

Kenton County Administration Building



Emergency Response Plan

1840 Simon Kenton Way
Covington, KY 41011

QUICK-REFERENCE GUIDE

BASED ON BUILDING EMERGENCY PLAN – JUNE 2023 REVISION

Quick-Reference Guides provide abbreviated instructions for various emergencies in a 1 – 2 page format. The following guides have been developed and are listed in the order they appear.

- **FIRE ALARMS** (2 pages)
- **MEDICAL EMERGENCIES** (1 page)
- **SEVERE WEATHER** (2 pages)
- **HAZARDOUS MATERIALS EMERGENCIES** (2 pages)
- **ACTIVE THREAT / ACTIVE SHOOTER** (2 pages)
- **BOMB THREAT / SUSPICIOUS PACKAGE** (2 pages)
- **CIVIL UNREST / PROTESTORS** (1 page)
- **EARTHQUAKE** (2 pages)
- **UTILITY FAILURES** (1 page)

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

FIRE ALARMS / EMERGENCIES

PREPAREDNESS ACTIONS

- ❖ Know location of emergency exits
- ❖ Know at least 2 ways out of your area and the building
- ❖ Know location of fire alarm pull stations and fire extinguishers
- ❖ Get properly trained in the use of fire extinguishers
- ❖ Know where the designated Assembly Areas and Areas Of Refuge are located

RESPONSE ACTIONS

IF YOU DISCOVER A FIRE

- Verbally warn others in your immediate area and begin the evacuation process
- CLOSE DOORS TO CONTAIN THE FIRE AND LIMIT THE SPREAD!
- If the fire alarm is not sounding, activate the nearest manual fire alarm pull station
- ***Never try to use a fire extinguisher without proper training!***
- Once you have reached safety call 911 to report the fire and provide additional details about the situation

Alarms are separated into 2 types – those with no signs of fire and those with actual or suspected fire.

FIRE ALARM WITH NO SIGNS OF ACTUAL FIRE EMERGENCY

- Use caution – fire alarms can be used as a distraction for other emergencies
- Secure valuable items in your area
- CAREFULLY exit the building looking for other potential threats (actual fire, active shooters, terrorist events, etc.)
- Check for hazards before opening doors, entering hallways, rounding corners, etc. before proceeding
- Proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

- If you encounter a threat such as active shooter, violent person, etc. take immediate actions to provide for your personal safety (RUN – HIDE – FIGHT)

FIRE ALARM WITH ACTUAL FIRE EMERGENCY

- Check immediate area for other people not be aware of the alarm and warn them
- Assist handicapped persons, visitors and co-workers as needed
- Evacuate immediately – do not spend time gathering personal items
- Check all closed doors before opening them. If they are hot, choose another route
- **CLOSE DOORS BEHIND YOU TO CONTAIN THE FIRE AND LIMIT THE SPREAD!**
- If your exit route is blocked , use an alternate route
- **DO NOT USE THE ELEVATOR – Always use exit stairs**
- If you are unable to exit the building, go to the nearest Area Of Refuge and call 911 to report your location.
- Proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL
EMERGENCY PERSONNEL HAVE GIVEN AUTHORIZATION TO DO SO!!!**

USING A FIRE EXTINGUISHER

You may attempt to use a fire extinguisher when:

- The fire alarm has been activated
- You are properly trained in the use of extinguishers
- The fire is small and contained, and the room is not filled with smoke
- You have a safe exit path behind you if your efforts are not successful

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

MEDICAL EMERGENCY

PREPAREDNESS ACTIONS

- ❖ Know location of First Aid Kits and AED's
- ❖ Get properly trained in CPR and the use of an AED

RESPONSE ACTIONS

In the event an employee or visitor becomes ill or seriously injured, requiring immediate medical attention, the following steps should be taken:

- Do not move the victim unless they are in a life-threatening situation
- Dial 911 to request an ambulance
- Protect yourself by using "Universal Precautions" (gloves, eye shields, etc.)
- If you have first aid and / or medical training, provide care for the victim
- Request that someone go get the nearest first aid kit and / or AED if needed
- Stay with the patient until assistance arrives
- Wash your hands immediately (even if you had gloves or other PPE on)
- If there are blood, bodily fluids, or other potentially dangerous substances left behind, immediately notify Building Maintenance to clean and disinfect the area
- Notify County Administration of the medical emergency (859-392-1400), but do not delay patient care to do it
- If the event was an accident, identify witnesses and relay that information to County Administration

LOCATION OF AED's:

NORTH BUILDING – First Floor in Sheriff's Office, Second Floor in hallway by elevators, Third Floor in hallway by elevators, Third Floor in "Care Here" Suite (NOTE: not for public use but staff may respond with it if needed), Fifth Floor in hallway by elevators

SOUTH BUILDING – Third and Fourth Floors in PDS Offices

SEVERE WEATHER / TORNADO

PREPAREDNESS ACTIONS

- ❖ Know difference between a “SEVERE THUNDERSTORM WARNING”, “TORNADO WATCH”, and a “TORNADO WARNING”
- ❖ Know the location of Tornado Shelters and Outdoor Assembly Areas
- ❖ Identify suitable shelter areas in your workspace if you don't have time to go to the designated Tornado Shelter

RESPONSE ACTIONS

SEVERE THUNDERSTORM WARNING:

- Cease outdoor activities
- Continue normal indoor work activities
- Be alert for possibility of a Tornado Warning

TORNADO WATCH:

- Continue normal work activities
- Be alert for possibility of a Tornado Warning

TORNADO WARNING:

- Immediately proceed to the closest Tornado Shelter
 - North Building – Training Room / EOC
 - South Building – lowest level of either stairwell
- **DO NOT GO TO THE WINDOWS TO SEE THE TORNADO**
- **DO NOT USE THE ELEVATOR**
- Remain in the shelter area until the event is over and an “ALL CLEAR” has been given
- If tornado impacted building, proceed to the nearest Assembly Area for accountability check and medical care if needed
- If no impact to building, return to your work station

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

TORNADO IMPACTING THE BUILDING:

- If unable to get to a TORNADO SHELTER:
 - Seek shelter in nearest interior room with no windows
 - **DO NOT ATTEMPT TO GO TO A DIFFERENT FLOOR**
 - If unable to reach a windowless room, shelter yourself away from the windows and barricade with available materials that will prevent flying glass and debris from striking your body
- If outdoors and you are unable to return to building, seek shelter in the nearest open ditch or low spot away from trees or utility poles
- Provide assistance to trapped and injured victims
- Be alert for hazards (gas leaks, exposed live electrical wires, sharp objects, broken glass, etc.) both indoors and outdoors
- Once the tornado has passed, evacuate and proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street
- Department Heads and Supervisors should account for all employees and people known to be in the building
- Relay information for any missing people to responding emergency personnel
- Remain in the Assembly Area until further instructions are given

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL
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EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

HAZARDOUS MATERIALS

PREPAREDNESS ACTIONS

- ❖ Know the difference between “SHELTER INDOORS”, “SHELTER-IN-PLACE”, and “EVACUATE”
- ❖ Know the location of Hazardous Materials Shelters and Outdoor Assembly Areas
- ❖ Plan ways to seal your work area to prevent dangerous airborne vapors from getting in
- ❖ Know the location, properties, hazards, personal protection, and clean-up requirements for any hazardous materials in your area

RESPONSE ACTIONS

INDOOR HAZ-MAT SPILL OR RELEASE

If you cause or discover the spill or release:

- Immediately warn others in the area and get to a safe distance away
- Close doors behind you as you leave
- Call 911 and notify Building Maintenance at (859) 392-1476
- **DO NOT ATTEMPT TO STOP A RELEASE OR CLEAN UP A SPILL UNLESS YOU HAVE PROPER TRAINING AND PROTECTIVE EQUIPMENT!!!**
- Seek medical and decontamination assistance for possible or known exposure

If you are warned about a spill or release and told to evacuate:

- Immediately proceed to the nearest exit
- Provide assistance to anyone who requires it
- **DO NOT USE ELEVATORS TO EVACUATE – USE STAIRS!!!**
- Proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street
- **DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL EMERGENCY PERSONNEL HAVE GIVEN AUTHORIZATION TO DO SO!!!**

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

If you are unable to evacuate or told to Shelter-In-Place:

- Place towels, clothing, blankets, or any other available materials around doors and other openings to seal out dangerous vapors
- Close any HVAC vents and turn off HVAC fans if you can
- Notify your supervisor or call 911 and report your location and the conditions
- Remain in your protected space until rescuers arrive or you are given an “ALL CLEAR”

OUTDOOR HAZ-MAT SPILL OR RELEASE

In the event of a Hazardous Materials spill or release outside the building (Shelter Indoors):

- Calmly but quickly proceed to the designated indoor “Hazardous Material Shelter” in the Training Room / EOC located on the second floor of the North Building
- Provide assistance to anyone who requires it
- **DO NOT USE ELEVATORS TO EVACUATE – USE STAIRS!!!**
- Key card access is required to enter the room and not all employees have access. If you arrive and no one has opened the room yet, remain in the hallway until the room is opened.
- Remain in the shelter area until rescuers arrive or you are given an “ALL CLEAR”

ACTIVE THREAT / ACTIVE SHOOTER

PREPAREDNESS ACTIONS

- ❖ Learn how to recognize the sound of gunshots
- ❖ Know how to “RUN – HIDE - FIGHT”
- ❖ Know difference between “LOCKDOWN” and “SECURE-IN-PLACE”
- ❖ Plan ways to barricade an area to prevent someone from getting in
- ❖ Know the designated safe area locations for active shooter situations

RESPONSE ACTIONS

ACTIVE THREAT OUTSIDE OF THE BUILDING

In the event that there is a possible Active Threat outside the building, the following “Secure – In – Place” actions will be taken:

- Stay away from exterior windows and doors
- If you are outside the building, immediately return indoors
- All entrances and exits will be secured to prevent unwanted entry
- Be aware of activities in and around the building for possible threats

ACTIVE THREAT INSIDE OF THE BUILDING

If you hear the sound of gunshots, or if there is a known Active Threat / Active Shooter inside the building (“RUN – HIDE – FIGHT”):

NOTE: Law Enforcement Officers receive special training for these situations and they are expected to follow the training and procedures of their own agencies.

- RUN: Your best option is to try and run away from the threat
 - IMMEDIATELY begin running in the opposite direction of the threat or sounds
 - Do not stop to gather any belongings
 - Do not use elevators
 - Try to get others to run with you but DO NOT spend time trying to convince them
 - Watch for additional threats as you try to escape
 - Once you are outside, run to one of the designated safe areas (St. John’s Church parking lot, 625 Pike Street; _____)
 - After you get there, call 911 and provide information

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

- **HIDE:** If you can't safely run, then you should hide from the threat
 - Get into a safe space and lock all doors from the inside
 - Turn off lights and cover any windows to block sight into the room
 - Barricade doors and windows with furniture or other sturdy items
 - Silence electronic devices and remain silent
 - Hide along the wall closest to the exit but out of view
 - Be prepared to fight if the threat is able to get into the room
 - Once you have taken all these steps, and once you feel it is safe, call 911 and let them know your location and circumstances
 - **DO NOT OPEN THE DOOR FOR ANYONE UNTIL YOU CAN VERIFY THEIR IDENTITY AND FEEL IT IS SAFE!!!**
- **FIGHT:** If you are unable to escape by running or hiding, then your last resort is to fight for your life
 - Throw any items you can at the subject's head and chest
 - You may be able to use some items as make-shift weapons (umbrellas, fire extinguishers, etc.) to attack the threat
 - While the threat is distracted try to escape or physically attack them
 - If you are in a group of people, you may be able swarm and subdue them
 - If you escape proceed to one of the designated safe areas (St. John's Church parking lot, 625 Pike Street; _____)
- If you are confronted by police **FOLLOW ALL INSTRUCTIONS!** They are trained to consider all persons as possible threats and will be very clear about what they expect you to do.
- Do not expect the first entry teams to stop and provide medical care to injured victims – their primary objective is to find and neutralize the threat.

BOMB THREAT / SUSPICIOUS PACKAGE

PREPAREDNESS ACTIONS

- ❖ Know emergency exit routes and Assembly Areas
- ❖ Know where to quickly access the Telephone Bomb Threat Report form
- ❖ Maintain vigilance for suspicious packages or things that look like they don't belong

RESPONSE ACTIONS

TELEPHONE BOMB THREAT

- Be courteous, calm, and keep the caller on the phone as long as possible
- Silently get the attention of a co-worker (so that the caller is not aware) and have them immediately notify supervisor and KCHSEM about the bomb threat.
- Record as much information as possible using Telephone Bomb Threat Report form
- Listen intently, paying close attention to the vocal characteristics and background noises
- If you weren't able to have a co-worker notify supervisor and KCHSEM, do so immediately after the caller hangs up
- KCHSEM and law enforcement agencies will assess the threat and determine what further actions are needed

EMAIL BOMB THREAT

- DO NOT click on any links or open any attachments
- Leave the message displayed on the screen
- Immediately notify your supervisor and KCHSEM
- KCHSEM and law enforcement agencies will assess the threat and determine what further actions are needed

MAIL BOMB THREAT

- If you are holding the letter, immediately put it down
- Isolate the letter from other mail on the desktop, table, or work surface
- Back away in the direction of an exit and warn others in the area to move away toward an exit also
- Immediately notify your supervisor and KCHSEM.
- KCHSEM and law enforcement agencies will assess the threat and determine what further actions are needed

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

BOMB SEARCH

If a search is determined to be the appropriate tactic:

- KCHSEM will coordinate with appropriate Fire/EMS and Police agencies to determine if building evacuation is necessary and to establish search teams
- If evacuation is ordered:
 - Secure valuable items in your area
 - CAREFULLY exit the building looking for other potential threats (actual fire, active shooters, terrorist events, etc.)
 - Check for hazards before opening doors, entering hallways, rounding corners, etc. before proceeding
 - Proceed to the designated Assembly Area:
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way
 - Grass lot at the corner of Martin Luther King and Main Street)
 - If you encounter a threat such as active shooter, violent person, etc. take immediate actions to provide for your personal safety (RUN – HIDE – FIGHT)
 - Remain in the Assembly Area until you are given the “ALL CLEAR” to return
- Supervisors who are familiar with certain areas will be asked to assist in the search and identify suspicious items
- If a suspicious object or package is located, the building will definitely be evacuated

SUSPICIOUS PACKAGE

If a suspicious package or object is found (whether it is the result of a search or not):

- **DO NOT TOUCH OR EXAMINE THE OBJECT**
- **DO NOT USE CELL PHONES OR RADIOS – USE ONLY LANDLINE PHONES**
- If not already notified, contact your supervisor and KCHSEM
- Follow evacuation orders and proceed to the nearest Assembly Area unless directed to a different location

CIVIL UNREST / PROTESTORS

PREPAREDNESS ACTIONS

- ❖ Maintain vigilance for suspicious activities in and around the building
- ❖ Know warning signs of escalation from peaceful to violent protests
- ❖ Know procedures for Lockdown and Secure-In-Place protective actions

RESPONSE ACTIONS

PEACEFUL PROTEST

- Continue normal work activities
- Monitor crowd and activities for signs of escalation; notify supervisor of any signs
- Be prepared to implement Lockdown or Secure-In-Place actions if needed
- Department heads should consider sending employees home if it can be done safely

HOSTILE OR VIOLENT PROTEST

- Follow Lockdown or Secure-In-Place instructions from KCHSEM or Law Enforcement
- Secure all data, money, records, valuable items, etc.
- DO NOT leave building without Law Enforcement or security escort
- Department heads should consider sending employees home if it can be done safely

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

EARTHQUAKE

PREPAREDNESS ACTIONS

- ❖ Identify potential shelter areas in the workplace
- ❖ Know how to DUCK – COVER – HOLD
- ❖ Know location of emergency exits, exit routes, and Assembly Areas

RESPONSE ACTIONS

DURING THE EARTHQUAKE

If you are inside the building when an earthquake occurs:

- DUCK down to the floor
- Take COVER under a desk or heavy table away from hazards such as windows, hanging objects, mirrors, tall furniture such as bookshelves, etc.
- HOLD on until the shaking stops and be prepared to move along with the furniture you have taken cover under
- Remain under cover until the shaking stops
- Be prepared for aftershocks and ready to DUCK – COVER – HOLD again

If you are outside the building when an earthquake occurs:

- Go to an open area away from overhead wires, tall trees, utility poles, and tall buildings
- Protect yourself from falling and flying objects as well as you can

AFTER THE EARTHQUAKE / SHAKING STOPS

- Be prepared for aftershocks and ready to DUCK – COVER – HOLD again
- Exit the building – DO NOT USE ELEVATORS
- Provide first aid and assistance to other people in your area
- Call 911 to report seriously injured or trapped people who cannot exit
- Be alert for hazards such as gas leaks, live electrical hazards, unstable building or furniture, broken glass or other sharp objects, etc.
- Proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street

EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

- LIMIT CELL PHONE USE TO EMERGENCY CALLS ONLY – Circuits will become overloaded very quickly and should be reserved for emergency calls.
- Department Heads and Supervisors should account for all employees and people known to be in the building
- Relay information for any missing people to responding emergency personnel
- Remain in the Assembly Area until further instructions are given

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL
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EMERGENCY RESPONSE PLAN QUICK REFERENCE GUIDES

UTILITY FAILURES

RESPONSE ACTIONS

POWER OUTAGE / ELECTRICAL FAILURE

This building is equipped with a backup electric generator in case of a power failure, so any outages should be very temporary. The generator should restore electric within 10 – 15 seconds.

GAS LEAK

If you find a gas leak inside the building (odor, hissing sound):

- DO NOT use any electrical appliances or light switches
- Notify other people in your area and begin evacuating
- Once you are out of the area, activate the fire alarm system and call 911
- Call Building Maintenance and notify them of the situation
- Proceed to the nearest designated Assembly Area
 - Small parking area between the main entrance drive and Pike Street
 - Rear parking lot at corner of Main Street and Goetta Way)
 - Grass lot at the corner of Martin Luther King and Main Street
- Department Heads and Supervisors should account for all employees and people known to be in the building
- Remain in the Assembly Area until further instructions are given

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL
EMERGENCY PERSONNEL HAVE GIVEN AUTHORIZATION TO DO SO!!!**

If there is a gas leak outside the building:

- DO NOT use any electrical appliances or light switches
- Be prepared to evacuate, Shelter-In-Place, or go to the designated Haz-Mat shelter if ordered to do so

WATER LEAK

If you find a water leak inside the building:

- Immediately notify your supervisor and Building Maintenance
- Shut off the water at the closest valve if you know how
- Try to move objects out of the area or to higher levels to protect them from water damage
- Avoid walking in puddles until electric is shut off in the area of the leak