EMERGENCY RESPONSE & EVACUATION GUIDE

MEDICAL EMERGENCY
FIRE
HAZARDOUS MATERIAL SPILL/RELEASE
EVACUATION
UNAUTHORIZED PERSON
POLICE EMERGENCY
EARTHQUAKE
TORNADO WARNING
BOMB THREAT
ACTIVE SHOOTER
Reporting Emergencies

WHEN TO CALL 911

You should call 911 in ALL emergencies

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed. If in doubt, err on the side of safety!

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

If you have an emergency, merely dial “911.” You do NOT need any coins to dial 911 from a pay telephone. Simply lift the handset and dial “911.”
PREPARE BEFORE AN EMERGENCY:
+ Familiarize yourself with the Building Evacuation & Shelter Locations Reference Chart.
+ Complete the space provided in the Guide describing designated location and assembly area in the event of an emergency.
+ Consider work area for items that might cause injury during a storm or earthquake. Secure shelving.
+ Locate two nearest fire extinguishers, remembering
  PASS:
  Pull the pin.
  Aim at base of fire.
  Squeeze the trigger.
  Spray until extinguished.

INDIVIDUALS WITH DISABILITIES:
+ Inform Campus Operations/Security of your circumstance. Request emergency response accommodations with two escape routes, one with assistance and one without assistance.
+ Find two or three co-workers, fellow students willing to help you in an emergency.

NOTIFICATION NUMBERS:
Campus Operations/Security.................................816-414-3833
After Hours Campus Security...............................816-678-9356
Kansas City, MO Police ......................................816-235-5000
Clay County Sheriff’s Department.........................816-407-3700
Poison Control ..................................................800-366-8888
### MEDICAL EMERGENCY
- Call 9-1-1 for an ambulance when requested by the victim or in the event of an unconscious victim.
- Do not move the victim unless authorized by a medical authority, or if delay in movement is detrimental to the individual.
- Notify appropriate supervisors.
- Contact Campus Operations/Security to report the incident.

### FIRE
- Set off fire alarms while evacuating building.
- Contact Campus Operations/Security or 9-1-1 to provide the location of the fire.
- Assist handicapped individuals.
- Use a fire extinguisher, if feasible.
- If evacuation is impossible, place a wet towel at the bottom of door to prevent heat or smoke from entering room.
- Contact Campus Operations/Security to report the incident.

### HAZARDOUS MATERIAL SPILL/RELEASE
- Evacuate the area to the extent appropriate.
- Warn co-workers, fellow students and relocate to a safe area.
- Call Campus Operations/Security.
- Take action to contain the spill if it is possible to do so without jeopardizing personal safety or health.

### EVACUATION
Cooperation is required.
- Move in a safe, orderly manner to the nearest exit.
- Assist others.
- Do no use elevators.
- Take personal belongings, only if time permits.
- Report to your designated Evacuation Destination.

**DO NOT RE-ENTER THE BUILDING**

### UNAUTHORIZED PERSON
**Control / limit access to work area.**
- Limit area to authorized persons.
- Restrict access to area when closed.
- Lock desk, cabinets, storage and office doors.
- DO NOT leave belongings unattended.
- Politely challenge unfamiliar persons.
- Acknowledge co-workers.
- Offer assistance to strangers.

**REPORT UNUSUAL BEHAVIOR TO CAMPUS OPERATIONS/SECURITY.**

### POLICE EMERGENCY
**When witness to a crime in progress:**
- Call Campus Operations/Security.
- Provide detailed description of criminal and/or vehicle license.
- Remain where you are (if safe) until contacted by a police officer or Campus Operations/Security personnel.

**DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH CRIMINAL.**

### EARTHQUAKE
- Remain indoors if already there.
- Take cover under sturdy furniture – such as worktables or desks – or in doorways, halls or against inside walls.
- Move to or near the center of the building.
- Avoid glass windows or doors.
- Avoid running through or near buildings where there is the danger of falling debris. If outdoors, remain in the open, away from buildings and structures and a safe distance from utility wires.
- After tremors have stopped, avoid damaged buildings and structures.
TORNADO WARNING
+ Quickly move to your designated shelter area for severe weather.
+ If unable to get to your designated shelter area follow the Shelter-in-Place procedure below.
+ Avoid auditoriums, gymnasiums or other areas having a wide, free-span roof. Take cover under heavy furniture.
+ If outdoors, lie flat in the nearest depression, such as a ditch or ravine. If time allows, move away from the path of the tornado at a right angle.

SHELTER-IN-PLACE
+ Go to basement, or lowest level interior hallway.
+ Take minimal personal belongings, if possible.
+ Stay away from exterior windows and doors.
+ Shelter-in-place until a police officer or Campus Operations/Security personnel give the all clear signal.

BOMB THREAT
+ If you receive a bomb threat, DO NOT HANG UP.
+ Secure as much information as possible. Consider voice accent, tension, slang and background noise.
+ Use a different phone to call 9-1-1.
+ Follow instructions from police.

ACTIVE SHOOTER
When someone has entered a building / area and begun shooting, the following actions are recommended only if you feel safe to leave:
+ Exit the facility/area immediately and only if it is safe to do so.
+ Advise anyone you encounter to exit the building/avoid the area.
+ Call 911 first the Campus Operations/Security.
When it is NOT SAFE to exit the building / area, the following actions are recommend:
+ Go to the nearest room or office.
+ Close and lock the door, then barricade the door.
+ Cover the door windows.
+ REMAIN QUIET, silence cell phones, and give the appearance of an empty room.
+ DO NOT answer the door.
+ Call 911.
+ Wait for emergency personnel to escort you out of the building.

When calling police, provide the following information:
+ Your name.
+ Your specific location.
+ Number of shooters and any description.
+ Number of people involved in your group.
# Building Evacuation & Shelter Locations

**REFERENCE CHART**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Evacuation Destination</th>
<th>Shelter for Severe Weather</th>
<th>Shelter-in-Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee Building/Lifeway/Student Center/Credit Union</td>
<td>Grassly area south of the Trustees Building and north of Office Depot</td>
<td>Maintenance closet in the basement of the building</td>
<td>Maintenance closet in the basement of the building</td>
</tr>
<tr>
<td>Administration Building</td>
<td>Grassly area south east of the administration Building</td>
<td>Basement of the New Chapel</td>
<td>Vault located in the Business Office</td>
</tr>
<tr>
<td>Library/Chapel Building</td>
<td>Gazebo area north of the Library</td>
<td>Current Chapel Mechanical Room in the basement</td>
<td>Current Chapel Mechanical Room in the basement</td>
</tr>
<tr>
<td>Koehn Myers Center Building</td>
<td>Grassly area south of the flag poles</td>
<td>Copy room and hallway in the basement</td>
<td>Copy room and hallway in the basement</td>
</tr>
<tr>
<td>Music Building</td>
<td>School bus shelter in front of the Music Building</td>
<td>In the basement of apartment complex 5135</td>
<td>Interior room in building</td>
</tr>
<tr>
<td>Campus Operations Building</td>
<td>Gazebo area north of the Campus Operations Building</td>
<td>Basement in the Custodial Office</td>
<td>Basement in the Custodial Office</td>
</tr>
<tr>
<td>Vivion Farm Home</td>
<td>Grassy circle east, in front of the Vivion Home</td>
<td>Basement of the Vivion Home</td>
<td>Basement of the Vivion Home</td>
</tr>
<tr>
<td>Men's Residential/Guest Housing Building</td>
<td>Grassly area east of the Dormitory across the Dorm parking lot</td>
<td>Basement of the Dormitory</td>
<td>Basement of the Dormitory</td>
</tr>
<tr>
<td>Women's Residential Building</td>
<td>Grassy area (median) north of the Women's apartment</td>
<td>Basement of the building</td>
<td>Basement of the building</td>
</tr>
<tr>
<td>Apartment Complex 5051</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of Apartment Complex 5135</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5053</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of Apartment Complex 5135</td>
<td>Interior room in own apartment</td>
</tr>
</tbody>
</table>
## Building Evacuation & Shelter Locations

**REFERENCE CHART**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Evacuation Destination</th>
<th>Shelter for Severe Weather</th>
<th>Shelter-in-Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Complex 5055</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of the Men's Dormitory</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5057</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of the Men's Dormitory</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5059</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of Apartment Complex 5131</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5061</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of Apartment Complex 5131</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5063</td>
<td>Playground area beside the Music Building at the entrance of the loop</td>
<td>Basement of Apartment Complex 5131</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5101</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5103</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5105</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5107</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5109</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5123</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
</tbody>
</table>
# Building Evacuation & Shelter Locations

**REFERENCE CHART**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Evacuation Destination</th>
<th>Shelter for Severe Weather</th>
<th>Shelter-in-Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Complex 5125</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5127</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5129</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5131</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5133</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5135</td>
<td>School bus shelter in front of the Music Building</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5137</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5139</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5141</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5143</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of your building</td>
<td>Basement of your building</td>
</tr>
<tr>
<td>Apartment Complex 5215</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of Apartment Complex 5139</td>
<td>Interior room in own apartment</td>
</tr>
</tbody>
</table>
# Building Evacuation & Shelter Locations

## REFERENCE CHART

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Evacuation Destination</th>
<th>Shelter for Severe Weather</th>
<th>Shelter-in-Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Complex 5217</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of Apartment Complex 5139</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5219</td>
<td>Mailboxes at the entrance to the loop</td>
<td>Basement of Apartment Complex 5137</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5191</td>
<td>Rawlings Court sign at the entrance of the loop</td>
<td>Basement of Apartment Complex 5143</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5195</td>
<td>Rawlings Court sign at the entrance of the loop</td>
<td>Basement of Apartment Complex 5143</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5199</td>
<td>Rawlings Court sign at the entrance of the loop</td>
<td>Basement of Apartment Complex 5143</td>
<td>Interior room in own apartment</td>
</tr>
<tr>
<td>Apartment Complex 5203</td>
<td>Rawlings Court sign at the entrance of the loop</td>
<td>Basement of Apartment Complex 5143</td>
<td>Interior room in own apartment</td>
</tr>
</tbody>
</table>