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 Crisis Management Team.

Safety Committee Members

Shay Nolan – Chairman
Peggy Allgood  Jonathan Baker
Kathryn Broadbent  Paul Caldwell
Martha Clay  Dennis Dickey
Carla Draffen  Gwen Duncan
Carrie Hopper  Tracy McDanel
Brad Newborn  Emily Peck
Gary Reese  Rhonda Shiflett
Christine Stalions  Brent Stringer
Victor Taveras  David Wallace
Jennifer Haworth

Crisis Management Team Members

Dr. Anton Reece  Dr. Renea Akin
Shay Nolan  Dr. Uppinder Mehan
Emily Peck  Ruby Rodgers
Janett Blythe  Russell Thompson
Brent Stringer  Dennis Dickey
Bridget Canter  Lee Emmons
Kevin O’Neill

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 Crisis Management Team, is responsible for evaluating, revising, maintaining and implementing the procedures in this manual on a periodic basis. Revised plans are loaded to our College website and are available to the KCTCS System Office for review. We appreciate and ask your assistance in making our campus a safe place to work and learn.
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>22</td>
</tr>
<tr>
<td>22</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>24</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>28</td>
</tr>
<tr>
<td>28</td>
</tr>
<tr>
<td>29</td>
</tr>
<tr>
<td>29</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>31</td>
</tr>
<tr>
<td>32</td>
</tr>
<tr>
<td>33</td>
</tr>
<tr>
<td>33</td>
</tr>
<tr>
<td>33</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>35</td>
</tr>
<tr>
<td>35</td>
</tr>
<tr>
<td>36</td>
</tr>
<tr>
<td>36</td>
</tr>
<tr>
<td>37</td>
</tr>
<tr>
<td>37</td>
</tr>
<tr>
<td>38</td>
</tr>
<tr>
<td>38</td>
</tr>
<tr>
<td>39</td>
</tr>
<tr>
<td>39</td>
</tr>
<tr>
<td>40</td>
</tr>
<tr>
<td>40</td>
</tr>
<tr>
<td>41</td>
</tr>
<tr>
<td>46</td>
</tr>
<tr>
<td>46</td>
</tr>
<tr>
<td>46</td>
</tr>
<tr>
<td>47</td>
</tr>
<tr>
<td>47</td>
</tr>
<tr>
<td>47</td>
</tr>
<tr>
<td>48</td>
</tr>
<tr>
<td>48</td>
</tr>
<tr>
<td>49</td>
</tr>
</tbody>
</table>

- **Preface**
- Abduction
- Accident Reporting
- Accident Report Form
- Active Shooter
- Alcohol/Drugs on Campus
- Armed Robbery
- Biological Agents Procedures for Handling
- Biosafety Spill Kit Locations
- Bloodborne Pathogens Plan
- Bomb Threat
- Calendar of Yearly Safety Related Activities
- Call List Emergency Numbers
- Campus Security and Crime Awareness
- Campus Law Enforcement Policy
- Chemical Hygiene Plan
- Chemical Release in a Building
- Civil Disturbance – Terrorist Threats - Riot
- Communications External – In an Emergency
- Communications Guidelines – In an Emergency
- Communications Internal – In an Emergency
- CPR/First Aid AED Certified Personnel – AED Building Locations
- Crime Awareness – See Campus Security and Crime Awareness
- Crisis Management Team – Workplace Violence
- Death Notification – Human Resource/Student Services
- Drugs on Campus – See Alcohol/Drugs on Campus
- Earthquake Emergency Procedures
- Emergency Exit Plans
- Emergency Phone Numbers
- Emergency Plan After Hours
- Emergency Plan and Responsibilities of Crisis Management Team and Campus Personnel
- Evacuation – Removal Procedures
- Evacuation Designated Building Persons
- Evacuation Guidelines for Persons with Disabilities
- Explosion
- Fire Procedures
- Flood
- Free Speech
- Inclement Weather Schedule
- Lockdown Procedure
- Lockout-Tagout Policy
- Lost and Found
- Medical Emergency Assistance
- Natural Gas Emergency
- Parking Regulations
- Physical Assault
- Power Failure
- Recovery and Restoration Procedures/Plan
- Safety Equipment Locations
- Severe Weather Procedures (Tornado, Thunderstorm, Severe Winds)
- Designated Emergency Shelters
- Security of and Access To Campus Facilities
- Security Report
- Sexual Assault/Sexual Harassment/Sexual Misconduct
- Sex Offender Registration Policy
- SNAP – Safety Notification Alert System
- Suicide
- Terrorist Actions/Threats – See Crisis Management Team
- Tobacco-Free Campus
- Water Failure
- Weapons on Campus
- Workers Compensation First Report of Injury/Illness Forms/Waiver Form
- Medical Waiver and Consent Form
Preface

West Kentucky Community and Technical College (WKCTC) is committed to the welfare of its community - students, faculty, staff and visitors, and to preserving the institution. To fulfill the College's mission and commitments in the event of a disaster, the College strives to become disaster resistant. Disaster resistance is achieved through recognition and analysis of the risks of natural and man-made hazards, mitigation of the human and economic impact of disasters, and comprehensive planning for resumption of College functions. This Safety Policies and Crisis Manual 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 270-564-8403.

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 Brent Stringer, Manager of Security and Safety, at 270-534-3859 or cell 270-519-0838.

   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 270-564-8403.

   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 270-564-8403.

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, Brent Stringer, Manager of Security and Safety, 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 crisis 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. A bomb threat is made on the campus.
4. Delay of classes or closing of the college due to inclement weather.
5. 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](http://www.kctcs.edu/snap) [https://admin.icmobile.singlewire.com/icmobile](https://admin.icmobile.singlewire.com/icmobile). The following is a matrix covering various scenarios and the type of communications the College can use to alert faculty/staff/students regarding emergencies and threats:

<table>
<thead>
<tr>
<th>Immediate - Red</th>
<th>Public Address/Informacent</th>
<th>2 Way Radio</th>
<th>Digital Signage</th>
<th>College TV</th>
<th>Bulk Email</th>
<th>Website</th>
<th>Media Outlets</th>
<th>Highway Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Violence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Safety Threat</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Weather</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Emergency</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tornado</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moderate - Orange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather Delays</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential - Yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather Watch</td>
</tr>
<tr>
<td>X</td>
</tr>
</tbody>
</table>

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 Crisis 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 may include a 
full mock emergency drill, a modified mock emergency drill, or a table-top exercise emergency drill of 
the procedures. This test is documented by the Manager of Security and Safety 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 270-564-8403. Stay calm; carefully explain the problem 
   and location.

2. Once an incident has been reported, security personnel will initiate emergency protocol.

3. Off-Campus Resources of Assistance

   The Operations Manager for Security and Safety 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: 270-444-4719
   - Paducah Water System: 270-442-2746
   - ATMOS Energy (Gas Company): 866-322-8667
   - Paducah Power System (electric company): 270-575-4000
   - Graves County Sheriff: 270-247-4501
   - Hickory Water District: 270-247-6481
   - West KY Rural Electric Cooperative Corp. 270-247-1321

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 2 way radios. If the phone system is not 
   operational, the M and O department maintains a 2 way radio system that can be used. It should be 
   noted however that during a bomb threat no cell phone or Two-way radio device is to be used.

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 Operations and the Manager for Security and 
      Safety shall be the Emergency Coordinators and shall coordinate all operations of the Crisis 
      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 crisis 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. **Crisis Management Team** - The Emergency Management Team shall consist of the President, Vice President of Workforce Training and Economic Development, Vice President of Academic Affairs, Vice President of Planning, Research and Effectiveness, Vice President of Student Services, Vice President of Campus Operations, Vice President of Institutional Advancement, Vice President of Business Affairs, Director of Human Resources, Director of Marketing and Public Relations, the Manager of Security and Safety, and Maintenance and Operations Supervisor. While the emergency command post is being established, the emergency coordinator shall immediately begin contacting the other members of the Crisis Management Team. The members of the team will contact those employees under their supervision deemed essential for the emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone Number</th>
<th>Address</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Anton Reece</td>
<td>President</td>
<td>270-534-3082</td>
<td>4810 Alben Barkley Dr. Carson Hall</td>
<td><a href="mailto:anton.reece@kctcs.edu">anton.reece@kctcs.edu</a></td>
</tr>
<tr>
<td>Kevin O'Neill</td>
<td>Vice President of Workforce Training and Economic Development</td>
<td>270-534-3206</td>
<td>4810 Alben Barkley Dr. Emerging Tech. Center</td>
<td><a href="mailto:kevin.oneill@kctcs.edu">kevin.oneill@kctcs.edu</a></td>
</tr>
<tr>
<td>Dr. Uppinder Mehan</td>
<td>Vice President of Academic Affairs</td>
<td>270-534-3388</td>
<td>4810 Alben Barkley Dr. Anderson Tech. Bldg.</td>
<td><a href="mailto:Uppinder.Mehan@kctcs.edu">Uppinder.Mehan@kctcs.edu</a></td>
</tr>
<tr>
<td>Emily Peck</td>
<td>Vice President of Student Services</td>
<td>270-534-3244</td>
<td>4810 Alben Barkley Dr. Anderson Tech. Bldg.</td>
<td><a href="mailto:Emily.peck@kctcs.edu">Emily.peck@kctcs.edu</a></td>
</tr>
<tr>
<td>Shay Nolan</td>
<td>Vice President of Campus Operations</td>
<td>270-534-3089</td>
<td>4810 Alben Barkley Dr. Carson Hall</td>
<td><a href="mailto:shay.nolan@kctcs.edu">shay.nolan@kctcs.edu</a></td>
</tr>
<tr>
<td>Bridget Canter</td>
<td>Director of Human Resources</td>
<td>270-534-3458</td>
<td>4810 Alben Barkley Dr. Carson Hall</td>
<td><a href="mailto:Bridget.Canter@kctcs.edu">Bridget.Canter@kctcs.edu</a></td>
</tr>
<tr>
<td>Janett Blythe</td>
<td>Vice President of Marketing</td>
<td>270-534-3079</td>
<td>4810 Alben Barkley Dr. Carson Hall</td>
<td><a href="mailto:Janett.Blythe@kctcs.edu">Janett.Blythe@kctcs.edu</a></td>
</tr>
<tr>
<td>Lee Emmons</td>
<td>Vice President of Institutional Advancement</td>
<td>270-534-3084</td>
<td>4810 Alben Barkley Dr. Carson Hall</td>
<td><a href="mailto:lee.emmons@kctcs.edu">lee.emmons@kctcs.edu</a></td>
</tr>
<tr>
<td>Dr. Renea Akin</td>
<td>Vice President of Institutional Planning, Research, and Effectiveness</td>
<td>270-534-3461</td>
<td>4810 Alben Barkley Dr. Crounse Hall</td>
<td><a href="mailto:renea.akin@kctcs.edu">renea.akin@kctcs.edu</a></td>
</tr>
<tr>
<td>Brent Stringer</td>
<td>Operations Manager for Safety &amp; Security</td>
<td>270-534-3859</td>
<td>4810 Alben Barkley Dr. Anderson Tech. Bldg.</td>
<td><a href="mailto:brent.stringer@kctcs.edu">brent.stringer@kctcs.edu</a></td>
</tr>
<tr>
<td>Russell Thompson</td>
<td>Supervisor of M and O</td>
<td>270-534-3360</td>
<td>4810 Alben Barkley Dr. Anderson Tech. Bldg.</td>
<td><a href="mailto:Russell.thompson@kctcs.edu">Russell.thompson@kctcs.edu</a></td>
</tr>
<tr>
<td>Dennis Dickey</td>
<td>Supervisor of M and O</td>
<td>270-534-3067</td>
<td>4810 Alben Barkley Dr. Anderson Tech. Bldg.</td>
<td><a href="mailto:Dennis.Dickey@kctcs.edu">Dennis.Dickey@kctcs.edu</a></td>
</tr>
</tbody>
</table>

2. Responsibilities

**Emergency Director/President/Incident Commander.** The Vice President of Academics Affairs will serve as backup for this position.

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 Coordinator/Manager of Security and Safety. The Vice President of Campus Operations will serve as backup for the Safety Officer position.**

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 Crisis 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 crisis 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.

**Emergency Coordinator/Vice President of Operations/Liaison Officer. The Manager of Security and Safety will serve as back for this position.**

a. Coordinates activities between the Incident Commander and agencies/groups.

**Director of Marketing/Information Officer. The Public Relations Officer will serve as back up for this position.**

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. Assists the Emergency Coordinators in contacting employees on campus regarding pertinent information.

**Supervisor of Maintenance and Operations/Logistics Officer/Operations Staff Officer. The backup for this position is the other Supervisor of M and O.**

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.

**Vice President for Workforce Training & Economic Development/Planning Officer.** The backup for this position will be the Vice President of Institutional Planning, Research and Effectiveness.

a. Documents and prepares plans of action for the emergency.

b. Collects, evaluates, and disseminates information regarding the emergency.

**Director of Information Technology.** The backup for this position is the Network Manager. Reports to the Logistics Officer.

a. Provides equipment and personnel to maintain computer capability.

b. Works with the M and O Supervisors in establishing needs for power.

**Vice President of Business Affairs/Finance and Administration Staff Officer.** The backup for this position is the Supervisor of the Business Office.

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

**Vice President of Academic Affairs and Vice President of Student Services.** These positions will be backup for each other. Reports to Information Staff Officer.

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.** Reports to the Information Staff Officer.

a. Coordinates information with employee family members.

**Designated Building Representatives.**

a. Contacts appropriate personnel in the building to inform, update, and communicate status of emergency.

b. Administers evacuation plans for the building.

c. Works with the Vice President of Academic Affairs, the Vice President of Student Services, the
Director of Security and the M and O Supervisor 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 Manager of Security and Safety 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.

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
- Marketing Director
- Any other employee deemed necessary by the president/CEO
- Alternate communicator – Emily Peck

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 appraised 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 270-564-8403.

ACCIDENT REPORTING

An Accident Report Form should be completed when a student, faculty, staff or visitor has an accident. 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. When the form has been signed it needs to be sent to the Vice President of Campus Operations office 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 to be completed by the employee’s supervisor – the law requires the supervisor to complete the form, not the employee. A medical waiver and consent form must also 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.
Date of Occurrence ___________________________ Time of Occurrence ___________________________

Section A: Personal Information

Name: ____________________________________ Student [ ] Employee [ ] Visitor [ ] EE/Student ID: ____________________________

Facility/Campus: ____________________________

Accident Location: ____________________________

Section B: Description of Injury

<table>
<thead>
<tr>
<th>Apparent Nature of Injury</th>
<th>Part of Body Injured</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Abrasion</td>
<td>□ Abdomen</td>
</tr>
<tr>
<td>□ Amputation</td>
<td>□ Ankle L R</td>
</tr>
<tr>
<td>□ Asphyxiation</td>
<td>□ Arm L R</td>
</tr>
<tr>
<td>□ Bite</td>
<td>□ Back L R</td>
</tr>
<tr>
<td>□ Bruise</td>
<td>□ Chest L R</td>
</tr>
<tr>
<td>□ Burn</td>
<td>□ Ear L R</td>
</tr>
<tr>
<td>□ Laceration</td>
<td>□ Foot L R</td>
</tr>
<tr>
<td>□ Poisoning</td>
<td>□ Head L R</td>
</tr>
<tr>
<td>□ Sprain</td>
<td>□ Knee L R</td>
</tr>
<tr>
<td>□ Shock</td>
<td>□ Leg L R</td>
</tr>
<tr>
<td>□ Other</td>
<td>□ Finger L R</td>
</tr>
<tr>
<td>□ Scratch</td>
<td>□ Mouth L R</td>
</tr>
</tbody>
</table>

If Other, explain: ____________________________

If Other, explain: ____________________________

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

______________________________________________________________________________

Describe medical attention provided or received and by whom:

______________________________________________________________________________

If employee was injured, were they hospitalized for treatment? Yes [ ] No [ ]

If yes, was OSHA notified? Yes [ ] No [ ]

Section C: Description of Accident

Did accident occur while in an instructional or work activity? Yes [ ] No [ ]

If no, continue to Section D.______________________________________________________________________________

Please specify any machine, equipment, or tools involved:

______________________________________________________________________________

If applicable, were proper machine guards used? Yes [ ] No [ ]

Was individual using Safety Equipment? Yes [ ] No [ ]

Describe Safety Equipment: ____________________________

If Safety Equipment was not in use, explain: ____________________________

Was individual given safety orientation? Yes [ ] No [ ]

Was this accident/injury due to faulty equipment? Yes [ ] No [ ]

Did person have permission to use equipment? Yes [ ] No [ ]

If no, explain: _____________________________________________

Was supervisor/instructor present at accident? Yes [ ] No [ ]

If no, explain: _____________________________________________

Describe any action taken to prevent recurrence: ____________________________
Section D: Statements/Signatures

Employee's/Student's/Visitor's description of accident (explain in detail):

____________________________________________________________________________________________________________________________________________________

Employee's/Student's/Visitor's Signature: ___________________________________________ Date________________

Was family notified? Yes [ ] No [ ] Explain: ____________________________________________

For Student Use Only - Was student provided with AG supplemental insurance form? Yes [ ] No [ ]

Witness’ description of accident (explain in detail):

____________________________________________________________________________________________________________________________________________________

Witness' Signature:_________________________________________________________________________ Date________________

List all non-student/non-supervisor witnesses and contact information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s/Instructor’s description of accident (explain in detail):

____________________________________________________________________________________________________________________________________________________

Supervisor's/Instructor’s Name and Signature_______________________________________________ Date________________

Section E: Additional Signatures

If report is completed by an individual other than the Supervisor/Instructor please provide name and signature below:

Name and Signature_______________________________________________ Date________________

Section F: Administrator Comments:

____________________________________________________________________________________________________________________________________________________

Administrator’s Signature:_______________________________________________ Date________________

Section G: KCTCS Environmental Health and Safety Review

Date accident report received by EHS Coordinator: ______________________________

FOR SAFETY SECTION USE ONLY
Degree of Injury Minor Severe
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 270-564-8403 and then call any College administrator and the Manager of Security and Safety 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.
- Silence all cell phones.
- 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, and is strictly prohibited by the College. Underage drinking is strictly prohibited by state law. WKCTC does enforce these state and federal drug and alcohol laws and College policies by contacting local law enforcement to have individuals removed from 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 270-564-8403 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 270-564-8403 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 Manager of Security and Safety Officer or Maintenance and Operations Supervisors.
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.

**BIOSAFETY SPILL KIT LOCATIONS**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson Hall</td>
<td>Attic at Security Clock Station</td>
</tr>
<tr>
<td>Waller Hall</td>
<td>Custodial Closet</td>
</tr>
<tr>
<td>Rosenthal Hall</td>
<td>Custodial Closet</td>
</tr>
<tr>
<td>MLRC</td>
<td>Men’s Bathroom Custodial Closet</td>
</tr>
<tr>
<td>Student Center</td>
<td>Custodial Closet TV Hallway</td>
</tr>
<tr>
<td>Nemer Building</td>
<td>Custodial Closet Water Fountain</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>Custodial Closet</td>
</tr>
<tr>
<td>Crounse Hall</td>
<td>First Floor Custodial Closet</td>
</tr>
<tr>
<td>Crisp Building</td>
<td>First Floor Custodial Closet</td>
</tr>
<tr>
<td>Allied Health Building</td>
<td>Second Floor Roof Access Room</td>
</tr>
<tr>
<td>Anderson Technical Building</td>
<td>First Floor Custodial Closet</td>
</tr>
<tr>
<td>Purchase Training Center</td>
<td>Second Floor Custodial Closet</td>
</tr>
<tr>
<td>Paducah School of Art, 2D Building</td>
<td>Custodial Closet Engine Room</td>
</tr>
<tr>
<td></td>
<td>Room 213, Cleaning Room</td>
</tr>
</tbody>
</table>
**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. The plan can be accessed on the WKCTC Web site: [www.westkentucky.kctcs.edu](http://www.westkentucky.kctcs.edu) - click on About, then click Student Life, then click on Campus Security, and click on Safety Policies.

**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 manager of security and safety (without hanging up)

☐ **President or Crisis 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

<table>
<thead>
<tr>
<th>JULY</th>
<th>JANUARY</th>
</tr>
</thead>
</table>
| KY OSHA Seminars @ KY Dam Village  
Contracted Fire Extinguisher Inspection  
Update First Aid Kits (if necessary)  
Annual KCTCS Safety Conference | Contracted Fire Extinguisher Inspection  
Hazardous Waste Inventory Due to KCTCS  
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  
Prepare OSHA Accident Log  
**Note:** E-mails sent to faculty, staff, and students |

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>FEBRUARY</th>
</tr>
</thead>
</table>
| Minger Act Report due to KCTCS (15th)  
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  
Crime Stats sent by e-mail  
**Note:** E-mails sent to faculty, staff, and students | Safety training – M and O Department  
Safety Committee meets  
Fire/Evacuation Drills and report to KCTCS  
Update First Aid Kits (if necessary) |

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>MARCH</th>
</tr>
</thead>
</table>
| Designated Building Evacuation Personnel Meeting  
Safety Committee meets  
Fire/Evacuation Drills and reports to KCTCS  
Safety/Crisis training – entire campus lockdown or table top exercise  
Ky. State Fire Marshal inspection (or a later month)  
UK safety inspection of Crounse Hall and ETC Research Bay  
Fire extinguisher demonstration training  
Annual KCTCS Safety training  
Recycling report sent to KCTCS  
Tornado e-mail to faculty, staff, & students  
AED Inspection  
Seminars on violence, drug/alcohol abuse, crime awareness |

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>APRIL</th>
</tr>
</thead>
</table>
| Federal crime stats due to Fed.Dept.Education.  
Fire extinguisher demonstration training  
Boiler inspection by State | Violence in the Workplace seminar  
Safety Committee meets  
Elevator inspection by state  
Hazardous waste pick up by KCTCS contractor  
AED, CPR, First Aid Training Offered |

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Committee meets</td>
<td>M &amp; O General Maintenance Plan revised &amp; updated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>JUNE</th>
</tr>
</thead>
</table>
| Chemical Hygiene Plan revised & 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, and students regarding precautions for a safe holiday  
AED 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  
Crime stats sent by e-mail  
Send out safety e-mail  
AED Inspection  
**Note:** E-mails sent to faculty, staff, & students |
CONTINUAL

- Right-to-Know Training
- BBP Training
- First Aid and CPR Training
- Fire Extinguisher Inspection college (monthly)
- WKCTC Web site updated continuously with crime postings

AS NEEDED

- M & 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 Crounse Hall and ETC Research Bay.

CALL LIST EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Police, Ambulance and EMS</td>
<td>911</td>
</tr>
<tr>
<td>Campus Emergency Number</td>
<td>270-564-8403</td>
</tr>
<tr>
<td>President’s Office</td>
<td>270-534-3082</td>
</tr>
<tr>
<td>Manager of Security and Safety</td>
<td>270-534-3859</td>
</tr>
<tr>
<td>Supervisor of Maintenance and Operations</td>
<td>270-534-3360</td>
</tr>
<tr>
<td>Vice President of Operations</td>
<td>270-534-3089</td>
</tr>
<tr>
<td>Director of Marketing</td>
<td>270-534-3079</td>
</tr>
<tr>
<td>Campus Security Guard Office</td>
<td>270-564-8403</td>
</tr>
<tr>
<td>Utilities:</td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>866-322-8667</td>
</tr>
<tr>
<td>Water</td>
<td>270-442-2746</td>
</tr>
<tr>
<td>Electric</td>
<td>270-575-4000</td>
</tr>
<tr>
<td>Graves County Sheriff</td>
<td>270-247-4501</td>
</tr>
<tr>
<td>Hickory Water District</td>
<td>270-247-6481</td>
</tr>
<tr>
<td>West KY Rural Electric Cooperative Corp.</td>
<td>270-247-1321</td>
</tr>
</tbody>
</table>

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 Manager of Security and Safety at 270-534-3859 or cell 270-519-0838 who will then contact the local police. The Campus Security Guard Office 270-564-8403. The Evening M & O Supervisor can be reached at 270-534-3067 or 270-559-9196. Incidences of all 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: http://ope.edu.gov/security, or you may go to the WKCTC Web site www.westkentucky.kctcs.edu and click on About, then click on Student Life, then click on Campus Security, then click on Higher Education Security Reports.

**CAMPUS LAW ENFORCEMENT POLICY**

The campus does not have its own police department/force. There is a Manager of Security and Safety who does not have arrest authority. The Manager of Security and Safety coordinates the campus security guards 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 web site: www.westkentucky.kctcs.edu – click on About, Student Life, Campus Security, then click on Safety Policies. Information concerning the plan or particular aspects of the plan (i.e., Safety Data Sheets) can be obtained by contacting Christine Stalions of the Chemical Hygiene Committee 270-534-3234. All new employees who will be working with or near chemicals are required to complete the Chemical Hygiene Right to Know training.

**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 270-564-8403.

b. Obtain Safety Data Sheet (SDS) report on the chemical.

c. Call 911, if necessary. Be sure to identify the building the release took place.

d. 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 DISTRUBANCE/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 270-564-8403. Contact the Manager of Security and Safety immediately at 270-519-0838 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. Follow up calls to 911 with further detail should be made if safe to do so.

Call the campus emergency number 270-564-8403.

**COMMUNICATIONS GUIDELINES IN AN EMERGENCY**

The Director of Marketing, 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, Manager of Safety/Security. Do not use a cell phone as a communication device during a bomb threat.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>BUILDING</th>
<th>SHIFT</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Jordan</td>
<td>Faculty – MLRC</td>
<td>Day</td>
<td>270-534-3175</td>
</tr>
<tr>
<td>Kristy Bell</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3432</td>
</tr>
<tr>
<td>Sarah Beth Renfrow</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3469</td>
</tr>
<tr>
<td>Angela Fisher</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3301</td>
</tr>
<tr>
<td>Mary Carrico</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3465</td>
</tr>
<tr>
<td>Michelle Shreves</td>
<td>Faculty – Anderson Technical Building</td>
<td>Day</td>
<td>270-534-3365</td>
</tr>
<tr>
<td>Christy Pettit</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3142</td>
</tr>
<tr>
<td>Laura Durbin</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3131</td>
</tr>
<tr>
<td>Vanessa Lyons</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3147</td>
</tr>
<tr>
<td>Alecia Webb</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3890</td>
</tr>
<tr>
<td>Charity Dobbins</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3455</td>
</tr>
<tr>
<td>Claudia Stoffel</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3481</td>
</tr>
<tr>
<td>Rhanda Miller</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3462</td>
</tr>
<tr>
<td>Nikki Keeling</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3391</td>
</tr>
<tr>
<td>Teresa Armbruster</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3460</td>
</tr>
<tr>
<td>Gwen Duncan</td>
<td>Faculty – Anderson Technical Building</td>
<td>Day</td>
<td>270-534-3888</td>
</tr>
<tr>
<td>Shari Gholson</td>
<td>Faculty – Allied Health Building</td>
<td>Day</td>
<td>270-534-3372</td>
</tr>
</tbody>
</table>

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

Detailed operation instructions are on each unit.

- **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
- **Crounse Hall**: In the Atrium by the kitchen.
- **Carson Hall**: By the kitchen.
- **Challenger Learning Center**: 2<sup>nd</sup> floor, pass double doors
- **Haws Gym**: Wall next to Exercise Center
- **Waller Hall**: Across from Administrative Offices
- **Student Center/Fine Arts Bldg.**: East hallway by Administrative Offices
- **Purchase Training Center**: Large open classroom.
- **Rosenthal Hall**: Middle Hallway behind Room 111
- **Matheson Learning Resource**: Hallway
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 Crisis Management Team 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 Crisis Management Team members are as follows: Shay Nolan – Chairman, Renea Akin, Janett Blythe, Emily Peck, Susan Graves, David Heflin, Brent Stringer, Bridget Canter, Kevin O’Neill, and Lee Emmons. Any of these committee members should be contacted immediately regarding violence in the workplace situations. If a threatening situation arises contact any of these persons immediately. This team meets once a semester or on an as needed basis. Documentation of the event will be completed by the on duty security guard. Any committee member should contact the police immediately for assistance in a violent situation.

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 Marketing, and the Manager of Security and Safety. 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 Development 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.

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 270-564-8403. 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, 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.
- **Crounse 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 Barnes and Noble Bookstore and the exit near the Bistro are to gather at the west end parking lot; all persons exiting the east end of the building near the Student Lounge and the Applied Technology 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.
- **Paducah School of Art & Design, 2D Building** – all students, faculty and other personnel should walk quickly out of the nearest exit and gather in west end parking lot away from the building.
- **Paducah School of Art & Design, Madison Hall** – all students, faculty, staff, and others should walk quickly to the nearest exit and gather in the parking lot on the east side of the building.
- **Paducah School of Art & Design, Sculpture Building** – all students, faculty, staff, and others should walk quickly to the nearest exit and gather in the parking lot to the south of 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.
- **Marine Way Training Center** – all students, faculty, staff, and other personnel should walk quickly to the nearest exit and gather in the green space north of the building.

***Make sure you proceed away from and clear of your building. Remain at your designated area***
(with your students) until the all 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 564-8403.

State Police..............................................................270-856-3721
McCracken County Sheriff........................................270-444-4719 or 911
Paducah Police.......................................................270-444-8550 or 911
Disaster Emergency Services.....................................270-444-7884 or 911
Kentucky Regional Poison Control Center .................1-800-222-1222
Paducah Fire Department...........................................270-444-8521 or 911
Graves County Sheriff.............................................270-247-4501
Hickory Water District .............................................270-247-6481
West KY Rural Electric Cooperative Corporation ........270-247-1321
Paducah Water System .............................................270-442-2746
Atmos Energy (gas company) ....................................866-322-8667
Paducah Power System (electric company) .................270-575-4000

HOSPITALS
Lourdes ........................................................................270-444-2444
Baptist Health Paducah ..............................................270-575-2100
Jackson Purchase Medical Center .........................270-251-4100

AMBULANCE
Mercy Regional Emergency Medical Service ..........911

OTHER KEY CAMPUS PERSONNEL
President 270-534-3082
M and O Supervisor 270-534-3360 or 270-210-6257
Manager of Security and Safety 270-534-3859 or 270-519-0838
Director of Marketing 270-534-3079
Vice President of Operations 270-534-3089

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 270-564-8403.

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 Marketing, and Vice President of Operations.

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.

Manager of Security and Safety/Supervisor of Maintenance and Operations
- 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 Marketing
The Director of Marketing, 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 Marketing 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 and the Director of Marketing be accurate and timely.

The Supervisor 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 27 and 28 for these employees - will do the following:

1. Relay dismissal instructions to every classroom as quickly as possible.
2. Request assistance from the Manager of Security and Safety/Supervisor 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 Marketing.

**EVACUATION - DESIGNATED BUILDING PERSONS**

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>DESIGNATED PERSON</th>
<th>TELEPHONE</th>
<th>DESIGNATED PERSON</th>
<th>TELEPHONE</th>
<th>DESIGNATED PERSON</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Building</td>
<td>Pam Paxton</td>
<td>270-534-3478</td>
<td>Jackie Ginter</td>
<td>270-534-3162</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carson Hall</td>
<td>Jennifer Haworth</td>
<td>270-534-3162</td>
<td>Melissa Allcock</td>
<td>270-534-3090</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crounse Hall</td>
<td>Jill Knight</td>
<td>270-534-3112</td>
<td>Todd Cowan</td>
<td>270-534-3125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haws Gymnasium</td>
<td>David Wallace</td>
<td>270-534-3159</td>
<td>Amy Elmore</td>
<td>270-534-3118</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLRC</td>
<td>Amy Sullivan</td>
<td>270-534-3171</td>
<td>Anita Weathers</td>
<td>270-534-3189</td>
<td>Pam Dickerson</td>
<td>0</td>
</tr>
<tr>
<td>Nemer</td>
<td>Ayesha Smith</td>
<td>270-534-3424</td>
<td>LorryBeth Wilson</td>
<td>270-534-3117</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosenthal Hall</td>
<td>Kevin Gericke</td>
<td>270-534-3201</td>
<td>David Nickell</td>
<td>270-534-3269</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC/FA</td>
<td>Nancy Draffen</td>
<td>270-534-3211</td>
<td>Julie Moore</td>
<td>270-534-3212</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waller Hall</td>
<td>Christine Stalions</td>
<td>270-534-3234</td>
<td>Dr. Latoya Jones</td>
<td>270-534-3240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UK Engineering</td>
<td>Stephanie Mahan</td>
<td>270-534-3129</td>
<td>Jennifer McIntosh</td>
<td>270-534-3135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisp Building</td>
<td>Sarah Davis</td>
<td>270-534-3101</td>
<td>Melissa Duncan</td>
<td>270-534-3097</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson Tech. Building</td>
<td>Tamara Hodges</td>
<td>270-534-3069</td>
<td>Tessa Brown</td>
<td>270-534-3885</td>
<td>Brad Newborn</td>
<td>270-534-3400</td>
</tr>
<tr>
<td></td>
<td>Carrie Hopper</td>
<td>270-534-3412</td>
<td>Nancy Robins</td>
<td>270-534-3259</td>
<td>Allison Hopkins</td>
<td>270-534-3382</td>
</tr>
<tr>
<td>Emerging Technology Center</td>
<td>Tina Clark</td>
<td>270-534-3281</td>
<td>Barbara Sweatatt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Training</td>
<td>Martha Clay</td>
<td>270-534-3869</td>
<td>Eric Sells</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ctr.</td>
<td>270-534-3869</td>
<td>270-534-3868</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paducah School of Art &amp; Design, 2D Building</td>
<td>Peggy Allgood</td>
<td>270-534-3901</td>
<td>Paul Aho</td>
<td>270-534-3902</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 and Safety or Supervisor 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 23.

EXPLOSION

In the event of an explosion on campus initiate the evacuation plan. Contact the Manager of Security and Safety 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 270-564-8403. 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 270-564-8403. Then call the Manager of Security and Safety 270-534-
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 drowned. 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

**FREE SPEECH**

KCTCS is committed to the constitutionally protected right of free speech. As such our policies, KCTCS Administrative Policies and Procedures 3.3.15, have recently changed to ensure we offer those protections in alignment with federal Circuit Court and US Supreme Court cases regarding the use of public college
and university space. Our facilities and free speech policies permit use of our college campus areas based on view-point neutral criteria. This means that all groups, regardless of the content and the views expressed in their speech are able to use our lands and facilities subject to certain conditions such as safety concerns. Groups renting our facilities and using our grounds may not disrupt the peace, perpetuate any sort of violence, or disrupt the educational process. As a public college we support the rights of all speakers no matter their viewpoint. We are, like many colleges and universities, fully supportive of the free exchange of ideas and believe strongly that our commitment to free speech provides our students with valuable lessons in democracy.

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:

<table>
<thead>
<tr>
<th>Regular Class Meeting Times Starting Between</th>
<th>Delayed Schedule Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 and 8:55 a.m.</td>
<td>10:00 to 10:55 a.m.</td>
</tr>
<tr>
<td>9:00 and 9:55 a.m.</td>
<td>11:05 a.m. to 12:00 p.m.</td>
</tr>
<tr>
<td>10:00 and 11:55 a.m.</td>
<td>12:10 to 1:05 p.m.</td>
</tr>
<tr>
<td>12 Noon to 1:55 p.m.</td>
<td>1:15 to 2:10 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:10 p.m.</td>
<td>2:20 – 3:15 p.m.</td>
</tr>
<tr>
<td>3:15 p.m. or after</td>
<td>Start and end on time</td>
</tr>
</tbody>
</table>

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

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

Lockdown Policy

The purpose of a lockdown is to allow you be in a safe and secure place as much as possible during an emergency on campus. The purpose of this policy is to standardize reactions to a SNAP Alert lock down, as well as inform each individual as to their responsibility during a lock down.

Each employee should have a plan as to where they are going to lockdown in the event that a lockdown order is given. You may not always be in your office. During the day you may be in many different parts of the campus so you should have a plan for wherever you might be. The students will be looking to us for guidance during this time. When a SNAP message is received everyone should go to their pre-planned area and secure the door and turn out the lights and silence their cell phone. They should stay away from windows and door and remain quiet. Two-way radios should not be used by anyone while in a state of lock down.
Remember any noise you make may be heard by someone outside of your room. You should be patient and wait for the all clear, which will be sent to all campus phones, computers and your cell phone.

When a SNAP Message is sent to lockdown, you should use your own discretion as to whether you have time or wish to step into hallways or outside to warn others of the lockdown. If you decide to warn others this should be done quickly to gather as many people as you can into a safe location. You may wish to lockdown immediately disregarding those who are not aware of the SNAP Message. This is also an acceptable action. The most important thing to remember, with whatever method you choose, is that once you are locked down you stay locked down. If you happen to open the door after you are locked down in order to get someone's attention, who may not be aware of the situation, you may be creating real security problems for yourself and others with you. One problem may be that you person you are trying to warn is the actual perpetrator and you have just exposed yourself to potential violence. Another issue is that while you are warning someone you may inadvertently inform the perpetrator as to your location and even if you go back into lock down you have endangered yourself and anyone else hiding with you.

Do not be concerned with having each building locked down since this requires a special key and all of the outside doors are glass. It will not be necessary to lock the building as long as you lock the doors of the rooms in which you are located. Remember, you want to be invisible. If someone knocks on your door and says they are the police, do not respond. They may or may not be the police. Remain in your area until you receive an all clear from SNAP. If it is truly the police and they want in your room they will have been supplied with a key. If the police enter do exactly as they say.

From time to time SNAP messages are sent to select groups as test of the system, as well as the sender's ability to work the system. We never send out a real alert as practice. If you receive a SNAP message that does not immediately say TEST, consider it as an actual message.

**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.

**LOST AND FOUND**

The WKCTC Campus Security Department is our designated campus authority for lost and found property. Found property can be turned over to Campus Security at any time by calling (270) 564-8403. The responding Security Guard will ask for the reporting person’s name and phone number. The Guard will complete a Found Property Report and place the item in a secure location. Campus Security will attempt to return found property to its owner. The Property will be properly disposed if unclaimed after a period of 90 days. Campus Security will not accept items including: food, liquids, or perishable goods. Other items may not be accepted at the discretion of Campus Security.

Any person who has lost property on the WKCTC main campus may complete an online form located on the WKCTC Campus Security web page. The information will be kept on file by the WKCTC Campus Security Department in an effort to locate and return the property to its owner.
**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 270-564-8403. Then notify the Manager of Security and Safety or the Supervisor 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 – this is strictly prohibited by KCTCS regulations.

4. Notify the Vice President of Student Development 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 270-564-8403. Alert the M and O Supervisor or the Manager of Security and Safety 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.

**PARKING REGULATIONS**

Parking permits are required for faculty, staff, and students. Faculty and staff have designated parking spaces. New faculty and staff may obtain an employee parking permit for their vehicle at the Business Office in the Anderson Technical Building. Students are required to register their vehicle and obtain a parking permit at the Business Office in the Anderson Technical Building. Parking citations will be issued for parking in handicap parking without a handicap permit, fire lanes, failure to display parking permit, and other violations.

**HANDICAP PARKING**

WKCTC provides designated parking spaces for disability parking. These parking spaces are specifically designated for use by those who have permanent or temporary physical impairments that substantially limit mobility. Use of these spaces require a state issued tag/license plate.

WKCTC parking areas are monitored by local law enforcement. If students are parked in the accessible parking areas without displaying a state issued tag they can receive a ticket from local law enforcement and from WKCTC.
The fine for all parking citations issued by WKCTC Security is $10.00. Parking citation fines shall be paid in the Business Office. Failure to pay a fine may result in a hold on a student's account or discipline for an employee.

**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 Community of Concern 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 270-564-8403 or Manager of Security and Safety.

**POWER FAILURE**

Should a power failure occur do the following:

1. Make sure students, faculty and staff are safe. Call the campus emergency number 270-564-8403.
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 Supervisor 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 Hickory 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

Anderson Technical Building:
- Hydraulics Lab
- Graphics Communications
- Architectural Drafting
- Copy Room
- Learning Support Center
- Maintenance and Operations Office
- Assessment Center
- Culinary Arts

Instrumentation/Robotics Technology
- Electrical Technology
- Electrical Technology Lab
- Machine Tool Technology
- Auto Body Technology
- Welding Technology
- HVAC Technology
- Dental Assisting/Hygiene
- Tailoring Lab
- Core Classroom
- Barbering
- Cosmetology

Carson Hall

Crisp Building

Crounse Hall

Gym

MLRC

Nemer

Rosenthal Hall

Student Center

Waller Hall

First Aid Kits

Allied Health Building
Lab W203, Lab W205, Nursing Labs W109 & E205, A111.

Anderson Technical Building:
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
Electronics Technology
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 156 inside room on wall near wash station
Room 157 left wall between classroom & 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
2nd floor Restroom

1st floor Gift Shop
1st floor Kitchenette

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

Graphics
Employee Exercise Center
Theatrical Black Box Classroom, Haws 111

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

Room 130 in metal cabinet

Workroom of Social Science Division

Humanities Secretary’s office
TV Department Shop area
Room 114

In both Chemistry Labs
Science Office A
Faculty Lounge
Botany and Zoology Labs
Emerging Technology Center
  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

Purchase Training Center (Mayfield)
  Front Office
  Engine Room

  Office supply storage room
  Inside engine room on left wall near bathroom

Paducah School of Art and Design, 2D Bldg.

  Mechanical Room

Paducah School of Art and Design, Madison Hall
  Room 102 - Ceramics
  Room 110 - Jewelry
  Room 112 – Mechanical

Paducah School of Art and Design, Sculpture
  Room 107 and Room 110

Skilled Craft Training Center
  Reception Area
  Rhonda Shiffllet’s office
  Welding Lab
  Auto Shop by Tool storage

Marine Way Training Center
  Hallway

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 (Crounse 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
  Machine Shop
  Room 153, on east wall near wash station
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Shop</td>
<td>Room 156, on west wall near wash station</td>
</tr>
<tr>
<td>Auto Body</td>
<td>Room 157, on east wall near wash station</td>
</tr>
<tr>
<td>Welding</td>
<td>Room 158, on east wall near wash station</td>
</tr>
<tr>
<td>Air Conditioning Tech</td>
<td>Room 159, just inside door near wash station</td>
</tr>
<tr>
<td>Dental</td>
<td>Room 232, on far west wall near mudroom</td>
</tr>
<tr>
<td>Dental</td>
<td>Treatment room at each station</td>
</tr>
<tr>
<td>Medical Classroom</td>
<td>Room 220, on east wall</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Room 219C at sink</td>
</tr>
<tr>
<td>Barbering</td>
<td>Room 217, east wall near classroom</td>
</tr>
<tr>
<td>Emerging Technology Center</td>
<td>2 – Room 155 (Bay B)</td>
</tr>
<tr>
<td></td>
<td>Room E107</td>
</tr>
<tr>
<td></td>
<td>Room E108</td>
</tr>
<tr>
<td>Sculpture Building</td>
<td>Room 107, room 108, room 109, room 110</td>
</tr>
</tbody>
</table>

**Emergency Showers**

Emergency Showers are located in all Crounse 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). Emergency showers are located in the Sculpture Building in rooms 107, 108, 109, and 110.

**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 2 way s 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 and students 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 Operations will monitor the situation and notify designated persons by 2 way radio 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 270-564-8403.
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:**

The M and O Supervisor for the 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,
which is done when a Tornado Warning is issued by the National Weather Service, the M and O Assistant Supervisor will contact M and O personnel in all buildings and the security guard, via 2 way radio, to ask them to assist and alert personnel and students in that building to seek safe shelter.

### DESIGNATED EMERGENCY SHELTERS

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
</table>
| Allied Health Building | • Basement  
• Classroom hallways on 1st floor (W100 and E100)  
• Interior hall surrounding 1st floor offices  
• Conference Room (A112) |
| Anderson Technical Building | • 1st floor restrooms  
• Diversity and Inclusion, room 100  
• Records Offices, rooms 107, 112 (public areas and interior hallway only)  
• Adult Educations rooms, room 111, 114  
• Veteran Affairs, room 113  
• Classrooms 140, 142  
• Interior hallway surrounding Advising Center and Recruitment  
• If the 2nd floor cannot be safely vacated, restrooms and cosmetology area, and rooms 207, 209, 218, and 220 |
| Carson Hall/Carriage House | • Basement  
• Lower level of Carriage House |
| Crisp Building (Challenger) | • Restrooms  
• Control Room (Space Station and Mission Control)  
• Space Station, Transporter Room |
| Crounse Hall/UK Engineering | • 1st Floor hallway (both sides on west end)  
• Restrooms  
• If the 2nd floor cannot be safely vacated, hallway and restrooms |
| Haws Gymnasium | • Locker /Dressing Rooms  
• Restrooms  
• 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. |
| MLRC | • Offices W-4, W-1  
• Classrooms A and D  
• Restrooms  
• IT (away from glass) |
| Nemer Bldg. | • K-12 Partnership Administration offices  
• Rooms 124, 125 and 126  
• Restrooms |
| Emerging Technology Center | • Restrooms  
• Room 110  
• Room 117  
• B/IT Computer Test Room 118  
• B/IT Staff Room 133  
• Training Rooms 140 & 141  
• Room 153  
• If the 2nd floor cannot be safely vacated –  
• Restrooms  
• Applic-Motor Lab Room 213  
• IMT Computer Lab Room 214  
• IT Classrooms 221 & 222 |
SECURITY OF AND ACCESS TO CAMPUS FACILITIES

WKCTC has a Manager of Security and Safety. The manager coordinates and works with college employed security guards 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. A campus Safety Committee meets on a periodic basis during the academic year to review and discuss safety issues and to promote a safe campus environment.
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 Manager of Security and Safety by calling 270-534-3859. To view the report go to the WKCTC Web Site and click About, Student Life, Campus Security, and Higher Education Security Reports.

SEXUAL MISCONDUCT POLICY STATEMENTS

The Kentucky Community and Technical College System is committed to creating and maintaining a community where all persons who participate in college programs and activities can work and learn together in an atmosphere free of sexual misconduct. Therefore, KCTCS will not tolerate sexual misconduct as defined in this procedure. Such acts are prohibited by KCTCS policy and procedure, as well as state and federal law. Persons found to have more likely than not violated this procedure are subject to penalties up to and including expulsion or separation from KCTCS, regardless of whether they are also facing related criminal or civil charges before a government agency or court of law.

The KCTCS Sexual Misconduct Procedure applies to KCTCS students, faculty, and staff, as well as third parties who interact with the KCTCS community, and all KCTCS -sponsored programs, events, and activities, regardless of where the alleged sexual misconduct occurs. KCTCS will respond promptly and effectively to reports of sexual misconduct, and will take appropriate action to prevent, to correct and, when appropriate, to discipline behavior that violates this procedure on sexual misconduct. KCTCS also will take steps in the event of sexual misconduct to remedy its discriminatory effects on the complainant and others, if appropriate. Provisions for the investigation and resolution of allegations are covered in the procedure and its appendices.

The KCTCS Sexual Misconduct Procedure governs KCTCS’ prohibition of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking. These policies and procedures address the legal definition of those terms, the definition of consent, safe and positive options for bystander intervention, information on risk reduction, and policies and procedures should an incident of sexual misconduct occur.

Through enforcement of policy and by education of students, employees and volunteers, KCTCS seeks to prevent, correct, and discipline behavior that violates our policies and has a detrimental impact on our college community. To ensure a harassment-free work-place, KCTCS mandates the following:

- All employees complete applicable components of the mandatory KCTCS Harassment-Free Workplace Training program when initially hired and annually thereafter; additionally, volunteers must complete the training program when they begin their service.
- All employees, students, volunteers, customers, vendors, visitors, and other individuals shall engage in proper behavior and interactions.
- All supervisors, managers, and administrators shall take appropriate steps to report alleged incidents of harassment.

Upon receiving a complaint or becoming aware of suspect behavior, KCTCS officials shall take appropriate follow-up action for any alleged incidents of harassment. All students, employees and volunteers, particularly supervisors, have a responsibility for keeping our environment free of harassment. Any student, employee or volunteer who becomes aware of an incident of alleged harassment, whether by witnessing the incident or being told of it, should report it to an immediate supervisor, the Title IX Coordinator, human resources staff, or the designated management representative with whom they feel comfortable.
When supervisors or managers become aware of alleged harassment, it is KCTCS policy that they immediately notify the college Title IX Coordinator, the college Human Resources Office, the KCTCS Human Resources Office, or KCTCS Office of Legal Services in order for the claim to be fully investigated.

Description of Primary and Ongoing Sexual Assault Awareness and Prevention Training:
In order to raise awareness around the issues of domestic violence, dating violence, stalking, and sexual assault KCTCS offers online training to all students through and employees using Safe Colleges. All KCTCS colleges provide the training in both the Fall and Spring semesters to students. Employees are required to take the training at the time of hire, and again in the fall of each year. The training platform provides the following information to students and employees:

Definitions:
Domestic Violence (KRS 403.720):
(1) "Domestic violence and abuse" means physical injury, serious physical injury, stalking, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple;
(7) "Substantial violation" means criminal conduct which involves actual or threatened harm to the person, family, or property of an individual protected by an order of protection.

Stalking (KRS 508.130):
(1) (a) To "stalk" means to engage in an intentional course of conduct:
1. Directed at a specific person or persons;
2. Which seriously alarms, annoys, intimidates, or harasses the person or persons; and
3. Which serves no legitimate purpose.
(b) The course of conduct shall be that which would cause a reasonable person to suffer substantial mental distress.
(2) "Course of conduct" means a pattern of conduct composed of two (2) or more acts, evidencing a continuity of purpose. One (1) or more of these acts may include the use of any equipment, instrument, machine, or other device by which communication or information is transmitted, including computers, the Internet or other electronic network, cameras or other recording devices, telephones or other personal communications devices, scanners or other copying devices, and any device that enables the use of a transmitting device. Constitutionally protected activity is not included within the meaning of "course of conduct." If the defendant claims that he was engaged in constitutionally protected activity, the court shall determine the validity of that claim as a matter of law and, if found valid, shall exclude that activity from evidence.

Sexual Misconduct (KRS 510.140):
(1) A person is guilty of sexual misconduct when he engages in sexual intercourse or deviate sexual intercourse with another person without the latter's consent.
(2) Sexual misconduct is a Class A misdemeanor.

Lack of Consent (KRS 510.020):
(2) Lack of consent results from:
(a) Forcible compulsion;
(b) Incapacity to consent; or
(c) If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
(3) A person is deemed incapable of consent when he or she is:
(a) Less than sixteen (16) years old;
(b) Sixteen (16) or seventeen (17) years old and the actor is at least ten (10) years older than the victim at the time of the sexual act;
(c) An individual unable to communicate consent or lack of consent, or unable to understand the nature of the act or its consequences, due to an intellectual disability or a mental illness;
(d) Mentally incapacitated;
(e) Physically helpless; or
(f) Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.

**Safe and Positive Options for Bystander Intervention:**
Information on safe and positive options for bystander intervention was presented through the lens of social norms and dispelled the myth that most students wouldn’t act if they saw a situation that was potential leading up to a sexual misconduct assault. Options for bystander intervention included direct intervention, distraction, and delegation.

**Information on Risk Reduction:**
Safe College’s platform delivers risk reduction information without using language victim-shaming language. It encourages students to look out for one another and stand up and speak out when they see an abusive situation occurring. The program also provides a variety of tips to keep students mindful of their surroundings when at social events.

**Reporting Procedures for Sexual Misconduct:**
KCTCS encourages any individual who has suffered an incident of sexual violence to seek immediate assistance from a medical provider and/or law enforcement. This is the best way to ensure that evidence is preserved and that a timely investigation and response are initiated.

**Importance of preserving evidence**
An individual who is considering making a criminal complaint or taking other legal action should seek medical care as soon as possible after the assault. It is important for the individual to not bathe, douche, or change clothing prior to the medical examination in order to avoid inadvertently removing important evidence. The kind of evidence that supports a legal case against an accused should be collected within 72 hours of an assault.

This evidence may also assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards/investigators or police.

**How and to whom**
KCTCS strongly encourages all individuals to report incidents of harassment, sexual assault, domestic violence, dating violence, and stalking to their college’s Title IX Coordinator and/or local police. Reports can be made to the Title IX Coordinator by phone, email, or in person. Reports can also be made anonymously through Ethics Point. [https://secure.ethicspoint.com/domain/media/en/gui/28458/index.html](https://secure.ethicspoint.com/domain/media/en/gui/28458/index.html).

**Options about the involvement of law enforcement**
All individuals who make a report of sexual misconduct to their college’s Title IX Coordinator have the right to decide whether to file a report with local law enforcement. They may choose to notify local police independently, request assistance from the college to file a police report, or decline to notify such authorities. While KCTCS ultimately respects the rights of the complainant’s decision to involve local police authorities there may be some circumstances that pose an on-going threat to the health and safety of the campus community that may warrant a police investigation. In these rare cases, a complainant still maintains the right to decide whether or not to cooperate with those authorities.

**Rights of Victim’s – Institutional Responsibilities for EPOs**
It is the responsibility of students, faculty and staff with emergency protective orders to bring this to the attention of college administrators. When this occurs, the college will attempt to assist in maintaining this
protective order by calling local authorities should an individual violate this order. If an individual is violating an emergency protective order on a KCTCS campus, we encourage the EPO holder to notify police and/or campus security immediately.

**Confidentiality**
KCTCS seeks to respect requests for confidentiality in its response to incidents of discrimination, harassment, and retaliation. However, it may be necessary to reveal certain personally identifying information to investigate and address complaints effectively. In such cases, the college takes steps to ensure that information is only shared as necessary, on a need-to-know basis, to resolve the underlying allegations.

College employees, including faculty, administrators, staff, and student employees, must report to the Title IX Coordinator any incidents of possible sexual harassment, sex discrimination, or retaliation on campus of which they are aware.

**Disciplinary Proceedings**
In every report of sexual misconduct, KCTCS will make a prompt assessment of whether the report concerns conduct covered by KCTCS's sexual misconduct procedure. KCTCS will also assess any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

**Initial Assessment**
The initial steps for resolution of a complaint are the same whether the Respondent is a student, employee, or guest. Employee and guest Respondents will be processed in accordance with KCTCS employment policies and procedures. Student Respondents will be processed in accordance with the KCTCS Student Code of Conduct and student policies and the Hearing Procedures for Student Respondents.

In every report of sexual harassment or misconduct, KCTCS will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

After consideration of these factors, KCTCS has a range of response options, from informal resolution, which may include a remedies-based approach (reserved for less egregious violations) up through the disciplinary process. If the violation warrants, the SO Title IX Committee will refer the matter for investigation. The initial assessment may take one to three business days.

**Investigation**
When the Initial Title IX Assessment concludes that an investigation is required, the college Title IX Coordinator and the SO Title IX Committee will designate an investigator from System Office with specific training and experience investigating allegations of sexual harassment and sexual misconduct. KCTCS may use a team of multiple investigators, which may include the College Human Resources Director or other System Office investigators.

The investigation will be a fair and reliable fact-gathering process. The investigation will be conducted thoroughly, impartially, and fairly. The investigation will be respectful of individual privacy concerns, but must be performed in a manner that will ensure KCTCS's compliance with all state and federal laws, including provision of due process to the Respondent. It is the complainant’s choice as to whether he/she participates in an investigation; however, KCTCS may proceed with an investigation without the complaint’s participation.

KCTCS will seek to complete the investigation within 20 (twenty) business days of receiving the complaint. This time frame may be extended depending on the circumstances of each case. At the conclusion of the
investigation, the investigators will forward the report to the System Office Title IX Committee for review and evaluation.

Formal Resolution
When an investigation demonstrates that sufficient evidence exists that a violation of policy and procedure has occurred, Respondents will be subject to disciplinary action based on their relationship to KCTCS.

- For a student Respondent, disciplinary action may be taken by the student's home college following a finding of responsibility by the Responsibility Assessment Committee. (See Appendix B)
- For an employee Respondent, disciplinary action may be taken by the supervisor in accordance with employment policies and procedures.
- For a guest Respondent, KCTCS will take the necessary action to ensure the policy violation does not recur and, if appropriate, involve local law enforcement.

Informal Resolution
Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, KCTCS will take immediate action to protect the rights of the Complainant and remediate and correct the policy violations leading to the complaint.

Timeframe
KCTCS seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

Prompt, Fair, and Impartial Process
KCTCS seeks to resolve all cases of sexual misconduct in a manner that is prompt, fair, and impartial by ensuring the following rights and options are reserved for both the complainant and the respondent:

- The complainant and respondent will be provided the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. While this choice is available, KCTCS will not allow the advisor to address the investigators or the hearing board at any point during this process. The advisor is only available for emotional support and guidance.
- Both parties will receive simultaneous notification of the result of the disciplinary proceedings, procedures to appeal the results of a disciplinary proceeding, any chance to that result, and when the result becomes final.
- The investigations and disciplinary proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking.

Sanctions for Policy Violation for Students:
Students found responsible for policy violations can result in the following sanctions:

1. **Reprimand:** Official written or oral statement to the student that he or she is guilty of violating a college regulation. A reprimand warns that any further such actions may result in a more severe sanction.
2. **Restitution:** Compensation to the college for damages to college property.
3. **Social Probation:** Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.
4. **College/Community Service**: Service to the college or community of up to 16 hours be served within a specified time frame.

5. **Educational Sanction**: An educational sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.

6. **Counseling**: Student may be referred to counseling evaluation on appointment by Counseling Services.

7. **Eviction**: Forced removal from a classroom or other college property.

8. **College Probation**: Status that carries a severe warning that any further violation of college regulations that may result in the student going before the College Appeals Board for consideration of suspension or expulsion. This may include restrictions of privileges for a specified period of time.

9. **Suspension**: Forced withdrawal from the college for a specified period of time or until stated conditions have been met as determined by the College Appeals Board. College will place the Student Dean Hold service indicator for no future enrollments at the Home College or other KCTCS college during the specified period of time or until stated conditions had been met.

10. **Immediate Suspension**: A student may be suspended immediately when:
   
a. In the judgment of the chief executive officer (upon consultation with the chief student affair’s officer), the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible resolution.
b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the chief executive officer (upon consultation with the chief student affair’s officer).
c. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing. When a student is placed on immediate suspension, a disciplinary hearing will be held at the earliest reasonable time (see Student Code of Conduct Section 3.6.).

11. **Expulsion**: Permanent, forced withdrawal from the college as determined by the College Appeals Board.

**Accommodations/Protections:**
Students and employees who file claims of harassment have a variety of accommodations and/or protective remedies available to them. One or more of the following may apply to the situation:

- referral to counseling services and other resources
- rescheduling of exams or assignments (in conjunction with appropriate faculty)
- no-contact letter
- temporary class schedule reassignment
- provision of an escort on campus property
- temporary work reassignment

One or more of the following protective remedies may be enacted for the respondent:

- administrative leave during the investigation and resolution
- immediate temporary suspension from the college during the investigation and hearing process
- interim volunteer duty reassignment
- suspension of volunteer duty during the investigation; report of the matter to local law enforcement in the jurisdiction in which the college is located
- ban from college location(s)
• limited access to college facilities or organizations pending resolution of the report
• report of the matter to local law enforcement in the jurisdiction in which the college is located

KCTCS further reserves the right to apply any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

Complainants and respondents will be provided a copy of the KCTCS policy and procedure containing available resources and detailing the applicable resources, rights, and responsibilities involved in the complaint, investigation and adjudication process.

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. Search the KSP Sex Offender Registry Website, http://kspsor.state.ky.us/

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.

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 bomb threat on the campus.
4. When there is a delay of classes or closing of the college due to inclement weather.
5. 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 https://admin.icmobile.singlewire.com/icmobile

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.

TOBACCO-FREE CAMPUS

Effective August 1, 2015 West Kentucky Community and Technical College at all locations has become a Tobacco-Free campus. This includes all electronic vaping products.

WATER FAILURE

Should a water failure impact the college the Supervisor 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.
<table>
<thead>
<tr>
<th>Employer (Name &amp; Address incl. zip)</th>
<th>Carrier/Administrator Claim Number</th>
<th>Report Purpose Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction</td>
<td>Jurisdiction Claim Number</td>
<td>Insured Report Number</td>
</tr>
<tr>
<td>Employer’s Location Address (if different)</td>
<td>Location No.</td>
<td></td>
</tr>
<tr>
<td>Sic Code</td>
<td>Employer FEIN</td>
<td></td>
</tr>
<tr>
<td>Carrier (Name, Address &amp; Phone Number)</td>
<td>Policy Period</td>
<td>Claims Admin (Name, Address &amp; Phone Number)</td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check if self insured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier FEIN</td>
<td>Policy Number or Self-Insured Number</td>
<td>Administrator FEIN</td>
</tr>
<tr>
<td>Agent Name &amp; Code Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Name (Last, First, Middle)</td>
<td>Date of Birth</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Address (incl. Zip)</td>
<td>Sex</td>
<td>Marital Status</td>
</tr>
<tr>
<td>☐ Male</td>
<td>☐ Unmarried/Sing/Div.</td>
<td></td>
</tr>
<tr>
<td>☐ Female</td>
<td>☐ Married</td>
<td>Employment Status</td>
</tr>
<tr>
<td>Unknown</td>
<td>☐ Separated</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>No. of Dependents</td>
<td>Unknown</td>
</tr>
<tr>
<td>Wage Rate $</td>
<td>☐ Day</td>
<td>☐ Month</td>
</tr>
<tr>
<td>☐ Week</td>
<td>☐ Other</td>
<td># Hrs Worked per Day</td>
</tr>
<tr>
<td>Time Employee Began Work ☐ AM</td>
<td>Date of Injury or Illness ☐ AM</td>
<td>Time Occurred ☐ PM</td>
</tr>
<tr>
<td>Employer Contact Name/Phone Number</td>
<td>Type of Illness/Injury</td>
<td>Part of Body Affected</td>
</tr>
<tr>
<td>Did Injury/Illness Exposure Occur on Employer’s Premises?</td>
<td>Yes</td>
<td>☐ Type of Illness/Injury Code</td>
</tr>
<tr>
<td>No</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Department or location where accident or illness exposure occurred</td>
<td>All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.</td>
<td></td>
</tr>
<tr>
<td>Specific Activity the Employee was engaged in when the accident or illness exposure occurred.</td>
<td>Work Process the Employee Was Engaged in when accident or illness exposure occurred.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Cause of Injury Code</td>
<td></td>
</tr>
<tr>
<td>Date Returned to Work</td>
<td>If Fatal, Date of Death</td>
<td>Were Safeguards or Safety Equipment Provided?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Were they used?</td>
</tr>
<tr>
<td>Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician/Health Care Provider (Name &amp; Address)</td>
<td>Hospital (Name &amp; Address)</td>
<td></td>
</tr>
<tr>
<td>Date Administrator Notified</td>
<td>Date Prepared</td>
<td>Preparer’s Name &amp; Title</td>
</tr>
<tr>
<td>IA-1 (295)</td>
<td>SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>
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.
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 any medical condition or complaint reasonably related to my 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 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 any 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.