

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Department of Revenue; Security
PROCEDURE # 6.5.6	SUBJECT: Emergencies	
EFFECTIVE DATE: 6/22/10		
CONTACT: DOR Security Office		LOCATION: State Office Building, Station #17 PHONE: 502-564-5200

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. POLICY

It is the policy of the Department of Revenue (DOR) to ensure that all DOR employees are aware of procedures to follow in case of an emergency.

II. EMERGENCY PHONE NUMBERS

Contact	Telephone Number
Fire, Medical, Police or Bomb Threat	911
Facilities Security	(502) 564-9749 (Front Desk)
Frankfort Police Department	(502) 875-8582 (Non-emergency Dispatch Center)
Kentucky State Police	(800) 222-5555 (Emergency)

III. PROCEDURE

A. Severe Weather

If a tornado or severe weather warning is received, all DOR employees will be directed to seek shelter in the facility's designated shelter area and await additional instructions.

B. Fire

1. Alert others in the immediate area.
2. If the fire is small, and you are trained, attempt to extinguish.
3. If you are unable to extinguish the fire, call the local fire department. Then notify the designated safety coordinator for your floor or facility, if possible.

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4. When the building fire alarm sounds, evacuate the building to the designated safe assembly area and stand by for a personnel check.
5. Do not attempt to use the elevators during evacuation. The elevators deactivate when the alarm sounds. In the State Office Building, located at 501 High Street, Frankfort Kentucky, Elevator #1 has been designated for use by the physically disabled during an emergency.
6. Help the disabled or others requiring assistance in case of an evacuation.

C. Medical

1. In case of a serious illness or injury in your area, call 9-911.
2. When reported, the emergency should be specific as to type of problem and the location of the individual needing attention.
3. The safety coordinator or designee shall be prepared to meet emergency personnel.

D. Bomb Threat

1. If a Bomb Threat is received by telephone, try to obtain as much information as possible from the caller (i.e. type of bomb, location of the bomb, description of the bomb, why the bomb was set, etc.).
2. Call Emergency Alert Number 911, report the call and follow instructions.
3. Contact your designated safety coordinator to report call.
4. Evacuation Policy: In the event the building must be evacuated, everyone must move away from the building a minimum of 300 feet.

E. Workplace Violence

The DOR employees shall adhere to the [Finance Standard Procedure # 2.8, Workplace Violence](#).

IV. DOR SAFETY COORDINATORS

The DOR has designated safety coordinators for each floor and/or facility. An updated listing of safety coordinators shall be disseminated to staff, as changes occur.