

## Co-operation Extension Emergency Procedures

### 1. Introduction

This hand book is written to act as a quick reference to those faculty staff and students at Kentucky State University who reside in the Student Center for business affairs.

### 2. Emergency Telephone Numbers

Police Department (24hours / 7 days / week)	597	6878
Safety Compliance Officer (if after hours)	597 803	6646 1146
Facility Services	597	6805
This Building Emergency Planner Name :	597	

### 3. Utility Failure

In case of utility failure (Water, Electricity, Gas) call Facility Services 597-6805. If after hours call Campus police 6878.

If the phone service is inoperable, messages can be sent the Facility Services using email at [facility.services@kysu.edu](mailto:facility.services@kysu.edu)

Only Facilities Services or other trained individuals should attempt to turn utilities on or off. Never touch downed utility poles or lines

If someone is trapped in an elevator, call the University Police Department 597- 6878

Be prepared to give the following information:

- Building Name
- Floor number
- Room number (if applicable)
- Nature of emergency
- Contact information

## 4. Earthquake

An earthquake will cause shaking of the earth or building.

### During an Earthquake

1. Seek protection from falling debris in doorways, under desks or tables or in corners of rooms. Do not seek cover under laboratory benches or tables, as chemical spills are possible.
2. Do NOT use elevators.
3. If outside, move away from buildings, power lines and trees as any of them may fall. Look for open areas.

### After an Earthquake

1. Collect only essential personal belongings (coat, shoes, etc.), leave the building quickly and gather at the designated rally point for your building. For this building that location is the rear parking lot.
2. If persons are injured, missing, or known to be trapped inside the building, call the University Police at 6878. If there is no answer, or if the line is busy, call 9-911. It may be necessary to send a runner to the University Police Department.
3. Provide assistance to those who have mobility impairments or to those who may be trapped by fallen debris.
4. Check for injuries, but do not attempt to move a seriously injured person unless there is a greater danger by not doing so.
5. Use telephones ONLY to report emergencies (i.e. gas leaks, fire or injuries).
6. Only Facilities Services or other trained individuals should attempt to turn utilities on or off.
7. Never touch downed utility poles or lines. Do not approach damaged building equipment.
8. Avoid open flames due to potential gas leaks.
9. Do not drive a vehicle unless warranted by an emergency. Streets should be kept clear for emergency vehicles.
10. Be prepared for aftershocks. Aftershocks are usually smaller than the initial earthquake, but they may be strong enough to topple already damaged buildings.

Remember, a significant earthquake will affect an entire community. Rescues and/or assistance may not be immediate. During emergencies that render broad, citywide impacts, it may be necessary to assume responsibility for the safety of oneself and if possible, others in the vicinity who need aid.

## 5. TORNADOS / SEVERE THUNDERSTORMS

### Severe Thunderstorm:

If a severe thunderstorm watch is in effect, be prepared to move to a designated safe haven in the event that the "watch" is upgraded to a "warning".

### Tornado Watch:

- Severe weather is possible, but not imminent. Proceed with normal activity, but continue to monitor weather-related reports. Listen to the local radio stations and for the City of Frankfort warning sirens to sound. (get a headcount of all students, faculty and staff)

### Tornado Warning:

The Designated Tornado Safe Area for this building is the first floor hallways

### In resident halls:

- Go to the pre-designated shelter area which in this building is located for the East side of building's residents is the basement hallway. And for the West side's residents it is the first floor hallway.
- Getting under heavy furniture usually offers the greatest safety.
- Keep away from doors, windows and outside walls.
- Keep away from objects that may fall. PROTECT YOUR HEAD!

### In educational buildings:

- Go to a pre-designated shelter area if available; otherwise seek shelter on the lowest floor of a building of reinforced construction.
- Stay inside, away from all doors, windows and outside walls.
- Avoid large auditoriums and gymnasiums with large poorly supported roofs.

### In metal offices:

- Metal offices are no match for a tornado. Seek shelter in a more substantial building/shelter or lie flat in a ditch or depression (account for all students).

### If a building is damaged:

Leave a damaged building immediately and do not attempt to return unless given permission by the Building Emergency Planner or University Police personnel. Report to the pre-designated rally point and account for all occupants (account for all students faculty and staff).

## **Emergency Kits:**

It is recommended that each department prepare and maintain an emergency kit consisting of:

- Flashlight
- AM Radio (Battery Powered)
- First Aid Supplies
- Important Phone Numbers; your emergency contact, Kentucky State University Emergency Numbers, family numbers.

## **In case of injury**

- Report to Campus Police at 6878. If there is no answer, or if the line is busy, call 9-911. Be prepared to give the following information:
  - Building name
  - Location
  - Nature of emergency
  - Condition of the injured
  - Any dangerous conditions

## **6. Fire**

1. If a fire, explosion, or smoke is discovered in a building activate the fire alarm and evacuate the building immediately.
2. Do NOT use the elevators.
3. Call the University Police Department 597-6878. If there is no answer, or if the line is busy, call 9-911.
4. If possible, assist the mobility impaired individuals. If it is not possible to assist them call the University Police Department 597-6878. If there is no answer, or if the line is busy, call 9-911.
5. Do not attempt to extinguish the fire unless you feel very comfortable with a fire extinguisher.
6. After evacuating the building gather at the preplanned rally points. For this building that location is the rear parking lot.
7. Do not reenter the building or leave campus until told to do so by Building Emergency Planner, or a member of University Police.
8. If someone is injured during the fire or evacuation call the University Police Department 597-6878. If there is no answer, or if the line is busy, call 9-911

## 7. Medical

1. If illness or injury occurs in your area render whatever aid of which you are capable, moving the patient as little as possible.
2. Call the **University Police 6878** and state the problem, whether an ambulance is needed, and be as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested. Be prepared to meet emergency personnel at your floor. Be prepared to give the following information:
  - Building name
  - Location
  - Nature of emergency
  - Condition of the injured
  - Any dangerous conditions
3. Protect the injured or ill person from on-lookers.
4. If you have called **911**, also contact **University Police 6878** for assistance in directing emergency personnel to your area