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for information



**Emergency
Numbers**

Bomb Threats

Earthquake

**Hazardous
Materials**

**Medical
Emergency**

**Pandemic
Influenza**

**Shooter/
Hostile Situation**

Tornado Alert

Cover

Emergency Reference Procedures Guide



SNAP!

Quick Pick Directory

FOR ALL EMERGENCIES: CALL 911 and 16911



Community College

HIGHER EDUCATION BEGINS HERE

KCTCS is an equal opportunity employer and education institution.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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EMERGENCY NUMBERS

**Emergency
Numbers**

- Police, Fire, EMS **911**
- SNAP **16911**
- Security Supervisor - Kenneth Estep **(606) 875-2082**
- SCC Safety Co-Chair - Nancy Powell **(606) 451-6842**
- SCC Safety Co-Chair - Shawn Stratmann **(606) 451-6848**

Bomb Threats

Day Shift Maintenance

- Somerset Campus north and Casey Center - Jeff Callender **(606) 305-9381**
- Somerset Campus south - Johnnie Dick **(606) 305-9383**
- Laurel Campus north - John Roberts **(606) 305-9386**
- Laurel Campus south - Denver Barrett **(606) 305-9385**
- Clinton Center - Donald Guffey **(606) 875-1748**
- McCreary Center - Darrell Lyons **(606) 875-5683**
- Russell Center - Paul Hall **(606) 875-6739**

Earthquake

Second Shift Maintenance

- Somerset Campus north **(606) 875-0188**
- Somerset Campus south **(606) 305-9376**
- Laurel Campus north **(606) 875-5896**
- Laurel Campus south **(606) 875-5822**

**Hazardous
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Directors

- Casey - Beverly Cain . . . **(606) 679-8501**
- Russell - Winfrey Bates . **(606) 305-9367**
- Clinton - Judy Tallent . . **(606) 875-9528**
- McCreary - Shawn Anderson **(606) 376-7505**
- Laurel Campus north and south
Roger Angevine . . . **(606) 219-3661**

Security Officers

- Somerset Campus. **(606) 305-9390**
- Laurel Campus **(606) 305-9398**
- McCreary Center. **(606) 875-5856**
- Russell Center **(606) 875-5866**
- Clinton Center **(606) 305-9388**
- Casey Center **(606) 875-5850**

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BOMB THREATS

If you receive a bomb threat you should:

- Remain calm
- Get someone's attention to alert others of bomb threat. Have this person call 911 and SNAP (16911).
- Do not hang up, keep the caller on the line as long as possible, and listen carefully to any background noises you might hear.
- Note the time of the call, person's gender, accent, speech characteristics, and any other pertinent information.

Ask caller the following questions:

- Where is the bomb?
- When will it explode?
- What will detonate it?
- What does the bomb look like?
- What kind of bomb is it?
- When was it placed on campus?
- Where are they calling from?
- Are they a student or an employee?
- Reason for placing the bomb?
- Person's name.

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EARTHQUAKE

Procedures to take during an earthquake are:

- Stay where you are, most injuries occur when people try to enter or exit a building during an earthquake.
- If indoors, take cover under a sturdy object or in a hallway.
- Stay away from windows or bookshelves, watch for falling objects from desk or overhead storage.
- If outside, move away from building and utility poles and lines.
- If you're driving, stop quickly and safely but do not exit vehicle.

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HAZARDOUS MATERIALS

Hazardous materials come in the form of explosives, chemicals, flammable and combustible substances, and radioactive materials. These are often released due to a chemical accident or transportation accident.

Be Prepared:

- Review SCC Safety Plan Section IV. B
- Know how to store and dispose of chemicals
- Learn the meaning of labels on chemicals and hazardous substances
- Find out how hazardous chemicals are handled, stored, and transported
- Know where to find MSDS sheets on each substance

In the event of a spill:

- Evacuate all persons from area
- Avoid breathing vapors (Cover nose and mouth)
- Determine if spill is life threatening
- Contact proper authorities, 911 if serious, Maintenance & Operations or Building Supervisor
- If flammable, turn off ignition and heat sources
- Secure proper supplies for clean up if minor
- Wear appropriate apparel during clean up
- Follow Hazardous Chemical Plan in Section IV of SCC Safety Manual (on college website)

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MEDICAL EMERGENCY

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- Notify 911 immediately.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (e.g. vomit, blood, etc.).
- Comfort the victim and reassure them that medical attention is on the way.
- If necessary, implement appropriate emergency procedure (e.g. Evacuation) to ensure that students, faculty, or staff are not exposed to trauma or danger.
- Remain calm and reassure students, faculty, and staff that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by school or police officials.
- Teachers, rejoin your students as soon as possible. Take your student roster with you and account for all students once you have reached a designated area.
- Complete accident/incident form as directed by SCC Safety Plan.

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PANDEMIC INFLUENZA

Pandemic flu occurs when a new influenza virus appears or emerges in the human population and causes a global outbreak of the disease resulting in serious illness and high mortality.

Community results

- Gatherings of people may be limited
- Hospitals could be overcrowded
- Contact your local Health Department

College Effect

- Large numbers of staff, faculty, and students absent
- Loss of services from suppliers (food, mechanical, etc.)

College Plan

- President and leadership team will monitor and make decisions about closings.
- Adequate supplies of disinfecting soaps, tissues, cleaning supplies will be made available.
- Increase disinfection of shared work areas.
- Plan for decrease in functions of college.
- Visit website at www.somerset.kctcs.edu for more information.

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SHOOTER/HOSTILE SITUATION

Hostile situations should be reported immediately to 911 and SNAP (16911). These situations will require the assistance of outside emergency responders as well as efforts from Campus Security, M&O and other college personnel.

- Secure the area (building or buildings) and make sure the area is safe.
- All emergencies must be reported first to 911 and then to the SNAP (16911).
- If you are in immediate danger seek cover, do not try to be a hero.
- If you are outdoors, alert others to take immediate cover. Do not move from a safe location if you are protected from gun fire. Head to closest, safe building only if you can do so without exposing yourself to gun fire.
- If you are in a building stay in a secure area, lock all doors in your area.
- Try to keep individuals in your area calm.
- Do not leave a safe area until told to do so by the appropriate authority.
- Keep others away from windows and doors.
- Be ready to guide emergency services if needed.
- Key is to act quickly, safely, and wait for the all clear from appropriate authority.
- **If you are not in immediate danger, stay away from the area of the incident.**

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TORNADO ALERT

Each building on all campuses and centers has a designated tornado shelter area that is clearly marked.

- In the event of a tornado you will be instructed to go to the nearest shelter and wait there for the all clear from authorized personnel.
- It is not recommended that a person leave the campus during a tornado warning.
- Stay away from windows, doors and exterior walls.
- Do not stay in a vehicle during a tornado warning.
- Remember a tornado “watch” means that conditions are favorable for a tornado, a tornado “warning” means that a tornado has been spotted in the area.

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