

2023

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Wethington Allied Health Building, 0200  
Building Emergency Action Plan (BEAP)

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Approval Date  
December 15, 2023

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## Emergency Responder Information Sheet

Building Occupancy Classification		
Occupancy Type	Daily Operations Location	
Assembly	No	
Business	Yes	First thru 3rd floors
Dining Services	No	
Educational	Yes	basement, 2nd and 4th floors
HealthCare	Yes	1st floor
Industrial	No	
Mercantile	No	
Recreational	No	
Residential	No	
Storage	No	
Utility	Yes	basement

Utility Shutoff Location	
Utility	Location(s) of Shutoff
Water	Basement
Electric	Basement
Gas	Basement

Hazardous Materials	
Are hazardous materials onsite? No	
<b>Location of SDS: Location(s) of hazardous material(s):</b>	
4th floor wet labs	

## SECTION 1: Overview

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### Purpose

Each department at the University of Kentucky 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 BEAP for Wethington Allied Health Building was developed using a model plan prepared by the UKPD Division of Crisis Management and Preparedness (CMP). This plan has been reviewed and approved by CMP and implemented on December 15, 2023.

Each BEAP is developed to provide for the safety of the University community and to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38 (as required under 803 KAR 2:304). The BEAP must be available to OSHA or Kentucky Occupational Safety and Health (KOSH) Program inspectors upon request.

### Emergency Plan Coordination

This BEAP is a key component to Wethington Allied Health Building's safety and planning. However, it is not intended to replace other emergency plans, business continuity plans, or official response operations.

### Recordkeeping

The Wethington Allied Health Building BEAP is kept on file in A hard copy of the BEAP will be stored in the Dean's office, CTW 123 . In addition, an electronic copy shall be kept on file with CMP.

All employees assigned to a role in the BEAP must be provided with a copy of the plan and instructed as to his or her responsibilities and actions during an emergency. A record must be maintained including the names of persons trained. This record must be kept in A hard copy of the BEAP will be stored in the Dean's office, CTW 123 and must be provided to OSHA or KOSH inspectors upon request.

### Plan Review

On an annual basis, the Building Emergency Coordinator will review the standing Building Emergency Action Plan, during the month of January and ensure that information is current and correct.

#### BEAP Coordinating Authority

CMP is the coordinating body for BEAP development and review. CMP provides subject matter expertise in developing BEAPs across the University. You can reach CMP at 257-9665 or [cmp@uky.edu](mailto:cmp@uky.edu).

### Instructions

The development and use of a BEAP is an integral part of the University's strategy for responding to and recovering from emergencies. To ensure relevance and utility, this BEAP must be kept current with changes in facilities, personnel, and equipment. At minimum, this BEAP shall be updated:

- When an annual review indicates the need for changes;
- When a new building/facility manager is assigned to the covered building;
- At the conclusion of significant construction and/or remodeling to the covered building; and
- When a response protocol has changed, especially as it relates to evacuation procedures.

## SECTION 2: Expectations and Emergency Responsibilities

### Expectations

All employees, faculty, and staff are expected to be familiar with the BEAP procedures and participate in training. They shall inform students, visitors, contractors, and new employees of Wethington Allied Health Building’s procedures during emergency situations. If an employee is interested in having a specific role within the BEAP, they should contact the Building Emergency Coordinator.

### Role Designation

The Department Head shall designate a Building Emergency Coordinator (BEC) and an Assistant Building Emergency Coordinator (ABEC).

Personnel on each floor shall designate a Floor Leader (FL) and an Assistant Floor Leader (AFL).

The Department Head, BEC, ABEC, and all FLs and AFLs shall read and understand this plan and be able to answer employee/student questions about emergency procedures in their building.

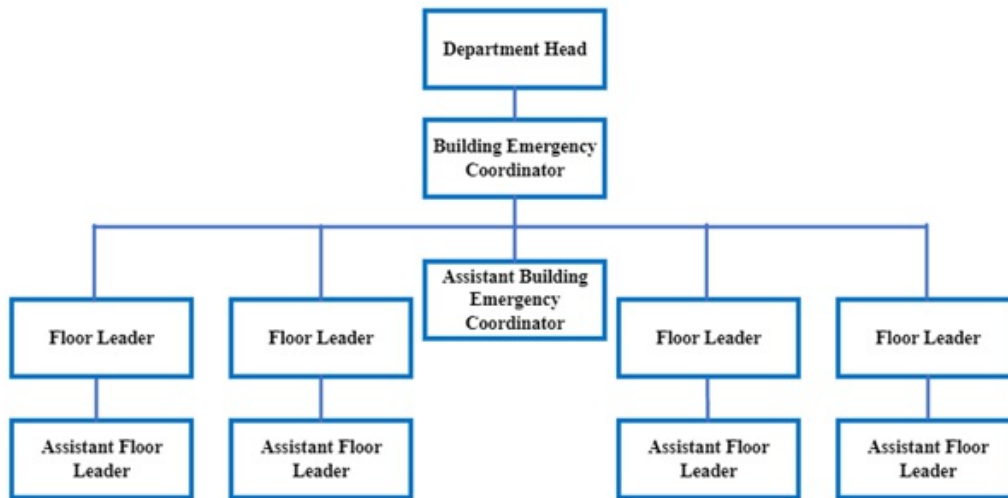
BEAP Role	Name	Work Phone	Mobile Phone	Email
Building Approving Authority	Denise McCarthy	859-218-0484	859-230-5071	denise.mccarthy@uky.edu
Building Emergency Coordinator	Meredith Houlihan	859-218-0480	859-576-0027	meredith.houlihan@uky.edu
Assistant Building Emergency Coordinator	Julie Poole	859-218-0483	859-608-7695	julie.poole@uky.edu
Department Head ( College of Health Sciences )	Scott Lephart	859-218-0480		
Floor Leader ( first floor )	Denise McCarthy	859-230-5071	859-230-5071	denise.mccarthy@uky.edu
Floor Leader ( first floor )	Julie Poole	859-218-0483	859-608-7695	julie.poole@uky.edu
Floor Leader ( fourth floor )	Amy Confides	859-218-0566		amy.confides@uky.edu
Floor Leader ( fifth floor )	Karen Dodridge	859-218-1411		karen.dodridge@uky.edu
Floor Leader ( third floor )	Karen Miles	859-218-5325	859-940-5362	karen.miles@uky.edu
Floor Leader ( second floor )	Ashley Hicks	859-218-0567		ashley.hicks@uky.edu
Floor Leader ( second floor )	Lana Ogle	859-218-0497		lana.ogle@uky.edu
Floor Leader				
		859-218-		

Assistant Floor Leader ( first )	Kim West	0584		kim.west@uky.edu
Assistant Floor Leader ( second )	Tracey Gdovka	859-218-0856		tracey.gdovka@uky.edu
Assistant Floor Leader ( fourth )	Lauren Erickson			lauren.erickson@uky.edu
Assistant Floor Leader ( fourth )	Allison Owen			allison.owen@uky.edu
PPD Building Operator	Matt Mueller	859 333-0788		matt.mueller@uky.edu

## Medically Trained Personnel/C-CERT Members

Name	Office/Workspace Location	Work Phone
Kevin Schuer	201E Wethington	859-218-0838
Phillip Gribble	210G Wethington	859-218-0885

## Chain of Command



## Responsibilities

### All Employees

*In any emergency, you are responsible for your own safety. Please ensure your safety before helping others.*

This plan is intended to guide building occupants during emergencies and other preparation and preparedness efforts are recommended. Reviewing this plan prior to the emergency is the best practice to ensure a timely and coordinated response for an emergency.

Refer any questions to your BEC, as they are Wethington Allied Health Building’s expert for emergency procedures. If you are assigned a specific role in response to an emergency and feel as you cannot uphold your duties, please inform the BEC.

### Department Head

The Department Head and their appointed BEC will ensure that the department uses the model BEAP promulgated by

CMP and develops a department specific BEAP.

The Department Head is responsible for ensuring the BEAP is reviewed by all employees within the chain of command. The Department Head should also supervise yearly reviews of the BEAP to ensure the preselected development deadline of January is met.

#### **Building Approving Authority**

The Building Approval Authority is responsible for ensuring the BEAP is submitted for CMP approval during the month of January. The BAA should ensure that all information within the BEAP is accurate and complete.

#### **Building Emergency Coordinator**

The BEC is responsible for plan maintenance, employee education, and annual plan testing. Testing will entail conducting an emergency exercise for one chosen section of the plan. Further, the BEC is responsible for changing the backup batteries of the building's NOAA weather radio on a semiannual basis (CMP recommends scheduling this action for Daylight Savings Time changes). During an emergency, the BEC will implement the BEAP and coordinate emergency actions to ensure the safety of all building occupants.

The BEC's emergency duties, as personal safety, and time permit, include:

- Ensure that the notification to emergency agencies takes place: Utilize the public address announcement system located inside Rose Street entrance
- Determine if building evacuation is necessary and facilitate building evacuation without putting self in danger.
- Report to the assembly area and account for evacuated personnel.
- Collect essential information for emergency personnel (e.g., location of the incident, persons still in the building, special hazards in the building, and unique conditions).
- Develop specific procedures to assist persons with physical disabilities that are assigned to the department, using the UK Emergency Assistance Card program (Located in Appendix F of this plan).
- Develop internal procedures for laboratory experiments or other unique processes for emergency situations.
- Ensure physically disabled employees, students, or visitors have been assisted.
- Implement the post-emergency procedures.
- Coordinate with first responders for situational updates.

If an individual with assigned responsibilities cannot uphold their duties, please reassign the position.

#### **Assistant Building Emergency Coordinator**

The ABEC will assist the BEC and be responsible for the BEC's duties in his or her absence. The ABEC should be as qualified and prepared to act as the BEC.

#### **Floor Leader**

The FL is responsible for coordinating BEAP actions for that respective floor.

The FL's emergency duties, as personal safety, and time permit, include:

- Ensure all persons are evacuated without putting self in danger.
- Assist physically disabled employees, students, or visitors.
- Solicit volunteers to assist individuals with disabilities. A list of volunteers can be identified prior to an emergency. It would be beneficial to review the BEAP, and questions can be answered.
- Conduct a sweep of the floor, without putting self in danger, and ensure that all doors are closed, elevators empty, and critical operations are stabilized.
- When the floor is evacuated, report to the assembly location and assist with accountability.
- Contact the BEC and report the results of post-evacuation head counts for the floor.

#### **Assistant Floor Leader**

Each AFL will assist the corresponding FL and be responsible for the FL's duties in his or her absence. The AFL should be as qualified and prepared as the FL.

#### **Facilities Area Manager**



Provide support for services that include maintenance and operation of facilities and grounds, utilities, minor renovations, and other related services.

### **Medically Trained Personnel/C-CERT Members**

UK C-CERT members have received hands-on training in basic disaster response skills, such as fire safety and suppression, light search and rescue, disaster medical operations, team organization, disaster psychology and terrorism.

Using the training learned in the classroom and during exercises, C-CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

## **Transfer of Command**

When transfer of command is necessary the Incident Command System (ICS) requires a brief of the incident. Transfer of command can occur if a more qualified person arrives.

The brief should:

- Take place face-to-face
- Capture details of essential information for continuing a safe response:
  - Status of the situation;
  - Additional hazards within the building; and
  - Prognosis, concerns, and other issues.

## SECTION 3: Procedures

### Building Evacuation Procedure

The facility may need to be evacuated due to a natural, man-made, or technological hazard. If the emergency is not obviously visible, the Meredith Houlihan has the authority to evacuate the facility. Building occupants are required to evacuate upon the activation of the fire alarm; if instructed by emergency personnel, or if instructed by anyone within the listed chain of command.

<b>Immediate Action</b>	
<b>Building Notification</b>	<p><b>Initiate notification:</b> Building occupants will be notified to evacuate the facility by activation of the fire alarm, Utilize the public address announcement system located inside Rose Street entrance.</p> <ul style="list-style-type: none"> <li>• BEC: Sends official notification.</li> <li>• All Employees: If you initiate the notification for the facility, once you are at the assembly location contact UKPD. Please provide: The building address and building number, a description of the emergency, and any associated hazards.</li> </ul>
<b>Evacuate Building</b>	<p><b>Follow posted evacuation routes in the building:</b> If posted evacuation routes are blocked, use your best judgment to evacuate the facility. Evacuation routes are located in Appendix A.  <b>All building occupants are required to evacuate during the activation of the fire alarm.</b></p> <ul style="list-style-type: none"> <li>• All employees: If you are the last occupant in a room, please close the door.</li> <li>• All Occupants: DO NOT USE ELEVATORS</li> </ul>
Assisting Others During Evacuation	<p><b>Assist or direct others with evacuation:</b> If you encounter other building occupants, (students, staff, or visitors) direct them to evacuate. Remember, your personal safety comes first.</p> <ul style="list-style-type: none"> <li>• BEC: Guide occupants to assembly location.</li> <li>• FL: Guide occupants to proper evacuation routes, without putting yourself in danger.</li> </ul>
Persons with Disability(s)	<p><b>If you encounter disabled individual(s)</b> during evacuation, assist that person out of the facility, or to the nearest stairwell, and seek assistance from an emergency responder outside of the building.</p> <ul style="list-style-type: none"> <li>• FL: Have the knowledge of the emergency assistance cardholders.</li> <li>• All occupants: If someone gives you their <i>Emergency Assistance Card</i>, provide it to emergency responders.</li> </ul>
Laboratory Experiment Or Other Processes with Internal Guidelines	<p><b>If you are conducting a laboratory experiment or other process</b>, take appropriate steps to stop the experiment or process to prevent additional accidents while unattended. If you are unable to render the situation safe, evacuate and notify the BEC of the potential hazard. Remember, human safety is the top priority.</p>
Refusal to Evacuate	<p>Employees refusing to evacuate or prohibiting others from evacuating will be subject to disciplinary action in accordance with Human Resources Policy and Procedure Number 12.0. Students refusing to evacuate or prohibiting others from evacuating will be subject to disciplinary action in accordance with the Code of Student Conduct. <a href="https://ehs.uky.edu/fire/evacuation.html">https://ehs.uky.edu/fire/evacuation.html</a></p> <ul style="list-style-type: none"> <li>• BEC or FL: Advise to evacuate. If they are blocking the evacuation route attempt to evacuate another way.</li> </ul>

<p><b>Assembly Location</b></p>	<p><b>Report to the primary assembly location:</b> If the primary assembly location is compromised, report to the secondary assembly location. Assembly locations are located in Appendix B.</p> <ul style="list-style-type: none"> <li>• All Employees: Meet with FL for accountability.</li> <li>• BEC &amp; FL: Communicate areas of concern.</li> <li>• All Employees: Do not leave the assembly location until directed by the BEC, UK Fire Marshal, Lexington Fire Department, or any other emergency response agencies on the scene.</li> </ul>
<p>Accountability</p>	<p>The BEC and FLs shall conduct roll calls to ensure all employees have evacuated the building. If an employee is missing, the BEC will determine whether it is safe to search for the missing employee(s) and solicit a volunteer to locate them and direct them to the assembly location.</p>
<p><b>Building Re-Entry</b></p>	<p>Do not re-enter the affected building or area until you hear a re-entry order from emergency responders, the Department Head, or BEC. Hazards may be present even if alarms are no longer actively sounding. Prematurely re-entering a dangerous area risks not only your own safety, but that of emergency responders who may have to rescue you.</p> <ul style="list-style-type: none"> <li>• BEC: Consult with associated experts before giving the go ahead to re-enter the building.</li> <li>• FL: Assist the BEC with an organized reentry (crowd moderation)</li> <li>• All employees: Re-enter the building when the “all clear” is given.</li> </ul> <p>CHECK EACH PROCEDURE FOR SPECIFIC RE-ENTRY REQUIREMENTS</p>

## Fire Procedure

Implement this procedure upon the activation of the fire alarm or following the discovery of a fire.

<b>Immediate Action</b>	
<b>Detection and Warning</b>	<b>Fire Alarm Activation:</b> Any person who 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 through an audible alarm and a flashing light.
<b>Building Notification</b>	<p><b>Initiate notification:</b> Building occupants will be notified to evacuate the facility by activation of the fire alarm, Utilize the public address announcement system located inside Rose Street entrance.</p> <ul style="list-style-type: none"> <li>• BEC: Sends official notification</li> </ul> <p>All Employees: If you initiate the notification for the facility, once you are at the assembly location contact UKPD. Please provide: The building address and building number, a description of the emergency, and any associated hazards</p>
<b>Evacuate Building</b>	<p><b>Evacuate Immediately:</b> Follow <i>Evacuation Procedures</i> in Section 3. The <i>University of Kentucky Fire Evacuation Policy</i> (<a href="http://ehs.uky.edu/fire/evacuation.html">http://ehs.uky.edu/fire/evacuation.html</a>) mandates that the building shall immediately be evacuated (except in hospital patient areas where alternate procedures are authorized). All persons will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of a fire alarm system test.</p> <ul style="list-style-type: none"> <li>• BEC and FL: Follow Building evacuation Section 3.</li> </ul>
<b>Fire Suppression</b>	<p><b>Attempt to extinguish the fire only if</b> you have been trained to operate a fire extinguisher, you are comfortable making the attempt, and the fire is very small (i.e., in its initial stages). If the fire is not contained, 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, do not attempt to extinguish the fire. Cease all attempts to extinguish the fire and evacuate the building. Regardless of the fire's size or the success of your attempt to extinguish it, always call 911.</p>
<b>Assembly Location</b>	<b>Report to the primary assembly location:</b> If the primary assembly location is compromised, report to the secondary assembly location. Assembly locations are located in Appendix B.
<b>Accountability</b>	The BEC and FLs shall conduct roll calls to ensure all employees have evacuated the building. If an employee is missing, the BEC will determine whether it is safe to search for the missing employee(s) and solicit a volunteer to locate them and direct them to the assembly location.
<b>Response Coordination</b>	<p><b>Provide information:</b> The BEC will provide information to UKPD, the UK Fire Marshal, Lexington Fire Department, or any other emergency response agencies on the scene. This information may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• The location of the fire;</li> <li>• Names and locations of disabled individuals who require assistance;</li> <li>• Evacuation status: Missing person(s);</li> <li>• Building Specific Hazards.</li> </ul>
<b>Building Re-Entry</b>	<b>Wait for Approval:</b> Building re-entry must be approved by the UK Fire Marshal.
<b>Equipment</b>	For locations of fire alarm pulls and fire extinguishers, refer to Appendix A.

## Severe Thunderstorm/ Tornado Procedure

Implement this section of the BEAP when the National Weather Service issues a tornado warning.

<b>Immediate Action</b>	
<b>Detection and Warning</b>	<p>NOAA Weather Radio is located in CTW suite 123. This radio is dual powered, working on both the building's electrical system and backup batteries. The National Weather Service will activate this radio remotely to announce any watches or warnings.</p> <ul style="list-style-type: none"> <li>• Building Emergency Coordinator will monitor this radio for any emergency announcements and notify the BEC of any warnings.</li> <li>• All employees: If you become aware of a severe weather warning immediately notify the BEC.</li> </ul>
<b>Severe Thunderstorm Warning</b>	<p>Minimize your exposure to exterior windows and doors. Avoid touching metallic structural elements. Avoid showering and remain indoors. Additionally, severe thunderstorms can generate tornados, so be prepared to act quickly if conditions deteriorate.</p>
<b>Tornado Watch</b>	<p>A watch indicates that there is a high likelihood of dangerous weather developing, but there is no immediate danger.</p> <ul style="list-style-type: none"> <li>• BEC: Do not implement this section of the BEAP for a watch. However, begin thinking about protective actions, report to storm shelter locations, and listen to the NOAA Weather Radio. You may need to take swift action if conditions escalate.</li> <li>• BEC &amp; FL: Be prepared to act quickly if a warning is issued.</li> </ul>
<b>Building Notification</b>	<p>Upon receiving notification of a severe weather warning, or tornado watch, the BEC will immediately notify employees by Utilze the public address announcement system located inside Rose Street entrance of the warning type and actions to take.</p>
<b>Tornado Warning</b>	<p><b>(DANGER) A tornado has been sighted or indicated on radar:</b> When a tornado warning is issued, immediately take cover in the nearest Severe Weather Shelter area in the building; <b>There is imminent danger for life and property.</b> Severe Weather Shelter areas are marked with signs. They are indicated in Appendix A of this plan for reference.</p> <ul style="list-style-type: none"> <li>• All Employees: If you are the last one in the room close the door.</li> <li>• All Employees: If you encounter a student or visitor, direct them to take cover.</li> <li>• All Employees: If you encounter a physically disabled individual, assist that person in taking cover without putting yourself in danger.</li> <li>• Avoid using the elevator.</li> <li>• FL: If you are aware of a physically disabled individual who will need assistance with taking cover, assist them without putting yourself in danger.</li> </ul> <p><b>If a Severe Weather Shelter is not available</b> or is full, take shelter in an interior room on a lower level of the building, as far from the building's outside wall as possible, without windows or doors to the outside.</p>
<b>Injury</b>	<p>Follow <i>Medical Emergency Procedure</i> in section 3.</p>

## Severe Winter Weather Procedure

If severe winter weather (ice, snow, or extreme cold) is expected, the President and the Executive Vice President for Finance and Administration will determine whether classes must be delayed or canceled, or when offices must be closed. Refer to *HR Policy 71: University Emergencies* (<https://www.uky.edu/hr/policies/university-emergencies>).

Immediate Action	
Detection and Warning	<p>NOAA Weather Radio is located in CTW suite 123. This radio is dual powered, working on both the building's electrical system and backup batteries. The National Weather Service will activate this radio remotely to announce any watches or warnings.</p> <ul style="list-style-type: none"><li>• Building Emergency Coordinator will monitor this radio for any emergency announcements and notify the BEC of any warnings.</li><li>• All employees: If you become aware of a severe weather warning, immediately notify the BEC.</li></ul>
Unsafe external walkways	<p>If you are unable to leave the building safely due to unanticipated severe winter weather, contact the PPD Delta Room or your Area Facilities Manager.</p>
Water Pipe Leak/Break	<p>Follow the <i>Utility Outage/Failure Procedure</i> in section 3.</p>
Utility Outage/Failure	<p>Follow the <i>Utility Outage/Failure Procedure</i> in section 3.</p>

## Medical Emergency Procedure

Implement this section of the BEAP for illness or injury that requires more than simple first aid.

<b>Immediate Action</b>	
<b>Emergency</b>  <b>Dial 911</b>	<p><b>If a medical emergency exists</b>, call UKPD at 911 or 257-8573 and report the emergency. Provide the following information:</p> <ul style="list-style-type: none"> <li>• Location of the victim;</li> <li>• Condition of the victim;</li> <li>• Name of the victim;</li> <li>• Type of emergency; and</li> <li>• Any dangerous conditions at the scene.</li> </ul>
<b>Attempting Medical Assistance or First Aid</b>	<p><b>DO NOT ACT OUTSIDE OF SCOPE OF MEDICAL TRAINING</b></p> <ol style="list-style-type: none"> <li>1. Designate someone to stand outside of the building to direct EMS.</li> <li>2. Designate someone to stay with the victim. Make them feel comfortable until EMS arrives.</li> </ol> <p>Provide EMS with information.  Attempt first aid first: If you are first aid certified, attempt first aid, and wear gloves while assessing the victim.</p>
Determine if a Medical Emergency Exists Emergency Symptoms	<p>Use your own experience and judgement and the following list of symptoms to determine if a medical emergency exists:</p> <ul style="list-style-type: none"> <li>• Uncontrollable bleeding;</li> <li>• Difficulty breathing;</li> <li>• Persistent or sudden chest pain;</li> <li>• Severe altered level of consciousness; or</li> <li>• Injuries involving trauma (e.g., falls, head injuries, burns).</li> </ul>
Blood and Bodily Fluids	<p>For cleanup of blood or bodily fluids, cordon off the area and contact the building Custodial Services staff. See the Custodial Services web site Custodial Areas   Facilities Management (uky.edu) for building-specific contact information. If the Custodial Services staff determines that the release exceeds their capabilities, or if the release is the result of a death, serious injury, or crime, contact Environmental Management at 323-6280 during business hours or UKPD after business hours.</p>
<b>Equipment Location:</b>	<p>First Aid Kit:</p> <ul style="list-style-type: none"> <li>• First aid kits are located within each office suite for first, second, and third floors</li> <li>• First aid kits are located within each lab on the fourth and fifth labs</li> </ul> <p>Bodily fluid clean up kit(s):</p>

## Hazardous Materials Release Procedure

<b>Immediate Action</b>	
<b>External Hazardous Materials Release Detection and Warning</b>	<p>Notification of such an emergency may come through any of the following methods:</p> <ul style="list-style-type: none"> <li>• UK Alerts and other University alerting systems;</li> <li>• National Weather Service weather radio broadcast;</li> <li>• Local television and radio broadcast; or</li> <li>• Community siren activation.</li> </ul>
<b>Internal Hazardous Materials Release Building Notification</b>	<p>All Employees: Any person that becomes aware of a hazmat release inside or outside the building will immediately notify the BEC.</p> <p>The BEC will assess the threat and, if the building is affected, immediately notify employees by Utilize the public address announcement system located inside Rose Street entrance. This notification will advise building occupants of the emergency and the actions to take (shelter in place or building evacuation). Depending on the nature of the release, local public safety officials will issue one of two protective orders: <i>shelter in place or evacuation</i>.</p> <ul style="list-style-type: none"> <li>• BEC: Contact UKPD <ul style="list-style-type: none"> <li>◦ Describe the hazardous material</li> <li>◦ Provide the location of the hazardous material</li> </ul> </li> </ul>
<b>Evacuate Building or Shelter in Place</b>	<p>Depending on the nature of the release, local public safety officials will issue one of two protective orders: <i>shelter in place or evacuation</i></p> <ul style="list-style-type: none"> <li>• BEC: Contact a expert within the field to determine whether to evacuate or shelter in place.</li> </ul> <p><b>Shelter in place:</b> The intent of sheltering in place is to minimize contact with outside air.</p> <ul style="list-style-type: none"> <li>• BEC &amp; FLs: <ul style="list-style-type: none"> <li>◦ Close all exterior windows and doors.</li> <li>◦ Turn off all HVAC systems (which may require the BEC to contact the PPD Delta Room).</li> <li>◦ Move to an upper level of the building.</li> <li>◦ If you encounter a student or visitor, direct them to shelter in place.</li> <li>◦ If you encounter a physically disabled individual, assist that person in sheltering in place.</li> <li>◦ Remain in shelter until advised by the BEC that it is safe to exit.</li> </ul> </li> </ul> <p><b>Evacuation:</b> Follow the <i>Building Evacuation Procedure</i> in section 3.</p>
<b>Laboratory Experiment Or Other Processes with Internal Guidelines</b>	<p><b>If you are conducting a laboratory experiment or other process</b>, take appropriate steps to stop the experiment or process to prevent additional accidents while it is unattended. If you are unable to render the situation safe, contact the BEC. Remember, human safety is the top priority, but attempt to follow department procedures for evacuation.</p>
<b>Illness/ Injury</b>	<p><b>Do not send personnel outside to guide EMS to the victim.</b></p> <p>If you have been exposed to the hazmat, and the hazmat can be harmful to others, evacuate the hazmat area until responders arrive without putting others at risk.</p>
<b>Building Re-</b>	<p>Do not re-enter the affected building or area until you hear a re-entry order from emergency</p>



University of Kentucky Building Emergency Action Plan  
Wethington Allied Health Building (Building #0200) - full building  
900 S. Limestone (provide this address when calling 911)

**Entry**

responders, the Department Head, BEC, or FL. Hazards may be present even if alarms are no longer actively sounding. Prematurely re-entering a dangerous area risks will not only your own safety but that of emergency responders who may have to rescue you.

- BEC: Consult with associated experts before giving the go ahead to re-enter the building.

FL: Assist the BEC with an organized re-entry (crowd moderation).

## Utility Outage/Failure Procedure

<b>Immediate Action</b>	
<b>Report</b>	<ul style="list-style-type: none"> <li>• BEC: Contact the Facilities Area Manager.</li> </ul>
<b>Determination of Operations</b>	<ul style="list-style-type: none"> <li>• BEC &amp; Department head: Determine whether to continue work in the building during a utility outage. Determine if employees need to be relocated to an alternate location to continue operations.</li> </ul>
Power Outage	<p>All Employees:</p> <ul style="list-style-type: none"> <li>• Disconnect appliances or other equipment to avoid equipment damages.</li> <li>• Leave a light source on to know when the power returns.</li> <li>• Use communication devices only if an emergency occurs to preserve the battery. Only call 911 during an emergency and not for information.</li> </ul> <p><b>Cold weather:</b></p> <ul style="list-style-type: none"> <li>• Put on layers of warm clothing.</li> <li>• BEC: If the power is not working for a prolonged period, coordinate with another building or location for temporary relocation to stay warm.</li> </ul> <p><b>Hot Weather:</b></p> <ul style="list-style-type: none"> <li>• Wear lighter layers of clothing.</li> <li>• Move to a lower level of the building for cooler air.</li> <li>• BEC: Provide fresh cool water for building occupants.</li> </ul>
Water Pipe Leak/Break	<p>To prevent waterpipes from leaking or breaking in cold weather, run faucets at a warm steady drip and open surrounding cabinets.  If there is a waterpipe leak, BEC contact the Area Facilities Manager.</p>
Elevator Entrapment	<p>If an individual is trapped on an elevator, immediately contact the Area Facilities Manager Delta Room at 257-2830 or UKPD at 257-8573 for assistance.</p>
Laboratory Experiment Or Other Processes with Internal Guidelines	<p><b>If a laboratory procedure or other process is underway during a utility interruption</b> and the interruption will affect the process, cease the procedure until the utility has been restored. Stop all experiments, chemical processes, and operating electric equipment in a manner that will not cause cascading events.</p>
Secondary Power Source	<p>BEC: If a secondary power source (generator) is available at your facility, for critical processes, coordinate with the Facilities Area Manager.</p>
<b>Injury</b>	<p>Follow <i>Medical Emergency Procedure</i> in section 3.</p>

## Acts of Violence Procedure

Immediate Action	
<b>Detection and Warning</b>	You 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. If you observe such acts, immediately seek cover, and report the incident to UKPD, then to the BEC. If there is an external act of violence that may affect the facility, UKPD will send a warning through UK Alert.
<b>Notification</b>	The BEC will immediately notify all building occupants by Utilize the public address announcement system located inside Rose Street entrance.
Active Aggressor/Gunfire	<b>The type of violence or threat will determine your protective actions.</b> If you encounter a student or visitor, direct them to take appropriate actions. If you encounter a physically disabled individual, assist that person in taking appropriate actions. <b>Run:</b> If possible, leave the area and move as far from the aggressor as possible. Contact UKPD only once you are in a safe place. <b>Hide:</b> If you are unable to leave the building, take cover in a hiding place or secure yourself within a lockable room. If possible, choose a location that has limited visibility to someone looking in. Once hidden, do not open the door for anyone even another apparent victim, it could be the attacker. Contact UKPD only once you feel that you can do so without revealing your location to the attacker. Remain in place until a police officer or other University officials arrive. Keep in mind that it may take hours for the police to make contact with you. <b>Defend:</b> Be prepared to defend yourself from the attacker using whatever means are necessary and whatever tools are immediately available.
Suspicious Package	<ul style="list-style-type: none"> <li>• If the subject is in the building, politely ask him or her to take their belongings and leave the area.</li> <li>• If the subject refuses to leave, or leaves a package behind, contact UKPD. Provide the dispatcher with the following information:</li> <li>• Location and direction of travel of the subject;</li> <li>• Description of the subject's behavior;</li> <li>• Detailed description of the subject, including: <ul style="list-style-type: none"> <li>◦ Gender;</li> <li>◦ Race;</li> <li>◦ Height and build;</li> <li>◦ Hair color and type;</li> <li>◦ Clothing;</li> <li>◦ Obvious identifying marks (tattoos, jewelry, etc.); and</li> <li>◦ Obvious possessions (bags, cases, tools, protest signs, etc.).</li> </ul> </li> <li>• If it is safe to do so, remain in the area until a UKPD officer arrives. If the area is unsafe evacuate the area.</li> <li>• Maintain visual contact with the subject as personal safety allows.</li> <li>• Direct the responding UKPD officer to the subject.</li> </ul>
Hostage Situation	<ul style="list-style-type: none"> <li>• Immediately leave the area and take no action that could endanger the hostages.</li> <li>• Contact UKPD only once you are in a safe place.</li> </ul>
Explosion	Evacuate the building as you would for a fire, following <i>Building Evacuation Procedure, Fire Procedure, and Medical Emergency Procedure</i> .
<b>Injury</b>	Follow <i>Medical Emergency Procedure</i> in section 3.

University of Kentucky Building Emergency Action Plan  
Wethington Allied Health Building (Building #0200) - full building  
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When Responders Arrive	<ul style="list-style-type: none"><li>• All Employees: Do not pose a threat, show empty hands, and get down on the ground.</li><li>• BEC: Share information regarding the situation.</li></ul>
<b>Assembly Location</b>	<b>Upon evacuation, report to the primary assembly location:</b> If the primary assembly location is compromised, report to the secondary assembly location. Assembly locations are located in Appendix B. Do not report to assembly locations if compromised, evacuate the area for your safety.
<b>Response Coordination</b>	Until the threat is gone, UKPD will take charge of all response activities.

## Written or Verbal Threats Procedure

Immediate Action	
<b>Detection and Warning</b>	You will become aware of suspicious or disruptive behavior through your own observations, intuition, and your personal familiarity with normal activities on campus and in the building. If a threat is reported to UKPD, they will initiate the appropriate warning. It is important to note that the University is generally open to the public, and suspicious behavior may not always be prohibited behavior.
<b>Notification</b>	Suspicious, odd, concerning, out-of-place, or disruptive behavior should be reported to UKPD. UKPD can evaluate the situation and determine further actions. If the threat involves specific individuals, contact them to increase their situational awareness.
Direct Threat (Face to Face)	If someone's actions pose a physical threat to you, or if they indicate an imminent threat through their words or gestures, immediately leave the area and report the situation. <ul style="list-style-type: none"><li>• All Employees: Contact UKPD and your supervisor, and do not attempt to engage the threat.</li></ul>
Other Threat Phone, email, text, note	If you become aware of or receive a threat, the best practice is to report it to the correct authorities for further investigation. <ul style="list-style-type: none"><li>• All Employees: Contact UKPD and your supervisor.</li><li>• Do not attempt to engage the threat.</li></ul>
Bomb Threat	Follow the <i>Evacuation Procedure</i> in Section 3.
<b>Threat Documentation/ Checklist</b>	Complete the threat documentation/checklist in Appendix H. Provide a copy to responders, UKPD, and maintain one for your records.

## Non-Violent Behavioral or Civil Disturbance Procedure

Immediate Action	
Detection and Warning	You will become aware of suspicious or disruptive behavior through your own observations and intuition and your personal familiarity with normal activities on campus and in the building.
Notification	Contact UKPD and provide the dispatcher with the following information: <ul style="list-style-type: none"><li>• Location and direction of travel of the subject;</li><li>• Description of the subject's behavior;</li><li>• Detailed description of the subject, including:<ul style="list-style-type: none"><li>◦ Gender;</li><li>◦ Race;</li><li>◦ Height and build;</li><li>◦ Hair color and type;</li><li>◦ Clothing;</li><li>◦ Obvious identifying marks (tattoos, jewelry, etc.); and</li><li>◦ Obvious possessions (bags, cases, tools, protest signs, etc.).</li></ul></li></ul>
Removal of Subject from Building	If the subject is in the building, politely ask him or her to leave the area. If the subject refuses to leave, notify UKPD, providing the information listed above. If it is safe to do so, remain in the area until a UKPD officer arrives and direct the officer to the subject.

## SECTION 4: After Emergency Reporting

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After each instance in which a portion of this BEAP is implemented, the indicated parties shall take the following actions.

### Re-Entry and Return to Work Determinations

Once the emergency is over, the BEC and Department Head will consult with emergency responders on further recovery measures. Depending on the incident's nature, these may include UKPD, PPD, the UK Fire Marshal, UK Environmental Health and Safety, or other University, local, state, or federal authorities. As part of this process, the BEC and Department Head will determine if personnel should return to work or be released for the day. If personnel will be released, the BEC and Department Head will further determine when employees should return to work. The BEC will communicate these decisions to all affected personnel by Utilize the public address announcement system located inside Rose Street entrance.

If direct communication is impractical due to the emergency's scale or because personnel are widely-dispersed (e.g., after a wide-area evacuation), the BEC and Department Head shall contact CMP to determine the best manner to communicate with employees regarding ongoing recovery work and return-to-work criteria.

### Damage Reporting

The Department Head shall contact the University's Risk Management office at 257-3372 to report any property damage or loss caused by the incident.

The BEC shall contact the PPD Delta Room at 257-2830 to report any repairs needed as a result of the incident.

### Injury Reporting

All reporting of injuries to University of Kentucky employees, students, or guests shall follow the standard procedures established by Risk Management and Occupational Health and Safety (<http://ehs.uky.edu/ohs/accident.php>).

### Reporting and Analysis

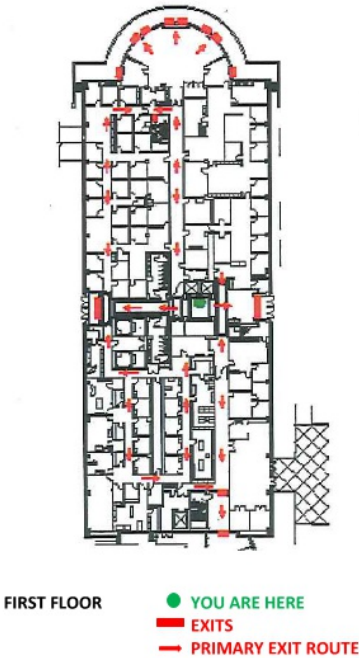
After each instance in which a portion of this BEAP is implemented, the BEC or the Department Head shall participate in any after-action report process, root cause analysis process, or post-incident critique process arising from the incident.

If no other University department initiates an after-action report process, root cause analysis process, or post-incident critique process after an implementation of this BEAP, the Department Head will direct that a report be prepared. This report shall review emergency actions taken, their effectiveness, and any needed revisions to this plan. The Department Head or BEC shall share the report with all employees. The BEC shall forward a copy of the report to CMP for review.

If needed, CMP and the BEC shall update the BEAP and the BEC shall make the updated plan available to all building occupants.

# Appendices

## Appendix A: Evacuation Routes and Critical Locations



### WETHINGTON ALLIED HEALTH

#### Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proved 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 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 the fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.





## WETHINGTON ALLIED HEALTH

### Evacuation Routes

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

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- 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,
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### For Any Emergency-Dial 911

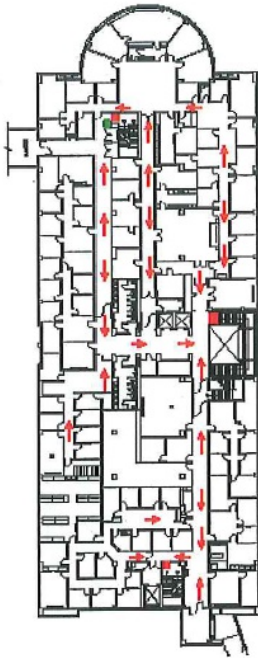
#### WHEN THE FIRE ALARM SOUNDS

- **FEEL THE DOOR** A “too hot to touch door” means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Treat alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
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## WETHINGTON ALLIED HEALTH

### Evacuation Routes

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



THIRD FLOOR

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE

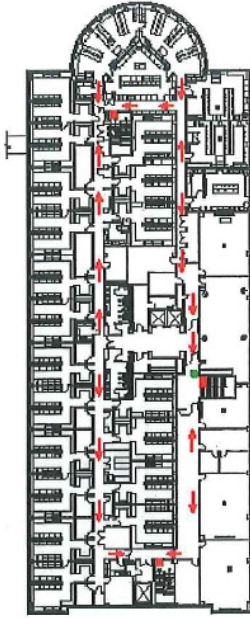
#### PERSON DISCOVERING FIRE SHALL

- 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 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 the fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.



FOURTH FLOOR ● YOU ARE HERE  
— EXITS  
— PRIMARY EXIT ROUTE

## WETHINGTON ALLIED HEALTH

### Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proved 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

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## WETHINGTON ALLIED HEALTH

### Evacuation Routes

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



FIFTH FLOOR

- YOU ARE HERE
- EXITS
- PRIMARY EXIT ROUTE

#### PERSON DISCOVERING FIRE SHALL

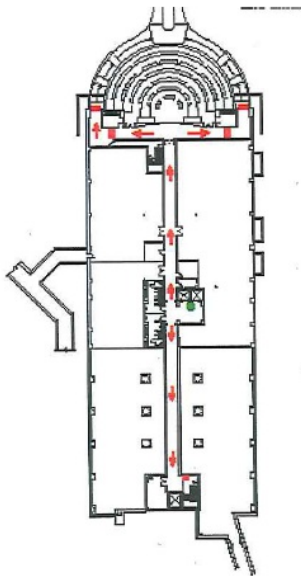
- R** - rescue, if possible without endangering yourself, anyone in immediate danger: **NEVER** enter an unknown area, especially if smoke is visible,
  - A** ☑ activate the fire alarm system: **DIAL 911** as soon as possible and report the incident,
  - C** ☑ confine the fire by closing doors as you 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 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 the fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.





GROUND FLOOR ● YOU ARE HERE  
— EXITS  
— PRIMARY EXIT ROUTE

## WETHINGTON ALLIED HEALTH

### Evacuation Routes

The evacuation routes illustrate the exits for evacuation of this building and lists emergency procedures that have proved 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

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**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,  
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### For Any Emergency-Dial 911

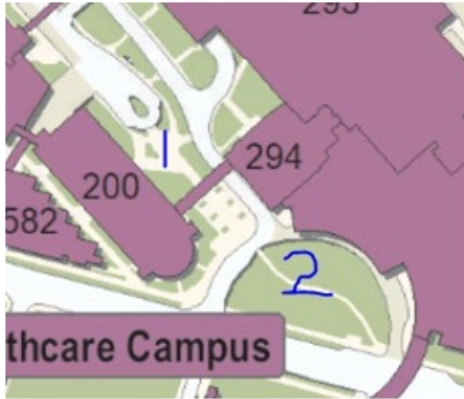
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- **CRAWL** should you get caught in smoke. If necessary, go to the window and signal for help.
- **ASSIST A PHYSICALLY IMPAIRED PERSON** to the closest exit stairwell and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until the fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.

## **Appendix B: Assembly Locations**

Primary Assembly Location: On the Rose Street side of the building Secondary Assembly Location: In green space in front of Chandler Hospital

- 1: Primary evacuation assembly area
- 2: Secondary evacuation assembly area



## Appendix C: Hazardous Materials, SDS, and Unique Processes

### Hazardous Materials (HazMat)

Material Safety Data Sheets for all hazardous materials in the building are kept 4th floor wet labs.

Name	Location
------	----------

### Unique Critical Processes

Name	Location
------	----------

n/a	n/a
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## Appendix D: Animal Emergency Plans

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This building houses research animals. Animal emergency plans are recorded in a separate document, available from the listed administrative point of contact:

Name: n/a  
Phone: n/a  
Email: n/a

Animal emergency plans are also on file with CMP and the Office of the Attending Veterinarian. These plans include emergency contact information for individuals who will lead animal-specific emergency responses for this facility.

## Appendix E: Personal Disaster Preparedness

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This BEAP is a building-specific plan that focuses on emergencies in the workplace. Workplace preparedness is only one aspect of personal preparedness for disasters and emergencies of all sorts. A comprehensive personal preparedness guide is outside this BEAP's scope, but you can learn more from the following sources:

UKPD Division of Crisis Management & Preparedness <https://police.uky.edu/crisis-management-and-preparedness>  
Lexington Division of Emergency Management <http://bereadylexington.com/>  
Federal Emergency Management Agency <https://www.ready.gov/>  
American Red Cross <http://www.redcross.org/>  
Centers for Disease Control and Prevention <https://emergency.cdc.gov/>

### Hazard Awareness

The best way to be informed of immediate dangers affecting the University is UK Alert, the University's official emergency notification system. You can learn more about UK Alert at <https://www.uky.edu/alerts/> and manage your UK Alert account through myUK.

In the Lexington area, public safety officials will use various channels to warn you of existing or imminent dangers. These may include:

- Local radio and television broadcasts;
- FEMA's national system for alerts IPAWS;
- FEMA's national system for warning EAS;
- NOAA all-hazards weather radio broadcasts;
- Outdoor warning sirens in public parks; and
- Radio Lexington, broadcasting on AM 1620.

In addition, many local public safety agencies and private partners support social media accounts, as do numerous University entities. Consider following these Twitter accounts:

- @UKPolice (UKPD)
- @UKFireMarshal (UK Fire Marshal's office)
- @LexKYEM (Lexington Division of Emergency Management)
- @lexkypolice (Lexington Police Department)
- @LexKYFire (Lexington Fire Department)
- @lexwrecks (Lexington Traffic Management Center)
- @NWSLouisville (National Weather Service Louisville forecasting office – covering Lexington)
- @HLpublicsafety (Lexington Herald-Leader public safety reporting)
- @LexKYScanner (Unofficial reporting of Lexington police, fire, and EMS activity)
- @kyscanner (Unofficial reporting of central Kentucky police, fire, and EMS activity)

## Appendix F: Persons with Disabilities

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.

### Emergency Assistance Card Program

Appropriate evacuation procedures should be prearranged between the persons with disabilities and the people assigned to assist them. The University of Kentucky Fire Marshal Office 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.



Figure 1: Front of Card

Figure 2: Back 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 hospitals 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.

## Recommendations for Specific Disabilities

### 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 and visual 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. Instead gain their attention by tapping their shoulder or waving.

### **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.

### **Recommendations for 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 wheelchair.

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 footrests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

## Appendix G: Indicators of Violent Behavior

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Many incidents of workplace violence occur only after warning signs from the attacker. These pre-attack indicators can take many forms but the most common include:

- 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.

While these factors do not automatically indicate that a co-worker is a high risk for workplace violence, they are cause for heightened awareness. Early identification and intervention can prevent violence from happening. If a co-worker is displaying early signs of violent behavior, report the associated behavior to a supervisor.

### Center for Support and Intervention

The Center for Support and Intervention (CSI) is an outreach resource for students experiencing distress that may be impacting their wellbeing, safety, and /or overall academic and personal success. CSI is a resource for students experiencing a range of concerns including mental health, academic difficulties, personal /family issues, physical health, financial difficulties, recent /past trauma, and loss of a loved one. For more information on the center, visit <http://www.uky.edu/concern/>.

## Appendix H: Threat Documentation / Checklist

The following checklist is to be used by the individual receiving a face-to-face interaction, call, text, or email in which the suspect 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.*

You may want to keep completed checklists on file.

Name individual who received threat: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Suspects Information

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

### Threat 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 the threat will be carried out: \_\_\_\_\_
  - b. Exact location of the threat: \_\_\_\_\_
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: \_\_\_\_\_

The threat said (word for word): \_\_\_\_\_

### Voice Characteristics

#### Tone:

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

#### Speech:

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

#### Accent:

- Local
- Not Local
- Foreign

### Background Noises:

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Airplanes | <input type="checkbox"/> Quiet            | <input type="checkbox"/> Boats          |
| <input type="checkbox"/> Animals   | <input type="checkbox"/> Music            | <input type="checkbox"/> Typing         |
| <input type="checkbox"/> Voices    | <input type="checkbox"/> Machinery        | <input type="checkbox"/> Laughing       |
| <input type="checkbox"/> Trains    | <input type="checkbox"/> Party Atmosphere | <input type="checkbox"/> Restaurant/Bar |
| <input type="checkbox"/> Traffic   | <input type="checkbox"/> Talking          |   |

### Additional Information



## Appendix I: Department or Building Specific Emergency Plans or Procedures

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Plan/Procedure Title	Supporting Area	Plan or Procedure Owner
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