

7.2 Emergency Response Guide

Emergency Response Guide

Kansas State University-Olathe



22201 Innovation Dr.
Olathe, Kansas 66061
Phone: 913.541.1220

Revised 8/16

[IN THE CASE OF AN EMERGENCY, CALL 911]

KANSAS STATE UNIVERSITY-OLATHE INNOVATION CAMPUS

EMERGENCY RESPONSE GUIDE

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TAB A: EMERGENCY CONTACTS

POLICE/FIRE/RESCUE

911

Police Non-Emergency

(913) 971-7455

Olathe Fire Department after 5 p.m.

(913) 971-6333

Poison Control

(913) 588-6633

Local Hospital: Olathe Medical Center

(913) 791-4224

Johnson County Health Department

(913) 894-2525

IN-HOUSE AUTHORITIES

Physical Security Contact (PSC) Bill Miller (7am-3pm M-F)

(913) 307-7318 (Main Office)
(816) 718-3923 (Cell)
(913) 274-6274 (Alternate Cell)

Security Evening Shift Contact Carroll Hill (3-11pm M-F)

(913)-307-7318 (Main Office)
(816) 718-3923 (Cell)

Facility Manager – Andrena Keesee

(913)-307-7309
(913)-953-6050 (Cell)

Facility Assistant – Andy Stout

(913)-307-7374
(913)-210-9594 (Cell)

INFORMATION SOURCES

Information Technology Services: Nate Scherman

913-307-7359

Weather Hotline

540-6021

Local Radio Stations

Radio 100.9 FM

Local TV Stations

ABC, CBS, KSHB, KCPT

Security Company: G4S Secure Solutions

General Alarm

Utility Company: Kansas City Power and Light

(888) 471-5275

Gas: Atmos Energy

(888) 286-6700

Water: WaterOne

(913) 895-5500

K-STATE OLATHE ALERTS

K-State Olathe Alerts is part of Kansas State University's emergency notification system that gives campus authorities the ability to communicate emergency information quickly to the university community using some or all of the following channels:

- Text messaging
- Automated phone calls
- Broadcast e-mails to all @k-state.edu accounts
- Public address system
- Tornado warning sirens
- Postings to the K-State Olathe website

SIGN UP FOR K-STATE ALERTS

To receive notifications by text messaging or automated phone call, you must sign up on-line for K-State Alerts. Only current K-State faculty, staff, and students may sign up for text and phone alerts.

Please contact Facilities Manager for assistance to sign up on-line for K-State Olathe alerts.

TAB B: MEDICAL EMERGENCY

Emergency Response Guidelines

- If life threatening, contact off site emergency services 911. When possible, notify the Security Department at 913-307-7318 or the Facilities Management Department at 913-307-7309. Some incidents may be life threatening to some and not to others (i.e. bee sting, allergic reaction to nuts, etc.). If in doubt, call 911.
- If a poison may be involved, call the Poison Center Hotline (1-800-722-5725). Administer first aid directed by poison information center.
- If not life threatening, go to the office to notify the security or the Facility Manager. If possible, have the following information ready:
 1. Location (specifically the room number) of the incident or the injured parties
 2. Nature of the injury, cause and severity
 3. Victims age and name, if possible
 4. Any medical information known
- All personnel should remain calm and composed.
- Keep all non-essential personnel away from the scene.
- Keep the victim(s) calm and reassure that help is on the way.
- Do not attempt to treat or move the injured if you are not formally trained and/or certified (i.e. first aid, CPR, AED).
- Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using *universal precautions*.

Universal Precautions: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

- Protect everyone from coming into contact with blood and body fluids.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation). These should be with the first aid supplies located in the Administration Suite Room 200, Security Office Room 102, Facilities Management Office Room 150, and Kitchen Room 140.
- Office personnel can begin to attempt to notify the parents' guardians and inform them of the incident. Office personnel should also maintain telephone communication with emergency responders.

- Have an Emergency Response Team (staff) member or faculty member meet the local medical emergency responders (i.e. EMTs) to lead them to the scene of the emergency.
- In case of an emergency in one of the parking lots, access the blue emergency call stations located in the north (front) and south (back) parking lots.
- The following notifications should be made:
 1. Contact the K-State Olathe Facilities Management Department.
 2. Contact the K-State Olathe Communications Department.
- Notify staff/facility leadership regarding any needs for intervention for student or visitor witnesses.
- Contact the staff/facility psychologist or the lead psychology support service for backup, if needed.
- Custodial services should clean and decontaminate areas that may have potential blood borne pathogens present (custodial services should be trained in universal precautions and decontamination). The Facilities Department Manager should be notified to arrange for cleaning.
- All contaminated waste and equipment should be properly handled, treated or disposed.
- Preserve the scene of the medical emergency in the event the incident will require an investigation by the K-State Olathe Security Department or law enforcement.

Tab C: Mental Health Emergency [Psychological Emergency]

EMERGENCY RESPONSE GUIDELINES

IN THE EVENT OF OVERTLY THREATENING BEHAVIOR CONSTITUTING AN IMMEDIATE THREAT TO SELF OR OTHERS, NOTIFY POLICE (911). NOTIFY THE SECURITY OFFICE 913-307-7318 OR THE FACILITY MANAGER 913-307-7309 IN NON-EMERGENCY SITUATIONS, IF A STUDENT, REFER THEM TO THE CONTRACT COUNSELING SERVICE PROVIDER. IF FACULTY OR EMPLOYEE; REFER THEM TO THE EMPLOYEE ASSISTANCE AND WELLNESS SERVICE. EXPRESS YOUR CONCERNS DIRECTLY TO THE INDIVIDUAL.

- MAKE *REFERRAL* IN THE PRESENCE OF THE INDIVIDUAL AND OFFER TO ACCOMPANY THEM.
- WATCH FOR CHANGES IN BEHAVIOR:
 - Significant changes in academic or work performance
 - Changes in hygiene, speech, attentiveness or social interaction
 - Excessive drinking or drug use
 - Sever loss of emotional control
 - High levels of irritability
 - Impaired speech or garbled/disjointed thoughts
 - Excessively morbid, violent or depressing themes in written assignments
 - Verbal expression of suicidal or violent thoughts

TAB D: MENACING BEHAVIOR

EMERGENCY RESPONSE GUIDELINE

THREATS/UNSETTLING CONDUCT

- STAY CALM AND UNHURRIED IN YOUR RESPONSE TO THE PERSON.
- BE EMPATHETIC AND SHOW YOUR CONCERN. BE HELPFUL. STAY OUT OF ARM'S REACH.
- TRY TO SIT DOWN WITH THE PERSON, AS SITTING IS A LESS AGGRESSIVE POSTURE THAN STANDING OR MOVING AROUND.
- LIMIT EYE CONTACT. DO NOT ARGUE, YELL OR JOKE. DO NOT TOUCH THE PERSON
- *NOTE: IF A REASONABLE BELIEF EXISTS THAT A THREAT OCCURRED OR THAT A POTENTIAL FOR VIOLENCE EXISTS, PROCEED TO "THREAT RESPONSE."*

THREAT RESPONSE

- LEAVE THE SCENE.
- NOTIFY THE SECURITY (913-307-7318) OF THREAT AND/OR CALL POLICE (911).
- IDENTIFY AND INTERVIEW OTHER AFFECTED INDIVIDUALS AS REQUIRED.
- DETERMINE IF THREATENING PERSON HAS ACCESS TO THE THREATENED PERSON.
- ALERT COWORKERS USING AN AGREED-UPON DURESS CODE TO INDICATE TROUBLE.
- COORDINATE WITH SECURITY FOR ESCORTING THE THREATENING PERSON FROM THE PROPERTY.
- IDENTIFY PARKING LOCATION, WHERE APPLICABLE, OF THREATENING PERSON.
- IDENTIFY THREATENING PERSON'S WORK LOCATION OR AND PERSONAL BELONGINGS (ANY WEAPON?).
- DISTRIBUTE INFORMATION TO ASSIST IN IDENTIFYING THE THREATENING PERSON TO APPROPRIATE AUTHORITY/SECURITY.

INCIDENT RESPONSE

- CALL FOR EMERGENCY MEDICAL ASSISTANCE, **911**.
- NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318 OR THE FACILITIES MANAGEMENT DEPARTMENT AT 913-307-3709.
- PROVIDE ADDITIONAL SECURITY PROTECTION, AS REQUIRED.

TAB E: VIOLENT CRIME IN PROGRESS

In the event of an Active Threat in Building, if possible, remember **A.L.i.C.E. (Alert Lockdown Inform Counter Evacuate)** 1) Evacuate if possible OR 2) Hide out of view of perpetrator, lock/barricade doors, OR 3) Last resort, if your life is in imminent danger, attempt to distract or incapacitate the perpetrator.

EMERGENCY RESPONSE GUIDELINES

IF EXITING THE BUILDING **IS** POSSIBLE:

- EXIT THE BUILDING IMMEDIATELY.
- NOTIFY OTHERS AS YOU EXIT THE BUILDING.
- BE AWARE OF YOUR SURROUNDINGS
- NOTIFY POLICE (911) IMMEDIATELY UPON REACHING A SAFE LOCATION. THEN, IF POSSIBLE, NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318.

IF EXITING THE BUILDING **IS NOT** POSSIBLE:

- GO TO THE NEAREST ROOM OR OFFICE.
- CLOSE AND LOCK THE DOOR.
- COVER THE DOOR WINDOWS.
- TURN MOBILE PHONE RINGER TO SILENT OR VIBRATE
- KEEP QUIET AND ACT AS IF NO ONE IS IN THE ROOM.
- DO NOT ANSWER THE DOOR.
- NOTIFY THE POLICE (911). WHEN IT IS SAFE TO DO SO, NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318.

TAB F: EXPLOSIONS

EMERGENCY RESPONSE GUIDELINES

STAFF WILL:

- STAY CALM
- DO NOT OPERATE RADIOS, CELL PHONES OR ELECTRONIC EQUIPMENT THAT CAN SPARK FURTHER EXPLOSIONS CALL POLICE AT (911). THEN CALL SECURITY (913-307-7318) OR FACILITY MANAGER (913-307-7309)
- CALL POLICE AT (911). THEN CALL SECURITY (913-307-7318) OR FACILITY MANAGER (913-307-7309)
- TAKE COVER UNDER STURDY FURNITURE OR EVACUATE TO DESIGNATED ASSEMBLY AREA IF DIRECTED TO DO SO BY AUTHORIZED EMERGENCY PERSONNEL.
- LEAVE DOORS OPEN AS YOU EXIT
 - RELOCATE A MINIMUM 1000 FEET AWAY, IF POSSIBLE
 - DO NOT REMOVE ANY ITEMS FROM THE BUILDING AS YOU EXIT
- SIGNAL FOR HELP BY SHOUTING OR HANGING AN ARTICLE OF CLOTHING FROM A WINDOW, BUT DO NOT LINGER BY WINDOWS.
- IF POSSIBLE, CHECK STUDENT ACCOUNTABILITY
- CALL FOR MEDICAL ASSISTANCE, AS NECESSARY
- IMMEDIATELY REPORT ANY MISSING PERSONS TO THE ERT OFFICE
- Do not use elevators and be careful of fallen debris, glass or heavy objects that might be about to fall. Do not re-enter the building.
- EMERGENCY RESPONSE TEAM
- CONFIRM THAT THE SCENE IS SECURED.
- ENSURE THAT ONLY AUTHORIZED PERSONNEL ENTER INTO THE EMERGENCY SCENE
- ASSIST INCIDENT COMMANDER IN DETERMINING AREA AFFECTED BY EXPLOSION AND MONITOR CONTINUED SAFETY OF AREA AS EMERGENCY CONDITIONS CHANGE.
- ADVISE INCIDENT COMMANDER OF EXPECTED DISRUPTIONS TO OPERATIONS AND ADVISABLE MEASURES TO PROTECT OCCUPANTS.

TAB G: SUSPICIOUS MAIL/PACKAGE

EMERGENCY RESPONSE GUIDELINES

- DO NOT PANIC. DO NOT USE A CELL PHONE AS IT MAY TRIGGER AN EXPLOSIVE DEVICE.
- DO NOT SHAKE OR EMPTY THE CONTENTS OF ANY SUSPICIOUS ENVELOPE OR PACKAGE.
- DO NOT DIRECTLY HANDLE LETTER OR PACKAGE AFTER THREAT IS RECOGNIZED.
- IF POSSIBLE, COVER THE ENVELOPE OR PACKAGE WITH ANYTHING (E.G., CLOTHING, TRASH CAN, ETC.) TO LIMIT EXPOSURE AND DO NOT REMOVE THIS COVER.
- LEAVE THE ROOM AND CLOSE THE DOOR, OR SECTION OFF THE AREA TO KEEP OTHERS AWAY.
- NOTIFY POLICE AT (911). ALERT EVERYONE IN ADJACENT AREAS THAT A SUSPICIOUS LETTER OR PACKAGE HAS BEEN FOUND AND DIRECT THEM TO CLEAR THE AREA. WHEN POSSIBLE, NOTIFY THE SECURITY DEPARTMENT AT 913-307-7813.
- IF THE SUSPICIOUS ITEM IS BELIEVED TO BE A BOMB, EVACUATE THE BUILDING AND FOLLOW PROCEDURES FOR **BOMB THREATS**.
- WASH YOUR HANDS WITH SOAP AND WATER TO PREVENT SPREADING ANY POWDER TO YOUR FACE.
- LIST ALL PEOPLE WHO WERE IN THE ROOM OR AREA WHEN THIS SUSPICIOUS LETTER OR PACKAGE WAS RECOGNIZED.
- FOLLOW THE INSTRUCTIONS OF LOCAL POLICE.

ENVELOPE WITH POWDER AND/OR POWDER SPILLS OUT ONTO SURFACE:

- DO NOT TRY TO CLEAN UP THE POWDER. COVER THE SPILLED CONTENTS CAREFULLY AND IMMEDIATELY WITH ANYTHING (E.G., CLOTHING, PAPER, TRASH CAN, ETC.) AND DO NOT REMOVE THE COVER.
- LEAVE THE ROOM AND CLOSE THE DOOR, OR SECTION OFF THE AREA TO PREVENT OTHERS FROM ENTERING THE AREA.
- DIRECT FACILITIES SERVICES TO SHUT DOWN ALL AIR HANDLING SYSTEMS (HVAC) IN THE BUILDING.
- REMOVE HEAVILY CONTAMINATED CLOTHING AS SOON AS POSSIBLE AND PLACE IN A PLASTIC BAG, OR SOME OTHER CONTAINER THAT CAN BE SEALED. THIS CLOTHING BAG SHOULD BE GIVEN TO EMERGENCY RESPONDERS FOR PROPER HANDLING.
- ALL WHO HAVE COME INTO CONTACT WITH SUSPICIOUS POWDER SHOULD SHOWER WITH SOAP AND WATER AS SOON AS POSSIBLE. DO NOT USE BLEACH OR OTHER DISINFECTANT ON YOUR SKIN.

- LIST ALL PEOPLE WHO WERE IN THE ROOM OR AREA, ESPECIALLY THOSE WHO HAD ACTUAL CONTACT WITH THE POWDER. GIVE THIS LIST TO HEALTH CARE PERSONNEL.

- FOLLOW THE INSTRUCTIONS OF LOCAL POLICE AND HEALTH CARE PERSONNEL.

TAB H: BOMB THREAT

EMERGENCY RESPONSE GUIDELINES

“All bomb threats are to be taken seriously. Notify Police at 911 immediately”

TELEPHONE CALLS PERSON RECEIVING CALL SHOULD REMAIN CALM, WRITE DOWN THE CALLER’S EXACT WORDS AND NOTE THE TIME OF THE CALL. CHECK FOR CALLER ID. AS THE CALLER:

- WHEN IS THE BOMB GOING TO EXPLODE? _____
- WHERE IS THE BOMB? _____
- WHAT DOES IT LOOK LIKE? _____
- WHAT KIND OF BOMB IS IT? _____
- WHAT WILL CAUSE IT TO EXPLODE? _____
- DID YOU PLACE THE BOMB? _____
- WHAT IS YOUR NAME AND ADDRESS? _____
- PAY PARTICULAR ATTENTION TO BACKGROUND NOISES, SUCH AS MOTORS RUNNING, MUSIC PLAYING, AND ANY OTHER NOISE WHICH MAY GIVE A CLUE ABOUT THE CALLER’S LOCATION.
- LISTEN CLOSELY TO THE VOICE (MALE, FEMALE), VOICE QUALITY (CALM, EXCITED), ACCENTS, AND SPEECH IMPEDIMENTS.
- NOTIFY LOCAL SECURITY, BUT DO NOT BROADCAST FOR OTHERS TO OVERHEAR.

ELECTRONIC MAIL THREATS

PERSON RECEIVING MAIL THREAT SHOULD:

- LEAVE THE E-MAIL MESSAGE OPEN ON THE COMPUTER UNTIL ASSISTANCE ARRIVES.
- NOTIFY SECURITY.
- PRINT THE MESSAGE.
- SAVE THE E-MAIL.

INCIDENT RESPONSE

- FOLLOW YOUR ORGANIZATION’S EVACUATION PROCEDURES

TAB I: FIRE

EMERGENCY RESPONSE GUIDELINES

- UPON ALARM SYSTEM ACTIVATION ALERT (HORNS, STROBES, & PUBLIC ADDRESS ANNOUNCEMENTS) **EVACUATE THE BUILDING IMMEDIATELY**
- ALERT PEOPLE IN THE IMMEDIATE AREA OF THE FIRE, AND EVACUATE.
- CONFINE THE FIRE BY CLOSING DOORS AS YOU LEAVE.
- Notify Police/Fire by calling (911). Always call from a safe location.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If smoke, heat or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a bright-colored cloth at the nearest window.
- If there is a telephone in the room, call 911 to alert authorities of your situation. Then if possible call Security (913-307-7318) or Facility Manager (913-307-7309).

SECURITY WILL:

- RESPOND TO SCENE AS SOON AS POSSIBLE AND ASSESS SITUATION.
- SET UP A COMMAND POST AS CLOSE TO THE SCENE AS POSSIBLE.
- TRY TO DETERMINE IF EVERYONE WAS ABLE TO EVACUATE THE AREA. FULL EVACUATION MUST BE INITIATED WHEN A FIRE OCCURS WITHIN ANY CAMPUS STRUCTURE
- MAKE SURE THE SCENE IS SAFE FOR ALL RESPONDERS.
- SECURE THE SCENE, ALLOWING **ABSOLUTELY NO ACCESS TO ANYONE** EXCEPT TO FIRE DEPT.
- ARRANGE PATHFINDERS TO ASSIST FIRE DEPT. TO THE SCENE.
- SUPPORT THE FIRE DEPARTMENT AS NECESSARY

FIRE DEPT. WILL:

- TAKE OVER THE ROLE OF INCIDENT COMMANDER

FACILITIES SERVICES WILL:

- SUPPORT SECURITY AND FIRE DEPARTMENT AS NEEDED.

FIRE EXTINGUISHERS: THE BUILDING IS EQUIPPED WITH AN EXTENSIVE SPRINKLER SYSTEM. HOWEVER, THE KITCHEN AND LAB AREAS HAVE FIRE EXTINGUISHERS FOR EXTRA PRECAUTION IN THOSE AREAS.

TAB J: HAZARDOUS MATERIAL

EMERGENCY RESPONSE GUIDELINES

CHEMICAL SPILLS

IN THE EVENT OF A CHEMICAL SPILL, CONTAINER FAILURE, EXPLOSION, OR FIRE, WHENEVER POSSIBLE AND WITHOUT EXPOSING YOURSELF TO DANGER, CONTAIN THE SPILL IF TRAINED AND PROPERLY EQUIPPED TO DO SO TO MINIMIZE THE POTENTIALLY HAZARDOUS IMPACT. WASTE FROM A CHEMICAL SPILL

CLEANUP, SUCH AS CONTAMINATED DIRT, BROOMS, PADS AND ABSORBENT, MUST BE DISPOSED OF IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS. IF NO TRAINED PERSONNEL ARE IN THE AREA:

- NOTIFY 911. WHEN POSSIBLE, NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318 OR THE FACILITIES MANAGEMENT DEPARTMENT AT 913-307-7309.
- DO NOT TOUCH THE MATERIAL. NOTIFY PEOPLE IN NEIGHBORING OFFICES AND CLASSROOMS.
- ISOLATE THE AREA BY CORDONING IT OFF OR CLOSING DOORS.
- DO NOT ALLOW ANYONE OTHER THAN TRAINED AND EQUIPPED RESPONDERS TO ENTER THE SPILL AREA. DO NOT ATTEMPT THE RESCUE OF ANYONE OVERCOME BY CHEMICAL VAPORS OR GASES IN AN ENCLOSED ROOM OR AREA.
- TURN OFF SPACE HEATERS AND EXTINGUISH OPEN FLAMES IN THE AREA.
- IF THERE ARE VAPORS OR NOXIOUS FUMES, EVACUATE AFFECTED BUILDINGS/AREAS AND DO NOT RE-ENTER THE AREA UNTIL AUTHORIZED EMERGENCY PERSONNEL GIVE THE "ALL CLEAR" SIGNAL.

FACILITY SERVICES WILL:

- OPEN WINDOWS AND DOORS TO DILUTE THREAT AGENT AND EXHAUST FROM BUILDING.
- IF POSSIBLE, SET HVAC TO MAXIMIZE INTAKE OF OUTSIDE AIR TO DILUTE THREAT AGENT.
- PRESSURIZE STAIRWELLS WITH OUTDOOR AIR IF SYSTEM IS AVAILABLE.
- CONTAIN THE SPILL WITHIN THE IMMEDIATE AREA OF THE ACCIDENT, IF PROPERLY TRAINED AND EQUIPPED TO DO SO.
- FOLLOW DEPARTMENTAL CLEANUP PROCEDURES, WHICH SHOULD INCLUDE COMPLETE INFORMATION CONCERNING THE PROPERTIES OF THE SPILLED MATERIAL.

EMERGENCY RESPONSE TEAM WILL:

- EVACUATE AFFECTED BUILDING OR AREA AS DIRECTED BY SECURITY. DO NOT USE ELEVATORS IN CASE THREAT AGENT COLLECTS IN ELEVATOR SHAFT
- ONCE OUTSIDE, MOVE TO A CLEAR AREA AT LEAST 500 FEET AWAY AND UPWIND FROM THE AFFECTED BUILDING. STREETS, FIRE LANES, HYDRANTS AND WALKWAYS MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES AND CREWS.

- ❑ SEGREGATE EXPOSED PEOPLE, SO THEY DO NOT EXPOSE OTHERS. FOLLOW “MEDICAL EMERGENCY” PROCEDURES FOR THOSE EXPOSED.

TAB K: EVACUATION

EMERGENCY RESPONSE GUIDELINES

ONCE THE DETERMINATION IS MADE TO EVACUATE OR IF A FIRE ALARM SOUNDS, LEAVE YOUR BUILDING IMMEDIATELY:

- NOTIFY OTHERS ON YOUR WAY OUT. WHEN POSSIBLE, CALL 911 AND THEN NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318 OR THE FACILITIES MANAGEMENT DEPARTMENT AT 913-307-7309.
- TURN OFF EQUIPMENT. SECURE HAZARDOUS OPERATIONS IF POSSIBLE
- TAKE IMPORTANT PERSONAL ITEMS. CLOSE DOORS BEHIND THE LAST PERSON OUT.
- WALK QUICKLY TO THE NEAREST SAFE EXIT. DO NOT USE ELEVATORS UNLESS AUTHORIZED PERSONNEL TELL YOU TO DO SO.
- DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED EMERGENCY PERSONNEL GIVE THE “ALL CLEAR” SIGNAL.
- REPORT ANY MISSING OR TRAPPED PERSONS TO AUTHORIZED EMERGENCY PERSONNEL.
- MOVE AWAY FROM THE BUILDING. GO TO YOUR EVACUATION MEETING SITE (THE EDGE OF THE BACK PARKING LOT THAT IS CLOSEST TO COLLEGE BLVD.) AND SIGN IN.

EMERGENCY RESPONSE TEAM WILL:

- INITIATE YOUR EMERGENCY NOTIFICATION/MASS COMMUNICATION SYSTEM. EVACUATION DECISIONS AND/OR “SHELTER-IN-PLACE” SHOULD BE CLEARLY COMMUNICATED TO EMPLOYEES TO ENSURE THEY FOLLOW APPROPRIATE PROTOCOL.
- IF A PA SYSTEM IS AVAILABLE, EMERGENCY INSTRUCTIONS MAY BE COMMUNICATED THROUGH THE SYSTEM. IF A PA SYSTEM IS NOT AVAILABLE, THE PSC SHOULD GO DOOR TO DOOR TO MAKE ALL NOTIFICATIONS.
- STATION THEMSELVES IN THE LOBBY OR MOST CENTRAL LOCATION OF THE BUILDING TO MONITOR EVACUATION.
- DIRECT THE IMMEDIATE EVACUATION OF THE BUILDING.
- EVERYONE SHOULD EVACUATE THE BUILDING BY WAY OF THE PRIMARY ROUTE(S), THE NEAREST MARKED EXIT. IF A ROUTE IS BLOCKED; USE THE SECONDARY ROUTE, THE NEXT NEAREST MARKED EXIT.
- ENSURE THAT ALL PERSONS WITH DISABILITIES ARE EVACUATED SAFELY FROM THE BUILDING.
- EVERYONE SHOULD REPORT TO THE DESIGNATED EVACUATION RALLY POINT FOR THE BUILDING.
- CONDUCT A HEAD COUNT AND ACCOUNT FOR ALL STUDENTS, FACULTY AND STAFF AFFECTED.

- ADVISE SECURITY /OR DESIGNEE WHETHER OR NOT ALL STUDENTS, FACULTY, EMPLOYEES AND STAFF HAVE BEEN ACCOUNTED FOR AND IF THERE ARE ANY PERSONS MISSING.
- WAIT AT THE RALLY POINT WITH EVACUATED MEMBERS UNTIL ADVISED OF FURTHER ACTION BY SECURITY OR DESIGNEE OR LOCAL POLICE OR FIRE OFFICIAL.

Evacuation Plan –Office Building

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Bldg Name/Location: Kansas State University-Olathe Innovation Campus, Olathe, Kansas

Address: 22201 W Innovation Dr., Olathe, KS 66061

Facility Evacuation Coordinator: **Andrena Keesee, Facilities Department Manager**

Rally Points: In the event that it becomes necessary to evacuate this facility, occupants are directed to report to: North (front parking lot) by Code Blue phone or the South (back) parking lot by Code Blue phone

TAB L: EVACUATION OF PERSONS WITH DISABILITIES

EMERGENCY RESPONSE GUIDELINES

CONSIDER THE FOLLOWING WHEN PLANNING THE EVACUATION FOR PEOPLE WITH DISABILITIES:

- ASSISTING BLIND/VISUALLY IMPAIRED:** VISUALLY IMPAIRED PERSONS MAY REQUIRE GUIDANCE TO THE PRIMARY EXIT OR TO A SECONDARY EXIT.
 - Clearly announce the type of Emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going, and alert him/her to obstacles along the way.
- ASSISTING DEAF/HEARING IMPAIRED:** HEARING IMPAIRED PERSONS MAY NOT REALIZE THE EVACUATION (FIRE) ALARM IS SOUNDING AND MAY REQUIRE ALERTING AND GUIDANCE TO THE PRIMARY OR SECONDARY EXIT.
 - TURN LIGHTS ON AND OFF TO GAIN THE PERSON'S ATTENTION.
 - INDICATE DIRECTIONS WITH GESTURES OR A WRITTEN NOTE.
- ASSISTING MOBILITY-IMPAIRED/WHEELCHAIR USERS:**
 - ELEVATORS SHOULD NOT BE USED TO MOVE PEOPLE WITH DISABILITIES.
 - SEEK ASSISTANCE/VOLUNTEERS IN USING THE STAIRS TO EVACUATE. GREAT CARE MUST BE TAKEN IN MOVING A PERSON IN A WHEELCHAIR.
 - One individual should remain with the person (s) if it can be done without the unreasonable personal risk.
 - OTHERS SHOULD ADVISE EMERGENCY PERSONNEL OF THE LOCATION SO THAT THE EVACUATION CAN BE COMPLETED.
 - If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive on the scene, assist in finding volunteers to evacuate the person per his/her instructions.
- NOTE:** EVACUATION FROM BASEMENTS OR UPPER FLOORS CAN BE DIFFICULT BECAUSE ELEVATORS MAY NOT BE OPERABLE OR SHOULD NOT BE USED IN CERTAIN EMERGENCIES SUCH AS FIRE.

TAB M: UTILITY OUTAGE

EMERGENCY RESPONSE GUIDELINES

POWER FAILURE/ELECTRICAL OUTAGE

- EVACUATE THE BUILDING IF THE FIRE ALARM SOUNDS OR UPON NOTIFICATION BY AUTHORIZED EMERGENCY PERSONNEL.

FACILITY ERT PERSONNEL WILL:

- MAKE NECESSARY NOTIFICATIONS TO ON-CALL PERSONNEL AND/OR OTHER APPROPRIATE UTILITY COMPANIES AND OUTSIDE AGENCIES.
- ENSURE THAT SECURITY IS NOTIFIED FOR EVEN A PARTIAL OUTAGE. PARTIAL OUTAGES ALSO REFERRED TO AS “BROWN OUTS” CAN CAUSE SEVERE DAMAGE TO VARIOUS EQUIPMENT MOTORS.
- SUPPORT UTILITY COMPANY PERSONNEL

GAS LEAKS

- CEASE ALL OPERATIONS IMMEDIATELY.
- DO NOT USE CELL PHONES OR OTHER ELECTRONIC EQUIPMENT.
- DO NOT SWITCH LIGHTS ON OR OFF.
- EVACUATE AS SOON AS POSSIBLE.

TELECOMMUNICATION FAILURE

EMERGENCY SITUATIONS CAUSING TELECOMMUNICATIONS FAILURE CAN BE THE RESULT OF A VARIETY OF INCIDENTS RANGING FROM A SIMPLE POWER OUTAGE TO A MAJOR WEATHER EVENT.

EMERGENCY RESPONSE TEAM WILL:

- NOTIFY IT DIRECTOR AND ADVISE AS TO THE SCOPE AND EXTENT OF THE OUTAGE.
- CHECK ALTERNATIVE METHODS OF COMMUNICATION SUCH AS ELECTRONIC MAIL.

SECURITY AND FACILITY PERSONNEL WILL:

- TRY TO ESTABLISH TEMPORARY COMMUNICATION WITH HANDHELD RADIOS UNTIL TELECOMMUNICATION SYSTEMS COME BACK ON LINE.

TAB N: Active Threat/ACTIVE SHOOTER

In the event of an Active Threat in Building, if possible, remember **A.L.i.C.E. (Alert Lockdown Inform Counter Evacuate)** 1) Evacuate if possible OR 2) Hide out of view of perpetrator, lock/barricade doors, OR 3) Last resort, if your life is in imminent danger, attempt to distract or incapacitate the perpetrator.

EMERGENCY RESPONSE GUIDELINES: IN THE EVENT THAT AN “ACTIVE THREAT” BECOMES APPARENT AT ANY KOIC LOCATION (INTERNAL OR EXTERNAL) THE THREAT SHOULD BE REPORTED IMMEDIATELY TO POLICE (911). WHEN IT IS SAFE TO DO SO, NOTIFY THE SECURITY DEPARTMENT AT 913-307-7318 OR THE FACILITIES MANAGEMENT DEPARTMENT AT 913-307-7309.

Each individual is responsible for their own safety. In any response to an “active threat” on KOIC property, the local Police will implement any and all means necessary to neutralize the threat. In most cases a response to an “active threat” will involve a coordinated response from multiple law enforcement agencies. Remember, Staff/Facility emergency preparedness is everyone’s concern!

ACTIVE THREAT DESCRIPTION/TYPES:

- AN “ACTIVE THREAT” IS DEFINED AS ANY INCIDENT WHICH BY ITS DELIBERATE NATURE CREATES AN IMMEDIATE THREAT OR PRESENTS AN IMMINENT DANGER TO THE CAMPUS COMMUNITY.
- Types of “active threats”:
 - Active shooter
 - Hostage/barricaded subject
 - Sniper
 - Suicide/Homicide bomber
 - Known or suspected terrorist threat (biological/chemical threat)

Guidelines for Protection: The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation.

- Individual/Group Safety:
 - Stay calm and assess the situation, determine the location of the threat if possible; Call 9-1-1 as soon as it is safe to do so
 - Evacuate the area by a safe route if possible, if not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.
 - If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.).
 - Render simple first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so.

- Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
- Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
- DO NOT approach police officers as they attempt to locate and neutralize the threat.

TAB O: WEATHER EMERGENCIES

EMERGENCY RESPONSE GUIDELINES

ACTIVATION:

ERT LEADERSHIP WILL:

- AFTER CONSULTATION WITH THE EMERGENCY RESPONSE DECLARATION OFFICIAL, IMPLEMENT THESE SEVERE WEATHER RESPONSE PROCEDURES ONCE THE NATIONAL WEATHER SERVICE ISSUES A WATCH OR WARNING FOR THE THREAT OF OR AN ACTUAL SEVERE WEATHER OCCURRENCE THAT WILL IMPACT THE CAMPUS/FACILITY.

ALERT AND NOTIFICATION:

EMERGENCY RESPONSE TEAM WILL:

- UPON OFFICIAL NOTIFICATION OF AN ACTUAL OCCURRENCE OR THE THREAT OF SEVERE WEATHER IMPACTING THE CAMPUS/FACILITY, AND AFTER CONSULTATION WITH THE EMERGENCY RESPONSE DECLARATION OFFICIAL, IMMEDIATELY IMPLEMENT THESE RESPONSE PROCEDURES TO MEET THE NEEDS OF THE SITUATION WITH THE PRIMARY CONCERN BEING THE SAFETY OF ALL PERSONS ON CAMPUS/FACILITY.

RESPONSE LEVELS:

SECURITY WILL DIRECT WEATHER EMERGENCY RESPONSE BASED ON THESE EMERGENCY LEVELS:

- Level-I/II: Campus/Facility Level Emergencies.** Situations in which the scope is limited to building settings & involving Kansas State University-Olathe Innovation Campus-based personnel. Each facility will utilize the procedures in their Emergency Operations Plan and typically no community assistance is needed (example: thunder/lightning storms, hail storms, etc.) This level of activation requires ERT Leadership to make formal notification to key Campus/facility department heads. All departments will be instructed to commence preliminary PREPAREDNESS MEASURES in an effort to protect students, faculty, staff, and facilities from the effect of the forecasted extreme weather condition.
- Level-III/IV: Community/State Level Emergencies:** This level represents a full commitment **by the entire campus in a coordinated effort to protect students, faculty, staff and facilities from the effects of the forecasted severe weather occurrence.** These include large-scale events during which coordination of services from school, campus and local community response (such as law enforcement, fire and rescue) agencies is warranted. Such events include fire, tornado or hurricane damage to facilities and wildfire/flooding situations.

TAB 01: THUNDERSTORMS AND TORNADOS

EMERGENCY RESPONSE GUIDELINES

THUNDERSTORMS:

- STAY AWAY FROM WINDOWS.
- DRAW SHADES OR BLINDS TO REDUCE INJURY FROM FLYING GLASS.
- MINIMIZE USE OF ELECTRIC APPLIANCES.

TORNADOS: WARNINGS WILL BE PROVIDED BY SOUNDING THE CIVIL DEFENSE SIRENS, LOCATED IN STRATEGIC POSITIONS NEAR THE CAMPUS/FACILITY AREA. SIRENS WILL SOUND FOR A CONTINUOUS THREE-MINUTE UNWAVERING BLAST. THE SIRENS WILL BE SOUNDED ONLY IF A TORNADO IS ACTUALLY SIGHTED OR IF THE SCHOOL/FACILITY IS MENTIONED AS BEING IN THE PATH OF AN APPROACHING TORNADO.

Commonly Used Terms

Tornado Watch: Weather conditions are favorable to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

Tornado Warning: A tornado has been sighted in the area.

- FOLLOW YOUR BUILDING’S SHELTER PLAN. PROCEED TO **FORUM HALL ROOM 110** IF IT IS SAFE TO DO SO. OTHERWISE, GO TO THE NEAREST INTERIOR ROOM OR INTERIOR HALLWAY WITHOUT WINDOWS.
- If you are *outside* when you hear the warning siren, seek inside shelter, in the nearest building.
- Once *inside* a building, go to the interior hallway or other enclosed area that is away from windows and on a lower floor of the building.
- Avoid going into auditoriums, gymnasiums, or other large rooms where roof collapse may be likely.
- Stay away from all windows.
- Take shelter in a basement or the smallest, most-interior rooms and hallways on the lowest floor.
- AVOID GLASS ENCLOSED PLACES OR AREAS WITH WIDE-SPAN ROOFS SUCH AS AUDITORIUMS AND GYMNASIUMS.
- Crouch down and cover your head.
- Wait for the “all clear” signal from authorized emergency personnel.

TAB 02: ICE AND SNOW STORMS

EMERGENCY RESPONSE GUIDELINES

BEFORE AN ICE/SNOW STORM:

- MONITOR LOCAL NEWS AND WEATHER CHANNELS FOR STORM UPDATES. CONTACT LOCAL DEPARTMENT OF TRANSPORTATION OFFICE TO OBTAIN LOCAL HIGHWAY/ROAD CONDITIONS IN THE EVENT OF SNOW, FREEZING RAIN OR OTHER WINTER WEATHER CONDITION. CONTACT LOCAL LAW ENFORCEMENT/COMMUNITY EMERGENCY MANAGEMENT AGENCIES AND REVIEW STATE REQUIREMENTS ON WINTER SNOW EMERGENCY LEVELS.
- REVIEW ACTION PLANS WITH SCHOOL/FACILITY EXECUTIVE STAFF AND EMERGENCY RESPONSE TEAMS. BRIEF STAFF AND FACULTY ON UPDATES AS THEY OCCUR. FACULTY SHOULD MAKE CONTINGENCY PLANS FOR CLASSES BASED ON “TIMING” OF THE STORM.
- DEVELOP INITIAL COMMUNICATION “SCRIPTS” FOR SCHOOL PHONE MESSAGE SYSTEM, EMERGENCY NOTIFICATION SYSTEM AND STUDENT PORTAL. COMMUNICATE UPDATES WITH SBU LEADERSHIP AND CORPORATE CRISIS RESPONSE TEAM.
- MAKE PLANS TO SECURE YOUR PROPERTY, IN COORDINATION WITH BUILDING MANAGEMENT AND SECURE BUSINESS DOCUMENTS AND SENSITIVE EMPLOYEE/STUDENT INFORMATION DOCUMENTS IN THE EVENT OF AN EXTENDED CLOSURE.
- IF ICE/SNOW STORM IS IMMINENT AND PRIOR TO SCHOOL CLOSURE NOTICE, ALL APPOINTMENTS WILL BE RESCHEDULED. BACKUP ELECTRONIC FILES TO NETWORK DRIVES OR CD STORAGE.
- IF CONDITIONS WORSEN AND SCHOOL/FACILITY **CLOSURE** IS ANNOUNCED, THE ANNOUNCEMENT WILL ALSO BE POSTED ON THE DIGITAL SIGNS, STUDENTS, STAFF AND FACULTY WILL BE ALLOWED TO LEAVE WORK IMMEDIATELY.

DURING AN ICE/SNOW STORM:

- IF FACILITY IS CLOSED. STAY AT HOME!
- THE ANNOUNCEMENT WILL BE POSTED ON THE OLATHE CAMPUS HOME PAGE.
- SIGN UP TO RECEIVE A TEXT MESSAGE ABOUT CLOSINGS THROUGH K-STATE ALERTS.
- THE ANNOUNCEMENT WILL BE POSTED ON THE COLLEGE’S FACEBOOK PAGE
- CALL THE MAIN COLLEGE NUMBER AT 913-541-1220. WHEN THE DECISION TO CLOSE THE COLLEGE IS MADE, THE FIRST STEP TAKEN IS TO CHANGE THE COLLEGE’S MAIN PHONE MESSAGE TO ANNOUNCE THE CLOSING. (PLEASE REMEMBER THAT LOTS OF CALLS WILL BE COMING INTO THE SWITCHBOARD, SO IT IS NOT NECESSARY TO TALK WITH THE OPERATOR TO CONFIRM THE RECORDED MESSAGE.)
- LISTEN TO RADIO OR TELEVISION NEWSCASTS; USE BATTERY OPERATED RADIO IF POWER IS LOST. MONITOR LOCAL SITUATION AND LISTEN FOR ANNOUNCEMENTS ON WHEN SCHOOLS/FACILITIES WILL REOPEN.
- THESE TV STATIONS HAVE MADE ARRANGEMENTS TO RECEIVE AND ANNOUNCE CLOSING NOTICES: KMBC-TV 9, KSHB-TV 41, KCTV-TV 5, AND WDAF-TV 4.
- SEVERAL RADIO STATIONS ALSO RECEIVE AND ANNOUNCE NOTICES, INCLUDING KCUR, KMBZ AND KCMO.
- Follow state Winter Storm Emergency requirements and stay off of roads. In some states, you will be cited for driving in conditions that are deemed unsafe.

AFTER AN ICE/SNOW STORM:

- STAY WHERE YOU ARE IF IN A SAFE LOCATION UNTIL OFFICIAL LOCAL AUTHORITIES CONFIRM IT IS SAFE TO RETURN TO THE SCHOOL/FACILITY OR TRAVEL ON PUBLIC ROADS.
- KEEP TUNED TO LOCAL RADIO OR TELEVISION STATION FOR INFORMATION SHOULD YOU NEED ASSISTANCE. STAY AWAY FROM DOWNED POWER LINES AND REPORT TO LOCAL OFFICIALS.
- CALL EXECUTIVE MEETING TO SURVEY SCHOOL/FACILITY. IF DAMAGED, TAKE PHOTOS OR VIDEOTAPE; SEPARATE DAMAGED AND UNDAMAGED PROPERTY; KEEP DETAILED RECORDS OF ANY CLEANUP COSTS. NOTIFY SBU LEADERSHIP AND CORPORATE CRISIS MANAGEMENT TEAM.
- FOLLOW ALL EMERGENCY ADVISORIES FROM LOCAL GOVERNMENT.
- IF POSSIBLE, RESUME NORMAL WORK SCHEDULE AND CLASS SCHEDULE. BE FLEXIBLE WITH STUDENTS RETURNING – MANY DEALING WITH PERSONAL HARDSHIPS.

TAB O3: FLOOD PROCEDURES

EMERGENCY RESPONSE GUIDELINES

WHEN A FLOOD WATCH HAS BEEN ISSUED:

- MAKE SURE YOUR GAS TANK IS FULL.

- TUNE YOUR RADIO TO ONE OF THE COUNTY EMERGENCY ALERT RADIO STATIONS.
 - (Station #) 100.9 FM
 - (Station #) 96.3 FM

- ERT LEADERSHIP WILL ASSIST IN PROVIDING INFORMATION ON LOCAL CONDITIONS.

- BE ALERT FOR SIGNS OF “FLASH FLOODING” AND BE PREPARED TO EVACUATE IMMEDIATELY.

WHEN A FLASH FLOOD WARNING HAS BEEN ISSUED:

- CAMPUS/FACILITY OCCUPANTS WILL BE NOTIFIED OF THE EVACUATION BY BUILDING EMERGENCY STAFF.

- ALL OCCUPANTS MUST LEAVE THE CAMPUS IMMEDIATELY AND MOVE TO HIGHER GROUND, AWAY FROM RIVERS, STREAMS, CREEKS, AND STORM DRAINS.

- DO NOT DRIVE AROUND BARRICADES. THEY HAVE BEEN PLACED FOR YOUR SAFETY.

- IF YOUR CAR STALLS IN RAPIDLY RISING WATER, GET OUT IMMEDIATELY AND CLIMB TO HIGHER GROUND.

- Avoid downed power lines and broken gas lines.

TAB O4: WILDFIRE WARNING PROCEDURES

EMERGENCY RESPONSE GUIDELINES

ERT LEADERSHIP ACTIONS:

- NOTIFY PRESIDENT OR SENIOR FACILITY LEADER.
- REMOVE ALL PAPERS AND OBJECTS FROM SURFACES NEAR WINDOWS AND PLACE THEM INSIDE DRAWERS OR CONTAINERS.

EMERGENCY RESPONSE TEAM:

- A DESIGNATED MEMBER OF THE ERT SHALL CONTACT LANDLORD TO RECEIVE INSTRUCTIONS CONCERNING SECURING THE BUILDING.

- MEMBERS OF THE ERT WILL MEET REGULARLY TO CONTINUALLY UPDATE “ACTION” TIMELINE ASSUMING THE WILDFIRE WILL IMPACT THE SCHOOL. THE OPERATIONS TIMELINE SHOULD BE ADJUSTED BASED ON THE PROJECTED PATH OF THE WILDFIRE “FIRESTORM.”

- ACTIVATE THE EMERGENCY BACK-UP PROCEDURES FOR IT AND TELECOM EQUIPMENT. SECURE ALL EMPLOYEE AND STUDENT FILES IN FIREPROOF CABINETS OR IN THE FIRE SAFE FILE ROOM. STORE ANY OUTDOOR EQUIPMENT OR FURNITURE INDOORS.

- SECURE WINDOWS SHUTTERS OR BOARD UP WINDOWS, IF APPROVED BY THE LANDLORD.

- IF THE SCHOOL/FACILITY WILL BE CLOSING, FOLLOW THE EVACUATION PROCEDURES SET FORTH IN THIS EMERGENCY GUIDE.

- AFTER THE FIRESTORM PASSES, AND IT IS SAFE TO RE-ENTER THE FACILITY, USE CAUTION WHEN POWERING UP ELECTRICAL EQUIPMENT. DO NOT PLUG IN ELECTRICAL APPLIANCES, PARTICULARLY COMPUTERS, WITHOUT A SURGE PROTECTOR.

- DESIGNATED MEMBER OF THE EMERGENCY RESPONSE TEAM SHALL ASSESS THE DAMAGE TO THE BUILDING AND REPORT ANY DAMAGE TO THE FACILITY MANAGER AND THE K-STATE OLATHE CRISIS RESPONSE TEAM AT CAMPUS HEADQUARTERS.

TAB O5: EARTHQUAKES

EMERGENCY RESPONSE GUIDELINES

EARTHQUAKES

IF INSIDE:

- INITIATE DROP – COVER - HOLD.
- IF NO COVER, GET AGAINST INSIDE DOORWAY OR CROUCH AGAINST INSIDE WALL AND COVER HEAD. STAY AWAY FROM INSIDE WALL, WINDOW OR OTHER EXPANSES OF GLASS.
- LEAVE DOORS OPEN TO MINIMIZE JAMMING IF BUILDING SHIFTS.
- DO NOT ATTEMPT TO RUN THROUGH BUILDING OR OUTSIDE DUE TO RISK OF FALLING OBJECTS
- AFTER INITIAL SHOCK, INITIATE EVACUATION TO EMERGENCY ASSEMBLY AREA.

IF OUTSIDE:

- MOVE QUICKLY AWAY FROM BUILDING AND OVERHEAD ELECTRICAL WIRES.
- LIE FLAT, FACE DOWN, AND WAIT FOR SHOCKS TO SUBSIDE.
- PROCEED TO EMERGENCY ASSEMBLY AREA.
- DO NOT LIGHT FIRES OR TOUCH FALLEN WIRES. STAY AWAY FROM GAS AND SEWER LINES.
- Do not attempt to enter any building until cleared by authorized Emergency Personnel.

After an earthquake:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- Don't re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines. If problems are detected, leave the building quickly, and notify your supervisor or the communication center.
- Know your facility shutdown procedures.