Fire Extinguisher Inspection          Hepatitis B disease e-mail          Minger Act e-mail          How to report a crime e-mail          Student parking e-mail          BBP e-mail          Chemical Hygiene Plan e-mail          Safety plan updated &amp; revised          Clery/Minger Crime Stats For Prior Calendar Year email          Prepare OSHA Accident Log  <b>Note:</b> E-mails sent to faculty, staff, and students</p>
<p><b>AUGUST</b>          Minger Act Report due to KCTCS (15<sup>th</sup>)          Safety Audit by KCTCS Safety Office          Hepatitis B disease e-mail          Minger Act e-mail          Student parking e-mail          How to report a crime e-mail          BBP e-mail          Send out Safety/Crisis Manual by e-mail          Send out Lab safety /Chemical Hygiene Plan e-mail          Safety Plan updated &amp; revised          Crime Stats sent by e-mail  <b>Note:</b> E-mails sent to faculty, staff, and students</p>	<p><b>FEBRUARY</b>          Post OSHA Accident Log (1<sup>st</sup>)          Hazardous waste inventory due to KCTCS          Safety training – entire campus          Safety Committee meets          Fire/Evacuation Drills and report to KCTCS          Update First Aid Kits (if necessary)</p>
<p><b>SEPTEMBER</b>          Safety Committee meets          Fire/Evacuation Drills and reports to KCTCS          Safety/Crisis training – entire campus          Fire Marshal inspection          UK safety inspection of Crouse Hall          AED Inspection</p>	<p><b>MARCH</b>          Contracted Fire Extinguisher inspection of Anderson Tech. Bldg. &amp; Purchase Train.Ctr.          Fire extinguisher demonstration training          Annual KCTCS Safety training          Recycling report sent to KCTCS          Tornado e-mail to faculty, staff, &amp; students (1<sup>st</sup>)          Tornado Drills and reports to KCTCS          AED Inspection</p>
<p><b>OCTOBER</b>          Prepare semiannual KCTCS safety checklist          Federal crime stats due to Fed.Dept.Education.          Fire extinguisher demonstration training          Boiler inspection by State          Tornado Drills and reports to KCTCS</p>	<p><b>APRIL</b>          KCTCS Annual Facility Inspection report due to KCTCS          Violence in the Workplace seminar          Safety Committee meets          Elevator inspection by state          Hazardous waste pick up by KCTCS contractor for M &amp; O department</p>
<p><b>NOVEMBER</b>          Semiannual KCTCS safety checklist due to KCTCS (1<sup>st</sup>)          Safety Committee meets</p>	<p><b>MAY</b>          Prepare semiannual KCTCS safety checklist          M &amp; O General Maintenance Plan revised &amp; updated</p>

<p><b>DECEMBER</b></p> <p>Chemical Hygiene Plan revised &amp; updated by Chemical Hygiene Committee BBP plan revised and updated by BBP Committee Fire Alarm and Sprinkler inspected by contractor Holiday e-mail to faculty, staff, &amp; students regarding precautions for a safe holiday (7<sup>th</sup>) AED Inspection</p>	<p><b>JUNE</b></p> <p>Semiannual KCTCS safety checklist due to KCTCS (1<sup>st</sup>) Hepatitis B disease e-mail Minger Act e-mail How to report a crime e-mail Student parking e-mail BBP e-mail Chemical Hygiene Plan e-mail Crime stats sent by e-mail Send out safety e-mail AED Inspection <b>Note:</b> E-mails sent to faculty, staff, &amp; students</p>
<p><b>CONTINUAL</b></p> <p>Right-to-Know Training BBP Training First Aid and CPR Training Fire Extinguisher Inspection college (monthly) WKCTC Web site updated continuously with crime postings</p>	
<p><b>AS NEEDED</b></p> <p>Review and Revision of Safety Policies and Crisis Manual Prevention, Assessment, and Response Team (PART) meets M &amp; O completes necessary repairs to any deficiencies noted for safety compliance during State Fire Marshal Inspection, KCTCS Annual Safety Inspection, and UK Safety Inspection of Crouse Hall.</p>	

**CALL LIST EMERGENCY NUMBERS**

Fire, Police, Ambulance and EMS	911
Campus Emergency Number	534-3405
President's Office	534-3082
Director of Security	534-3859
Director of Maintenance and Operations	534-3418
Director of Public Relations	534-3079
Vice President of Administrative Services	534-3089
Evening Maintenance & Operations Personnel	534-3070(office) 559-9188 (cell)
Campus Security Guard Office	554-6300 564-8403(cell)
Utilities:	
Gas	1-800-482-8429
Water	442-2746
Electric	575-4000
Graves County Sheriff	1-270-247-4501
Hickory Water District	1-270-247-6481
West KY Rural Electric Cooperative Corp.	1-270-247-1321
Murray Police Department	1-270-753-1621

**CAMPUS SECURITY AND CRIME AWARENESS**

The campus Safety Policies and Crisis Manual are on the College web-site for easy access by students, employees, and the public. Crime awareness and campus security information is printed in the class schedules each semester and in the Student Handbook. The Safety Policies and Crisis Manual are also distributed to employees and students electronically. Safety seminars are held periodically to provide information about safety and security and all faculty, staff and students are informed of these events.

Crime awareness and campus security information is printed in the class schedules each semester and in the Student Handbook and is provided via email to all faculty, staff, and students each semester. The Safety Policies and Crisis Manual is also distributed to employees and students electronically. Seminars are held periodically to provide information about crime prevention and all faculty, staff, and students are informed of these events.

We encourage the prompt and accurate reporting of all criminal matters occurring on campus. These incidents should be reported to the Director of Security at 534-3859 or cell 556-6300 who will then contact the local police. The Campus Security Guard Office can be reached by dialing 554-6300 or cell 564-8403. The Evening M & O supervisor can be reached at 534-3070 or 559-9188. 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 WKCTC you may go to the following Web site: HU <http://ope.edu.gov/security>UH, or you may go to the WKCTC Web site HU [www.westkentucky.kctcs.edu](http://www.westkentucky.kctcs.edu)UH and click on Current Student then click on Campus Safety.

## **CAMPUS LAW ENFORCEMENT POLICY**

The campus does not have its own police department/force. There is a director of security who does not have arrest authority. The director of security coordinates with campus security and works closely with local, state, and federal law enforcement and emergency services agencies in an effort to provide services to the campus community. Crime related information and reports are routinely exchanged, including information related to off-campus locations owned, leased, or controlled by WKCTC.

## **CHEMICAL HYGIENE PLAN**

WKCTC has a detailed chemical hygiene plan which can be accessed on the WKCTC Web site: [www.westkentucky.kctcs.edu](http://www.westkentucky.kctcs.edu) – click on Current Student, then click on Campus Safety. Information concerning the plan or particular aspects of the plan (i.e., Material Data Safety Sheets) can be obtained by contacting the Chairman of the Chemical Hygiene Committee, Larry Bigham, 534-3231. All new employees who will be working with or near chemicals are required to complete the Chemical Hygiene Right to Know training. Information on this training can be obtained by contacting the office of the Director of Maintenance and Operations.

## **CHEMICAL RELEASE IN A BUILDING**

If a chemical release (when hazardous materials escape from their contained environment) occurs within a building, do the following:

- a. Initiate evacuation plan of the exposed area. Call the campus emergency number 534-3405.
- b. Alert Director of Maintenance and Operations 534-3418 or cell 564-9390.
- c. Obtain M.S.D.S. report on chemical.
- d. Call **911**, if necessary. Be sure to identify the building the release took place.
- e. Render first aid, if necessary.

Hazardous waste clean up procedures will be performed by trained personnel if authorities so indicate. Students, staff, and faculty shall not return to their respective areas in the college until it is determined to be safe by the WKCTC Administration, based upon authorities' recommendations.

## **CIVIL DISTURBANCE/TERRORIST THREAT/RIOT**

Should a civil disturbance that is threatening the welfare and safety of students/employees/visitors occur on campus immediately contact 911 – be sure to identify the specific building/address. Make sure that the 911 operator understands that there is a civil disturbance and any other pertinent information that you may have available.

Call the campus emergency number 534-3405. Contact the Director of Security immediately of the situation so they can provide assistance in keeping the area as safe as possible until police authorities arrive on campus. Contact other college administrators immediately.

## **COMMUNICATIONS EXTERNAL IN AN EMERGENCY**

In an emergency situation:

Call **911** and give a description of the emergency and the name and location of the facility from which you are calling.

Call the campus emergency number **534-3405**.

Call Director of Security at **534-3859 or cell 556-6300** and advise of the nature and scope of the situation.

Call **534-3079** and advise the Director of Public Relations of the nature and scope of the situation. The Director of Public Relations and Director of Security will notify other applicable departments as required. During the evening hours, call the Evening M & O Supervisor and advise the nature and scope of the situation.

## **COMMUNICATIONS GUIDELINES IN AN EMERGENCY**

The Director of Public Relations, with the approval of the President, will be in charge of communications with outside agencies and campus communications. It is imperative that only accurate, verified information be reported to the Director of Public Relations.

## **COMMUNICATIONS INTERNAL IN AN EMERGENCY**

In an emergency situation, disseminating information to employees is imperative. The use of two-way radios is an important tool for the President, Director of Security. **Do not** use a cell phone as a communication device during a **bomb threat**.

## **CPR/FIRST AID/AED TRAINED CERTIFIED PERSONNEL**

<b>NAME</b>	<b>BUILDING</b>	<b>SHIFT</b>	<b>PHONE #</b>
Sara Tucker**	Staff - Custodian – Anderson	Day	534-3360
Daniel Potts	Staff – Exercise Center	Day	534-3223
Steve Rickher**	Staff – Maintenance Technician	Evening	534-3070
Jason Bradley**	Staff – Maintenance Technician	Day	534-3067
Mike Waller**	Staff – Maintenance Technician	Day	534-3067
Darca Virzi**	Staff – Custodian – Fine Arts Bldg.	Day	534-3067
Kent Horton**	Staff – Custodian – MLRC	Day	534-3067
Dennis Dickey**	Staff – Asst. M & O Supervisor	Day	534-3067/559-9196
Larry Jones**	Staff – Maintenance Technician	Day	534-3067
Tessa Brown**	Staff – Custodian - Nemer/Student Ctr.	Day	534-3067
Calvin Turner**	Staff – Custodian – Crouse	Day	534-3067
Mary Carrico*	Faculty – Allied Health	Day	534-3465
Jennifer Miller	Faculty – Anderson	Day	534-3394
Sherry Barnhill*	Faculty – Allied Health	Day	534-3462
Margaret Johnson	Faculty – Allied Health	Day	534-3484
Donna Downs*	Faculty – Allied Health	Day	534-3468
Brenda Gamblin*	Faculty – Allied Health	Day	534-3469
Shari Gholson	Faculty – Allied Health	Day	534-3372
Connie Heflin*	Faculty – Allied Health	Day	534-3470
Marilyn Knoth*	Faculty – Allied Health	Day	534-3472

Pat Martin*	Faculty – Allied Health	Day	534-3432
Claudia Stoffel*	Faculty – Allied Health	Day	534-3481
Susan Taylor*	Faculty – Allied Health	Day	534-3483
Aimee Thompson	Faculty – Allied Health	Day	534-3485
Nancy Turner*	Faculty – Allied Health	Day	534-3460
Mary Cochrum	Staff – Anderson	Day	534-3153
Sally Roof	Faculty – Skilled Craft Training Center	Day	
Tracy Jordan	Faculty – MLRC	Day	534-3175
Nancy Armstrong	Faculty – Weaks Center	Day	270-753-1012
Rhanda Miller	Faculty – Weaks Center	Day	270-753-1231

\*Note: This faculty member is not on campus on Tuesdays and Thursdays.

\*\*Note: Maintenance and Operation Staff can also be reached by radio.

### **Automated External Defibrillator (AED) – Building Locations**

Anderson Technical Building	On the first floor, by Maintenance and Operations office, Room 100.
Allied Health Building	On the first floor by the elevator.
Emerging Technology Center	On the first floor, between fire extinguisher and water fountain just past ETC 109
Crouse Hall	In the Atrium by the kitchen.
Haws Gymnasium	On the North end by the Payroll/Human Resource Office, Room 101.
Student Center/Fine Arts Building	On the South side, next to the water fountain.
Waller Hall	West end hallway next to Suite A.

### **DEATH NOTIFICATION PROCEDURE**

In the event that a death occurs on the campus the following procedures will be followed:

The following personnel will be informed of the death immediately: College President, Vice President of Administrative Services, Director of Public Relations, and the Director of Security. Local police and coroner officials will be notified. Once a determination has been made as to the identity of the deceased, family members of the deceased will be contacted. The Vice President of Student Affairs will assist with the notification if the deceased is verified to be a student and the Director of Human Resources will assist with the notification if the deceased is verified to be a college employee or a member of the general public.

### **DESIGNATED FREE SPEECH AREA**

Per KCTCS Business Procedures Manual Section 2.4.3M and KCTCS Administrative Policies and Procedures 3.316 II.N, regarding the use of a college area available for lawful demonstration, meeting, or assembly, WKCTC has designated the outdoor amphitheatre area (south of Rosenthal Hall) as the College’s designated free speech area.

### **EARTHQUAKE EMERGENCY PROCEDURES**

During a major earthquake you may experience a shaking that starts out gentle and grows violent. A second or two later, you will find it 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. If you are in a building, stay there. Take cover under a desk, table, bench, or in a doorway, hallway, or inside wall. Stay away from windows and shelves containing heavy or breakable objects. The most important thing to remember is **STAY CALM. DON’T PANIC.** If you are outside, move away from buildings and utility wires. Once in the open, stay there until the shaking and/or tremors stop. If you are in a moving car, stop as quickly as possible, but stay in the vehicle.

Neither students nor staff or faculty should be dismissed from either the building or the evacuation sites until the emergency dismissal procedures have been implemented. This precaution is crucial for accountability and

because the possible condition of the surrounding community may not be known. No one is to re-enter a vacated building if there is any doubt concerning the safety of the structure.

Call **911 – identify the building you are calling from. Call the campus emergency number 534-3405.** Notify the President's office immediately. Render first aid, if necessary. The President or designee will direct any other action.

## **EMERGENCY EXIT PLANS**

-  Allied Health Building - all students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot immediately to the south of the building.
-  Carson Hall, Waller Hall, Rosenthal Hall, Gymnasium, Carriage House - all students, faculty, and other personnel should walk quickly out the nearest exit and gather on the grassy quadrangle bounded by the above buildings.
-  MLRC, SC/FA, Bookstore, Nemer Building - all students, faculty, and other personnel should walk quickly out the nearest exit and gather on the grassy quadrangle bounded by those buildings.
-  Crouse Hall - all students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot immediately to the east of the building.
-  Crisp Building - all students, faculty and other personnel should walk quickly out the nearest exit and gather on the grassy area to the north of the building.
-  Anderson Technical Building - all students, faculty, and other personnel should walk quickly out the nearest exit – persons exiting the front of the building, the west end of the building near Graphics Technology and the exit near the Cafeteria are to gather at the west end parking lot; all persons exiting the east end of the building near Electronics Technology and the T and I wing are to gather in the east parking lot.
-  Emerging Technology Center – all students, faculty and other personnel should walk quickly to the nearest exit and gather in the parking lot on the west side of the building.
-  Purchase Training Center - all students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot to the north side of the building.
-  Weeks Center Murray - all students, faculty and other personnel should walk quickly out the nearest exit and gather in the parking lot to the south side of the building.
-  Housing Authority of Paducah - all students, faculty and other personnel should walk quickly out the nearest exit and gather in the parking lot to the north of the building.
-  Paducah School of Art – all students, faculty and other personnel should walk quickly out of the nearest exit and gather in an area well away from the building.
-  Skilled Craft Training Center, Mayfield – all students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot to the east side of the building.
-  Kevil Welding – all students, faculty, and other personnel should walk quickly out the nearest exit and gather in an area well away from the building in the parking lot.

**\*\*\*Make sure you proceed away from and clear of your building. Remain at your designated area (with your students) until the clear signal is given by the designated person, who will also account for all employees.**

## **EMERGENCY PHONE NUMBERS**

**WHEN ANY LIFE-THREATENING SITUATION OCCURS, USE THE 911 EMERGENCY NUMBER!**

**YOU MUST DIAL 9 PRIOR TO CALLING AN OFF-CAMPUS NUMBER. THEN CALL THE CAMPUS EMERGENCY NUMBER 534-3405.**

State Police .....	575-7228 or 1-800-222-5555
McCracken County Sheriff .....	444-4719, 444-4740 or 911
Paducah Police .....	444-8550 or 911
Disaster Emergency Services.....	444-7884, 442-6381, or 911
Kentucky Regional Poison Control Center .....	1-800-222-1222
Paducah Fire Department.....	444-8521 or 911
Graves County Sheriff.....	1-270-247-4501
Hickory Water District .....	1-270-247-6481
West KY Rural Electric Cooperative Corporation .....	1-270-247-1321
Murray Police Department .....	1-270-753-1621
Paducah Water System .....	442-2746
ATMOS Energy (gas company) .....	1-800-482-8429
Paducah Power System (electric company) .....	575-4000

## **HOSPITALS**

Lourdes .....	444-2444
Western Baptist.....	575-2100
Jackson Purchase Medical Center .....	251-4100
Murray – Calloway Hospital .....	762-1100

## **AMBULANCE**

Mercy Regional Emergency Medical Service .....	443-6529 or 911
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## **OTHER KEY CAMPUS PERSONNEL**

President .....	534-3082
M & O Director .....	534-3418 or 564-9390
Director of Security.....	534-3859 or 556-6300
Director of Public Relations .....	534-3079
Vice President of Administrative Services .....	534-3089

## **EMERGENCY PLAN AFTER HOURS**

1. The purpose of this plan is to address all functions (evening or week-end classes, outside agencies using the college buildings, and/or school activities) performed after normal class periods, normal working and office hours.
2. Call the campus emergency number 534-3405. Then notify Director of Security 534-3859 or cell 556-6300.
3. Provide information on any injuries.
4. Safety/Maintenance will advise employees and/or people utilizing the buildings of any emergency and/or evacuation procedures.
5. Any fire is to be reported by calling 911 and identify the building you are calling from. Alert others who may be unaware of the emergency, such as the President, Director of Public Relations, and Vice President of Administrative Services.

## **EMERGENCY PLAN AND RESPONSIBILITIES OF PERSONNEL DURING AND AFTER AN EMERGENCY**

### **President**

The President is the overall director and will be responsible for the direction of disaster procedures at the site of the crisis and ensure that all emergency/evacuation procedures are carried out.

### **Director of Security/Director of Maintenance and Operations**

The Director of Security and/or Director of Maintenance and Operations will:

- Survey and report crisis/damage to the President.
- Assist in rescue operations as directed, making sure all people with a disability are evacuated according to ADA guidelines
- Control all shut-off valves for utilities and ensure that no hazard results from damaged electrical/gas/water lines
- Assist as directed by the President

### **Faculty**

- Supervise students and will remain with students until directed otherwise
- Direct evacuation of students to the outside assembly area in accordance with the emergency evacuation procedure
- Render first aid if necessary
- Assist as directed by the President

### **Director of Public Relations**

The Director of Public Relations, with the consent of the President, shall be responsible for reporting details of the crisis to the media and/or the public. No news release will be given to interested parties without the approval of the President and then only by the Director of Public Relations unless directed otherwise by the President.

## **EVACUATION - DISMISSAL PROCEDURES**

In case of an emergency and, if necessary, to protect faculty, staff, and students, a building may have to be evacuated. This is a decision that will be made by the President. However, there may be instances when local fire, disaster, or police personnel may order evacuations, and it is imperative that communications to the President be accurate and timely.

The Director of Maintenance and Operations shall be responsible for shut-off valves for gas, water, and electricity and shall ensure that no hazard results from broken or downed power lines.

An outdoor assembly area has been designated for each building. In the event of an actual disaster/emergency, all students and employees shall go to the designated assembly area.

Once the evacuation order or alarm is received, designated building employees – see page 26 for these employees - will do the following:

1. Relay dismissal instructions to every classroom as quickly as possible.
2. Request assistance from the Director of Security/Director of Maintenance and Operations and/or law enforcement agencies to ensure that students disperse from the buildings to minimize hazards and congestion, as well as to help or assist people with disabilities.
3. Make sure staff and/or students know their designated evacuation area. Maintain a list of all personnel assigned to each building and upon arriving at the designated evacuation area, account for the personnel assigned to that area.

4. Employees and students are to stay in their respective areas outside the building until it is determined safe to return to their assigned building.
5. All dealings with the news media and the public are handled by the President and/or the Director of Public Relations.

### **EVACUATION - DESIGNATED BUILDING PERSONS**

<b><u>BUILDING</u></b>	<b><u>DESIGNATED PERSON</u></b>	<b><u>PHONE #</u></b>	<b><u>CO-DESIGNATED PERSON</u></b>	<b><u>PHONE #</u></b>
Allied Health Building	Pam Paxton	534-3478	Brooke Ridings	534-3166
Carson Hall	Johanna Zeiler	534-3162	Barbara Maxey	534-3090
Crouse Hall	Jill Knight	534-3112	Rebecca Jones	534-3148
Haws Gymnasium	Kenda Shaffer	534-3159	Daniel Potts	534-3223
MLRC	Anita Weathers	534-3189	Carol Driver	534-3170
			Pam Dickerson	0
Nemer	Holly Miller	534-3255	Mindy Wilham	534-3350
Rosenthal Hall	Carla Monroe	534-3277	Barbara Sweatt	534-3283
SC/FA	Karen Mitchell	534-3211	Julie Moore	534-3212
Waller Hall	Larry Bigham	534-3231	Dr. Latoya Jones	534-3240
UK Engineering	Denise Brazzell	534-3133	Deena Crouch	534-3129
Crisp Building	Sarah Davis	534-3101	Mellisa Duncan	534-3097
Anderson Tech. Building	Monica Collier	534-3252	Ayesha Wharton	534-3424
	Carrie Day	534-3412	Jennifer Kennedy	534-3364
	Debbie Moubray	534-3163	Christina Anderson	534-3265
Emerging Technology Center	Yumi Matt	534-3366	Sharon Spann	534-3415
Purchase Training Ctr.	Rhonda Shiflett	247-9633	Dennis Hibbs	247-9633
Weeks Center (Murray)	Rhonda Miller	753-1231	Nancy Armstrong	753-1012
Housing Authority	Tamara Hodges	444-8486	Cheryl Ewing	444-8486
Paducah School of Art	Liz Dodd	408-4278	John Hasegawa	408-4279
Skilled Craft Training Center	Nancy Draffen	856-2402	Jennifer Frazier	856-2406
Kevil Welding	Scott Hofer	210-8777		

### **EVACUATION GUIDELINES FOR PERSONS WITH DISABILITIES**

One of the biggest concerns in building evacuation is for students/employees/general public with disabilities. The best procedure is to let professional emergency personnel assist in the evacuation of the person with the disability. The general procedure has been that if there is no immediate danger (obvious smoke or fire), the person should either stay in place or be moved to a fire-rated stairwell until emergency personnel determine the nature of the situation. Naturally, if there is imminent danger and evacuation cannot be delayed, a person with a disability should be carried or helped from the building in the most efficient manner. It is extremely important that persons with any type of mobility limitation not be moved unnecessarily and improperly, possibly causing physical injury. It will be the responsibility of the Building Designated Person to notify the Director of Security or Director of Maintenance and Operations of the location of the person with the disability that is to be assisted.

In case of inclement weather, plans will be made to evacuate to an adjacent or alternate building in lieu of the designated assembly area.

Students should be informed of the evacuation plan for their respective building(s) and/or area at the beginning of each semester by their instructor. See Emergency Exit Plans on page 24.

## **EXPLOSION**

In the event of an explosion on campus initiate the evacuation plan. Contact the Director of Security immediately and provide information as to the nature of the explosion. 911 should be called if the situation so dictates. Then call the campus emergency number 534-3405. Do not allow anyone to reenter a building that has been vacated until it is inspected by the M and O Department or the proper authorities and the President has given permission to re-enter.

## **FIRE PROCEDURES**

In the event a fire and/or smoke is detected, the following action will be taken:

Sound the fire alarm (by pulling a wall-mounted pull station).

Call 911 and identify the building that the fire is located.

Evacuate the building and proceed to designated areas. Never hesitate to evacuate a burning building. Do not attempt to obtain personal property, make personal phone calls, etc.

Call the campus emergency number 534-3405. Then call the Director of Security (534-3859 or cell 556-6300) or Director of Maintenance and Operations (534-4318 or cell 564-9390).

There are emergency exit plans for the campus listed in this manual. Instructors should make students aware of the exit plan at the beginning of each semester, pointing out the exit door that applies to each specific location and the proper method for exiting the room.

These procedures should be observed for your own safety and protection in the event of a fire or fire drill. Be certain that students know what to do if such an emergency arises.

The designated evacuation route should always be used during the fire drills and in the event of an actual emergency/evacuation. **IF YOUR NORMAL EVACUATION ROUTE IS NOT PASSABLE DURING A FIRE OR OTHER EMERGENCY, USE THE BEST EXIT POSSIBLE. NEVER USE AN ELEVATOR.**

## **FLOOD**

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

### **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.

Your employees and their families may need temporary housing. The Director of Emergency 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 Telephone: 270-442-3575**

## **INCLEMENT WEATHER SCHEDULE**

The college will remain open and conduct classes according to the regular class schedule except under extreme weather conditions. In the event it becomes necessary to deviate from this policy, however, classes may be delayed or cancelled. The SNAP system will be activated and a text message will be sent if there will be delayed classes or the campus is closed.

If the weather is such that it appears inadvisable to travel in the early morning until road conditions improve, the college may delay the beginning of classes by announcing that a *delayed schedule* is in effect. The *delayed schedule* is detailed below:

<b>Regular Class Meeting Times Starting Between</b>	<b>Delayed Schedule Meeting Times</b>
7:00 and 8:55 a.m.	10:00 to 10:50 a.m.
9:00 and 9:55 a.m.	11:00 to 11:50 a.m.
10:00 and 11:55 a.m.	12:00 to 12:50 p.m.
12:00 to 1:55 p.m.	1:00 to 1:50 p.m.
2:00 p.m. or after	Start and end on time

The college will follow the *delayed schedule*, unless severe conditions occur. Every reasonable effort will be made to announce the beginning of classes on a *delayed schedule* or the cancellation of classes over local radio and television stations. These stations are:

WPSD – TV	WKYQ –WKYX	WDDJ – 96.9 FM
WPAD	WDXR	WLLE – WKYL – Mayfield
WCBL – Benton	WMOK – Paducah/Metropolis	WKMS – Murray
WREZ – WZZL – Paducah/Metropolis		

Evening classes on campus and off-campus sites will be held as scheduled unless cancellation is announced over local radio and television stations.

## **LOCKOUT-TAGOUT POLICY**

All equipment shall be locked out where possible: Where such control is not possible, equipment may be tagged out of service. In all instances, equipment shall be made inoperable to protect against possible operation where such operation may cause personal injury or damage. Employees must not attempt to operate any switch, valve or any other source of energy which is locked out or tagged out.

### **Procedures:**

1. When working on systems which could accidentally be activated, the system shall be locked out or tagged out by use of a safety lockout device and padlock. In addition, a tag shall be used to identify the purpose of the shutdown, the employee involved, the date the unit was removed from service, and when the unit

may operate again.

2. If more than one source of energy is present, all such sources must be locked out or tagged out. Special procedures must be followed to ensure that the equipment is disconnected from an energy system or emergency generator system that may start or energize the equipment.
3. A lockout is required on all systems where possible. A tagout is an acceptable means of protection on systems which are less hazardous. An example of less hazardous is a device that, if started accidentally, would not cause personal injury and simply would startle someone.
4. If the source is electrical, such as a circuit breaker in a panel, the load side conductor shall be removed from the breaker with a tag tied to the breaker as noted in Step 1.
5. If more than one person is involved in the repair, each person shall install a lock and/tag to the equipment energy source. The employee's supervisor shall have the only duplicate key and is the only other employee authorized to remove a lock or tag of another person.
6. Where the equipment has been de-energized, and after ensuring that personnel are not exposed to danger, test the equipment to determine if the energy source is indeed isolated. Further test with a meter will verify if electrical energy has been successfully disconnected. Those electrical units that store electrical charges are also required to be de-energized or isolated
7. When working with hydraulic, steam, or air systems, bleed down any cylinders, block valves with a chain and lock, and attach a "DANGER" tag or sign to the control. In some operations a "double block and bleed" system may be used to control unwanted energy. Block gears, dies, and other devices capable of movements. Release coil springs, spring loaded devices, and secure cams. Place blocks under equipment which might descend, slide, or fall. Place stands or blocks under raised vehicles, vehicle beds, or other equipment to protect against failure of hoist, jacks or elevating equipment.
8. After servicing, renovating, or maintenance is complete, the area must be checked for tools, parts, removed guards, and assurance that no personnel are in the danger zone. Then the lookout or tagout will be removed by the same employee who initially locked out pit so energy may be restored to the equipment.
9. If the employee who locked out or tagged out the equipment is unavailable, the supervisor may remove the lock or tag if the following conditions are met.
  - a. Verification that the authorizing employee who applied the device has left for the duration of the shift and is not at the job site.
  - b. Made reasonable efforts to reach the authorized employee.
  - c. Inform the employee that the lock or tag has been removed and the system is no longer de-energized, before the employee resumes work.
10. Employees authorized to use lockout/tagout devices shall have initial training about this program, and shall have annual retraining to ensure that the employee understands and follows this program. The training and retraining shall be documented with the training records maintained by the training coordinator.
11. Outside contractors are required to follow this policy or provide a similar policy that is in compliance with OSHA standard 1910.147. Under no circumstances are outside contractors authorized to remove WKCTC lockout/tagout devices nor are they allowed to energize a lockout/tagged out system.

## **MEDICAL EMERGENCY ASSISTANCE**

**In case of an emergency, check the scene for safety. Remove students faculty, or staff from harm's way.**

Procedure:

1. Call 911. Be prepared to state the nature of the emergency and address of the building or campus area. Provide any known information about the health concerns of the individual. Caller should be prepared to stay with telephone to provide assistance.
2. Have a designated person wait at the entrance of the building for emergency response personnel and take the emergency team to the area of concern. The designated person should return to entrance area to assist any additional emergency response personnel that may arrive.
3. Provide CPR/First Aid as necessary, by trained personnel only, until emergency medical personnel arrive. Call the campus emergency number 534-3405. Then notify the Director of Security or the Director of M and O. Do not give any type of medication from a first aid kit such as aspirin, Tylenol, etc. to the person needing medical assistance.
4. Notify the Vice President of Student Affairs who will notify the student's family.
5. Notify Human Resources who will notify the family of a faculty/staff member.

## **NATURAL GAS EMERGENCY**

If there is a suspected or detected natural gas leak implement the following:

1. Initiate the evacuation plan. Evacuate students, faculty and staff a safe distance from the building or suspected leak site.
2. Call the campus emergency number 534-3405. Alert the M and O Director or the Director of Security immediately who will then contact Atmos.
3. The building or suspected leak site is not to be reentered until authorization is given by Atmos or other appropriate officials and the President.

If there is ever any doubt, follow the evacuation procedures immediately. If a strong concentration of gas is noted notify M and O staff immediately or other college officials of your concern.

## **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 Committee. The Committee was established to ensure that preparedness and pandemic response planning occurs. The Committee has been identified as WKCTC's authorities responsible for the activation of the Pandemic Influenza Plan. The plan can be accessed on the WKCTC Web site: [www.westkentucky.kctcs.edu](http://www.westkentucky.kctcs.edu) – click on Current Student, then Campus Safety.

## **PARKING REGULATIONS**

Students must register any vehicle that is to be driven on campus. Parking tags may be obtained through the Business Office in the Anderson Technical Building. Students must bring the license plate number, the year,

make and model of their vehicles. Citations in the amount of \$10.00 will be issued for parking in restricted areas – handicap spaces, fire lanes, and not parking between lined spaces. For handicap parking you must either have a handicap license plate on your vehicle or you must have a handicap hang tag issued from your local county. If you park in a handicap space without the proper handicap identification on the vehicle you will be ticketed. Repeat violators for handicap parking will be towed.

## **PART TEAM MEMBERS AND WORKPLACE VIOLENCE**

WKCTC and the Kentucky Community and Technical College System (KCTCS) are committed to providing faculty, staff, students, and visitors a safe and secure workplace that encourages productive employment and is as free as possible from intimidation, threats of violence, terrorist threatening, and/or acts of violence. KCTCS policy strictly prohibits acts of intimidation, threats of violence and/or acts of violence in the workplace, on campus or other locations where KCTCS business is conducted. A Prevention Assessment and Response Team (PART) has been formed for the campus to assist in assessing situations, investigating reports of these acts of violence as appropriate, determining the appropriate actions to assist employees and developing/implementing an action plan in response to these acts. The PART members are as follows: John Carrico – Chairman, Sherry Anderson, Janett Blythe, Tena Payne, Belinda Dalton-Russell, Keith Yearry, and Steve Orazine. Any of these PART members should be contacted immediately regarding violence in the workplace situations – a Threatening or Violent Behavior Incident Report form is located at the end of this manual. If a threatening situation arises contact any of these persons immediately. A form for documenting such incidents is available at the end of this manual and should be should be completed by the person who was threatened and submitted immediately to anyone of the above listed PART Team personnel. Any PART Team member should contact the police immediately for assistance in a violent situation.

## **PHYSICAL ASSAULT**

Physical assault is considered to be any intentional act of hitting, pushing, sexual assault/attack, scratching, biting, kicking, or any such physical contact engaged in, by, or directed toward another student, staff, faculty, or visitor to the college, which results or is intended to result in mental/emotional damage, physical injury, or death.

The violations pertaining to students are included in the *Code of Student Conduct Handbook*. Since physical assault/sexual assault is a criminal act, jurisdiction also exists with outside law enforcement, which may be involved at any time, with the college administrators, staff, faculty, and students. Prior to initiating any corrective discipline/progressive assistance administrators will review the requirements associated with due process and just cause. Each case has to be handled on an individual basis. Any person on college property who engages in assault behavior should be reported immediately to a faculty/staff member, or a member of the college's PART Team. Assess the situation and, if necessary, call the police to have them assist in handling the situation. Call 911 and identify your building/address. Then call the campus emergency number 534-3405 or director of security.

## **POWER FAILURE**

Should a power failure occur do the following:

1. Make sure students, faculty and staff are safe. Call the campus emergency number 534-3405.
2. Keep employees informed as to what is happening.
3. Evacuate the building if so advised. Proceed to designated areas per the evacuation exit plan.
4. The President will determine if classes should be canceled or the campus vacated. The SNAP system will be activated. Information will be provided to faculty, staff, and students should this occur via email, TV, radio, phone calls, or in person by college supervisors.

The Director of M and O will contact Paducah Power System to determine the cause and provide information to the President as it becomes available.

## **RECOVERY AND RESTORATION PROCEDURES/PLAN**

In the event of a major loss of college facilities, infrastructure, or college personnel the college will have access to KCTCS System resources for assistance and recovery of data, communications, and assistance in obtaining personnel to continue to operate the college. Other KCTCS colleges as well will be able to provide assistance with recovery and restoration efforts. The college has a budgeted contingency in its annual budget. Other resources available to the college would be through insurance coverage provided by the State and federal sources.

Local area educational institutions, secondary as well as post secondary, will be contacted in order to assist in the continued instruction of students and also to provide any needed assistance for administrative functions. With various buildings located on 220 acres and off-campus sites in Mayfield and Murray there may be the need to move services to an off-site campus or other campus buildings on a temporary basis.

## **SAFETY EQUIPMENT LOCATIONS**

### **First Aid Kits**

#### Allied Health Building

Lab W203, Lab W205, Nursing Labs W109 & E205, A111.

#### Anderson Technical Building:

Hydraulics Lab  
Graphics Communications  
Architectural Drafting  
Copy Room  
Learning Support Center  
Maintenance and Operations Office

Room 130, near outside exit door  
Room 128 left of hall entrance, near wash station  
Under sink in lab  
Room 102 on wall across from copier  
Room 106 center of room between offices  
Room 100 inside hall door on left wall  
In file cabinet  
Room 113, just inside hall door on right  
Room 139 inside room on wall near cash register  
Room 112 just inside hall door on wall near tool room  
Room 143 just inside hall door on left wall  
Room 144 just inside hall door on left wall  
Room 145 just inside hall door on left wall  
Room 147 just inside door on left wall  
Room 156 inside room on wall near wash station  
Room 155 on wall near back exit door  
Room 157 left wall between classroom and tool room  
Room 158 inside tool room  
Room 159 just inside hall door on left wall  
Room 232 in x-ray room  
Room 225 just inside door in storage locker  
Room 212 inside room on right above sink  
Room 217 in office  
Room 219 in office

Assessment Center  
Culinary Arts  
Electronics Technology  
Instrumentation/Robotics Technology  
Electrical Technology  
Electrical Technology Lab  
Carpentry Technology  
Machine Tool Technology  
Fire and Rescue  
Auto Body Technology  
Welding Technology  
HVAC Technology  
Dental Assisting/Hygiene  
Tailoring Lab  
Core Classroom  
Barbering  
Cosmetology

#### Carson Hall

2<sup>nd</sup> floor Restroom

#### Crisp Building

1<sup>st</sup> floor Gift Shop  
1<sup>st</sup> floor Kitchenette

#### Crouse Hall

All Labs and Office Suites  
There are no kits in Computer Labs

#### Gym

Graphics

#### MLRC

Bottom right-hand drawer student workstation,  
Administrative Office (Library)

<u>Nemer</u>	Room 130 in metal cabinet
<u>Rosenthal Hall</u>	Workroom of Social Science Division
<u>Student Center</u>	Humanities Secretary's office TV Department Shop area Room 114
<u>Waller Hall</u>	In both Chemistry Labs Science Office A Faculty Lounge Botany and Zoology Labs
<u>Emerging Technology Center</u>	UK Research Bay, Room E108 UK Chemistry Lab, E107 Industrial Maintenance Bay, Room 155 Cyber Café, Kitchen, Room 116 Mechanical Room, Room 135 Information/Reception, Room 146 Workforce Offices, Room 133 Data Center, Room 227 Office Suite, Room 235 Mechanical Room, Room 256
<u>Purchase Training Center (Mayfield)</u> Front Office Engine Room	Office supply storage room Inside engine room on left wall near bathroom
<u>Mary Ellen Thompson Health Edu. Center</u>	In storage cabinet in the first lab room
<u>Paducah School of Art</u>	First Floor Backroom
<u>Kevil Welding</u>	Classroom, east side

### **Emergency Eyewashes**

Emergency Eyewashes are located in both Waller Hall Chemistry Laboratories, in the Botany/Zoology Laboratories in Waller Hall, in the Student Center/Fine Arts building and in Allied Health Building in laboratories W203 and W205. All Labs in the Science and Engineering Building (Crouse Hall) are equipped with Emergency Eyewashes (with the exception of computer only labs).

#### Purchase Training Center (Mayfield)

Emergency Eyewashes are located inside the Engine Room on the left wall near the bathroom and in the middle of the north wall in the Truck Bay.

#### Anderson Technical Building

Hydraulics Lab	Room 131, north wall near window
Graphic Communications	Room 128, just inside door on left near wash station
Physics Lab	Room 114, on south wall on left
Culinary Arts	Room 139, east wall near bathrooms
Instrumentation	Room 143, inside hall door on left
Electrical Lab	Room 145, inside hall door on left
Carpentry	Room 147, inside hall door on left

Machine Shop	Room 153, on east wall near wash station
Machine Shop	Room 156, on west wall near wash station
Auto Body	Room 157, on east wall near wash station
Welding	Room 158, on east wall near wash station
Air Conditioning Tech	Room 159, just inside door near wash station
Dental	Room 232, on far west wall near mudroom
Dental	Treatment room at each station
Medical Classroom	Room 220, on east wall
Cosmetology	Room 219C at sink
Barbering	Room 217, east wall near classroom
Emerging Technology Center	2 – Room 155 (Bay B) Room E107 Room E108
Kevil Welding	East side of building, end row of welding booths

## **Emergency Showers**

Emergency Showers are located in all Crouse Hall Chemistry labs and in the Mechanical Engineering Lab. There are emergency showers located in Waller Hall labs (W11 and W134) and the Allied Health Building is equipped with emergency showers in labs (W203, W204 and W205).

Emergency showers are located in the Emerging Technology Center in rooms E107, E108 and two in Room 155 (Bay B).

## **Fire Extinguishers**

### **ALLIED HEALTH BUILDING**

Basement	2	Each end of main hall	10#ABC
	1	Room 009 (by AC unit)	10#ABC
	1	Inside door by elevator	5# ABC
1 <sup>st</sup> Floor	1	East Corridor	10#ABC
	1	West Corridor	10#ABC
	2	Office Entry/Each Door	10#ABC
	1	Radiography Darkroom (beside W110)	10#ABC
2 <sup>nd</sup> Floor	1	East Corridor	10#ABC
	2	West Corridor	10#ABC
	1	Lab W-203	10#ABC
	1	Lab W-204	10#ABC
	1	Lab W-204A	10# ABC
	1	Lab W-205	10#ABC
	2	Office Entry/Each Door	10#ABC

### **ANDERSON TECHNICAL BUILDING**

Office Area	1	Room 130	10# ABC
Office Area	1	Room 131	10#ABC
Office Area	3	Room 128	10# ABC

			10#ABC 5#ABC
Office Area	1	Room 125	5# ABC
East 1 <sup>st</sup> Floor Hall Way	1		10#ABC
Copy Room	1	Room 102	10#ABC
Learning Support Center	2	Room 106	10#ABC 10# Halon
Maintenance & Operations	1	Room 100	5# ABC
Counselor Hallway	1		5# Halon
Vault	1	Room 102E	10# ABC
1 <sup>st</sup> Floor West Hallway	1		10# ABC
Culinary Arts	5	Room 139	6.0 liter wet chemical 20# ABC 10# ABC 2ea. Hood Suppression Systems
Culinary Classroom	1	Room 138	10# ABC
Computer Fundamentals	1	Room 111	5# ABC
Mechanical Room	2	Room 141	10# ABC
Electronics Technology	2	Room 112	5# Halon 10# ABC
Industrial Maintenance	2	Room 143	10# ABC
Electrical Technology	1	Room 144	10# ABC
Electrical Technology Lab	1	Room 145	10# ABC
Industrial Training Lab	1	Room 145C	5# ABC
Carpentry Technology	2	Room 147	10# ABC
Machine Tool Technology	1	Room 153	10# ABC
Fire and Rescue	3	Room 155	10# ABC
Machine Tool Technology	2	Room 156	10# ABC
Auto Body Technology	8	Room 157	7 ea.10# ABC 20# ABC
Welding Technology	2	Room 158	10# ABC
Welding Technology	2	Room 160	10# ABC
HVAC Technology	2	Room 159	10# ABC
East Long Hallway	3		10# ABC

Dental Assisting/Hygiene	1	Room 232	10# ABC
Dental Assisting/Hygiene	1	Room 230, Dark room	10# ABC
Business Tech/Legal	1	Room 238	2.5#ABC
Business Tech/Accounting	1	Room 233	10# ABC
Business Technology	1	Room 227	5# Halon
Computer Lab	1	Room 225B	5# CO <sub>2</sub>
Media Communications Lab	1	Room 225	10# ABC
Mechanical Classroom	1	Room 223	10# ABC
Core Classroom	1	Room 212	5# ABC
Cosmetology	1	Room 217	5#ABC
Cosmetology	1	Room 219	10# ABC
Cosmetology Lab	1	Room 214	10# ABC
Classroom	1	Room 218	10# ABC
2 <sup>nd</sup> Floor hallway	3		10# ABC

#### CARRIAGE HOUSE

1	Garage Area	10#CO <sub>2</sub>
4	Spares	5#ABC

#### CARSON HALL

Basement	1	Outside old Boiler Room	20#ABC
	1	Kitchen	10#ABC
	1	Hallway – basement	10#ABC
1 <sup>st</sup> Floor	1	Development Office	5#CO <sub>2</sub>
	1	Main hallway	5#ABC
2 <sup>nd</sup> Floor	1	Hallway	5#ABC
	1	Top of stairs to attic	2 ½ gH <sub>2</sub> O

#### CRISP BUILDING

1 <sup>st</sup> Floor	1	Elevator Room	10#ABC
	1	Lobby of Gift Shoppe	10#ABC
	1	Outside Orientation Room	10#ABC
	1	Behind Space Station (behind picture display)	10#ABC
2 <sup>nd</sup> Floor	1	Hallway by Room 206	10#ABC

#### CROUNSE HALL

Lower Level	1	Room 130B	10#ABC
	2	Room 128	5#ABC
	1	Corridor by Room 126	10#ABC
	1	Room 122 (inside Room 117)	10#ABC
	1	Corridor by water fountain	10#ABC
	1	Kitchen/Room 103	5#ABC

	1	Lecture Hall 101 (east wall)	10#ABC
	1	Instrument Lab Room 124	10#ABC
	1	Corridor by Elevator	10#ABC
	1	Room 114	5#ABC
	1	Room 113	5#ABC
	1	Room 115	10#ABC
	1	Room 118	5#ABC
		(inside Room 120)	
	1	Room 112	5#ABC
Main Level	1	Administrative Suite	10#ABC
	1	Employee Lounge	5#ABC
	1	Corridor by Water Fountain	10#ABC
	1	Corridor by Mechanical Room	10#ABC
Upper Level	1	Chemistry Lab – Room 326	10#ABC
	1	Administrative Suite	10#ABC
	1	Corridor by fountain	10#ABC
	1	Corridor by Mechanical Room	10#ABC
<u>GYM</u>			
	1	North wall of Gym	5#ABC
	1	South wall of Gym	5#ABC
	1	Mechanical Room	10#ABC
	1	Graphics storage room	5#ABC
	1	Room 104, Chinese Professors	5#ABC
	1	Coaches Office	5#ABC
<u>MLRC</u>			
Basement	1	Inside basement door on left	20#ABC
	1	Chain link fence area (inside, rear)	10ABC
1 <sup>st</sup> Floor	2	In Boiler Room	10#ABC 2 ½ g. H <sub>2</sub> O
	1	In West Lobby	5#ABC
	1	South wall Main Center Lobby	5#ABC
	1	East Lobby (Faculty office area)	5#ABC
	1	Room 5	10#ABC
	1	Room 7	5#ABC
	1	Room 8	5#CO <sub>2</sub>
	1	Room 2A	10#ABC
2 <sup>nd</sup> Floor	2	Microform Room	5#ABC CO <sub>2</sub>
	1	Processing Dept. Office	5#ABC
	3	“Quad Area” Columns	5#ABC 2 ea. 10#ABC
<u>M&amp;O BUILDING/STORAGE AREA</u>			
	1	Garage Area	10#ABC
	9	Paint Storage Room	2 ea. 5#ABC 5 ea. 2 ½ g H <sub>2</sub> O 2 ea. 5#CO <sub>2</sub>
	1	Fenced Area	20#ABC
<u>NEMER BUILDING</u>			
	1	Wall by Men’s Restroom	10#ABC
	1	Wall by Ladies’ Restroom	10#ABC
	1	Hallway outside Room 122	10#ABC
	1	Inside Room 121 - W	5# ABC

	1	Bookstore Storage Room	10#ABC	
	1	Inside Room 130 – W	10#ABC	
<u>ROSENTHAL HALL</u>				
Lower Level	1	North end of hallway	5#ABC	
	1	South end of hallway	5#ABC	
	1	Mechanical Room (far room)	5#ABC	
	1	Room 102	5# CO <sub>2</sub>	
Main Level	1	Lobby by Room 111	10#ABC	
	1	Outside Elevator Equip. Closet	10#ABC	
Upper Level	1	North end of hallway	5#ABC	
	1	South end of hallway	5#ABC	
	1	Computer Center	5# CO <sub>2</sub>	
<u>STUDENT CENTER/FINE ARTS</u>				
Basement	1	Inside door on right side	15# CO <sub>2</sub>	
TV Area	1	By office #117E	10#ABC	
	1	TV Studio #110E	9# Halon	
	1	Hall outside #109E	9# Halon	
	1	Inside Control Room #109E	9# Halon	
	1	Technical Booth - upstairs	5#CO <sub>2</sub>	
	1	Southeast Lobby by roll-up door	5#ABC	
	2	Backstage of theatre (1 on each side)	10#ABC	
	1	Inside Room 109	6#ABC	
	2	Theatre Lobby (1 by each restroom area)	2 ½ g H <sub>2</sub> O	
	1	Room 100-E Workshop, inside roll up door	10#ABC	
	1	Technical Booth (in front of stage)	6#ABC	
1	Ticket Booth, in lobby	5#ABC		
Student Lounge	1	Game Room	5#ABC	
	1	Lounge side of Kitchen wall	5#ABC	
<u>WALLER HALL</u>				
Main Level	1	Lobby by office area	5#ABC	
	1	Break Room/Copy Room	5#ABC	
	1	East Lobby	5#ABC	
	1	Physics Lab #101	5# CO <sub>2</sub>	
Lower Level	1	W113	10#CO <sub>2</sub>	
	1	W131	10#ABC	
	3	Chemical Prep Room	10# CO <sub>2</sub> 20# ABC 30# Class D	
	1	W134	5#CO <sub>2</sub>	
	1	Hallway	5#ABC	
	1	Mechanical Room	5#ABC	
	Upper Level	1	Hallway	5#ABC
		1	W206	5# CO <sub>2</sub>
1		W201	10# CO <sub>2</sub>	
1		W203	5#ABC	
<u>EMERGING TECHNOLOGY CENTER</u>				
1 <sup>st</sup> floor	1	Hallway, by staircase, east end	10# ABC	
	1	Hallway, by stair case, west end	10# ABC	
	1	Hallway, by Room 133	10# ABC	
	1	Room 135	10# ABC	
	1	By Room 141	10# ABC	
	2	Room 150	5# Halotron 10# ABC	
	1	High Bay Lab B, Room 155	10# ABC	
	1	Hallway by east elevator by Room E104	10# ABC	

2 <sup>nd</sup> Floor	1	Hallway by east elevator by Room E107	5# Halotron
	2	Chemistry Lab, Room E107	10# ABC
	1	High Bay Lab C, Room E108	10# ABC
	1	Hallway, by staircase, east end	10# ABC
	1	Hallway, by staircase, west end	10# ABC
	1	Hallway, by Room 216	10# ABC
	1	Hallway, across from Room 222	10# ABC
	1	Hallway, outside Data Center, Room 227	10# ABC
	1	Data Center, Room 227	5# Halotron
	1	Balcony, by Room 251	10# ABC
	1	Room 256	10# ABC
	1	Balcony, by room E204	10# ABC
	1	Room 230	10# ABC

PURCHASE TRAINING CENTER

1	Reception Office	2#ABC
1	Entrance Hallway	5#ABC
2	Component Rebuild	10#ABC
3	Truck Bays	5#ABC

WEAKS CENTER MURRAY

1	Outside Workroom H08	5#ABC
1	Across from suites H05 – H07	5#ABC

MARYELLEN THOMPSON HEALTH EDUCATION CENTER

1	By lounge	5#ABC
1	Across from restrooms	5#ABC
1	By janitor closet	5#ABC
1	Reception/Lobby	5#ABC
1	Wall across from Main entrance	5#ABC
1	By Activity Room	5#ABC

PADUCAH SCHOOL OF ART

5	First and second floors and mezzanine	5#ABC
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Kevil Welding	5	Welding area and classroom	5# ABC
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**SEVERE WEATHER PROCEDURES**

(Tornado, Thunderstorm, Severe Winds)

If a tornado is sighted and/or severe weather occurs, the Lourdes Hospital siren will be our signal to seek shelter and designated persons are to take walkie-talkies and turn them on to listen for instructions. The SNAP system will be activated if the Lourdes Hospital siren is activated.

1. Initiate your emergency procedures.
2. Alert staff/students and/or other persons in the building.
3. Proceed to the lowest level of your building, to an interior wall, away from all glass windows and doors.

Employees are expected to follow these procedures.

1. Maintain sheltered positions and remain there until you are notified it is safe to leave the area. M and O staff and the Vice President of Administrative Services will monitor the situation and notify designated persons by walkie-talkie or cell phone when the conditions are safe.
2. M and O staff will check all buildings for damages and/or injuries.
3. Call 911 if injuries are reported – identify the building and address you are located. Then call the campus emergency number 534-3405.
4. Render first aid, if necessary.
5. The President or designee will direct any other action as required and request assistance from other agencies, i.e., DES office, fire department, police department, etc.

**Procedures for second shift during the evening for severe weather are as follows:**

Chris Russell, M and O Assistant Superintendent for Evening Shift, will monitor the weather via the Weather Channel and Channel 6 TV. If severe weather is indicated as imminent and the Lourdes Hospital siren is activated Chris will contact M and O personnel in buildings via walkie-talkie to seek safe shelter and he will contact Marvin Dumas at the Anderson Technical Building to let him know to alert personnel and students in

that building to seek safe shelter. Chris Russell will contact Mitchell Holland in the Emerging Technology Center to let him know to alert personnel and students in that building to seek safe shelter. In Crouse Hall, Dwayne Collins alert students and personnel to go to the first floor hallway. In the Allied Health Building, Gary Rushing will alert students and personnel to go to the first floor conference room 112 or to the basement. In the Crisp Building, Dwayne Collins will alert students and personnel to go to the first floor hallway of Crouse Hall. In Haws Gym, the security guard will assure that students and personnel are in the locker rooms. In MLRC, Steve Rickher will alert students and personnel to go to the first floor interior corridor. In the Student Center/Fine Arts Building and the Nemer Building, Mike Neckopulos will alert students and personnel to the east hallway of the Student Center/Fine Arts Building. In Waller Hall, Kay Hughes will alert students and personnel to go to the lower level hallway. In Rosenthal Hall, Jacqueline Robinson will alert students and personnel to go to the lower level hallway.

## DESIGNATED EMERGENCY SHELTERS

<b>Building</b>	<b>Location</b>
Allied Health Building	<ul style="list-style-type: none"> <li>• Basement</li> <li>• Classroom hallways on 1<sup>st</sup> floor (W100 and E100)</li> <li>• Interior hall surrounding 1<sup>st</sup> floor offices</li> <li>• Conference Room (A112)</li> </ul>
Anderson Technical Building	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> floor restrooms</li> <li>• Mailroom</li> <li>• Records Office</li> <li>• If the 2<sup>nd</sup> floor cannot be safely vacated, restrooms and cosmetology area.</li> </ul>
Carson Hall/Carriage House	<ul style="list-style-type: none"> <li>• Basement</li> <li>• Stairwell next to Public Relations</li> <li>• Lower level of Carriage House</li> </ul>
Crisp Building (Challenger)	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Control Room (Space Station and Mission Control)</li> <li>• Space Station, Transporter Room</li> </ul>
Crouse Hall	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Floor hallway (both sides on west end)</li> <li>• Restrooms</li> <li>• Mechanical rooms</li> <li>• If the 2<sup>nd</sup> floor cannot be safely vacated, hallway</li> </ul>
Haws Gymnasium	<ul style="list-style-type: none"> <li>• Locker /Dressing Rooms</li> <li>• Restrooms</li> <li>• Each area has a storage room or back office that does not have windows. This seems to be the safest area in the event a tornado occurs quickly and time is short.</li> </ul>
Housing Authority	<ul style="list-style-type: none"> <li>• Area toward the student lounge in the back of the building near restrooms.</li> <li>• Center hallway.</li> </ul>
MLRC	<ul style="list-style-type: none"> <li>• Interior corridor</li> <li>• Classrooms A, B, C, D, and F</li> <li>• Student Support Services area</li> <li>• Restrooms</li> <li>• IT (away from glass)</li> </ul>
Nemer	<ul style="list-style-type: none"> <li>• Middle College Administration offices</li> <li>• Rooms 124, 125 and 126</li> <li>• Restrooms</li> <li>• Jennifer Frazier's office</li> </ul>

- |  |  |
|--|--|
| Emerging Technology Center                     | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Room 110</li> <li>• B/IT Computer Test Room 118</li> <li>• B/IT Staff Room 133</li> <li>• Training Rooms 140 &amp; 141</li> <li>• Room 153</li> </ul>  |
|  | If the 2 <sup>nd</sup> floor cannot be safely vacated –  |
| Paducah School of Art                          | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Applic-Motor Lab Room 213</li> <li>• IMT Computer Lab Room 214</li> <li>• IT Classrooms 221 &amp; 222</li> <li>• Micro Computer Lab Room 226</li> <li>• Cisco Computer Lab Room 229</li> <li>• Work Area Room 235</li> </ul> |
| Purchase Training Center<br>Rosenthal          | <ul style="list-style-type: none"> <li>• Interior hallways</li> <li>• Tool Room</li> <li>• Lower level hallway</li> <li>• R-111 Lecture Hall</li> <li>• North and/or South office areas (main level)</li> <li>• Restrooms (main level)</li> </ul>  |
| Student Center/Fine Arts                       | <ul style="list-style-type: none"> <li>• South hallway</li> <li>• North hallway</li> <li>• East hallway</li> </ul>   |
| UK Engineering<br>Waller                       | <ul style="list-style-type: none"> <li>• Same as Crouse Hall</li> <li>• Lower level hallway</li> <li>• Lecture Hall</li> <li>• Restrooms</li> </ul>  |
| Weeks Center (Murray)                          | <ul style="list-style-type: none"> <li>• Restrooms</li> </ul>  |
| Skilled Craft Training Center<br>Kevil Welding | <ul style="list-style-type: none"> <li>• Restrooms and interior hallways</li> <li>• Restrooms and interior hallways</li> </ul>   |

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

WKCTC has a Director of Security. The director of security coordinates and works with campus security guards service to promote a safe and secure environment for WKCTC. Campus facilities are accessible for academic, training, recreational, and administrative purposes. The general public also has access to these facilities and often uses the library, student center, recreational facilities and other venues where sporting events and other special events are conducted. Only authorized personnel have keys to facilities. The security guard service checks facilities to determine that they are secure during non-business hours. The Maintenance and Operations Department maintains college buildings and grounds with a concern for safety and security. Maintenance and Operations Department personnel regularly inspect for and repair potential safety and security hazards as well as responding to reports of such potential hazards.

## **SECURITY REPORT**

The College prepares an annual security report in compliance with the Federal Jeanne Clery Act. A hard copy of this report may be obtained by prospective students and employees from the Director of Security by calling 534-3859. To view the report go to the WKCTC Web Site and click on Student Life, Campus Security, and Higher Education and Safety Laws.

## **SEXUAL ASSAULT**

WKCTC expressly condemns sexual offenses committed by or against any member of the campus community. Sex offenses are grouped into two categories: Forcible and non-forcible. Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Non-forcible sex offenses are incidents of unlawful, non-forcible sexual intercourse. Sexual assault violations pertaining to students are included in the *Code of Student Conduct Handbook* and Kentucky law prohibits such conduct. Since sexual offense is a criminal act, jurisdiction also exists with outside law enforcement, which may be involved at any time. Perpetrators of this behavior are subject to criminal, civil and college penalties. Prior to initiating any corrective action, requirements associated with due process and just cause will be reviewed. Any person on college property who engages in a sexual offense should be immediately reported to a faculty/staff member, a member of the college's PART (Prevention Assessment and Response Team), or the director of security. Assess the situation and, if necessary, **call 911 or call the campus emergency number 534-3405.**

## **SEX OFFENDER REGISTRATION POLICY**

In compliance with the Federal Campus Sex Crimes Prevention Act of 2000, KCTCS, through the Kentucky State Police, makes information available to the campus community concerning registered sex offenders who may be employees or students at WKCTC. The Kentucky State Police provides sex crime offender registration information to the public through the Sex Offender Registry website. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting Dean Patterson. According to the Kentucky State Police, this website is for public safety and awareness. Pursuant to KRS 525.070 and 525.080, use of information from this website to harass a sex offender is a criminal offense punishable by up to 90 days in the county jail. More severe penalties apply for more severe crimes committed against a sex offender.

## **SMOKING AREAS DESIGNATED LOCATIONS**

West Kentucky Community and Technical College policy does not allow smoking in any facilities. A Paducah city ordinance prohibits smoking **within 15 feet** of a building entrance. The following areas have been designated as external smoking areas for various buildings:

### **BUILDING**

### **LOCATION**

Anderson Technical Building	East End by two benches that are on the angled sidewalk down from the faculty/staff parking that do not have NO SMOKING WITHIN 30 FEET signs
Allied Health Building	West End and East End <b>past</b> the patio
Carson Hall	East Side at the concrete tables
Rosenthal Hall	North End at tables/benches
Nemer Building	West End at benches in covered area near V-shaped brick walls
MLRC	East Side at table/benches
Crouse Hall/Crisp Building	North End West Side second level at the sidewalk
Emerging Technology Center	South Side in the back of the building

## **SNAP – Safety Notification Alert Process**

WKCTC has implemented an emergency alert system on the campus known as the Safety Notification Alert Process (SNAP). SNAP will be activated when there is an emergency on the campus that warrants a notification to the faculty, staff, and students when there is a dangerous situation. The following are instances when SNAP would be implemented:

1. The Lourdes Hospital sirens are activated due to severe weather.
2. Gun shots are heard on the campus or a gunman is spotted on the campus.
3. There is a biohazard situation, i.e. chemical leak, in a building.
4. There is a fire in a building.

5. There is a hostage situation on the campus.
6. There is a bomb threat on the campus.
7. There is a loss of electrical power on the campus.
8. When there is a delay of classes or closing of the college due to inclement weather.
9. When there are other violent physical threats to faculty, staff, students, or the public.

The College has a team of administrators who are authorized to activate SNAP. When SNAP is activated an alert message will be sent to all faculty/staff office computers and faculty/staff office phones. Additionally, certain computers in computers labs will receive the alert. Anyone who has opted to have a text message alert sent to their cell phone will also receive the alert message. Use the following link to register for SNAP text alerts: <http://www.kctcs.edu/snap>.

## **SUICIDE**

In the event that a student or an employee admits to being suicidal while at the college please do the following:

### **For a student:**

Maintain the student in the company of a faculty/staff member.

Contact a parent/spouse/family member/friend who can come to the college – Student Services can assist in contacting the appropriate persons for you. If the situation so warrants, call 911 for police assistance and identify the building and address you are calling from.

### **For an employee:**

Maintain the employee in the company of another employee. Contact a spouse/family member/friend who can come to the college – Human Resources can assist in contacting the appropriate persons for you. If the situation so warrants, call 911 for police assistance and identify the building and address you are calling from.

## **WATER FAILURE**

Should a water failure impact the college the Director of Maintenance and Operations will notify the President of the situation and the length of time that the outage may last. The President's Office will notify students, faculty and staff of any decision that will impact classes or work for the duration of the outage.

## **WEAPONS ON CAMPUS**

Weapons, including concealed weapons, are not permitted on the West Kentucky Community and Technical College campus. The concealed weapon bill passed by the Kentucky legislature grants colleges the right to prohibit possession of deadly weapons on campus.

General	Employer (Name & Address incl. zip)				Carrier/Administrator Claim Number				Report Purpose Code								
					Jurisdiction		Jurisdiction Claim Number										
					Insured Report Number												
	Sic Code				Employer FEIN				Employer's Location Address (if different)				Location No.				
Carrier/Claims Admin	Carrier (Name, Address & Phone Number)				Policy Period		Claims Admin (Name, Address & Phone Number)										
					To												
					<input type="checkbox"/>		Check if self insured										
	Carrier FEIN				Policy Number or Self-Insured Number				Administrator FEIN								
Agent Name & Code Number																	
Employee/Wage	Legal Name (Last, First, Middle)				Date of Birth		Social Security Number				Date Hired		State of Hire				
	Address (Incl. Zip)				Sex		Marital Status				Occupation/Job Title						
					<input type="checkbox"/> Male		<input type="checkbox"/> Unmarried/Sing le/Div.		Employment Status								
					<input type="checkbox"/> Female		<input type="checkbox"/> Married										
					<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated										
	Phone				No. of Dependents		<input type="checkbox"/> Unknown		NCCI Class Code								
Wage Rate \$		<input type="checkbox"/>		Day		<input type="checkbox"/>		Month		# Days Worked/WK		Full Pay for Date of Injury?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		<input type="checkbox"/>		Week		<input type="checkbox"/>		Other		# Hrs Worked per Day		Did Salary Continue?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Time Employee Began Work		<input type="checkbox"/> AM		Date of Injury or Illness		Time Occurred		<input type="checkbox"/> AM		Last Work Date		Date Employer Notified		Date Disability Began			
		<input type="checkbox"/> PM						<input type="checkbox"/> PM									
Employer Contact Name/Phone Number						Type of Illness/Injury				Part of Body Affected							
Did Injury/Illness Exposure Occur on Employer's Premises?						Yes <input type="checkbox"/>		No <input type="checkbox"/>		Type of Illness/Injury Code				Part of Body Affected Code			
Department or location where accident or illness exposure occurred						All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.											
Specific Activity the Employee was engaged in when the accident or illness exposure occurred.						Work Process the Employee Was Engaged in when accident or illness exposure occurred.											
How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill.										Cause of Injury Code							
Date Returned to Work				If Fatal, Date of Death				Were Safeguards or Safety Equipment Provided?				<input type="checkbox"/> Yes		<input type="checkbox"/> No			
								Were they used?				<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Treatment	Physician/Health Care Provider (Name & Address)						Hospital (Name & Address)						Initial Treatment				
													0 <input type="checkbox"/> No Medical Treatment 1 <input type="checkbox"/> Minor: By Employer 2 <input type="checkbox"/> Minor Clinic/Hosp 3 <input type="checkbox"/> Emergency Care 4 <input type="checkbox"/> Hospitalized > 24 hr. 5 <input type="checkbox"/> Future Major Medical/Lost Time Anticipated				
Other	Witness to Accident (Name & Phone Number)																
	Date Administrator Notified				Date Prepared		Preparer's Name & Title				Preparer's Phone Number						
IA-1 (2/95)				SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE													

## IA-1 WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS

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**Applicable in Alaska**

A person who willfully makes a false or misleading statement or representation for the purpose of obtaining or denying a benefit or payment is guilty of theft by deception.

**Applicable in Arkansas**

Any person or entity who willfully and knowingly makes any material false statement or representation for the purpose of obtaining any benefit or payment, or for the purpose of defeating or wrongfully decreasing any claim for benefit or payment or obtaining or avoiding worker's compensation coverage or avoiding payment of the proper insurance premium (or who aids and abets for either said purpose), under this chapter shall be guilty of a Class D. felony.

**Applicable in California**

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

**Applicable in Connecticut**

This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.

**Applicable in Delaware and Oklahoma**

Any person who, knowingly and with intent to injure, defraud, or deceive any Insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony. The lack of such a statement shall not constitute a defense against prosecution under this section. \*Delaware Statutes Regulation: Del #C Section 913(B)

**Applicable in Florida**

Any person who, knowingly and with intent to injure, defraud or deceive any employer or employee, insurance company or self-insured program, files any statement of claim containing any false or misleading information is guilty of a felony of the third degree.

**Applicable in Idaho**

Any person who Knowingly and with the intent to injure, Defraud, or Deceive any Insurance Company, Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.

**Applicable in Indiana**

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**Applicable in Kentucky and New York**

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. In New York, such person shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**Applicable in Michigan**

Any person who knowingly and with intent to injure or defraud any insurer submits a claim containing any false, incomplete, or misleading information shall, upon conviction, be subject to imprisonment for up to one year for a misdemeanor conviction or up to ten years for a felony conviction and payment of a fine of up to \$5,000.00.

**Applicable in Minnesota**

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**Applicable in Nevada**

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

**Applicable in New Hampshire**

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**Applicable in New Jersey**

Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Applicable in Ohio**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Applicable in Pennsylvania**

Any person who knowingly and with intent to injure or defraud any insurer files a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years or payment of a fine of up to \$50,000.

**Applicable in Utah**

Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.

EMPLOYEE SIGNATURE:

IA-1 (2-95)



COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF WORKERS' CLAIMS  
657 TO BE ANNOUNCED AVENUE  
FRANKFORT, KY 40601

MEDICAL WAIVER AND CONSENT

I, \_\_\_\_\_ having filed a claim for workers' compensation benefits, do hereby waive any physician-patient, psychiatrist-patient, or chiropractor-patient privilege I may have and hereby authorize any health care provider to furnish to myself, my attorney, my employer, its workers compensation carrier or its agent, the Division of Workers' Compensation Funds, the Uninsured Employers' Fund, or Administrative Law Judge any information or written material reasonably related to my work-related injury occurring on or about \_\_\_\_\_ any medical information relevant to the claim including past history of complaints of, or treatment of, a condition similar to that presented in this claim or other conditions related to the same body part.

Such information is being disclosed to the purpose of facilitating my claim for Kentucky workers' compensation benefits.

I understand I have the right to revoke this authorization in writing at any time, by sending written notification to each individual health care provider, but such revocation will not have any affect on actions taken prior to revocation. Moreover, inasmuch as KRS 342.020(8) requires a medical waiver to be executed, revocation may result in suspension or delay of the workers' compensation claim.

I understand that no medical provider may condition treatment or payment on whether I sign this medical waiver; however, I further understand that failure to sign this medical waiver may result in suspension or delay of the workers' compensation claim.

I understand that the information used or disclosed pursuant to this medical waiver may be subject to re-disclosure by the recipient.

This authorization shall remain valid for 180 days following its execution. A photocopy of the authorization may be accepted in lieu of the original.

The authorization includes, but is not restricted to, a right to review and obtain all copies of all records, x-rays, x-ray reports, medical charts, prescriptions, diagnoses, opinions and courses of treatment.

Signed at \_\_\_\_\_, Kentucky, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Signature of Patient Or Personal Representative

Social Security Number: \_\_\_\_\_

\_\_\_\_\_

Witness Signature

\_\_\_\_\_

Description Of Personal Representative's Authority

**KENTUCKY WORKERS' COMPENSATION AND HIPAA**

On April 14, 2003, the federal Health Insurance Portability and Accountability Act [HIPAA] privacy regulation will take effect. This regulation limits the situations in which medical providers may release patient information, unless the information is necessary for the purpose of treatment, payment, or health care operations. Moreover, it is important to note that disclosures for workers' compensation are in most instances exempt from HIPAA privacy requirements. The exact wording is as follows: "A covered entity may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation..."

Since HIPAA defers to state law regarding disclosures relating to workers' compensation, it is important for claimants and medical providers to know what Kentucky law requires for disclosure of patient information. An employee who reports a work injury or who files for workers compensation benefits must "execute a waiver and consent of any physician-patient, psychiatrist-patient, or chiropractor-patient privilege with respect to any condition or complaint reasonably related to the condition for which the employee claims compensation." KRS 342.020 (8). Kentucky law further states that once this Form 106 is signed, any health care provider "shall, within a reasonable time after written request by the employee, employer, workers' compensation insurer [or its agent or assignee], special fund, uninsured employers fund, or the administrative law judge, provide the requesting party with any information or written material reasonably related to any injury or disease for which the employee claims compensation."

Once the Form 106 is signed, health care providers may disclose information as set out in Kentucky law. Another section of the regulation allows release of information pursuant to an administrative or judicial order or subpoena, provided that there has been a reasonable effort to notify the injured worker [or his attorney] that such a request has been made. Should there be questions regarding disclosures pursuant to this form, appropriate legal counsel should be consulted or you can contact the Department of Workers' Claims at 800 554-8601.

**KCTCS**  
**Threatening or Violent Behavior**  
**INCIDENT REPORT**

Complete all fields. Use opposite side of form or attach additional sheets if necessary.

College \_\_\_\_\_

1) Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

2) Location of Incident: \_\_\_\_\_

3) Name(s) of individual(s) making threat/behaving violently, his/her relationship to KCTCS and the target of threatening/violent behavior: \_\_\_\_\_

4) Name(s) of the target of threat/violence, his/her relationship to KCTCS: \_\_\_\_\_

5) Names of others directly involved in the incident, their relationship to KCTCS and any actions they took: \_\_\_\_\_

6) Describe the Incident: \_\_\_\_\_

7) How the threat-maker appeared (physically and emotionally): \_\_\_\_\_

8) Were weapons involved in the Incident?  If so describe: \_\_\_\_\_

9) The specific language of the threat: \_\_\_\_\_

10) Physical/verbal conduct that would substantiate intention to follow through on the threat: \_\_\_\_\_

11) What happened immediately prior to the Incident? \_\_\_\_\_

12) What event(s) triggered the Incident? \_\_\_\_\_

13) Any history leading up the Incident? \_\_\_\_\_

14) How did the incident end? \_\_\_\_\_  
\_\_\_\_\_

15) Was anyone injured? \_\_\_\_\_ If so, describe: \_\_\_\_\_  
\_\_\_\_\_

16) What happened to the threat-maker, threat recipient, and others involved after the incident? \_\_\_\_\_  
\_\_\_\_\_

17) Names of witnesses and their relationship to KCTCS and parties involved in the incident: \_\_\_\_\_  
\_\_\_\_\_

18) Steps taken to protect the recipient/target of the threat/violence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by : \_\_\_\_\_ Date: \_\_\_\_\_