

Introduction

This Emergency Management Guide is designed to assist you during emergencies such as fires, natural disasters, bomb threats or medical emergencies. Keep this in a visible location so that it is readily accessible when needed. Contact Emergency Management for additional information regarding emergency procedures.

Emergency Contact Phone Numbers

911 (dial 9-911 from campus phones)

Security: 316-293-2662 (answered 24/7)

**Emergency Management: 316-293-3409
(on-call 316-648-8297)**

Emergency Notifications:

Campus emergency notifications are done through various means of communication: RAVE alerts (**See Note*), broadcast emails, PA announcements, social media, etc., as deemed appropriate by Emergency Management and Public Affairs.

** Note: To receive emergency text message notifications, your information must be current in the RAVE Alert system. Visit the KUSM-W Emergency Management webpage for more information.*

Emergency Evacuations

- Remain quiet and calm.
- Evacuate your work area quickly and safely.
- Assemble in your assigned area.
- Follow instructions given by floor monitors and emergency management.
- Do NOT return to your work area until the all clear is given by the Incident Commander (a member of Emergency Management or Emergency Response).

Floor Monitors: each department has designated floor monitors assigned who perform the following tasks:

- Quickly assess evacuation route; choose alternate route if primary route is unsafe.
- Evacuate everyone in assigned work area using nearest egress ensuring elevators are not used during fire evacuations.
- Direct personnel to assigned assembly area.
- Assist those who need assistance.
- *Note: Life sliders are available at emergency escape stairways, require at least 2 people to assist and should be used when all other means of evacuation are exhausted.*
- Follow building clearance status checklist located in the lock box (lock combination is 1010).
- Report anyone needing assistance, missing and/or injured to the incident commander (typically a security officer until EMS arrives).
- Help maintain crowd control over evacuation assembly area.

Medical Emergency

A medical emergency is an event or incident that you reasonably believe threatens your or someone else's life, limb or eyesight in such a manner that immediate medical care is needed. Call 911 if you think someone is experiencing a medical emergency.

After you call 911, contact Emergency Management/Security so that EMS can be guided to the exact location of the emergency. During non-business hours, have someone meet EMS outside of the facility near the patient entrance.

If you believe someone is going into cardiac arrest, call 911 immediately. Automated External Defibrillators (AEDs) are located on each floor near the elevators. Only those trained in CPR/AED should perform CPR and use the AED. Contact Emergency Management so that a person trained in CPR/AED can tend to the victim until EMS arrives.

For minor injuries that require basic first-aid, contact Emergency Management.

If a person is injured on campus, contact Emergency Management to begin a safety investigation.

Employees injured on the job must follow State Self Insurance Fund (SSIF) rules and regulations. Contact your supervisor if you are injured on the job. Supervisors contact Emergency Management and HR for further instructions on reporting procedures

Fire Evacuation Procedure and Map

- If you see a fire, activate the fire alarm by pulling the handle on the nearest fire pull station.
- Call 911 as soon as you are safe.
- When you hear or see the fire alarm, evacuate to your designated area using RACCEE.

RACE

Remove all persons from immediate danger.

Alert/Activate the fire alarm by pulling down the handle on the nearest fire alarm pull box. Call 911

Confine fire by closing doors and windows.

Extinguish **only** if it is a small fire, you are trained **and** you have a clear escape route.

PASS using the nearest fire extinguisher:

Pull safety pin.

Aim at the base of the fire.

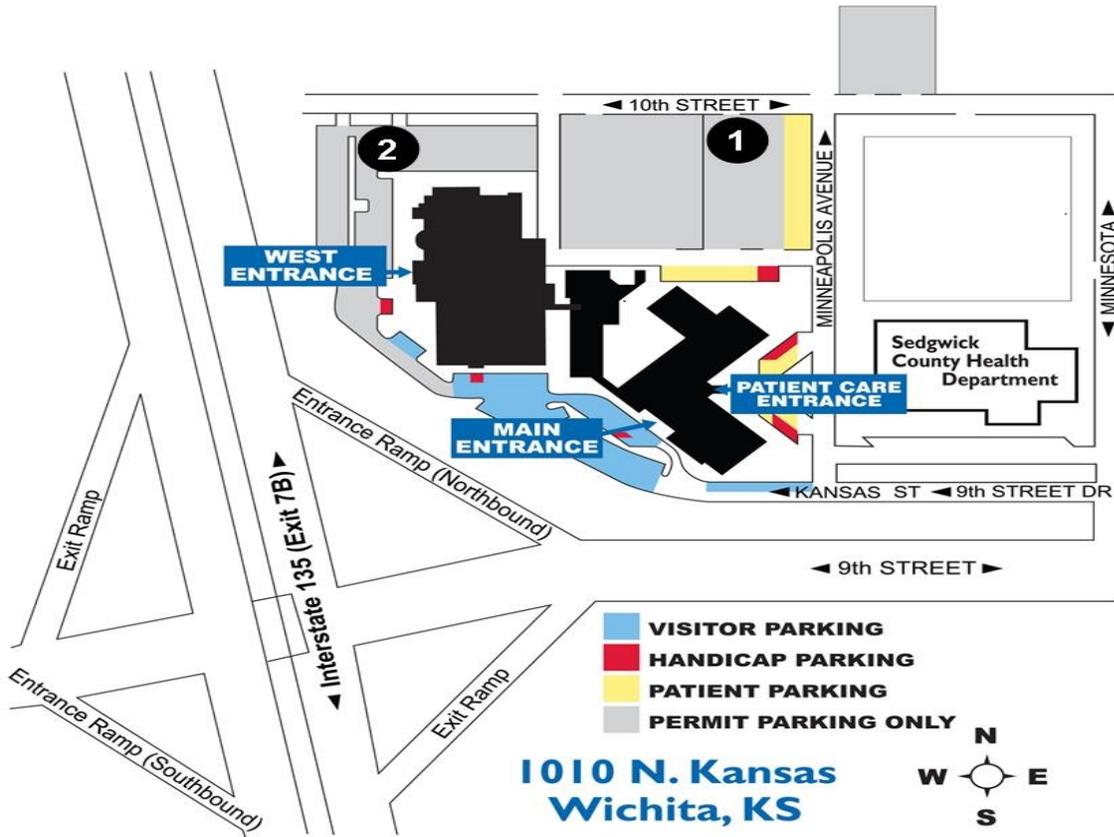
Squeeze handle.

Sweep from side to side at the base of the fire.

Evacuate to assigned fire assembly point.

- Use nearest means of egress.
- Do **NOT** use elevators.

FIRE EVACUATION MAP



Group 1

Administrative & Financial Services
 Dean's Office
 Faculty Development
 Facilities Management
 Family & Community Medicine
 George J. Farha Medical Library
 Graduate Medical Education
 Human Resources
 Information & Technology Services
 Internal Medicine
 KU Alumni
 KU Endowment
 Medical Practice Association
 Midtown Clinic
 Psychiatry & Behavioral Sciences
 Public Affairs
 Rural Health Education & Services
 Security
 Simulation Center
 Testing Center

Group 2

Academic & Student Affairs
 Bookstore
 Medical Sciences
 Office of Research
 Preventive Medicine & Public Health
 School of Medicine
 School of Pharmacy
 Standardized Patient

Tornado Shelter-in-Place Procedure and Map

Emergency Management monitors weather conditions and local announcements during normal business hours and will notify departments of dangerous weather conditions.

Be familiar with the following terms:

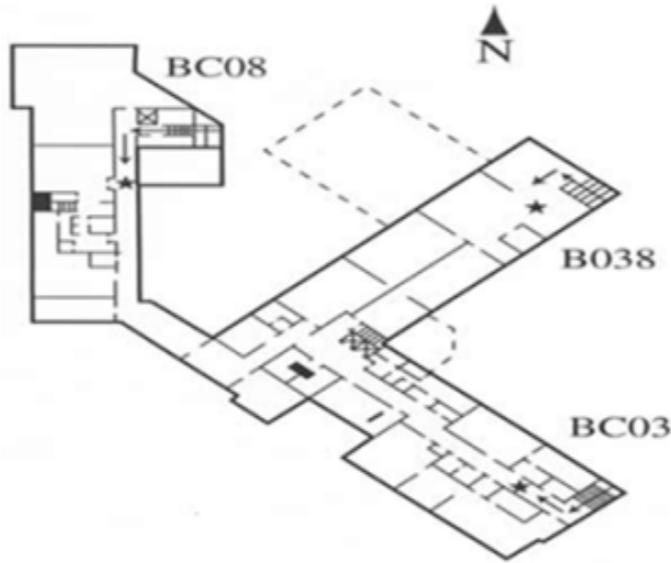
Tornado Watch: Conditions are favorable for development of tornadoes.

Action-monitor or “watch” weather conditions and stay tuned to local emergency communication and/or a NOAA weather radio and prepare to take shelter.

Tornado Warning: A tornado has been reported by trained weather spotters and/or radar indicates there is a serious threat to life and property from a tornado.

Action-**SEEK SHELTER**. All building occupants must seek shelter in the basement. Stay away from windows and remain in the tornado shelter until the “All Clear” is given.

TORNADO SHELTER-IN-PLACE MAP



BC03-IT & Services Hall	BC08-Library Hall	B038-Facilities Mgmt Hall
Administration & Financial Services	Academic & Student Affairs	Facilities Management & Mail Services
Dean's Office	Bookstore	Internal Medicine
Facilities Maintenance	Farha Medical Library	Medical Practice Association
Family & Community Medicine	KUEA	Midtown Clinic
Graduate Medical Education	Medical Sciences	Rural Health Education & Services
Human Resources	OB/GYN	Security
Information Technology	Office of Research	
KU Alumni	Preventive Medicine & Public Health	
Psychiatry & Behavioral Science	Standardized Patient	
Public Affairs	School of Pharmacy	

Other Than Tornado, Shelter-in-Place Procedure

You may be directed to shelter-in-place for emergencies other than a tornado, such as a hazardous material (HAZMAT)/transportation accident, or a chemical, biological, or radiological contaminant release. Such releases may be accidental or intentional.

You may be directed to seek shelter underground in the basement or at the highest level of the facility with the least amount of windows depending on the contaminant.

When the order to shelter-in-place is given:

1. Follow instructions on where to seek shelter.
2. Proceed to shelter area through interior corridors-do NOT walk or drive outdoors.
3. Remain in shelter until given the "All Clear."
4. Report anyone not accounted for.
5. Close and lock doors and windows in your work area.
6. Close air vents, air-conditioning units to reduce air drawn in from the outside (this is done by facilities management).
7. Seal exterior doorways and windows using plastic sheets (if advised); wet towels may also be used to temporarily seal off gaps in doorways and windows.
8. Do not touch liquids or airborne mists.
9. Do not eat or drink water that may have been exposed to the contaminant.

Earthquake

During an earthquake, follow “DROP, COVER and HOLD ON” guidance:

DROP to the ground as soon as the shaking begins.

COVER your head and neck with arms.

1. Seek shelter under a sturdy surface such as a desk or table.
2. If no table or desk is nearby, drop to the ground and move to an inside corner of the room.
3. Be in a crawling position to protect vital organs and be ready to move if necessary.

HOLD ON to your shelter and prepare to move with it until the shaking stops.

If unable to DROP, COVER, and HOLD ON, get as low as possible, protect head and neck and move away from windows and other items that may fall on you.

Once the shaking stops, assess your immediate area for secondary hazards such as broken pipes, uneven surfaces, and fallen debris. If the facility is not safe and/or the structure has been compromised evacuate the building. Be ready for shaking from aftershocks and continuously assess the environment for hazards that may be affected by additional shaking.



Suspicious Behavior/Criminal Activity

If You See Something, Say Something™

Trust your instincts and report anything you feel is suspicious behavior or criminal activity. Some examples include: stalking, vandalism, unlawful weapons on campus, unknown persons taking photos of the campus, harassment, assault, etc.

Report details of the person(s) and the behavior/activity to security:

Time: _____ Location: _____

Behavior/Activity:

What is/was the person(s) doing?

How many victims?

What direction did the person go?

Who are additional witnesses?

Person(s) Description:

Height, weight, gender, estimated age, hair color, eye color, clothing, distinguished markings (tattoos, piercings, etc.)

Vehicle Description (if applicable):

Year, Make, Model, color, how many doors, accessories, etc.

Lockdown Procedure

A lockdown occurs when a crisis has occurred inside or outside of the campus and evacuation or movement is determined too dangerous.

Level 1-Threat is *outside* campus

(armed suspect fleeing police, disgruntled person knowingly coming to campus)

- Remain Calm
- Lock exterior doors
- Implement single point of entry
- Limit movement within the building
- Keep phone lines open for emergency communications
- Continue normal functions inside classrooms, suites, and conference rooms
- Determine if someone is missing and unaccounted for
- Call 911 if anyone needs medical attention
- Await further instructions or all-clear

Level 2-Threat is *inside* the school

(agitated, angry person)

- Continue normal functions inside classrooms, suites, and conference room ONLY if the threat is not in the immediate area
- In addition to Level 1 actions:
 - Close and lock interior doors
 - Do not leave interior rooms

Level 3-Threat is *inside* the school with *imminent* danger

See Active Shooter Procedure

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Bomb Threat/Suspicious Package or Object

Bomb threats are taken serious until proven otherwise. Bomb threats may come in the form of a suspicious package or object, suspicious or threatening phone call or suspicious or threatening handwritten note or email.

If you receive a bomb threat or see a suspicious object, act quickly and remain calm. Clear the area and **contact security immediately**. Obtain information using the Bomb Threat Checklist. If the threat is received by phone call, get another person's attention to notify security. Do NOT hang up, even if the caller does.

Do NOT:

- Use 2-way radios or cellular phones within 100 yards of the device (radio signals may cause detonation).
- Activate the fire alarm.
- Use the overhead public address (PA) system.
- Create a spark or electromagnetic energy.
- Turn on or off equipment or light switches.
- Touch or move a suspicious package or object.

Upon being notified of a bomb threat evacuation, leave the building using the nearest emergency exit and assemble in your group's designated evacuation area. Remain in the assigned area until given the "All Clear" by emergency management.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	_____
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal	Other Information:	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		



Homeland Security

Hazardous Material (HAZMAT) Incident

If you are involved with or observe a hazardous material spill, incident, or release for which assistance is needed, follow these guidelines:

- Do NOT attempt to clean up a spill or release unless you are trained to do so.
- If the incident is indoors: close doors to isolate if it safe to do so.
- Contact Emergency Management.
- Be prepared to provide the following information:
 - Name of material
 - Quantity of material (estimate)
 - Location of incident
 - Time of incident
 - How many have been exposed to the material
 - If there a risk of fire or explosion.
- Present the Safety Data Sheet (formerly Materials Safety Data Sheet) if it is available.
- Follow instructions given by emergency management.

If you are notified of an evacuation, follow instructions exactly as given. You may be told to locate uphill, upwind from the material.

Utility Failure

Natural Gas

If you detect natural gas, fumes, or vapors (smells like a rotten egg):

- Immediately evacuate the area following emergency evacuation procedures.
 - Do NOT pull fire alarms.
 - Do NOT use cell phones or two-way radios.
 - Do NOT turn lights or equipment on or off.
 - Do NOT create a spark.
 - Do NOT use elevators.
- Once in a safe area, contact emergency management.

Power Outage

Emergency generators are in place to power critical operations and emergency lighting. To report a local power outage, contact facilities management at 293-2625 or 648-1521 after hours.

Follow instructions given by emergency management.

Use flashlights if needed. Do NOT use candles or other types of flames for lighting. If evacuation becomes necessary, follow the emergency evacuation procedure.

Elevators

If the elevator stops moving and the doors do not open. Press the help button. Follow instructions given by emergency management.

If there is a fire, press the red alarm button.

If you are outside of the elevator and know someone is trapped, contact facilities maintenance at 293-2625 or cell 648-1521. Provide specific information on the location and number of individuals inside. Communicate with passengers that help is on the way.