



Division of Crisis Management  
& Preparedness

# ***Building Emergency Action Plan***

**Scovell Hall**  
**115 Huguelet Drive**

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# Building Emergency Action Plan Record of Change

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## **Contacts for Additional Emergency Related Information:**

<b>EMERGENCY</b>	<b>911</b>
<b>UK Police Department</b>	<b>257-8573</b>
<b>UK Office Crisis Management and Preparedness</b>	<b>257-3815</b>
<b>UK Fire Marshal</b>	<b>257-8590</b>
<b>Environmental Health and Safety</b>	<b>257-3845</b>
<b>PPD Delta Room</b>	<b>257-2830</b>

**University of Kentucky**  
**Scovell Hall**  
**Building Emergency Action Plan**

**This model Building Emergency Action Plan (BEAP) is for the use by departments that are the sole occupant(s) of a building. This model BEAP is to be completed and submitted to the UK Office of Crisis Management and Preparedness for review and acceptance. If you need any assistance in the completion of this model BEAP please contact Jonathon Barefoot, Emergency Management Lieutenant with the UK Division of Crisis Management and Preparedness, at 859-218-2341 or via email at j.barefoot@uky.edu.**

**1.0 INTRODUCTION**

- 1.1 Each department at the University must have a Building Emergency Action Plan (**BEAP**) to provide for students, faculty, staff and visitors during an emergency. Each BEAP is developed by the individual department or group of departments occupying the building. The **Scovell Hall's** plan was developed using a model plan prepared by the UK Office of Crisis Management and Preparedness. This plan has been reviewed and approved by the Office of Crisis Management and Preparedness and implemented on **(date)**.
- 1.2 Each Building Emergency Action Plan is developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. The **Scovell Hall's** BEAP plan is kept on file in **Room 242 Scovell Hall** and is on file in the Office of Crisis Management and Preparedness
- 1.3 Each employee covered by this Building Emergency Action Plan must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record must be maintained including the names of everyone that has been trained. This record is located in **Room 242 Scovell Hall**.
- 1.4 The Building Emergency Action Plan will be reviewed and tested annually during the month of **September**.

**SIGNATURES ON FILE**

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Jan Childers, Building Emergency Coordinator/Dept. Chair

Charlene Jacobs, Department Chair

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Tracy Werner-Wilson, Department Chair

Craig Wood, Department Chair

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Ann Vail, Department Chair

Reviewed UK Office of Crisis Management and Preparedness

## 2.0 INSTRUCTIONS

The development of a Building Emergency Action Plan (BEAP) will be an integral part of the Incident Command System (ICS) that University of Kentucky will deploy as the basis for emergency planning, evacuation, sheltering-in-place, and response activities. BEAPs are required to be updated at least:

- Annually
- When a building gets a new building/facility manager
- When the building has undergone significant construction and/or remodeling
- When a response protocol has been changed, especially as it relates to evacuation procedures

To properly complete the BEAP template, the following information is needed:

- Responsible personnel, by floor or department, and their respective contact information
- Location of assembly areas after evacuation
- Identification of Severe Weather Shelter locations within the facility
- Identification of all hazardous material within the building
- Identification of all fire pull stations
- Identification of all fire extinguishers

In the instance that multiple departments are located in the same building, representatives from each department should meet to develop a single BEAP for the building.

**Once the necessary information has been appropriately entered into the template, please return the completed plan to Lieutenant Jonathon Barefoot with the Division of Crisis Management and Preparedness, by email at [j.barefoot@uky.edu](mailto:j.barefoot@uky.edu).**

### 3.0 EMERGENCY ACTION RESPONSIBILITIES

- 3.1 The Department Head or his/her designee is responsible to ensure that the department uses the model Building Emergency Action Plan and develops a department specific plan.
- 3.2 The Building Emergency Coordinator (**BEC**) shall be assigned by the Department Head and is responsible for plan maintenance, employee education and annual testing of this plan. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency, the BEC will implement the Building Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in this building. The BEC emergency duties include:
- Ensure that the notification to emergency agencies takes place.
  - Assist in building evacuation.
  - Report to the assembly area.
  - Account for evacuated personnel.
  - Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions).
  - Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
  - Assist physically disabled employees, students or visitors.
  - Implement the post emergency procedures.
- 3.3 An Assistant Building Emergency Coordinator (**ABEC**) will be designated to assist the BEC and be responsible for the BEC's duties in their absence.
- 3.4 Each floor shall designate a Floor Leader (**FL**) responsible for coordinating the BEAP for that respective floor. The emergency duties, as personal safety and time permits, of the FL include:
- Ensure all persons are evacuated.
  - Solicit volunteers to assist individuals with disabilities.
  - Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
  - Assist physically disabled employees, students or visitors.
- 3.5 An Assistant Floor Leader (**AFL**) will be designated to assist the FL and be responsible for the FL's duties in their absence.

#### 4.0 CONTACT LIST AND NUMBERS

4.1 Departmental Contact Telephone Numbers: (Other department staff may be added at the option of the department)

BEAP Title	Name	Office Phone	Home Phone	Pager	Cell Phone
Department Head	Laura Skillman Ann Vail Cherry Kay Smith Charlene Jacobs Craig Wood Tracey Werner-Wilson	257-3877 257-7793			
BEC	Jan Childers	257-3019			
ABEC					
FL Basement 1 <sup>st</sup> 2 <sup>nd</sup>	Ryan Gugeler Jonuse Wilson Jan Childers	257-7218 257-6333 257-3019			
AFL					
Building Operator					
Other					



## 5.0 EMERGENCY ACTION PLAN - FIRE

- 5.1 This section of the Building Emergency Action Plan will be activated in the event of:
- Fire alarm activation
  - Fire discovered by building occupant
- 5.2 Any faculty, staff, student or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing light. The University Evacuation Policy mandates that the building shall immediately be evacuated except in Hospital patient areas where special procedures have been developed. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the fire alarm system being tested.
- 5.3 The person activating the fire alarm shall dial 911 or #UKPD (#8573) from a cellular phone and advise the UK Police Dispatcher of the fire situation in the building.
- 5.4 All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.) if time permits and should close the door upon leaving. Any occupant who comes into contact with a student or visitor should direct them to evacuate the building. Any occupant that comes into contact with a physically disabled individual should assist that individual from the building or to the nearest stairwell landing and seek assistance from an emergency responder outside the building. **DO NOT USE ELEVATORS.**
- 5.4.1 Only occupants trained to operate a fire extinguisher should make an attempt to extinguish the fire. Those who have not been trained shall immediately evacuate the building.
- 5.4.2 Only if the fire is very small, such as an incipient stage fire, should those trained occupants attempt to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, one should not attempt to extinguish the fire or cease the attempt to and immediately evacuate the building.
- 5.5 Once out of the building, all occupants should gather at the picnic area across from KY clinic to be counted. The Building Emergency Coordinator or Floor Leader will conduct a roll call of employees to determine if everyone has vacated the building. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator.
- 5.6 The Building Emergency Coordinator will provide information to the UK Police Dispatcher, UK Fire Marshal, Lexington Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:
- Location of the fire.
  - Name and Location of disabled individuals requiring evacuation assistance.
  - Status of the evacuation, personnel missing that may still be in the building.
  - Special hazards associated with the building.

**5.7 DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE APPROVAL**

## **6.0 EMERGENCY ACTION PLAN - SEVERE WEATHER**

- 6.1 This section of the BEAP will be activated in the event of a severe weather situation.
- 6.2 A NOAA weather radio is located in **Room 131**. This radio is dual powered working on both batteries and/or the building's electrical service. This radio will be activated by the National Weather Service to announce any watches or warnings. **ABEC** will monitor this radio for any emergency announcements and notify the Building Emergency Coordinator of any warnings. Additionally, any employee that becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by **word of mouth, telephone, and Lync**. This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.
- 6.3 Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared if conditions deteriorate.
- 6.4 Once occupants have been notified of a TORNADO WARNING, they should gather their valuables and take cover in the nearest Severe Weather Shelter area in the building. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual to the Severe Weather Shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas outlined in Appendix B.
- 6.5 The Building Emergency Coordinator and/or Floor Leaders will conduct roll calls to ensure that all employees are in the shelter areas. If an employee is missing, the Building Emergency Coordinator will make a determination whether it is safe to search for the missing employee(s) and solicit someone to locate them and direct them to the shelter areas.
- 6.6 If injuries or building damage occurs, notify the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573.
- 6.7 Once the warning period has expired, the Building Emergency Coordinator will give the word for employees to return to their workstations or go home.

## 7.0 EMERGENCY ACTION PLAN - EARTHQUAKE

- 7.1 This section of the **BEAP** will be activated when a sustained earthquake occurs.
- 7.2 Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action immediately and additional actions will be implemented after the quake stops.
- 7.3 An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings.).
- 7.4 When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:
- Getting under a desk or heavy table and hold on.
  - Kneeling in a corner of an interior wall with your head and face covered.
  - Standing in a doorway and bracing your hands and feet against each side.
  - Stay away from glass, bookshelves and wall hangings.
- NOTE: Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**
- 7.5 Once the shaking has stopped, gather valuables and quickly leave the building. **DO NOT USE ELEVATORS.** All employees should gather at **the picnic area across from KY clinic.** Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual or take them to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Floor Leaders and/or Building Emergency Coordinator will conduct roll calls to ensure all employees are out of the building.
- 7.6 Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.
- 7.7 If building occupants cannot be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people but instruct personnel **NOT TO RE-ENTER THE BUILDING.** The Building Emergency Coordinator should contact the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573 for assistance.
- 7.8 The Physical Plant Division, UK Fire Marshal, UK Police Department, Crisis Management and Preparedness Captain and Department Chairperson will consult and make a decision on whether employees can return to their workstations or be dismissed for the day. The Building Emergency Coordinator will give direction to employees based on that decision.

## 8.0 EMERGENCY ACTION PLAN - HAZARDOUS MATERIALS

- 8.1 This section of the **BEAP** should be activated in the event of a hazardous material incident outside that could have an impact on this building.
- 8.2 Hazardous material accidents can occur inside this building, on campus or in the adjacent areas and could impact this building. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range to listen to the media. Information Technology may broadcast information over the University's Intranet. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator. The Building Emergency Coordinator will immediately notify employees by **word of mouth, telephone and Lync**. This notification will advise building occupants to implement the emergency action plan.
- 8.3 The local community uses two strategies for protecting citizens during hazardous material emergencies, the Building Emergency Coordinator will notify the building occupants of which strategy has been implemented.
- 8.4 The first strategy that local government could use is "Shelter in Place". Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:
- Close all windows and doors
  - Turn off heating/cooling systems (HVAC)
  - Move to the designated shelter in place location for further instructions
  - Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
  - Any occupant that comes into contact with a physically disabled individual should assist that individual
- 8.4.1 The Building Emergency Coordinator will ensure that the actions outlined in section 7.4 are completed. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel are accounted for.
- 8.4.2 The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all clear when declared by community officials.
- 8.4.3 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573. UK Police will dispatch emergency personnel to assist.
- 8.4.4 The Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The UK Physical Plant Division will reactivate the heating/cooling system (HVAC).
- 8.5 The second strategy that local government could use is "Evacuation". The Building Emergency Coordinator will direct personnel to take appropriate action. This action may include:
- Walk to the designated assembly area to be evacuated
  - Walk or drive away from the area using travel directions determined by community officials
  - Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
  - Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals

- 8.5.1 The Building Emergency Coordinator will ensure that the actions outlined in section 7.5 are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel have evacuated the building.
- 8.5.2 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573.
- 8.6 If building occupants cannot be accounted for, the Building Emergency Coordinator should contact the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573.
- 8.7 The Building Emergency Coordinator will determine whether employees should return to their workstations or go home after consultation with the UK Fire Marshal, UK Police Department, Crisis Management and Preparedness Captain and Department Chairperson.

## 9.0 EMERGENCY ACTION PLAN - CHEMICAL EMERGENCY

- 9.1 This section of the **BEAP** should be activated in the event a hazardous material incident occurs inside of the building (laboratory, maintenance or physical plant operation).
- 9.2 Any person that becomes aware of a serious chemical accident in the building will immediately notify the co-workers around them and their supervisor. Either the person who discovered the chemical accident or the supervisor will immediately notify the BEC. The Building Emergency Coordinator will immediately notify employees by **word of mouth, telephone and Lync**. This notification will advise building occupants to implement the **BEAP** for Chemical emergencies.
- 9.3 Personnel that are involved with a laboratory experiment or process should take steps to stop the process or experiment to prevent additional accidents if it is left unattended.
- 9.4 Personnel in the immediate area of the chemical accident will vacate the area and report to the **picnic area across from KY clinic**. They should leave the area immediately, closing, but not locking, any doors as they leave. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.
- 9.5 The Building Emergency Coordinator will immediately notify the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573 and report the chemical emergency. The Building Emergency Coordinator will also ensure that the HVAC for the building is shut down (this may require a call to the Physical Plant Delta Room at 257-2830), to prevent the spread of chemical gasses through the cooling/heating system.
- 9.6 If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573.
- 9.7 The Building Emergency Coordinator will determine if further evacuations are necessary.
- 9.8 The Building Emergency Coordinator and/or Floor Leaders will conduct a roll call to ensure that all personnel have evacuated the building.
- 9.9 The Building Emergency Coordinator will provide information to the UK Police, Environmental Health & Safety Officer, Lexington Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:
- Location of the spill,
  - Status of the evacuation, personnel missing that may still be in the building, and
  - Special hazards associated with the building.

## 10.0 EMERGENCY ACTION PLAN - UTILITY OUTAGE

- 10.1 This section of the **BEAP** should be activated in the event of a utility outage.
- 10.2 Employees will become aware of utility outages by the obvious absence of that particular utility:
- No Lights, Computers not working - Electric
  - Toilets won't flush, drinking fountains not working - Water
  - Inability to place outgoing telephone calls - Telephone
  - Building won't warm up during winter - Steam or Gas
  - Building won't cool in summer - Electric or chilled water
- 10.3 The Building Emergency Coordinator, Department Chairperson or other administrative staff should contact the UK Police Department at 911, #UKPD (#8573) on a cellular phone or 257-8573 to report the problem and obtain any available information.
- 10.4 While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with the Department Chairperson will determine the appropriate course of action. The Building Emergency Coordinator and Department Chairperson should consider the following issues:
- Dangers from tripping and injuries due to lights being out.
  - Person(s) being trapped on elevators.
  - Dangers of extreme heat and cold on employees.
  - Inability to contact responders if an emergency occurs while telephones are out.
  - Sanitation problems due to no water
- 10.5 Unless a decision has been made by the Provost, the Building Emergency Coordinator and Department Chairperson will make a decision regarding the continuance of work in the building during a utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.
- 10.6 If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical processes and operating electric equipment should be stopped in a manner that would not cause additional problems.
- 10.7 If anyone is trapped on an elevator, immediately call the Physical Plant Division at 257-3844 for assistance.



## 11.0 EMERGENCY ACTION PLAN - WORKPLACE VIOLENCE, TERRORISM

- 11.1 This section of the **BEAP** should be activated in the event any type of workplace violence or act of terrorism.
- 11.2 Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and call the UK Police Department at 911, #UKPD (#8573) on a cellular phone or 257-8573.
- 11.3 The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by **word of mouth, telephone and Lync.**
- 11.4 Different types of workplace violence require different actions:
  - 11.4.1 Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
  - 11.4.2 Threatening Phone Calls / Bomb Threat – In the event that the facility receives a threatening phone call or bomb threat, the call receiver is to maintain an open line of communication with the caller for as long as possible. If possible, the call receiver is to complete the 'Threatening Call / Bomb Threat Checklist,' located in Appendix D. UKPD is to be contacted as soon as possible by dialing 911 from a campus phone, #UKPD (#8573) from a cellular phone, or 257-8573.
  - 11.4.3 11.4.3 Gunfire - If you become aware of gunfire occurring in the building, and you are near the building's exit, escape and move as far from the shooting as possible. If not, take refuge in a hiding place or secure yourself within a lockable room. Don't worry about closing blinds, turning off lights or turning off computer screens. Your life is more important. Hide and/or secure yourself in a room or closet. Ideally, the room of choice should be a room that has limited visibility those looking in. Once hidden and/or secured **DO NOT UNLOCK THE DOOR FOR ANYONE** even to those crying for help. It could be the shooter. When you feel safe call the police. This is a life or death situation and you should be prepare to defend yourself when under immediate threat from the shooter. Once the situation has been resolved, a police officer or other University official will unlock the door to rescue you and provide you with further instructions. Keep in mind that it may take hours before the police rescue you from the building.
  - 11.4.4 Physical Threat - If someone's actions pose a physical threat to you, evacuate the area and report these actions to your supervisor. UK Police may be contacted by dialing 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-8573.
  - 11.4.5 Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures as they would for a fire.
  - 11.4.6 Hostage Situation - Immediately vacate the area or seek safe, secure shelter, take no chances to endanger the life of the hostage. Contact the UK Police Department at 911, #UKPD (#8573) on a cellular phone or 257-8573. In the event someone is hurt and/or a fire is caused by these events, advise the UK Police Department of this situation.
- 11.5 The Building Emergency Coordinator, Department Chair, and UK Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.
- 11.6 The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.

- 11.7 Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

## 12.0 EMERGENCY ACTION PLAN - BOMB THREAT/EXPLOSION/SUSPICIOUS PACKAGE

- 12.1 This section of the **BEAP** should be activated in the event of a Bomb Threat/Explosion or discovery of a suspicious package.
- 12.2 A person would become aware of a bomb threat by either a telephone call, e-mail or a letter. The person receiving the threat shall immediately notify the UK Police Department at 911, #UKPD (#8573) from a cellular phone or 257-8573.
- 12.2.1 If the threat is made by telephone, ascertain as much information as possible about the bomb and its location, such as:
- Exact location of the bomb?
  - When is the bomb going to explode?
  - What kind of bomb is it?
  - Why was it placed?
  - Who is speaking?
- (See Appendix D for Bomb Threat Caller Checklist)
- 12.3 The person should then notify his or her supervisor, the Building Emergency Coordinator and the Department Chairperson as quickly as possible.
- 12.4 A decision will be made by the Building Emergency Coordinator, Department Chairperson and UK Police Department to determine if a building evacuation is warranted. If it is warranted, evacuation should take place using the same evacuation plan and procedures as they would for a fire.
- 12.5 Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before conducting any type of search.
- 12.6 The Building Emergency Coordinator, Department Chair, and UK Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.
- 12.7 The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.
- 12.8 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

### 13.0 EMERGENCY ACTION PLAN - MEDICAL EMERGENCY

- 13.1 Implement the **BEAP** for Medical Emergencies for any injury or illness that requires more than simple first aid.
- 13.2 Immediately contact the UK Police Department at 911 or 257-8573 and report the emergency.
- 13.3 When reporting the emergency, provide the following information:
  - Type of emergency
  - Location of the victim
  - Condition of the victim
  - Any dangerous conditions
- 13.4 Comfort but do not move the victim.
- 13.5 Have someone standby outside the building to "flag down" EMS when they reach the vicinity of the building.
- 13.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

#### **14.0 ACTIONS TO TAKE AFTER THE EMERGENCY**

- 14.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and Department Chair will determine if the building occupants should return to work or be released. If they are released, employees will be advised when to return to work.
- 14.2 The Building Emergency Coordinator, Department Chair, and UK Police Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work. Environmental Health and Safety will coordinate the mitigation of the spill and notification to governmental agencies.
- 14.3 The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.
- 14.4 The Building Emergency Coordinator will contact the University's Risk Management Office at 257-6214 regarding any property damage caused by the incident. The Building Emergency Coordinator will also contact Physical Plant Delta Room at 257-2830 regarding any repairs needed from damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 14.5 The Department Chair will direct that a report be prepared after implementing this plan. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the UK Office of Crisis Management and Preparedness, 520 Oldham Ct., Lexington, Kentucky 40502. Updates and plan changes will be made as needed and building occupants will be provided with a revised plan.

## Appendix A

### Building Evacuation Plans/Routes



#### Scovell Hall Basement Evacuation Routes

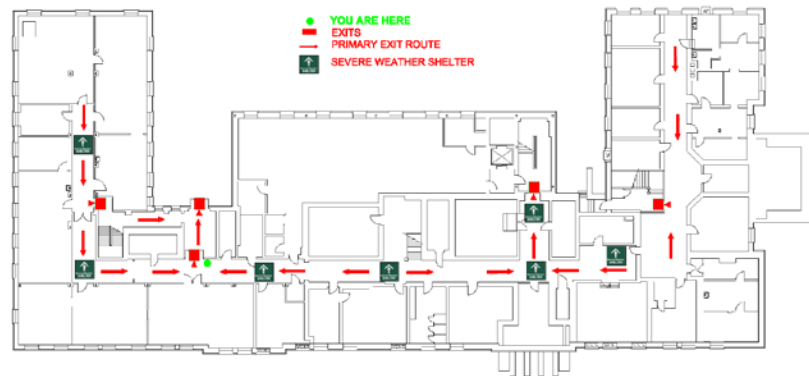
The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE
- SEVERE WEATHER SHELTER

#### PERSON DISCOVERING FIRE SHALL

#### Scovell Hall Basement Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE
- SEVERE WEATHER SHELTER

#### PERSON DISCOVERING FIRE SHALL

- R** - rescue, if possible without endangering yourself, anyone in immediate danger; NEVER enter an unknown area, especially if smoke is visible.
  - A** - activate the fire alarm system: DIAL 911 as soon as possible and report the incident.
  - C** - confine the fire by closing doors as you leave the building.
  - E** - evacuate the building and report the situation to the first arriving firemen or police.
- NOTE:** you are not required to Extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

**For Any Emergency-Dial 911**

#### WHEN THE FIRE ALARM SOUNDS

- FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- CRASH.** should you get caught in smoke, if necessary, go to the window and signal for help.
- ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- REPORT** anyone causing a false alarm to the emergency responding personnel.

## Appendix A

### Building Evacuation Plans/Routes

#### Scovell Hall Basement Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE
- SEVERE WEATHER SHELTER

##### PERSON DISCOVERING FIRE SHALL

- R- rescue, if possible without endangering yourself, anyone in immediate danger: NEVER enter an unknown area, especially if smoke is visible.
  - A- activate the fire alarm system: DIAL 911 as soon as possible and report the incident.
  - C- confine the fire by closing doors as you leave the building.
  - E- evacuate the building and report the situation to the first arriving fireman or police.
- NOTE:** you are not required to Extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

##### For Any Emergency-Dial 911

##### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.



**NOTE:** you are not required to Extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

##### For Any Emergency-Dial 911

##### WHEN THE FIRE ALARM SOUNDS

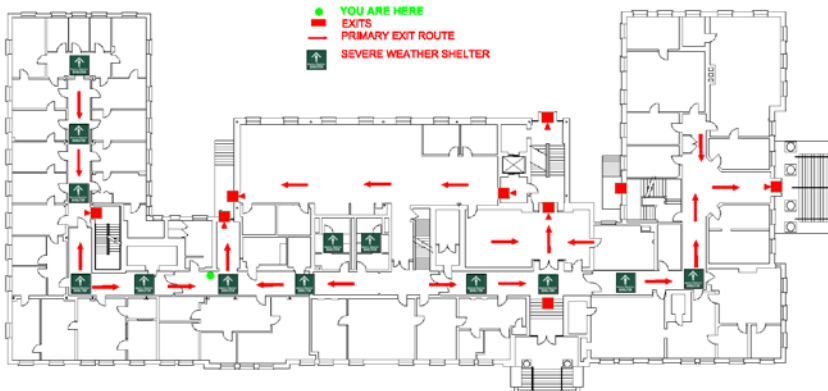
- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

## Appendix A

### Building Evacuation Plans/Routes

#### Scovell Hall First Floor Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



##### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL**, should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

##### PERSON DISCOVERING FIRE SHALL

- R- rescue, if possible without endangering yourself, anyone in immediate danger:  
NEVER enter an unknown area, especially if smoke is visible.
  - A- activate the fire alarm system: **DIAL 911** as soon as possible and report the incident.
  - C- confine the fire by closing doors as you leave the building.
  - E- evacuate the building and report the situation to the first arriving firemen or police.
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

##### For Any Emergency-Dial 911



##### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL**, should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

##### PERSON DISCOVERING FIRE SHALL

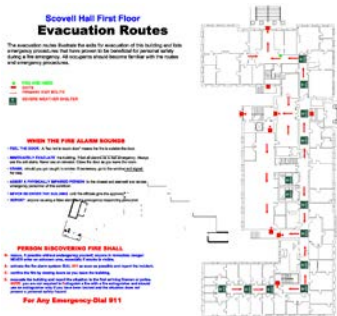
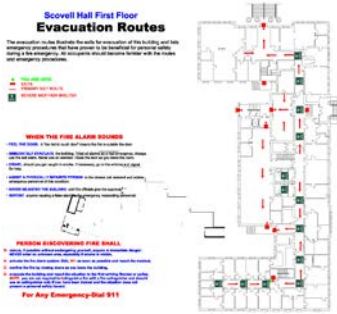
- R- rescue, if possible without endangering yourself, anyone in immediate danger:  
NEVER enter an unknown area, especially if smoke is visible.
  - A- activate the fire alarm system: **DIAL 911** as soon as possible and report the incident.
  - C- confine the fire by closing doors as you leave the building.
  - E- evacuate the building and report the situation to the first arriving firemen or police.
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

##### For Any Emergency-Dial 911



## Appendix A

### Building Evacuation Plans/Routes



## Appendix A

### Building Evacuation Plans/Routes

#### Scovell Hall Second Floor Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



#### Scovell Hall Second Floor Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during a fire emergency. All occupants should become familiar with the routes and emergency procedures.



#### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

#### PERSON DISCOVERING FIRE SHALL

- R- rescue, if possible without endangering yourself, anyone in immediate danger; **NEVER** enter an unknown area, especially if smoke is visible.
  - A- activate the fire alarm system: DIAL 911 as soon as possible and report the incident.
  - C- contain the fire by closing doors as you leave the building.
  - E- evacuate the building and report the situation to the first arriving firemen or police.
- NOTE:** you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

**For Any Emergency-Dial 911**

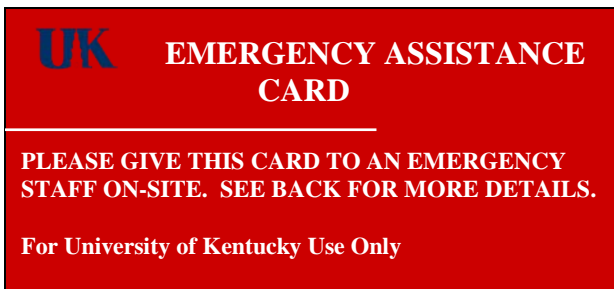
## Appendix B

### Procedures for Providing Assistance to Mobility Impaired Individuals

## University of Kentucky Emergency Assistance Card Program

At some point in time almost everyone needs assistance in some way. Not everyone with a disability will require assistance during an emergency. Evaluate your situation and determine your own needs. It is the responsibility of each person to ask for help when needed.

**Evacuation for persons with disabilities --** Appropriate evacuation procedures should be **prearranged** between the persons with disabilities and the people assigned to assist them. The University has developed an Emergency Assistance Card program that is available upon request. This card can be carried by individuals with disabilities and presented to a co-worker, friend or faculty, who in turn will give it to the emergency team on site. For more information about the card or to receive a card, contact the University Equal Opportunity Office or UK Disability Resource Center.



(front  
side of card)

(back side  
of card)

Individuals

As a result of a disability, I am unable to evacuate the building and will require your assistance during this emergency. I have given this card to the person presenting it to you.

☐ Wheelchair User    ☐ Oxygen User    ☐ Other

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Assistance Required: \_\_\_\_\_

with unobservable disabilities or impairments may or may not self-identify before an emergency. Such conditions may include arthritis, a cardiac condition, chronic back problems, asthma, a learning disability, etc. These persons may need additional help during emergency situations. Request that all persons who feel they may need special assistance notify appropriate key departmental persons so that arrangements can be made in advance to meet their needs.

### GENERAL GUIDELINES

- It is University Policy that all occupants must evacuate the building when the fire alarm is activated. The only exceptions to the Policy are patient related areas such as the Hospital where special procedures have been developed.
- All exit stairwells are fire rated and are protected by self-closing/self-latching doors. These are the safest areas during an emergency. Physically impaired persons are advised to proceed to them immediately.
  - Corridors leading to the exit stairwells must be maintained clear and unobstructed at all times.
  - If there is no imminent danger and there are no special problems evacuating the person, place the individual into or next to the stairwell. Rescue personnel are instructed to check all exit corridors and exit stairwells first for any stranded persons.
  - No one should attempt to use an elevator to evacuate during an emergency. Use the stairs instead.

### SPECIFIC RECOMMENDATIONS

- **Visually Impaired Persons**
  - Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
  - As you walk, tell the person where you are and where obstacles are located.
  - When you reach safety, orient the person to the location and ask if further assistance is needed.
- **Hearing Impaired Persons**

- Some campus buildings are equipped with audible fire alarms which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:
  - Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")
  - Turn the light switch on and off to gain their attention and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.
- **Persons Using Crutches, Canes, or Walkers**
  - In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.
- **People Who Use Wheelchairs (Non-ambulatory)**
  - Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.
  - If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.
  - Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from the wheel chair.
- Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.

Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure the foot rests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

For more information about this program or to obtain a card, please contact Jake Karnes, Disability Resource Center, at 257-2754; Patty Bender, Office of Institutional Equity, at 257-8927; or Sgt. Brad Kinckienr, Office of Crisis Management and Preparedness, at 257-9665.

## Appendix C Threatening Call / Bomb Threat Checklist

The following checklist is to be used by the individual receiving a call, in which the caller threatens the safety or security of the building and/or its occupants.

*Remember: **Stay calm.** Don't interrupt the caller, get details, and notify police.*

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**Name of Call Taker:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Caller Information

1. Caller's name: \_\_\_\_\_
2. Caller's address (if known): \_\_\_\_\_  
\_\_\_\_\_
3. Phone number: \_\_\_\_\_
4. Sex: ☐ Male ☐ Female
5. Age: ☐ Adult ☐ Child
6. Call: ☐ Local ☐ Long Distance ☐ Unknown

### Call Information

1. Nature of the threat:  
☐ Bomb ☐ Shooter ☐ Other: \_\_\_\_\_ ☐ Did Not Specify
2. Building Knowledge:  
☐ Very familiar ☐ Some familiarity ☐ Not familiar
3. If the threat involves a bomb, provide the following:
  - a. When will the bomb go off: \_\_\_\_\_
  - b. Exact location of the bomb: \_\_\_\_\_
4. If the threat involves a weapon, provide the following:
  - a. What type of weapon: \_\_\_\_\_
  - b. When is the threat going to be carried out: \_\_\_\_\_

### Voice Characteristics:

#### Tone:

- ☐ Loud  
☐ Soft  
☐ High Pitch  
☐ Low Pitch  
☐ Angry

#### Speech:

- ☐ Fast  
☐ Slow  
☐ Disoriented  
☐ Cursing  
☐ Stutter  
☐ Slurred  
☐ Lisp

#### Accent:

- ☐ Local  
☐ Not Local  
☐ Foreign

### Background Noises:

- |                                    |                                    |                                   |
|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Airplanes | <input type="checkbox"/> Quiet     | <input type="checkbox"/> Boats    |
| <input type="checkbox"/> Animals   | <input type="checkbox"/> Music     | <input type="checkbox"/> Typing   |
| <input type="checkbox"/> Voices    | <input type="checkbox"/> Machinery | <input type="checkbox"/> Laughing |

☐Trains

☐Party Atmosphere

☐Restaurant/Bar

☐Traffic

☐Talking

Additional information:

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