Section 1: General Information

Contact Information

George Ward, Executive Director
Coldstream Research Campus
824 Bull Lea Run
Lexington, KY 40511

Audrey Baricovich, Program Coordinator
Office: (859)218-6563
Email: aba445@uky.edu
A152 ASTeCC Building
Lexington, KY 40506-0286

Matt Wigglesworth, Facilities Coordinator
Office: (859)281-6519
Cell: (859)229-7824
Email: matt.wigglesworth@uky.edu
A033C ASTeCC Building
Lexington, KY 40506-0286

Website: www.research.uky.edu/ASTECC.

Emergency Numbers:
University of Kentucky Police (859)257-8573
Environmental Health and Safety
Phone: (859) 257-9730
Website: www.ehs.uky.edu

Hours of Operation

Office hours at the Advanced Science and Technology Commercialization Center (ASTeCC) are from 8:00 am to 5:00 pm, Monday through Friday. Each person needing access to areas of ASTeCC, will need to complete an authorization form to obtain a security entry code. The doors between ASTeCC and McVey are programmed with security entry codes maybe be used to enter the building after regular business.

The Advanced Science and Technology Commercialization Center (ASTeCC) will abide by the University of Kentucky holiday schedule for closure of business hours.

Getting Started

It is our goal to make your transition into the Advanced Science and Technology Commercialization Center as smooth as possible. Therefore, we have prepared a brief checklist of items that you will need to take into consideration when moving in. Unless otherwise noted, the list below represents initial move-in criteria.

_____ Lease / Initial Payment
All security deposits and lease payments must be made prior to occupancy. All lease payments are to be paid to Kentucky Technology Incorporated and mailed to the below address:

Kentucky Technology Incorporated
c/o Caleb Woodard
824 Bull Lea Run
Lexington, KY 40511

_____ Limited Liability Insurance Certificate must be submitted prior to occupancy.

_____ Access Entry Codes
You may obtain an Access Code form in room A152. The form should be completed and submitted to Tanya Floyd. Please indicate all areas that you should have access and please have your supervisor's approval signature before submitting.

_____ Internet / Telephones
You may request internet and communication service to your lab or office. Please provide the number of ports and telephones that you will need activated. If you are a start-up company, please provide the name and address of the contact person who will be responsible for processing this expense.

_____ Website Information
The Advanced Science and Technology Commercialization Center website (www.research.uky.edu/ASTECC/) contains a directory with each tenant company and provides a hot link to their website (if available). You will need to submit your company's URL information on your initial application.

Section 2: Program Overview

ASTeCC

Purpose:
ASTeCC is the University of Kentucky's showplace for multidisciplinary research, technology transfer, and new business start-ups. The ASTeCC program provides an exciting opportunity for UK to combine a research facility where fundamental discoveries are made and a commercialization center where these discoveries become products in the marketplace. ASTeCC combines the experience of scientists and engineers from various disciplines to encourage high-quality, collaborative research of intellectual and commercial value.

Mission:
The mission of the ASTeCC program is to support the university strategic plan by fostering interdisciplinary collaborations that will lead to economic development opportunities for the Commonwealth.

Overview:
The University of Kentucky is a premier research institution and, as such, is a source of outstanding technologies in a variety of disciplines. Through commercialization of these technologies, the ASTeCC program can provide new synergy for technology-based economic development in Kentucky. In addition, ASTeCC can provide our faculty and students with the opportunity to benefit from the commercialization of their research, keeping the University of Kentucky competitive with other world-class research institutions for the very best talent. ASTeCC will also be attractive to many established firms as a source of new technologies complementary to their primary markets. It will also expand the pool of employment opportunities for student, alumni and other members of the University community.

The ASTeCC program is predicated on the following:

- Conduct high-quality research in interdisciplinary fields
- Transfer technology from UK to the private sector
- Provide financial incentive for entrepreneurial faculty that will enable them to remain on the faculty while pursuing their business interests.
- Enhance the income stream for the university
- Facilitate economic development

The ASTeCC program will follow these steps:

Screening and Selection – Prospective companies will be screened by the ASTeCC Space Committee / Advisory Committee.

Business Assessment – Once accepted, milestones will be set through an assessment of the business plan. The ASTeCC Space Committee / Advisory Committee will complete the assessment with input from other pertinent providers.

Milestones – The milestones set will vary by company and business plan and will be established to measure progress in some or all the following areas:

- Business Plan Issues
- IP Issues
- Technology Issues
- Market Issues
- Management Issues
- Capital Issues

Movement – The ASTeCC Program staff will regularly monitor progress against milestones to ensure movement through the incubation process.

Mentoring, Consulting, Professionals, and Interns – Companies will be put in contact with mentoring support and other external resources to assist in their development. Interns will be screened through ICC and/or UK and placed with companies as needed.

Graduation – Prior to its acceptance in the program, an expectation of the founder's role in the company and the company's expected tenure in ASTeCC facilities will be established for each company. For example, a software company might be expected to spend 24 months in the program, and an instrumentation company approximately 3 years and biotech company 5 years or longer.

Program Entrance Requirements

Scope:

1. To provide a program of services for growing businesses formed on the basis of technology that relates to University of Kentucky research programs or research services.
2. To bring ASTeCC companies to the stage where they can attract sufficient seed capital to eliminate the need for subsidy and assure company growth.

The ASTeCC Program can provide:

- Access to professional services.
- Access to office services.
- Access to University of Kentucky services.
- Evaluation of initial plan and potential; periodic evaluation of progress.
- Continuation or expansion of services to ASTeCC graduates and other Coldstream Research Campus companies.

The ASTeCC program will screen program participation of the basis of the following requirements: The Company

- A Kentucky start-up and a small business under SBA guidelines, or a spin-off of a company having a research relationship with the University of Kentucky.
- Has a technical / scientific orientation with significant commercial potential as a Kentucky employer.
- In the pre-venture capital stage of development or has an identified need for ASTeCC services.
- Has a written business plan, or the ability to produce a 12-month strategic plan outline and schedule of assumptions within the first 90 days in the program.
- Is related to the University of Kentucky research, research services, research center, students, staff, or faculty; or has a strong potential for creating such a relationship within 6 months.
- Has a qualified source of objective independent analysis regarding the existence of probable markets and demand.
- The principals involved possess education, experience and backgrounds reasonably related to the business concepts involved.
- Has the ability to pay for ASTeCC program services at the rates required.

The objectives for the ASTeCC program are to help a company:

- Access technologies and markets
- Achieve business plan milestones
- Achieve effective business management capability

- Identify potential corporate partners
- Identify potential sources for capital
- Secure financial backing

ASTeCC Facility Services

Tenants and affiliates may utilize any or all the following ASTeCC services subject to approval of the university and the payment of appropriate fees where required.

- Reduced rent for space and furnishings (tenants only)
- University telecommunications
- Laboratory / office space
- Casework and fume hoods
- Cold room
- Shared laboratory equipment
- Printing and copying
- Phone and fax
- Computer access
- Conference rooms
- Mail and package handling
- Notary Public services
- Kitchen / Dining area with refrigerator
- Loading dock with adjustable height ramp
- Audiovisual equipment
- Materials and equipment acquisition
- Excellent proximity to campus
- Building security
- University chemical stores purchasing
- Fee-based Shared Cell Lab
- Fee-based Shared Equipment Lab
- Fee-based Autoclave
- Fee-based access to university shops and facilities
- Fee-based access to university research equipment
- Fee-based access to hazardous material disposal (tenants only)
- Access to the University's Library
- Janitorial services

Management Safety and BEAP Plan

All clients of ASTeCC will review and follow all university guidelines and policies to ensure compliancy throughout the ASTeCC Program.

You may visit the following website for all university policies on lab safety, severe weather, hazardous waste management and safety, reporting accidents, bomb threats, and safety training schedules **www.ehs.uky.edu/welcome.html**

We follow the University of Kentucky severe storm and disaster plan. You may find the safest area of the ASTeCC Building by checking the following website link: http://wwwagwx.ca.uky.edu/stormready/safeplaces.shtml?286

University of Kentucky
Emergency Management

Building Emergency Action Plan

Advanced Science and Technology Commercialization Center
145 Graham Avenue
Lexington, KY 40506
Call 911 or
UK Police Department 911 – call #8573 from cell phone
MAIN DISPATCH (859)257-8573

Building Emergency Action Plan
Record of Change

Date of Change	Page Number	Section Changed	Person Making Change

Automated External Defibrillators call: 218-6563 or 218-6554

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If you call 911 from a cell phone, you will need to report the street address:
145 Graham Avenue

UK Police Department	**257-1616**
Emergency Management Office	**257-3815**
UK Fire Marshal	**257-6326**
Environmental Health and Safety	**257-3845**
PPD Delta Room	**257-2830**

Advanced Science and Technology Commercialization Center Safety Committee

Tanya Floyd, ASTeCC Manager, Committee Chair
Larry Farmer, ASTeCC , Co-Chair
Jan Egge, UK, Occupational Health and Safety
Kenny Moore, UK Building Management
Jason Burns, UK Safety Specialist
Lea Poore, Occupational Health and Safety
Jason Ellis, Assistant Fire Marshall
Greg Williamson, Fire Marshall
Judy Burgess, AGTeCC
R. J. Robinson, Safety Officer, COE

University of Kentucky
The Advanced Science and Technology Commercialization Center
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 Emergency Management Office for review and acceptance. If you need any assistance in the completion of this model BEAP please contact Christy Giles, Director of Emergency Management at 257-3815 or via email at cgile0@email.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 ASTeCC Building's plan was developed using a model plan prepared by the UK Emergency Management Office. This plan has been reviewed and approved by the Emergency Management Office and implemented on **August 31, 2009**.

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 Advanced Science and Technology Commercialization Center BEAP is located behind the entrance door of each classroom, meeting room and office and is accessible on the ASTeCC web site and on file at the UK Emergency Management Office.

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 the Building Emergency Coordinator's Office, room A152, ASTeCC. All ASTeCC clients, faculty and staff will be required to sign a written document stating they have read the BEAP.

1.4 The Building Emergency Action Plan will be reviewed annually in January and tested a minimum of one time per spring and fall semester.

_____
Building Emergency Coordinator

_____
Safety Committee Chair

Christy L. Giles
_____
Reviewed UK Emergency Management Director

2.0 EMERGENCY ACTION RESPONSIBILITIES

2.1 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.

2.2 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.

2.3 An Assistant Building Emergency Coordinator (**ABEC**) will be designated to assist the BEC and be responsible for the BEC's duties in their absence.

2.4.1 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.

2.4.1.2 An Assistant Floor Leader (**AFL**) will be designated to assist the FL and be responsible for the FL's duties in their absence.

3.0 CONTACT LIST AND NUMBERS

3.1 Departmental Contact Telephone Numbers:

Building Emergency Action Plan (BEAP) Titles	Name	Office Phone
Building Emergency Coordinator (BEC)	Tanya Floyd	859-218-6563
Assistant Building Emergency Coordinator (ABEC)	Larry Farmer	859-218-6519
Floor Leader (FL) Basement Floor	Jack Goodman	859-218-6527
Assistant Floor Leader (AFL) Basement Floor	Brian Wajdyk	859-257-6401
Floor Leader (FL) 1st Floor	Sabrina Darnell	859-218-6555
Assistant Floor Leader (AFL) 1st Floor	Gina Tussey	859-257-8286
Floor Leader (FL) 2nd Floor	Carolyn Solomon	859-218-6512
Assistant Floor Leader (AFL) 2nd Floor	Taunya Phillips	859-218-6509
Floor Leader (FL) 3rd Floor	Surash Rajaputra	859-218-6552
Assistant Floor Leader (AFL) 3rd Floor		859-218-6546
Building Operator	Kenny Moore (Fred Wells, Supervisor)	859-257-8456

4.0 EMERGENCY ACTION PLAN – FIRE

4.1 This section of the Building Emergency Action Plan will be activated in the event of:

- Fire alarm activation
- Fire discovered by building occupant

4.2 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 being tested.

4.3 The person activating the fire alarm shall dial 911 from a campus phone or #UKPD (#8573) from a cellular phone and advise the UK Police Dispatcher of the fire situation in the building.

4.4 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.

4.4.1 Building occupants should make no attempts to extinguish the fire.

4.5 Once out of the building, all occupants should gather at the following locations (see table below) to be accounted. 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.

Occupants located in the South wing of ASTeCC should egress to Funkhouser Dr.
Occupants located in in the North wing of ASTeCC should egress to the Civil Engineering courtyard.
Do NOT convene in the tunnel type entrance on the North side of the ASTeCC Building.

4.6 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.

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

5.0 EMERGENCY ACTION PLAN - SEVERE WEATHER

5.1 This section of the BEAP will be activated in the event of a severe weather situation.

5.2 The ASTeCC Managers office has a weather radio in ASTeCC A152. 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 ASTeCC Manager's Office will monitor this radio for any emergency announcements and notify the occupants of ASTeCC 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 public address announcement. This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.

5.3 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.

5.4 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.

5.5 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. If a search is necessary, the use of walkie-talkies, located in the shelter area, will be required to maintain communication.

5.6 If injuries or building damage occurs, notify the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616.

5.7 Once the warning has expired, the Building Emergency Coordinator will give the word for employees to return to their workstations or go home.

6.0 EMERGENCY ACTION PLAN – EARTHQUAKE

6.1 This section of the BEAP will be activated when a sustained earthquake occurs.

6.2 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.

6.3 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.).

6.4 When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:

- Standing in a doorway and bracing your hands and feet against each side.
- Getting under a desk or heavy table.
- Standing flat against an interior wall.

NOTE: Do not seek cover under tables or shelves with chemicals (i.e. cleaning supplies) that could spill and harm personnel.

6.5 Once the shaking has stopped, gather valuables and quickly leave the building. **DO NOT USE**

ELEVATORS AND AVOID BRIDGE WALKWAY. All employees should gather at the following locations (see table below) to be accounted. 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.

Occupants located in the South wing of ASTeCC should egress to Funkhouser Dr.
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6.6 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.

6.7 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 a campus phone, #UKPD (#8573) from a cellular phone or 257-1616 for assistance.

6.8 The Physical Plant Division, UK Fire Marshal, Emergency Management Director 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.

7.0 EMERGENCY ACTION PLAN - HAZARDOUS MATERIALS

7.1 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.

7.2 Hazardous material accidents can occur inside this building, on campus or in the adjacent areas (railway) and could impact this building (i.e. gas leak). 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 public address announcement. This notification will advise building occupants to implement the emergency action plan.

7.3 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.

7.4.1 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 heating/cooling systems (HVAC) off
- Move to the designated shelter in place location
- 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

7.4.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.4.1 are completed. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel are accounted for.

7.4.3 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 release, the Building Emergency Coordinator or designee should contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616. UK Police will dispatch emergency personnel to assist.

7.4.5 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).

7.5.1 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

7.5.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.5.1 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.

7.5.3 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616.

7.6 If building occupants cannot be accounted for, the Building Emergency Coordinator should contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616.

7.7 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, Emergency Management Director and Vice President of Commercialization and Economic Development Office Representative.

8.0 EMERGENCY ACTION PLAN - CHEMICAL EMERGENCY

8.1 This section of the BEAP should be activated in the event a hazardous material incident occurs inside of the building and/or hazardous incident from surrounding buildings (laboratory, maintenance or physical plant operation).

8.2 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 public address announcement. This notification will advise building occupants to implement the BEAP for Chemical emergencies.

8.3.1 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.

8.3.2 Personnel in the immediate area of the chemical accident will vacate the area and report to the following locations (see table below) to be accounted. 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.

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Occupants located in in the North wing of ASTeCC should egress to the Civil Engineering courtyard.
Do NOT convene in the tunnel type entrance on the North side of the ASTeCC Building.

8.4 The Building Emergency Coordinator will immediately notify the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616 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 gases through the cooling/heating system.

8.5 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616.

8.6 The Building Emergency Coordinator will determine if further evacuations are necessary.

8.7 The Building Emergency Coordinator and/or Floor Leaders will conduct a roll call to ensure that all personnel have evacuated the building.

8.8 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.

9.0 EMERGENCY ACTION PLAN - UTILITY OUTAGE

9.1 This section of the BEAP should be activated in the event of a utility outage.

9.2 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

9.3 The Building Emergency Coordinator, Vice President of Commercialization and Economic Development Office Representative or other administrative staff should contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) on a cellular phone or 257-1616 to report the problem and obtain any available information.

9.4 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 Vice President of Commercialization and Economic Development Officeperson will determine the appropriate course of action.
The Building Emergency Coordinator and Vice President of Commercialization and Economic Development Office Representative 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

9.5 Unless a decision has been made by University officials, the Building Emergency Coordinator and
Vice President of Commercialization and Economic Development Office Representative 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.

9.6 If anyone is trapped on an elevator, immediately call the Physical Plant Division at 257-3844 for assistance.

10.0 EMERGENCY ACTION PLAN - WORKPLACE VIOLENCE, TERRORISM

10.1 This section of the BEAP should be activated in the event any type of workplace violence or act of terrorism.

10.2 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 a campus phone, #UKPD (#8573) on a cellular phone or 257-1616.

10.3 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 telephone and/or word of mouth.

10.4 Different types of workplace violence require different actions:

10.4.1 Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

10.4.2 Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also 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. **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.

10.4.3 Physical Threat - If someone's actions pose a physical threat to you, evacuate the area and report the situation to a supervisor. UK Police may be contacted by dialing 911 from a campus phone, #UKPD (#8573) from a celluar phone or 257-1616.

10.4.5 Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures as they would for a fire.

10.4.6 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 a campus phone, #UKPD (#8573) on a cellular phone or 257-1616. In the event someone is hurt and/or a fire is caused by these events, advise the UK Police Department of this situation.

10.5 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 The Building Emergency Coordinator 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.

10.7 The Building Emergency Coordinator and/or the Vice President of Commercialization and Economic Development Office will participate in any post-incident critique regarding the emergency.

11.0 EMERGENCY ACTION PLAN - BOMB THREAT/EXPLOSION/SUSPICIOUS PACKAGE

11.1 This section of the BEAP should be activated in the event of a Bomb Threat/Explosion or discovery of a suspicious package.

11.2 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 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616.

11.2.1 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)

11.3 The person should then notify his or her supervisor, the Building Emergency Coordinator and the Vice President of Commercialization and Economic Development Office Representative as quickly as possible.

11.4 A decision will be made by the Building Emergency Coordinator, Vice President of Commercialization and Economic Development Office Representative and UK Police Department to determine if a building evacuation is warranted. An intercom announcement will be made to evacuate. If it is warranted, evacuation should take place using the same evacuation plan and procedures as they would for a fire.

11.5 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.

11.6 The Building Emergency Coordinator, Vice President of Commercialization and Economic Development Office, 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.

11.7 The Building Emergency Coordinator and/or the Vice President of Commercialization and Economic Development Office will participate in any post-incident critique regarding the emergency.

11.8 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

12.0 EMERGENCY ACTION PLAN - MEDICAL EMERGENCY

12.1 Implement the BEAP for Medical Emergencies for any injury or illness that requires more than simple first aid.

12.2 Immediately contact the UK Police Department at 911 from a campus phone, #UKPD (#8573) from a cellular phone or 257-1616 and report the emergency. **Automated External Defibrillator's are located in A152 and A144 of ASTeCC. Please contact Tanya Floyd at 218-6563 or Tom Goodness at 218-6554.**

12.3 When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions
- If you call 911 from a cell phone, you will need to report the street address: 145 Graham Avenue

12.4 Comfort but do not move the victim.

12.5 Have someone standby outside the building to "flag down" EMS when they reach the vicinity of the building.

12.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

13.0 ACTIONS TO TAKE AFTER THE EMERGENCY

13.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and Vice President of Commercialization and Economic Development Office 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.

13.2 The Building Emergency Coordinator, Vice President of Commercialization and Economic Development Office, 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.

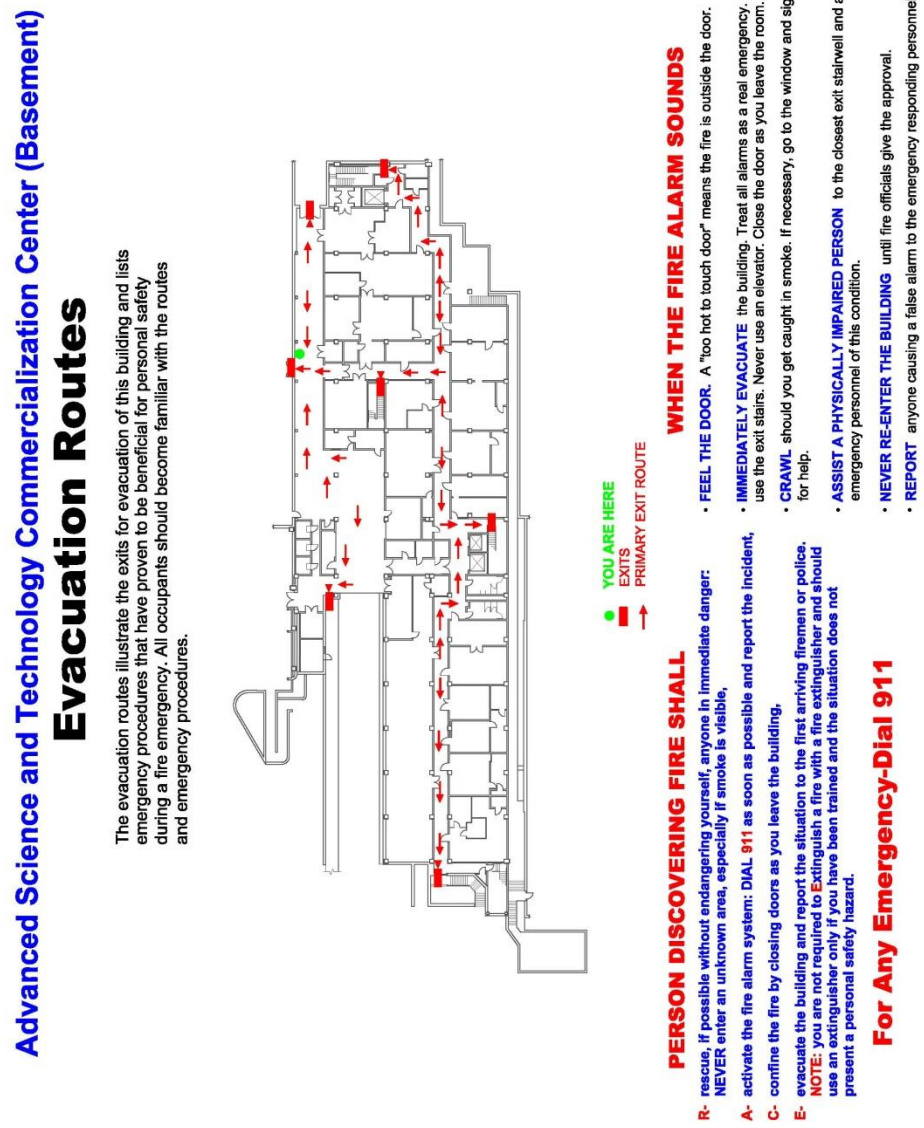
13.3 The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency

13.4 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.

13.5 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 Emergency Management, 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



Advanced Science and Technology Commercialization Center (1st Floor)

Evacuation Routes

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE

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.

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

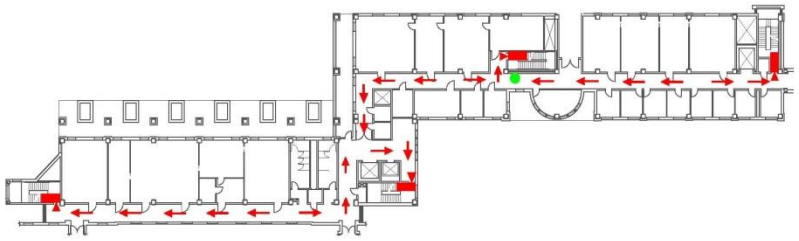
WHEN THE FIRE ALARM SOUNDS

- **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.

Advanced Science and Technology Commercialization Center (2nd 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.



YOU ARE HERE
EXITS
PRIMARY EXIT ROUTE

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.

Advanced Science and Technology Commercialization Center (3rd 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.

YOU ARE HERE
EXITS
PRIMARY EXIT ROUTE

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

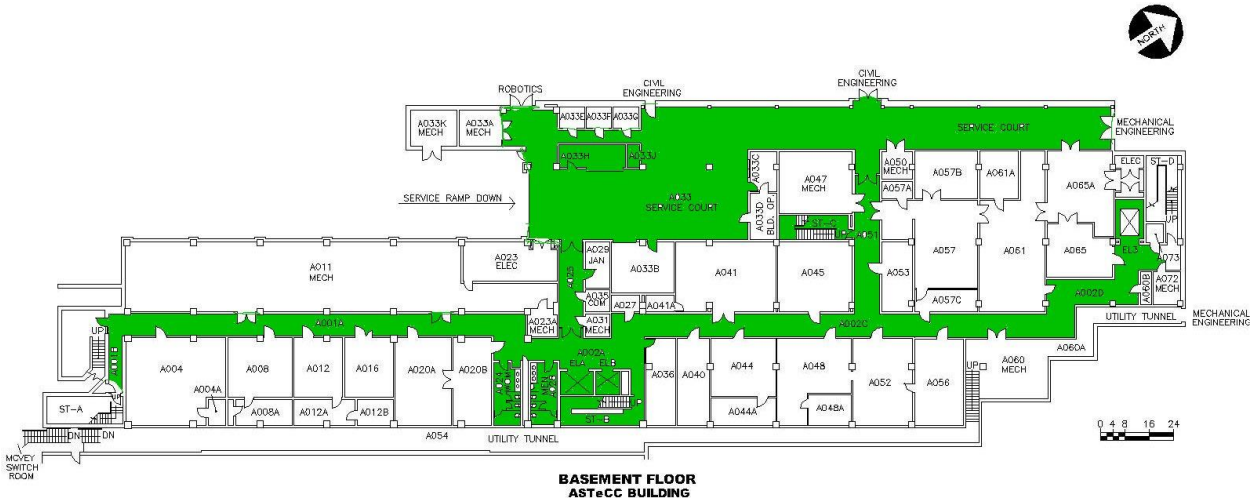
- **FEEL THE DOOR.** A "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL** should you get caught in smoke. If necessary, 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.

Appendix B

Severe Weather Locations

Primary Safe Place(s): Basement Floor
Middle stairwell and men and women's restrooms

Secondary Safe Place(s):Basement Floor
Hallways, Service court



Primary Safe Place(s): Floors 1-3
Go to the basement

Secondary Safe Place(s): Floors 1-3
Middle Stairwell

Primary Safe Place(s): Floor 4
Go to the basement

Appendix C

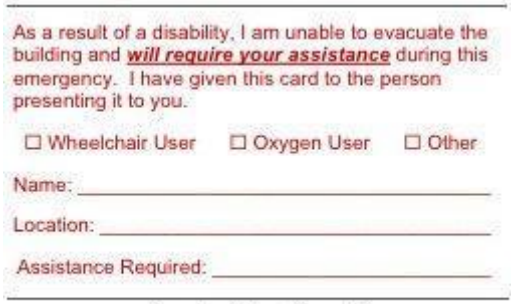
Procedures for Providing Assistance to Mobility Impaired Individuals

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 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 Christy Giles, Office of Emergency Management, at 257-3815.

Appendix D

Bomb Threat Caller Checklist

Telephone Procedures
INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.
Name of Operator_____ Time_____ Date_____
Caller's Identity:
Sex: Male____ Female____ Adult____ Juvenile____ Approximate age_____ in years

Origin of Call: (Check Caller ID)

Local___ Long Distance___ Booth____ Internal____

Write the number here_____

Voice Characteristics Speech Language

____Loud _____Soft ____Fast ____Slow _____Excellent ____Good ____High Pitch _____Deep

____Distinct ____Distorted ____Fair ____Poor ____Raspy ____Pleasant ____Stutter ____Nasal

____Foul ____Intoxicated ____Slurred ____Lisp ____ Other

Accent Manner Background Noises
____Local ____Not Local ____Calm ____Angry ____Mixed ____Airplanes ____Foreign ____Region

____Rational ____Irrational ____Bedlam ____Animals ____Race ____Other ____Coherent

____Incoherent ____Trains ____Voices ____Deliberate ____Emotional ____Music ____Quiet

____Righteous ____Laughing ____Factory Machines ____Street Traffic ____Party Atmosphere

____Office Machines

BOMB FACTS
Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:
When will it go off? Certain hour_____ **Time remaining**_____
Where is it located? Building_____ **Floor/Office/Area**_____
What kind of bomb?_____
How do you know so much about the bomb?_____
Where are you now?_____
What is your name and address?_____

If the building is occupied, inform the caller that detonation could cause injury or death.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Did the caller appear familiar with the building by his description of the bomb location?_____
ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL
- **NOTIFY THE UNIVERSITY POLICE, EXT 911 or 257-1616**
- **NOTIFY YOUR IMMEDIATE SUPERVISOR.**

Talk to no one -- other than instructed by your supervisor or the Police.
3/30/2005 (abj)

Policies and Procedures – ASTeCC

Criteria for Faculty Researcher and Start-Up Company Space Occupancy in ASTeCC

Each Faculty Researcher within ASTeCC must agree to follow his / her commitment of the Memorandum of Understanding in order to continue occupancy of their ASTeCC lab and / or office. The commitment for ASTeCC space will have a 3-year renewable term and renewal of this agreement will be contingent upon the following criteria:

1. Progress toward commercialization of some aspect of research as demonstrated by disclosures, patents, and sponsored research funding and business activity.
2. Submittal of an annual progress report due (August 15th).
3. Participation in interdisciplinary activities of the ASTeCC Center.
4. Maintaining and / or growing research funding for activities conducted in ASTeCC and properly documenting Enhancement funds from these grants for the ASTeCC Facility.

If additional space is needed in response to program expansion, the Dean of the academic department will make the request to the Space Committee. No guarantees of additional ASTeCC space are implied by the memorandum.

To ensure that the ASTeCC Program and Facility are utilized appropriately, the commitments listed above will be enforced according to the terms of Memorandum of Understanding

Each start-up company prospect must agree to the terms of his / her lease with the Kentucky Technology Incorporated in order to continue occupancy of their ASTeCC lab and / or office. The commitment for ASTeCC space will have a 3-year renewable term and renewal of this agreement will be contingent upon the following criteria:

1. The ASTeCC prospects must be either:
   - A new or early-stage technology based business.
   - A spin-off of an existing business.
   - A business seeking to move to Lexington, Kentucky.
2. The prospect must have a legally formed business.
3. The prospect must have adequate funding resources.
4. The prospect must agree to comply with the entire lease agreement between the Lessor, Kentucky Technology Incorporated and the Lessee.
5. If chosen to participate in the ASTeCC Program, the tenant must meet the ASTeCC Program benchmarks towards graduation.

To ensure that the ASTeCC Program and Facility are utilized appropriately, the commitments listed above will be enforced according to the terms of KTI Lease Agreement.

University of Kentucky
Advanced Science and Technology Center for Commercialization
Policy for Faculty Researcher Space Occupation

The Space Committee for ASTeCC makes the decision about space utilization within ASTeCC. All space in ASTeCC is to be utilized for the progress and benefit of the ASTeCC Program and to support the ASTeCC Mission Statement.

ASTeCC Mission Statement
The mission of ASTeCC is to serve as a resource for the University, the community, and the Commonwealth in facilitating the development of high technology oriented businesses, derived from high quality, collaborative research of scientists at the University of Kentucky.

Each Faculty Researcher within ASTeCC must agree to follow his / her commitment of the Memorandum of Understanding in order to continue occupancy of their ASTeCC lab and / or office. The commitment for ASTeCC space will have a 3-year renewable term and renewal of this agreement will be contingent upon the following criteria:

1. Progress toward commercialization of some aspect of research as demonstrated by disclosures, patents, and sponsored research funding and business activity.
2. Submittal of an annual progress report due (August 15th).
3. Participation in interdisciplinary activities of the ASTeCC Center.
4. Maintaining and / or growing research funding for activities conducted in ASTeCC and properly documenting Enhancement funds from these grants for the ASTeCC Facility.

If additional space is needed in response to program expansion, the Dean of the academic department will make the request to the Space Committee. No guarantees of additional ASTeCC space are implied by the memorandum.

To ensure that the ASTeCC Program and Facility are utilized appropriately, the commitments listed above will be enforced according to the terms of Memorandum of Understanding.

Entrance Criteria for Private Start-Up Companies

The Space Committee for the Commercialization and Economic Development makes the decision about space utilization within ASTeCC. All space in ASTeCC is to be utilized for the progress and benefit of the ASTeCC Program and to support the ASTeCC Mission Statement.

ASTeCC Mission Statement
The mission of ASTeCC is to serve as a resource for the University, the community and the Commonwealth in facilitating the development of high technology oriented businesses, derived from collaborative research of scientists at the University of Kentucky.

1. The ASTeCC prospects must be either:
   - A new or early-stage technology based business.
   - A spin-off of an existing business.
   - A business seeking to move to Lexington, Kentucky.
2. The prospect must have a legally formed business.
3. The prospect must have adequate funding resources.
4. The prospect must agree to comply with the entire lease agreement between the Lessor, Kentucky Technology Incorporated and the Lessee.
5. If chosen to participate in the ASTeCC Program, the tenant must meet the ASTeCC Program benchmarks towards graduation.

To ensure that the ASTeCC Program and Facility are utilized appropriately, the commitments listed above will be enforced and non-compliance of the Lease Agreement commitments will result in the occupants' separation from the ASTeCC Program and Facility. The Space Committee must optimize the utilization of ASTeCC space and assets.

Facility Permitted Uses

The Demised Premises shall only be used for:

a. Laboratories, offices, and other facilities for research, basic, developmental and applied, and consulting, conducted by or for any individual, organization, or concern, whether public or private.

b. Product manufacture or assembly shall be restricted to the manufacture or assembly of technology products which are clearly related to the on-site research and development activities of the tenant, or to manufacturing processes which require high levels of scientific or technological input.

c. Pilot plants and test or research facilities in which processes planned for use in production elsewhere can be tested.

d. Incidental operations required to maintain or support any permitted use, on the same tract as the permitted use, such as maintenance shops, parking garages, keeping of animals, experimental plots, machine shops, and communications or computer facilities.

e. Services which the University, in its sole discretion, deems necessary to assist those uses permitted in paragraphs 1 through 3 above including, but not limited to, accounting, legal, printing, research, day-care, travel planning, and mailing centers. However, such services are to remain ancillary to the primary purpose of the Coldstream Research Campus as discussed above.

2. Outside storage (including, without limitation, all motor vehicles such as trucks or trailers) is prohibited without Landlord's prior written consent. Tenant shall at its own cost and expense obtain any and all licenses and permits necessary for its use of the Demised Premises.

3. Tenant shall comply with all governmental laws, ordinances, regulations, rules, orders and directives (collectively, "regulations"), including (without limitation) all environmental, energy and zoning regulations, and to any restrictive covenants and rules and regulations of the Coldstream Research Campus. Tenant at its sole expense shall promptly comply with all regulations for the correction, prevention and abatement of nuisances in, upon, or connected with the Demised Premises.

4. Tenant shall not permit any objectionable, unpleasant or dangerous odors, smoke, dust, gas, emission, noise or vibrations to emanate from the Demised Premises, nor permit any activity upon the Demised Premises which would constitute a nuisance or would disturb or endanger any other tenant of the Park.

5. Without Landlord's prior written consent, Tenant shall not receive, store or otherwise handle any product, material or merchandise which is explosive or highly inflammable or which has been listed by EPA as being an actual or suspected carcinogen. Tenant shall not permit the Demised Premises to be used in any manner which would render the insurance thereon void or in the judgment of the insurer make the insurance risk more hazardous than previously (causing an increase in premiums) or cause the State Board of Insurance or other insurance authority to disallow any sprinkler credits.

University Resource Center

1

College/Department	Acronym	Description	Web Address	Rates	Contact	Phone
Advanced Genetic Technologies Center	AGTC	High-throughput genetic analysis, potential to enhance visibility of UK in the modern genomics world while providing a nucleus to integrate biological research entities throughout the institution itself.	http://www.uky.edu/Centers/AGTC/	Varies	Christopher L. Schardi	257-7445 x80730
Agricultural Experiment Station		Addresses problems of agribusiness, consumers, international trade, food processing, nutrition, community development, soil and water resources, and the environment.	http://www.ca.uky.edu/research/research_main.htm	Varies	Nancy M. Cox	257-3333
Biostatistics Consulting Unit	BCU	Provides a broad array of biostatistical and epidemiological consulting services.	www.mc.uky.edu/kysph/bcu/	Varies	Richard J. Kryscio	257-4064
Bone Diagnostic and Research Laboratory			www.mc.uky.edu/nephrology/bone%20lab.asp	Varies	Marie-Claude Monier-Faugere	323-5384
Cord Blood Bank	CBB	Provides human umbilical cord blood cells, either fresh or cryopreserved, for laboratory studies.	www.research.uky.edu/cordblood	$120 (Fresh) $225 (Cryopreserved)	Gary Van Zant	323-5719
Division of Regulatory Services		Assures the citizens of the commonwealth that many of the agricultural and consumer products they buy are as they are represented on the label.	www.uky.edu/Ag/RegulatoryServices	Varies	Tony Benge	323-2785 ext. 232
Electron Microscopy Facility		Provides access to cutting edge Materials Characterization equipment.	www.engr.uky.edu/~bjhinds/facil/emf	Varies	Dr. Alan Dozier (TEM) Larry Rice (SEM)	257-2300 ext. 295 257-2300 ext. 275
Equine Parentage Verification and Research Laboratory	EPVRL	Offers a variety of services to horse owners and individual breed registries. One of the top three blood typing labs in the world.	www.uky.edu/Agriculture/VetScience/textpages/epvrl.HTM	Varies	Dr. E. Gus Cothran	257-3777
Environmental Health and Safety	EH&S	Offers Asbestos Testing and Abatement, Environmental Protection, Hazardous Waste Pickup, Occupational Health and Safety, Radiation Safety, Fire Protection and Life Safety	ehs.uky.edu/welcome.html	Varies	David Hibbard	257-3845
Flow Cytometry Core Facility		Offers a Cytomation MoFlo cell sorter with three lasers and high-speed cell sorting capability, and a Becton-Dickinson FacsCalibur cell analyzer.	www.mc.uky.edu/microbiology/flowcytometry.asp	Varies	Donald A. Cohen	323-5131

Imaging Facility		**Consists of a central preparatory laboratory, photographic darkrooms, an ultrastructural sectioning room, individual rooms for laser scanning confocal microscopy, transmission electron microscopy, and a PC workstation.**	**www.mc.uky.edu/sharedresource/electron**	**Varies with microscope**	**Mary Gail Engle**	**323-6108**
Kentucky Cancer Registry	**KCR**	**Formal quality assurance program, complete death clearance follow back, and staff to see that all cases of cancer are systematically reported by non-hospital facilities.**	**www.kcr.uky.edu**	**Varies**	**Tom Tucker**	**219-0773 ext. 225**
Mass Spectrometry Facility	**UKMSF**	**Mass spectrometers, sample introduction, ionization, mass measurement, isolation of natural products, analysis of pharmaceuticals and their metabolites, characterization of peptides, proteins, oligonucleotides, complex lipids, and carbohydrates, as well as synthetic polymers.**	**http://www.research.uky.edu/ukmsf/index.html**	**Varies**	**Dr. Bert Lynn**	**257-2300 ext. 287**
Microarray Core Facility		**Affymetrix GeneChip, Custom cDNA Arrays, Bioinformatics, Microarray Facility Pilot Program**	**http://www2.mc.uky.edu/UKMicroArray/**	**Varies**	**Dr. Kuey-Chu Chen**	**323-6241**
Mid-South Cancer Information Service	**CIS**	**Information Service (1-800-4-CANCER), Partnership Program, CIS Research Activities**	**http://www2.kcr.uky.edu/cis/**	**Varies**	**Doug Wagner**	**219-9063**
Nuclear Magnetic Resonance Facility	**NMR**	**Two Varian Gemini 200 MHz NMR Spectrometers, Two Varian INOVA 400's, Varian INOVA 600**	**http://www.chem.uky.edu/resources/nmr/welcome.html**	**Varies**	**John Layton**	**257-1183**
Orthopaedic Biomechanics Consulting Unit		**Two Instron servo-hydraulic mechanical testing systems provide compression, tension, bending and torsional testing capabilities of hard and soft tissue and a variety of prosthetic devices.**	**http://www.uky.edu/RGS/CBME/CBME_research/laboratories.htm#OBMECH**	**Varies**	**Dr. Pienkowski**	

Transgenic Mouse Facility		**Nikon Diaphot TMD microscope with Hoffman modulation contrast optic system, two Narashige micromanipulators used for surgical procedures, de Fonbrune-type microforge, Narashige pipette grinder, Narashige pneumatic microinjector.**	**http://www.uky.edu/~magree00/**	**Varies**	**Brett Spear**	**257-5167**
Gluck Equine Research Center	**GERC**	**A modern equine research facility containing spacious, well-equipped laboratories and animal care facilities, as well as the John A. Morris Library, which maintains collections of veterinary and equine literature.**	**http://www.uky.edu/Agriculture/VetScience/textpages/gluck.htm**			**257-4757**
Kentucky Tobacco Research and Development Center	**KTRDC**	**Conducts and supports research to facilitate the development of new crop-based business technologies for Kentucky agriculture.**	**http://www.uky.edu/KTRDC/**		**Dr. Indu Maiti**	**257-3296**
Livestock Disease Diagnostic Center	**LDDC**	**Full-service animal health diagnostic facility, which identifies infectious diseases and performs tests that safeguard the health of Kentucky's animal population. It also maintains an early-warning system to alert owners to impending epidemics.**	**http://ces.ca.uky.edu/lddc/**	**Varies**	**Dr. Lenn Harrison**	**253-0571**
Center for Aluminum Technology	**CAT**	**Supports and conducts research and development, provides technical assistance to the aluminum industry, assists with training and retaining an educated workforce, and promotes and participates in the expanding use of aluminum.**	**http://www.engr.uky.edu/cat/**		**Dr. Subodh K. Das**	**514-4989 Ext 300**
Center for Manufacturing	**UKCM**	**Technology transfer center that specializes in high-quality services for manufacturers. Offers a variety of programs in manufacturing education, research, and technical assistance.**	**http://www.mfg.uky.edu/**		**Dr. Lawrence E. Holloway**	**257-6262**

Kentucky Transportation Center	**KTC**	**Conducts research in construction, geotechnology, pavements and materials, intelligent transportation systems, traffic safety, policy and systems analysis, and environment analysis.**	**http://www.ktc.uky.edu/**		**Paul E. Toussaint**	**257-4513**
Painting Technology Consortium	**PTC**	**Conducts research in paint spraying and transfer efficiency, paint overspray capturing, paint curing and drying, painted surface finish monitoring and control, paint-related waste recycling and disposal, smart paint material.**	**http://ptc.engr.uky.edu/**		**Dr. Kozo Saito**	**257-6336 ext. 80639**
Center for Pharmaceutical Science and Technology	**CPST**	**Capacity to develop and manufacture solid dosage forms, semi-solid dosage forms, and solutions for safety/toxicity studies as well as those for Phase I and early Phase II clinical studies.**	**http://cpst.uky.edu/**			**257-5288**
Center for Sensor Technology	**CenSeT**	**Focused on the development and use of state-of-the-art sensor techniques for in vivo studies of brain function. Plans include the development and refinement of sensors to measure dopamine, norepinephrine, serotonin, glutamate, acetylcholine, GABA, and nitric oxide.**	**http://www2.mc.uky.edu/censet/**		**Greg Gerhardt**	**323-4531**
Center for Structural Biology	**CSB**	**Studies the structures and interactions of biologically important macromolecules using X-ray crystallography, NMR spectroscopy, computation, and modern molecular biology.**	**http://www2.mc.uky.edu/Structuralbiology/**		**Carol Beach**	**257-4475**
Center of Membrane Sciences	**CMS**	**Supports research on biological and synthetic membranes and their interface by offering research equipment and facilities for the fabrication and characterization of a new generation of**	**http://www.uky.edu/RGS/Membrane/**		**D. Allan Butterfield**	**257-5875**

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Center on Drug and Alcohol Research	**CDAR**	**Conducts research into the biological, psychological, sociopolitical, and clinical aspects of substance abuse. The multidisciplinary center also provides consultation services to public agencies and state and local government.**	**http://cdar.uky.edu/**			**257-2355**
Gill Heart Institute	**GHI**	**Provides comprehensive services in cardiology, pediatric cardiology, and cardiovascular and thoracic surgery.**	**http://www2.mc.uky.edu/ghi/**		**Jessica Ragland**	**323-4933 x81390**
Graduate Center for Biomedical Engineering		**CBME offers M.S and Ph.D. programs in biomedical engineering, providing applied and basic research opportunities in a variety of areas from biomaterials to biomechanics and neural controls.**	**http://www.ukhealthcare.uky.edu/centers/colleges/graduatebme.htm**		**Abhijit R. Patwardhan**	**257-2728**
Graduate Center for Nutritional Sciences		**Offers M.S. and Ph.D. programs with opportunities in agricultural, biological, behavioral, clinical, medical, social, and molecular nutritional sciences.**	**http://www2.mc.uky.edu/nutrisci/**		**Lisa A Cassis**	**323-4933 x81400**
Graduate Center for Toxicology	**GCT**	**Focused on giving students broad-based training which allows them to develop expertise in many areas of Toxicology. This experience is developed through independent study, course offerings and, most importantly, by conducting research under the direction of the highly-qualified scientists who comprise the Toxicology faculty.**	**http://www2.mc.uky.edu/toxicology/**		**Dr. Mary Vore**	**257-3760**

Morris K. Udall Parkinson's Disease Research Center of Excellence		**Research focuses on glial cell line-derived neurotrophic factoras a possible therapy for Parkinson's.**	**http://www2.mc.uky.edu/parkinsons/**		**Don M Gash**	**257-5036**
Center for Applied Energy Research	**CAER**	**Conducts research in the areas of carbon materials, clean fuels and chemicals, and environmental and coal technologies.**	**http://www.caer.uky.edu/**		**Ari Geertsema**	**257-0306**
Center for Business and Economic Research	**CBER**	**Conducts economic research, serves as the main storehouse of business and economic data and information on Kentucky, and provides consultation services to government agencies, businesses, media outlets, and the general public.**	**http://gatton.uky.edu/CBER/**		**John Garen**	**257-3581**
Center for Visualization and Virtual Environments		**Research and development of computer-generated immersive environments, ambient environments, dynamic scene acquisition and preservation, advanced telepresence and telecommunications, and visualization applications in areas such as education and training, medicine, manufacturing, security and daily life.**	**http://www.vis.uky.edu/**		**Dr. Bradley Carter**	**257-1257 Ext. 81334**
Consortium for Fossil Fuel Science	**CFFS**	**The primary goal of the CFFS research program is to develop technology to produce clean transportation fuel from resources such as coal and natural gas that are more plentiful domestically than petroleum**	**http://www.cffs.uky.edu/**		**Dr. Gerald Huffman**	**257-4029**
Interdisciplinary Human Development Institute	**IHDI**	**Supports research, training, advocacy, and service projects aimed at improving the lives of individuals with disabilities and their families.**	**http://www.ihdi.uky.edu/**		**Ken Warlick**	**257-7672 x80242**

Kentucky Geological Survey	**KGS**	**Collects data, and serves as the State's official archive for data on petroleum, coal, minerals, ground water, and topographic and geologic maps. Research investigations include the study of water resources, geologic mapping, oil and natural gas resources, coal and minerals, and geologic hazards.**	**http://www.uky.edu/KGS/**		**Jim Cobbs**	**257-5500 x144**