

Kentucky Transportation Cabinet  
Central Office

# Emergency Action Plan

TEAM   
**KENTUCKY**<sup>®</sup>

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TRANSPORTATION  
CABINET  
Secretary's Office of Safety

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# TCOB Safety Team



Name	Phone #	Name	Phone #
Anthony Courtwright Executive Director of Safety	859-270-6202	Steve Hilton Safety Administrator	502-545-7941
Rick Brown Safety Administrator	502-229-7873	Jerame Brown TOC Manager	502-330-9283

• Dial 911 for all Emergencies •

## Phone List



Facility Emergency Alert – Call Transportation Operations Center (TOC)	502-564-2080
Building Services	502-782-5645
Mechanical Services (Capecon)	502-782-0462
Facility Security	502-782-4030
Kentucky State Police	502-564-0838
Kentucky Department of Homeland Security	502-564-2081
Frankfort Police	502-875-8523
Frankfort Fire Department	502-875-8511
Franklin County Sherriff Department	502-875-8740
Poison Control	1-800-222-1222

• Dial 911 for all Emergencies •



# Emergencies At A Glance



## **Active Shooter Situation (Page 5)**

- Always be aware of your environment and all possible exits/areas for hiding.
- Help as many people as you safely can.
- **Run** and exit the building if it is safe to do so; use your cell phone to call 911.
- If you cannot escape, **hide**, and barricade the door. Call 911, if able, and silence your phone.
- If your life is in imminent danger, **fight** the active shooter.

## **Biological Agents (Page 6)**

- Isolate the package immediately.
- Do not open suspicious mail or packages.
- Evacuate the area of all personnel.
- Call 911. Contact the TCOB Safety Team.

## **Bomb Threat (Page 7-8)**

- Remain calm, and courteous, and listen to the caller. Do not interrupt the caller.
- Take detailed notes of the conversation and human profile (male, female, etc.).
- Try to source the call's origin and caller ID phone number, if available.
- Contact the TCOB Safety Team.

## **Chemical Spill (Page 9)**

- Evacuate the area immediately.
- Contact the TCOB Safety Team. Call 911.

## **Earthquake (Page 9)**

- All personnel shall move under their desks or in a doorway to prevent falling objects from contacting them.
- Wait until the earthquake ends, and then go outside to your assigned emergency rally point.

## **Fire (Page 10)**

- Call 911 and pull the fire alarm.
- Report the situation to the TCOB Safety Team.

## **Fire (Cont.)**

Evacuate outside immediately to your assigned emergency rally point.

## **Medical Emergencies (Page 11)**

- Evaluate the scene for safety.
- Evaluate the medical situation and, if necessary, call 911.
- Contact the TOC (502-564-2080) to dispatch the Emergency Action Team.



## **Code Adam (Page 12)**

- Obtain a detailed description of the child.
- Report the Code Adam to the TCOB Safety Team, Security, or the front desk. They will activate the Code Adam Alert.
- If the child is not found within 10 minutes, law enforcement shall be notified.

## **Flood (Page 13)**

- Listen for intercom notifications or instructions from the Emergency Action Team.
- Contact the TCOB Safety Team if you are aware of imminent flood potential.

## **Tornado (Page 13)**

- Listen for intercom notification/tornado alarm or instruction from the Emergency Action Team.
- Contact the TCOB Safety Team if you are aware of an imminent tornado.
- Stay away from windows, doors, and glass.
- Move to the designated safe area.

## **Workplace Violence (Page 14)**

- Do not confront the person directly.
- Call 911 if in imminent danger.
- Contact the TCOB Safety Team.
- Evacuate the building or move to a secure (safe room) location.

# Active Shooter Situation



Three things to remember in an active shooter situation: Run. Hide. Fight.



## **RUN: Escape if possible.**

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
  - \* **Call 911 when safe, and describe the shooter, location, and weapons.**



## **HIDE: If escape isn't possible.**

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messages or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all-clear.
  - \* **Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.**



## **FIGHT: As an absolute last resort.**

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.

- Be prepared to cause severe or lethal injury to the shooter.
  - \* **Throw items and improvise weapons to distract and disarm the shooter.**



## **What to do AFTER the event:**

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.

Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.

While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
  - \* **Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.**

*Information taken directly from Ready.Gov (The official website of the Department of Homeland Security)  
<https://www.ready.gov/active-shooter>*

# Biological Agents



*Bioterrorism is a real threat. Knowing what to look for & what to do is important.*



## 1. Isolate Package.

Any suspicious packages must be isolated immediately. **DO NOT** try to open it, put it in a location away from others and make sure no one goes near it.



## 2. Evacuate the Area.

Get everyone in the general vicinity and lead them away from the package. Whether it's to another part of the building or outside, make sure everyone understands the severity and that no one will unknowingly come into contact with the package.



## 3. Call 911.

As soon as the package is isolated and people are safe, call 911. Explain to the dispatcher the situation. It's okay to not have a lot of information, just tell them you feel something isn't right and professionals will come and take care of the package.



## 4. Contact the TCOB Safety Team.

Call someone from the TCOB Safety Team (numbers on pg. 3). Let them know that you have isolated the package, evacuated the area, and called 911. Await further instruction from them before doing anything else.

## Protect yourself, your business, and your mail room.

If you receive a suspicious package or envelope:

**Stop. Don't handle.**

**Isolate it immediately.**

**Don't open, smell, or taste.**

**Activate your emergency plan. Notify a supervisor.**



*A biological agent (symbol on the left) is either a bacteria, virus, fungi, etc., & hazards range from allergic reactions to serious medical conditions—even death.*



*Anthrax, Avian Flu, Ebola, and Botulism are among the many biohazards that terrorists use as biological weapons.*

# Bomb Threat



*If the time ever comes, knowing what to do during and after a bomb threat is crucial.*

***\*It is important to remain calm and courteous. Listen to the caller and do not interrupt them.\****



## 1. Take Notes.

Be sure to take detailed notes of the conversation with the individual making the threat. Fill out the human profile on the Bomb Threat Checklist (on page 8).



## 2. Source the Call.

If possible, try to source the origin of the call. Write down the number on the caller ID if there is one. Listen closely to the background for noise, other conversations, etc., as this can help ascertain where the caller may be located.



## 3. Use a Bomb Threat Card (Below)

While you are still on the phone with the caller, get someone's attention silently and give them the Bomb Threat Card (below). Have them contact someone from the TCOB Safety Team.



## 4. Call the TCOB Safety Team.

*If no one is around to give the Bomb Threat Card from Step 3, then call the TCOB Safety Team personally and inform them of the threat made. It's important not to use a cell phone; be sure to use a landline.*



## 5. Evacuate the Building.

As soon as you hang up, immediately go outside to your assigned emergency rally point (See maps on pg. 17-19). Let others in your close vicinity, as well as those you pass on your way, of the threat and tell them to follow you to the assembly area. If they should refuse, don't wait with them; continue outside.

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## Bomb Threat Card

***\*\*Do NOT use your cell phone; Go to a desk phone and call the TCOB Safety Team.***

### Tell the dispatcher:

- We have received a bomb threat.
- Address: Transportation Cabinet 200 Mero Street, Frankfort, Kentucky, 40622.
- Your name.
- Inform them you were handed this card by \_\_\_\_\_ (individual) who works at \_\_\_\_\_ (front desk/upstairs/shop/testing/sub-unit/etc.).
- Let the dispatcher know whether the caller is still on the line or if they are still face-to-face with the person.



# Bomb Threat Checklist

If you receive a Bomb Threat by phone:

- Caller ID says: Time \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_
- Pass bomb threat card to the nearest KYTC employee.
- Do not panic, the more information that you can obtain, the better opportunity to determine the validity of the threat.
- Listen carefully, be polite show interest, and do not interrupt the caller.
- If the caller does not volunteer information, ask questions about location, type of device, and time of detonation.
- Do not jeopardize personal safety.
- Immediately upon termination of the call, DO NOT HANG UP THE PHONE.
- Contact a member of the TCOB Safety Team (phone numbers on page 3).

Use the following to assist in identification:

<b>Voice</b>	Loud_	Soft	High Pitch_	Deep_	Male	Taped Message_
	Raspy_	Pleasant	Intoxicated_	Other_	Female	Message Read_
<b>Accent:</b>	Local	Foreign	Race_____		Ethnicity_____	
<b>Speech:</b>	Fast	Slow_	Distinct	Distorted	Nasal_	Stutter
	Slurred	Other_				
<b>Manner:</b>	Calm_	Angry	Rational	Irrational_	Righteous	Laughing
	Other_	Coherent	Incoherent	Deliberate_	Crying	
<b>Language:</b>	Excellent	Good	Fair	Poor		
<b>Background:</b>	Office	Factory	Animals	Traffic		

Important Questions:

- Where is the bomb? Building \_\_\_\_\_ Floor \_\_\_\_\_ Room \_\_\_\_\_ Other \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- Why are you doing this? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- How did you get into the building? \_\_\_\_\_
- Who are you? \_\_\_\_\_

If you receive a bomb threat by a handwritten note:

- Push the panic button—if at the front desk.
- Handle the note as minimally as possible.
- Pass bomb threat card to the nearest KYTC employee.
- Ask: How did you get in? \_\_\_\_\_
- Where did the person walk off to? \_\_\_\_\_
- Contact a member of the Emergency Response Team (phone numbers on page 3).

If you receive a bomb threat by email:

- Do NOT reply or delete the message.
- Contact a member of the Emergency Response Team (phone numbers on page 3).

**Take this form with you when you evacuate and immediately submit it to law enforcement authorities.**

DO NOT use two-way radios or a cellular phone to communicate with anyone—they have the potential to detonate a bomb. Never touch or move a suspicious package—it has the potential to detonate a bomb.

# Chemical Spill



*Accidents happen. Here is what to do if any chemicals happen to spill while at work.*



## 1. Evacuate the Area.

Evacuate the area immediately. Make sure to let others know not to go into the affected area.



## 2. Contact TCOB Safety Team.

Contact the TCOB Safety Team (numbers on pg.3). Follow their instruction.



## 3. Call 911 (if applicable).

Call 911, if applicable to the situation. Do not go back to the affected area until you are instructed to do so.

# Earthquake



*Often with no early warning signs, seconds count when the earth begins to shake.*



## 1. Get Down.

Drop where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to a shelter if nearby. Do not worry about possessions or property, every second counts, so act quickly.



## 3. Hold On.

Hold on until the shaking stops. If you are under a shelter, hold onto it with one hand and be ready to move with your shelter if it were to shift. If you do not have shelter and are up against an interior wall, hold onto your head and neck with both arms and hands.



## 2. Take Cover.

Cover your head and neck with one arm and hand. If there is a sturdy table or desk nearby, crawl underneath it for increased shelter. If there is no shelter nearby, crawl to an interior wall and stay up against it (a wall without windows). Stay on your knees, bent over to protect your vital organs.



## 4. Wait & Then Evacuate.

Wait until the earthquake is over. When safe to do so, evacuate the building to the closest Emergency Rally Point (See maps on pg. 17-19).

# Fire



*We cannot control where a fire spreads, but we can control our actions afterwards.*

**\*Every second counts. These steps are meant to be taken simultaneously, as quickly & safely as possible.\***



## 1. Call 911.

Immediately call 911 and let the dispatcher know there is a fire. Give them any details you may know, such as specific location, origin of fire, etc. While calling, proceed with step 2 (below) in unison.



*Fire Alarms (left) can be pulled in the hallway as you are evacuating the building.*



## 2. Pull Fire Alarm.

If it has not already been pulled, pull the nearest fire alarm on your way out of the building. This will alert everyone to the hazard and allow them time to evacuate as well. Communicate with others as you are on your way out, but if they should refuse, don't wait with them; continue outside.



## 3. Evacuate.

Go outside to your assigned emergency rally point (See maps on pg. 17-19) as quickly and as safely as possible. Once there, we will get a head count and list of everyone present for emergency personnel. This will aid in making sure no one is trapped inside the building.



## 4. Wait Until Released.

Do not leave the area until you are released by a member of the Emergency Action Team.



*Fire extinguishers (above) are in hallways if needed.*



# Medical Emergencies



*Medical emergencies vary, but what we do moments after can make all the difference.*

**\*Every second counts. These steps are meant to be taken simultaneously, as quickly & safely as possible.\***



## 1. Call 911 (If needed).

Evaluate the specific medical emergency and decide whether or not 911 needs to be dispatched. If you are in doubt, it's safer to go ahead and call. Explain the situation as much as you understand and give the location. If they ask you to remain on the line, be sure to follow their instructions as you continue to step 2.



## 4. Contact the TCOB Safety Team.

As the individual is being tended to, call a member of the TCOB Safety Team (numbers on pg. 3) and explain the situation to them. Let them know the steps you have taken.



*AED boxes (left) Are on each floor at the center stairwell.*



## 2. Get AED & First Aid Kit.

Locate the closest AED (automated external defibrillator) and first aid kit to the medical emergency and bring it back to the person requiring assistance. If you cannot safely leave the individual, send someone else after the equipment.



## 3. Contact Someone CPR/AED Certified.

Be sure that there is a person who is CPR/AED certified on the way to tend to the individual. If you are certified, then begin tending to the emergency. If not, then wait for someone who is certified to assist you.



## 5. Evacuate Non-Essential Personnel.

It's normal for curious onlookers to gather around the scene of an incident, but for both the privacy of the individual and the safety for all involved, it's important that all individuals not assisting with said emergency disperse the scene. This will allow emergency personnel to move freely around the scene when they arrive, as well.



*Open the AED (above), and power on for the necessary step-by-step direction for anyone who is AED-certified to perform.*



*An AED is a lifesaving device composed of a battery pack, wired sensors, & a computer that detects abnormalities & determines if and when to deliver an electrical discharge to the heart.*

*The full term for an AED (right) is an automated external defibrillator. In case of a heart attack, this machine can make the difference between life and death.*



# Code Adam

## *Missing Child*



### 1. Detailed Description

Obtain a detailed description of the child:

- Name, age, gender, and race
- Weight, height, hair, and eye color
- Describe what the child is wearing, specifically the color and type of clothing including shoe color and style.



### 5. Wrong Person with Child

If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff, or visitors at risk. Immediately notify law enforcement. Give as many details as possible about the person accompanying the child.



### 2. Sound the Alarm

Report the Code Adam to the TCOB Safety Team, Security, or the front desk. They will activate the Code Adam Alert.



### 3. Start the Search

The Emergency Action Team, security, and other personnel will start searching for the lost child.

- If the child is not found within 10 minutes, **law enforcement** shall be notified.



### 4. Child is Found

If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member at the front desk.



# Severe Weather: Flood



*In cases of flooding, make sure to find higher elevation and wait for instruction.*

## 1. Listen for Updates.

Listen for an intercom notification or any instruction from the TCOB Safety Team.



## 2. Contact the TCOB Safety Team.

If you are aware of imminent flood potential, proactively contact a member of the TCOB Safety Team (numbers on page 3).



## 3. Move.

Move from the lower-level floors to the highest elevation in the building, or a designated area during the flood.

# Severe Weather: Tornado



*Severe weather carries an increased risk of tornadoes; acting quickly and safely is key.*

## 1. Listen for Updates.

Listen for an intercom notification or any instruction from the Emergency Action Team.



## 3. Move to a Designated Safe Area.

Stay away from windows, doors, and glass; move to a designated safe area.



## 2. Contact The TCOB Safety Team.

If you are aware of imminent tornado activity, proactively contact a member of the TCOB Safety Team (numbers on pg. 3).

Please see page 14 for shelter locations.



# Workplace Violence



*Your actions the first 5-15 seconds after an attack begins can make all the difference.*

The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Workplace violence shall be prohibited.

Examples of prohibited workplace violence shall include, but are not limited to (a) Threats of harm; (b) Brandishing or displaying a weapon or an object that looks like a weapon in a manner that would present a safety risk to a state employee or a member of the general public or threatens or intimidates them; (c) Intimidating, threatening, or directing abusive language toward another person, either verbally, in writing or by gesture; (d) Stalking; (e) Striking, slapping, or otherwise physically attacking another person; or (f) Disobeying or failing to follow the reasonable directive of a supervisor to take action or cease actions that create a risk to the health or safety of a state employee or the public or threatens or intimidates them.

If any of the above situations take place, here is how to handle it as quickly and safely as possible:



## 1. Call 911 (If Applicable).

If your life is in immediate danger, do not hesitate to call 911. It's important for you to make sure you are in a safe place to do so. If the altercation is minor, just distance yourself and make sure you are in a secure location.



## 3. Contact the TCOB Safety Team.

Call someone from the TCOB Safety Team (numbers on pg.3) and explain to them what is going on. Give as much detail as you can, such as situation, individual (if known), location, etc.



## 2. Avoid Confrontation.

If possible, avoid confronting the individual exhibiting violence. Don't try to talk to them or fight them back. Distance is your friend in this case; make sure you quickly move to a location where their actions cannot affect you. Depending on the location/circumstance, grab others on your way so they are aware of what is happening.



## 4. Evacuate.

Evacuate the building or move to a secure location.



## 5. Wait Until Released.

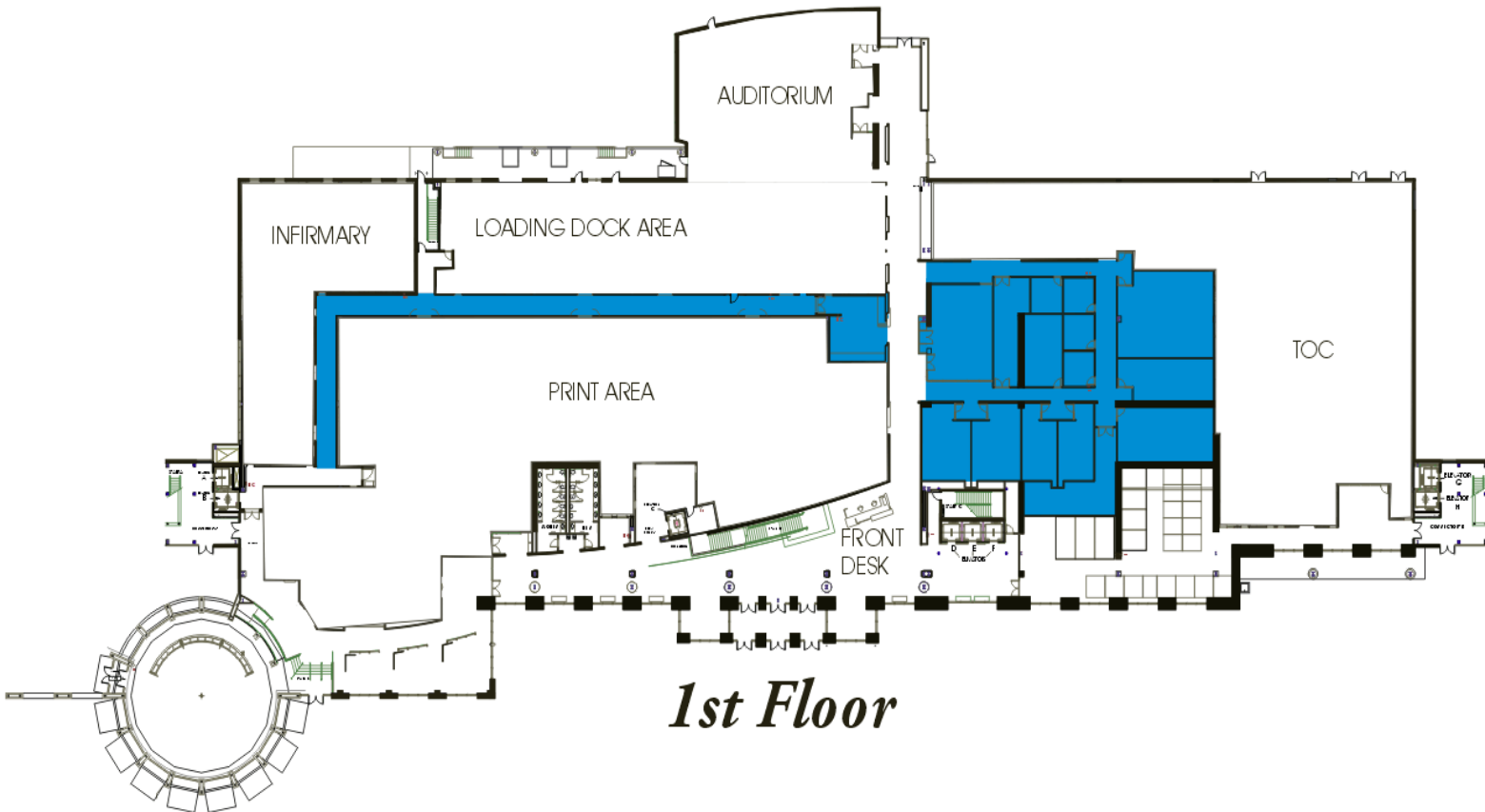
Do not leave the secure area until you are released by a member of the Emergency Response Team.

# Severe Weather: Tornado Shelter Area



*Severe weather carries an increased risk of tornadoes; acting quickly and safely is key.*

## ***TORNADO SHELTER AREA***



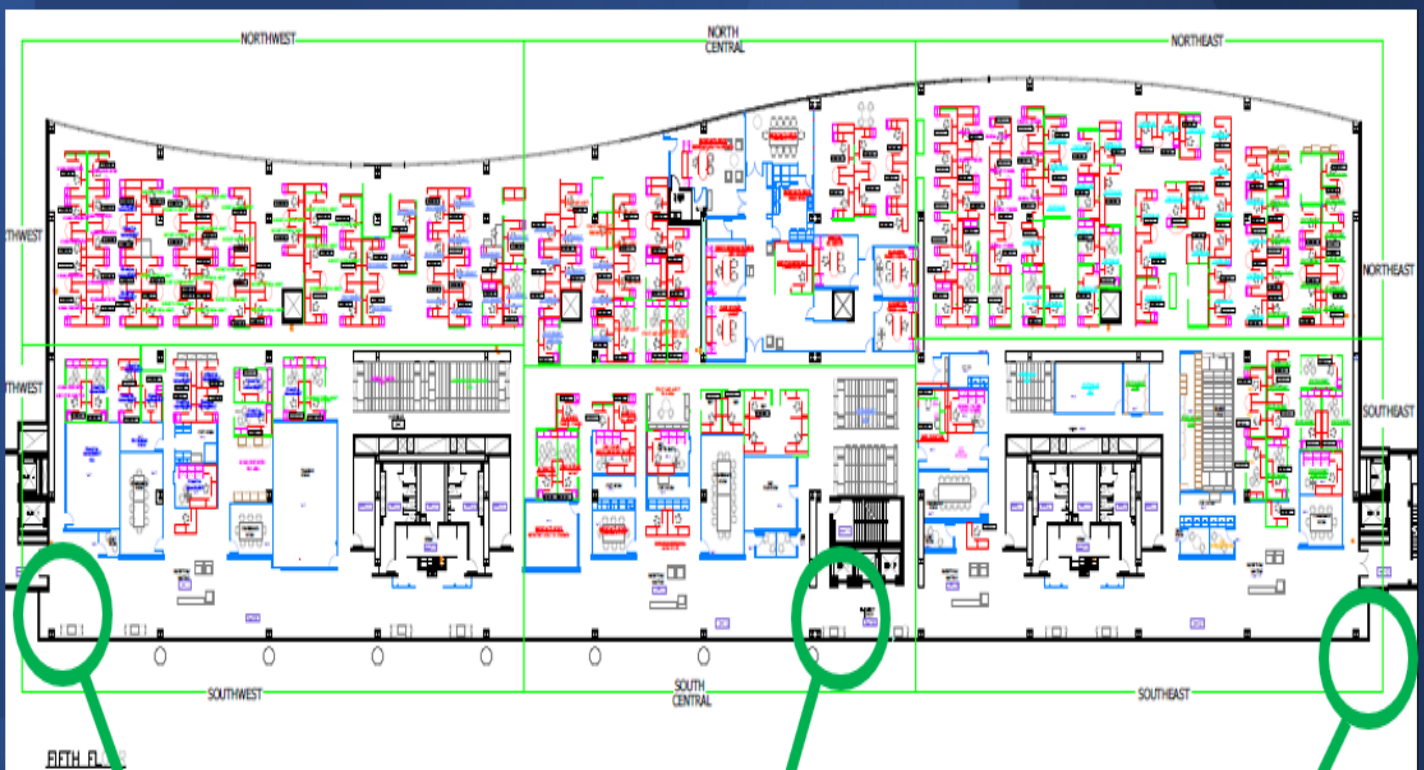
*1st Floor*

*Shelter Area*



# Floor Exit Access

## TCOB: Floor Exit Access

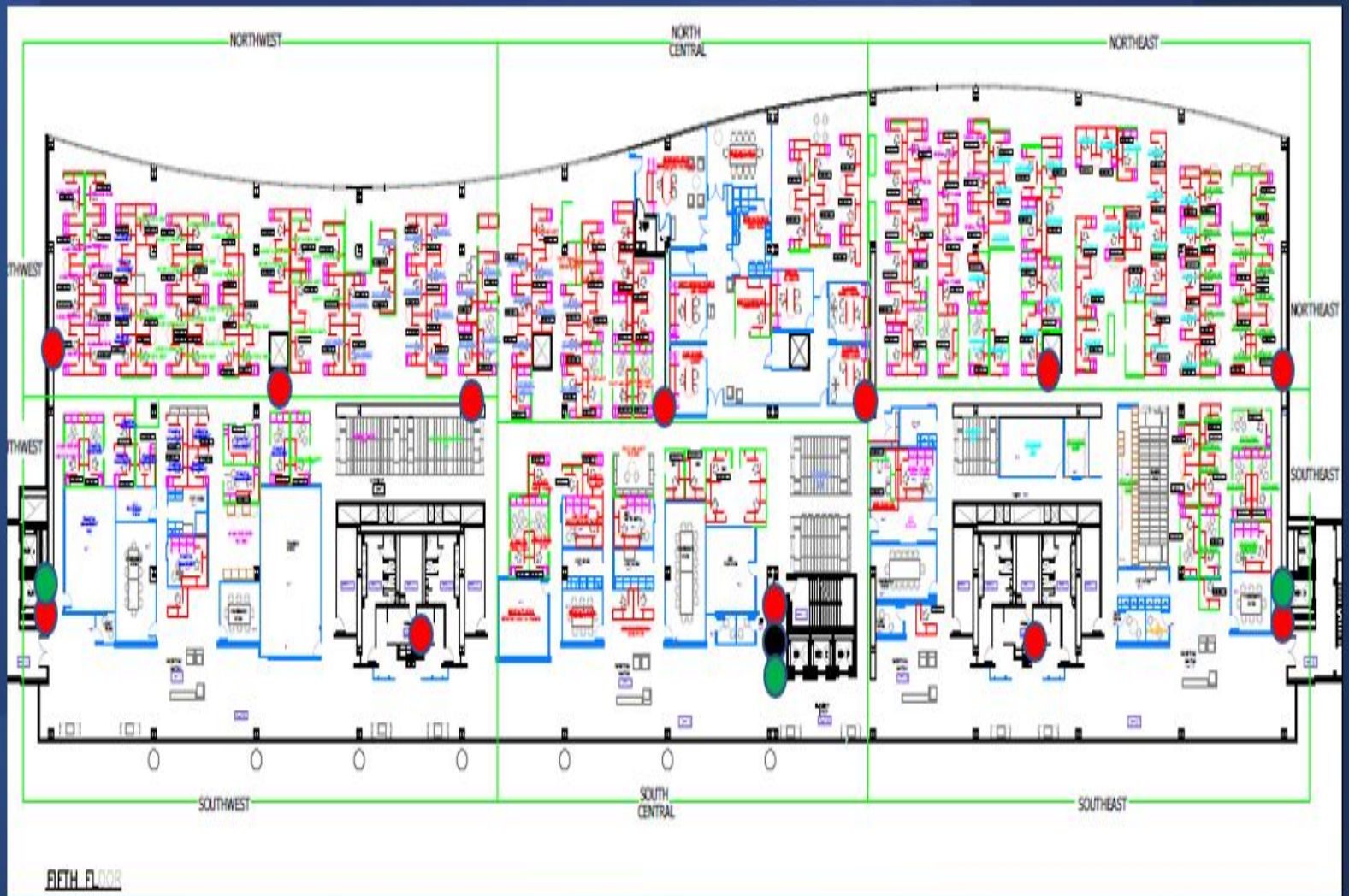


**West Exit Stair  
Tower**

**Center Exit Stairwell**

**East Exit Stair  
Tower**

# Fire Extinguishers, First Aid Kits & AED Locations on all floors



# Building Evacuation



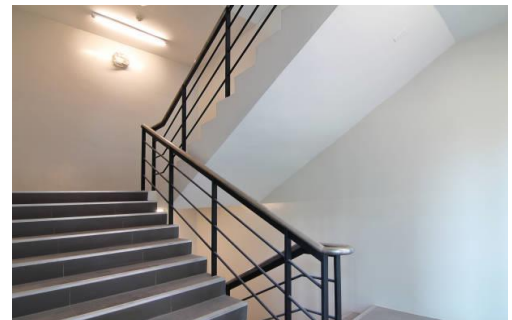
Evacuate

Evacuate by your assigned exit route or the nearest exit. Remain calm and assist others as needed. Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down. DO NOT attempt to move UP the stairwell or return to your workstation.



Emergency Vehicles

Be alert for incoming emergency vehicles as you are evacuating the building. DO NOT leave the safe assembly area until the officer announces the all-clear. Stay with your evacuation group for a head count by section/unit supervisors.



Elevators

Elevators will be reserved for employees with limited mobility and emergency personnel only. Persons with limited mobility should report to the central and west elevators on each floor.

If elevators are not functioning, evacuation chairs are located on all floors in the center and west stairwells. These may be used to evacuate employees who need assistance getting down the building stairs.

do not use elevator

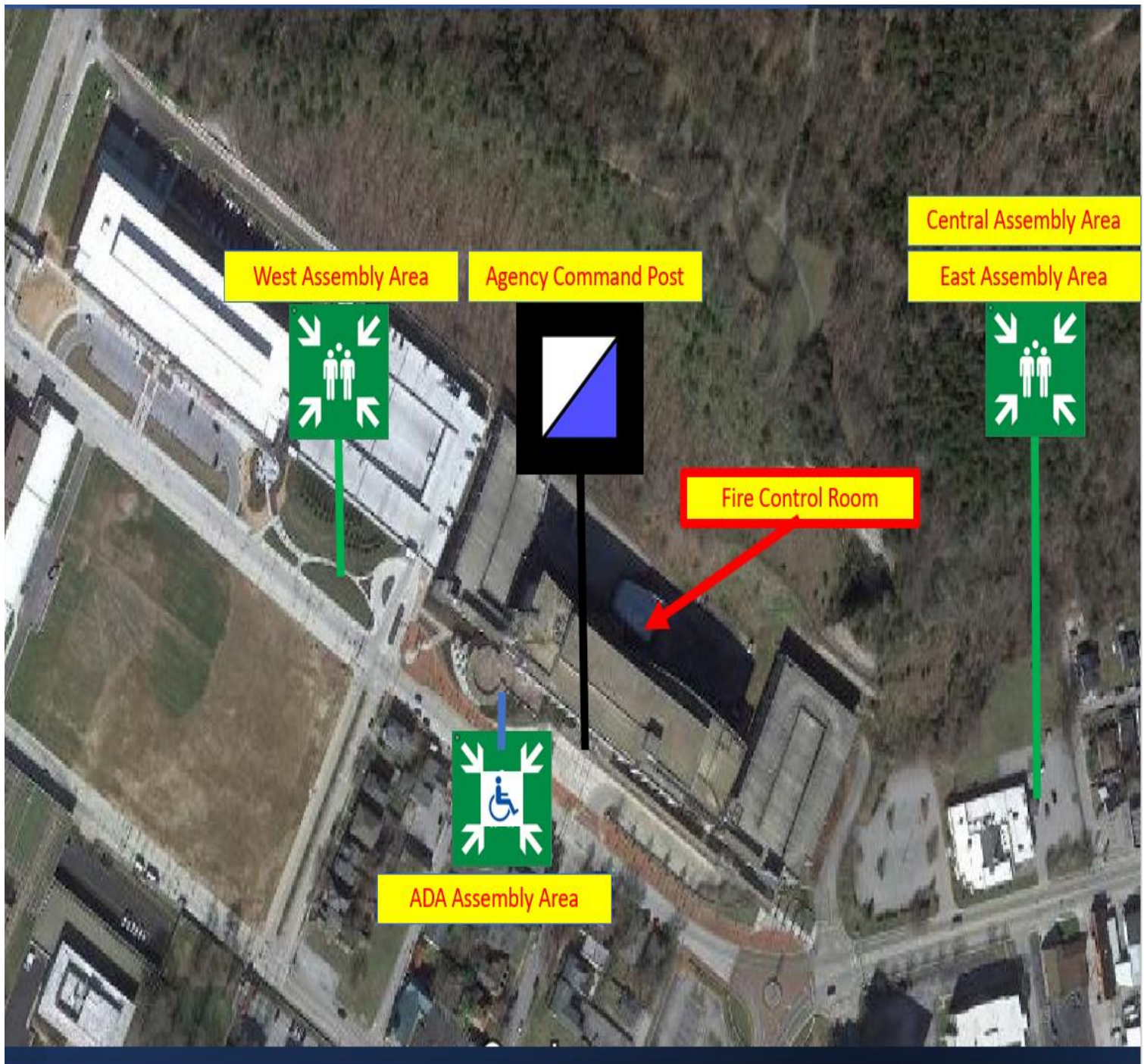


# Emergency Rally Points

**NOTE: During emergency evacuation situations, employees must follow evacuation signs and designated evacuation routes to their emergency rally point for an official head count.**

**All personnel are required to report to the rally point and must take all alarms seriously.**

- Supervisors are responsible for having a headcount sheet of their employees; this sheet must then be given to a member of the Emergency Action Team for the final headcount.
- A member of the Emergency Action Team/Designee will complete the official headcount and report the information to s.

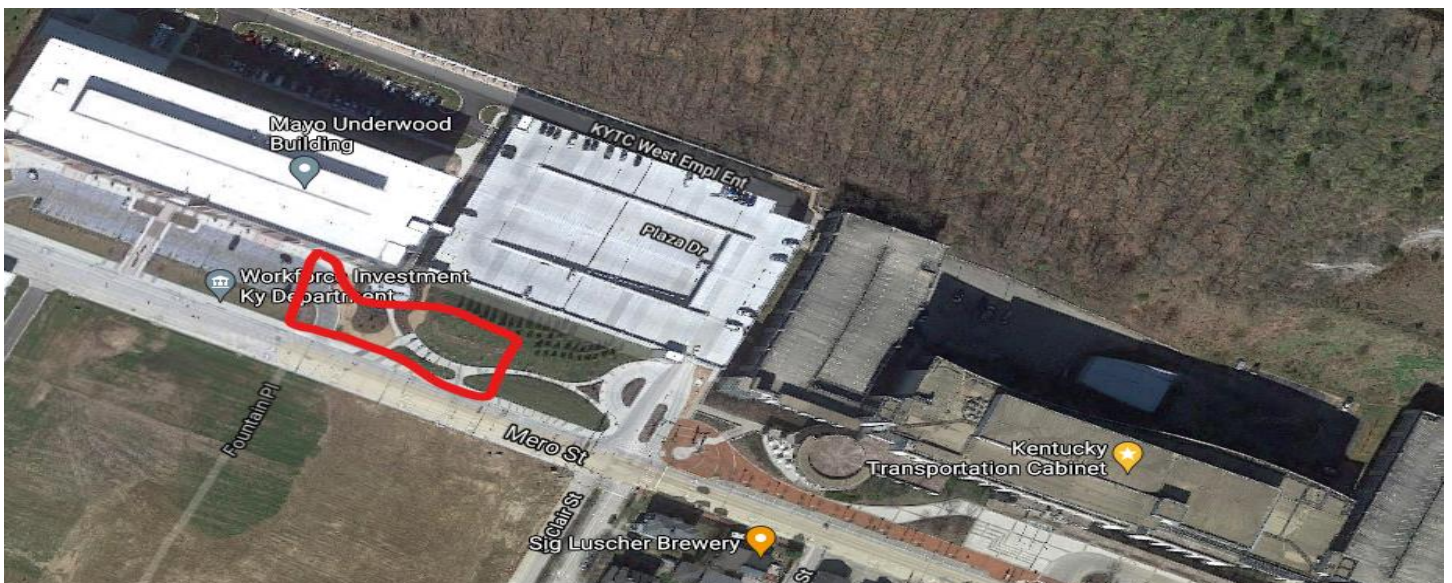


# Emergency Rally Points

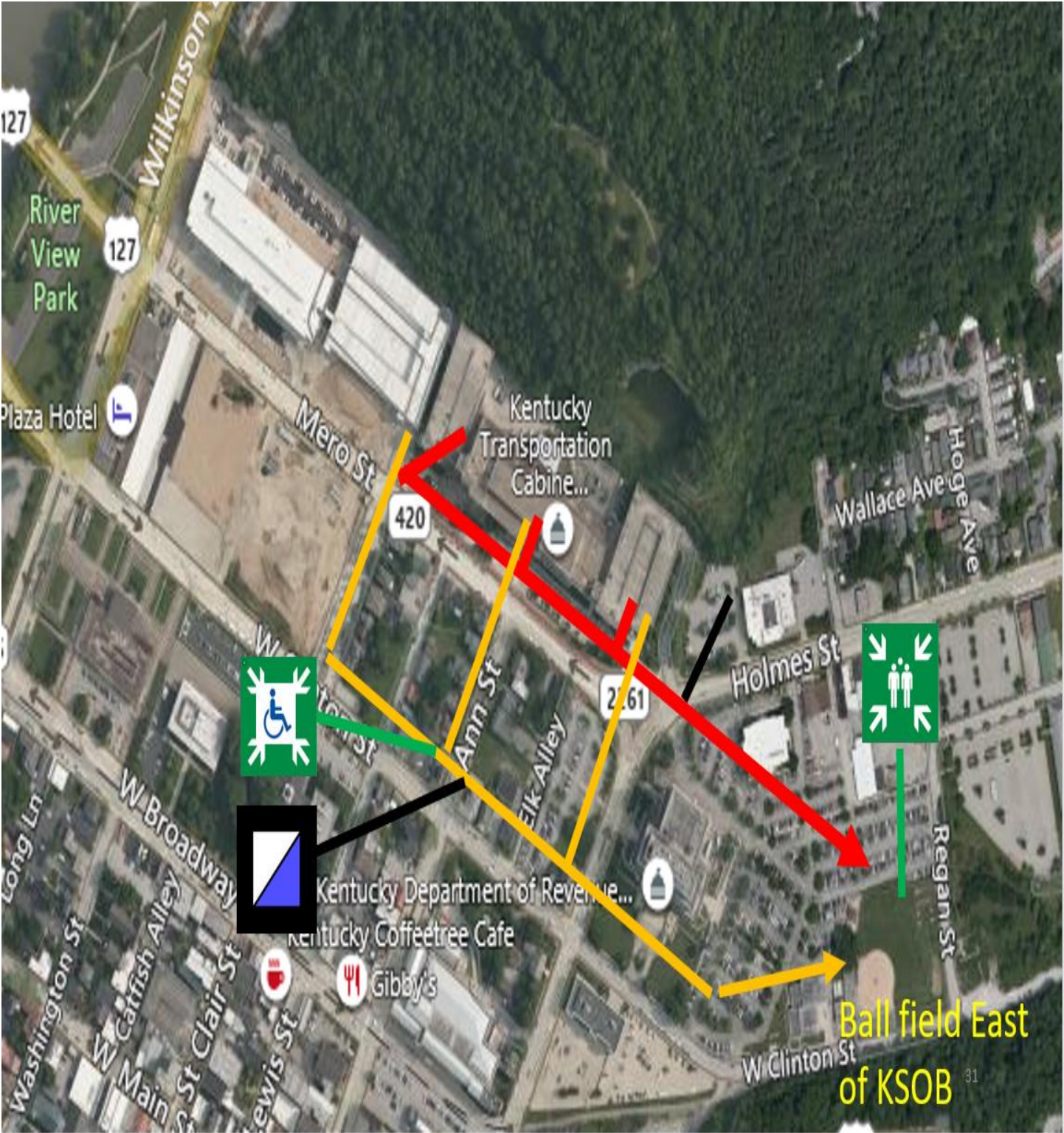
For employees who work in the **East** and **Central** areas of the Building, the Rally location is the parking lot to the right of Memorial Baptist Church



For employees who work on the **West** side of the building (nearest the river), the Rally location is the sidewalk in front of the Mayo-Underwood building.



# Alternate Rally Points



# Emergency Action Plan

Kentucky Transportation Cabinet

