

# CAPITOL AND CAPITOL ANNEX EMERGENCY PROCEDURES FOR EMPLOYEES

Building Supervisor's Office  
CAPITOL 4-3984  
CAPITOL ANNEX 4-4254

NURSE 4-3333

## FIRE

1. Alert others by shouting to those in your immediate area. Immediately locate and pull a fire alarm station.
2. If more than one person is in the area:
  - A. One must call **9-911** to report the situation to the Frankfort Fire Department, and remain on the phone if requested.
  - B. Another should locate a fire extinguisher and attempt to put out the fire.
  - C. *If you are alone*, you must decide which to do first: A or B, depending upon the situation or the extent of the fire.

**IMPORTANT:** If you extinguish the fire on your own, or with others, you must call the Building Supervisor immediately **4-3984 OR 4-4254** to report the incident to the Frankfort Fire Department.

- D. Please close all fire doors and leave the building by your designated evacuation route (see map), or as directed.
- E. Exit **ONLY** by stairwells. Elevators will be reserved for disabled employees, visitors and fire department personnel only.
- F. Disabled persons will be assisted by designated volunteers.

## BUILDING EVACUATION

An evacuation order may apply to the Capitol or the Capitol Annex.

If you are instructed to evacuate:

- Move to the exit designated for your use.
- Remain calm; help others as needed.
- Enter EXIT stairwells or stairs and move toward the outside wall. Gradually merge to the inside to allow persons to enter at the next level down.
- Do not try to move UP the stairwell or return to your area for any reason
- Elevators will be brought to the ground level during a fire evacuation and will only be available to emergency personnel and disabled employees and visitors only.
- Move out and away from the building to one of the safe assembly areas (see map) and keep a minimum of 300 feet away from the building. (See map for safe assembly area.)
- The grounds and drive between the Capitol building and the Capitol Annex will be OFF LIMITS to all but emergency personnel.
- Do not return to the building until you are given the ALL CLEAR announcement. DO NOT leave assembly areas unless you are authorized to do so.
- Be alert for emergency vehicles.
- In an evacuation other than fire, elevators will operate as usual.

## **MEDICAL**

If illness or injury occurs in your area:

1. Render whatever aid of which you are capable, moving the patient as little as possible.
2. Call **9-911** and state the problem, and be as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested. Be prepared to meet emergency personnel at your floor. If the medical situation appears to be minor in nature, contact the **Nurse at 4-3333**. But if in any doubt, contact 9-911 first
3. Protect the injured or ill person from on-lookers.
4. If you have called **9-911 and/or the Nurse at 4-3333**, please contact the Building Supervisor **4-3984 OR 4-4254** for assistance in directing emergency personnel to your area.

## **SEVERE WEATHER**

- Call the **Building Supervisor's Office 4-3984 OR 4-4254** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if requested.
- The Kentucky Division of Emergency Management monitors weather conditions and any information that would pose a threat to employees is communicated through the government warning system to state government offices with these capabilities.
- If you receive a tornado warning, please seek shelter in the areas of the ground floor designated as TORNADO SHELTER AREA.

## **EARTHQUAKE**

1. Keep calm. Don't run or panic. Remain where you are.
2. 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. Stay away from windows and outside doors.
3. If outside, stay in the open away from buildings and utility wires.
4. Do not attempt to leave building unless instructed.
5. Do not use candles, matches, or other open flames.
6. If in a moving car, stop, but stay inside.

## **BOMB OR OTHER SECURITY THREATS**

1. If you receive a threat by telephone, try to obtain the maximum information from the caller, and keep the caller on the line as long as possible. Refer to the threat checklist accompanying this information, which provides for the type of questions and other information you should seek from the caller.
2. Immediately report the threat to the **Building Supervisor 4-3984 OR 4-4254** and remain on the line for instructions.

3. Do not attempt to leave the building or make any decisions concerning a threat without specific instructions from personnel at the **Building Supervisor's office 4-3984 OR 4-4254** who have been trained to deal with such incidents.
4. You may be asked if you see or notice anything or any object that is unusual or out of place in your area. If you see anything of this nature, do not disturb the item and immediately call the **Building Supervisor's Office 4-3984 OR 4-4254**.
5. A decision will be made upon the information provided. If an evacuation is ordered, follow instructions closely and leave the building using the designated evacuation route.
6. When any incident is not covered by these procedures occurs, please call the **Building Supervisor's Office 4-3984 OR 4-4254**.

## **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 and/or Facilities Security.**
- **This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.**
- **It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security at 9-695-6380.**
- **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 4-3984 CAPITOL OR 4-4254 CAPITOL ANNEX and/or Facilities Security at 9-695-6380 if assistance is needed.**

**Report all other incidents to Supervisor's Office- (CAPITOL 4-3984), or (ANNEX 4-4254) that are not covered in these procedures. If you have questions please contact the Building Supervisor's Office OR Todd Gray at 564-5455 x 407.**

**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:** \_\_\_\_\_



**Facilities & Support Services**  
**Check Sheet for Telephoned Bomb Threat**

Exact wording of threat \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

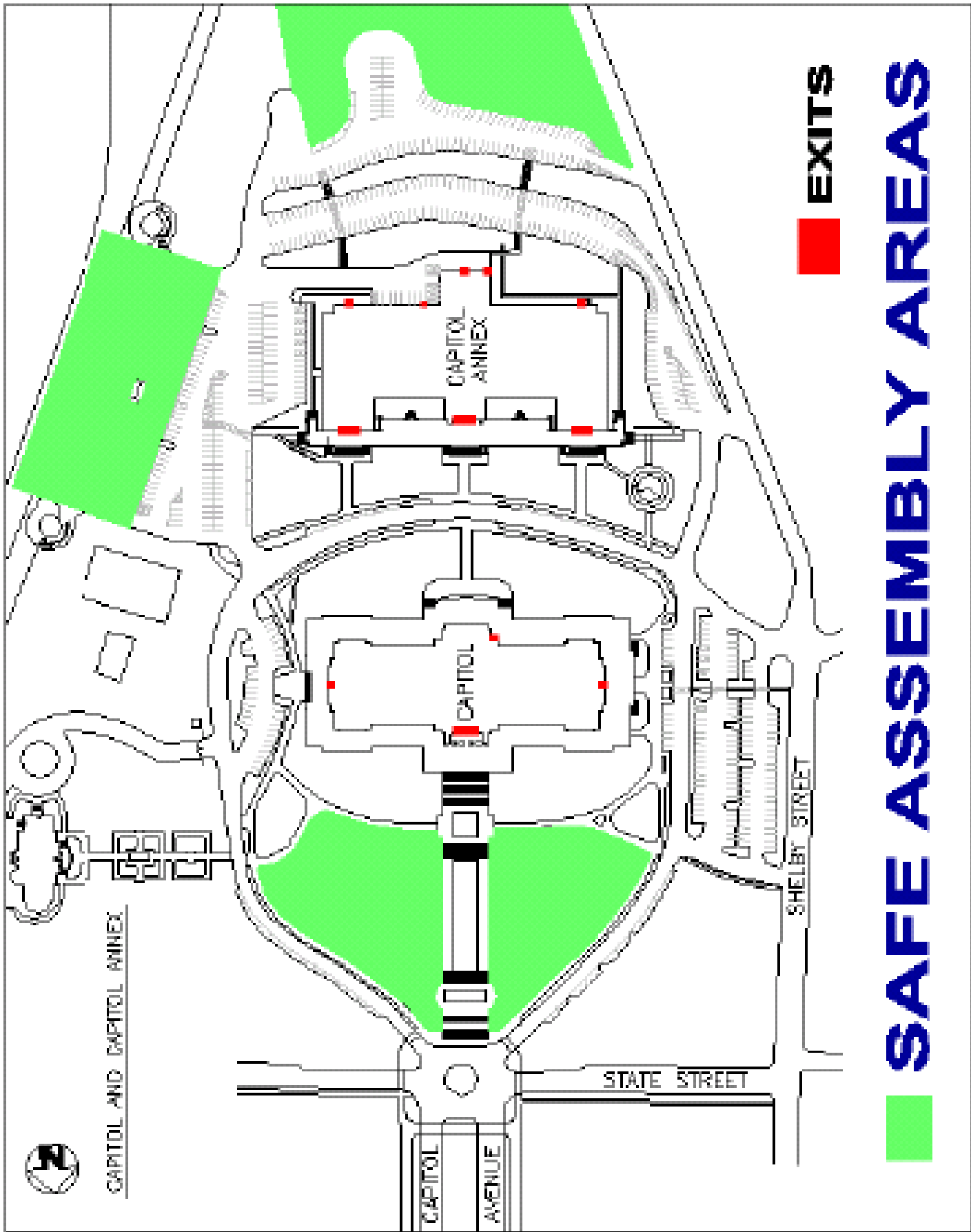
(Ask caller to repeat statement) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did caller say anything beyond issuing a threat? If so, what else was said?  
\_\_\_\_\_  
\_\_\_\_\_

Was the caller       male                       female                       youth  
Describe any accent, voice or breath characteristics, speech impediments, intonation  
\_\_\_\_\_  
\_\_\_\_\_

Was the caller       nervous                       calm                       angry  
Describe any background noise \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

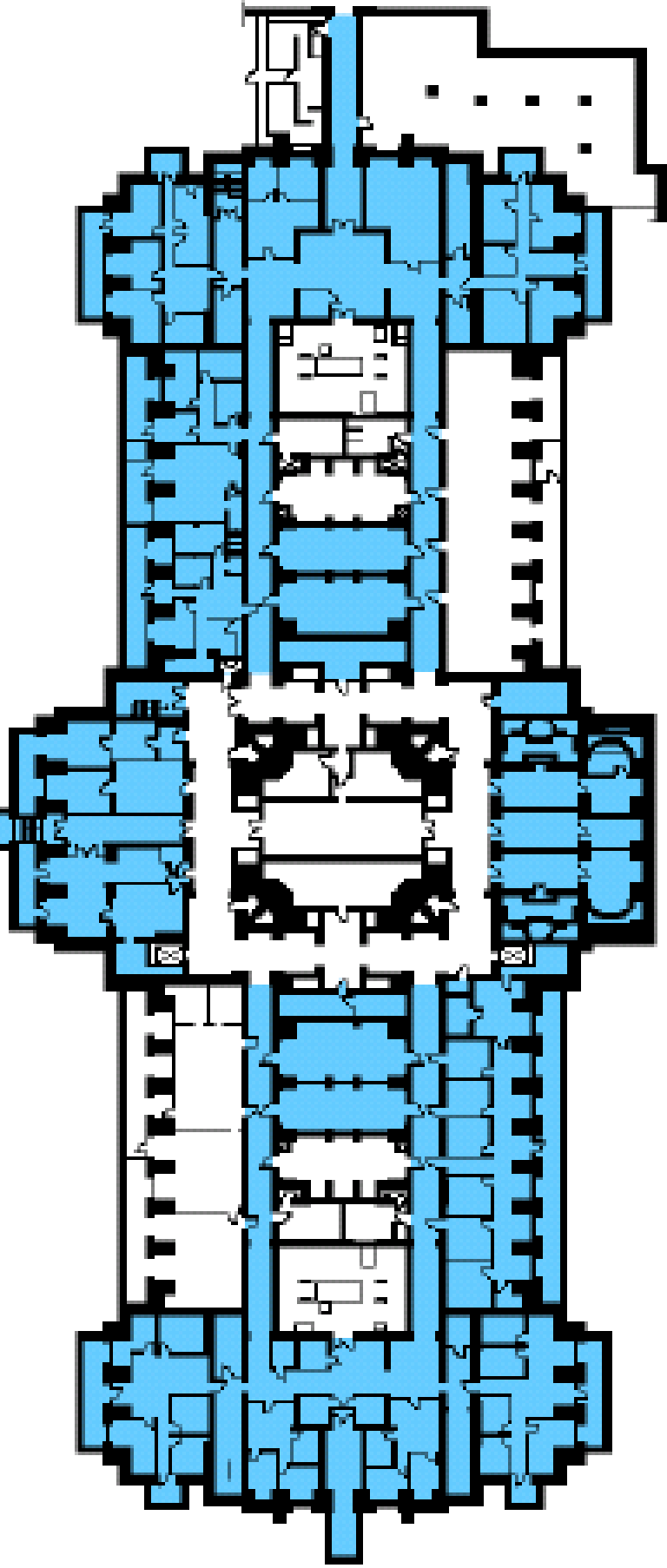
Time/date of call \_\_\_\_\_ Person taking call \_\_\_\_\_  
Report immediately to \_\_\_\_\_



TUNNEL TO ANNEX

# NEW CAPITOL BUILDING

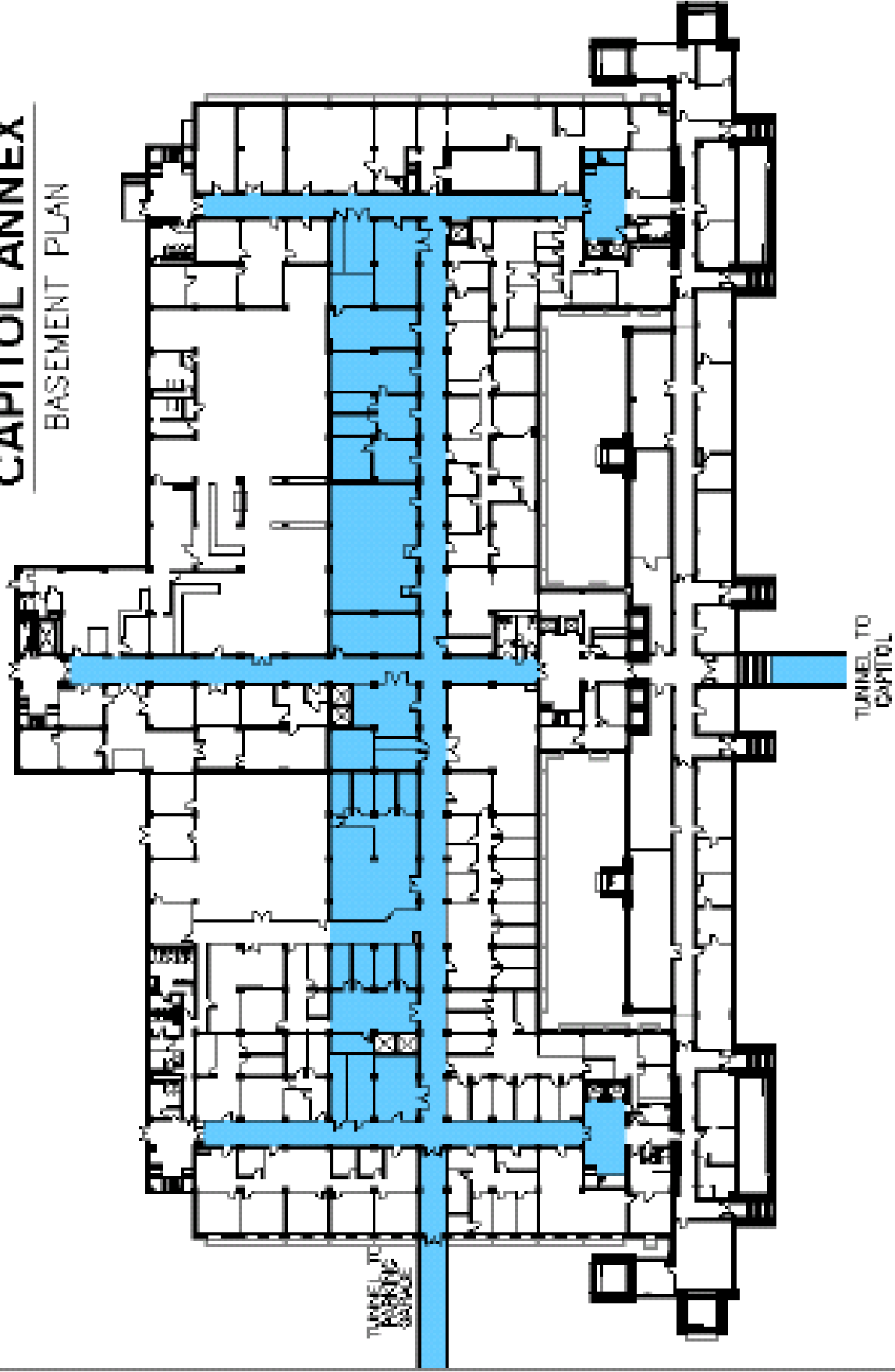
BASEMENT PLAN



■ TORNADO SHELTER AREA

# CAPITOL ANNEX

BASEMENT PLAN



■ **TORNADO SHELTER AREA**