



Crisis Management & Preparedness

***Building Emergency
Action Plan***

Patterson Office Tower
120 Patterson Drive

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Contacts for Additional Emergency Related Information:

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

University of Kentucky
Patterson Office Tower
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 Brad Kinckiner, TEVA Sergeant with the UK Office of Crisis Management and Preparedness, at 257-9665 or via email at brad.kinckiner@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 Patterson Office Tower’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 October 17, 2012.
- 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 Patterson Office Tower BEAP plan is kept on file in College of Arts and Sciences, Office of Dean, 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 College of Arts and Sciences, Office of the Dean.
- 1.4 The Building Emergency Action Plan will be reviewed and tested annually.

Building Emergency Coordinator

Dean of Arts and Sciences

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 Sergeant Brad Kinckiner with the Office of Crisis Management and Preparedness, by email at brad.kinckiner@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 Dean, College of Arts and Sciences 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 building.
 - 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 multiple volunteers to assist individuals with disabilities in the event of an emergency.
 - Train floor occupants to conduct a sweep of the floor and ensure that all doors are closed, and elevators empty.
 - Develop specific procedures to assist persons with physical disabilities that are assigned to each floor and ensure all personnel are trained in assisting physically disabled individuals.
- 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)

POT Floor Leaders and Alternate Floor Leaders				
Floor	Floor Leader	Email	Alt. Floor Leader	Email
Base.	Fred Wells	Fred.Wells@uky.edu	Linville Palmer	lpalm2@uky.edu
1	Fred Wells	Fred.Wells@uky.edu	Linville Palmer	lpalm2@uky.edu
Mezzo	Laura Kiffmeyer	lkiff2@uky.edu	Ray Schmidt	Ray.Schmidt@uky.edu
2	Kelvin O'Dell	Kelvin.Odell@uky.edu	Kara Cecil	Kara.Cecil@uky.edu
3	Kelly Muschong	Kelly.muschong@uky.edu	Renaë Mantooth	Renaë.mantooth@uky.edu
4	Chris Wolcott	cawolc2@uky.edu	Deanna King	Dking4@uky.edu
5	Therese Smith	Therese.Smith@uky.edu	Emily Britt	emily.britt@uky.edu
6	Linda Lemieux	Linda.lemieux@uky.edu	Sharron Hodge	cswhodge@uky.edu
7	Christine Levitt	clevitt@uky.edu	Russell Brown	Russell.brown@uky.edu
8	Lori Tyndall	Lftynd2@email.uky.edu	Richard Schein	Richard.schein@uky.edu
9	Scott Bradley	Scott.bradley@uky.edu	Sarah Condley	Sarah.condley@uky.edu
10	Jeanmarie Rouhier-Willoughby	j.rouhier@uky.edu	Liliana Drucker	Liliana.drucker@uky.edu
11	Brent Sebastian	Bseba2@email.uky.edu	Yanira Labarcadepaz	Yanira.paz@uky.edu
12	Courtney Andrews	Candr2@uky.edu	Jeff Clymer	Jeff.clymer@uky.edu
13	Sarah Steele Roar	Sarah.steele@uky.edu	Jeff Rice	jrice@uky.edu
14	Katie Barrett	Kbarrett_03@uky.edu	Brandon Look	look@uky.edu
15	Justin Conder	Justin.conder@uky.edu	Claire Renzetti	Claire.renzetti@uky.edu
16	Beverly Clayborne	Beverly.clayborne@uky.edu	Ernie Yanarella	ejyana@uky.edu
17	Tina Hagee	Tina.hagee@uky.edu	Karen Petrone	etrone@uky.edu
18	Jane Smith	jane.smith@uky.edu	Fred Wells	Fred.Wells@uky.edu

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. 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 test.
- 5.3 The person activating the fire alarm shall dial 911 from any phone 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 early-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 cannon in front of the Main Building on Administration Field. The secondary evacuation point is Stoll Field nearest Patterson Office Tower. Individuals should always proceed to the primary evacuation point unless directed otherwise. The Building Emergency Coordinator or Floor Leader will ask if anyone is known to be missing from the evacuation point. 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 or Emergency Personnel.
- 5.6 The Building Emergency Coordinator (or alternate) 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 the Fire Marshall gives 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 POT room 202. 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. The College of Arts and Sciences, Office of the Dean 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 (or alternate) will attempt to immediately notify employees by word of mouth, telephone, or email. However, due to the size and complexity of POT, the UK Alert system remains the most efficient and quickest notification tool. 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 Since occupants may shelter in multiple areas of the building it will be difficult to determine if anyone is missing. However, if it is determined that an individual is missing, the Floor Leader (or alternate) will make a determination whether it is safe to search for the missing individual(s).
- 6.6 If injuries or building damage occurs, notify the UK Police Department at 911 from any phone or #UKPD (#8573) from a cellular phone or 257-8573.
- 6.7 Once the warning period has expired, building occupants will be notified of the all clear.

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 cannon in front of the Main Building on Administration Field. The secondary evacuation point is Stoll Field nearest POT. Occupants should evacuate to the primary location unless otherwise directed. 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 ask if anyone is known to be missing from the evacuation point.
- 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 from any phone, #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 Building Emergency Coordinator (or alternate) will consult and make a decision on whether employees can return to their workstations or be dismissed for the day.

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 (or alternate) will attempt to immediately notify employees by word of mouth, telephone, or email. However, due to the size and complexity of POT, the UK Alert system remains the most efficient and quickest notification tool. 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. Occupants will receive notification 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 8.4 are completed. The Building Emergency Coordinator and/or Floor Leaders will ask if any individual is known to be missing.
- 8.4.2 When possible, the Building Emergency Coordinator (or alternate) 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. However, the UK Alert system remains the most efficient tool for these notifications.
- 8.4.3 If personnel become ill from the chemical release, call the UK Police Department at 911 from any phone or #UKPD (#8573) from a cellular phone or 257-8573. UK Police will dispatch emergency personnel to assist.
- 8.4.4 Notification will be given directing 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". Individuals would be directed 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 8.5 are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Leaders will ask if anyone is known to be missing.
- 8.5.2 If personnel become ill from the chemical release, call the UK Police Department at 911 from any phone, #UKPD (#8573) from a cellular phone or 257-8573.
- 8.6 If building occupants cannot be accounted for, the Building Emergency Coordinator (or alternate) should contact the UK Police Department at 911 from any phone, #UKPD (#8573) from a cellular phone or 257-8573.
- 8.7 Employees will be notified if should return to their workstations or go home after consultation with the UK Fire Marshal, UK Police Department, Crisis Management and Preparedness Captain and Building Emergency Coordinator (or alternate).

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 call 911. The Building Emergency Coordinator (if available) will attempt to immediately notify employees by word of mouth, telephone, or email. However, due to the size and complexity of POT, the UK Alert system remains the most efficient and quickest notification tool. 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. *Not applicable for Patterson Office Tower*
- 9.4 Personnel in the immediate area of the chemical accident will vacate the area. They close, but not lock, 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 Any individual identifying an emergency will immediately notify the UK Police Department at 911 from any phone, #UKPD (#8573) from a cellular phone or 257-8573 and report the chemical emergency. The Building Operator (or alternate) 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, call the UK Police Department at 911 from any phone, #UKPD (#8573) from a cellular phone or 257-8573.
- 9.7 Emergency response personnel will determine if further evacuations are necessary.
- 9.8 The Building Emergency Coordinator and/or Floor Leaders will ask if anyone is known to be missing.
- 9.9 The Building Emergency Coordinator (or alternate) 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 (or alternate), Dean of Arts and Sciences, or other administrative staff should contact the UK Delta Room at 257-2830 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 (or alternate) in conjunction with the Dean of Arts and Sciences will determine the appropriate course of action. The Building Emergency Coordinator and Floor Leaders 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 individual units in POT 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.*Not applicable for POT*
- 10.7 If anyone is trapped on an elevator, immediately call the UK Police at 911 from any phone 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 from any phone, #UKPD (#8573) on a cellular phone or 257-8573.
- 11.3 The personnel aware of the situation should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by email, telephone, and/or word of mouth.
- 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 any phone, #UKPD (#8573) from a cellular phone, or 257-8573.
- 11.4.3 Gunfire - If you become aware of gunfire occurring in the building, if escape is possible, **GET OUT**. If you cannot escape, take refuge in a room that can be locked and **HIDE OUT**. The room should provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. If you are in an area/room with other people, spread out and don’t huddle together in the same spot. **DO NOT UNLOCK THE DOOR FOR ANYONE**. Once the situation has been resolved, a UK Police Officer or other University official will unlock the door and provide you with instructions. If the shooter comes into your area and confrontation is unavoidable, then **TAKE OUT** the shooter by any means necessary. Please note this should be used as a last resort tactic only, your best options are to get out of the area or hide out in a safe area/room.
- 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 any 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 from any phone, #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 (or alternate) and/or administrative units in POT with the 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 individual administrative units in POT 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 or any phone, #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 After the notification in section 12.2, the person should then notify his or her supervisor, the Building Emergency Coordinator and the Dean of Arts and Sciences as quickly as possible.
- 12.4 A decision will be made by Emergency Personnel 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 (or alternate) and/or administrative units in POT with the 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 individual administrative units in POT 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 call 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. If certified, begin CPR/First Aid until first responders arrive or as long as you physically are able to continue.
- 13.4.1 Continuous chest compression CPR with no rescue breathing does not require certification. American Red Cross supports CCC CPR as an acceptable alternative when a responder is unwilling, unable, untrained or unsure how to perform full CPR.
- Can only be used on adults and is not safe for infants or children.
 - 100 compressions per minute
 - No mouth-to-mouth/rescue breathing
- For more information visit: <http://medicine.arizona.edu/spotlight/learn-sarver-heart-centers-continuous-chest-compression-cpr>
- 13.5 Have someone stand outside the building to meet and direct 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.

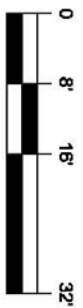
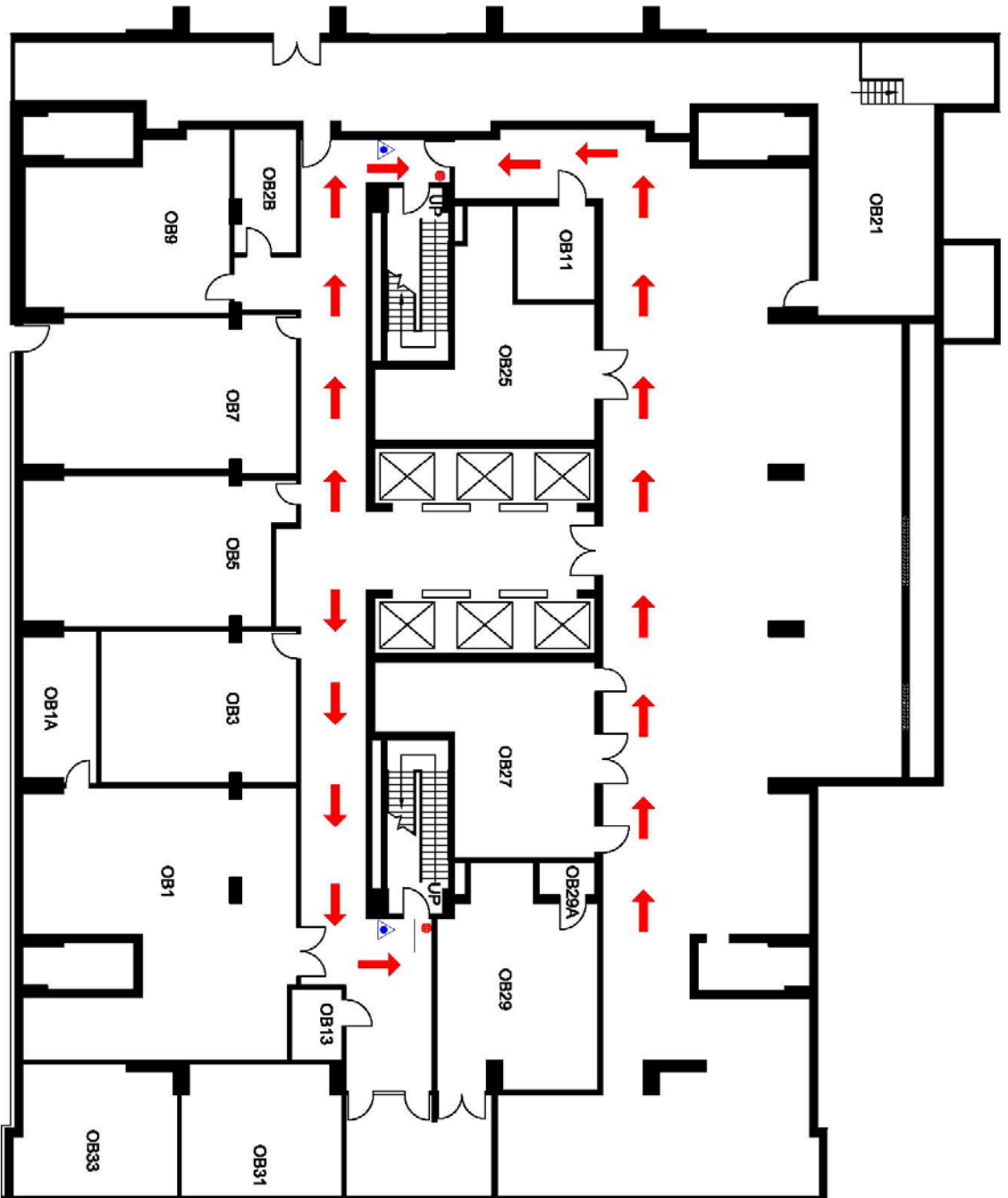
14.0 ACTIONS TO TAKE AFTER THE EMERGENCY

- 14.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator (or alternate) and/or individual administrative units in POT 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.
- 4.2 The Building Emergency Coordinator (or alternate) and/or individual administrative units in POT with the 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.
- 14.3 The Building Emergency Coordinator and/or the individual administrative units in POT 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 (or alternate) 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 as applicable by individual administrative units.
- 14.5 The Dean of Arts and Sciences 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.

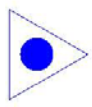
Appendix A

Building Evacuation Plans/Routes

BASEMENT FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

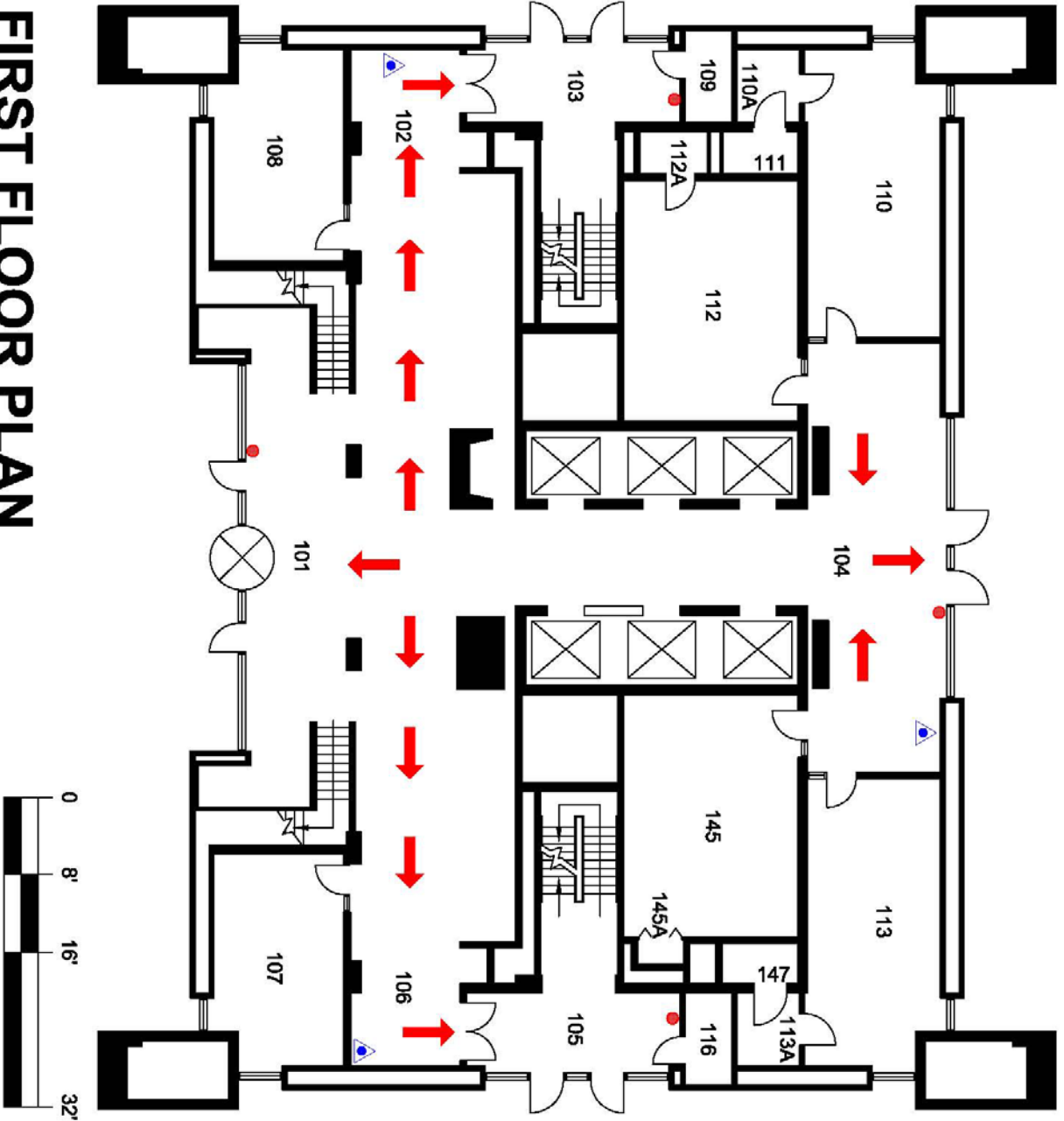


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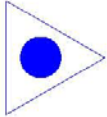




FIRE ALARM PULL SWITCH

FIRST FLOOR PLAN PATTERSON OFFICE TOWER

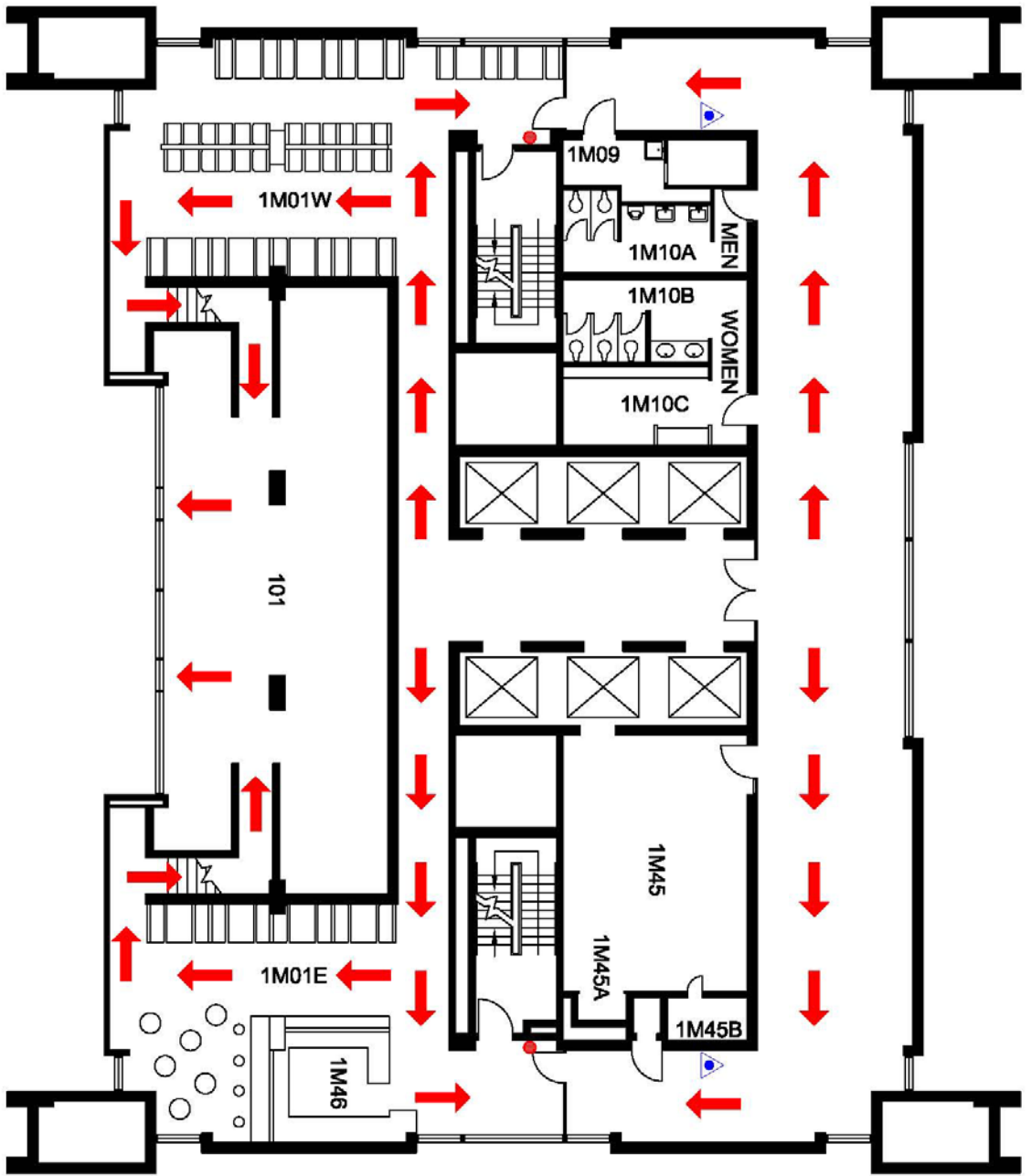
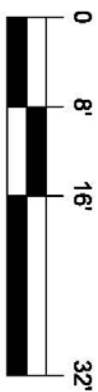


LEGEND

-  FIRE EXTINGUISHER
-  FIRE ALARM PULL SWITCH

 NORTH

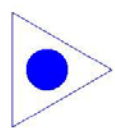
MEZZANINE FLOOR PLAN PATTERSON OFFICE TOWER



FIRE ALARM PULL SWITCH

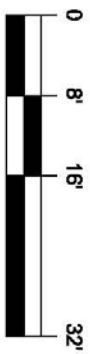
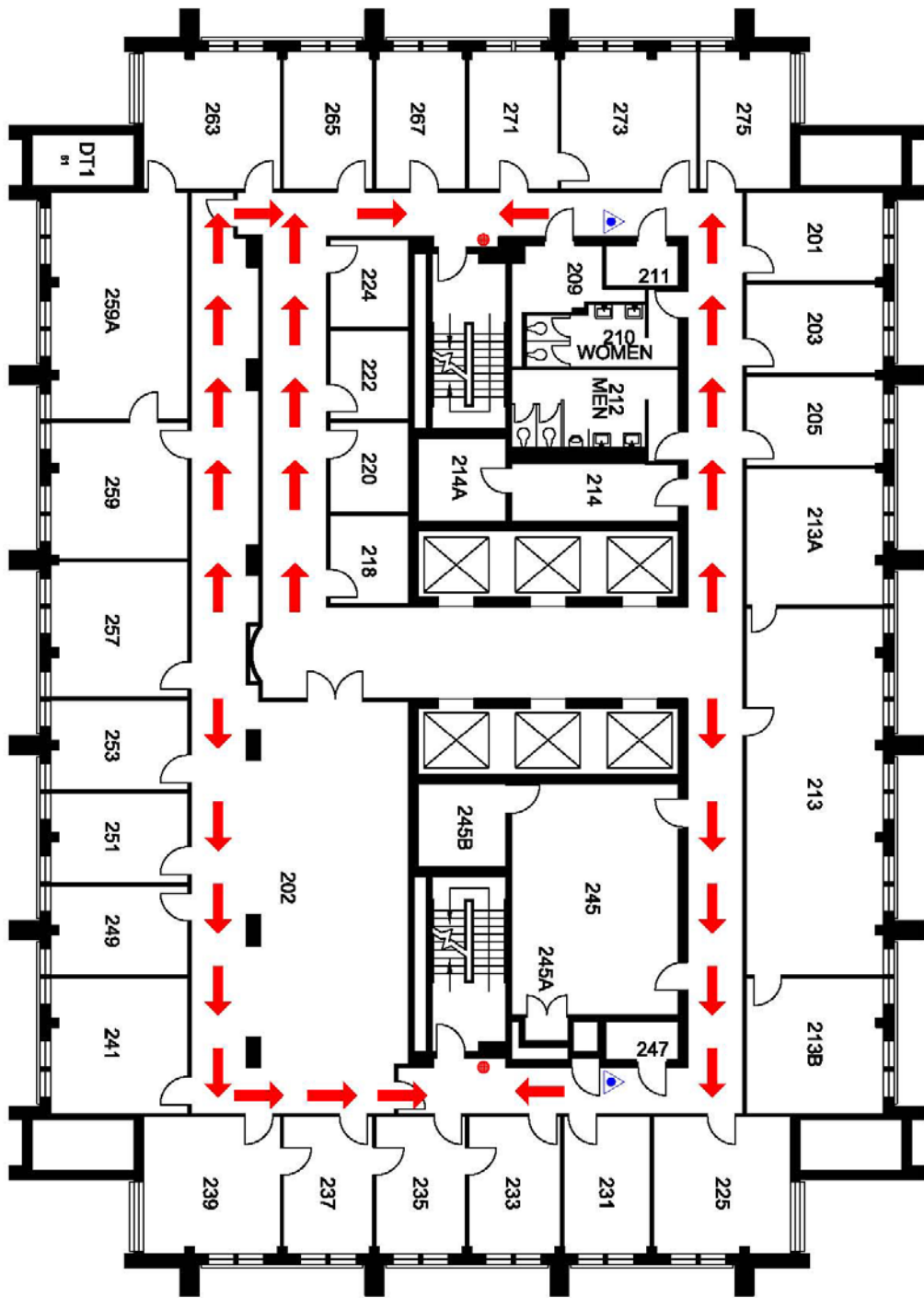


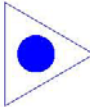

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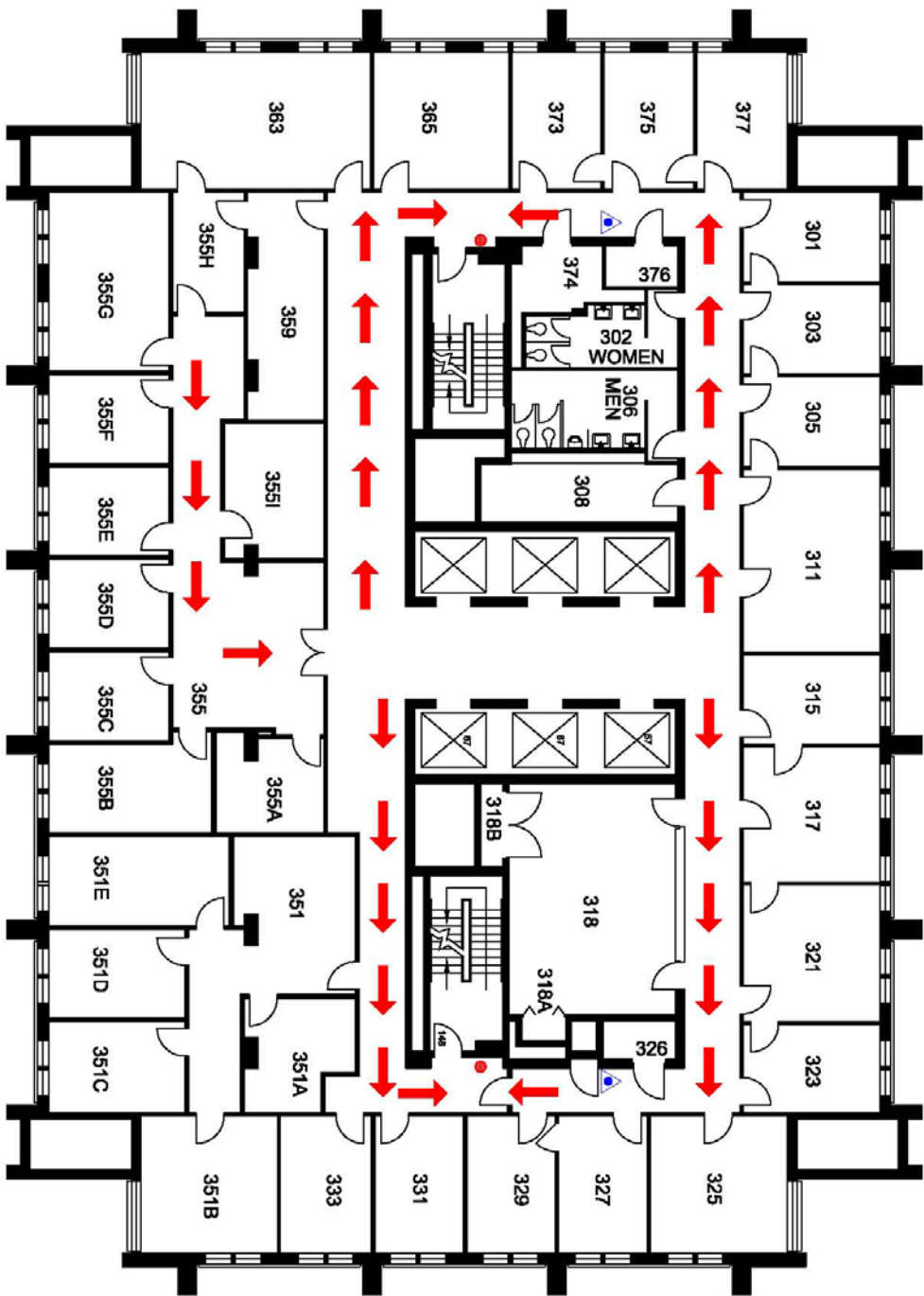
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SECOND FLOOR PLAN PATTERSON OFFICE TOWER



- LEGEND**
-  FIRE EXTINGUISHER
 -  FIRE ALARM PULL SWITCH

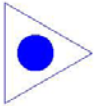
THIRD FLOOR PLAN PATTERSON OFFICE TOWER



FIRE ALARM PULL SWITCH

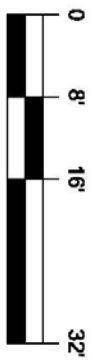
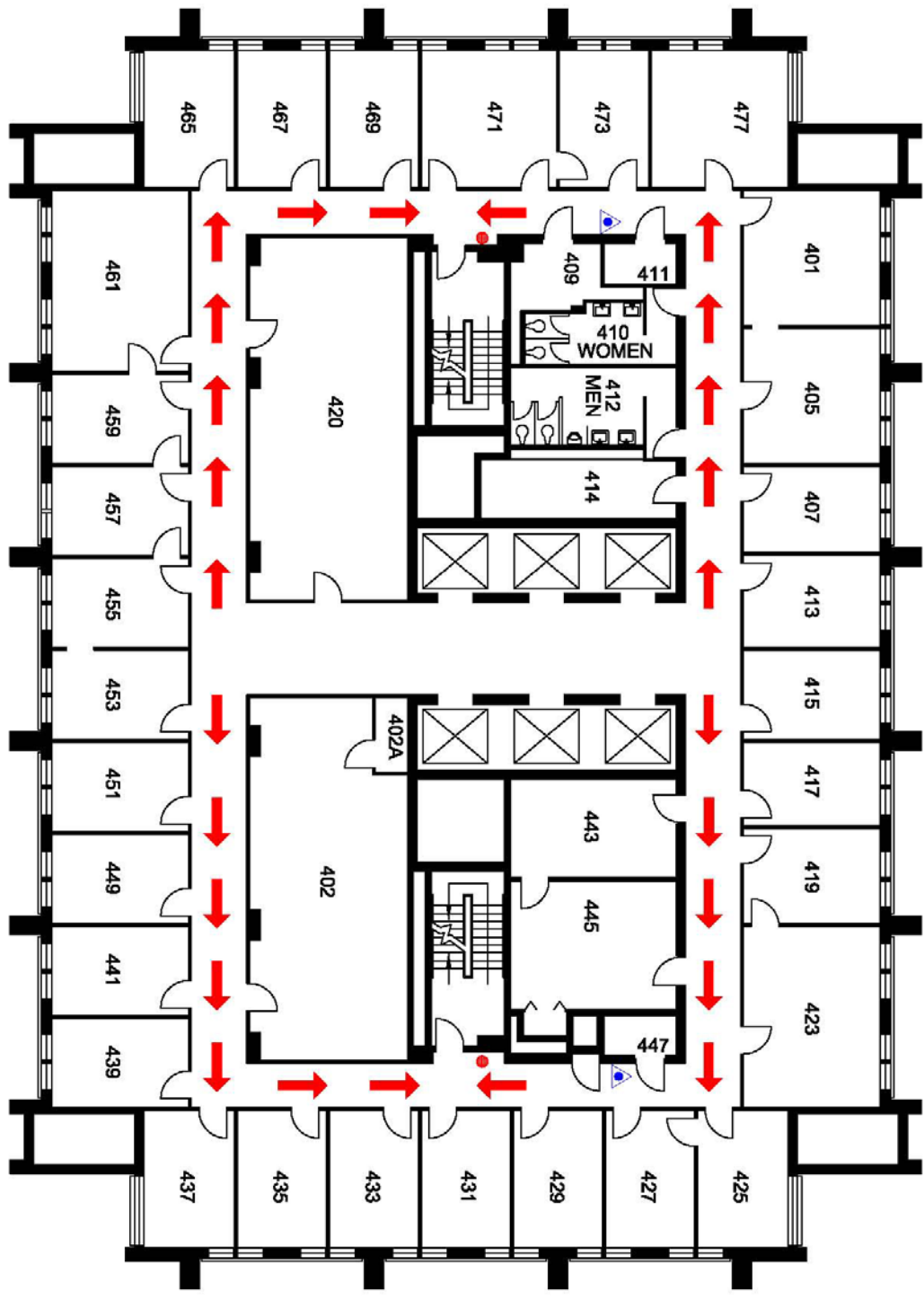


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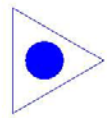


LEGEND

FOURTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

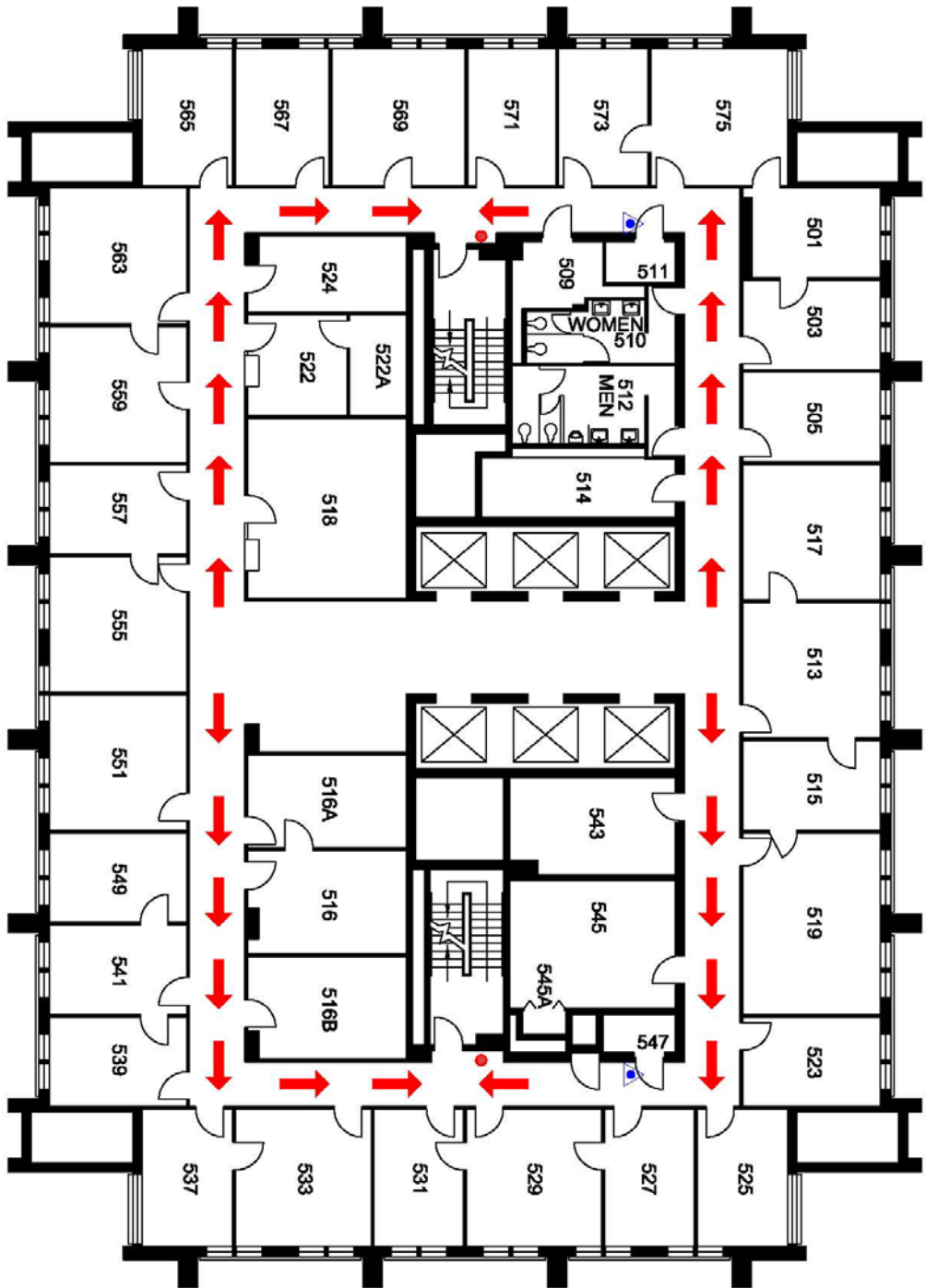


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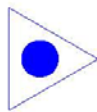


FIRE ALARM PULL SWITCH

FIFTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND



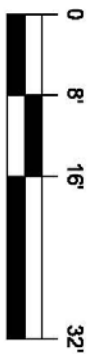
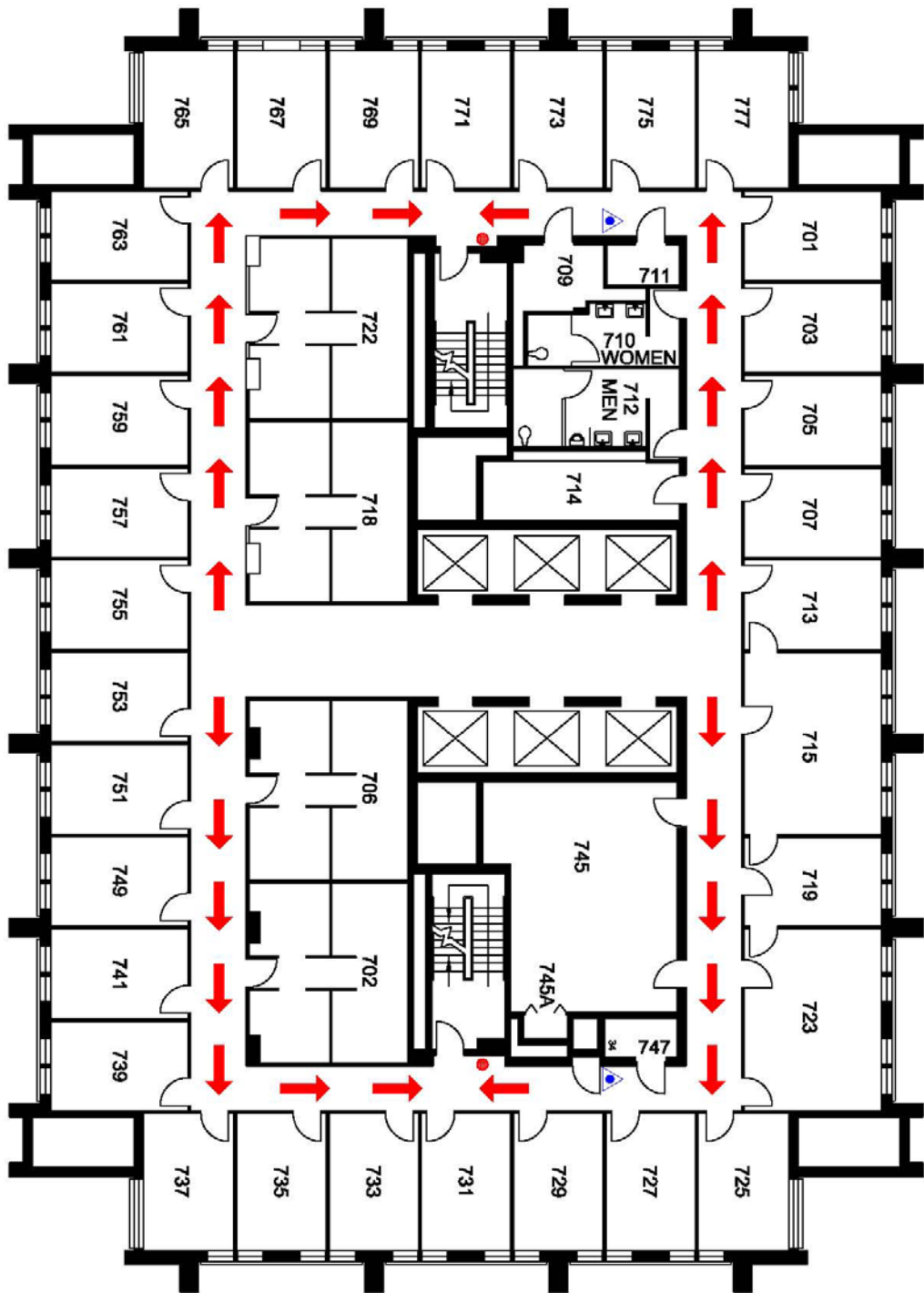
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FIRE ALARM PULL SWITCH



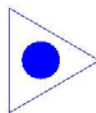
SEVENTH FLOOR PLAN PATTERSON OFFICE TOWER



FIRE ALARM PULL SWITCH

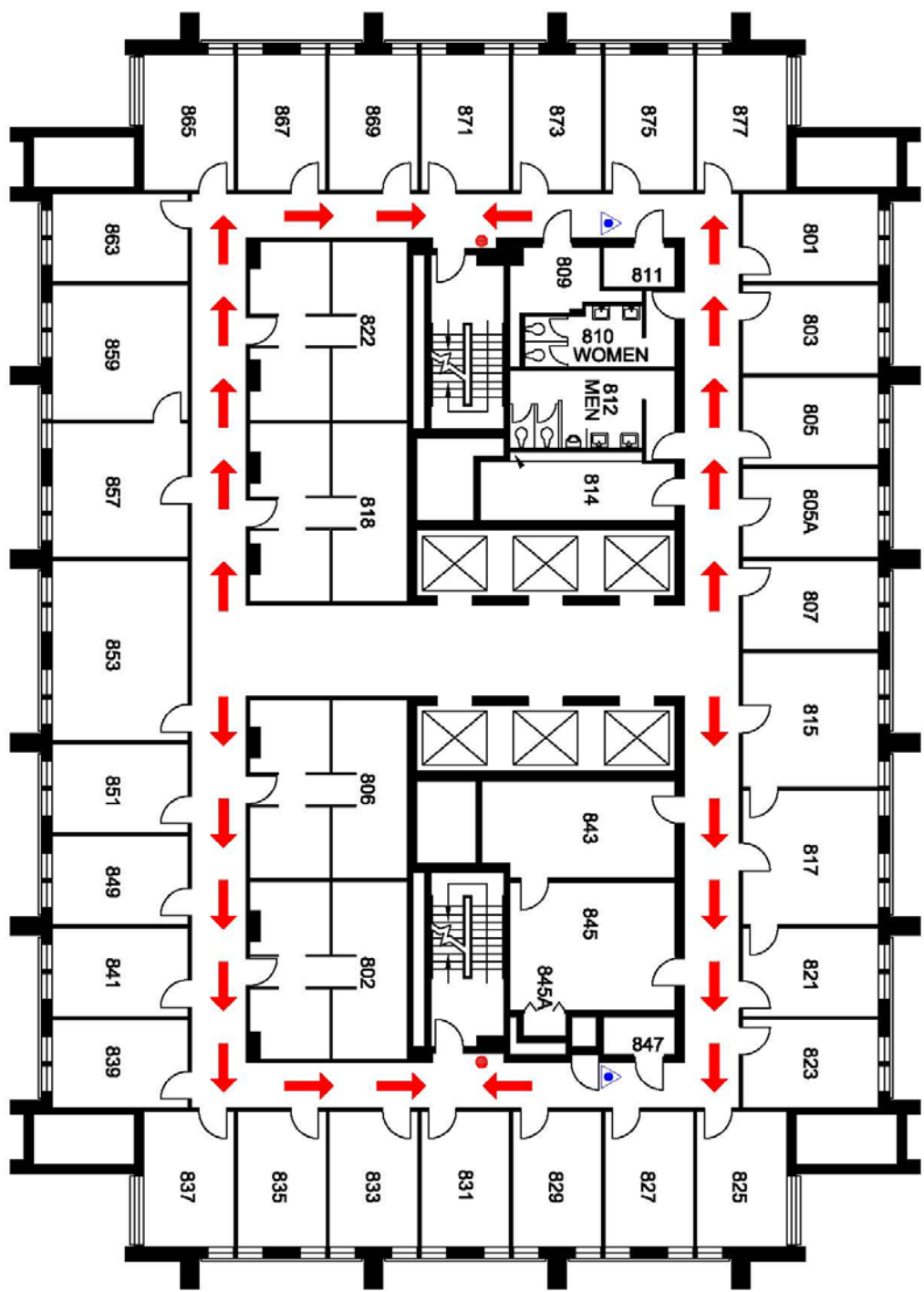


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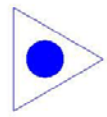


LEGEND

EIGHTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

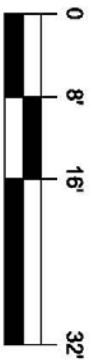
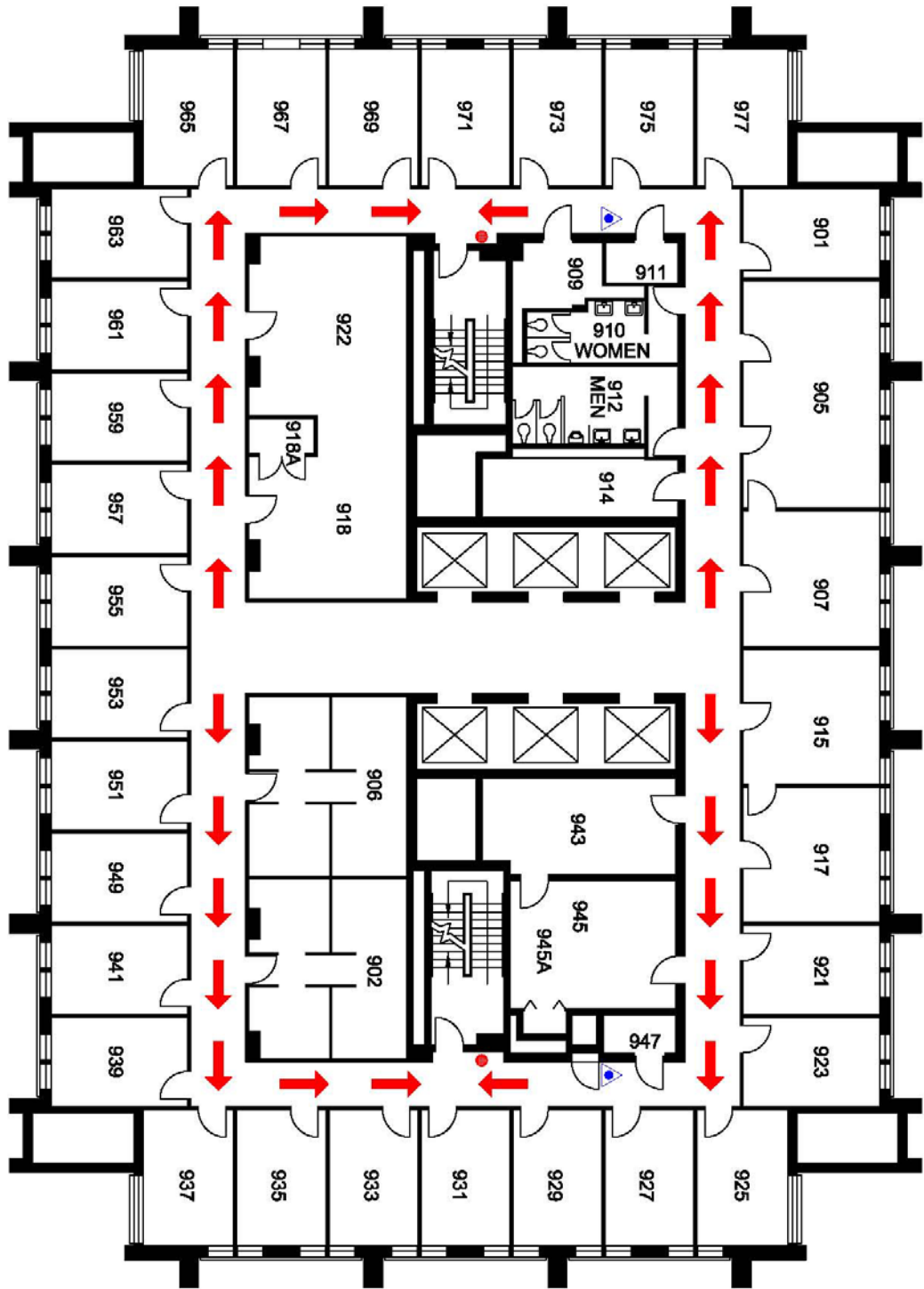


FIRE EXTINGUISHER



FIRE ALARM PULL SWITCH

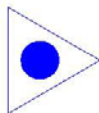
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FIRE ALARM PULL SWITCH

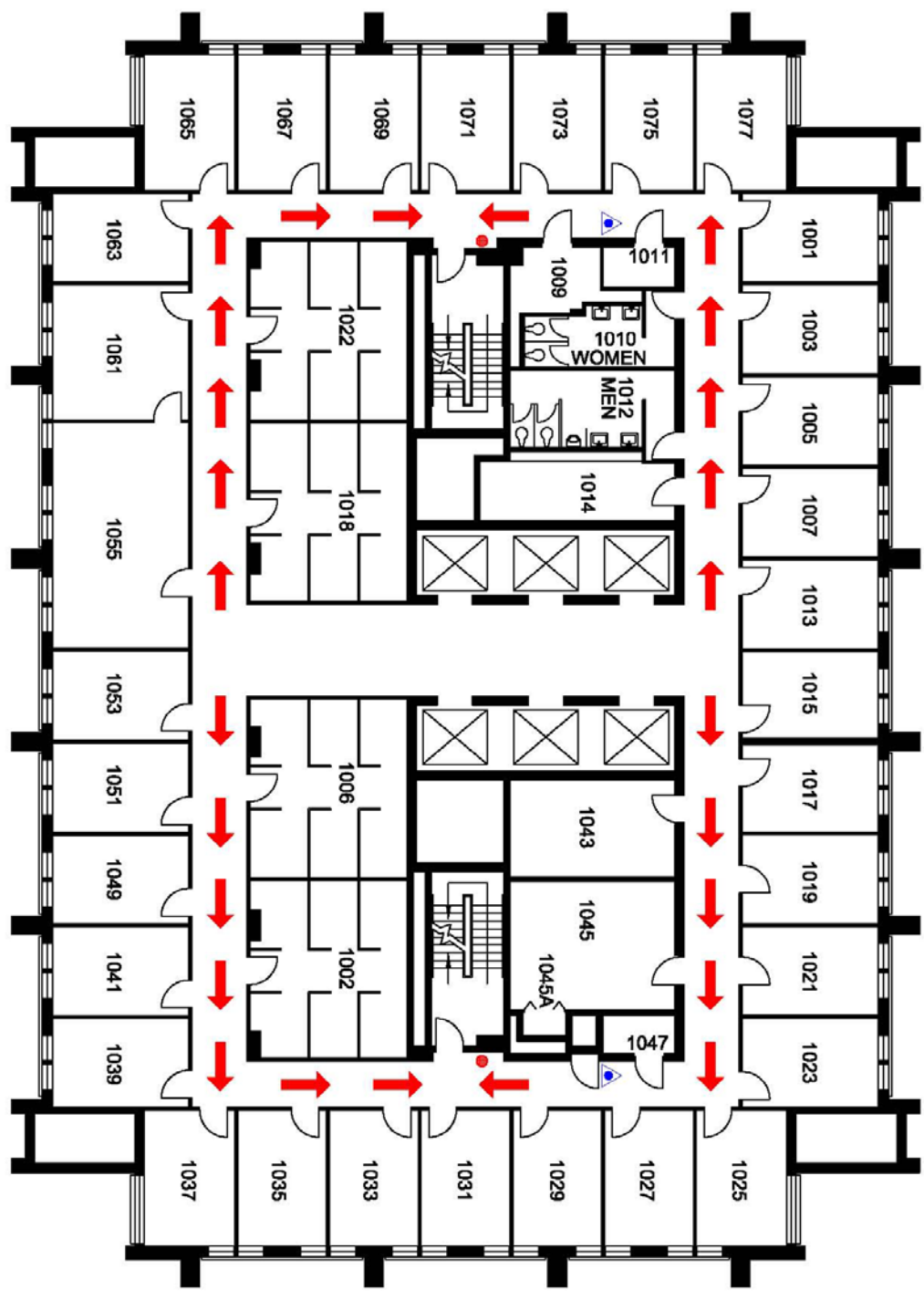


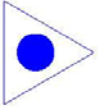

FIRE EXTINGUISHER



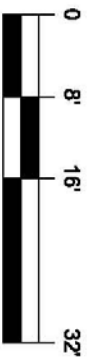
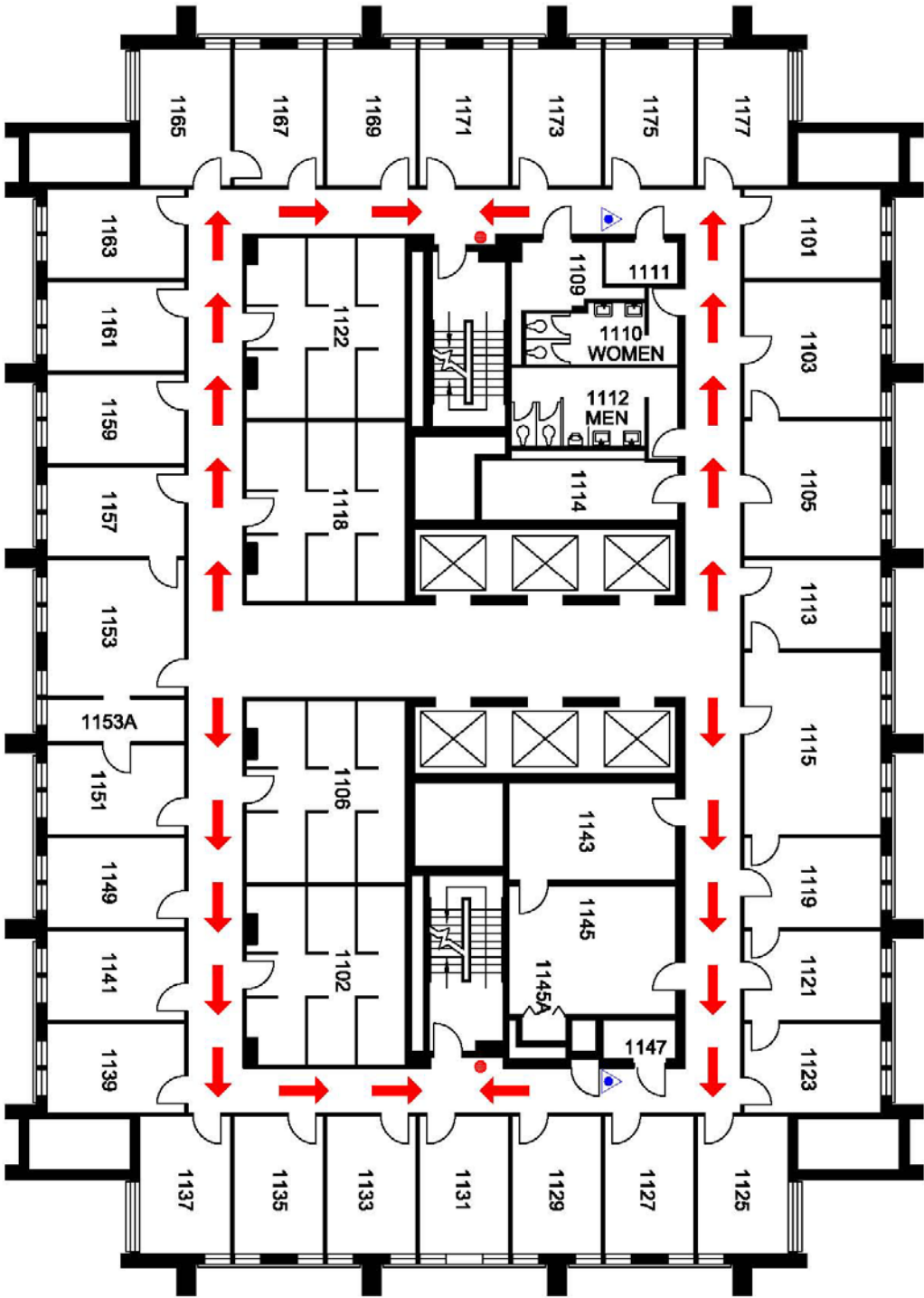
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TENTH FLOOR PLAN PATTERSON OFFICE TOWER

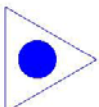



- LEGEND**
-  FIRE EXTINGUISHER
 -  FIRE ALARM PULL SWITCH

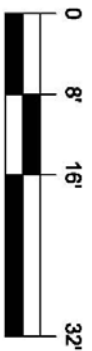
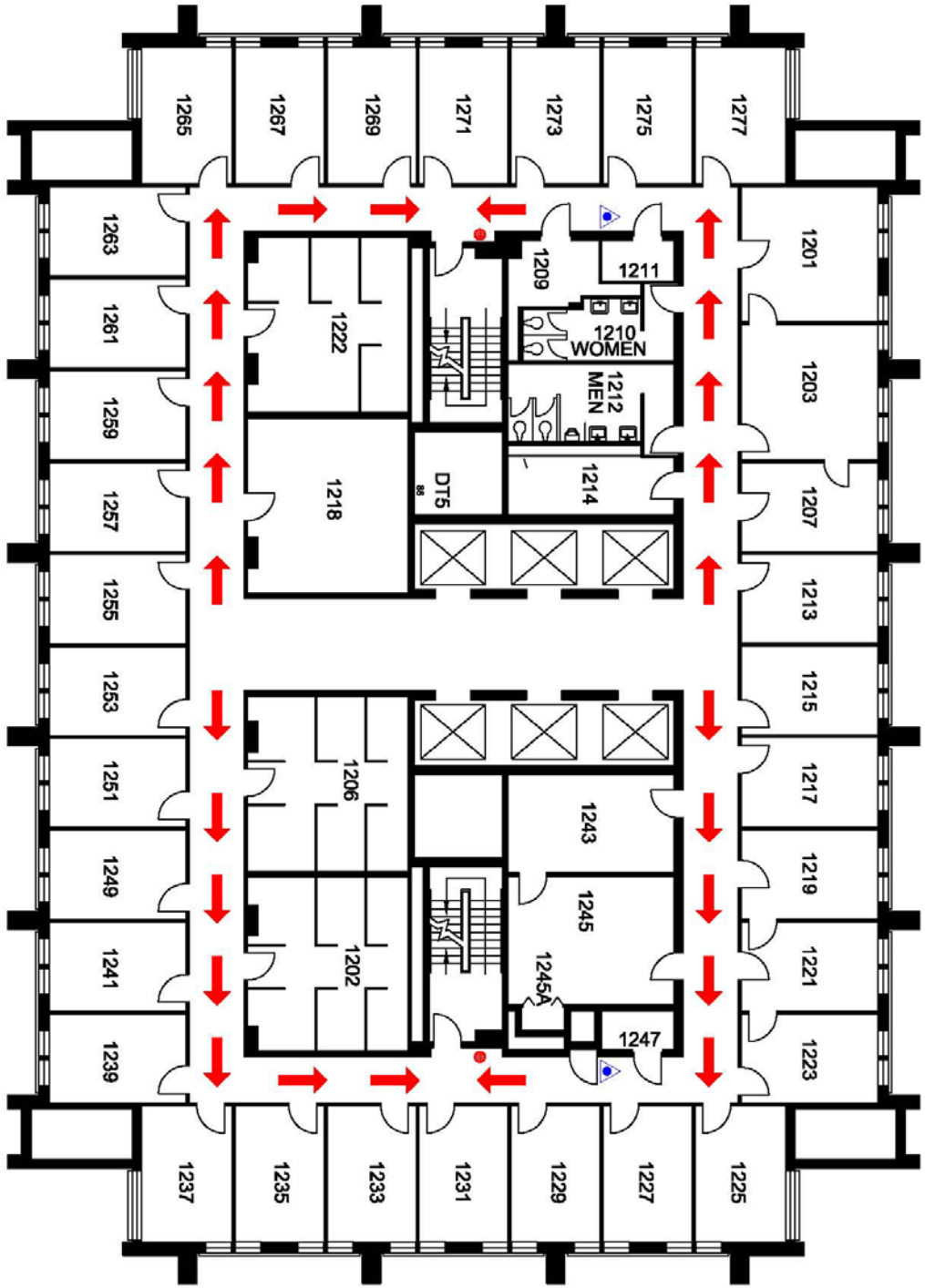
ELEVENTH FLOOR PLAN PATTERSON OFFICE TOWER



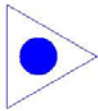
LEGEND

-  FIRE EXTINGUISHER
-  FIRE ALARM PULL SWITCH

TWELFTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

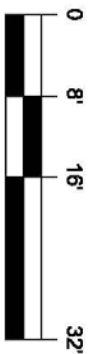
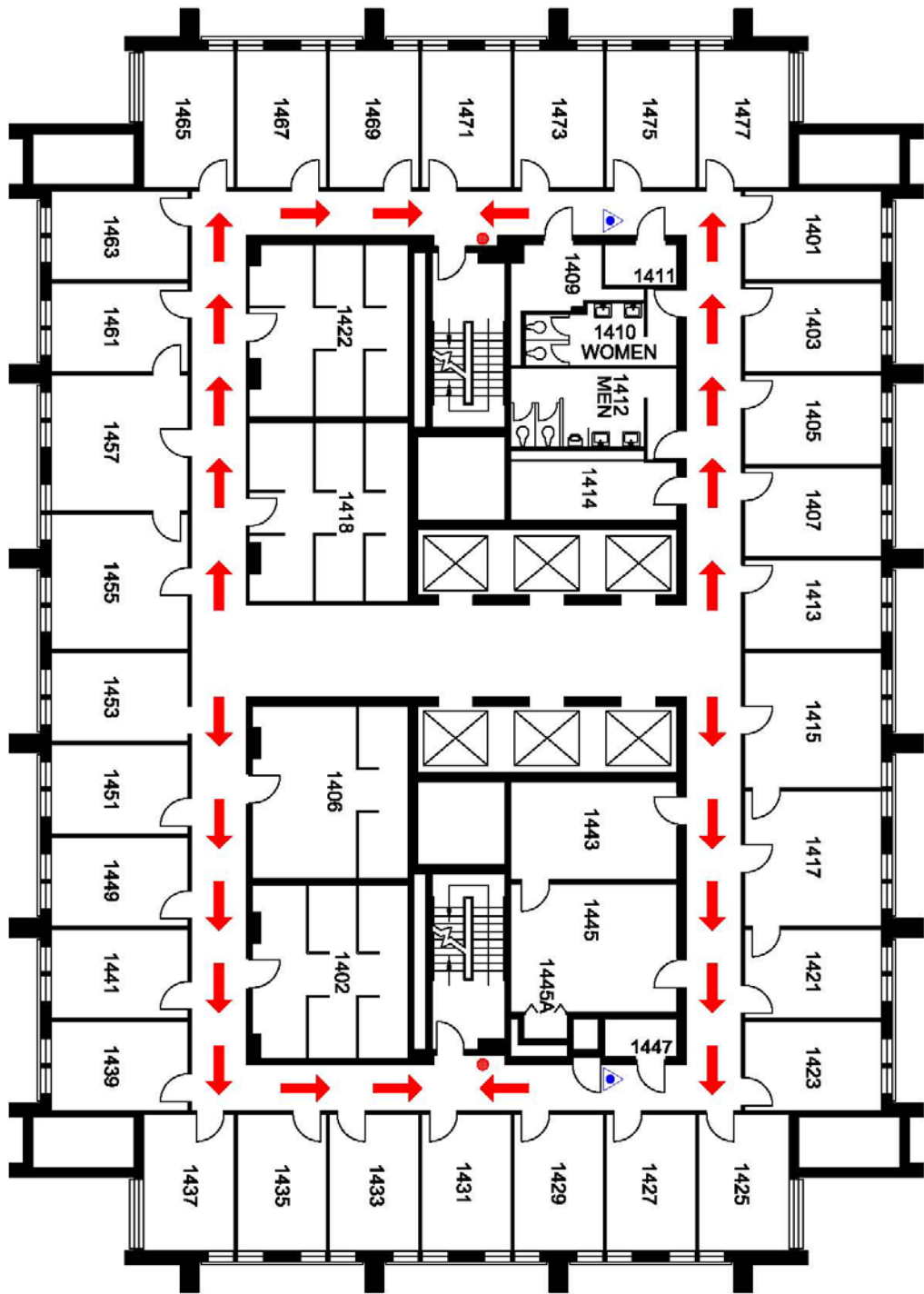


FIRE EXTINGUISHER



FIRE ALARM PULL SWITCH

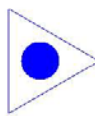
FOURTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



FIRE ALARM PULL SWITCH

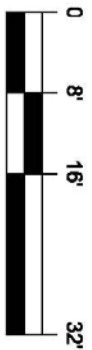
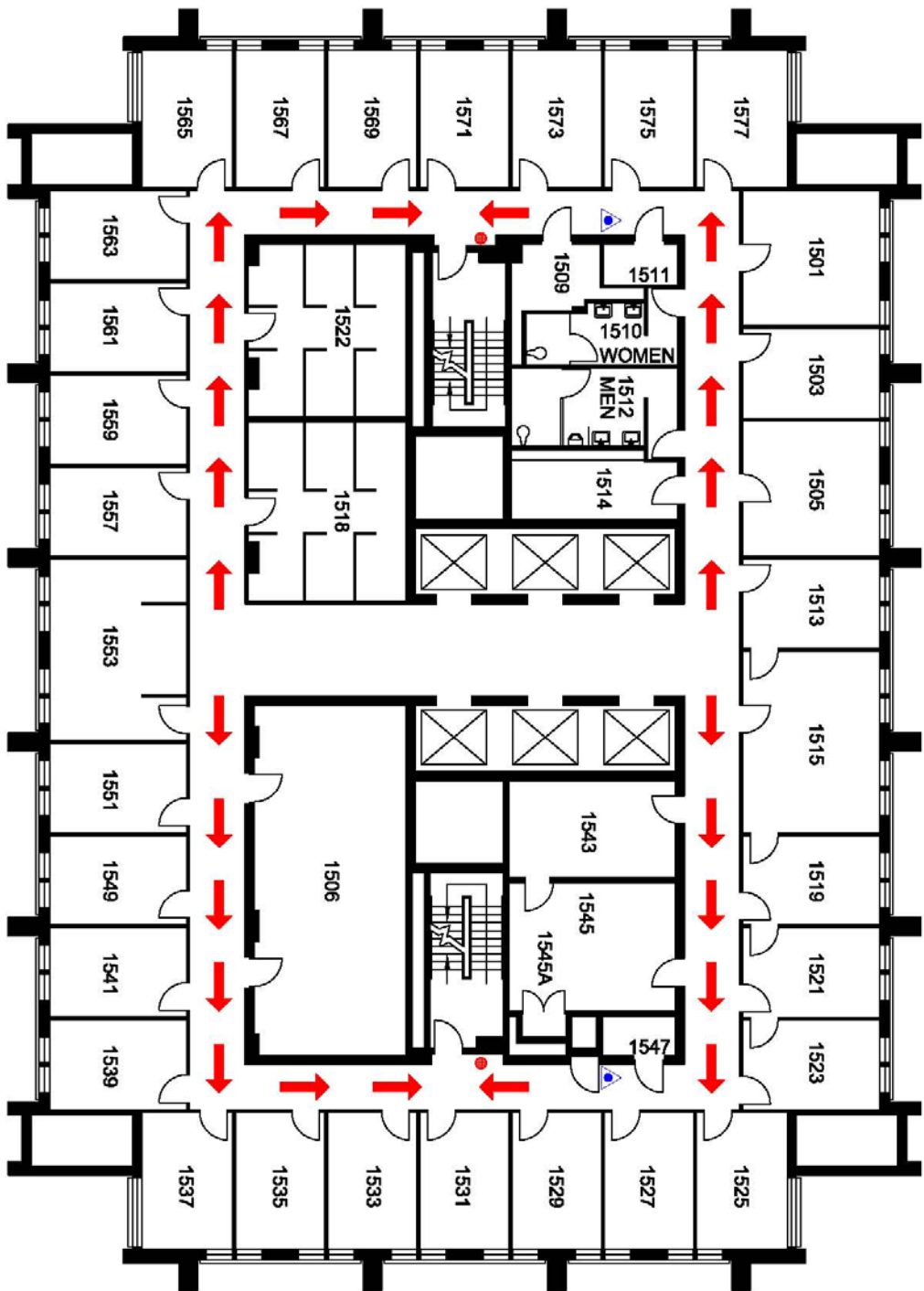


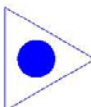

FIRE EXTINGUISHER



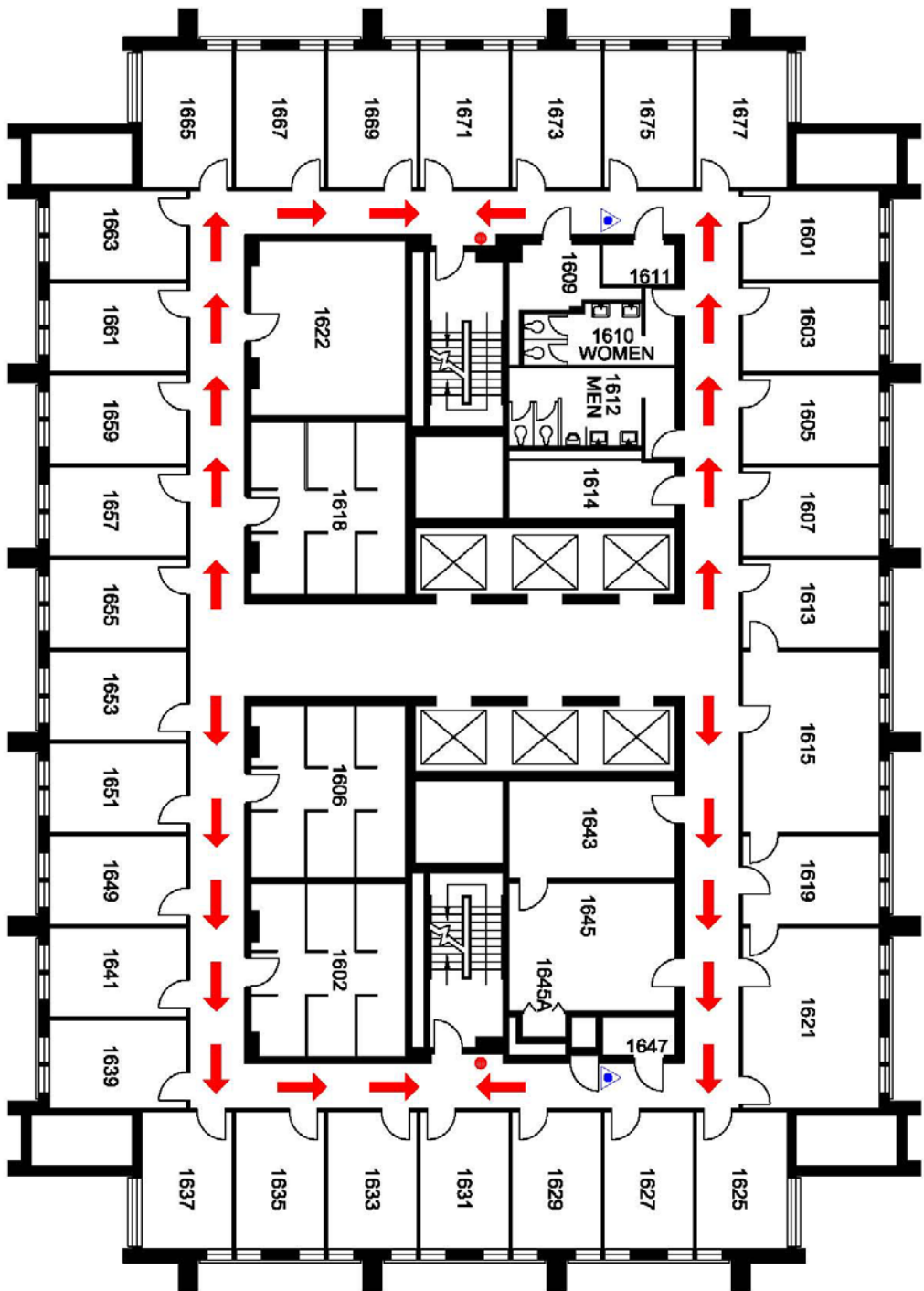
LEGEND

FIFTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



- LEGEND**
-  FIRE EXTINGUISHER
 -  FIRE ALARM PULL SWITCH

SIXTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

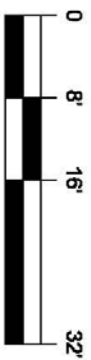
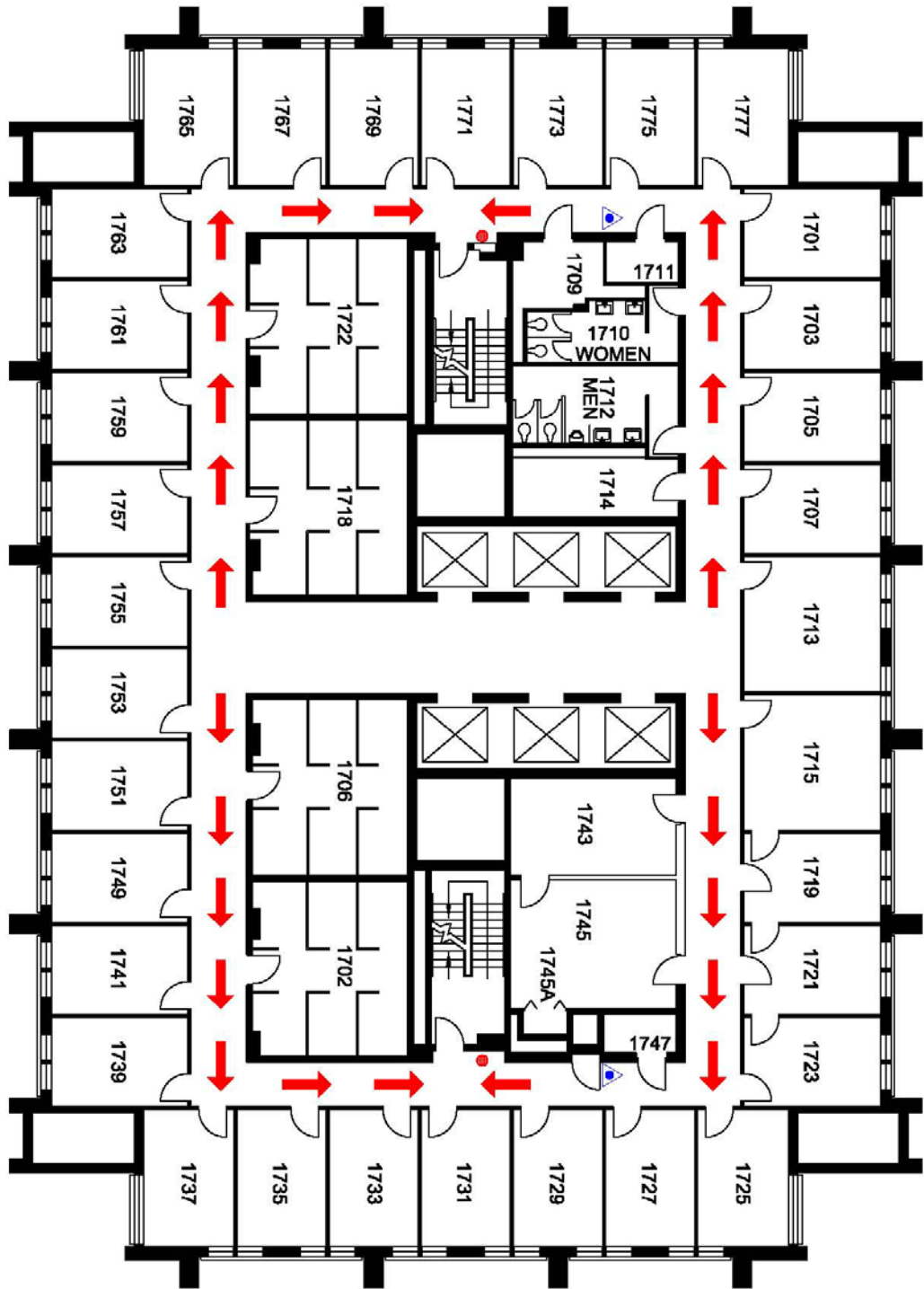
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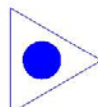

FIRE ALARM PULL SWITCH



SEVENTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



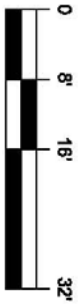
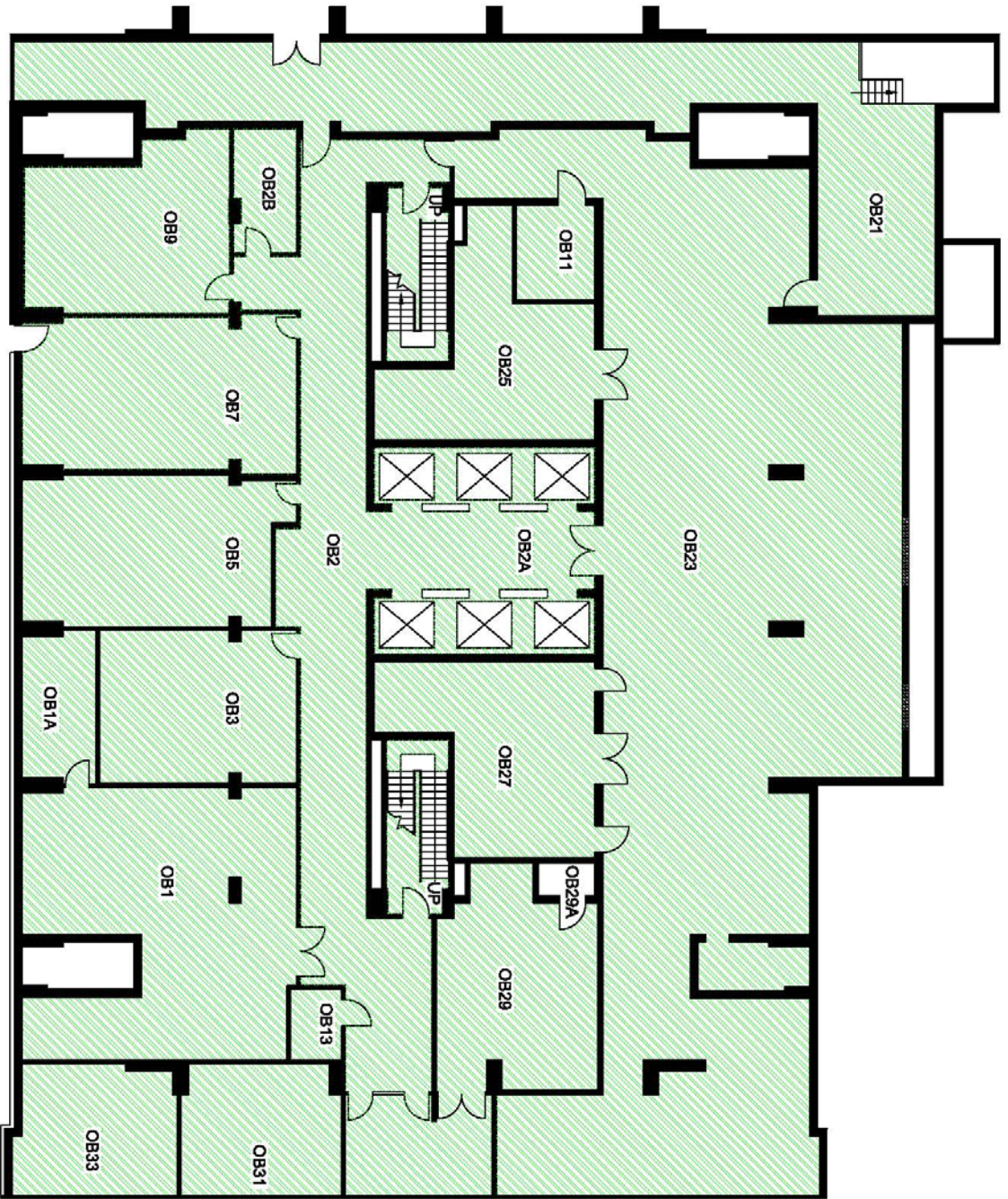
LEGEND

-  FIRE EXTINGUISHER
-  FIRE ALARM PULL SWITCH

Appendix B

Severe Weather Locations

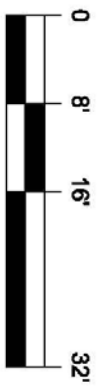
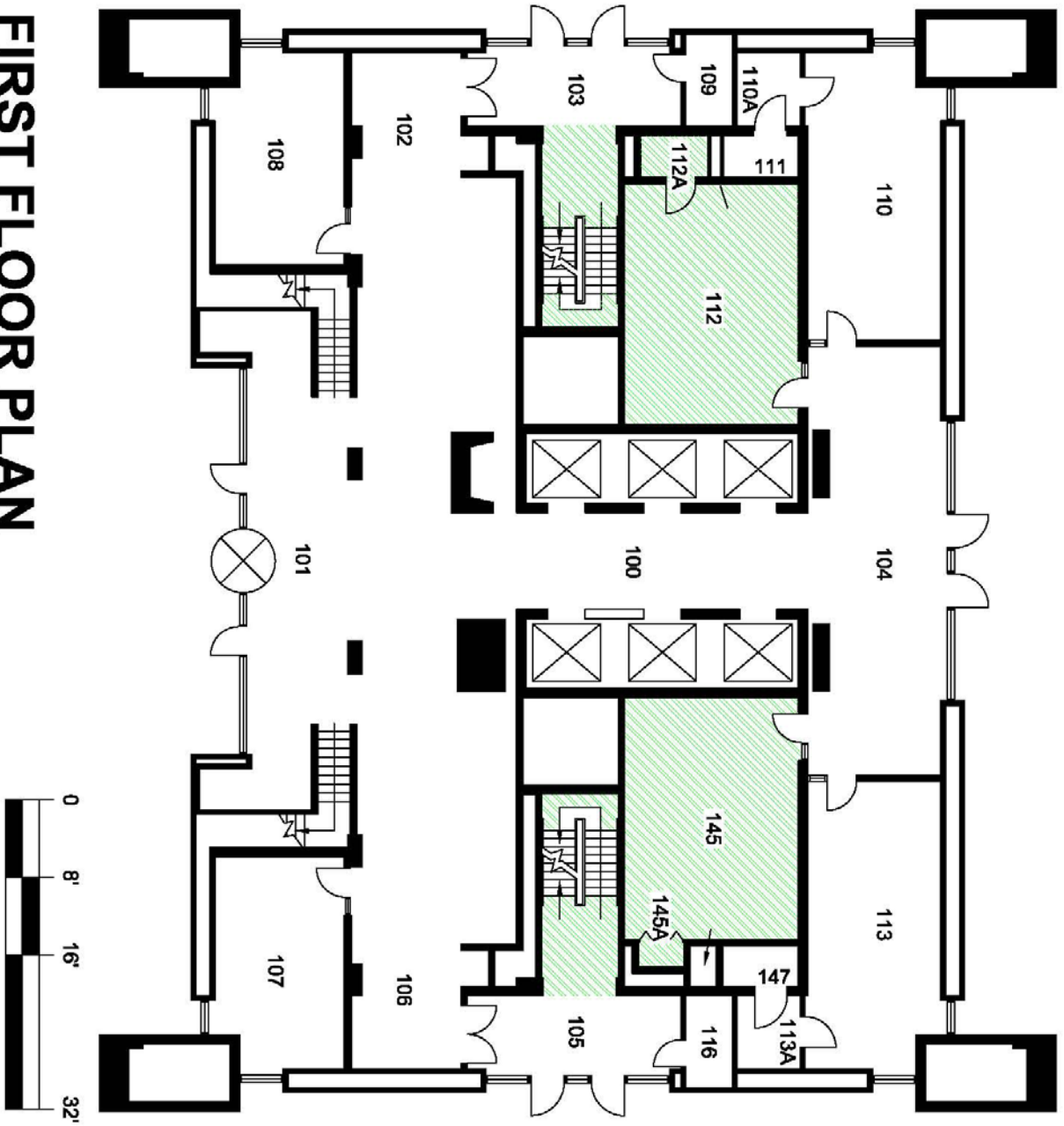
BASEMENT FLOOR PLAN PATTERSON OFFICE TOWER



SEVERE
WEATHER
SHELTER

LEGEND

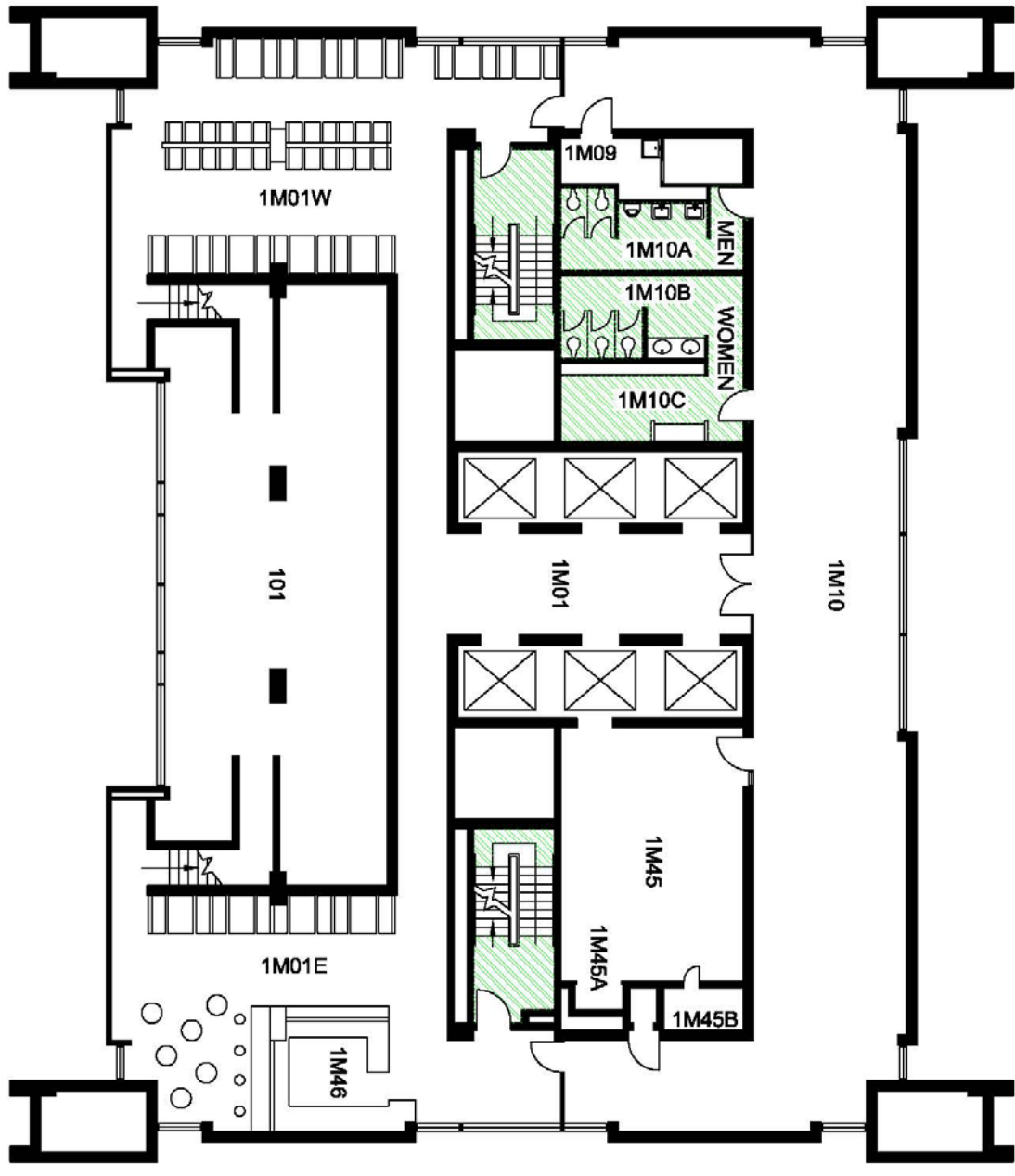
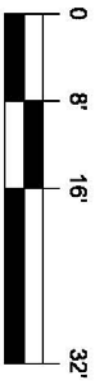
FIRST FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

 SEVERE WEATHER SHELTER

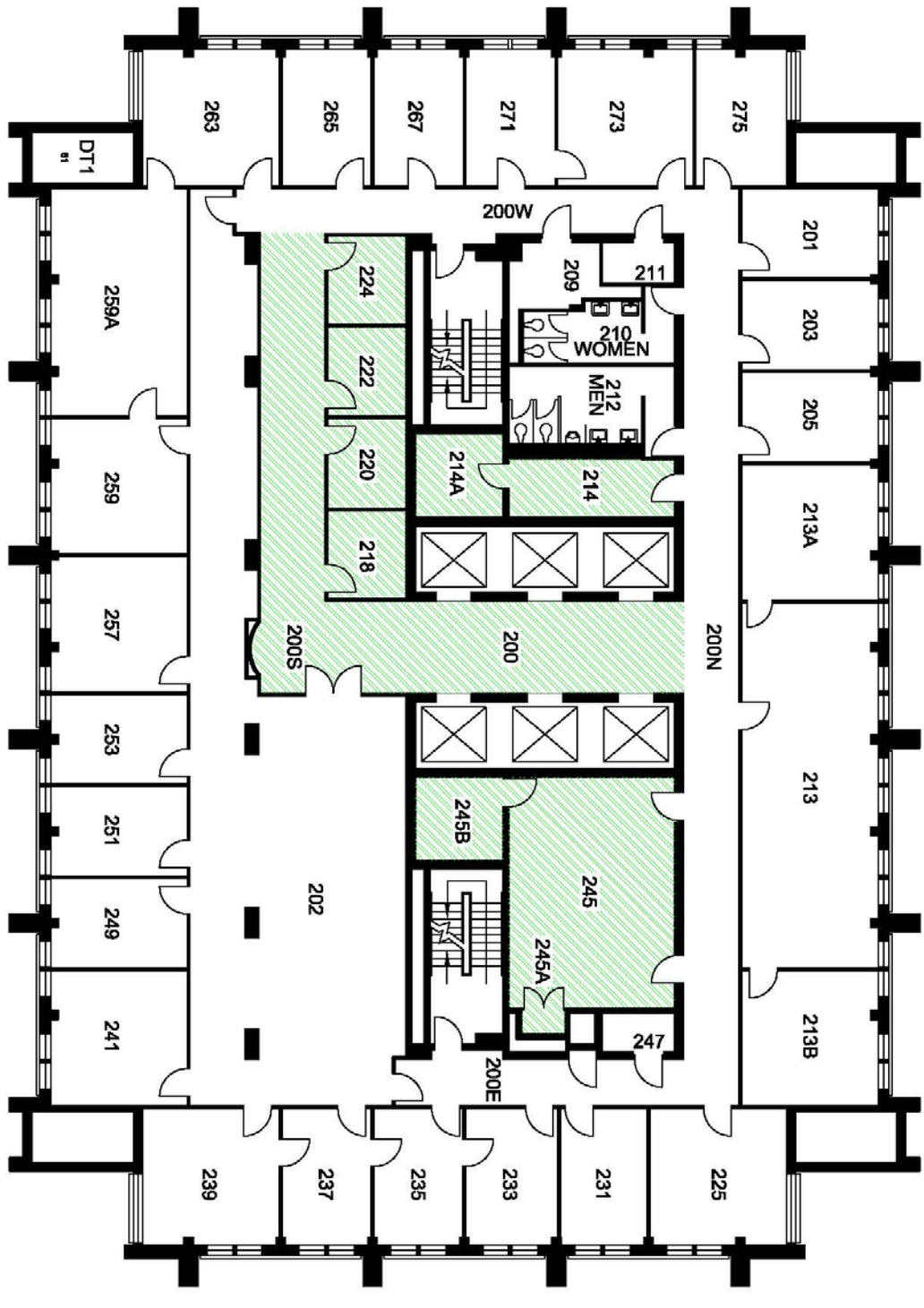
MEZZANINE FLOOR PLAN PATTERSON OFFICE TOWER



**SEVERE
WEATHER
SHELTER**

LEGEND

SECOND FLOOR PLAN PATTERSON OFFICE TOWER



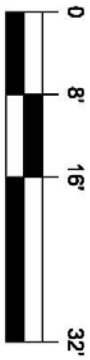
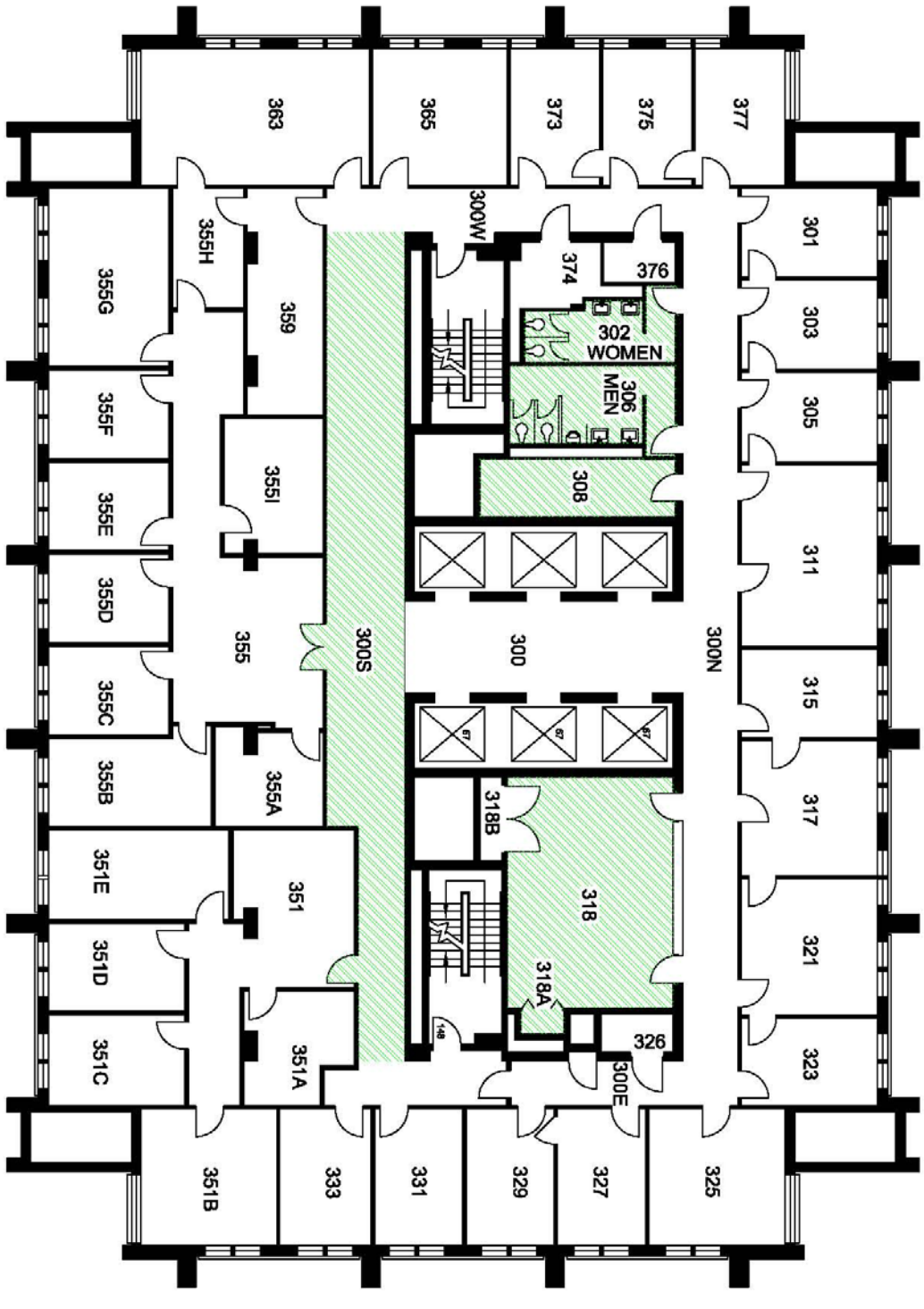
LEGEND



SEVERE
WEATHER
SHELTER



THIRD FLOOR PLAN PATTERSON OFFICE TOWER

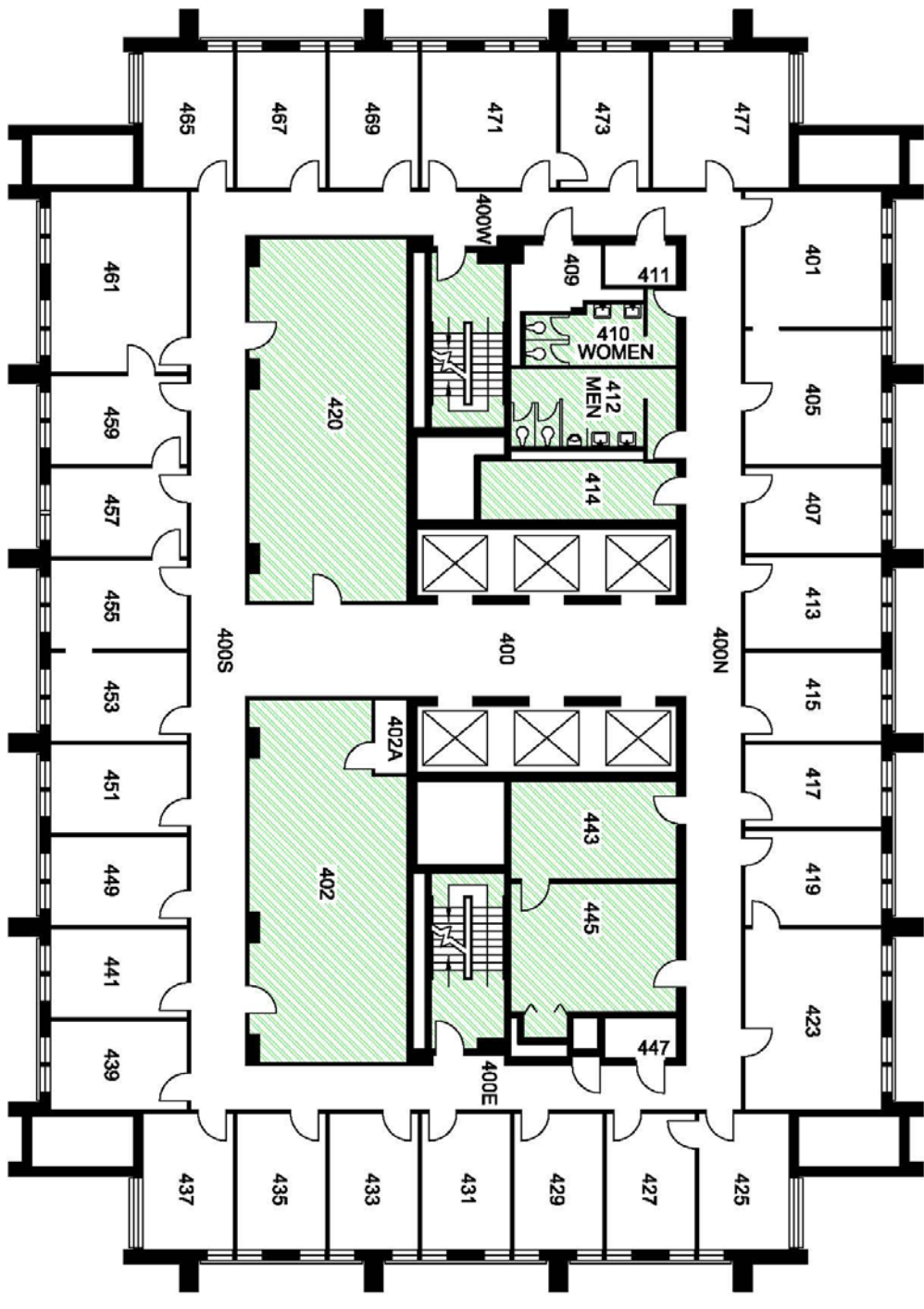


SEVERE
WEATHER
SHELTER



LEGEND

FOURTH FLOOR PLAN PATTERSON OFFICE TOWER



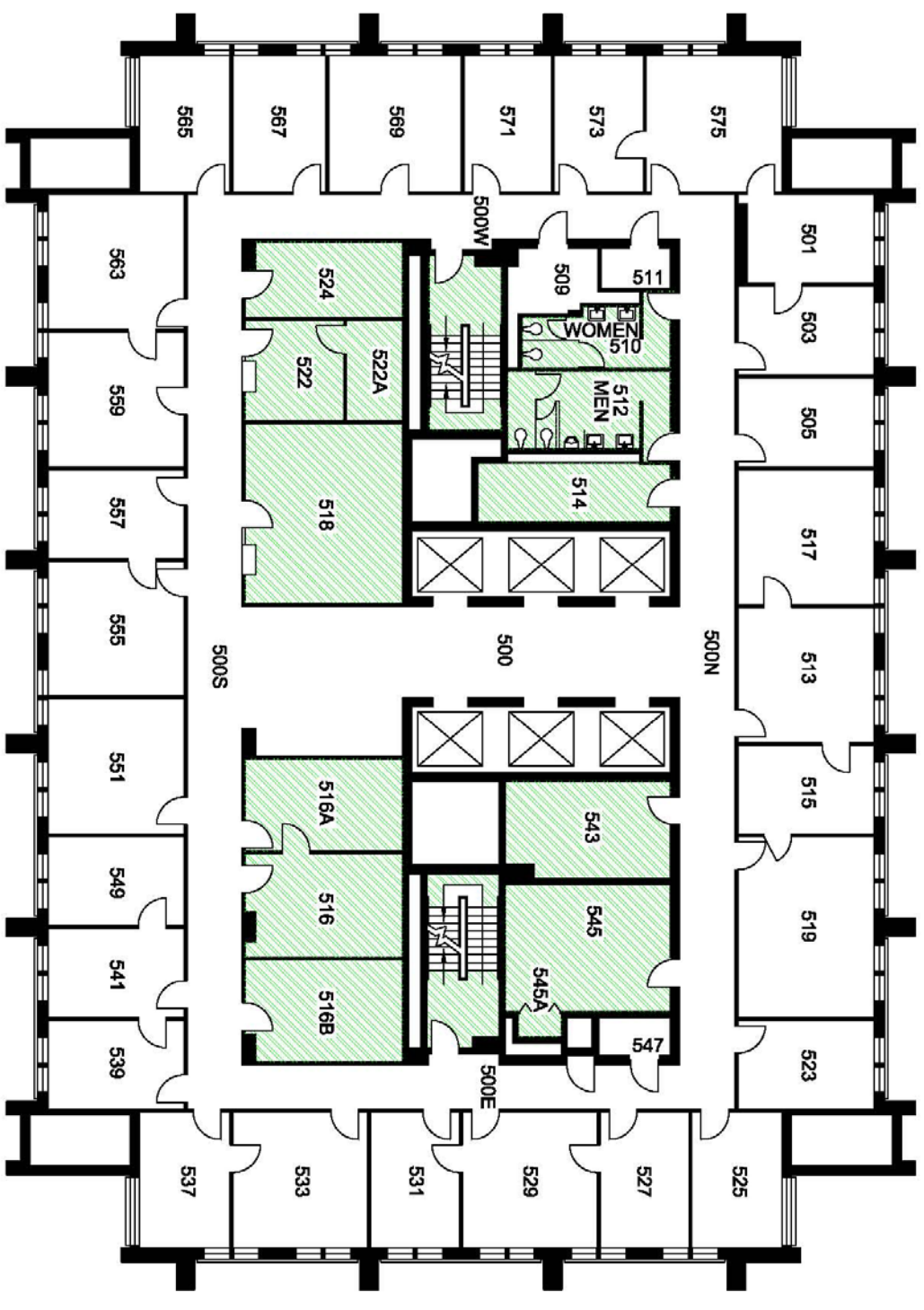
LEGEND



SEVERE
WEATHER
SHELTER



FIFTH FLOOR PLAN PATTERSON OFFICE TOWER



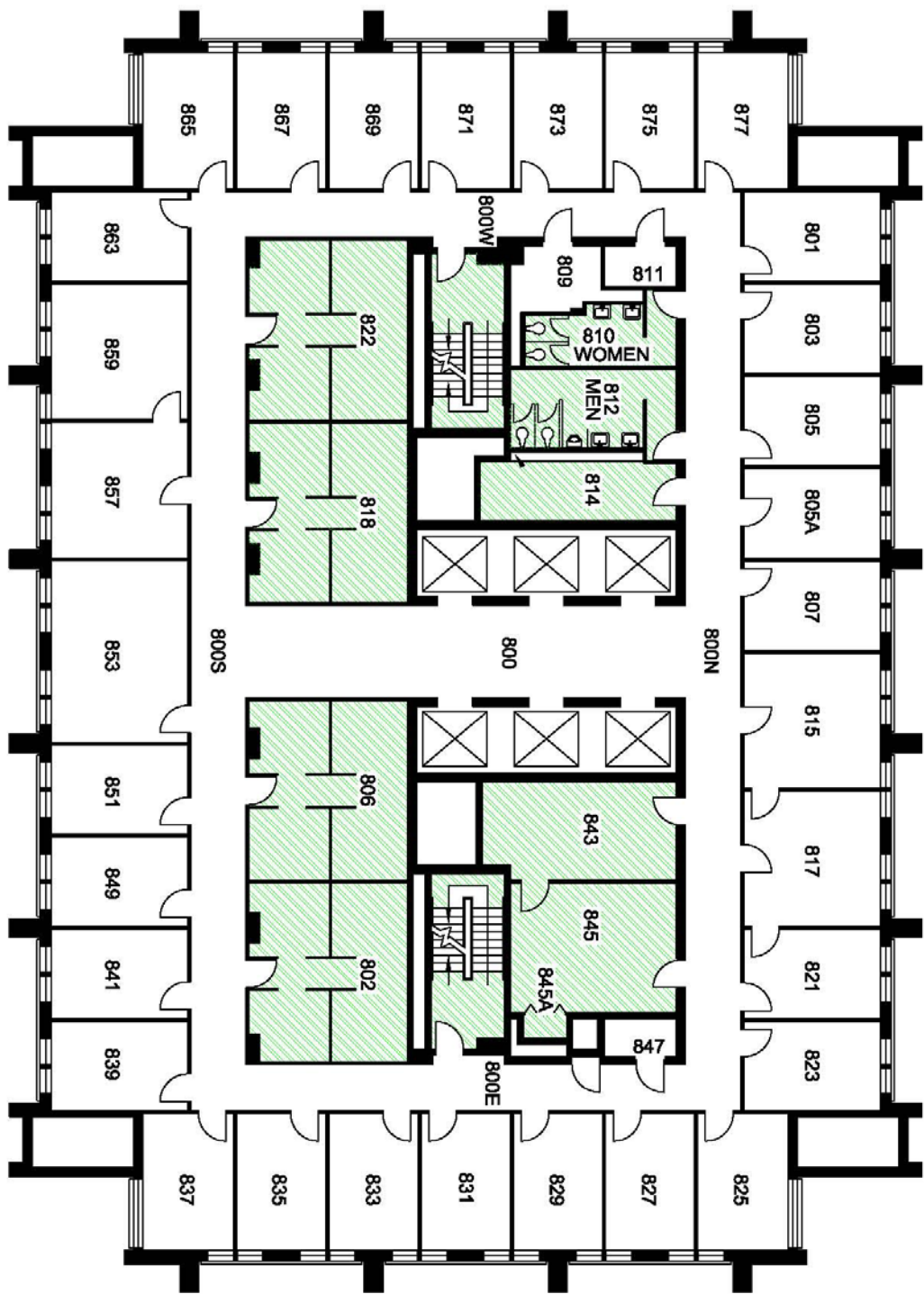
LEGEND



SEVERE
WEATHER
SHELTER



EIGHTH FLOOR PLAN PATTERSON OFFICE TOWER



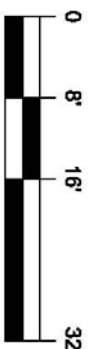
LEGEND



SEVERE
WEATHER
SHELTER



TENTH FLOOR PLAN PATTERSON OFFICE TOWER



SEVERE
WEATHER
SHELTER



LEGEND

ELEVENTH FLOOR PLAN PATTERSON OFFICE TOWER



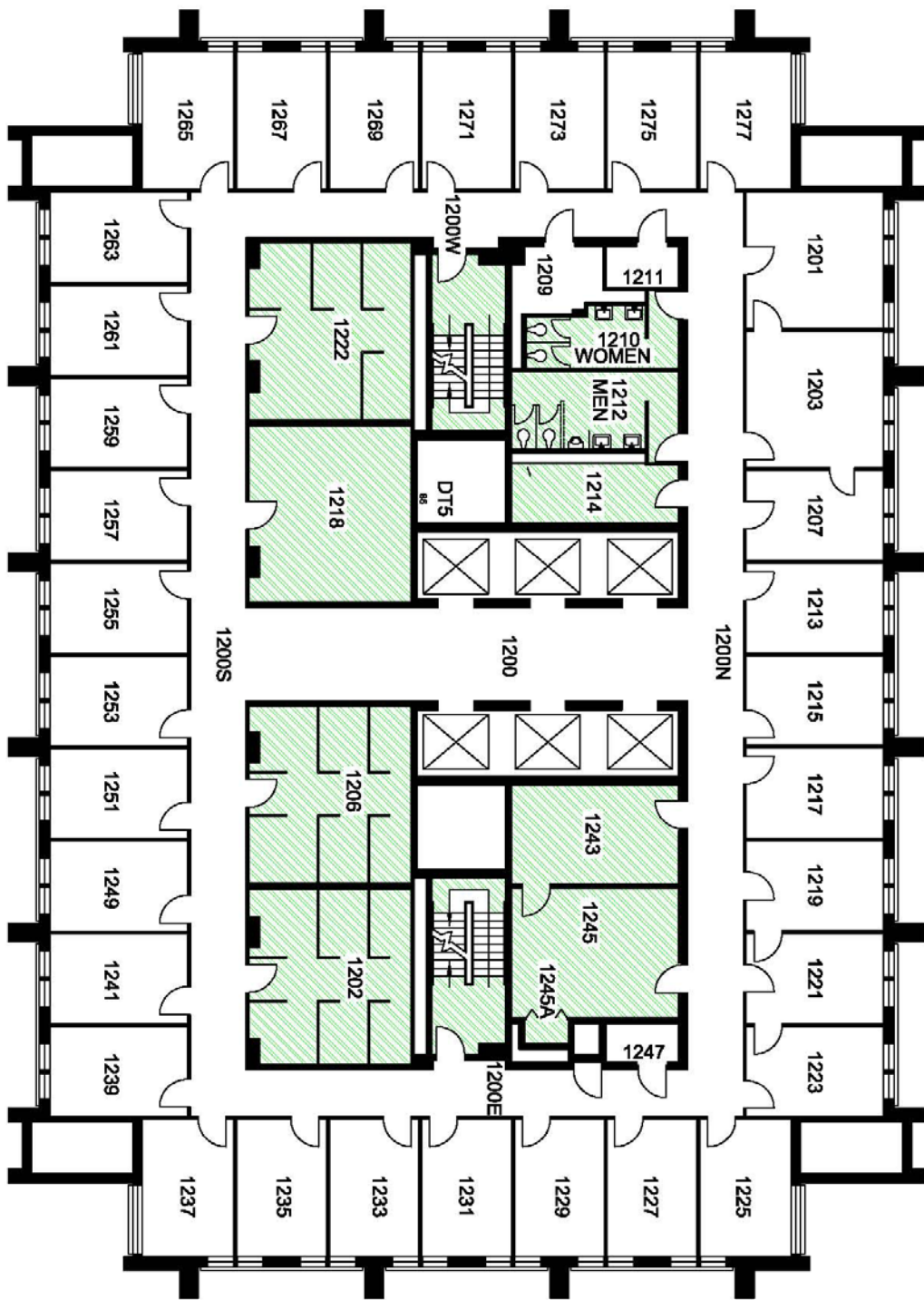
LEGEND



SEVERE
WEATHER
SHELTER



TWELFTH FLOOR PLAN PATTERSON OFFICE TOWER

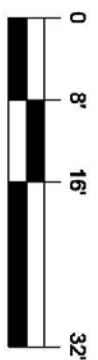
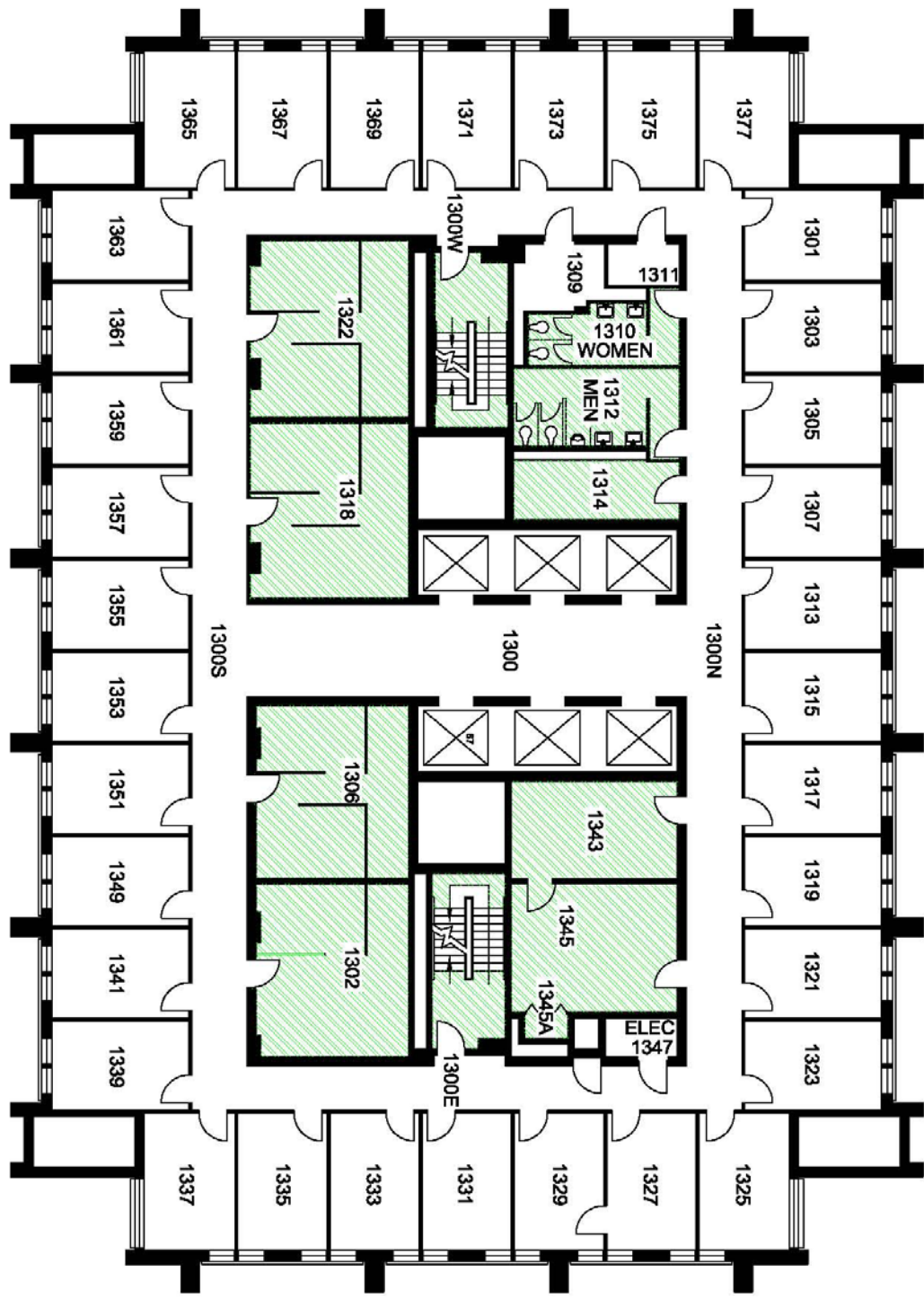


SEVERE
WEATHER
SHELTER



LEGEND

THIRTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



LEGEND

SEVERE WEATHER SHELTER

FOURTEENTH FLOOR PLAN PATTERSON OFFICE TOWER

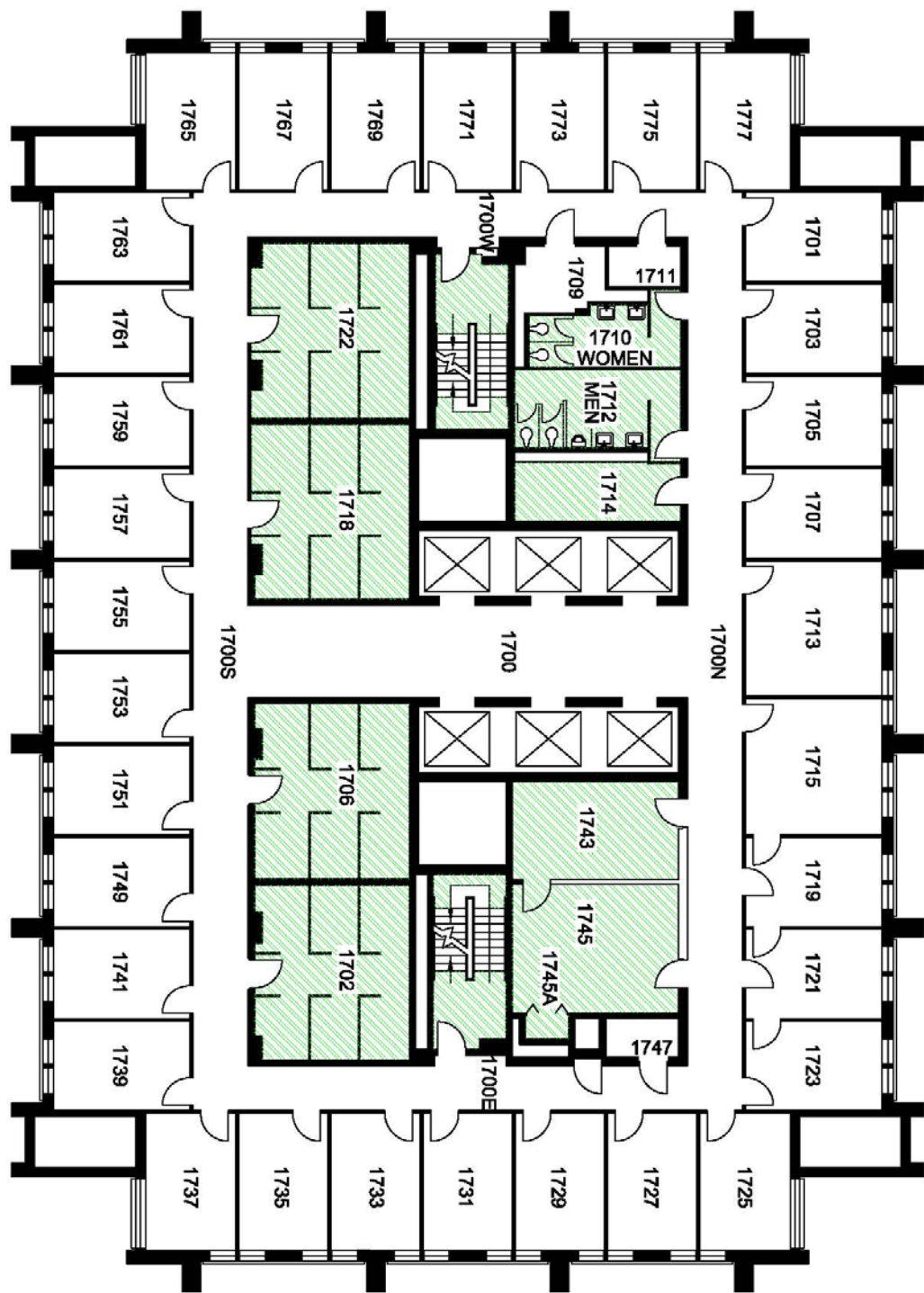


SEVERE
WEATHER
SHELTER



LEGEND

SEVENTEENTH FLOOR PLAN PATTERSON OFFICE TOWER



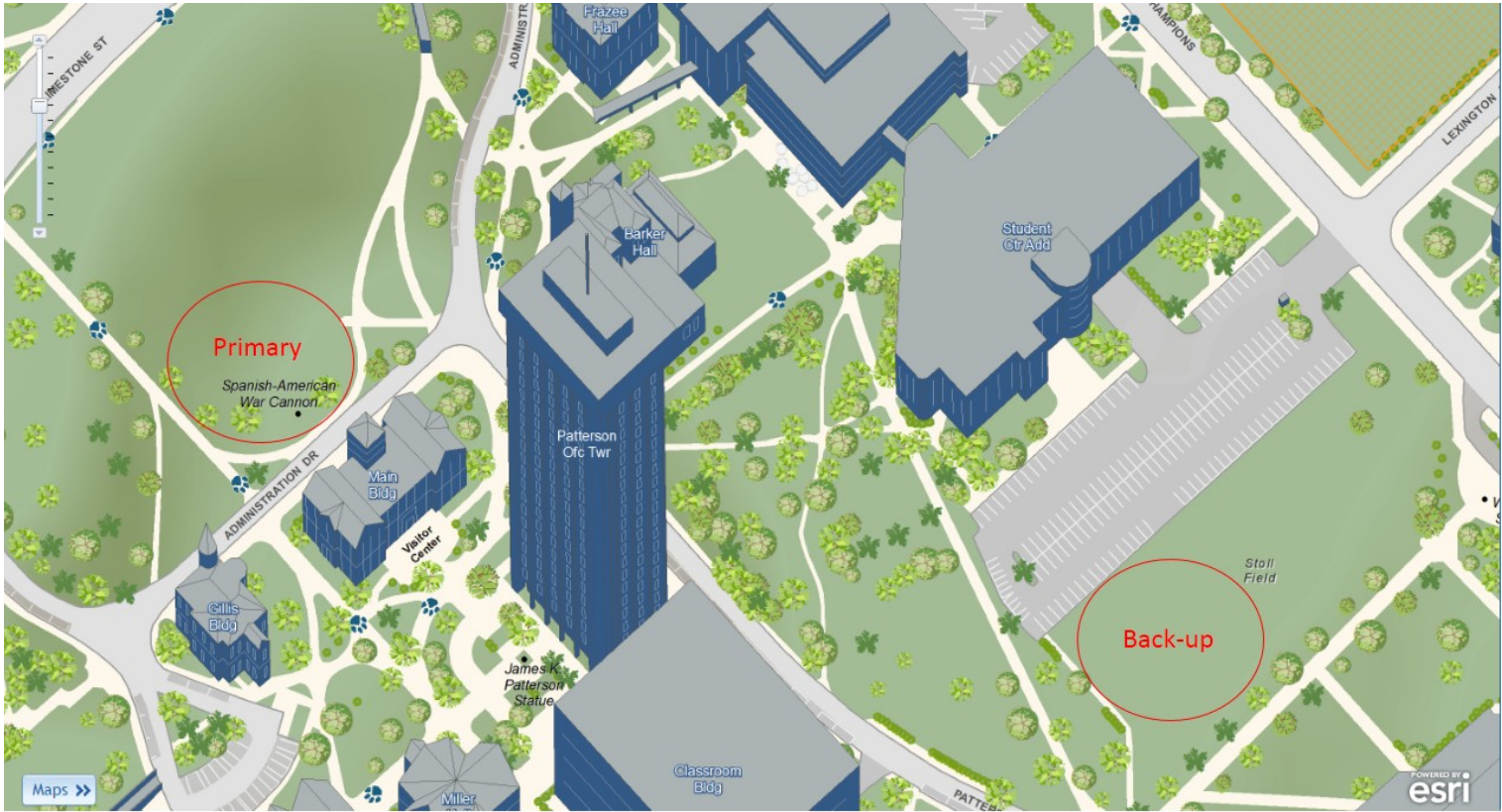
LEGEND



SEVERE
WEATHER
SHELTER



Appendix C
Evacuation Location



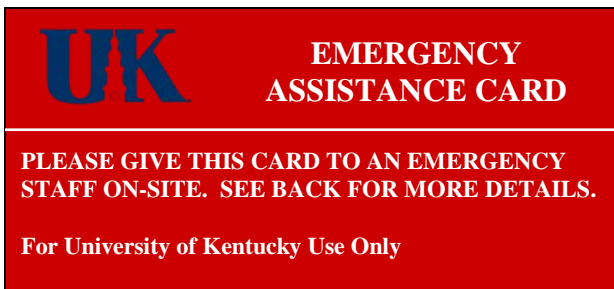
Appendix D

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 E
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.

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:

- Airplanes Quiet Boats
- Animals Music Typing
- Voices Machinery Laughing
- Trains Party Atmosphere Restaurant/Bar
- Traffic Talking

Appendix F

Indicators of Violent Behavior

As reported by multiple national media sources, the United States has experienced a recent increase in active shooters and violence in the workplace. The Emergency Management and Response-Information Sharing and Analysis Center <http://www.usfa.dhs.gov/emr-isac> (EMR-ISAC) observed that these incidents have been as dangerous to emergency responders as they have to innocent bystanders. Because of the obvious risks to personnel from Emergency Services Sector departments and agencies, the EMR-ISAC examined the some early warning indicators of violent behavior in the workplace, prepared by the FBI's National Center for the Analysis of Violent Crime <http://www.fbi.gov/hq/isd/cirg/ncavc.htm> and summarized as follows:

- . Expressing direct or veiled threats of harm.
- . Engaging in intimidating, belligerent, harassing, bullying, or other aggressive behaviors.
- . Experiencing numerous conflicts with supervisors and other employees.
- . Bringing a weapon and/or brandishing a weapon in the workplace.
- . Making inappropriate references to guns or a fascination with weapons.
- . Showing blatant interest with incidents of workplace violence.
- . Indicating approval of the use of violence to solve problems.
- . Identifying with the perpetrators of workplace homicides.
- . Demonstrating desperation over professional or personal problems.
- . Articulating thoughts about the possibility of suicide.
- . Exhibiting extreme changes in attitude and/or behavior.
- . Displaying drug and/or alcohol abuse, particularly where abuse did not previously exist.

The FBI explains that each of these indicators could be a clear sign that something is wrong. They caution that none should be ignored. The Bureau further asserts: "By identifying the problem and dealing with it appropriately, managers and coworkers may be able to prevent violence from happening."