

# Safety & Security Guide

In the event of a life-threatening incident, **call 911 first**, and then campus security, if possible, and inform them of your location in the building. A label with Security Office phone number and Room number is located on the light switch in each room.

## Threatening Individual / Active Shooter: A.L.I.C.E.



### ALERT

Listen for and receive specific information via the campus' announcement system or K-State Alerts. Notify Campus Security at **816-718-3923** or call **911** when safe to do so.



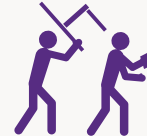
### LOCKDOWN

If evacuation is not a safe option, secure in place by locking down or barricading entry points. Get low to the floor, spread out, turn off lights and silence your cell phone.



### INFORM

Listen for real-time updates and receive information via K-State Alerts. If you have any critical details, use any means available to pass on real-time information.



### COUNTER

As a last resort, distract the shooter's ability to aim accurately. Move toward the exits, make noise, throw objects or fight back.



### EVACUATE

Get out of the building when safe and put distance between you and the threat. Do not go to your car; evacuate on foot. Follow police officers instructions. Stay alert for new information.

## Inclement Weather



- During inclement weather, updates will be distributed via K-State Alerts, building occupants' email, and the campus announcement system.
- To determine if classes are cancelled or if the building is closed, see [olathe.k-state.edu](http://olathe.k-state.edu) or call **913-541-1220**.
- Updates also will be posted on K-State Olathe's Facebook and Twitter sites.

## Tornado



- Immediately proceed to the designated storm shelter - **Forum Hall (Room 110)** - or **interior bathrooms or hallways**. See the diagram on the back of the page.
- Stay away from windows and exterior doors.
- Remain in the storm shelter until an **all-clear announcement** is made.

## AED



- An Automated External Defibrillator (AED) is located **outside of the Security Office (Room 102)**, adjacent to the Main Lobby.
- When possible, call 911 to report the health emergency.

## Fire / Smoke / Explosion



- Follow evacuation announcement to exit the building.
- Immediately evacuate the building.
- Assemble at campus rally points in either parking lot near the Blue Code station.
- Do not return to the building unless instructed by authorities.

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

### Emergency Numbers:

**Olathe Police:** 911 (9-911 on campus phone)

**Security:** 913-307-7318 or 816-718-3923

### Alternate Numbers:

**Facilities:** 913-307-7309 or 913-307-7374. **Cell:** 913-953-6050

**Rally Points:** Go to the BLUE CODE Phones in either North (Front) or South (back) parking lots.

### SIGN UP FOR ALERTS:

Receive text messages about emergency situations at all three campuses by texting **KSTATEVISITOR** to **67283**.



# Campus Emergency Map

