

DISASTER PREPAREDNESS PLAN

FOR THE

(Lake Cumberland Area Development District, Inc.)

Lake Cumberland Area Agency On Aging

And Independent Living

DATE SUBMITTED: March 27, 2019

RE-SUBMITTED: _____

REVISED: 2/11/2019

FOR STATE FISCAL YEAR 2019-2020

DISASTER STAFF FOR THE AREA AGENCY ON AGING

DISASTER COORDINATOR FOR AGING:

NAME: Gwen Landis
JOB TITLE: Co-Director LCAAAIL, Dir. of Aging Services
WORK ADDRESS: Lake Cumberland Area Development District
CITY/STATE ZIP: P.O. Box 1570
Russell Springs, KY 42642
TELEPHONE: 270-866-4200
FAX: 270-866-4401
EMAIL ADDRESS: gwen@lcadd.org

NAME: Susan Taylor
JOB TITLE: Co-Director LCAAAIL, Dir. of Social Services
Division WORK ADDRESS: P.O. Box 1570
CITY/STATE ZIP: Russell Springs, Ky 42642
TELEPHONE: 270-866-4200
FAX: 270-866-4401
EMAIL ADDRESS: susan@lcadd.org

OTHER STAFF RESPONSIBLE IN ASSISTING WITH DISASTER PLANNING:

NAME: Jeric DeVore
JOB TITLE: Dir. of Senior Services
WORK ADDRESS: P.O. Box 1570
CITY/STATE ZIP: Russell Springs, KY42642
TELEPHONE: 270-866-4200
FAX: 270-866-2044
EMAIL ADDRESS: jeric@lcadd.org

AREA SPECIFIC DISASTER INFORMATION

DISASTERS THAT HAVE, OR COULD OCCUR, IN YOUR SERVICE AREA:

Disaster Types	Risk Level (None, Low, Moderate, or High)
Natural Hazards	
Floods	High
Thunderstorms & Lightning	Moderate
High Wind and Tornadoes	High
Winter Storms and extreme cold	Moderate
Extreme Heat	Moderate
Landslides and debris	Moderate
Fires	Moderate
Technological Hazards	
Hazardous materials incidents	Low
Household chemical emergencies	Low
Terrorism	
Explosions	Low
Biological threats	Low
Chemical threats	Low/None
Nuclear blasts	None
Radiological dispersion device events	None

DESCRIBE THE CURRENT DISASTER RESPONSE SYSTEM UTILIZED BY YOUR AGENCY:

This plan is effective upon receipt for planning and for execution at such time as:

- (1) An emergency is declared by the Governor.
- (2) A natural disaster occurs, or is imminent.
- (3) Directed by the Director, DES or his designated representative.

TOTAL NUMBER OF ELDERLY PERSONS IN YOUR AREA (ESTIMATED):
53,393

PER COUNTY:

<u>COUNTY</u>	<u>NUMBER</u>
Adair	4,743
Casey	4,199
Clinton	2,664
Cumberland	1,955
Green	3,048
McCreary	3,745
Pulaski	16,412
Russell	4,827
Taylor	6,069
Wayne	5,731

PLEASE ATTACH OR DESCRIBE BELOW THE STANDARD OPERATING PROCEDURE UTILIZED BY YOUR AGENCY WHEN A DISASTER IS REPORTED (RESPONSE PHASE) AND AFTER THE DISASTER (RECOVERY PHASE):

ALERT PROCEDURES/STAFF DUTIES AND RESPONSIBILITIES

I. AREA AGENCY FUNCTIONING

A. Communications

If there are no electrical power outages among the Lake Cumberland Aging & Independent Living Human Services Staff or agencies needing to communicate, there will be no change in communications operations. Communications will continue by telephone, Mobile phone or cell, by FAX, and/or by Urgent priority E-mail. Any information received from DAIL, the National Weather Service, or emergency management officials, will be transmitted to all local service providers in the affected area.

If there are electrical power outages among the agencies needing to communicate, there will be no change in communications operations where there is an alternate power source. If there are electrical power outages and there are no emergency generators in the offices of the affected agencies, mobile/cell telephone communications will be used.

AREA AGENCY ON AGING STAFF EMERGENCY INFORMATION MEETING PLACE IN THE EVENT THE OFFICE IS DESTROYED: Russell Senior Citizens Center

B. Designation of a Safe Location

In the event of a natural disaster with sufficient warning, it will be necessary for the acting Disaster Coordinator to determine the safest location for storage of documents and supplies.

At the onset of a disaster or emergency, the Lake Cumberland Aging & Independent Living Services Staff will proceed to the main office at Russell Springs, Kentucky. If unable to report to the main office or the office is destroyed or unfit for use, staff will use their residence as a base of operations until a time when a temporary base office is established. If their personal residence is damaged, they will be instructed to go the local DES office in their community as a base for operations. If local communications, i.e. telephones, are not working, Mobile or cell phones can be used and their time value will be reset to give an accurate accounting of minutes used for reimbursement purposes. If there is a communications blackout, staff may have to use automobiles to maintain lines of communications when possible. Staff ID badges will be worn to maintain proper identification to local authorities at such time.

C. Staff Assignment

Case managers and Participant Directed Service Advisors will be required to contact their caseload at this time. In the event of a client requiring assistance, the case manager/support broker will contact local emergency response team with client name, directions to the home and the nature of the emergency.

Documentation describing client contact, emergency or need, and outcomes of the situation will be completed. If the client cannot be reached, the client emergency contact specified will be contacted to ascertain client information.

The Lake Cumberland Disaster Coordinator will deploy the (2) qualified FAST staff members to requested locations. Lake Cumberland AAAIL FAST team consists of (8) staff members, who have been trained as FAST personnel and two staff members are ICS certified.

The District Ombudsman will have the responsibility to contact nursing homes and family care homes within the District to ascertain emergency situations and offer assistance as needed.

The Senior Services Director will contact District senior citizens centers to ascertain emergency situations and offer assistance as needed. They will collect numbers of seniors affected in each area and will prepare this information for the Aging & Independent Living Director.

The Aging Director will generate reports on the status of clients, local service provider staff, facilities, and services throughout the planning and service area. The Aging Director will determine critical needs, by county, and will confer with the Fiscal Administrator for the procurement of requested supplies. The Aging Director will analyze the strengths and weaknesses of the local service provider responses before, during, and after the disaster. The Aging Director will communicate to DAIL the number of clients and scope of the disaster as necessary.

POSITION/NAME	CELL/HOME PHONE	ASSIGNMENTS
Gwen Landis Co-Director LCAAAIL, Dir. of Aging Services	270-405-3210c 270-932-6534 home/fax	Coordinate FAST TEAM: Gwen Landis Rhonda Padilla
Susan Taylor Co-Director LCAAAIL, Dir. of Social Services	270-566-4596c	Contact state offices with numbers of persons affected by the disaster.
Jeric DeVore Director Senior Services	270-566-8376c	Contact the Senior Citizens Centers to obtain the number of elderly affected in this area.

LIST VOLUNTEERS AND/OR VOLUNTEER ORGANIZATIONS WILLING AND ABLE TO HELP IN AN EMERGENCY/DISASTER:

1. The American Red Cross
2. Salvation Army
3. Ministerial Association
4. Weather Bureau
5. Lifeline Homecare, Inc.
6. Appalachian Research & Defense
7. United Way
8. Food Pantries
9. Christian Appalachian Project

ALERT PROCEDURES FOR WORKING AND NON-WORKING HOURS:

Cell phones will be used during non-working hours to alert the staff of the advance or event of a disaster or emergency situation.

ALTERNATE OPERATION CENTER(S):

As described, if the staff cannot go the Lake Cumberland ADD main office in Russell Springs, KY, they will utilize their personal residence as an operation center until such time as the main office is in operation again. If their personal residence is damaged, they will be instructed to go to the local DES office in their community as a base for operations

COORDINATION

PLEASE LIST AGENCIES YOU COORDINATE WITH DURING A DISASTER:

Area 10 EMS 270-866-6980
Don Franklin, Area Coordinator 606-219-5374
National Guard Armory Somerset KY
Sheriff Department 270-343-2191
State and Local Police 270-866-3636

PLEASE LIST AGENCIES YOU COORDINATE WITH IN PREPARING FOR A DISASTER:

Area 10 EMS 270-866-6980
Local Elected Officials (See Attachment A)

HAS YOUR AGENCY DEvised AN INTRA-AGENCY "PLANNED CALL TREE" FOR DISASTER RESPONSE?

YES X NO _____

IF NO, DOES YOUR AGENCY PLAN TO DEVELOP ONE?

YES _____ NO _____

PLEASE IDENTIFY OTHER DISASTER RESPONSE AGENCIES IN YOUR AREA EQUIPPED TO ASSIST ELDERLY CITIZENS: (See Attachment B)

IS EMERGENCY PLANNING INCLUDED IN RFPS AND CONTRACT SOLICITATIONS; (ESPECIALLY FOR INFORMATION AND ASSISTANCE, MEAL AND TRANSPORTATION PROVIDERS)?

YES _____ NO X

- AAA currently provides I&A, Meals, and Transportation in-house.

IF NOT INDICATED ABOVE, ARE SENIOR CENTERS IN YOUR AREA INVOLVED IN PLANNING AND RESPONDING TO DISASTERS? (INCLUDES HAVING A PLAN)

YES X NO _____

The Lake Cumberland Area Development will provide an annual training for Center Directors and alternates named by the Directors on Disasters and Disaster Planning.

RECORD KEEPING AND ASSESSMENT

DESCRIBE THE METHOD UTILIZED BY YOUR AGENCY IN KEEPING RECORDS ON THE FOLLOWING DURING A DISASTER:

1. STAFF TIME (INCLUDING OVERTIME);

Staff and Fast Team time will be recorded on the standard time sheet that is used for the day-to-day recording. Over time will be considered as comp time and will be used according to Policy.

2. SUPPLIES:

All supplies at hand will be logged on a sign-in sheet requiring a signature, description of the items, and the number of items taken. This will assist with inventory control, and aid in future planning.

3. NUMBER OF SENIOR CONTACTS:

A variety of reports can be created to specifically identify those clients most at risk, depending on the nature and size of the event. For example, reports can be generated of all clients residing in a certain zip code or a particular city, or by senior center thereby eliminating unnecessary call down to persons who are not affected by the event. Information gathered during the initial intake process can also be accessed to determine those persons needing assistance with evacuation transportation, as opposed to those persons who have identified alternative sources of help. The case managers/PDS service advisors will use the monthly logs of clients as call lists. Each client will receive a call from their case manager/service advisor at this time to ascertain their situation and overall condition.

4. TYPE AND AMOUNT OF SERVICE PROVIDED:

Coordination of service delivery will be the chief objective. Staff will be placing calls for needed services on behalf of seniors, but some hands-on duties may be required. Medication pick-up, grocery shopping and evacuation transportation may be necessary.

5. RESOURCE INVENTORY USED:

Resource inventory will be cataloged upon arrival and departure

6. FUNCTIONAL ASSESSMENT SERVICE TEAM (FAST) ASSESSMENT FORM:

The FAST Assessment Form 100 will be completed on affected individuals and their family's needs during a disaster.

7. ANY CONTRACTED SERVICES:

Contracted services will be reimbursed at their usual charge. With discretion, the LCAAAIL may enter into personal service contract to aid with mitigation.

8. PERSONAL EXPENSES:

Staff and FAST Team personal expenses are logged with the time sheet and allowable expenses will be compensated in accordance with existing policy. Receipts for personal expenses must accompany the individual expense amount.

9. PHONE LOG:

The daily phone log will be used to check the availability of staff and staff location

10. ELECTRONIC RECORD KEEPING:

Social Assistance Management Software (SAMS) is a database of all electronic records.

11. SHELTER DESIGNATION:

All senior centers in the ten (10) county area may be designated as short-term shelters or a warming center by the County Judge in each county. (See Attachment B)

12. MAPPING:

The Planning Department, in collaboration with LCAAAIL, will locate concentrations of elderly along with GPS systems.

DESCRIBE THE METHODS UTILIZED BY YOUR AGENCY IN ASSESSING THE EFFECTS OF DISASTERS:

LCAAAIL will conduct all response operations using the incident command system. The Integrated Emergency Management System is the cornerstone of the LCAAAIL emergency and disaster preparedness, response, recovery and mitigation program. This includes both governmental and non-governmental organizations that have part in saving lives, caring for the injured, recovering the dead, mitigating property lost and restoring services and facilities. This plan, including updates, remains in effect from the time it was adopted until modified by Lake Cumberland Agency on Aging and Independent Living.

DOES THE AGENCY HAVE A METHOD TO KEEP FIRST AID KITS, EMERGENCY KITS AND SUPPLIES STOCKED AT ALL PROGRAM SITES?

Yes. FAST staff will have access to First Aid kits to use at shelters and they are also located at the senior centers.

COALITIONS AND TRAINING ENDEAVORS

IS YOUR AGENCY A MEMBER OF A COALITION OF DISASTER RESPONDERS IN YOUR AREA?

YES X NO _____

IF NO, DOES YOUR AGENCY PLAN TO DEVELOP SUCH A COALITION?

YES _____ NO _____ N/A x

DOES YOUR AGENCY PROVIDE TRAINING FOR DISASTER PREPAREDNESS AND RESPONSE TO EMPLOYEES AND/OR OTHER AGENCIES IN YOUR AREA?

YES X NO _____

HOW WILL THE AGENCY WORK WITH FIRST RESPONDERS AND EMERGENCY SERVICES AND OTHERS TO ASSIST INDIVIDUALS WITH CRITICAL AND IMMEDIATE NEEDS?

LCAAAIL FAST Team will follow the lead of local ICS in responding to assessment of critical and/or immediate needs.

DESCRIBE HOW THE AGENCY ENCOURAGES, EDUCATES AND ASSISTS STAFF, OLDER ADULTS AND OTHERS SERVED REGARDING EMERGENCY AND DISASTER PREPAREDNESS?

The Lake Cumberland Area Aging and Independent Living shares this Emergency and Disaster Plan with agency staff, area senior citizens centers and other human services agencies in the region. This document is available by PDF for download on the www.lcadd.org web site. As stated, the Lake Cumberland Area Development District will provide an annual training for Center Directors and alternates named by the Directors on Disasters and Disaster Planning.

IDENTIFY RECENT TRAININGS HELD BY YOUR AGENCY OR ATTENDED BY DISASTER RESPONSE STAFF IN YOUR AGENCY. IDENTIFY TRAININGS THAT INCLUDED INFORMATION OF TERRORISM AND BIOTERRORISM AND PANDEMIC FLU OUTBREAK.

American Red Cross Overview of Recovery Services
American Red Cross Recovery Fundamentals
American Red Cross Regional Recovery Follow-up Fundamentals
American Red Cross Overview of Disaster Cycle Services

American Red Cross Disaster Health Services
Volunteer Deployed 10/2/18 Hurricane Florence
NC for Disaster Health Services, Shelter RN

WHAT TRAINING OR EVENTS ARE BEING PLANNED REGARDING DISASTER AND EMERGENCY PREPAREDNESS AND RESPONSE?

Certification for FAST Employees that have completed FEMA ICS 700.b

IDENTIFY TRAININGS THAT INCLUDED INFORMATION ON TERRORISM AND BIOTERRORISM AND PANDEMIC FLU OUTBREAK.

November 2018 Emergency Response Plan reviewed with all employees, please see the following pages for complete plan.

WHAT IS THE AGENCY'S PLAN REGARDING TERRORISM OR BIOTERRORISM AND PANDEMIC FLU EVENT?

In the event of terrorism or bioterrorism and Pandemic flu events refer to the Lake Cumberland Area District Emergency Response Plan.

Lake Cumberland
Area Development District

EMERGENCY RESPONSE PLAN

November 2018

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LOSS CONTROL MANAGEMENT AND SAFETY POLICY STATEMENT

The Loss Control Management and Safety Policy for the Lake Cumberland Area Development District has as its ultimate objective the preservation of the ADD's personnel and assets. As a means to that end, the LCADD Disaster Preparedness Committee has the ultimate responsibility of formulating, implementing, and/or managing programs and procedures that will minimize the ADD's property, revenue and personnel losses. The LCADD Disaster Preparedness Committee will work closely with the Executive Director in accomplishing these tasks.

The Executive Director will appoint a staff member to act as the Emergency Coordinator and Chairperson of the Disaster Preparedness Committee. This Coordinator, in conjunction with all departments, will utilize a four-step process to determine the best way to protect the ADD's assets. The first step is to identify and evaluate all types of losses to which the ADD may be exposed. Second, alternative loss control management techniques to treat these loss exposures will be analyzed. Next, the most viable loss control management techniques for loss exposures identified will be selected and implemented. In the fourth step, the first three steps will be constantly monitored to insure the techniques selected are still the most viable and appropriate.

Occasionally, changes in sociological, regulatory, and other conditions/factors will dictate that changes in the program be undertaken. As a result, the management process is viewed as cyclical and does not stop once a particular program has been implemented. Exposures encountered within the ADD are varied, are governed by different law and statutes and must be handled in a variety of ways. Consequently, no single loss control management technique can be aptly applied to all the ADD's exposures. Rather, a combination of control techniques (i.e. loss prevention and loss control) is used to lower the severity and frequency of loss.

The safety policies promulgated by the Disaster Preparedness Committee have the full support of the ADD administration. Each employee is obligated to follow these policies and each supervisor shall enforce them.

RESPONSIBILITIES

Executive Director

The Executive Director is responsible for notifying department directors and staff of the need for evacuation of staff or relocation. The Executive Director shall act as the media spokesperson unless a designee is appointed. He/she shall notify community agencies (if necessary); implement post-crisis procedures; keep staff on site, if possible, for local investigators, so interviews and accurate documentation of the events can be completed, if event warrants; and see that detailed notes are kept of the crisis event.

Emergency Coordinator

The Emergency Coordinator, (Deputy Executive Director), assisted by the Disaster Preparedness Committee, is responsible for the development, organization, coordination, and implementation of safety programs and safety education. His/her responsibilities also include hazard reduction and/or elimination and accident/injury investigation, reporting and management. The Emergency Coordinator will advise the Executive Director, as well as Department Directors, Supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control.

Department Directors

The Department Directors are responsible for fulfillment of departmental goals and objectives, as well as the health and welfare of each employee in the department. In this Loss Control Management and Safety Program, the highest priority has been placed on employee safety. Even though it is normal practice for Directors to delegate to supervisors the authority to carry out the safety policies, the responsibility for meeting safety related objectives and the protection of employees in performance of their assignments cannot be transferred.

Supervisors

Supervisors assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in the workplace. They are to consistently enforce safety standards and requirements to the utmost of the ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors.

The principal duties of supervisors in discharging responsibilities for safety are:

- Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
- Make sure all injuries are reported promptly and treated properly and all accidents are reported, even if injury is not apparent.
- Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or equipment modification.

All Staff

- Verify received information.
- Lock doors, unless evacuation orders are issued. □
Account for other staff members.
- Refer media to Executive Director (or designee) □
Keep detailed notes of crisis event.

UNIVERSAL PRECAUTIONS POLICY

While LCADD employees are not normally exposed to body fluids on the job, the Aging Case Managers and Senior Center staff may be at risk for exposure by the nature of their position. Universal Precaution refers to a system of infectious disease control that assumes every direct contact with body fluids is infectious and requires every employee to be protected as though such body fluids were infected with blood borne pathogens. Staff should avoid handling body fluids if possible. However, if there is no alternative, all body fluids must be handled according to universal precautions.

Training

Employees who have the potential for occupational exposure to blood borne pathogens will participate in annual training, at no cost to the employees, during working hours. Training will be performed by a person knowledgeable in the subject matter in a method that appropriately covers the material in content, vocabulary, and language of the employees.

Prevention

Any employee, who has direct client contact with potential for exposure, will be offered an annual tuberculosis test and the Hepatitis B vaccine. These will be given at no cost to the employee.

Personal Protective Equipment

LCADD will provide, at no cost to the employees, personal protective equipment appropriate for the anticipated potential exposure. This equipment must be worn anytime there is danger of exposure to blood or other potentially infectious materials. Personal protective equipment will be replaced as necessary.

PERSONAL SAFETY POLICY

If someone enters the LCADD building and the receptionist or staff member believes this person may pose a threat to the staff, he/she will page "LEO" to the front lobby. When you hear this page please exit the building through the closest exit and meet at the dumpster. If the receptionist or staff member has an issue arise with a particular client they should push the "Green" panic button on their computer, which will alert specific staff that the LCADD office has an intruder/unruly client that they need assistance with. LCADD staff will be notified when the threat is over. Please use caution and common sense to protect yourself.

MEDICAL EMERGENCIES

First aid and CPR training will be offered each year to those staff who are required to be certified or recertified in these emergency procedures.

LCADD shall keep first-aid kits in the office. The locations are indicated below and are indicated on the map of the LCADD building.

- Reception Area
- Kitchen of New addition

Each first aid kit shall contain items necessarily essential for the safe delivery of emergency care. These items are to include, but not limited to:

- Mouth Shield for CPR
- Splatter Apron
- Pressure Bandages
- Gauze
- Surgical Tape
- Band-Aids

Procedures

In case of emergency, FIRST dial 911, then summon staff that are trained in first-aid or CPR to give initial care until the ambulance personnel arrives.

Unconscious Victim:

If rescuer **IS** trained in **CPR**:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**
- Establish Airway

-
- Check for Breathing
 - Check for Circulation
 - Start ventilation or CPR if necessary

If the rescuer is **NOT** trained in **CPR**:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**

Conscious Victim:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**
- Do not move patient or allow the patient to move around.
- Try to control any heavy bleeding using direct pressure on the wound.
- Try to keep the patient from going into shock by maintaining body temperature and elevating the lower extremities if possible.

Serious Injury/Death If incident occurred in building:

- Call 911. Do not leave the victim unattended.
- Notify CPR/first aid certified persons in building of medical emergency

If possible, isolate affected staff member.

- Initiate first aid if trained.
- Do not move victim unless evacuation is absolutely necessary.
- Notify Executive Director, Emergency Coordinator, or designee.
- Designate staff person to accompany injured/ill person to hospital. □
- Refer media to the Executive Director.

If incident occurred outside of building:

- Notify staff if before normal operating hours.
- Refer media to Executive Director.

Post-crisis intervention:

- Determine level of intervention for staff.
- Assess stress level of staff and recommend counseling to those in need.
- Allow for changes in normal routines to address injury or death.

FIRES

Procedure

If a staff member discovers a fire before the Alarm is activated by the sensors, the staff member will notify the receptionist and the safety coordinator and immediately exit the building along the established escape routes.

In the event that the Fire Alarm is activated during business hours, all staff and guests are required to:

- Exit the building immediately, along the established escape routes.
- Follow alternate route if normal route is too dangerous or blocked.
- Assemble in the parking lot near the dumpster.
- Take roll of staff and guests after being evacuated. (The receptionist will bring the staff roll call sheet and the guest sign in log as he or she exits the building.)
- Report missing staff members or guests to Emergency Coordinator immediately.

After consulting with appropriate official, staff may move to the First National Bank if weather is inclement or building is damaged.

No one may reenter building(s) until fire or police personnel declare entire building safe. Emergency Coordinator or Receptionist notifies staff of termination of emergency, at which time normal operations shall resume.

Fire Safety Preparedness

LCADD will ensure the following:

- The fire alarm system will be tested at least once per calendar year.
- Fire drills will be conducted once per calendar year.
- Fire department will train all employees in the proper use of fire extinguisher.
- Fire extinguishers will be recharged yearly.

SEVERE WEATHER

Forecasts and Warnings

By observing storm warnings, adequate preparation can be made to lessen the impact of hazardous weather conditions.

- **TORNADO WATCH:** Conditions are favorable for the development of a tornado. Stay alert for further information or upgrade to a warning.
- **TORNADO WARNING:** There has actually been a sighting or detection of an advancing tornado. TAKE SHELTER IMMEDIATELY!
- **WINTER STORM WATCH** indicates severe winter weather conditions may affect your area (freezing rain, sleet or heavy snow may occur either separately or in combination).
- **WINTER STORM WARNING** indicates that severe weather conditions are imminent.
- **BLIZZARD WARNINGS** are issued when considerable falling and/or blowing snow accompany sustained wind speeds of at least 35 miles per hour. Visibility is dangerously restricted.
- **HEAVY SNOW WARNING** indicates snowfalls of at least four (4) inches in 12 hours or six (6) inches in 24 hours are expected.

-
- **FREEZING RAIN AND FREEZING DRIZZLE** indicates rain that freezes as it strikes the ground and other surfaces forming a coating of ice, creating hazardous driving and walking conditions.
 - **SLEET** indicates small particles of ice, usually mixed with rain. If enough sleet accumulated on the ground, it will make travel hazardous.
 - **HIGH WIND WATCH** indicates sustained winds of at least 40 miles per hour, or gusts of at least 50 miles per hour or greater, are expected to last for at least one (1) hour.
 - **TRAVELER'S ADVISORIES** are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds may make driving difficult.
 - **WIND CHILL** is the effect of wind, in combination with actual temperatures, which increases the rate of heat loss to the human body.

Tornado/Severe Thunderstorm Watch

If a Tornado/Severe Thunderstorm Watch has been issued for Russell County:

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Radio (National Weather Service).
- Bring all persons inside building.
- Know your pre-designated shelter area. At the LCADD office this would be the internal offices and rooms.
- All visitors and staff attending meetings in any of the meeting rooms should be informed of the designated areas.
- Review "drop and cover" procedures.

Tornado/Severe Thunderstorm Warning

If a Tornado/Severe Thunderstorm Warning has been issued for Russell County, or a tornado has been spotted nearby:

- **TAKE SHELTER IMMEDIATELY!**
- Each individual office is to evacuate at once, including all visitors. They should proceed rapidly to their predesignated tornado shelter area.
Avoid windows and glass doorways. Close all interior office doors as you exit. Ensure everyone is in "duck and cover" positions. Protect your head against falling debris. Account for all staff members and guests. Remain in safe area, with doors closed, until warning expires or until emergency personnel have issued an all-clear signal.
- All visitors and staff attending meetings in any of the meeting rooms should be evacuated and directed to the designated areas. All visitors and staff should refrain from using the main entrance hallway due to the glass windows and doors.
- During the Tornado Warning period, no employee may leave the shelter area. Those departments that have an AM-FM Radio should unplug the device and bring it to the shelter area. Further information will be broadcast such as tornado warning cancellation, thus allowing the employees to return to their job sites.
- If the tornado warning is still in effect at the end of the business day, it is suggested that employees continue to stay in the shelter area until the tornado warning cancellation is announced. If an employee wishes to leave, he/she must inform their supervisor of their intentions. If any employee is physically handicapped and in need of assistance during evacuation, the supervisor is to arrange to have someone assist that individual when a tornado warning is in effect.

Although there is no guaranteed safe place during a tornado, some locations are better than others. By following these suggested safety tips, you can increase your chances for survival.

Attached is an evacuation map indicating the route to all exits of the LCADD building? The map also shows the locations of fire extinguishers, first-aid kits, the electricity and water cut-off valves.

Winter Storms

Winter storms in the form of freezing rain or sleet, ice, heavy snow, or blizzards can be a serious hazard to people in this area. The first line of protection is to be aware of weather conditions.

If the Executive Director decides to close this building in order to allow employees to leave early, the Director's designee will broadcast this announcement. Upon receiving the announcement, all employees should leave the premises as quickly as possible – taking all travel precautions as may be necessary.

POWER OUTAGES

When the main source of power is cut off to buildings, an emergency power back-up system should kick into place. This will provide only hallway lighting. Besides lights, power to operate computers/printers and other electronic equipment, as well as heating/cooling of the buildings may cease.

Procedure DO

NOT:

- DO NOT CALL the utility. They will be well aware of the outage and will be attempting to find the cause and predict the length of time the power will be out.
- DO NOT USE the telephone, except for emergency notification, in order to keep the phone lines open.

DO:

- TURN OFF all computers, printers and any other electrical equipment by switching off the power strip, which may be affected when the power is restored, in order to prevent surge damage. Many use power surge protectors are recommended but turning off equipment is an added means of protection for equipment.
- WAIT for at least 5 minutes after the power has been restored, before turning on equipment in order to be certain that the problem has been corrected.
- LISTEN for messages from Emergency Management, they will be broadcasting updates of the situation as it progresses.
- REMEMBER to stay calm and bear with the circumstances until resolved.

HAZARDOUS MATERIALS

Procedure

If incident occurred in building:

- Notify Executive Director or Emergency Coordinator.
- Call 911. If identity and/or location of hazardous materials is known, report information to 911.
- Evacuate to an upwind location.
- Seal off area of leak/spill. Close doors.
- Secure/contain area until fire personnel arrive.
- Fire officer in charge may recommend additional shelter or evacuation actions.
- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Follow procedures for sheltering and evacuation.
- Resume normal operations after consulting with fire officials.

If incident occurred near property:

- Fire or Police will notify LCADD officials.
- Consider need for closing outside air intake, evacuation of staff to a safe area or sheltering staff in the building until transportation arrives.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

*Note: Consideration for staff with special medical and/or physical needs especially respiratory. (If any employee has a medical condition that would be effected during the above issue, please inform the Emergency Coordinator.)

EARTHQUAKES

Procedure

In the event of an earthquake, the following plan of action for the Lake Cumberland Area Development District office has been developed. This plan of action delineates the procedures that should be followed by the staff of the LCADD. The purpose of the plan and procedures is first to protect the lives of the staff members of the LCADD, and secondly, to protect the LCADD facility itself. The LCADD Earthquake Emergency Disaster Plan consists of three stages.

STAGE 1: Earthquake Preparedness

The Disaster Preparedness Committee shall conduct an inspection of the LCADD facility to identifying potential earthquake hazards. This committee will report to the Executive Director any potential pre-earthquake hazards.

The Committee should look for potential earthquake hazards in the workplace, such as tall furniture, bookcases, kitchen cabinets and appliances. They should look for heavy objects on high shelves, large hanging plants, fixtures on walls not securely fastened or other similar items that could fall and injure staff members.

Any hazards so identified should be secured in order to make the workplace more "quake safe." In

addition, the committee should check for potential fire risks. The committee should look for defective electrical wiring, which could be dangerous should an earthquake occur.

The committee should identify and report to the Executive Director any flammable products that may be stored in the LCADD building. Any flammable products in the building should be located away from any heat source. The committee should also report the number of water heaters in the building and whether or not they are strapped to the wall. Water heaters can be secured by strapping it to the wall using thin metal tape, known as “plumbers tape”.

Once the committee has made a complete inspection of the LCADD building, a written report with findings should be submitted to the Executive director. Upon receipt of the committee’s report, the Executive Director can issue orders to correct any hazards or problems.

STAGE 2: During an Earthquake

During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off your feet; or you may be jarred first by a violent jolt, as though the buildings were hit by a truck. A second or two later you’ll feel the shaking and you’ll find it very difficult (if not impossible) to move from one room to another.

Employees and visitors should take cover under a desk or table, or stand and brace themselves in a doorway if they are not near their desk or a table. Under no circumstances should any staff member/employee or visitor try to run out of the building.

An earthquake happens so fast that there is no time to exit the building before being knocked off your feet by the vibrations of the earth. Remember to stay clear of windows, bookcases, cabinets or any other fixtures that could fall on and cause injury.

If you are outside the building, do not try to enter the building. You should try and get quickly to an open area away from power lines, trees or other objects that could fall on you. If you are outside, you should drop to the ground and ride out the quake on your hands and knees. This will prevent you from being knocked from your feet and from possibly incurring a head injury.

In summary, the general rule is if you are inside, stay inside and take cover under a desk, table or stand in a doorway. If you are outside, stay outside and try to get to a clear space away from power lines, trees and other objects.

If you are in a staff car or your own car, you should pull over to the side of the road and turn the engine off. You should stay away from any bridges, underpasses, trees, power lines or any building that could fall on you and the vehicle. You should stay in the vehicle and wait for the earthquake tremors to end.

REMEMBER - DURING AN EARTHQUAKE:

- Take cover underneath a desk or table. **PROTECT YOUR HEAD AND NECK.**
- Stay away from windows and objects that could fall on you.
- Stay where you are, **DO NOT RUN OUTSIDE**, falling debris may cause injury. □ **IF OUTDOORS**, stay in an open area. **DO NOT** enter the building.

STAGE 3: After an Earthquake - Aftershocks

Once it appears the earthquake tremors have subsided, employees and visitors should report to a designated meeting site for a roll call and head count. (Large Conference Room)

- Minor Earthquake: If the earthquake is a minor earthquake and it is obvious there is no major structural damage to the building, employees should report to the main board room for a roll call and head count. In the event that there are aftershocks, employees should take cover under the conference room tables.
- Major Earthquake: If the earthquake is a major earthquake and there is major structural damage to the LCADD building, then employees should report outside to the parking lot where the dumpster is located. This parking lot is relatively free of power lines, trees and other objects that could fall on staff in the event of any aftershocks.

It will be the responsibility of the Receptionist to obtain the out of office log and guest log, which show who is present in the building at the time of the earthquake. This list will enable the Emergency Coordinator to take roll call at the designated meeting site. After a roll call and head count has been taken, if all employees are not present and accounted for, then a search can be made for the missing employees. The Disaster Preparedness Committee should familiarize themselves as to where the search and rescue equipment is located in the building as this equipment may be necessary to extricate missing employees from the building.

In the event employees have been injured in the earthquake, first aid should be administered to those who are in immediate need. Those staff members who have had nursing or first aid training will be recruited to treat any employee injuries.

If telephone service has been disrupted due to the earthquake, it may not be possible to summon an ambulance. If telephone services have not been disrupted, it may still be difficult to get an ambulance, as the ambulance system may be overburdened. In either case, those trained in CPR and first aid will be asked to take care of the injured until professional medical help can be obtained.

The Disaster Preparedness Committee will recruit staff to assess the earthquake damage to the LCADD building. Their primary duty and responsibility will be to look for electrical shorts or any fires caused by broken power lines. They will also look for broken water lines, or any other serious damage to the building.

They will report any such findings to the Executive Director who will make a decision as to whether or not to shut the power or water off. If the group finds that there is a fire in the building caused by an electrical short, they should shut the electrical power off immediately and begin fire-fighting efforts. The location of the water shutoff valves and the main circuit breaker for the electrical power is denoted on the attached map of the LCADD building (See attachment).

The Emergency Coordinator should make sure that the telephone system is working and that someone reports any fires to the fire department. In case of a fire, the locations of the fire extinguishers in the building are denoted on the LCADD building map. Employees should familiarize themselves as to where the fire extinguishers are located.

Volunteers will be recruited to be responsible to monitor the radio and report any significant communications to the Executive Director. In the event that the Executive Director is not present,

communications will be reported to the Emergency Coordinator.

Emergency procedures shall be practiced to prepare for an emergency situation.

Annual CPR training will be offered on-site to those who are interested. Training on use of the fire extinguisher will be provided for all employees.

REMEMBER - AFTER AN EARTHQUAKE – AFTERSHOCK:

- Be prepared for **AFTERSHOCKS**. **Do not** return to your office until directed.
- Give First aid to injured personnel.
- **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.**
- Alert Emergency Personnel and/or Supervisors to anything needing their attention.
- Replace telephone handsets, but **DO NOT USE THE PHONE** except to report fire or medical emergencies.
- Go to the interior of the building staying away from the exterior wall. Avoid glass and equipment.
- Wait for and follow instructions from Emergency Personnel.
- Be prepared to evacuate if necessary.

ARMED INTRUDERS

The purpose of this procedure is to identify and help LCADD office employees in the event of an armed intruder situation. This plan applies to all operations where employees may encounter an emergency. (Also, refer to page 3, Personal Safety Policy)

In event of an armed intruder, find a safe location and Call 911 immediately. Do not assume someone else has called and do not assign this to an individual on staff as they may not be able to perform the duties.

When calling 911 identify yourself as a LCADD employee and give your location, e.g., 2384 Lake way Drive. Be as detailed as possible to help the police assess the situation before their arrival including your location, the number of intruders, physical description of the intruders, types of weapons, and the number of potential victims at the location.

Immediately lockdown the facility and warn others (by announcing over intercom if possible). If the intruder is outside, lock all interior doors and proceed to a safe place, preferably a room with a lockable door. Close window blinds, lock the doors, and wait for an all clear call from law enforcement.

Evacuation, Hide Out, and Take Action Procedures

EVACUATE:

- Warn individuals where the intruder is located;
- Have an escape route and plan in mind;
- Encourage others to evacuate but leave regardless of whether or not others agree to follow;
- Leave your belongings behind;

-
- Keep your hands visible for arriving police officers and emergency personnel; Follow instructions of emergency personnel; and do not attempt to move wounded individuals.

HIDE OUT:

- Find a place out of the intruder's view, preferably a room with a lockable door or doorstopper;
- Seek protection in the event the intruder shoots in your general direction;
- Try not to trap or restrict your potential movement;
- If possible, lock the door or barricade the door with heavy furniture or use a doorstopper;
- Close, cover, and move away from windows; and
- Silence cell phone and remain quiet so not give away your hiding place.

TAKE ACTION: (When no other option is available)

- Attempting to disrupt and/or incapacitate the intruder;
- Acting as aggressively as possible against the intruder;
- Throwing items and improvising weapons;
- Committing to your actions and remaining aggressive; and □ Yelling.

Reactions of Employees

In event of an armed intruder, visitors will look to employees to direct them to safety. Employees should be ready to:

- Take immediate action;
- Remain calm, professional, and be prepared to lead;
- Lock and barricade doors; and
- Evacuate employees and visitors via a safe route.

Law Enforcement's Role

Law enforcement's immediate purpose is to stop the intruder as soon as possible. The first officers that arrive at the scene will not stop to help injured persons because their first priority is save lives from immediate threats. Allow them to secure the scene.

DO:

- Identify yourself as a LCADD employee;
- Keep your hands visible;
- Follow directions; and Remain calm

DO NOT:

- Avoid making quick movements toward officers, such as attempting to hold on to them for safety, as this could endanger both of your lives.
- Avoid pointing, screaming and/or yelling, and proceed in the direction from which officers are entering.
- Do not leave the safe location until released by law enforcement.

BOMB THREATS

Reporting Procedure

Upon receiving a **phone call** that a bomb has been placed in the building:

- Complete the Bomb, Chemical Hazard, or Biological Hazard Threat Phone Report. Listen closely to the caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial the call back service (*69) to trace the call, if possible.
- Notify Executive Director and/or Disaster Coordinator.
- Notify local law enforcement ASAP.
- Executive Director or designee orders evacuation of all persons inside building, or other actions.
- If evacuation occurs, staff log and guest log should be taken.

If threat is received by a **written note or letter**:

- Immediately notify law enforcement.
- Avoid any unnecessary handling of note. It is considered evidence by law enforcement.
- Place note in a plastic bag, if available.

Evacuation Procedure

- Notify staff. Do not mention "bomb threat."
- Report any unusual activities/objects immediately to the appropriate officials.
- Take staff log and guest log.
- Staff and guests may be evacuated to a safe distance (at least 400 yards) outside of building.
- No one may reenter building until fire or police personnel declare entire building safe. (Note: Staff know what has been disturbed and added to their work area and may be asked by fire or law enforcement personnel to help search)
- Executive Director or designee notifies staff of termination of emergency. Resume normal operations.

CHEMICAL OR BIOLOGICAL THREATS

Reporting Procedure

Upon receiving a phone call that a chemical or biological hazard has been placed in the building: □

Complete the Bomb, Chemical Hazard, or Biological Hazard Threat Phone Report. Listen closely to caller's voice and speech patterns and to noises in background.

- Notify Executive Director and/or Disaster Coordinator.
- Notify law enforcement.
- Executive Director or designee orders evacuation of all persons inside building, or other actions.

Upon receiving a biological or chemical threat letter:

- Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
- Ask the person who discovered/opened the letter to place it into another container, such as a plastic zip-lock bag and then place that bag into another zip-lock bag.
- Notify 911 and the Emergency Management Agency (685-8448).

-
- Separate "involved" people out of the immediate area to a holding area.
 - Move all "uninvolved" people out of the immediate area to a holding area.
 - Ask "involved" people to remain calm until public safety officials arrive.
 - Ask "involved" people to minimize their contact with the letter or their surroundings, because the area is now a crime scene.
 - Limited decontamination and change of clothing for a person who opened or handled letter without any gloves may be appropriate. Get advice of public safety officials.

Suspicious Packages, Mail, etc.

DO NOT HANDLE!

- Refer to Letter and Parcel Bomb Recognition Points section below.
- Do not use cellular phones or radio communication as some devices can be activated by radio frequency energy.
- Leave at once and report incident to your Supervisor for possible evacuation.
- Notify 911 and the Emergency Management Agency (270-585-1416).
- If item has been opened and is threatening, or appears to be a suspicious device, **DO NOT HANDLE FURTHER.**
- **DO NOT MOVE** the bomb/device away from people. Instead, move people away from the bomb/device.
- Evacuate rooms above, below, and adjacent to the room containing the suspected device.
- Keep everyone away until allowed to return by emergency personnel.

Letter and Partial Bomb Recognition Points

- Suspect Foreign Mail, AirMail and Special Delivery.
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand written or Poorly Typed Address
- Incorrect Titles
- Titles but no Names
- Misspellings of Common words
- Oily Stains or Discoloration's
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material Such as masking tape, String, etc. □ Visual Distractions

Evacuation Procedure

-
- Director or designee notifies staff if evacuation is deemed necessary. Do not mention "terrorism" or "chemical or biological agent."
 - Report any unusual activities immediately to the appropriate officials.
 - "Uninvolved" staff will be evacuated to a safe distance outside of building. After consulting with appropriate officials, LCADD official may move staff to the First National Bank, if indicated.
 - Staff "involved" in a letter opening or receiving a phone call will be evacuated as a group if necessary per consultation of the building administrator and public safety officials.
 - Executive Director or designee notifies staff of termination of emergency. Resume normal operations.

BOMB, CHEMICAL HAZARD, OR BIOLOGICAL HAZARD THREAT Phone Report Form

Date and time call received: _____

Exact words of caller: _____

Remain calm and be firm. Keep the caller talking and ask these questions:

- Where is the package/device?
- What does the package/device look like?
- When will it go off/detonate?
- What will cause it to go off/detonate?
- How do you deactivate it?
- Why was it put there?
- Did you place the device/package?

Caller's identity:

Name (if given): _____

Gender: _____ Male _____ Female

Approximate age: _____ Years _____ Adult _____ Juvenile

Origin of call: _____ Local _____ Long Distance _____ Internal

*If call is received on a digital phone, check to see the origin of the call.

Caller's voice:

Loud _____ Soft _____ Fast _____ Slow _____ Deep _____ Squeaky _____ Distant _____ Distorted _____

Sincere _____ Raspy _____ Stressed _____ Stutter _____ Nasal _____ Drunken _____ Slurred _____

Lisp _____ Disguised _____ Crying _____ Broken _____ Calm _____ Irrational _____ Rational _____ Angry _____

Incoherent _____ Excited _____ Laughing _____ Righteous _____ Accent _____

Background noises:

Voices _____ Airplanes _____ Street traffic _____ Trains _____ Animals _____ Party _____

Factory machines _____ Quiet _____ Music _____ Horns _____ Office machines _____ Bells _____

Familiarity:

Did caller sound familiar? _____ Yes _____ No

Did caller appear familiar with the building or area by his/her description of the device location? _____

Yes _____ No

Name of person receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report threat to 911.

EVACUATION

Procedure

- Emergency Coordinator or designee issues evacuation procedures.
- Call 911, if necessary.
- Notify Executive Director and Department directors.
- Executive Director or designee determines if staff should be evacuated outside of building or to relocation centers.
- If safe, secure vital records.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system. □
Close doors.
- Proceed to your pre-determined exit, alternate exit (if necessary) or predetermined shelter area (in case of tornado).
- Department Directors are responsible for ensuring that all staff and visitors evacuate the area.
- Alert visitors and assist the disabled.
- Proceed quietly and orderly. Remove high heels to avoid tripping.
- **DO NOT OPEN DOORS** if hot or smoke is present.
- Once assembled at a designated area, stay there! Your Department Director will need to have a tally of their personnel.
- **DO NOT** search for others. Notify fire department or EMA of possible trapped persons.

REMEMBER

- In fire, bomb, hazardous materials, or other threats, evacuation is to the **OUTSIDE!**
- In severe weather incidents (tornadoes), evacuation is to your **PREDESIGNATED SHELTER AREA.**

SHELTERING

Sheltering provides refuge for staff and public within the building during an emergency. Shelters or safe areas are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in the building. (tornado shelter areas)
- Emergency Coordinator or designee warns staff to assemble in safe areas. Bring all persons inside building(s).
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Cover up food not in containers or put it in the refrigerator, if appropriate and time permitting.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by emergency responders.

LOSS OF FACILITIES/RELOCATION

If the LCADD office were destroyed or deemed uninhabitable, a temporary office would be created at a prearranged site, provided that facility is not harmed. The Executive Director and Department Directors would report to this alternate site to decide which essential staff will be asked to work from that

location. Every effort will be made to correct damages at the LCADD building or to secure another facility as quickly as possible so staff may resume daily business.

The following procedures will be followed in preparation for such an event:

- Agreements shall be established and secured with at least two alternate sites to be used in an emergency. One will be close to the existing facility and one will be across town, in case of a community-wide emergency.
- Each department will compile a collection of forms and other items essential to the function of that department. These will be maintained in an off-site storage location. A key to the off-site storage will be maintained in the safety deposit box.
- A list of phone numbers for insurance companies, software vendors, etc. shall be compiled and maintained at the off-site location.
- A list of personnel phone numbers and emergency contact numbers will be updated at least annually and maintained both on-site and off-site.

Relocation Centers

Location will be determined later. Staff will be notified when location is selected.

EMERGENCY PROCEDURES FOR STAFF OUTSIDE THE LCADD OFFICE

If a staff member is out of the office during a disaster, they should follow these procedures:

- If an incident has occurred in the county where they are working, the staff member should take necessary safety precautions until the disaster has passed and then report to the nearest fire station to have them reach the LCADD office and/or to determine if it is safe to take a normal route back to the LCADD office.
- If a staff member is in another county and has been informed that a disaster has occurred in Russell County and/or at the LCADD office, he or she should attempt to make contact with the office or go to a fire station to try to obtain details before proceeding back to the office.

REMEMBER

- In a Tornado: **DO NOT** try to outrun a tornado in a vehicle! If you can, try to get to a safe building and take cover. If you cannot get to a building, lie down in a low-lying area and cover your head and neck. (Check for high water first!!) A lower area is less likely to be hit by flying debris. Do not stay in the vehicle.
- In an Earthquake: Drive away from overpasses and underpasses. Get to an open area and stay in the vehicle. Turn on the radio and listen for instructions from safety personnel.
When safe, move to a local fire station to determine safe route to return home.
In a Fire: Be aware of exits, and always **exit** the building **IMMEDIATELY!**

No matter where you are, or the situation at hand, be aware of your surroundings and use common sense to stay safe!

MEDIA RELATIONS

Spokesperson

All staff must refer media to LCADD spokesperson. LCADD assumes responsibility for issuing public statements during an emergency. The Executive Director serves as spokesperson (Public information person) unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Executive Director:

Darryl McGaha

Work: 270-866-4200

Cell: 270-585-1680

Procedure

- Staff relays all factual information to public information person.
- Establish a media information center away from affected building.
- Update media regularly. Do not say "No comment".
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of staff first. Briefly describe LCADD'S plan for responding to emergency.
- Issue a brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

EMERGENCY ALERT SYSTEM (EAS) STATIONS

Warning information is disseminated to local stations from the Kentucky Emergency Warning Network, National Weather Service, and Russell County Emergency Management Agency. Listen to the following radio stations for information regarding a potential or impending emergency:

FM Radio

WAVE – 92.7 – Official Warning Station

CONTACT INFORMATION

LCADD

Position	Name	Ext#	Work Phone	Cell Phone
Executive Director	Darryl McGaha	Ext. 135	270-866-4200	270-585-1680

Deputy Ex. Director	Nick Hazel	Ext. 116	270-866-4200	270-465-1573
Executive Assistant	Jean Wilson	Ext. 113	270-866-4200	270-585-6690
Department Directors	Judy Keltner	Ext. 118	270-866-4200	270-378-2338
	Neal Cundiff	Ext. 125	270-866-4200	606-235-0729
	Tony Meeks	Ext.162	270-866-4200	606-875-9530
	Jeric Devore	Ext. 131	270-866-4200	270-566-8376
	Gwen Landis	Ext. 107	270-866-4200	270-405-3210
	Susan Taylor	Ext. 120	270-866-4200	270-566-4596

Fire, Ambulance, Police

Emergency	911	
Police	270-866-3636 (City)	270-343-2191 (Sheriff)
Fire	270-585-1416 (City)	270- (County)
EMS	270-866-3111 (H.M. Bottoms)	

Other

Hazardous Materials/Poison	
Report any hazardous materials leak or spill	911
Kentucky Regional Poison Control Center	1-800-222-1222
Disaster Assistance	
Salvation Army	270-685-5576
Emergency Management Agencies	
Russell County Emergency Management Agency	270-585-1416
Ky DEM (Division of Emergency Management) (24-hour)	1-800-422-0798

Public Utilities	
Electricity	
Gas	
Water	

A list of those certified in CPR, first aid, and CERT members will be kept at the front desk and updated annually.

PLEASE RATE HOW PREPARED YOUR AGENCY AND STAFF ARE TO ASSIST THE ELDERLY IN CASE OF A DISASTER.

VERY PREPARED X
PREPARED
SOMEWHAT PREPARED
NOT PREPARED

IF AGENCY IS NOT WELL PREPARED, WHAT NEEDS TO IMPROVE AND WHAT ACTION WILL BE TAKEN TO BE BETTER PREPARED?

IMPORTANT WEBSITES/INFORMATION

KENTUCKY HOMELAND SECURITY: <http://homelandsecurity.ky.gov/>
KENTUCKY EMERGENCY MANAGEMENT: <http://kyem.ky.gov/>
KENTUCKY COMMUNITY CRISIS RESPONSE BOARD: <http://kccrb.ky.gov/>
Be Ready Campaign: www.ready.gov
Agency for Toxic Substances and Disease Registry www.atsdr.cdc.gov
Centers for Disease Control and Prevention www.cdc.gov
Citizen Corps www.citizencorps.gov
Department of Commerce www.doc.gov
Department of Education www.ed.gov
Department of Energy www.energy.gov
Department of Health and Human Services www.hhs.gov/disasters
Department of Homeland Security www.dhs.gov
Department of Interior www.doi.gov
Department of Justice www.justice.gov
Environmental Protection Agency www.epa.gov
Federal Emergency Management Agency www.fema.gov
National Oceanic and Atmospheric Administration www.noaa.gov
National Weather Service www.nws.noaa.gov
Nuclear Regulatory Commission www.nrc.gov
The Critical Infrastructure Assurance Office www.ciao.gov
The White House www.whitehouse.gov/response
U.S. Department of Agriculture www.usda.gov
U.S. Fire Administration www.usfa.fema.gov
U.S. Fire Administration Kids Page www.usfa.fema.gov/kids
U.S. Geological Survey www.usgs.gov
U.S. Office of Personnel Management www.opm.gov/emergency
U.S. Postal Service www.usps.gov
USDA Forest Services Southern Research Station www.wildfireprograms.com
Non-government Sites
American Red Cross www.redcross.org
Institute for Business and Home Safety www.ibhs.org
National Fire Protection Association www.nfpa.org

National Mass Fatalities Institute www.nmfi.org
National Safety Compliance www.osha-safety-training.net
The Middle East Seismological Forum www.meisforum.net
The Pan American Health Organization www.disaster-info.net/SUMA



