

7.2 Hazard Technical Campus

The Hazard Technical Campus is located at 101 Vo-Tech. Drive in the Walkertown section of Hazard. There are 4 classroom buildings and 1 maintenance storage building. There are no evening or weekend classes on the Technical Campus.

7.2.1 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 for all accidents/emergencies should be filed within 24 hours. Forms are available from the Office of Student Affairs.

Procedures apply to accidents, emergencies, etc., which occur at the Hazard Technical Campus.

Specific Procedures

Determine if the situation is minor or serious:

- If minor, determine if first aid (see section 7.2.1.1.3 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 Business Affairs Office (extension 73322 or 73354). This office will call for an ambulance, if requested by the victim, and assist with procedures.
 - ✓ The Business Affairs Office will notify the Office of Student Affairs.
 - ✓ 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 Affairs Office 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 Services (if student is involved), the President's Office, the KCTCS Office, and the Vice Chancellor for Fiscal Affairs. Accident reports (FE84) are 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 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.

7.2.1.1 Location of Safety and Emergency Equipment

First Aid Kits

First Aid Kits are in the following room locations at the Technical Campus:

<u>Devert Owens Bldg.</u>	<u>Industrial Education Bldg.</u>	<u>Heavy Equipment Building</u>	<u>Business and Office Bldg.</u>
Room: 114	Room: B209	Room: 108	Room: 106
121L	A103	108A	117
112	A209	103	OG3A
115C	A210	123	OG6
115D	A109	121	
129	A210	201	
104	A109	209	
102	A101	207	
100	B117		
101	B108	<u>Supply Bldg.</u>	
103	B101		
105		Room: 00501	
107			
109			

Eye Wash Stations

Eye Wash Stations are in the following locations:

<u>Devert Owens Bldg.</u>	<u>Industrial Ed. Bldg.</u>	<u>Heavy Equipment</u>	<u>Supply Building</u>
Room: 114	Room: B209	Room: 108	Room: 00501
104	A109	110	
100	A101	122	
101	B116	121	
	B108		
	B101		

Wheel Chairs

Wheel chairs are located in the Business & Office Building (Room 119) and the Devert Owens Building (Room 109).

Other Emergency Equipment

Other emergency equipment is available as appropriate in the various program training areas.

7.2.2 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 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.
- 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, no one should go back into the building. Tell the Technical Campus administrators or the Maintenance and Operations staff.
- All areas on the first and second floors are to be checked by maintenance and a designated person.
- All administrative personnel are to meet at a predetermined area at a safe distance from the buildings. Other faculty and staff should be evenly distributed at other exit areas to help individuals.
- The Maintenance and Operations staff will decide when it is safe to re-enter the building. Only when a verbal signal is given will re-entry to the building be allowed.

7.2.2.1 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.

- In the event that there is a fire blocking the entrance, 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.

7.2.3 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 lower level of the building. In this area, there would be less danger of flying debris and building collapse.

- The Maintenance & Operations staff will follow the chain of command and announce information to all offices and classrooms in the event of severe weather.
- All students, faculty, staff and visitors will proceed in an orderly manner to the lower level of the buildings.
-
- All doors should be closed.
- Once at 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 their back directly against the wall in a line formation and cover their heads.
- A verbal signal will be given by a Maintenance and Operations staff or a designee when the danger has passed.
- Upon hearing the verbal signal, all Technical Campus administrators will meet at the entrance foyer of the Devert Owens Building to assess the damage.

7.2.4 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 near the entrance to most buildings for persons with disabilities or individuals in wheelchairs.