

7.1 Campus

The Campus has two sites/locations: the Hazard Campus, and the Allied Health Center.

7.1.1 Hazard Campus

The Hazard Campus is located on Highway 15 South at 1 Community College Drive. This campus has three buildings: the “Jolly Classroom Center”, the “First Federal Center” and the “Challenger Center”.

7.1.1.1 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.)

7.1.1.1.1 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 Student Services if student related or from the Business Services Dept. for Faculty/Staff or the general public.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.1.1.1.3 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 Office of Student Services. They, in turn, will call an ambulance, if requested by the victim, and assist with accident and emergency procedures.
 - ✓ The Office of Student Services will contact the President, Academic Affairs, and Business Services.
 - ✓ 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 Office of Student Services will contact family or relatives, if needed.

- ✓ File an Accident Report Form with the Office of Student Affairs if student related. 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. Accident Report Forms (FM84) for Faculty/Staff and the general public are available at the KCTCS website at <http://www.kctcs.net/businessservices/form>.

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 Office of Student Services will attempt to locate the student and deliver the message.
- The Office of Student Services 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 Office of Student Services.

7.1.1.1.2 Evening/Saturday Procedures

General Guidelines

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

An accident or emergency during Saturday class hours is one that occurs between the hours of 8:00 a.m. and 12:00 noon.

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 Office of Student Services if student related or the Office of Business Services for Faculty/Staff or the general public.

An Evening Coordinator is on campus each evening until classes end to provide assistance. The Evening Coordinator has a two-way radio and a pager, at all times. The number for the pager is 606-439-7105. The Evening/Saturday Coordinator can also be reached at 606-487-3643 (or ext. 73643 from a campus phone), or dial 'O' from any campus phone.

Specific Procedures

Determine if the situation is minor or serious:

- ❑ If minor, determine if first aid (see section 7.1.1.1.3 for location of first aid kits) is necessary and render assistance as requested by the victim who is injured.
- ❑ If serious:
 - ✓ Contact the Evening Coordinator. Phone number is 606-487-3643 or pager number is 606-439-7105, or dial "0 "from any campus phone.
 - ✓ The Evening Coordinator 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 Coordinator 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 Coordinator will contact family or relatives if needed.
 - ✓ The Evening Coordinator will contact the President, Academic Affairs, Student Services, and Business Services, as appropriate.
 - ✓ The Evening Coordinator has access to the list of evening students, and their classroom location for each semester.
 - ✓ File an Accident Report Form with the Office of Student Services. Copies will be distributed by the Office of Student Services (if a student is involved), the President's Office, the UKCC System's Office, and the Vice Chancellor for Fiscal Affairs. Accident report forms (FM84) are available on the kctcs website <http://www.kctcs.net/businessservices/form>

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/Saturday Coordinator will attempt to locate the student and deliver the message.
- The Evening/Saturday Coordinator 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 Office of Student Services.

7.1.1.1.3 Location of Safety and Emergency Equipment

Eye Wash Equipment

The Science Wing has eyewash stations in room 251, 253, 254, 260, 265, and 267. This equipment should be utilized, for example, if an individual has an accidental splash of a ous chemical to the eye(s).

First Aid Kits – Jolly Center

Switchboard
Maintenance Shop
Business Office
President's Office
Employee Lounge
Science Labs (Rooms 251, 252, 253, 254, 260, 265, 267)
Science Boiler Room – 151

First Aid Kits – First Federal

Room 119, 119 Reception area, Grill 104, workroom 213, maintenance room 225

First Aid Kit Challenger Center

Workroom Office # 122

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: All science labs in the Science Wing of the Jolly Bldg., all Maintenance Closets and shops. Backup emergency generators are operational in all buildings to provide light for evacuation when necessary.

Portable Stretcher

A portable stretcher is located in the Science storage room, room 267A, near the 265 entrance.

Wheelchairs

A wheelchair should be used in case of an emergency or to assist persons with disabilities. There is one wheelchair located in the front foyer of the Jolly Center near the receptionist's desk.

Other Equipment

Various other safety equipment is available on the Campus. Inquiries may be made in the Maintenance Office or to the chair of the Safety Committee.

7.1.1.2 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 Maintenance and Operations (M&O) staff member, or the Evening Coordinator. Maintenance & Operations can be contacted at the receptionist desk in the front foyer of the Jolly Classroom Center building, until 9:00 p.m.; the Evening/Weekend Coordinator can be paged at.....

The Maintenance and Operations (M&O) staff are responsible for notifying the proper authorities.

- When the emergency alarm 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 flagpole area and tell one of the fire department members or college officials.
- The President, Provost/Academic Dean, Dean of Student Services, Dean of Business Services, Maintenance and Operations Supervisor, Director of Library Services, and Division Chairs are to meet at the flag pole in the front parking lot 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 flagpole 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.

7.1.1.2.1 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.
- On the upper level of the building, persons with disabilities should be instructed to exit the building to the patio via the student lounge or through the exit between the 230 and 232 office complexes. Persons with disabilities in the library should exit to the patio area through the door located by the elevator. Persons in the science addition upper level should exit via the rear door beside Physics room (# 262). On the lower level of the building, persons with disabilities should exit either to the front parking lot at the front exit/entrance, or the entrance/exit at science addition.

- Persons with disabilities in the upper level of the First Federal Center should go to the designated area of rescue, located at west stairway A and East stairway C. The Instructor should stay with the person until appropriate help arrives. M&O and/or other qualified personnel will take appropriate measures. On the lower level all front exits/entrances can be utilized.
- Persons with disabilities in the Challenger Center can exit at the front entrance/exit or at the exit beside the shuttle simulator room.
- The elevator should not be used during an emergency evacuation of the building.
- 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.

7.1.1.3 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. However, all glass-enclosed lobbies and areas should, of course, be avoided. In the Jolly Classroom Bldg., this includes the main lobby and the Library lobby .

- 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 to assess the damage.

7.1.1.4 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 in front of the buildings at entrances has a section especially designed for access by persons with disabilities or individuals in wheelchairs.

Access to Upper Level

Elevators are available for use by persons with disabilities near the main entrances of buildings with upper levels. If assistance is needed to utilize the elevator, a member of the Maintenance & Operations staff can be contacted.

Vision or Hearing Impairment

Individuals with severe hearing impairment may contact the Disabilities Coordinator for assistance. In addition, a pay phone is located on the first floor by room 119 of the Jolly Bldg. and a phonic ear is available in the auditorium for the hearing impaired.

7.1.2 Allied Health Center

The Allied Health Center is located on two floors in the Bailey-Stumbo Building at 100 Medical Drive at the Appalachian Regional Hospital Complex

7.1.2.1 Accident and Emergency 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 ambulance service is: 9-911.

A report of all accidents/emergencies should be filed within 24 hours. Forms (FM84) are available from the Office of Student Services if student related or at the KCTCS website for if the incident involves Faculty/Staff or the general public.

<http://www.kctcs.net/businessservices/forms>

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.1.2.1.1 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 Allied Health Office. This office will call for an ambulance, if asked for by the victim, and assist with procedures.
 - ✓ The Allied Health Office will notify the Office of Student Services.
 - ✓ Stay with the victim until emergency treatment personnel arrive. College employees are advised not to transport victims under any circumstances.
 - ✓ Determine identity of victim and provide data to emergency personnel. Also, include any pertinent information gathered if the patient is transported to the hospital.
 - ✓ The Student Services Office will contact family or relatives, if necessary.
 - ✓ File an Accident Report Form with the Office of Business Affairs. Copies will be distributed to the Office of Student Affairs (if student is involved), the President's Office, the KCTCS Office, and the Vice Chancellor for Fiscal Affairs. Form (FM84) is available at the KCTCS website: <http://www.kctcs.net/businessservices/form>

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 Allied Health Office will attempt to locate the student and deliver the message.
- The Allied Health Office 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 taped outside the student's classroom door by Allied Health Office personnel for all but the most urgent emergencies.

7.1.2.1.1 Location of Safety and Emergency Equipment

First Aid Kits and Flashlights

A first aid kit is located in storage room (B456). Flashlights are at the office assistant's workstation.

Supplies for first aid kits may be obtained from the HCTC Stores. Submit an HCTC requisition form to the Business Office to obtain the needed items.

Wheelchair

A wheelchair is accessible in (room 229) and in the PTA lab (room B348).

Eye Wash Station

An Eye wash station is located in the former CLT lab (Room A225).

7.1.2.2 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 plans posted on the wall of each classroom, office, and hallway. Instructors should make students aware of this 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 are responsible for their areas.

- When the emergency alarm 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 the students to determine who evacuated the building. Supervisors are responsible for their areas.
- All persons are to move 200 feet 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 fire hydrant area and tell one of the fire department members or Allied Health Center administrators.
- All areas on the basement floor are to be checked by the Maintenance and Operations staff and the first floor by the Allied Health Center staff. All areas are checked by ARH personnel.
- All program coordinators, division chair, and Maintenance and Operations staff personnel are to meet at the farthest end of the parking lot in the front. Other faculty and staff should be evenly distributed at other exit areas to help students.
- The ARH 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. The Allied Health Center Personnel will contact the Provost/Academic Dean or the President's Office for a decision, if there is a question of whether to re-enter the building.

7.1.2.2.1 Assisting Persons with Disabilities in an Emergency Evacuation

- Each instructor or supervisor should survey his/her classes or areas at the beginning of each semester to identify persons with disabilities who will need assistance in evacuating the building.
- Each supervisor should survey their area to identify persons with disabilities who will need assistance in evacuating the building. If necessary, persons with disabilities will be carried to safety.
- Persons with disabilities should be instructed to exit the building by the front entrance.
- The elevator should not be used during an emergency evacuation of the building.
- In the event that there is a fire blocking the front entrance or if the individual cannot access this entrance by him or herself, the instructor should obtain assistance from other individuals to carry persons with disabilities to safety. Only if other faculty/staff persons are unavailable, should students be asked to assist with this task.

7.1.2.3 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 building in the basement of the Bailey-Stumbo building.** In this area, there would be less danger of flying debris and building collapse.

- The Allied Health Center staff will follow the chain of command below and announce information to all offices in the event of severe weather. These people are as follows:
 Division Chair
 Program Coordinators
 Maintenance and Operations Staff

- All students, faculty, staff and visitors will proceed in an orderly manner to the lower level of the building.
- All doors should be closed and lights turned off.
- Once at the lower level of the building, 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 appropriate Allied Health Center staff when the danger has passed.
- Upon hearing the verbal signal, all Allied Health Center personnel will meet at the entrance foyer to assess the damage.

7.1.2.4 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

A ramp is located on the lower level of the building near the loading dock for persons with disabilities or individuals in wheelchairs. The Bailey-Stumbo Building is fully accessible to the disabled and handicapped.

Access to All Floors

An elevator is available for use by persons with disabilities.