

7.3 Knott County Branch

The Knott County Branch holds classes during the day and evening at the Opportunity Center and the School of Craft.

7.3.1 Accident and Emergency Procedures

The Accident and Emergency Procedures are divided into three parts: the Daytime Procedures, the Evening Procedures, and the Location of Safety and Emergency Equipment.

(See Sections 3.3.7 and 3.3.17 in Volume II of the Kentucky Community and Technical College System Policy Manual for further information.)

7.3.1.1 Daytime Procedures

General Guidelines

If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.

If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.

The emergency number for the ambulance service is: 9-911. The telephone in the classrooms can be used to call 911 by dialing 9-911.

A report for all accidents/emergencies should be filed within 24 hours. Forms are available from the Administrative Offices, both at the Opportunity Center and the School of Craft.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid is necessary (see section 7.3.1.3 of this volume for location of first aid kits), and render assistance as requested by the victim who is injured.
- If serious:
 - ✓ Contact either Administrative office. They, in turn, will call an ambulance, if asked for by the victim, and assist with accident and emergency procedures.
 - ✓ Either Administrative office will contact a member of the COT Team to assist.

- ✓ Stay with victim until emergency treatment personnel arrive. College employees are advised not to transport victims under any circumstances.
- ✓ Determine the identity of victim and provide data to emergency personnel.
- ✓ The Administrative Offices will contact family or relatives, if needed.
- ✓ File an Accident Report Form with the Administrative Office. The Accident Report Form will be delivered to the Human Resource Office to be distributed as needed. Accident reports are available at the KCTCS website.
<http://www.kctcs.net/businessservices/form>

Incoming Emergency Telephone Calls

- Classes will not be interrupted, except for those cases that relate to severe life-threatening situations.
- In emergency situations, the caller is told that an attempt will be made to locate the student, but the caller is not guaranteed that the student will be located.
- The Administrative Offices will attempt to locate the student and deliver the message.
- The Administrative Offices will make the decision as to whether to interrupt a class to deliver a telephone message.

7.3.1.2 Evening Procedures

General Guidelines

An accident or emergency in the evening hours is one that occurs after 5:30 p.m.

If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.

If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.

At the Knott County Branch, the emergency number 9-911 may be dialed from one of the classroom emergency phones, if needed.

A report for all accident/emergencies should be filed within 24 hours. Forms are available from the KCTCS website at <http://www.kctcs.net/businessservices/form>.

M & O personnel are at the Knott County Branch site to provide assistance.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.3.1.3 of this volume for location of first aid kits) is necessary and render assistance as requested by the victim who is injured.
- If serious:
 - ✓ Contact the M & O personnel at the Knott County Branch site.
 - ✓ Contact the Site Coordinator at 606-487-3400 or 606-438-4468 after hours.
 - ✓ The Site Coordinator or M& o personnel will call for an ambulance, when necessary, and will assist with accident and emergency procedures.
 - ✓ Stay with victim until emergency treatment personnel arrive. College employees are advised not to transport victims under any circumstances.
 - ✓ The Site Coordinator or M & O personnel will appoint someone to stay at the front reception desk, in the main foyer, to direct emergency personnel to the location of the victim.
 - ✓ Determine the identity of victim and provide data to emergency personnel.
 - ✓ The Site Coordinator or M & O personnel will contact family or relatives, if needed.
 - ✓ The Site Coordinator or M & O personnel will contact a member of the COT Team as appropriate.
 - ✓ File an Accident Report Form with the Administrative Office. The Accident Report Form will be delivered to the Human Resource Office to be distributed as needed. Accident reports are available at the KCTCS website.
<http://www.kctcs.net/businessservices/form>

Incoming Emergency Telephone Calls

- Classes will not be interrupted, except for those cases that relate to severe life threatening situations.
- In emergency situations, the caller is told that an attempt will be made to locate the student, but the caller is not guaranteed that the student will be located.

- The Site Coordinator or M & O personnel will attempt to locate the student and deliver the message.
- The Site Coordinator or M & O personnel will make the decision as to whether to interrupt a class to deliver a telephone message.

7.3.1.3 Location of Safety and Emergency Equipment

Eye Wash Equipment

Eye wash equipment is located in room number 321A (Biology Lab). This equipment should be utilized, for example, if an individual has an accidental splash of hazardous chemical to the eye(s).

First Aid Kits

First aid kits are located in the following areas:
Administrative Office of Opportunity Center
Studios at the Kentucky School of Craft

Flashlights

A flashlight is located in the Administrative Offices.

7.3.2 Emergency Evacuation Plan

Individuals are responsible for their own actions in emergency situations. The following guidelines are intended to provide a coordinated set of procedures for persons at the college.

What to Do In Case of Emergency

There are emergency exit diagrams posted on the walls of each classroom, office, and hallway. Instructors should make students aware of these plans at the beginning of each semester, pointing out the exit door that applies to that location and the proper method by which to exit the room. Supervisors in the other rooms or offices are responsible for informing their employees of the exit plan for that location.

Once an employee becomes aware of an emergency situation, it is that person's responsibility to notify a Maintenance and Operations staff member on duty. The intercom system, which is accessed by dialing 303 on the phone system, may be utilized.

The Maintenance and Operations staff are responsible for notifying the proper authorities.

- When the emergency alarm system is sounded, everyone must immediately stop all activity and prepare to leave the building.

- Lights and equipment are not to be turned off.
- Doors are to be closed.
- All persons should walk at a steady pace, in a single file, on each side of the hallway, immediately proceeding to the exit door designated for that location.
- The elevators should not be used.
- Classes should stay together and the faculty member in charge of the class should conduct a check of students to determine who has evacuated the building. Supervisors are responsible for their areas.
- All persons are to move 200 feet away from the building.
- NO ONE is to re-enter the building. If someone is missing, do not go back into the building; tell one of the fire department members or college officials.
- The college officials will determine when the all-clear signal to re-enter the building will be given. Only when a verbal clearance is given will re-entry to the building be allowed.

7.3.2.1 Assisting Persons with Disabilities in an Emergency Evacuation

- Each instructor should survey his/her classes at the beginning of each semester to identify persons with disabilities who may need assistance evacuating the building.
- Each supervisor should survey their area to identify persons with disabilities who may need assistance evacuating the building.
- In the event that there is a fire blocking one of the exits, the instructor should obtain assistance from other individuals to carry persons with disabilities to safety. Only if other faculty/staff are unavailable should students be asked to assist with this task.

7.3.3 Tornado Plan

In the event of a tornado or severe weather, the goal is to go to the safest location in the buildings. The safest location is the center of the lower level of the buildings. In this area, there would be less danger of flying debris and building collapse.

- The Maintenance and Operations staff will alert employees and students by going door to door.

- All students, faculty, and staff shall proceed in an orderly manner to the lower level of the building.
- All doors should be closed and lights turned off and all gas mains should be turned off.
- Once at the center of the lower level of the buildings, a line should begin by each wall of the hallway and proceed in each direction.
- Everyone should sit with his/her back directly against the wall in a line formation and cover his/her head.
- A verbal signal will be given by the Maintenance staff when the danger has passed.
- Upon hearing the verbal signal, all administrators, division chairs and members of the Maintenance staff will meet at the entrance foyer to assess the damage.

7.3.4 Persons with Disabilities Access to the Building

Parking

Parking spaces are reserved for persons with disabilities. Below are the procedures that are to be followed by students, faculty and staff who need these parking spaces:

- Those using these parking spaces must have an authorized permit from the state/county and are required to register their vehicle with the Disabilities Office on campus. Medical documentation may be required stating that the person is unable to walk 200 feet which follows the guidelines set forth in the Kentucky Revised Statute 186.049 (1992).
- Temporary parking permits can be given to those with mobility problems such as a broken leg, if medical documentation is provided. The temporary permit will be dated to expire.
- To assure compliance, daily monitoring of these parking areas will occur. Tickets will be issued and chronic violators will be subject to possible towing of vehicles. Registration hold may be invoked to students failing to pay parking tickets.
- The larger parking spaces should be reserved for those using wheelchairs.

Access to the Building

The sidewalk in front of the building has a section especially designed for access by persons with disabilities or individuals in wheelchairs.

Access to Upper Level

Elevators are available in both the Opportunity Center and School of Craft for use by persons with disabilities. If assistance is needed to utilize the elevator, a member of the Maintenance staff can be contacted.

Vision or Hearing Impairment

Individuals with severe hearing or vision impairment may contact the Disabilities Coordinator for assistance.