

**EMPLOYEE EMERGENCY PROCEDURES  
LONDON STATE OFFICE BUILDING  
LONDON KENTUCKY**

**EMERGENCY ALERT NUMBER**

**864-3443**

**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 864-3443** to report the fire situation and remain on the phone if requested.
- Another should locate a fire extinguisher. If the fire is small or confined and you are trained in the use of fire extinguishers you may extinguish the fire on your own or with others. You must call **EMERGENCY NUMBER 864-3443** so they can report the incident to the London Fire Department.
- If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.
- Pull a fire pull station only if instructed by the party at **864-3443**.
- If you are told to evacuate, exit only by the stairwells. Elevators will be reserved for disabled employees and the London Fire Department.
- 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 or 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 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 workstation.
- 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 floor monitors or supervisors.

## **MEDICAL**

**If illnesses 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 and be as specific as possible when giving 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 ALERT NUMBER 864-3443, call immediately to notify and/or for assistance.**
- **You may call 864-3443 first and allow the person receiving the call to implement the proper medical emergency procedures.**

## **SEVERE WEATHER**

- **Call EMERGENCY NUMBER 864-3443 if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the phone if asked to do so.**
- **If you receive an announcement from EMERGENCY NUMBER 864-3443 to seek shelter, please evacuate to the designated tornado shelter. The tornado shelter for the London State Office Building is on the first floor of the building.**
- **Remember your options, tornado shelter first, interior hallways on the floor wherever you are, or get under something sturdy as a last resort. Stay away from glass.**

## **EARTHQUAKE**

- **Keep calm.**
- **If 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.**

## **BOMB OR OTHER SECURITY THREATS**

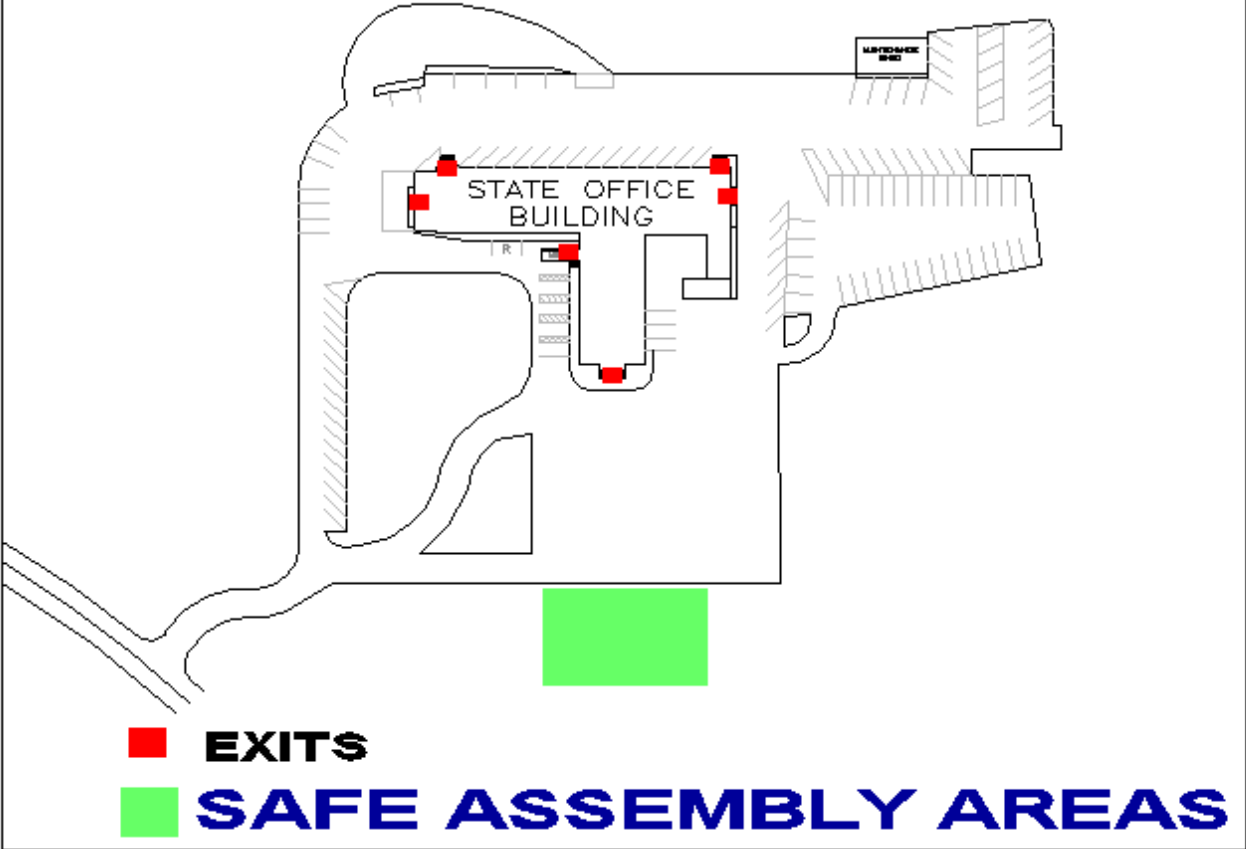
- If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the bomb threat checklist accompanying these procedures, which provides the type questions you should ask the caller.**
- Immediately report the threat to EMERGENCY NUMBER 864-3443 and remain on the phone for instructions.**
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at EMERGENCY NUMBER 864-3443.**
- If you notice anything that is unusual or out of place in your area, do not disturb the item and immediately call 864-3443.**
- 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 864-3443 or 9-911 if assistance is needed.**
- Report all incidents to 864-3443.**

**If you have any questions please contact 864-3443**

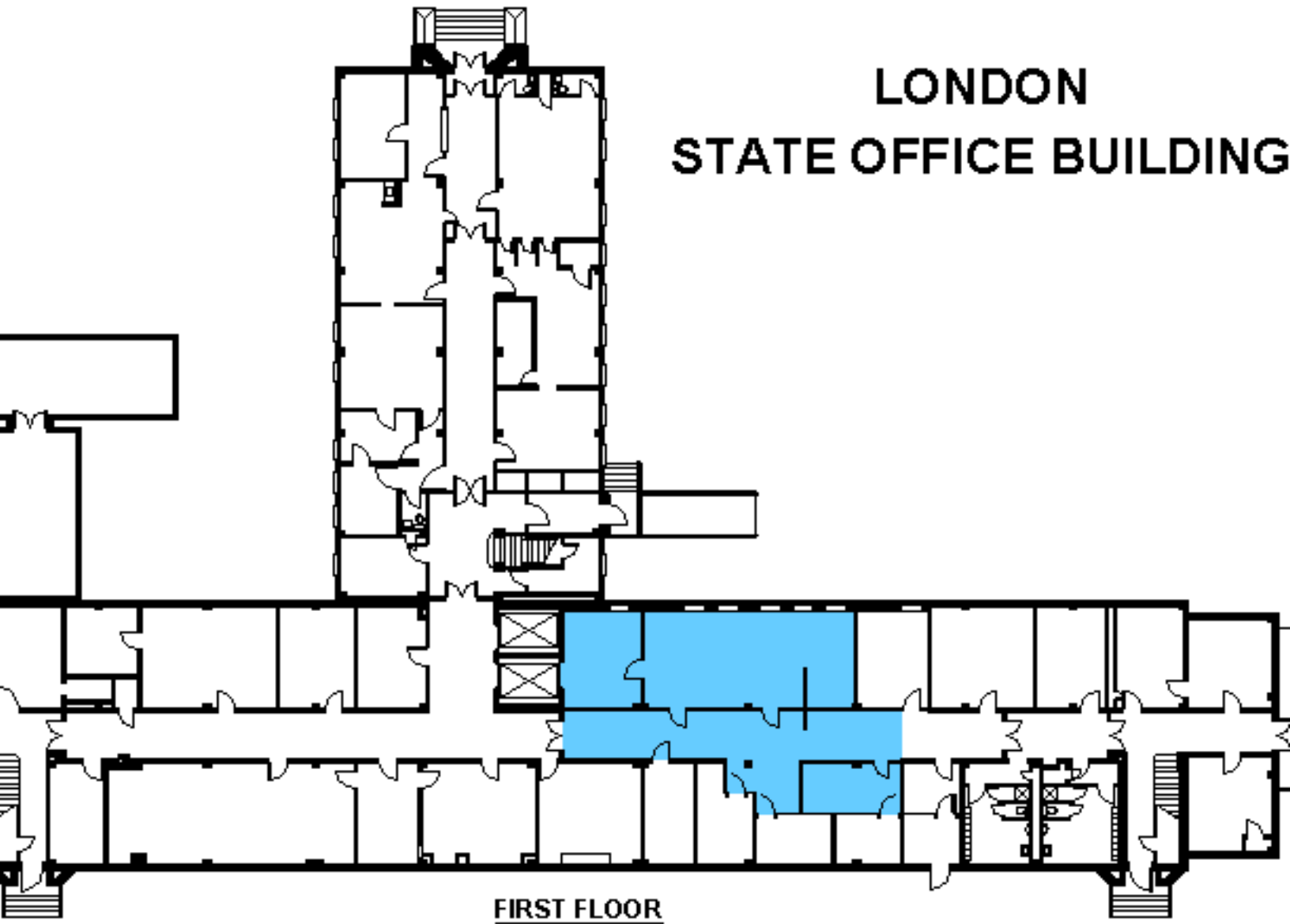
**LONDON STATE OFFICE BUILDING  
LONDON, KY.**



**■ EXITS**

**■ SAFE ASSEMBLY AREAS**

# LONDON STATE OFFICE BUILDING



FIRST FLOOR

 **TORNADO SHELTER AREA**

**SAMPLE VIOLENCE DOCUMENTATION FORM**

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

**Report Prepared by:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

