

7.4 Leslie County Center

The Leslie County center is presently located in the old Works Progress Administration (WPA) Education building in Hyden.

7.4.1 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.)

7.4.1.1 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. Programmable telephones should be set for speed call. The telephones 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 Office of Business Affairs.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.4.1.3 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 a member of the Campus Oversight Team (**Hallie Bowling, Rhonda Brashear, Anna Napier**). They, in turn, will call an ambulance, if necessary, and assist with accident and emergency procedures.
 - ✓ A member of the Campus Oversight Team will contact the President, Academic Affairs, and Business Affairs.
 - ✓ 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.
 - ✓ A member of the Campus Oversight Team will contact family or relatives, if needed.
 - ✓ File an Accident Report Form with the Office of Business Affairs. Copies will be distributed to the Office of Student Services (if student is involved), the President's Office, the KCTCS Office, and the Vice Chancellor for Fiscal Affairs.

Incoming Emergency Telephone Calls For Students

- 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.
- A member of the Campus Oversight Team will attempt to locate the student and deliver the message.
- A member of the Campus Oversight Team will make the decision as to whether to interrupt a class to deliver an emergency telephone message.
- Callers will be informed that a message for the student can be posted on the bulletin board outside the door of the registration office.

7.4.1.2 Evening Procedures

General Guidelines

An accident or emergency in the evening hours is one that occurs after 5:00 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.

The emergency number 9-911 may be dialed from one of the classroom emergency phones, if needed.

A report for all accidents/emergencies should be filed within 24 hours. Forms are available from the registration office.

An evening contact person is available on campus to provide assistance. This person is located in the registration office.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.4.1.3 of this volume for location of first aid kits) is necessary and render assistance as requested by the victim who is injured.
- If serious:
 - ✓ Locate the evening contact person. Phone number 672-6800 ext. 73499
 - ✓ The evening contact person will call for an ambulance, when necessary, and will assist with accident and emergency procedures.
 - ✓ Stay with the victim until emergency treatment personnel arrive. College employees are advised not to transport victims under any circumstances.

- ✓ The evening contact person 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 the victim and provide data to emergency personnel.
- ✓ The evening contact person will contact family or relatives if needed.
- ✓ The evening contact person will notify the President, Academic Affairs, Student Services, and Business Affairs, as appropriate.
- ✓ The evening contact person has access to the list of evening students, their addresses, and phone numbers each semester.
- ✓ File an Accident Report Form with the Office of Business Affairs. Copies will be distributed to the Office of Student Services (if a student is involved), the President's Office, the KCTCS Office, and the Vice Chancellor for Fiscal Affairs.

Incoming Emergency Telephone Calls for Students

- 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 evening contact person will attempt to locate the student and deliver the message.
- The evening contact person will make the decision as to whether to interrupt a class to deliver a telephone message.
- Callers will be informed that a message for the student can be posted on the bulletin board outside the registration office.

7.4.1.3 Location of Safety and Emergency Equipment

Eye Wash Equipment

Eye wash equipment is located in room 304 and the Registration Office. This equipment should be utilized, for example, if an individual has an accidental splash of a hazardous chemical to the eye(s).

First Aid Kits

First aid kits are located in the following areas:

Registration Office
Biology Lab (Room 304)
Janitor's Office

Supplies for first aid kits may be obtained from the HCTC Stores. Submit a **Purchase Requisition Form to the Business Office to obtain the needed items.

Flashlights

Flashlights have been located throughout the building for use in case of an emergency resulting from a power shortage. A flashlight is located in the following areas:

Registration Office
Biology Lab (Room 304)
Janitor's Closet

Computer Lab (Room 301)

Portable Stretcher

A portable stretcher is located in the Biology Lab, room 304, inside the closet. You may contact anyone from the Maintenance Office to assist in locating this item.

Wheelchairs

A wheelchair should be used in case of an emergency or to assist persons with disabilities. You may contact the Registration Office or the Maintenance Office to assist you to the wheelchair.

Other Equipment

Various safety equipment is available on the Leslie Campus. Inquiries may be made in the Maintenance Office.

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

- When the emergency horn 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; go to the Hyden Elementary playground area located beside the Leslie Campus and tell one of the fire department members or college officials.

- Members of the Campus Oversight Team are to meet at the playground area of Hyden Elementary for instructions. Other faculty and staff should be evenly distributed at other exit areas to assist in proper evacuation of the building.
- The college officials who meet at the playground area 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.

7.4.2.1 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.
- The elevator should not be used during an emergency evacuation of the building. Evacuation of persons with disabilities from upper levels would be accomplished by instructors obtaining 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.
- In the event that there is a fire blocking one of the above-designated 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.

7.4.3 Tornado Plan

In the event of a tornado or severe weather, the goal is to go to the safest location in the building. ***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.
- The Maintenance staff will give a verbal signal 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.

7.4.4 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 to use 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 holds 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 on the side of the building has a section especially designed for access by persons with disabilities or individuals in wheelchairs.

Access to Upper Level

An elevator is available 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 impairment may contact the Disabilities Coordinator for assistance. Doug Fraley, Hazard Campus.