



CAMPUS SAFETY AND SECURITY PLAN

AUGUST 2015

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KENTUCKY WESLEYAN COLLEGE
EMERGENCY CALL LIST
August 2015

These are the numbers to be used to contact key personnel in the event of an emergency or crisis. To report an emergency, call 9-911 if emergency services are needed.

<u>PERSONNEL</u>	<u>HOME/CELL</u>	<u>OFFICE EXTENSION</u>
President: Bart Darrell		3104
V.P. for Academic Affairs: Dr. Paula Dehn	270-240-4229	3117
Cell phone	270-903-3275	
V.P. of Finance: Cindra Stiff (Cell phone)	270-929-6296	3113
V.P. of Student Services: Scott Kramer	270-684-8055	3122
Cell phone	270-570-2829	
Asst. Dean of Students: Louise Clausen (Cell phone)	270-231-6337	3284
Director of Public Relations:		
Kathy Rutherman (Cell phone)	270-519-9778	3143
Director of Facilities: Heath Wathen (Cell phone)	270-832-0040	3324
Director of Library: Patricia McFarling	270-926-4164	3257
Director of Athletics: Rob Mallory (Cell phone)	812-484-4345	3330
Panthers Den Store: Doug Kinglsey (Cell phone)	270-925-2388	3303
Chemistry Professor: Dr. W.L. Magnuson	270-684-7722	3164
Biology Professor: Dr. Evelyn Hiatt	270-264-7073	3158
Cell phone	270-314-2687	
College Nurse: Tonya Robinson (Cell phone)	270-313-7750	3288
Campus Minister: Kent Lewis	270-683-6983	
Cell phone	270-903-1102	
<u>RESIDENCE HALL DIRECTORS</u>		
Deacon – Ashley Braun-Gendek (Cell phone)	931-319-3427	
Massie – Rebecca McQueen (Cell phone)	270-589-1150	
Peebles – Taylor Alstatt (Cell phone)	502-435-4150	
Stadium – Matt Ruark (Cell phone)	606-782-3699	
Kendall – Morgan Oakley (Cell phone)	270-302-2530	

Campus Security Cell Phone – 270-929-8609 – if no answer, calls are automatically forwarded to the Student Life Staff
Maintenance – After Hours – 270-929-8608
Weather Related or Emergency Information Line – 270-852-3116

In the event of an activated fire alarm (real or false), you must notify the State Fire Marshal ASAP.

During daytime hours: 502-573-0382, ext. 403

Evenings/Weekends: 800-255-2587

You must also notify the fire department by phoning 9-911.

**KENTUCKY WESLEYAN COLLEGE
EMERGENCY PREPAREDNESS PLAN**

FORWARD

Emergency preparedness is essential for maximum protection of the lives and property of Kentucky Wesleyan College. An effective emergency program demonstrates a realization of the seriousness of potential problems, full awareness of individual responsibilities, and recognition of the need for a workable plan, response and recovery.

OBJECTIVES

The purpose of this information and plan is to facilitate the orderly operation of the College in a serious emergency or disaster and the expedient return to normal operations. No single emergency plan can meet all the needs of each situation, but through cooperative efforts of all departments and assistance from outside agencies, this plan can be an important guideline to minimize problems and handle situations as effectively and efficiently as possible. **THE SAFETY OF EVERYONE ON CAMPUS IS THE CRITICAL ISSUE.**

AUTHORITY

This plan was prepared with assistance from the Daviess County Emergency Management Agency and local fire protection. This Agency is responsible for handling the problems and dangers to county residents resulting from disasters of any origin, and may issue proclamations and regulations concerning disaster relief and related matters. They will be followed by campus administrators in charge and shall have full force and effect of the law.

ADMINISTRATION

Reporting an Emergency/Crisis

If emergency personnel are required (fire department, ambulance, police), immediately call 9-911. Tell the dispatcher the nature of the emergency and the location. If possible, wait in a safe location for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be forwarded to a college official (see Emergency Call List). Depending on the nature of the emergency, the emergency weather monitor, TV or local radio station will be monitored by the Business Office and Facilities.

Declaration of an Emergency

A state of emergency will be declared and the emergency plan initiated by the College President. In the President's absence, the V.P. of Finance, V.P. for Academic Affairs or V.P. of Student Services (in that order) can implement this plan. The V.P. of Finance will begin the process of calling other college personnel according to the Emergency Call List. The KWC Emergency Management Plan is located on the PantherNet. It includes additional operational details for an emergency that requires an extended amount of time to manage.

Communication of an Emergency

ONE CALL NOW is an emergency notification system provided to our students, parents, faculty and staff. Emergency alerts pertaining to bad weather, campus alerts or other mass notification needs are sent via e-mails, cell phones, text messages and telephones. Emergency messages are initiated by the V.P. for Academic Affairs, Director of Public Relations, President, V.P. of Student Services or V.P. of Finance.

All campus e-mail addresses and campus telephone numbers are automatically entered into the database. Any personal contact information must be submitted to Rhonda Sartain, Library, to be included in the ONE CALL NOW database. If at any time your contact information needs to be updated in the ONE CALL NOW database, you should contact Rhonda Sartain, ext. 3258.

Emergency Control Center

The Business Office in the Barnard-Jones Administration Building will normally be the control center during an emergency situation. If the Barnard-Jones Administration Building is incapacitated, the Winchester Center will be the alternate control center. Communication with the campus facilities, local police or sheriff's department, state patrol, civil defense and other emergency agencies will be managed from the control center. Campus radios and cell phones used by facilities, security and residence life personnel should be brought to the control center for coordination of communications to authorized individuals.

Media Communications

In the case of an emergency, the office of the Director of Public Relations will become the media communication center. Communication to all media outlets will be managed from this Office. If this Office is unable to be used, a media communication center near or at the site of the control center will be established.

Personal Responsibilities

Senior administrators in each office are responsible for the personnel in that office. Faculty members are responsible for the students who are in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

EMERGENCY PREPAREDNESS

Administrative departments within Kentucky Wesleyan College should develop emergency plans specific for that department. Previous to adopting the plan, the following should be considered:

1. Establish and maintain a current list of all department employees, including telephone numbers and street addresses.
2. Decide which employees may need to return to work in various types of emergencies.
3. Residence halls, facilities and food service should keep emergency equipment readily available and maintain sufficient supplies and/or equipment to handle 3 - 5 days of emergency conditions.

Department heads should educate employees that may be used in emergency situations. They should be instructed:

1. Safety precautions relating to various emergency situations.
2. To be courteous, but not to talk to news media during an emergency situation. All media communications will be coordinated by the Public Relations personnel.

SPECIFIC EMERGENCIES

Medical Emergencies

For any on campus emergency from a campus phone, call 9-911, or use your cell phone to call 911. A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay calm.
- Dial 9-911 from a campus phone or use your cell phone to dial 911 and explain the type of emergency, the location of the victim and the condition of the victim. Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if s/he is not moved.

- Do not give the victim anything to eat or drink.
- Contact KWC security (270-929-8609) or other KWC employees as soon as possible (see Emergency Call List).

Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning. Students, faculty and staff should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed. Under no circumstances should floodwaters be crossed, either by foot or car.



winds, hail and flash flooding. If appliances should be turned off if they are not needed.

Tornadoes



A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications or police, the Business Office and facilities personnel should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by the Business Office and Facilities Office.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The public warning siren system will be activated by the Daviess County Emergency Management Agency. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits (see Page #11 for list of severe weather shelter areas). Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls, put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.
6. Shelters are identified with signage at the entrance to each shelter.

Snow and Ice Storms

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrative officers if contingency plans or emergency housing for stranded students and



The decision to suspend classes will be made by the V.P. for Academic Affairs. The Director of Public Relations will notify the local radio also be used and you may also call the

special duties are required of them. If necessary, staff will be coordinated by the Student Life Office.

by the V.P. for Academic Affairs. The Director of and TV stations. The ONE CALL NOW system may Information Line, 270-852-3116, for this information.

Earthquake



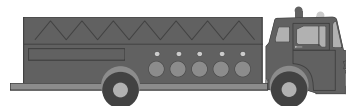
Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often they are followed by aftershocks. In the event of an earthquake, students, faculty and staff who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

Those indoors should get under a sturdy object (desk, table) and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from outside walls, windows, glass and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake. People outside should move to an open space away from buildings, trees and power lines. Lie down, face down and wait until the quake subsides. If you are in a car, stop as soon as possible and stay in your car for protection.

Fire

What do I do if there is a visible fire in the building?

1. Pull the fire alarm – The fire alarms **DO NOT** automatically contact the Fire Department, the only exception being the Winchester, Science, Ralph Centers, Deacon, Massie, Kendall and Peoples Halls. If the fire alarm system fails and your safety permits, shout down the halls, “FIRE!”, and assist any occupants from the building. Do not be concerned with property or material damage. Safety of everyone is the critical issue. **LEAVE THE FACILITY.**
2. Call 911 (dial 9-911 if calling from a campus phone) to notify emergency personnel of the fire.
3. Call the facilities department (ext. 3324) to notify someone of the situation.
4. Exit the building. Do NOT use the elevator if evacuating for a fire in the Barnard-Jones Administration Building or Winchester Center. In the Barnard-Jones Administration Building, there are specially designed emergency exit chairs for physically challenged individuals used in assistance to exit the building.
5. Go to the street side entrance of the building and wait for the responding emergency personnel to arrive.
6. Do NOT return to the building until the building has been cleared by campus and/or fire officials.



No candles or incense are permitted to be burned on campus. Do NOT leave stairwell doors open. This will allow a fire to spread to your escape route. Make sure you know where the closest fire extinguisher and exits are located.

If you discover a small non-threatening outdoor fire, such as a dumpster, trash container, etc., notify the facilities department (ext. 3324) immediately. If injuries or danger is apparent, call the 9-911 emergency number. For your safety, do not attempt to put out or control the fire yourself.

In case of a fire involving property damage or personal injury, the President, V.P. of Student Services, V.P. of Finance and Facilities Director should be notified. The Emergency Call List should be utilized to make these phone calls. In case of building fire, the Facilities Director will direct employees with instructions from the ranking fire officer on the scene. These instructions may include the locating and cutting off of gas and electrical valves or switches, crowd control, etc. If present, the security officer will assist the Facilities Director.

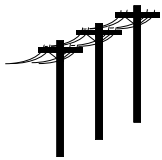
Smoke Smell

If you smell smoke, see if you can find the source. Notify the facilities department (ext. 3324) or use the Emergency Call List. If the situation becomes more serious, do not hesitate to call 9-911 and exit the building. In all incidents, once the proper notification of authorities has been made, go to the street side entrance of the building and wait for the responding personnel and emergency agencies to arrive.

Gas Leaks or Smell

In case of gas smell or leak in or near a building, notify the facilities department (ext. 3324) during office hours or refer to the Emergency Call List for home phone numbers. If the situation appears to be dangerous or injurious, immediately call 9-911 for assistance and evacuate the building.

Power Failure



In case of electrical power failure during office hours, notify the facilities department (ext. 3324). After business hours, on weekends and holidays, refer to the Emergency Call List for phone

numbers to reach the proper personnel. If the power failure occurs after dark, residence hall directors are encouraged to organize students into small groups for protection and assistance.

Nuclear Emergency

Everyone is exposed to the possibility of potential hazards resulting from incidents of falling aircraft, nuclear accidents and radioactive fallout. Warnings would normally be received through police or emergency radio broadcasts and sounded through public warning systems.

Upon notification from the College President (or appropriate administrator in his/her absence), the emergency plan will be initiated and the Emergency Call List activated. Due to the unique circumstances of such an occurrence, instructions will be issued to personnel from the control center, which would be in contact with the proper authorities.

Hostage/Shooter Situation – Emergency Lockdown of Campus

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Faculty, staff and students MUST follow directions by local authorities and administrative officers in all threatening situations.

Initial instructions:

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police (9-911). Relate details of the situation and the last known location of the suspected person(s).
- Notify a college officer (use the Emergency Call List) with the same information.

Information concerning controlling/managing the situation:

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. In most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. **Lock doors and or barricade doors. DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthestmost point in the room away from windows and doors. Close the blinds for concealment, cover the door window and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones, etc. unless specifically requested to assist with essential campus communications.
- Securing yourself in locations with access to phones, e-mail and /or communication radios if feasible is beneficial.

- The command station for a hostage/shooter incident will be the Business Office on the first floor of the Barnard-Jones Administration Building if possible. If this area is involved in the attack, the campus Library will serve as the back-up command center.
- The Facilities Director will assign a Facilities staff member to the designated Command station with master campus keys (if possible) and a communications radio.
- Each building's designated emergency contact/phone/e-mail location may be contacted from the Command Station when established to verify the presence of personnel.
- Mass faculty, staff and student e-mails and phone messages will be sent apprising personnel of the on-going situation. E-mail messages will be sent every 10 – 15 minutes with appropriate update information and instructions. If feasible, personnel may be asked to respond to the e-mail messages confirming receipt and /or actions taken.
- Campus communication radios will be activated for communications. These radios are located in Facilities, Business Office and Library.
- One-call emergency messages (e-mail, text and/or phone) may be issued by the appropriate administrative officers.
- If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:
 - As in any emergency, try to remain calm and avoid sudden movements.
 - Don't speak unless spoken to.
 - Comply with instructions from the perpetrator as best you can.
 - Be observant and alert.

Remain in your secured campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

Stay in the area you are escorted to until a FINAL ALL-CLEAR message is received from the local authorities.

Bomb Threats

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary has or will be placed, and they want to minimize personal injury or property damage; or 2) the caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following:

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb's location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.
7. Notify the V.P. of Finance or other administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number (9-911) and be prepared to relay all pertinent information. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

Hazardous Accidents

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such an accident or condition occurs near the campus. An overturned tanker, either a truck or a train, a broken fuel line and an accident in a commercial establishment that uses chemicals are potential hazards if such accidents involve potentially harmful chemicals.

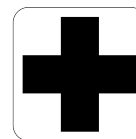
In the event of a hazardous accident with campus impact, the emergency plan will be initiated, with a control center established and college administrators assuming responsibility for handling the situation. They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.

Demonstrations or Disturbances

The College recognizes the right of students to demonstrate peaceably; however, demonstrations should be registered with the Student Life Office. Contact the V.P. of Student Services for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the V.P. of Student Services will be in charge and will make necessary administrative decisions for calling law enforcement agencies, etc.

Serious Injury or Illness

In case of serious injury or illness on campus, phone the 9-911 emergency number and be prepared to detail the number and nature of injuries or illness. Use the Emergency Call List to notify the V.P. of Student Services, V.P. for Academic Affairs or V.P. of Finance. Return to the scene of the injury or illness and wait for Emergency Medical Technicians and college administrators to arrive. The Student Life Office should always be notified when serious illness, injury or death involves a Kentucky Wesleyan student. The Student Life Office will notify other administrators, the student's family, and others as the situation warrants.



EVACUATION PLAN

In the event evacuation of certain campus buildings or areas becomes necessary, a state of emergency will be declared by the College President or an appropriate administrative officer. The following procedures should be followed.

1. All personnel must evacuate the building(s) when the alarm sounds or upon notification from the appropriate college personnel.
2. Evacuation drawings and instructions are posted on every floor in campus buildings. Residence hall directors are also given copies of the plan for their respective building. They were designed and documented with assistance from the local fire officials. The documents are checked periodically to insure their presence in the assigned locations as well as for changes or revisions that become necessary.
3. Remember that elevators cannot be used in some emergencies (i.e., earthquake, fire).
4. All faculty and staff are asked to assist individuals with disabilities as needed.
5. Once outside, move at least 500 feet away from the affected building, keeping streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.
6. Students, faculty and staff should not return to the building until officials declare the area safe.
7. If shelter areas or alternative housing is needed, facilities personnel and security officers will unlock shelter areas as designated by the administration.
8. The V.P. of Student Services will coordinate alternative housing and provide the control center with appropriate assignment and/or availability lists.
9. Public Relations personnel should notify news media of the incident and the extent of damages, injuries, etc. Anxiety and confusion are generally reduced when family and friends receive accurate news instead of rumors. Additional administrators, facilities personnel and other support personnel will be called in for duty as needed to perform emergency duties.

EVACUATION OF WHEELCHAIR STUDENTS AND STUDENTS ON CRUTCHES FROM CAMPUS BUILDINGS

Fire Drill Procedures

When possible, students in wheelchairs and crutches will be notified prior to a drill. This will allow them to proceed to the first floor BEFORE the alarm is pulled and the elevators become disabled. The Facilities Director and Student Life staff are responsible for advance notification to the appropriate students.

Fire Drill - Wheelchair students and students on crutches will exit from the first floor area of the building and be assisted by their aide (if applicable), college faculty whose class they are attending and staff located in the area. If they are on an upper floor and it is known to be drill, they may stay with a college official on the upper floor. The **Evac-chair** located at the stairwell of each floor (see specific location below) can be used to move the student to the first floor and to the nearest exit if they wish to participate in the drill.

Evac-chair locations (bright yellow plastic cover with instructions)

Barnard-Jones Administration Building – 2nd floor – North stairwell landing

Barnard-Jones Administration Building – 3rd floor – North stairwell landing

Barnard-Jones Administration Building – 4th floor – South stairwell landing

Yu Hak Hahn Science Center – 2nd floor

Procedures for Actual Emergencies

- a. Fire - Wheelchair students and students on crutches will exit from the building and be assisted by their aide (if applicable), college faculty whose class they are attending and/or staff located in the area. If they are on an upper floor, and **Evac-chair** located at the stairwell of each floor (see specific location below) will be used to move the student to the first floor and to the nearest exit. Students should leave their personal chair out of the main traffic flow in the upper stairwell landing.

Evac-chair locations: (bright yellow plastic cover with instructions)

Barnard-Jones Administration Building – 2nd floor – North stairwell landing

Barnard-Jones Administration Building – 3rd floor – North stairwell landing

Barnard-Jones Administration Building – 4th floor – South stairwell landing

Yu Hak Hahn Science Center – 2nd floor

- b. Earthquake — Wheelchair students and students on crutches will be assisted by their aide (if applicable), the faculty whose class they are attending and staff located in the area. They will move under an interior doorframe facing an interior wall and protect their head with items within reach (backpack, jacket, books, etc.).
- c. Tornado/Severe Weather - Wheelchair students and students on crutches will descend to the first floor of the facility and remain in an interior hallway away from windows and doors. Elevators should be functioning during a weather warning, but in case of a power failure and the elevators are disabled, an evac-chair will be used to descend to the first floor or basement.

AFTER A DISASTER

No set of instructions or procedures can prepare you for a disaster when it actually happens. These are suggestions to try to help you through it. Use your own good judgment and try to remain calm and rational.

Attend to any injured people. Do not move them unless there is danger of further injury. Help people who may have been trapped. If it is impossible to free them, make them as comfortable as possible and make others and emergency personnel aware of their location. If necessary, send one person to the control center to apprise them of the status of the personnel in your area. If that is not possible, elect one person to watch from a designated spot for emergency personnel or other college personnel.

Monitor a local radio station to get the latest emergency information. Stay with others. Do not wander around campus. Stay out of and away from damaged buildings. Leave a building if you smell gas or chemicals or see smoke. Watch for broken glass, debris, and downed power lines.

Campus personnel, most likely the Facilities Director and/or officers, will tour the campus as soon as possible to locate people and assess their need for assistance. Emergency personnel can then be guided to those with the most serious need first.

**SEVERE WEATHER SHELTER AREAS
AND EMERGENCY CONTACT INFORMATION**

GENERALLY, MOVE TO THE LOWEST LEVEL OF A BUILDING, IF TIME PERMITS (I.E., TO FIRST FLOOR OR BASEMENT, IF AVAILABLE). STAY AWAY FROM WINDOWS, GLASS AND DOORS.

EACH OF THESE LOCATIONS HAS A SIGN INDICATING THE SHELTER LOCATION.

Barnard-Jones Administration Building - basement areas or interior hallways on first floor

Emergency contact – Business Office, Lucy Kaelin (ext. 3113)

Deacon Hall - first floor hallway

Emergency contact – Residence Director, Ashley Braun-Gendek (cell phone number 931-319-3427)

Facilities Building – interior area

Emergency contact – Office area, Debbie Benningfield (ext. 3324)

Faculty Office Building – west interior hallway

Emergency contact – Education Office, Sammi Ridgeway (ext. 3231)

Foster Field Concession Stand – if time permits, move to the Yu Hak Hahn Center

Hocker Family Dining Center – the kitchen area; time permitting, move to the first floor Library

Emergency contact – Kitchen area office, William Haliburton (ext. 3281)

Kendall Hall - basement areas or first floor hallway

Emergency contact – Residence Director, Morgan Oakley (cell phone number 270-302-2530)

Library - interior offices

Emergency contact – Information desk, Rhonda Sartain
(ext. 3259)

Martin Center – basement

Emergency contact – Campus Ministries, Kent Lewis (cell phone
number 270-903-1102)

Massie Hall – basement areas or first floor hallway

Emergency contact – Residence Director, Rebecca McQueen (cell phone number 270-589-1150)

Panther Field Press Box – if you must remain, go to the bottom floor; if time permits, move to the Woodward HRC

Emergency contact – Baseball Office, Todd Lillpop (phone number 270-683-2640)

Panther Hitting Facility – if you must remain, go to the internal hallway; if time permits, move to the Woodward
HRC

Emergency contact – Softball Office, Miles Mallette (ext. 3250)

Peoples Hall - basement areas or first floor hallways

Emergency contact – Residence Director, Taylor Alstatt (cell phone number 502-435-4150)

President's Home – basement

Ralph Center – Hager Hall or hallway in radio station area

Emergency contact – Radio Station, Derik Hancock (ext. 3603)

Soccer Field Concession Stand – if time permits, move to the Facilities Building

Stadium Drive Hall - bathrooms

Emergency contact – Residence Director, Matt Ruark (cell phone number 606-782-3699)

Steele Stadium Field House – if you must remain, go to the interior hallways; if time permits, move to the Yu Hak
Hahn Center

Emergency contact- Football Office, Taurean Smith (ext. 3211)

Yu Hak Hahn Center for the Sciences – first floor interior hallways

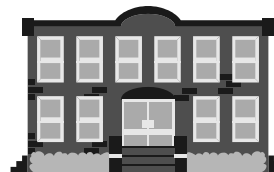
Emergency contact – Biology Department, Evelyn Hiatt (ext. 3158)

Winchester Center – post office or interior loading dock hallway

Emergency contact – Post Office, Shelly Roth (ext. 3313)

Woodward Health & Recreation Center – interior hallway near athletic offices

Emergency contact -- Athletic Office, Jenifer Hedy (ext. 3330)



Calls may be forwarded from the listed contact emergency number to another extension on campus.

SAFETY INSPECTIONS AND MEETINGS

Safety Inspections

A monthly safety inspection is conducted by the Facilities Staff in one campus building each month. Items noted on the inspection are safety issues such as disabled fire detectors, blocked electrical panels, frayed electrical cords, etc.

The State Fire Marshal conducts annual inspections of all campus buildings to assure compliance with state and local fire safety laws. The facilities, including fireproof doors, alarm systems, etc., are thoroughly checked and any recommendations by the fire marshal or insurance risk managers are implemented. All campus construction and renovation projects are also cleared through the State Fire Marshal's office for compliance.

Smoke detectors located in each residence hall are tested for proper operation. Disabling a smoke detector in a residence hall room is strictly prohibited, enforced by significant fines assessed to students who break this policy.

Appropriate campus lighting, both interior and exterior, should be verified by all personnel and any fixtures not working should be reported immediately to the Facilities Office.

Safety Meetings



The college liability and property insurance risk manager representative conducts an annual inspection of campus facilities for the purpose of identifying possible hazards that can be eliminated or reduced. All suggestions made by the insurance inspector are implemented.

Safety meetings are held periodically for the facilities staff. Issues discussed include correct handling of chemicals, use of safety equipment available, first aid procedures, working in extreme heat, campus accidents and their prevention, etc. Attendance at the meeting is mandatory and documented for all facilities employees.

FIRE DRILL POLICY

Kentucky Wesleyan College conducts a fire drill in campus residence halls and other campus buildings in the fall and spring semesters. The Assistant Dean of Students or the V.P. of Student Services is responsible for contacting the Facilities Director to arrange a date and time for the exercise. Resident directors are also notified of the drill in advance and must be present to assist in the assessment of the evacuation time for the residence halls as well as other problems that arise during the drill. Students are briefed about fire safety and evacuation procedures during mandatory residence hall meetings at the beginning of each semester. The fire alarm system is checked at that time for proper operation. Documentation of each drill is maintained in the Facilities Office for periodic inspection by the State Fire Marshall. The following procedure is observed for each fire drill:

- a. Fire alarms are activated by facilities personnel.
- b. Everyone must vacate the buildings immediately when the alarm sounds.
- c. Facilities personnel record the time elapsed to evacuate each building.
- d. Facilities personnel re-set the fire alarm system.
- e. Residence hall directors or staff check that all occupants evacuated the building after given permission from facilities or fire department that it is safe to do the check.
- f. Facilities personnel clear each building for re-entry.

Fire Alarm

Smoke detectors are located in each residence hall room and other locations as required by state fire safety inspections. Fire extinguishers and emergency lighting equipment are also available in all campus buildings in accordance with state fire safety laws. Fire doors that are to remain closed at all times are clearly signed and monitored by the residence hall directors and student resident assistants.

CAMPUS SECURITY SERVICE

Security on Campus

The College utilizes a contracted security service for evening and weekend protection. Specific written guidelines and policies adapted for college facilities and activities have been established in cooperation with the security service. A copy of the agreement and specific officer instructions is maintained in the Business Office. The V.P. of Finance is responsible for the security service and receives copies of daily activity logs maintained by the Security Officers. As required by federal statutes, criminal activity statistics are maintained by the Student Life Office and compiled into an annual report available on the college's website.

In case of emergency, the Security Officer on duty can be reached by cell phone. Residence hall directors and college administrators have access to this telephone number.

SECURITY OFFICER ORDERS

General Duties

The Security Officers primary duty is to insure the personal safety and security of Kentucky Wesleyan College's students, faculty and staff. The Security Officers also has procedures for property security, but the personal safety of students, faculty and staff will always take priority.

Post Hours and Officers Organization

The Security Officers are contracted through Securitas, Inc. and trained for specific duties on our campus.

This is an unarmed post, reporting to the V.P. of Finance. Campus Security Officers will work from the designated area in the Winchester Center lobby area as well as provide routine campus patrols. The hours of coverage for the Security Officers for this operation will be:

Officer #1 - 5:00 p.m. - 5:00 a.m. on weekdays AND 5:00 a.m. – 5:00 p.m. Saturday and Sunday (fall & spring semester)

Officer #2 - 9:00 p.m. - 3:00 a.m. Friday & Saturday (fall and spring semester)

The Security phone is answered 24/7 by rolling to another campus staff member if the Security Officers are not on duty.

CAMPUS KEY POLICY

All campus keys are issued by the Facilities Department and recorded in the campus key records.
ALL CAMPUS KEYS ARE RESTRICTED FROM DUPLICATION.



Campus office and classroom keys are distributed to department heads or individuals approved for access. Building master keys are NOT issued to employees. Keys may not be mailed through the campus or U.S. mail, but must be obtained in person from the Facilities Office. Lost keys are to be reported immediately to the department head and Facilities Office. If sufficient security measures have been compromised by the loss, key cores will be changed and the cost charged to the specific department.

Custodian key rings are locked in the Facilities Office each evening and not removed from campus. Key rings for campus facilities (excluding residence hall rooms) are allowed off campus with the Facilities Director and Custodial Supervisor. The contracted security service, Securitas, Inc. also has a complete set of keys that are carried during their service hours and stored in the Winchester Center during off hours.

Resident Directors have a keyboard with four keys to each room in their respective building. Two are issued to students, one is maintained on the keyboard and one at the facilities office.

Students are issued a key for their residence hall room at check-in and it is returned at checkout. Failure to return the key results in a fine. That lock's core is changed to prevent usage of the key at a later date.

Charges for labor and materials will be assessed to the individual or department requesting duplicate keys or lock changes.

Campus buildings with card access: Barnard-Jones Administration Building
Yu Hak Hahn Center for the Sciences
Winchester Center
Woodward Health & Recreation Center
Ralph Center
Kendall Hall

Hours: Subject to change due to scheduling needs of the facility and to insure safety of the occupants.

CAMPUS TRAFFIC AND PARKING REGULATIONS

Campus Traffic Regulations

The College requires all faculty, staff, students and guests to adhere to all public driving regulations while on campus streets. Speed limits, parking tickets and other traffic-related regulations will be enforced by local police authorities since the streets on campus are publicly held and controlled property. Three or more speeding violations within or adjacent to college property can lead to student disciplinary actions including expulsion from Kentucky Wesleyan College. Employees may also be disciplined for traffic violations if they impact the employee's duties with the college. Please see the Business Policies and Procedures Manual for details.

Campus Parking Regulations

All vehicles on college property must be parked within designated parking spots in the appropriate lots with college parking stickers displayed at all times. One-day visitors may secure a visitor parking permit from the Student Life Office. Parking on grass, road shoulders, yellow curbs (fire lanes), in areas outside of lined spaces on campus lots or any campus property other than designated parking lots is prohibited and violators will be subject to campus parking fines and/or towing. The cost of towing vehicles that are illegally parked will be the responsibility of the vehicle owner. The Student Life Office monitors campus parking and issues campus parking violations.