

Transylvania University

Athletic Department

Event Management Handbook

2020-21

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Athletics Complex Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Locations: Outside player's entrance and outside North entrance by concession stand area

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **"THIS IS AN EMERGENCY"** followed by:

1. Your name;
2. The building and room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.);
4. Whether injuries have occurred;
5. Whether outside assistance has been called;
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the Supervisor) can be reached.
7. Ambulance directed to meet university staff person at entrance to the parking lot off of 4th St., who will lead them to first handicap ramp after parking gates to access stands/field.

Medical Emergency

1. CHECK the scene and person(s) involved
2. CALL- 911 or DPS @ 8118
3. CARE for person(s)
4. AED & First Aid supplies are available in the **Athletic Training Room**
5. If Ambulance called, one person stays at parking gate to keep open and another person meets emergency personnel at parking lot to direct to entrance/injured person

Weather Plan

In the event of severe weather, please exit the field immediately. Go to **vehicles with hard top** (do not touch metal). Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers have lightning strike detectors and access to weather radios.

Tornado Plan

In the event of a tornado take cover immediately. If time allows move to the **Building/Locker Rooms** away from all windows and falling materials.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1

Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Beck Center Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Locations:

- P – Performance level (main court) - Outside Laundry room, near elevator
- E – Entry level (concessions, coaches and administrative offices) - Near concessions and elevator
- R – Recreation level (fitness center, auxiliary gym) - South side near stairway
- T – Track level – South side near entrance

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name
2. The building and/or room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, intruder/gunman, bomb threat, etc.)
4. Whether injuries have occurred
5. Whether outside assistance has been called (building Supervisor, DPS, etc.)
6. Hazards present which may affect responding emergency personnel; provide a secondary phone number where you (or the Supervisor) can be reached
7. Ambulance directed to park in BUS PULL-OFF on 4th St, east of Beck

Medical Emergency

CHECK the scene and person(s) involved; **CALL** 9-1-1 or DPS @ 8118; **CARE** for person(s). AED and/or First Aid supplies are located in the Fitness Center and on Performance Floor (just outside elevator). If Ambulance called, one person stays at side entrance to keep open and another person meets emergency personnel at bus pull-off to direct to entrance/injured person

Evacuation Plan

Determine the safest escape route (Beck Staff are available to assist you); Remain calm; In the case of a fire emergency, exit the building immediately and wait at the **Flower “T” in Haupt Circle**; Wait for instructions. Do not re-enter the building until the emergency personnel announces it is safe to do so.

Tornado Plan

In the event of a tornado take cover immediately. Move to the **Performance Level** away from all windows and falling materials. If time does not allow you to move to P-Level, find the nearest enclosed space furthest from any windows Beck Staff are available to assist you.

Suspicious Persons/Hostile Individual

If you observe a suspicious person, call DPS @ 8118 immediately with a description of the person and their direction of travel; include as much detail as possible. If an altercation occurs on site, call DPS @ 8118 immediately; if comfortable, attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting purposes. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe the situation and your location.

Emergency Contact Information

Emergency Ambulance: 9-1-1

Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Campus Center Pool Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Location: Just outside doorway leading to Swimming Office; **Telephone Locations:** Swimming Office, Campus Center Lobby

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name
2. The building, specific address if known and/or room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, intruder/gunman, bomb threat, etc.)
4. Whether injuries have occurred
5. Whether outside assistance has been called (building Supervisor, DPS, etc.)
6. Hazards present which may affect responding emergency personnel; provide a secondary phone number where you (or the Supervisor) can be reached
7. Ambulance directed to meet university staff person at 4th St. driveway who will lead them to back door/entrance.

Steps for Life-Threatening Emergency

1. In the case of a potentially life-threatening injury, the lifeguard(s) activates the EAP by blowing the whistle 3 times or declaring that there is an emergency in the pool area and clear all patrons from the pool.
2. The aiding lifeguard(s) is tending to the injured patron, one of the other lifeguard(s) must call 9-1-1. There is a **RED** emergency phone located just outside the doorway leading to the swim office.
3. Should an AED defibrillator be needed for a rescue, the aiding lifeguard should direct the other lifeguard(s) to get the AED and direct a patron nearby to call 9-1-1. Should an additional patron or lifeguard not be accessible, the lifeguard(s) should tend to the victim before calling 9-1-1.
4. Once the appropriate rescue has been performed, the lifeguard(s) will care for the victim according to the guidelines within their certification training. Should a conscious victim refuse the care of a certified lifeguard, the lifeguard(s) on duty shall remain with the victim until more advanced medical care arrives. If the conscious victim suddenly were to go unconscious, the lifeguard should proceed with proper care until additional help arrives. All unconscious victims should receive care immediately, and care should continue until advanced medical care arrives. Lifeguards should rotate care to avoid exhaustion if necessary.
5. Upon the arrival of advanced medical care, the lifeguard(s) and manager should, in consultation with DPS, assist in completing a detailed incident report stating all of the facts of the incident and listing any and all personnel, witnesses or other parties that were present when the incident occurred. All personnel, once the medical personnel clear the scene with the injured party, must assist in securing the doors and areas where the incident occurred. Do not move or clean up anything at the scene until DPS or assigned party has taken the appropriate photographs for documentation purposes and has released the scene back to the proper authorities. This report should be turned in to Lexington Pool Management and a copy must be on file with the Campus Department of Public Safety and Director of Athletics.

6. DPS will notify the following individuals as soon as possible:
 - a. Chief McClure, Director of Public Safety 859/320-2431
 - b. Holly Sheilley, VP of Athletics 502/931-2486
 - c. Megan Maloney, VP of Marketing & Communications 859/230-8097
 - d. Nelson Murphy, VP of Business & Finance 859/797-2791
 - e. Brittany Wildman, Director of Campus Center 859/489-4360

Steps for Non-Life-Threatening Emergency

1. If there is an injury to a patron that is minor, the manager should attend to the injured patron and use first aid kit if necessary. If a lifeguard is needed to assist, the other lifeguard should clear the pool and have patrons remain out of the pool until 2 lifeguards are able be in their chair and ready.
2. The lifeguard(s) and manager should, in consultation with DPS, assist in completing a detailed incident report stating all of the facts of the incident and listing any and all personnel, witnesses or other parties that were present when the incident occurred. This report should be turned in to Lexington Pool Management and a copy must be on file with the Campus Department of Public Safety and Director of Athletics.

Evacuation Plan

1. The Lexington Pool employees will determine the safest escape route and lead individuals out
2. Remain calm
3. In the case of a fire emergency, exit the pool/building immediately using the back entrance to the campus center and wait at the grass area directly across from front of Thomson Hall
4. Wait for instructions. Do not re-enter the building until the emergency personnel announces it is safe to do so

Tornado Plan

In the event of a tornado take cover immediately. Move to the basement of the Campus Center by going to lounge and following management staff. If time does not allow you to move to the basement, find the nearest enclosed space furthest from any windows Lexington Pool Staff are available to assist you.

If Lexington Pool employees are the only ones in the building, they should contact DPS in the event of a tornado watch to unlock the doors to the lounge so that if it moves to a warning, they can evacuate through the doors to the basement.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person, call DPS @ 8118 immediately with a description of the person and their direction of travel; include as much detail as possible. If an altercation occurs on site, call DPS @ 8118 immediately; if comfortable, attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses including phone contact information for persons involved for reporting purposes. If you cannot talk, send a text to 859-351-7343 (goes to DPS office cell phones), and briefly describe the situation and your location.

Emergency Contact Information

Emergency Ambulance: 9-1-1
Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Hall Field Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Locations: On Scoreboard and on Locker Room Building

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name
2. The building and room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.)
4. Whether injuries have occurred
5. Whether outside assistance has been called
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the Supervisor) can be reached
7. Ambulance directed to meet university staff person at 3rd & Upper, who will lead them to the side gate on Upper.

Medical Emergency

1. CHECK the scene and person(s) involved
2. CALL- 911 or DPS @ 8118
3. CARE for person(s)
4. AED & First Aid supplies are available in the **Concessions Stand**
5. If Ambulance called, one person meets emergency personnel at 3rd & Upper to direct to side gate/injured person

Weather Plan

In the event of severe weather, please exit the field immediately. If time does not permit, take cover in **Brown Science Basement** until the storm passes. Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers have lightning strike detectors and access to weather radios.

Tornado Plan

In the event of a tornado take cover immediately. If time allows move to the **Brown Science Basement** away from all windows and falling materials. Event Staff will be available to assist you.

Suspicious Persons/Hostile Individual

If you observe a suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1

Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Marquard Field Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Location: Mounted on white pole in grass at the field side of parking lot.

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name;
2. The building and room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.);
4. Whether injuries have occurred;
5. Whether outside assistance has been called;
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the Supervisor) can be reached.
7. Ambulance directed to meet university staff person at driveway on Haggard Ln, who will lead them to fieldhouse/field.

Medical Emergency

1. CHECK the scene and person(s) involved
2. CALL- 911 or DPS @ 8118
3. CARE for person(s)
4. AED & First Aid supplies are available in the **Coaches' Office**.
5. If Ambulance called, one person meets emergency personnel at driveway on Haggard Ln and leads them to fieldhouse/field

Weather Plan

In the event of severe weather, please exit the field immediately. Go to **vehicles with hard top** (do not touch metal). If time does not permit, take cover in **Dug-out** until the storm passes. Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers have lightning strike detectors and access to weather radios.

Tornado Plan

In the event of a tornado take cover immediately. If time allows move to the **Building** away from all windows and falling materials.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1

Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Tennis Courts Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Location: NO PHONE – USE PERSONAL MOBILE

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name
2. The building and room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.)
4. Whether injuries have occurred
5. Whether outside assistance has been called
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the Supervisor) can be reached
7. Ambulance directed to meet university staff person at entrance to tennis courts off of 4th St.

Medical Emergency

1. CHECK the scene and person(s) involved
2. CALL- 911 or DPS @ 8118
3. CARE for person(s)
4. AED & First Aid supplies are available in the **Shed Near Courts**.
5. If Ambulance called, one person meets emergency personnel at entrance to tennis courts off of 4th St and direct to specific location.

Weather Plan

In the event of severe weather, please exit the field immediately. If time does not permit, take cover in **Locker Rooms at Poole Hall** until the storm passes. Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers have lightning strike detectors and access to weather radios.

Tornado Plan

In the event of a tornado take cover immediately. If time allows move to the **Locker Rooms at Poole Hall** away from all windows and falling materials. Beck Staff will be available to assist you.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1
Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Thomas Field Emergency Procedures

Use one of the phones directly connecting you to DPS, call 859-233-8118, or text 859-351-7343.

DPS Phone Locations: On storage shed at field entrance and outside entrance to Poole

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

1. Your name;
2. The building and room location of the emergency. Be sure to note what floor
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.);
4. Whether injuries have occurred;
5. Whether outside assistance has been called;
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the Supervisor) can be reached.
7. Ambulance directed to meet university staff person at field entrance.

Medical Emergency

1. CHECK the scene and person(s) involved
2. CALL- 911 or DPS @ 8118
3. CARE for person(s)
4. AED & First Aid supplies are available in the **Field House**
5. If Ambulance called, one person meets emergency personnel at field entrance

Weather Plan

In the event of severe weather, please exit the field immediately. If time does not permit, take cover in **Poole Hall Basement** until the storm passes. Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers have lightning strike detectors and access to weather radios.

Tornado Plan

In the event of a tornado take cover immediately. If time allows move to the **Poole Hall Basement** away from all windows and falling materials. Beck Staff will be available to assist you.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1

Department of Public Safety: Direct: 233-8118, Red Phone, or Text: 351-7343

Top Seed Emergency Procedures

777 E Brannon Rd. Nicholasville, KY 40356

Reporting an emergency

All life threatening emergencies should be directly reported to 9-1-1

When reporting an emergency, report to the 9-1-1 dispatcher “This is an emergency” followed by:

1. Your name
2. The building and room of the emergency (Top Seed Tennis 777 E Brannon Road)
3. The nature of the emergency
4. Whether injuries have occurred
5. Whether outside assistance has been called
6. Hazards present that may affect emergency personnel
7. Ambulance directed to meet university staff person at the **entrance off of the service road on the West side of the building**
8. WAIT FOR 9-1-1 TO HANG UP FIRST

Medical Emergency

1. Check the scene for persons involved
2. First Aid supplies are located in the Manager Office
3. **AEDs are located in the gym, under the mezzanine between courts 4-9, and the manager’s office**
4. One person will be designated to meet the EMS at the entrance and direct them to the emergency

Weather Emergency

1. An announcement will be made to take immediate shelter.
2. If on the outdoor courts. Find shelter immediately.
3. The preferred area are the locker rooms or a room that contains no windows.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person make the front desk aware immediately. If you feel unsafe, please call 911.

Emergency Contact Information

Emergency Ambulance: 9-1-1 Department of Public Safety: 859-233-8118 or Text: 859-351-7343

Whitaker Bank Ballpark Emergency Procedures

Reporting an Emergency

All life-threatening emergencies should be reported directly to 9-1-1; all other incidents should go through DPS.

When reporting an emergency, inform the 911/DPS dispatcher **“THIS IS AN EMERGENCY”** followed by:

8. Your name;
9. The physical location: **207 Legends Lane, 40505**. Be sure to note what floor and/or suite;
10. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.);
11. Whether injuries have occurred;
12. Whether outside assistance has been called;
13. Hazards present which may affect responding emergency personnel; a phone number at or adjacent to the scene where you (or the Supervisor) can be reached.
14. Ambulance directed to meet university staff person at entrance to Whitaker Bank, who will lead them to bleachers/field.

Medical Emergency

6. CHECK the scene and person(s) involved
7. CALL- 911 or DPS @ 859-233-8118
8. CARE for person(s)
9. AED & First Aid supplies are available in the **First Aid/Medical Room, located on the 3rd base side**.
10. If Ambulance called, one person meets emergency personnel at entrance to Whitaker Bank and leads them to bleachers/field.

Weather Plan

In the event of severe weather, please exit the field and bleachers immediately. NOTE: Athletic trainers have lightning strike detectors and access to weather radios. A PA script will be read over the speakers to take cover. Evacuations for the seating areas are as follows. On the concourse area, stay behind the yellow line:

Bleachers : Exit out through the gate behind “Toyota Kid’s Town”

Seating Bowl :

Sections 111-114 : exit towards the playground area (left field) and out playground gate

Sections 107-110 : exit out the 3rd base breezeway and out the main entrance

Sections 206-208 : exit through 1st or 3rd base breezeway then through the main gate

Sections 103-106 : exit out the 1st base breezeway then through the main gate

Sections 101 & 102 : exit next to Bud Stables then out the gate behind Bud Stables

Bud Stables (S1, S2 & S3) exit out the gates behind Bud Stables

Sections 201-203 : exit through gates behind Bud Stables or through the main gate

Sections 204 & 205 : exit through main gate

Sections 209-211 : exit through main gate or the exit by the playground gate

Sections 212-214 : exit through the playground gate

Pepsi Deck & Lawn Area : Exit out gates on each side of Chalet

Suite Level :

Suites 1-3 : exit main stairwell or stairwell by boardroom

Suites 14-26, Press Box & A/V room : exit stairwell past suite 26

Field : All players and coaches are to report to the locker rooms beyond the outfield fence.

Tornado Plan

In the event of a tornado take cover immediately. A PA script will be read over the speakers as well. If time allows move to the **designated areas (bathrooms and concession stand) on the concourse level of the stadium** away from all windows and falling materials. Players and coaches take cover immediately up at the concourse level, or if time allows the locker rooms.

Suspicious Persons/ Hostile Individual

If you observe a suspicious person call DPS @ 859-233-8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 859-233-8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain IDs from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1 Department of Public Safety: 859-233-8118 or Text: 859-351-7343

Warehouse Emergency Procedures

In case of an emergency use one of the red phones to connect you to DPS, or 859-233-8118, or text 859-351-7343.

Reporting An Emergency

When reporting an emergency, inform the 911/DPS dispatcher "THIS IS AN EMERGENCY" followed by:

1. Your name;
2. The building (364 Henry St.) and room location of the emergency (Weight room);
3. The nature of the emergency (fire, tornado, structural damage, weather-related, etc.);
4. Whether injuries have occurred;
5. Whether outside assistance has been called;
6. Hazards present which may affect responding emergency personnel; A phone number at or adjacent to the scene where you (or the supervisor) can be reached;

*Note: all life-threatening emergencies should be reported directly to 911 while other incidents should go through DPS.

Medical Emergency

CHECK the scene and person(s) involved; CALL- 911 or DPS @ 8118; CARE for person(s). AED and First Aid supplies are available to the right of the bathrooms.

Weather Plan

In the event of severe weather, please stay in the warehouse until the "ALL-CLEAR" signal is given. Remain calm and keep everyone together until DPS arrives. NOTE: Athletic trainers

Tornado Plan

In the event of a Tornado remain in the warehouse and take cover immediately. If time allows move away from any and all falling materials.

Suspicious Persons/Hostile Individual

If you observe any suspicious person call DPS @ 8118 immediately with a description of the person and their direction of travel. If a fight erupts call DPS @ 8118 immediately; attempt to separate persons while avoiding harm to oneself; clear the area and remove all bystanders; attain ID's from all witnesses and persons involved for reporting. If you cannot talk, send a text to 859-351-7343 (goes to DPS cell phones), and briefly describe your situation and location.

Emergency Contact Information

Emergency Ambulance: 9-1-1 Department of Public Safety: 859-233-8118 or Text: 859-351-7343