



Emergency Action Plan

9/8/2017

EMERGENCY CONTACTS

All emergencies should first be reported to local authorities as follows:

- **AMBULANCE/PARAMEDICS:** Dial 911 – Non-Emergency Line (270) 745-1204
- **FIRE:** Dial 911 – Non-Emergency Line (270) 393-4831
- **POLICE:** Dial 911 – Non-Emergency Line (270) 393-4244
- **GAS**
 - ATMOS – (270) 901-1677
- **ELECTRIC OUTAGE**
 - BGMU – (270) 782-1200
 - WRECC – (270) 842-6541
- **WATER OUTAGE:**
 - BGMU – (270) 782-1200
 - Warren County Water District – (270) 842-0052



EMERGENCY REPORTING

After alerting the proper authorities, the following types of emergencies should also be reported to SKY Property Management:

- Fire
- Flood
- Structural Damage

Office – (270) 438-6388

Emergency Maintenance Line – (270) 438-6673

SKY Property Management will alert tenants of community wide issues, when applicable and to the best of its capability, via email. Such issues include, but are not limited to:

- Biohazards
- Crime Activity
- Terroristic Event within the Community

Individual safety is of greater importance than the need to safeguard property. Staff will not endanger the safety of themselves or their families. If possible, severe weather preparations are to be performed sufficiently in advance to allow personnel to attend to the needs of their own property and families.



EMERGENCY PROCEDURES

MEDICAL EMERGENCY

1. Dial 911
2. Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number)
and
 - c. Your name and phone number from which you are calling.
Do not move victim unless absolutely necessary

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by dialing 911

Upon being notified about the fire emergency, occupants must:

- Leave the building using the exit clearest of fire
- Remain outside until the Bowling Green Fire Department announces that it is safe to reenter.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



SEVERE WEATHER AND NATURAL DISASTERS

For alerts and updates on natural disasters and weather-related events, please follow WBKO and WNKY coverage, as well as the Nation Weather Channel and NOAA Weather Radio.

TORNADO

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

EARTHQUAKE

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.

FLOOD

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

BLIZZARD

If indoors:

- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.



If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

TIPS AND BEST PRACTICES

RECOMMENDED EMERGENCY KIT ITEMS

- Battery-operated radio
- Bottled water
- Candles and matches
- Canned food
- Extra batteries
- Extra flashlight bulbs
- First aid kit and medications
- Flashlights
- Manual can opener
- Portable battery-operated cellphone charger
- Whistle to signal for help
- Wrench or pliers to turn off utilities

RECOMMENDED PRACTICES

- All members of your household should be familiarized on how to shut off water, electricity, and gas to your unit
- Implement a household evacuation and emergency plan – implement a plan for evacuating your pets too
- Secure all locks on all doors and windows when exiting your unit
- Change your smoke detector batteries when needed
- Get to know your neighbors! This opens the line of communication and better helps our tenants report out of the ordinary activity
- Don't be shy, get to know our team! We are here to help. Please report any questions or concerns to your property coordinator.

