



# Bluegrass

Community & Technical College

HIGHER EDUCATION BEGINS HERE

## EMERGENCY GUIDEBOOK

<b>VIOLENT INCIDENT</b>	<b>LOCKDOWN</b>	<b>FIRE</b>
<b>BOMB THREAT</b>	<b>SUSPICIOUS PACKAGE</b>	<b>LARGE CHEMICAL SPILL</b>
<b>EMERGENCY CONTACTS &amp; RESOURCES</b>	<b>EMERGENCY NOTIFICATION</b>	<b>EVACUATION</b>
<b>EVACUATING THE DISABLED</b>	<b>MEDICAL EMERGENCIES</b>	<b>REPORTING CRIME</b>
<b>SHELTER-IN-PLACE</b>	<b>STUDENT IN DISTRESS</b>	<b>WEATHER/ EMERGENCY CLOSINGS</b>

## INTRODUCTION

This guidebook was designed to give members of the college community a ready-reference in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty and staff safe on campus. Here's how you can do your part:

- **Subscribe to SNAP alert.** Safety Notice Alert Program (SNAP) is the best and quickest way to get information in an emergency. Emergency situations develop and change very quickly. SNAP Alert keeps you informed as things change.
  - **Plan ahead.** The time to think about what you would do in any emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
  - **If you see something, say something.** Reporting crimes, suspicious behavior, and safety concerns to Campus Security & Safety helps to keep us all safe. Program your local Campus Security contact information into your cell phone and don't hesitate to make a report.
-

# VIOLENT INCIDENT ON CAMPUS

Quickly determine the best way to protect your life. Every emergency situation is different and situations can change quickly. Follow directions of college faculty and staff as well as specific instructions sent via SNAP Alert.

## Evacuate if Possible (RUN)

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible and fingers spread out to signal responding law enforcement that you are not a target.

## Shelter-in-Place (HIDE)

- Hide in an area out of the subject's view.
- Block entry to your hiding place and lock all doors and windows.
- Silence all cell phones.

## Take Action (FIGHT)

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the subject.
- Act out with physical aggression. Throw objects at the subject if possible.

**Call 9-1-1 and stay on the line when it is safe to do so.**

**Have someone else contact Campus Security after contact with police has been initiated.**

**VIOLENT INCIDENT**

## LOCKDOWN

An imminent threat of violence may be the cause for lockdown of all or part(s) of your campus. Some exterior doors will lock automatically. Emergency responders and specific college staff will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous person(s) from entering buildings.

### **If a lockdown is ordered:**

- Stay inside! Do NOT leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades and blinds, turn out the lights, and avoid being seen from outside the room if possible.
- Monitor SNAP Alert, BCTC Webpage and email for updates and further instructions. A description of the actor will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to 9-1-1 operator.
- Use discretion in admitting anyone into a secured building. Require that all packages, backpacks and other bags individuals are carrying while coming into the secured building to be left outside at least 30 feet from the building. Require that the person seeking shelter open all outer garments for visual inspection before allowing entry.
- Once in a secure location, do not leave until receiving the "ALL CLEAR" message from a police officer, Campus Security Officer, SNAP Alert, email or website communication.



LOCKDOWN

## **FIRE**

- Activate the building fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make an already dangerous situation even worse.
- Do NOT use elevators.
- Feel doors before opening; if door is hot, don't open it.
- Close doors and windows as you leave if safe to do so. DO NOT LOCK DOORS on your way out.
- Report fire to Fire department by calling 9-1-1 once outside. Have someone else contact Campus Security as soon as initial contact with 9-1-1 has been initiated.
- If trapped, keep the doors closed and place a cloth under them to keep out smoke. Signal for help by hanging an object (e.g. such as a jacket or shirt) out the window to attract attention.
- Leave the building via the nearest exit. Warn others as you leave.
- Do NOT leave campus via personal vehicle as you could hinder the emergency responders from gaining access to the campus by tying up traffic and place others in danger.
- Once outside the building, proceed to designated Evacuation Assembly Area. Remain there and await further instructions. Do NOT attempt to leave via personal vehicle. Keep roadways open for emergency responders and beware of approaching emergency vehicles and equipment.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Wait for an "ALL CLEAR" message to be communicated via SNAP Alert and Campus Emergency Response Team members before leaving the area.



**FIRE**

## **BOMB THREAT**

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller.

- When will the bomb explode?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Where is it right now?
- Did you place the bomb?
- Who placed the bomb?
- Why did you place the bomb?
- How many devices are there?
- What is your name in case we get disconnected?
- What is your location?
- Where do you live?
- Avoid using cell phones and radios while inside the building. Use a desk/wall phone if at all possible.
- Notify Campus Security immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do NOT touch suspicious packages. Be sure to inform Campus Security of any suspicious packages, items or people in the area.
- Follow instructions from SNAP Alert or first responders in regards to evacuation assembly areas.

**BOMB THREAT**

## **SUSPICIOUS PACKAGE**

- Do NOT open the suspicious item. If you have opened it, remain calm.
- Notify Campus Security immediately.
- Do NOT move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face. Do NOT touch others or allow others to touch you.
- Do NOT attempt to clean or cover anything that might have spilled from a package.
- Follow all instruction given by emergency responders.



**SUSPICIOUS  
PACKAGE**

## **LARGE CHEMICAL SPILL**

- Notify Campus security Immediately
- Do NOT attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do NOT leave the site until you are cleared by emergency responders.
- Do NOT pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order. You will receive a SNAP Alert once the decision has been made to evacuate.
- Re-enter the building only after an "ALL CLEAR" message has been given.



**LARGE  
CHEMICAL SPILL**

# EMERGENCY CONTACTS & RESOURCES

Updated September 10, 2013

Updated October 1, 2016 (replaces 9/1/16)

- ❖ Security Office (Cooper) (859) 246-6422

*Officer Casey Wolfe (859) 351-6558*

*Evening/Weekends (859) 699-9891*

- ❖ Security Office (Leestown) (859) 246-6834

*Officer Tom Vaselopoulos (859) 227-6705*

*Evening/Weekends (859) 684-3041*

- ❖ Security Office (Newtown) (859) 246-6659

*Officer Shawn Smith (859) 749-4333*

*Evening/Weekends (859) 753-8881*

- ❖ Security Office (Danville) (859) 246-6877

*Officer James Beckley (859) 227-9854*

*Evening / Officer Ray Tarter (859) 324-9441*

- ❖ Security Office (Lawrenceburg) (859) 246-6815

*Officer Steve Clark (859) 227-7982*

*Evening / Officer Mark Greenwell (502) 517-6785*

- ❖ Security Office (Winchester) (859) 246-6573

*Officer Scott Coleman (859) 227-5451*

*Evening / Officer Ramsey Flynn (859) 595-8926*

EMERGENCY CONTACTS  
& RESOURCES

## EMERGENCY NOTIFICATION

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, faculty, staff & visitors on the campus.

- **SNAP Alert** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts when there is an immediate threat to the safety of the college community. Students and employees may opt out of the SNAP Alert system. Parents may opt-into the SNAP Alert system on the BCTC Security & Safety webpage.
- **BCTC Campus Security & Safety webpage:** Critical information is posted on Campus Security's homepage and may be viewed both internally (students, faculty & staff) and externally (parents, alumni and other constituents). Through the BCTC Campus Security homepage, the college will provide updates to the community as needed.
- **Email:** Broadcast emails are sent to BCTC Student Faculty & Staff.
- **Telephone:** Broadcast voice mails are sent to faculty, staff and office phones and can be accessed through individual voicemail accounts.
- **Mass Notification Speakers:** The college has installed a number of speakers that will repeat audio messages sent through the SNAP Alert system. These messages can be heard throughout the buildings and around the campuses where the campus community needs to hear them.



EMERGENCY  
NOTIFICATION

# EVACUATION

## Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized college official such as the Campus Security Officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed to the designated evacuation assembly area using the primary or secondary route identified on the ALL HAZARD map located in every room in every building on our campuses.
- Do NOT use elevators.
- Remain at the designated evacuation assembly area and await further instructions. Follow direction from college officials.
- Do NOT attempt to leave the campus in personal vehicles as you may hinder responding emergency personnel from reporting to the area by clogging up roadways. Keep roadways open and beware of approaching emergency vehicles.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do NOT go back in the building for any reason until an authorized college official deems it safe to re-enter. A SNAP Alert message indicating an "ALL CLEAR" will be sent.

## Large-Scale Evacuation

- If evacuation of part or all of the campus is necessary, monitor SNAP Alert, e-mail and the BCTC website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus location.



**EVACUATION**

## EVACUATING THE DISABLED

**Pre-Planning is Important.** If you need assistance evacuating in an emergency you should pre-plan and contact the Office of Disability Support Services at (859) 246-6728, (859) 246-6753 TTY or (866) 774-4872 extension 6728 (Toll Free). To contact a DSS staff member directly by phone or email, please see the college directory. Under "department", select "Student Affairs - Disability Support."

- Evaluate your need to identify yourself as someone who requires assistance. Some who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all you evacuation options and prioritize them. Consider pros and cons of each:
  - Being carried- You have a chance to get out but you an/or your helpers may be injured in the process.
  - Evacuation chairs- Evacuation chairs are safer than being carried and you don't have to wait until the fire department reaches you. These take practice to use safely, however, and the device has to be located nearby.
  - Areas of Refuge- Areas of refuge are fire-resistant spaces where people unable to use the stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel that you may be injured if you evacuate using the stairs; however, they are typically not available in older buildings and you may become overcome by smoke before getting help from rescue personnel.

*continued* ⇒

**EVACUATING  
THE DISABLED**

## **EVACUATING THE DISABLED** (continued)

- Uses of Elevators- Elevators are useful in non-fire emergencies however they are shut down automatically if the fire alarm is activated. The elevator shaft can become a chimney for smoke and the power can go out, leaving the elevator stuck between floors.

### **Evacuation Procedures**

- Attempt a rescue evacuation only when a physically disabled person is in immediate danger and cannot wait for professional assistance.
  - If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the individual. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area.
  - Ask others leaving the building to notify emergency responders that a physically disabled person needs assistance in evacuating. Give Specific location.
  - If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the individual in evacuating. Ask how the person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to evacuate safely.
  - Do NOT use elevator unless told to do so by emergency responders.
-

## **MEDICAL EMERGENCIES**

- Do NOT move a seriously injured person unless there is a life-threatening situation.
- Call 9-1-1 and request an ambulance.
  - Give your name, location, and telephone number.
  - Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
  - Do NOT hang up until directed to do so by the emergency operator.
- Have someone contact Campus Security once initial contact with 9-1-1 has been initiated.
- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim. A Campus Security Officer will respond immediately to the scene and will summon additional medical personnel if necessary.
- Stay nearby to provide witness statement(s) Campus Security once the patient has been transported.

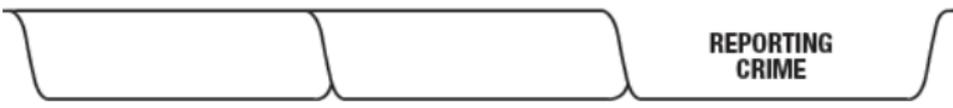


**MEDICAL  
EMERGENCIES**

## **REPORTING CRIME**

ALL crimes should be reported to the Campus Security & Safety Department. Campus Security personnel will respond and will call police for assistance if necessary.

If you witness a crime in progress call POLICE immediately by dialing 9-1-1. Give your name, location, and phone number. Do NOT hang-up until the dispatcher tells you do so. Remain at the location until an Officer contacts you unless it is not safe to do so.



**REPORTING  
CRIME**

## SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

### If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any know threat of violent behavior. Allowing others into the building will not jeopardize your safety.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor SNAP Alert and email for further instructions.
- Report any emergency or unusual condition to Campus Security.
- Do NOT leave the building until receiving the "ALL CLEAR" from police, Campus Security, SNAP Alert email or website communication.



SHELTER-IN-PLACE

# STUDENT-IN-DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call Police by dialing 9-1-1.

## Quick Reference for Helping Students having Difficulties.

### Recognize symptoms

- Significant change in academic performance or classroom conduct
- Unusual behavior or appearance
- Traumatic event or change in relationships
- Reference to suicide, homicide, or death

### Respond to the Student

- Speak Privately with the Student
- Directly or candidly discuss your observations and concerns
- Offer support and assistance

### Disruptive Student Policy

- Ask student to see you after class to discuss inappropriate behavior and articulate consequences and expectations.
- Let your coordinator and Dean know.
- Informally document the behavior; keep a list of dates and behaviors.
- If disruption continues, make appointment to see student and give them an official warning.
- File Disruptive Student Incident Report.
- Student will meet with Assistant Dean for Student Rights and responsibilities.

### EARLY ALERT RETENTION SERVICE (EARS)

- Faculty can use resources available on ITES to aid students having difficulty.

### Counseling Referrals

- [www.bluegrass.kctcs.edu/counseling](http://www.bluegrass.kctcs.edu/counseling)
- Call (859) 246-6550 to schedule an appointment.



STUDENT IN DISTRESS

## **WEATHER OR EMERGENCY CLOSING INFORMATION**

### **Closing Policy Statement**

During any inclement weather or other emergency, it is the policy of BCTC to keep all offices open and classes in session as scheduled if possible and practical. If a decision on cancellation or delay of college operations is necessary, the college president will consult with college leadership. The Public Information and Marketing office will update information for the media and the college community.

### **Please Note:**

BCTC closures will be implemented on a campus-by-campus basis depending on the conditions in each city or class location.

If classes at a site are cancelled, that particular campus will be closed. If a delay is necessary, that campus will open at 9:30 a.m. Employees will report at the start time for classes, and services will begin at that time. If classes are cancelled for the day, night classes are also cancelled.

Closing announcements will be made on the BCTC info line, BCTC website, or through SNAP emergency notification messages. The timely receipt of SNAP messages may depend on your cell carrier. Announcements will also be provided to the media. TV and radio stations are given correct information, but the college cannot guarantee those messages will be displayed or stated accurately.

- [http://www.bluegrass.kctcs.edu/News and Events/Announcements.aspx](http://www.bluegrass.kctcs.edu/News_and_Events/Announcements.aspx)



**WEATHER/ EMERGENCY  
CLOSINGS**