

FAIR OAKS BUILDING IOO EMERGENCY PROCEDURES FOR EMPLOYEES

Emergency Alert Number 4-4860

FIRE

If a fire is verified, alert others in the immediate area.

If more than one person is in the area:

- One must call **EMERGENCY Number 4-4860** to report the situation and remain on the phone if requested.
- Another should locate a fire extinguisher and attempt to put out the fire.
- If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.
- If the fire is small or confined and you are trained, attempt to extinguish with a fire extinguisher . If you extinguish the fire on your own or with others, you must call **EMERGENCY NUMBER 4-4860** to report the incident to the Frankfort Fire Department.
- Pull a fire pull station only if instructed by the party at **4-4860**
- If you are told to evacuate, exit only by stairwells; elevators will be reserved for disabled employees and the Frankfort Fire Department personnel.
- Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.
- If the mechanical fire alarm sounds prepare to evacuate the building but wait if possible for the announcement. There may be areas in and around the building you need to avoid.

BUILDING EVACUATION

If you are instructed to evacuate:

- Evacuate by the nearest exit.
- Remain calm and assist others as needed.
- Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.
- Do not attempt to move UP the stairwell or return to your work station.
- Move out and away from the building to the safe assembly area (see map for location of the safe assembly area) and stay 300 feet from the building.
- Be on the alert for incoming emergency vehicles as you are evacuating the building.
- Do not leave the safe assembly area until the all clear is announced.
- Stay with your evacuation group for a head count by section/unit supervisors.

MEDICAL

If illness or injury occurs in your area:

Render whatever aid you can, moving the patient as little as possible.

- Call 9-911 and explain the problem. Please be as specific as possible and give the exact location of the individual(s) needing help. Stay on the phone if requested.
- Be prepared to meet emergency personnel at your floor.
- Protect the injured or ill person from on-lookers.
- If you have called **9-911** without contacting emergency number **4-4860** call immediately to notify and/or for other assistance.
- You may call **4-4860** and allow the person receiving the call to implement the proper medical emergency procedures.

SEVERE WEATHER

- Call **EMERGENCY NUMBER 4-4860** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if asked to do so.
- If you receive an announcement from **EMERGENCY NUMBER 4-4860** to seek shelter please evacuate to the area designated as TORNADO SHELTER. The TORNADO safe area for 100 Fair Oaks is in the center of the building on the floor you work. (see map for example)
- Remember your options: tornado shelters first, interior hallways on the floor wherever you are next; or get under something sturdy as a last resort. Stay away and clear of all glass.

EARTHQUAKE

- Keep calm. Don't run or panic. Stay where you are.
- If you are indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building away from windows and outside doors.
- If outside, stay in the open away from buildings and utility wires.
- Do not attempt to leave the building unless instructed by emergency personnel at your facility.
- Do not use candles, matches or other open flames.
- Prepare for an after shock of equal intensity in most cases.

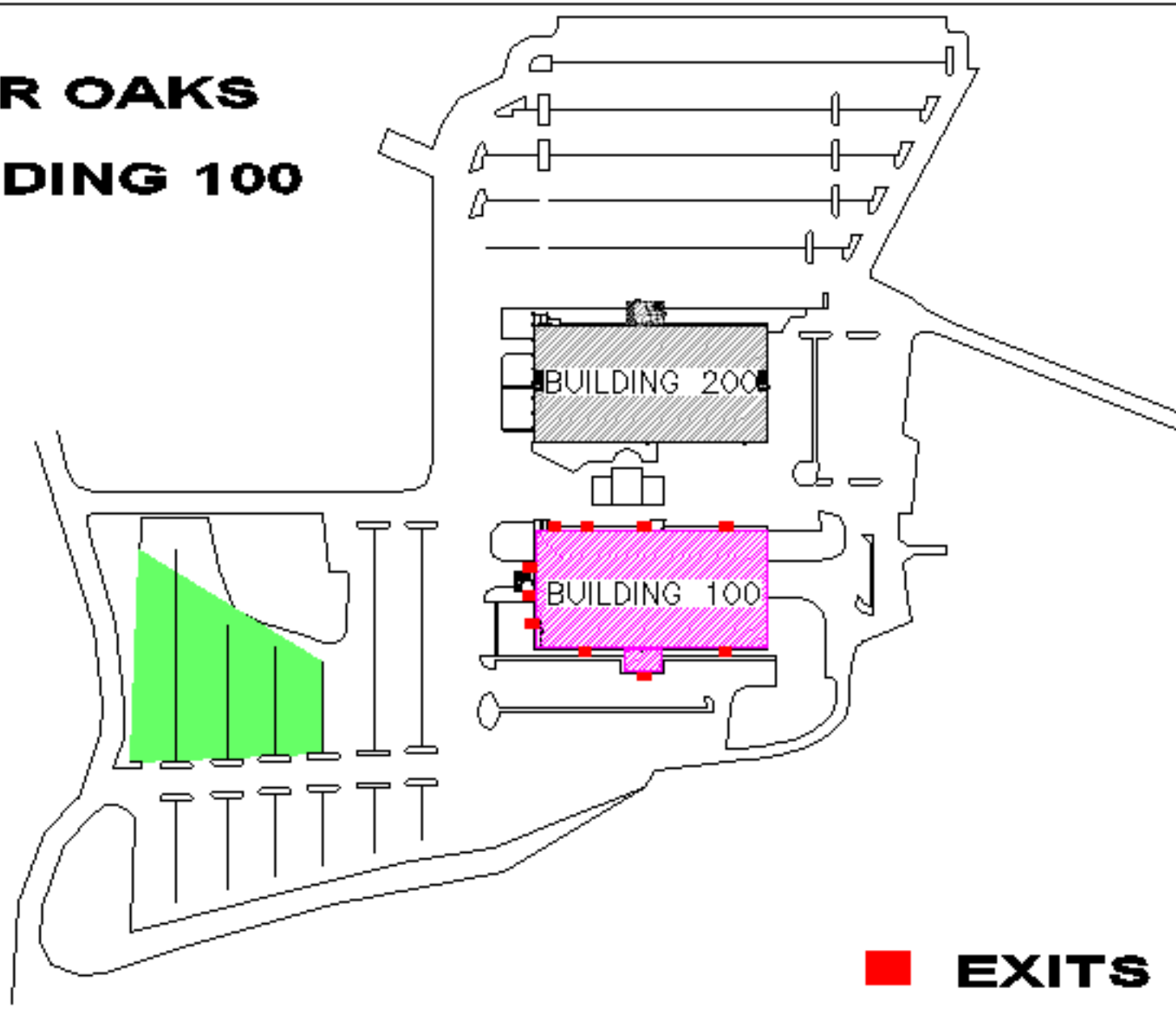
BOMB OR OTHER SECURITY THREATS

- If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the threat check list accompanying these procedures which provides the type questions you should ask the caller.
- Immediately report the threat to person answering at **EMERGENCY NUMBER 4-4860** and remain on the line for instructions.
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **EMERGENCY ALERT NUMBER 4-4860**
- You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call **4-4860**
- A decision will be made based upon the information provided. If an evacuation is ordered please follow instructions closely and leave the building to the safe assembly area.

WORKPLACE VIOLENCE

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel.
- This includes verbal and physical harassment, verbal and physical threats and any actions that may cause others to feel unsafe in our workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur.
- All threatening incidents will be investigated by management and documented in personnel files.
- A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.
- Call 4-4860 or **Fair Oaks security 4-2164** if assistance is needed. Report all other incidents to **Emergency Number 4-4860** If there are any questions please contact **4-4860**

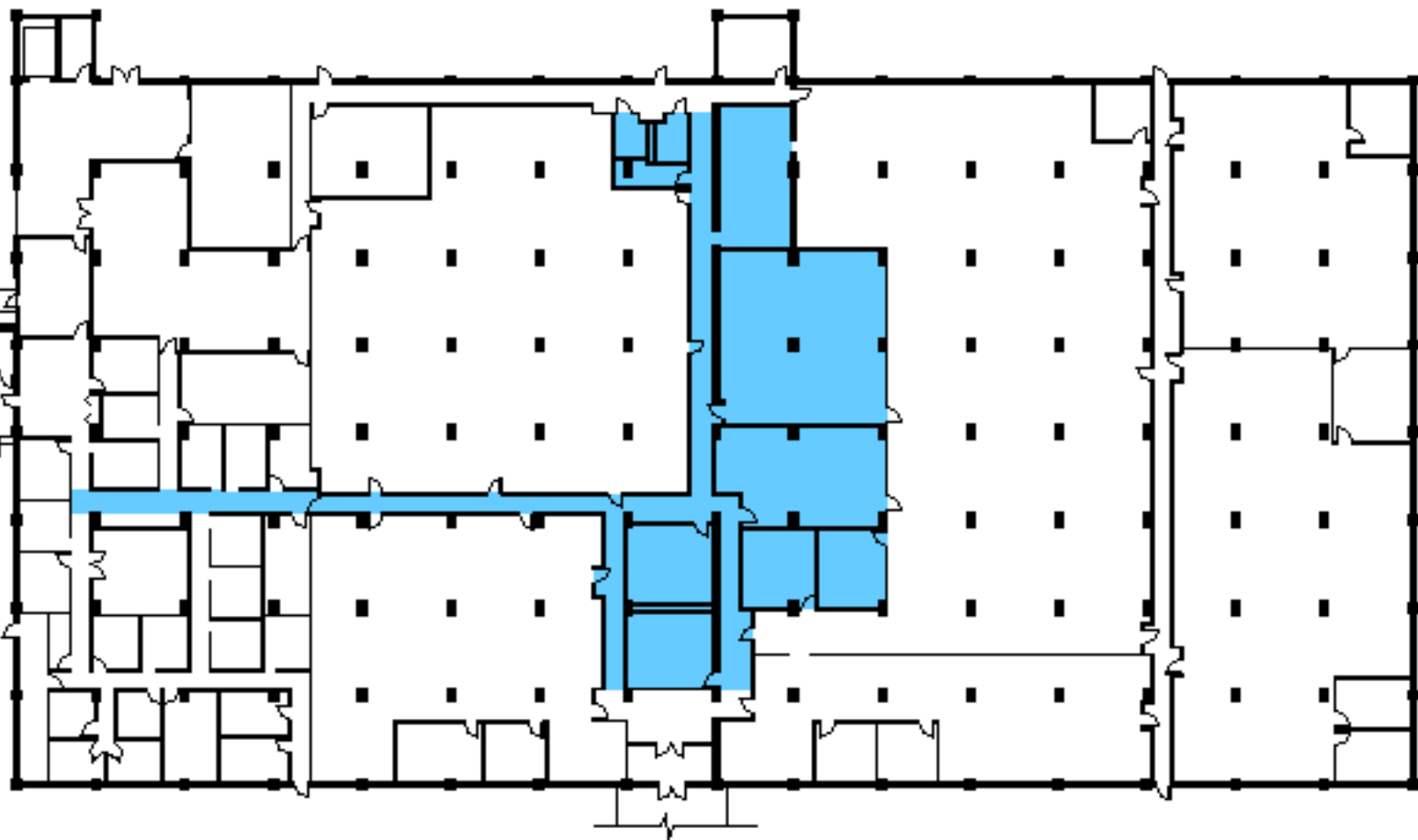
**FAIR OAKS
BUILDING 100**



■ EXITS

■ SAFE ASSEMBLY AREAS

FAIR OAKS BUILDING 100



FIRST FLOOR PLAN

 **TORNADO SHELTER AREA**

SAMPLE VIOLENCE DOCUMENTATION FORM

| | |
|--|----------------------------|
| Date/Time of Incident: | Date/Time Reported: |
| Reported to: | Reported by: |
| Location: | Type of Incident: |
| Perpetrator: | Victim: |
| Witnesses: | |
| Describe the incident: | |
| List actions taken in response: | |

Report Prepared by: _____

Date Prepared: _____