



**KENTUCKY WESLEYAN COLLEGE**

*Campus Safety and Security Plan*  
**EMERGENCY PROCEDURES**

**SECURITY**  
**(270) 929-8609**

<http://kwc.edu/campus-life/safety-and-emergency-response/>

Revised August 2016

## INTRODUCTION

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Emergencies can come without warning at any time. Being prepared to handle emergency situations is an individual, as well as a college responsibility. This guide has been developed to assist in minimizing the effects of such events. Please become familiar with the contents thoroughly so you will be able to protect yourself and others in the case of an emergency.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. Common sense must prevail when instructions are not available. No matter what the crisis is, THINK before you ACT. Then act swiftly to minimize your exposure to danger.

### **YOUR SAFETY IS OF PRIMARY IMPORTANCE**

If you have questions concerning a unique situation not covered in this resource guide or if you are seeking additional information regarding emergency preparedness, contact the Vice President of Executive Initiatives and Retention at (270) 852-3122 or email at: [scottkr@kwc.edu](mailto:scottkr@kwc.edu).

### **WHAT CAN YOU DO NOW?**

Get to know your buildings and become familiar with the emergency exit procedures. Keep this resource guide where it will be immediately available for quick reference in an emergency.

### **REPORTING AN EMERGENCY/CRISIS**

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

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## INTRODUCTION

## **INTRODUCTION** *continued*

### **DECLARATION OF AN EMERGENCY**

If a state of emergency is declared, the emergency plan will be initiated by the College President. In the President's absence, the Vice President of Finance, Vice President of Academic Affairs, or Vice President of Executive Initiatives and Retention (in that order) can implement this plan. The Vice President of Finance will begin the process by calling other College personnel according to the Emergency Call List.

### **COMMUNICATION OF AN EMERGENCY**

ONE CALL NOW is an emergency notification system provided to our students, faculty, and staff. Emergency alerts pertaining to bad weather, campus alerts or other mass notification needs are sent via emails, cell phones, text messages and telephone. Emergency messages are initiated by the Vice President of Academic Affairs, Director of Public Relations, President, Vice President of Executive Initiatives and Retention, or Vice President of Finance.

All campus email addresses and campus telephone numbers are automatically entered into the ONE CALL NOW database. Any personal contact information must be submitted to Rhonda Sartain, Library, to be included in the ONE CALL NOW database. If at any time your contact information needs to be updated in the ONE CALL NOW database, you should contact Rhonda Sartain, (270) 852-3258.

### **EMERGENCY CONTROL CENTER**

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

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