




Kansas City
University

OF MEDICINE
AND BIOSCIENCES™

Emergency Preparedness

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Campus Safety and Emergency Management

| (417) 208-0800 or (417) 208-0801 |

Introduction

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time; being physically and psychologically prepared to handle unexpected emergencies is an individual as well as organizational responsibility.

The university developed this guide to assist you in minimizing the negative effects from such events.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and others at Kansas City University. On campus, all landline **(417) 758-9999** calls are routed to the Safety and Emergency Management office. **9-911** or **911** will connect you with the Kansas City Police Department.

If you have questions concerning a unique situation not covered in this Emergency Preparedness Guide or need additional emergency information, please contact security.

You are encouraged to visit <https://intranet.kcumb.edu/Details.aspx?id=158> to see an online version of this guide for campus-wide evacuation and emergency response plans which detail various hazards, weather, medical, and fire emergencies as well as hazardous material spills.

This guide was prepared as a reference resource by members of the university's Safety and Emergency Management Department. For simplification throughout this document Safety and Emergency Management will be referred to as "Security".

If you have any suggestions or comments, please contact:

Al Jones | *Security Supervisor – Joplin* | ajones@kcumb.edu | Safety Dispatch (417) 208-0800 and (417) 208-0801 or back up cellphone (417) 758-9999

Eric Shirley | *Manager of Safety and Emergency Management* | eshirley@kcumb.edu | (816) 654-7910

Jim Herrington | *Director of Campus Operations* | jherrington@kcumb.edu | (816) 654-7916

Emergency Contacts

24 Hour Emergency (police, fire, EMS)

911

Safety and Emergency Management/ Security

(417) 208-0800

(417) 208-0801

(417) 758-9999

Emergency Notifications

The following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on KCU campus.

RAVE ALERT - The KCU mass alert notification system and primary source of communication.

Register at www.getrave.com.

CODE BLUE - Emergency assistance boxes and towers are located across campus to alert security of an emergency.

ALERTUS MOBILE - This mobile phone application enables the university to extend the reach of our emergency blue-light phones on campus by putting a virtual emergency phone on personal smartphones carried by those within the KCU community.

ALERTUS - This emergency beacon appears on PC desktops and classroom projectors once a RAVE alert is initiated.

- Alertus panic button on university computers is a process to silently request security to your location.

TORNADO SIRENS - Indicate a tornado warning, which means take cover immediately.

WEATHER CLOSINGS - All weather closing will be announced via RAVE (email, text, and Alertus). Official website, www.kcumb.edu, for weather closings and emergency event information updates.

Dr. Ann - **Do Respond Assistance Needed Now**

Dr. Ann is the code used for contacting KCU Security anonymously when assistance is needed. If you have a suspicious person in front of you or in close proximity and you don't want them to know you are contacting security then request to speak to Dr. Ann over the phone. Call safety dispatch (417) 208-0800, (417) 208-0801 or back up cellphone (417) 758-9999 and request to speak to Dr. Ann and include the location of the incident.

Building Information

Every building on Kansas City University campus has:

- Well-marked emergency exit routes
- Automated External Defibrillators (AEDs)
- Areas of assistance/ refuge

It's incumbent upon you to know the areas of assistance. These areas are separate from the rest of the building and can act as shelters as well as a location for handicapped to wait for assistance.

Preparing for Emergencies

In larger emergencies that may impact the entire campus and/ or community, first responders may not be able to reach you immediately. As a result, there are several simple steps that you can take to be prepared.

- Always locate two exits in any building that you frequent.
- Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed. Try texting and/or establishing an out of town emergency phone contact person who family and friends can call to check in and relay messages.
- It may be difficult to remember all the phone numbers that you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other contacts in case your cell phone is inoperable, the battery is dead, or in the event you lose your phone.

Fire

In the event of a fire or if you hear a fire alarm, evacuation is mandatory.

You Should:

- Remain Calm
- Activate the fire alarm.
- Evacuate the building immediately.
- Notify KCU Security Department immediately.
- Check doorways for heat before entering.
- Notify others as you leave.
- Do not use elevators.
- Always use the stairs to exit upper floors and if smoke is present, stay low.
- Follow directions given by KCU security officers, the Fire Department, or the Police Department.
- Assist individuals who may need assistance in moving to a safe area.
- Do not re-enter the building until authorized to do so by a member of security.

Rally Point:

North parking lot. In an emergency this is where a roll call will be taken to determine if anyone is missing.

If trapped in a room:

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside but **do not break glass** unless absolutely necessary as outside smoke may be drawn into the room.

Severe Weather

Tornadoes:

A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.

A **tornado warning** is issued when a tornado has been sighted in the area or indicated by weather radar. Tornado sirens will sound when a tornado warning has been issued for the area.

You will be notified via RAVE of a tornado affecting campus.

Severe Weather

Earthquakes:

If Indoors

- Earthquakes are highly unlikely in Joplin but if one occurs, you should remember drop/cover/hold.
- Take cover immediately under a desk, chair or table for shelter.
- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway.
- During the shaking do not run outside, use the stairways, or elevator.
- Do not use the elevator and evacuate carefully.

If Outdoors

- If outdoors, move to an open area and away from buildings.
- Do not re-enter buildings until they are deemed safe for re-entry.

Be alert for aftershocks and await instructions from first responders.

Medical Emergencies

In the event of a medical emergency:

- Notify the Security Department at **(417) 208-0800, (417) 208-0801** or call **911**.
- Provide the emergency dispatcher with the following information:
 - Your name.
 - Your location.
 - The number of people injured.
 - A description of the medical emergency.
 - Stay on the phone for instructions on how you can assist.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
- Do not move the person unless there is an immediate threat to the injured person in that location.
- Be sure to wear personal protective equipment and avoid bodily fluids.
- Report the medical injury to your supervisor once the victim receives professional medical attention.
- All campus buildings are equipped with Automated External Defibrillators (AEDs). Ask a security officer about the location of an AED in your building.

Active Shooter

- Call **911** and the Security Department at **(417) 208-0800, (417) 208-0801** immediately.
- Run – Hide - Fight.
- Know where your exits are ahead of time.
- Take the necessary precautions and actions to protect your well-being.
- Do not pull the fire alarm as this may put others in danger.
- Flee the area if you are able to do so safely and avoid danger.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
- Take action as last resort and only when your life is in imminent danger. If you decide to take action you should use **all measures available** and **be very committed**.
- Remain in place until the “All Clear” is given by law enforcement.

Active Shooter Training is provided at KCU annually and all employees are required to attend on a biennial basis. Failure to attend a required training may result in disciplinary action.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller. Try to ask who, what, when and where.

- When will the bomb explode?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Where is it right now?
 - What does it look like?
 - Did you place the bomb?
 - Why did they place the bomb?
 - Who placed the bomb?
 - What is your address?
 - What is your name?
- Call **911** or the Security Department at **(417) 208-0800, (417) 208-0801** immediately.
 - Describe the caller's voice, any background noises you heard, and the exact wording of the message.
 - Notify your supervisor.
 - Follow instructions from the KCU security officers and the first responders in regard to evacuation assembly areas.

Lock Down

A crisis on campus may require the Safety & Emergency Management department to initiate an emergency lockdown of specific areas or entire campus area. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate.

How You Will Be Alerted

RAVE Emergency Messaging: The Safety & Emergency Management department will send emergency alerts to cell phones that are equipped with a text-messaging feature. This will also be sent to all KCU active email accounts.

Alertus Messaging: Alertus will engage all active university PC's and take over the screen with the emergency message.

Code Blue Public Announcement & Systems: KCU outdoor Code Blue emergency poles are equipped with amplified speakers that can be used for both live and text to speech emergency messages.

Method of Lockdown

Safety & Emergency Management will lock down all card reader doors by way of the lockdown command in the S2 system. Staff, faculty, & Students will still be able to enter buildings during this stage.

Type of Events Activating Lockdown

The types of events that could require lockdown include situations such as the following:

- Active Shooter / Mass Shooting
- Serious Crime in the area
- Hostage Situation
- Riot / Large Uprising
- Other emergency situation where evacuation may pose greater risk than sheltering in place

What to Do

When a RAVE alert is made to initiate an emergency lockdown, the following steps should be followed;

- Proceed to an area that can be secured or locked.
- All doors into the area should be locked.
- Do not pull the fire alarm.
- If it is not possible to lock the doors, place furniture and equipment in front of the doors in order to barricade them. Some doors open out into open hallways & corridors. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle and/or door closed.
- Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
- Close blinds and drapes for concealment.
- Turn off lights. Put cell phones on vibrate, and silence other devices. If communication is needed, use text messaging only.
- Account for everyone in your department.
- Let emergency responders come to you, don't approach them
- Remain under lockdown until advised by the Safety & Emergency Management department or Law Enforcement Personnel that the crisis has been resolved.
- Remember that every emergency situation is different and you always should use your best instincts.

After the lockdown has been lifted, a RAVE “All Clear” will be sent by Safety & Emergency Management and normal business may resume.

Suspicious Package

- Do not open the suspicious item. If you have opened it, remain calm.
- Notify the Security Department **(417) 208-0800, (417) 208-0801** immediately or call **911 from a landline**. Do not use two-way radios and cellphones within 300 feet of the suspicious package.
- Do not move the letter or package and do not examine it any further.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face. Do not touch others or let others touch you.
- Keep others out of the area. Close off the area if possible.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instruction given by a security or Joplin Police officer.

Civil Disturbances/ Demonstrations

- Notify the Security Department at **(417) 208-0800, (417) 208-0801** immediately.
- Notify your supervisor or a faculty member as appropriate.
- Remain calm and wait for instructions from Joplin Police Department or a KCU security officer.
- Do not attempt to negotiate with the crowd.
- Do not engage in conversation with the crowd.
- Do not attempt to conduct crowd control measures.

Crisis Response

Crisis situations include:

- Stated intention to commit suicide or inflict serious harm to self.
- Stated intention or obvious behavior indicating an imminent threat to harm others.

If you are in contact with a student who appears to be an immediate threat to his or her own safety or to the safety of others:

- Call **911**
- Call The KCU Security Department at **(417) 208-0800, (417) 208-0801**.
- If possible and while remaining safe, monitor the student until the Joplin Police Department arrives on scene.

Utility Failure

Immediately report utility failures to the Physical Facilities Department.

If the failure is after hours or on weekends, contact the Security Department at **(417) 208-0800, (417) 208-0801** and they will make the proper notification.

Gas Leaks:

- Notify the Security Department at **(417) 208-0800, (417) 208-0801** immediately.
- Evaluate the area immediately.
- Do not attempt to shut off or manipulate valves.
- Do not switch on lights or any other electrical equipment.
- Do not smoke in the area.
- If leak is outside, do not remove any vehicles from the immediate area until cleared by Joplin Police Department or Joplin Fire Department.
- Account for all building personnel once outside and wait for further instructions from Joplin Police Department, Joplin Fire Department, or KCU security officers.

Power Outage:

- Notify the Security Department at **(417) 208-0800, (417) 208-0801** immediately.
- Help co-workers in darkened areas move to safer locations.
- Secure current experimental/research work and keep refrigerators and freezers closed.
- Open windows for additional light and ventilation.

- Follow all instructions given by Physical Facilities personnel, security office, or Joplin Police Department officer.

Hazardous Materials

Notify 911 or the Security Department immediately at (417) 208-0800, (417) 208-0801 of any visual spills or unusual odors.

- Do not attempt to clean up the spill.
- Cordon off the area and do not let others enter the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- Do not pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical, and spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “All Clear” is provided by first responders.