

## Motor Pool (Building #0088)

1505 College Way

(Provide physical address when calling 911)

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### Immediate Actions

#### Fire

- Evacuation is mandatory when fire alarm is activated
- Evacuate the building immediately
- Do not use the elevators
- Take personal belongings (keys, purses, wallets, etc.) with you
- Call 911
- Follow directions given by your Building Emergency Coordinator, fire department, or police
- Gather at assembly area (meeting location) listed below
- Help those who need assistance to leave the area
- Do not re-enter the building until authorized to do so by emergency personnel.

#### Tornado/Severe Weather

- Monitor local TV and radio stations, NOAA weather radio, weather-related internet sites, etc. for weather updates
- Be prepared to take shelter in an interior room on the lowest level of your building
- Do not pull the fire alarm
- Stay away from windows and outside doors
- Remain in place until emergency personnel issue an "all clear" notification

#### Medical Emergency

- Call 911
- Provide your name, location, number of people injured, and description of the emergency
- Stay on the phone for instructions
- Assign someone to meet first responders outside the building at the street

#### Armed Intruder

- Call 911
- If it is possible to flee the area safely and avoid danger, do so
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area
- In case of an immediate life-threatening event, take whatever actions are necessary to protect your own life
- Remain in place until police issue an "all clear" notification

#### Chemical Spill/Hazardous Materials Emergency

- Call 911
- Provide information on the type of chemicals (if known), size of the spill, and possible exposures
- Evacuate the area and the building based on instructions from emergency personnel
- Gather at assembly area (meeting location) listed below
- Stay out of the building until emergency personnel issue an "all clear" notification
- Do not leave the area until emergency personnel release you, as you may need decontamination

**When evacuation is required, exit building and gather at a designated assembly area**

Assembly Area #1: across College Way in the Motor Pool residence yard

Assembly Area #2: American Cancer Society Hope Lodge Building parking lot

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### Emergency Contacts

<b>EMERGENCY</b> <b>911</b>
<b>UK Police Department</b> <b>257-8573</b> <b>Mobile #8573</b>
<b>UKPD Crisis</b> <b>Management &amp;</b> <b>Preparedness</b> <b>257-9665</b>
<b>UK Fire Marshal</b> <b>257-8590</b>
<b>Environmental Health</b> <b>&amp; Safety</b> <b>257-3845</b>
<b>PPD Delta Room</b> <b>257-2830</b>
<b>CAFE Emergency</b> <b>Management</b> <b>257-7868</b>

<b>BEAP Role</b>	<b>Name</b>	<b>Work Phone</b>
<b>Department Head</b>	Steve Workman	218-4974
<b>Building Emergency Coordinator (BEC)</b>	Barbara McFarlane	257-3119
<b>Assistant BEC</b>	Jessica Mitchell	257-3119
<b>Floor Leader (FL)</b>		
<b>Assistant FL</b>		
<b>PPD Building Operator</b>	College of Agriculture Facilities Management Group	218-4974

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## Section 1 Introduction

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 BEAP for Motor Pool 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 May 11, 2018.

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.

### 1.1 Recordkeeping

The Motor Pool BEAP must be kept on file in Motor Pool Office. In addition, an electronic copy shall be kept on file with CMP.

Each employee covered by this 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 everyone that has been trained. This record must be kept in Motor Pool Office and must be provided to OSHA or KOSH inspectors upon request.

### 1.2 Review and Evaluation

The Building Emergency Coordinator (BEC) will review and test this BEAP annually during the month of March.

### 1.3 Acronyms and Abbreviations

ABEC	Assistant Building Emergency Coordinator
AED	Automatic External Defibrillator
AFL	Assistant Floor Leader
BEAP	Building Emergency Action Plan
BEC	Building Emergency Coordinator
C-CERT	Campus Community Emergency Response Team
CMP	UKPD Division of Crisis Management and Prevention
EMS	Emergency Medical Services
FL	Floor Leader
Hazmat	Hazardous Materials
HVAC	Heating/Ventilation/Air Conditioning
KOSH	Kentucky Occupational Safety and Health Program
OSHA	Occupational Safety and Health Administration
PPD	Physical Plant Division
UKPD	University of Kentucky Police Department

## 1.4 Approvals

### Signatures on file

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Barbara McFarlane, Building Emergency Coordinator

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Steve Workman, Department Head

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CMP Reviewer

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## Section 2 Instructions

The development and use of a BEAP is an integral part of the University of Kentucky'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.

### 2.1 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).

### 2.2 BEAP Template Use

The BEAP template is structured to allow entry of building-specific information. All such portions of the BEAP are indicated by yellow highlighting.

All yellow-highlighted portions of the template shall be completed before CMP review.

Some portions of the template may not apply to a specific building. In such instances, the BEAP preparer shall mark the non-applicable content with red highlighting. If the CMP reviewer concurs with this assessment, he or she shall delete the indicated content from this BEAP.

The following information is needed for proper completion of the BEAP template:

- Responsible personnel, by floor or department, and each individual's respective contact information;
- Locations of assembly areas for use after evacuation;
- Identification of severe weather shelter locations within the building;
- Identification of all locations within the building that contain hazardous materials (hazmat);
- Identification of all fire pull stations;
- Identification of all fire extinguisher locations; and
- Identification of all automated external defibrillator (AED) locations.

If the building contains multiple departments, representatives from each department shall cooperatively develop a single BEAP for the building.

### 2.3 Review Process

Upon completing the template, please return the BEAP to CMP by email ([cmp@uky.edu](mailto:cmp@uky.edu)) for review and electronic signature.

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### Section 3 Emergency Responsibilities and Chain of Command

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.

#### 3.1 All Employees

*In any emergency, you are responsible for your safety.* Think now about what you will do so you can take swift, decisive action when the time comes. This plan is intended to guide you in likely emergencies but cannot take all possibilities into account.

Read and understand this plan. Refer any questions to your BEC. He or she is the resident expert on emergency procedures for your building.

#### 3.2 Department Head

The Department Head or his or her designee will ensure that the department uses the model BEAP promulgated by the UKPD Division of Crisis Management and Preparedness and develops a department-specific BEAP.

#### 3.3 Building Emergency Coordinator

The Building Emergency Coordinator 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 the people in this building. The BEC's emergency duties include:

- Ensure that the notification to emergency agencies takes place.
- Assist in building evacuation without putting self in danger.
- Report to the assembly area.
- 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, unique conditions).
- Develop specific procedures to assist persons with physical disabilities that are assigned to the department, using the UK Emergency Assistance Card program (see <http://www.uky.edu/EM/emergency-assistance-card-program.html> or Appendix D of this plan).
- Assist physically disabled employees, students, or visitors.
- Implement the post-emergency procedures.

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- Liaise with first responders.

### 3.3.1 Assistant Building Emergency Coordinator

The Assistant Building Emergency Coordinator will assist the BEC and be responsible for the BEC's duties in his or her absence.

### 3.4 Floor Leader

The Floor Leader 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.
- Solicit volunteers to assist individuals with disabilities.
- Conduct a sweep of the floor, without putting self in danger, and ensure that all doors are closed, elevators empty, and critical operations stabilized.
- Assist physically disabled employees, students, or visitors.
- Contact the BEC and report the results of post-evacuation head counts for the floor.

#### 3.4.1 Assistant Floor Leader

Each Assistant Floor Leader will assist the corresponding FL and be responsible for the FL's duties in his or her absence.



## Section 4 Building Evacuation Procedures

As detailed in the following sections, various emergencies may require a full evacuation of the building.

### 4.1 Notification

All persons shall evacuate the building upon:

- Activation of the fire alarm;
- The direction of emergency services personnel; or
- The direction of any person holding a role designated in Section 3 (Emergency Responsibilities and Chain of Command).

### 4.2 Actions

When directed to evacuate, follow the posted evacuation routes in the building. Evacuation maps are included in Appendix A of this plan for reference.

In a conflict between this document and posted evacuation route signs, the signs take precedence.

If a specified evacuation route is blocked or otherwise unusable, use your own best judgement to identify an alternate route.

When evacuating:

- Collect valuables (e.g., purse, coat) only if time permits.
- If you are the last one out of a room, close the door.
- If you encounter a student or visitor, direct them to evacuate.
- If you encounter a physically disabled individual, assist that person out of the building or to the nearest stairwell and seek further assistance from an emergency responder outside the building.
- Do not use elevators.
- If you are conducting a laboratory experiment or other process, 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, evacuate and notify the BEC of the potential hazard.

### 4.3 Assembly

Upon exiting the building, go to the emergency assembly area identified in Appendix B of this plan.

Find your Floor Leader.

If the emergency assembly area is inaccessible or exposed to an ongoing threat (e.g., smoke, chemical plume), go to the alternate assembly area identified in Appendix B.

Do not leave the assembly area until authorized by the Building Emergency Coordinator.

### 4.4 Accountability

Each FL shall conduct a roll call and report the results to the BEC.

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The BEC shall report all roll call results to the responding emergency personnel.

### 4.5 Re-Entry

Do not re-enter the affected building or area until you hear a re-entry order from emergency responders or from 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 not only your own safety but that of emergency responders who may have to rescue you.

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### Section 5 Fire

Implement this section of the BEAP for any fire alarm activation or any fire discovered by a building occupant.

#### 5.1 Notification

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.

#### 5.2 Actions

The *University of Kentucky Evacuation Policy* (<http://ehs.uky.edu/fire/evacuation.html>) 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.

All evacuation procedures shall follow Section 4 (Building Evacuation) of this plan.

*While evacuating*, the person activating the fire alarm shall contact UKPD and advise the UK Police Dispatcher of the fire situation.

#### 5.3 Fire Suppression

Attempt to extinguish the fire *only* if 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. Evacuate the building.

Regardless of the fire's size or the success of your attempt to extinguish it, always call 911.

#### 5.4 Response Coordination

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:

- Location of the fire;
- Names and locations of disabled individuals requiring evacuation assistance;
- Status of the evacuation, including personnel missing who may still be in the building; and
- Special hazards associated with the building.

#### 5.5 Equipment

For the locations of fire alarm pulls and fire extinguishers, see Appendix A of this plan.

## Section 6 Medical Emergency

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

### 6.1 Notification

Use your own experience and judgement and the following list of symptoms to determine if a medical emergency exists:

- Uncontrollable bleeding;
- Difficulty breathing;
- Persistent or sudden chest pain;
- Severe altered level of consciousness; or
- Injuries involving trauma (e.g., falls, head injuries, burns).

If a medical emergency exists, call UKPD at 911 or 257-8573 and report the emergency. Provide the following information:

- Location of the victim;
- Condition of the victim;
- Type of emergency, and
- Any dangerous conditions at the scene.

### 6.2 Actions

Comfort the victim but do not move him or her.

Designate someone to stand by outside the building to guide EMS to the victim.

Do not act outside the scope of your medical training.

#### 6.2.1 Blood and Bodily Fluids

When assisting the victim, wear gloves if possible.

Thoroughly wash with soap and water for at least 30 seconds after exposure to blood or bodily fluids.

For cleanup of blood or bodily fluids, cordon off the area and contact the building Custodial Services staff. See the Custodial Services web site (<https://www.uky.edu/facilities/cppd/services/facilities-services/custodial/custodial-areas>) 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.

### 6.3 Equipment

For the locations of first aid kits and automatic external defibrillators (AEDs), see Appendix A of this plan.

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### Section 7 Tornado/Severe Thunderstorm

Implement this section of the BEAP whenever the National Weather Service issues a severe thunderstorm warning or tornado warning.

#### 7.1 Notification

A NOAA weather radio is located in [N/A]. 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. [Position Title or BEAP Role] will monitor this radio for any emergency announcements and notify the BEC of any warnings. Additionally, any employee that becomes aware of a severe weather warning will immediately notify the BEC.

Upon receiving notification of a severe weather warning, the BEC will immediately notify employees by word of mouth of the warning type and actions to take.

##### 7.1.1 Watch

A *watch* indicates that there is a high likelihood of dangerous weather developing but there is no immediate danger. Do not implement this section of the BEAP for a watch. However, begin thinking about protective actions you may need to take if conditions escalate. Be prepared to act quickly if a warning is issued.

##### 7.1.2 Warning

A *warning* indicates that dangerous weather is imminent or in progress.

#### 7.2 Actions

##### 7.2.1 Severe Thunderstorm Warning

Minimize your exposure to exterior windows and doors. Avoid touching metallic structural elements. Avoid showering. Remain indoors. Additionally, severe thunderstorms can generate tornados, so be prepared to act quickly if conditions deteriorate.

##### 7.2.2 Tornado Warning

When a tornado warning is issued, immediately take cover in the nearest Severe Weather Shelter area in the building. Severe Weather Shelter areas are marked with signs. They are indicated on the maps in Appendix A of this plan for reference.

If a Severe Weather Shelter is not available 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.

In a conflict between this document and posted Severe Weather Shelter signs, the signs take precedence.

When taking cover from severe weather:

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- Collect valuables (e.g., purse, coat) only if time permits.
- If you are the last one out of a room, close the door.
- If you encounter a student or visitor, direct them to take cover.
- If you encounter a physically disabled individual, assist that person in taking cover.
- Avoid using elevators if possible.

If injury occurs, follow the procedures in Section 6 (Medical Emergency) of this BEAP.

### 7.3 Accountability

The BEC and FLs shall conduct roll calls to ensure all employees are in the shelter areas. 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 shelter areas.

### 7.4 Response Coordination

If building damage occurs, the BEC shall notify UKPD.

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### Section 8 Severe Winter Weather

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>).

If you are unable to leave the building safely due to unanticipated severe winter weather, contact the PPD Delta Room or your PPD Building Operator.

## Section 9 Earthquake

Implement this section of the BEAP when a sustained earthquake occurs.

### 9.1 Notification

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. 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).

### 9.2 Actions

When a significant earthquake occurs, take cover *immediately*:

- **Drop** to the ground.
- Take **cover** under a desk or heavy table.
- **Hold on** to your cover.
- If no heavy furniture is available, *stand* in a corner.
- *Stay away* from glass, bookshelves, and wall hangings.

*When the shaking stops*, evacuate as described in Section 4 (Building Evacuation).

#### 9.2.1 Aftershocks

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the initial quake. Follow the same procedures as for earthquakes.

If an aftershock occurs after evacuation, move to an open area away from trees, buildings, walls, and power lines.

### 9.3 Response Coordination

If building occupants cannot be accounted for, the BEC may direct personnel to search for the missing occupants *but shall instruct personnel not to re-enter the building*. Contact UKPD for assistance.



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### Section 10 Hazardous Material Release – Inside Building

Implement this section of the BEAP when a hazardous material (hazmat) release occurs *inside* the building.

#### 10.1 Notification

Any person who becomes aware of a hazmat release in the building will immediately notify the co-workers around them and their supervisor.

Either the person who discovered the hazmat release or the supervisor will immediately notify the BEC.

The BEC will immediately notify employees by word of mouth. This notification will advise building occupants of the emergency and the actions to take.

#### 10.2 Actions

The BEC shall determine whether evacuations are necessary for the entire building or only the immediate area of the hazmat release.

As directed by the BEC, affected personnel will evacuate as described in Section 4 (Building Evacuation).

The BEC shall contact UKPD to report the situation.

The BEC shall ensure the building's heating/ventilation/air conditioning (HVAC) system is shut down to prevent the spread of airborne hazards through the building. This may require the BEC to contact the PPD Delta Room.

##### 10.2.1 Illness/Injury

If illness or injury occurs as a result of the hazmat release, follow the procedures in Section 6 (Medical Emergency) of this BEAP.

#### 10.3 Response Coordination

The BEC 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 hazmat release;
- Identity of the substance involved, if known;
- Names and locations of disabled individuals requiring evacuation assistance;
- Status of the evacuation, including personnel missing who may still be in the building; and
- Special hazards associated with the building.

UK Environmental Health and Safety shall coordinate mitigation of the hazmat release and shall liaise with all necessary government agencies.

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### Section 11 Hazardous Material Release – Outside Building

Implement this section of the BEAP when a hazardous material (hazmat) release occurs *outside* the building and could impact the building.

#### 11.1 Notification

Hazmat releases that occur on or off campus could impact the building. Notification of such an emergency may come through any of the following methods:

- UK Alerts and other University alerting systems;
- National Weather Service weather radio broadcast;
- Local television and radio broadcast; or
- Community siren activation.

Any person that becomes aware of a hazmat release outside the building will immediately notify the BEC.

The BEC will assess the threat and, if the building is affected, immediately notify employees word of mouth. This notification will advise building occupants of the emergency and the actions to take.

Depending on the nature of the release, local public safety officials will issue one of two protective orders: *shelter in place* or *evacuation*.

#### 11.2 Shelter in Place

The intent of sheltering in place is to minimize contact with outside air. To accomplish this:

- Close all exterior windows and doors.
- Turn off all HVAC systems (which may require the BEC to contact the PPD Delta Room).
- Move to an upper level of the building.
- If you encounter a student or visitor, direct them to shelter in place.
- If you encounter a physically disabled individual, assist that person in sheltering in place.
- Remain in shelter until advised by the BEC that it is safe to exit.

The BEC will monitor local news media and the NOAA weather radio for updates. The BEC will advise personnel on any changes in the situation and will relay the all-clear when community officials issue it.

##### 11.2.1 Accountability

The BEC and FLs shall conduct roll calls to ensure all employees are in the shelter areas. 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 shelter areas.

##### 11.2.2 Illness/Injury

If illness or injury occurs as a result of the hazmat release, follow the procedures in Section 6 (Medical Emergency) of this BEAP. *Do not send personnel outside to guide EMS to the victim.*

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### 11.3 Evacuation

The intent of evacuation is to remove people from the area affected by the hazmat release.

*This is not the same as a building evacuation. Do not go to the normal assembly area or remain in the immediate area after evacuating the building.*

Local public safety officials will determine the evacuation area and the routes to use.

- Monitor local television and radio broadcasts and local public safety social media accounts and follow the directions that are issued.
- If you encounter a student or visitor, direct them to evacuate.
- If you encounter a physically disabled individual, assist that person in evacuating.

#### 11.3.1 Accountability

Due to the time-critical nature of wide-area evacuation in a hazmat release, roll calls may not be feasible at the usual assembly point. However, once in a safe location, the BEC shall attempt to account for all personnel as best as is practical given the situation.

### 11.4 Response Coordination (All Scenarios)

If the hazmat release originated on campus or from a University source, UK Environmental Health and Safety shall coordinate mitigation of the hazmat release and shall liaise with all necessary government agencies.

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## Section 12 Utility Outage

Implement this section of the BEAP when a utility outage affects the building.

### 12.1 Notification

Employees will become aware of utility outages by the obvious absence of that particular utility:

- No lights, computers not working – Electricity
- 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 natural gas
- Building won't cool during summer – Electricity or chilled water
- No internet connectivity – Network

The BEC or Department Head shall report the outage to the PPD Delta Room.

### 12.2 Actions

While a utility interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The BEC and Department Head will determine the appropriate course of action, taking the following issues into consideration:

- 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 loss of water; and
- Inability to conduct or control laboratory processes or similar activities in a safe manner.

The BEC and Department Head will determine whether to continue work in the building during a utility outage.

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.

#### 12.2.1 Laboratory Procedures

If a laboratory procedure or other process is underway during a utility interruption and the interruption will affect the procedure, 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 additional problems.

#### 12.2.2 Elevator Entrapment

If anyone is trapped on an elevator, immediately contact the PPD Delta Room at 257-2830 or UKPD at 257-8573 for assistance.

## Section 13 Violence and Terrorism

Implement this section of the BEAP for any incident of workplace violence or terrorism.

Familiarize yourself with the indicators of possible workplace violence in Appendix E of this plan.

### 13.1 Notification

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.

The BEC will immediately notify all building occupants by word of mouth.

### 13.2 Actions

The type of violence or threat will determine your protective actions.

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.

#### 13.2.1 Explosion

Evacuate the building as you would for a fire, following the guidelines in Section 4 (Building Evacuation Procedures) and Section 5 (Fire).

#### 13.2.2 Active Aggressor/Gunfire

If possible, leave the building by the nearest exit and move as far from the shooting as possible. Contact UKPD only once you are in a safe place.

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 or someone acting under duress. 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 official arrives. Keep in mind that it may take hours for the police to make contact with you.

Be prepared to defend yourself from the attacker using whatever means are necessary and whatever tools are immediately available.

#### 13.2.3 Direct (Face-to-Face) Threat

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 to UKPD and your supervisor.

#### 13.2.4 Threatening Phone Call/Bomb Threat

If you receive a threatening phone call or a bomb threat, refer to Section 14 (Bomb Threat or Suspicious Package) and Appendix F (Bomb Threat/Threatening Call Checklist).

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### 13.2.5 Toxic or Irritant Gas

Evacuate the building as you would for a fire, following the guidelines in Section 4 (Building Evacuation Procedures) and Section 5 (Fire).

### 13.2.6 Hostage Situation

Immediately leave the area. Take no actions that could endanger the hostages. Contact UKPD only once you are in a safe place.

## 13.3 Response Coordination

Until the threat is gone, UKPD will take charge of all response activities.

## Section 14 Bomb Threat or Suspicious Package

Implement this section of the BEAP for any bomb threat or any discovery of a suspicious package.

### 14.1 Notification

You will become aware of a bomb threat through a telephone call, email, or letter.

You will become aware of a suspicious package through your own observations and intuition and your personal familiarity with normal activities on campus and in the building.

If you observe such acts, immediately report the threat or package to UKPD, *then* to the BEC.

Do not order an evacuation or pull the fire alarm unless you have firsthand knowledge of a bomb in the area. The BEC and Department Head will consult with UKPD to determine whether a building evacuation is necessary.

### 14.2 Actions

Do not touch any suspicious or unfamiliar objects.

Do not conduct a search.

If UKPD orders an evacuation, the dispatcher or a responding officer will initiate a UK Alert broadcast and/or will activate the fire alarm.

If an evacuation is ordered, evacuate the building as you would for a fire, following the guidelines in Section 4 (Building Evacuation Procedures) and Section 5 (Fire).

If an explosion occurs, evacuate the building as you would for a fire.

#### 14.2.1 Bomb Threat Phone Call

If you receive a bomb threat through a phone call, maintain an open line of communication with the caller for as long as possible. If you can, use the form in Appendix F (Bomb Threat/Threatening Call Checklist) to gather as much information as possible. Relay this information to UKPD.

### 14.3 Response Coordination

Until the threat is gone, UKPD will take charge of all response activities.

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### Section 15 Non-Violent Behavioral or Civil Disturbance

Implement this section of the BEAP for any non-violent suspicious or disruptive activity.

#### 15.1 Notification

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.

It is important to note that the University is generally open to the public, and suspicious behavior may not always be prohibited behavior. However, suspicious, odd, concerning, out-of-place, or disruptive behavior should still be reported to UKPD so officers can evaluate the situation.

#### 15.2 Actions

Contact UKPD. Provide the dispatcher with the following information:

- Location and direction of travel of the subject;
- Description of the subject's behavior;
- Detailed description of the subject, including:
  - Gender;
  - Race;
  - Height and build;
  - Hair color and type;
  - Clothing;
  - Obvious identifying marks (tattoos, jewelry, etc.); and
  - Obvious possessions (bags, cases, tools, protest signs, etc.).

Maintain visual contact with the subject as personal safety allows.

Direct the responding UKPD officer to the subject.

##### 15.2.1 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. Direct the officer to the subject.



## Section 16 After an Emergency

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

### 16.1 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.

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.

### 16.2 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 to report any repairs needed as a result of the incident.

### 16.3 Injury Reporting

All reporting of injuries to University 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>).

### 16.4 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.

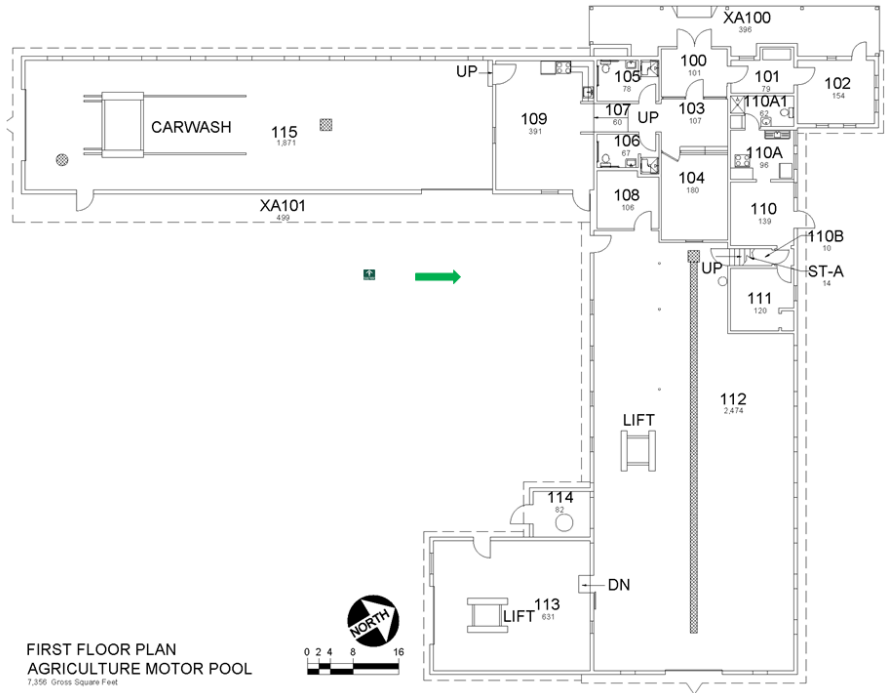
If no other University department initiates an after-action report process, root cause analysis process, or post-incident critique process after an implementation of this BEAP, the Department Head will direct that a report be prepared. This report shall review emergency actions taken, their effectiveness, 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.

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Appendix A Floor Plans and Evacuation Routes

-  Primary Exit Route
-  First Aid Kits
-  AED
-  Severe Weather Shelter



Appendix B Assembly Areas



Assembly Areas:

#1: Across College Way  
in the Motor Pool  
Residence yard

#2: American Cancer  
Society Hope Lodge  
Office Building parking  
lot



## Appendix C      Emergencies and 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.

### C.1      Preparations and the University's Emergency Assistance Card Program

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.

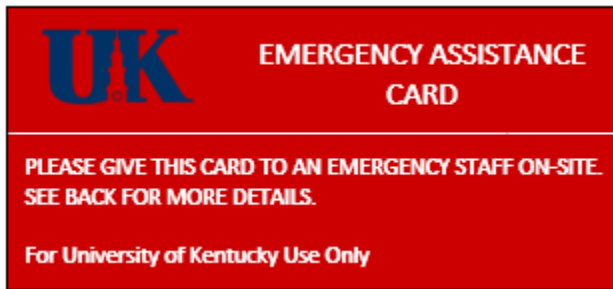


Figure 1: Front of Card

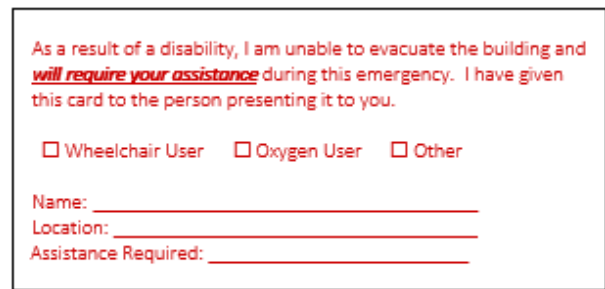


Figure 2: Back of Card

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.

### C.2      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.

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### C.3 Recommendations for 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.

#### C.3.1 Recommendations for 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.

### C.4 Recommendations for 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.

### C.5 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.

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- 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.

### C.6 Program Information

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 the Division of Crisis Management and Preparedness, at 257-9665.

## Appendix D Indicators of Violent Behavior

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 ever happening.

### D.1 Community of Concern

The UK Community of Concern is a University-wide program that proactively addresses safety concerns involving University employees and students. For more information on the program or to report a concern, visit <http://www.uky.edu/concern/>.

## Appendix E Bomb Threat/Threatening Call Checklist

The following checklist is to be used by the individual receiving a call, in which the caller threatens the safety or security of the building and/or its occupants.

*Remember: Stay calm. Don't interrupt the caller, get details, and notify police.*

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**Name of Call Taker:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Caller Information

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

### Call Information

1. Nature of the threat:  
Bomb                      Shooter                      Other: \_\_\_\_\_                      Did Not Specify
2. Building Knowledge:  
Very familiar    Some familiarity    Not familiar
3. If the threat involves a bomb, provide the following:
  - a. When will the bomb go off: \_\_\_\_\_
  - b. Exact location of the bomb: \_\_\_\_\_
4. If the threat involves a weapon, provide the following:
  - a. What type of weapon: \_\_\_\_\_
  - b. When is the threat going to be carried out: \_\_\_\_\_

### Voice Characteristics

#### Tone:

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

#### Speech:

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

#### Accent:

- Local
- Not Local
- Foreign

### Background Noises:

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

### Additional Information



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### Appendix F Personal Disaster Preparedness

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	<a href="http://www.uky.edu/EM/">http://www.uky.edu/EM/</a>
Lexington Division of Emergency Management	<a href="http://bereadylexington.com/">http://bereadylexington.com/</a>
Federal Emergency Management Agency	<a href="https://www.ready.gov/">https://www.ready.gov/</a>
American Red Cross	<a href="http://www.redcross.org/">http://www.redcross.org/</a>
Centers for Disease Control and Prevention	<a href="https://emergency.cdc.gov/">https://emergency.cdc.gov/</a>

#### F.1 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 <http://www.uky.edu/EM/UKAlert/> and manage your UK Alert account through myUK.

When issues such as power outages, floods, etc. affect campus facilities, the physical plant offers a separate notification system to registered users. To register for facilities notifications from PPD, go to: <https://www.getrave.com/login/ukyji>.

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;
- 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 maintain social media accounts, as do numerous University entities. Consider following these Twitter accounts:

- @UKPolice (UKPD)
- @ukyoffcampus (UKPD account for off-campus safety information)
- @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)

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### Appendix G Change Record

Date of Change	Section(s) Changed	Content Changed	Responsible Party
11/29/2017	Immediate Actions, Emergency Contacts, 4.3 Assembly, 11.3 Evacuation, Appendix B Assembly Areas, Appendix G Personal Disaster Preparedness	Changed formatting, minor word edits, added CAFE Emergency Management phone number in Immediate Actions and Emergency Contacts sections. Changed "Assembly Points" to "Assembly Areas" throughout document. Added UK facilities notification information to Appendix G.	Andrea Higdon Kandice Williams
11/29/2017	1.4 Approvals	Added Section 1.4 Approvals	Kandice Williams
12/11/2017	Immediate Actions, Emergency Contacts, 1 Introduction, 1.1 Recordkeeping, 1.2 Review and Evaluation, 7.1 Notification, 10.1 Notification, 11.1 Notification, 13.1 Notification	Adopted new template for whole BEAP and entered building-specific information.	Kandice Williams
1/23/2018	Appendix B Assembly Areas	Added Assembly Area maps	Kandice Williams
3/5/2018	Appendix A Floor Plans and Evacuation Routes	Added	Kandice Williams
3/14/2018	All	Formatted to final draft	Kandice Williams