

7.5 Lees College Campus

The Lees College Campus of Hazard Community and Technical College is located in Jackson at 601 Jefferson Ave.

7.5.1 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.)

7.5.1.1 Daytime Procedures

General Guidelines

An accident or emergency in the daytime hours is one that occurs between 8:00 a.m. and 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.

If the emergency occurs in the dorms, the Residence Life Director and R.A.'s are trained in applicable emergency procedures; these may also be found in the Residence Life Handbook.

Dial 911 for an emergency from one of the office phones, if needed. (Note: You do not need to dial 9 to get an open phone line, merely dial 911.)

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

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.5.1.3 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 Student Services Department. This office will call for an ambulance, if asked for by the victim, and assist with accident and emergency procedures.
 - ✓ The Office of Student Services will contact the Academic Affairs Office and the Business Office.
 - ✓ 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.

Incoming Emergency Telephone Calls

Classes will not be interrupted except for those cases that relate to severe life threatening situations. In these situations, the caller is informed of this policy and must make the decision.

- 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.
- If a true emergency exists, a member of the Academic and Student Life staff will attempt to locate the student and deliver the message.

7.5.1.2 Evening/Saturday Procedures

General Guidelines

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

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. Lees Campus Maintenance & Operations should be notified immediately at phone number 606-233-7394 or the Director of Student Services at 606-666-7331.

If the emergency occurs in the dorms, the Residence Life Director and R.A.'s are trained in applicable emergency procedures; which may also be found in the Residence Life Handbook.

Dial 9- 911 for an emergency from one of the office 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 the incident is student related or from the KCTCS website for non-student incidents. <http://www.kctcs.net/businessservices/form>

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.5.1.3 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 Lees College Maintenance & Operations at 606-487-3569 or the Director of Student Services at 606-487-3529 or 606-666-7331. Contact may be made by using a college phone and dialing extension 73529.
 - ✓
 - ✓ Maintenance & Operations staff will call for an ambulance, when necessary, and will assist with accident and emergency procedures.

- ✓ Maintenance & Operations will contact the Director of Student Services, as appropriate.
- ✓ Stay with the victim until emergency treatment personnel arrive. Employees are advised not to transport victims under any circumstances.
- ✓ Determine the identity of the victim and provide data to emergency personnel.
- ✓ The appropriate administrator will contact family or relatives, if needed.
- ✓ File an Accident Report Form with the Office of Student Services. Copies will be distributed to the Office of Student Life (if student is involved), the President's Office, the KCTCS Office, and the Vice Chancellor for Fiscal Affairs.

NOTE: If the accident or emergency occurs in the Lees College Campus residence halls, the Residence Hall Director will work with Security (and/or the Dean of Student Life) to resolve the matter. The Residence Hall Director can be reached at 606-666-7521 (ext. 73561) and the Director of Student Services can be reached at 606-666-7331.

Incoming Emergency Telephone Calls

- Classes will not be interrupted except for those cases that relate to severe life threatening situations. In these situations, the caller is informed of this policy and must make the decision.
- 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.
- If a true emergency exists, Security will be asked to attempt to locate the student and deliver the message.

7.5.1.3 Location of Safety and Emergency Equipment

Eye Wash Equipment

Eye wash equipment is located in the Library/Science Building in Room 204 and in the Van Meter Building Room 101. 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 and flashlights are located in the following areas:

- Maintenance Shop – Van Meter Bldg. – Room 101
- Jackson Hall Mailroom – Room 112
- Jackson Hall Kitchen – Room 110
- Jackson Hall Bookstore – Room 103
- Telford – Room 211
- Meteer Dorm – Rooms 209 & 319
- College Avenue – 110
- Library Science Building – 100 & 209
- AD Building – Rms. 102, 103D

Requests for supplies for first aid kits may be made to the Lees College Campus Business Office.

Wheelchairs

A wheelchair should be used in case of an emergency or to assist handicapped individuals. A wheelchair is located in the nursing lab.

7.5.2 Emergency Evacuation Plan

What to Do in Case of an Emergency

There are emergency exit diagrams posted on the walls of each room. 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 students and/or 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.

- 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.
- 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, no one should go back into the building; go to the designated area for each building as outlined below and tell one of the fire department members or college officials.

Administration Building	end of Jackson Hall
Library/Science Building	end of Jackson Hall
Telford Computing Center	graveled students' parking lot
College Avenue Building	Stidham Law Offices' parking lot
Jackson Hall	tennis courts
Meteer Hall	tennis courts
Van Meter Gym	tennis courts
Campus Bookstore	tennis courts
Bach Hall	sidewalk toward town
- The Associate Academic Dean, Director of Student Life, Business Manager, Maintenance and Operations Supervisor, Director of Library Services, Telford Computing Center Coordinator, and Division Chairs are to meet on the lawn between the Administration Building and Jackson Hall for instructions.
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- The college officials indicated above 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.

7.5.2.1 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 need assistance in evacuating the building.
- Each supervisor should survey his/her area to identify persons with disabilities who need assistance in evacuating the building.
- Instructions for each building for evacuation of persons with disabilities are the same as those for emergency evacuation and are posted in each 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 the persons with disabilities to safety. Only if other faculty/staff are unavailable, should students be asked to assist with this task.

7.5.3 Tornado Plan

In the event of a tornado or severe weather, the goal is to go to the safest location in a particular 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 following the designated fire exit routes on the Emergency Evacuation diagrams posted throughout the building.
- All doors should be closed and lights turned off and all gas mains should be 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 maintenance staff when it is safe.
- Upon hearing the verbal signal, all administrators, division chairs, and members of the maintenance staff will meet at the entrance foyer of the Administrative Building to assess the damage.

7.5.4 Persons with Disabilities Access to Buildings

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.

Vision or Hearing Impairment

Individuals with severe vision or hearing impairment may contact the Office of Student Services and/or the ADA Coordinator for assistance.