

# Emergency Tips

- Be familiar with the Building Emergency Action Plan for each building where you teach or conduct meetings. Exit maps are hung in each room.
- Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also effective.
- Know how to report an emergency from the classroom, lab or your office. Refer to: OCTC Safety & Crises Policies at [www.octc.kctcs.edu/stuser/safety.htm](http://www.octc.kctcs.edu/stuser/safety.htm)
- Take charge of the students in your classroom, laboratory or office area.
- Follow the appropriate procedures for all building alarms or incident alerts.
- Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- Sign up for the SNAP text messaging system at [www.kctcs.edu/snap](http://www.kctcs.edu/snap)

*Owensboro Community & Technical College is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the college. In this interest each building will establish a Building Action Plan to coincide with the OCTC Campus Safety & Crisis Policies. As a faculty/staff member you play an important role in the implementation and effectiveness of these plans. For the most up to date version please visit [www.octc.kctcs.edu/stuser/safety.htm](http://www.octc.kctcs.edu/stuser/safety.htm).*

To Report an Emergency: Call 911

Campus Security: 270-316-3111

Questions or For More Information:

Bernie Hale, 270-686-4506

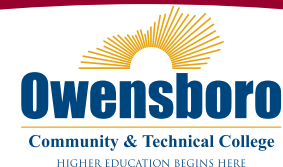
OCTC Alert System: SNAP  
sign up at-  
[www.kctcs.edu/snap](http://www.kctcs.edu/snap)



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## Faculty/Staff Guidance for Emergencies



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

# Tornado

# Active Shooter

# Building Evacuation

*Tornado warnings require you to stay inside a building to protect your students and yourself.*

- 1. Tornado Warning is issued**
- 2. STOP CLASS**
3. Instruct your students to stay in the building. Going outside poses a risk of injury or death.
4. Move to the lowest floor of the building. Select an interior room with no windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment. This room should be designated in your building's Emergency Action Plan. You should familiarize yourself with the exit maps, located in each room.
5. If possible, find a room with a telephone as cell phone networks may be overwhelmed.
6. Listen to the radio or television for weather updates, monitor email and the OCTC web page until you are told all is safe or to evacuate.

*If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.*

- 1. STOP CLASS**
2. If you are near an exterior exit, try to escape from the building.
3. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.
4. Stay away from windows and out of view. Get behind heavy furniture or anything that will hide you and provide some cover. Stay hidden until the police arrive.
5. If a phone is available, call 911.
6. If you are in an open area, find a room to hide in.
7. If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.

*In the event of a fire or other emergency that requires evacuation, take immediate action that includes accounting for everyone who was in the building.*

- 1. STOP CLASS**
2. Instruct the students to collect their personal belongings and follow you.
3. Immediately evacuate the building using your pre planned evacuation routes. If you do not know your route, select a path to get out of the building quickly, avoiding danger as possible.
4. Do not use elevators.
5. If you are able to assist mobility-impaired individuals, do so. If not, immediately call 911.
6. If the cause of the evacuation was a fire, do not attempt to extinguish the fire yourself.
7. Once out of the building, gather at the pre-planned assembly area.
8. Do not re-enter the building for any reason until an all clear has been issued by appropriate personnel.

