

Emergency Management Plan

July 2016

12600 Quivira Road, Overland Park, KS 66213



KU Edwards Campus - Emergency Management Plan

Basic Plan	Page
Introduction	1
Laws and Authorities, Federal and State.....	1
Purpose and Scope	2
Purpose of the Plan	2
Disaster Coordination with Local, County and State Agencies	2
Emergency Management Plan Activation Procedure.....	4
Concept of Operations	5
Emergency Situations at Campus Events.....	5
Plan Activation	6
Examples of Emergency Levels	7
Levels of Emergency	8
Crisis Communications for Emergency Events.....	9
Emergency Authority.....	10
Line of Authority for the Campus Leadership Group	10
Plan Review and Critical Incident Planning	10
Communications Resources	12
Objectives	12
Alert and Notifications.....	12
Potential Uses of Communications Tools	13
KU Edwards Campus Emergency Guidelines	14
Fire/Smoke.....	14
Using a Fire Extinguisher	15
Medical Emergencies	15
Severe Weather	15
Siren Testing	16
Sounding of Sirens	16
Power Outage	16
Gas Leak.....	17
Active Shooter or Threat.....	18
Personal Safety Tips	18
Hazardous Materials.....	18
Suspicious/Unusual Package or Mail.....	19
Bomb Threat.....	20
Bomb Threat Checklist	20
Suicide Threats	21
Crisis Line	21
Employee Assistance Program (EAP)	21
Counseling and Psychological Services	21
Student of Concern Review Team	22
Flooding	22
Non-Emergency Phone Numbers.....	23
Definitions	24

Introduction

A satellite campus of the University of Kansas, the KU Edwards Campus is located in Overland Park, Kansas. Founded in 1993, the campus is 36 acres and is surrounded by Overland Park and Olathe communities with 313,145 in population (2013 US Census Bureau).

The KU Edwards Campus enrolls nearly 2,000 full and part-time adult students each semester. Over two hundred fifty faculty members teach classes at Edwards and approximately 130 staff work at the campus. KU is a member of the prestigious Association of American Universities, a consortium of public and private universities demonstrating excellence in graduate and professional education and the highest achievement in research internationally. The Edwards Campus brings high-quality academic programs, research and public-service benefits of the University of Kansas to the greater Kansas City community in order to serve the workforce, economic and community development needs of region.

Laws and Authorities

A. Federal

- Robert T. Stafford Disaster Relief and Emergency Act, 42 U.S.C. § 5121 *et seq.*, (Federal Government disaster preparedness and assistance)
- Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery)
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability)
- Clean Water Act, 33 U.S.C § 1311 (effluent limitations)
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 Code of Federal Regulations Part 73
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste)
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201
- Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins)

B. State

- K.S.A. 48-904 – 48-945, Emergency Preparedness for Disasters
 - 48-905a – Establishes Division of Emergency Management in Adjutant General's Office
 - 48-907 – Duties of Adjutant General for emergency preparedness and response
 - 48-924 – Governor's responsibility in disasters
 - 48-926 – Division of Emergency Management shall prepare and maintain a state disaster emergency plan
 - 48-928 – Duties of Division of Emergency Management
 - 76-725 – Delegation of Authority to Chancellor and to those he designates for the administration of the University
- Executive Order 05-03, Establishes the National Incident Management System as the state standard for incident management

Purpose and Scope

This Emergency Management Plan is issued to facilitate coordination between the Overland Park Fire Department, the Overland Park Police Department, KU Edwards Campus and the University of Kansas, Lawrence Campus in the event of an emergency, and for the development of appropriate action plans for an emergency within a university-owned or leased building or facility.

Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. KU Edwards Campus established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage immediate communications and information regarding emergency operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in an emergency operation.

This plan does not supersede or replace the procedures for safety, hazardous materials operations or other procedures that are already in place at the University of Kansas, Lawrence Campus. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on emergency operations and the early transition to recovery operations for KU Edwards Campus.

Disaster Coordination with Local, County and State Agencies

The University of Kansas is a state educational institution with its Edwards Campus located in the City of Overland Park in Johnson County. The University of Kansas, Lawrence Campus and KU Edwards Campus will coordinate with local, county and state agencies as appropriate under the circumstances of a given emergency. The process for reporting an emergency coordination is shown in Figure 1, Disaster Coordination with Local, County and State Agencies.

Figure 1

Disaster Coordination with Local, County and State Agencies

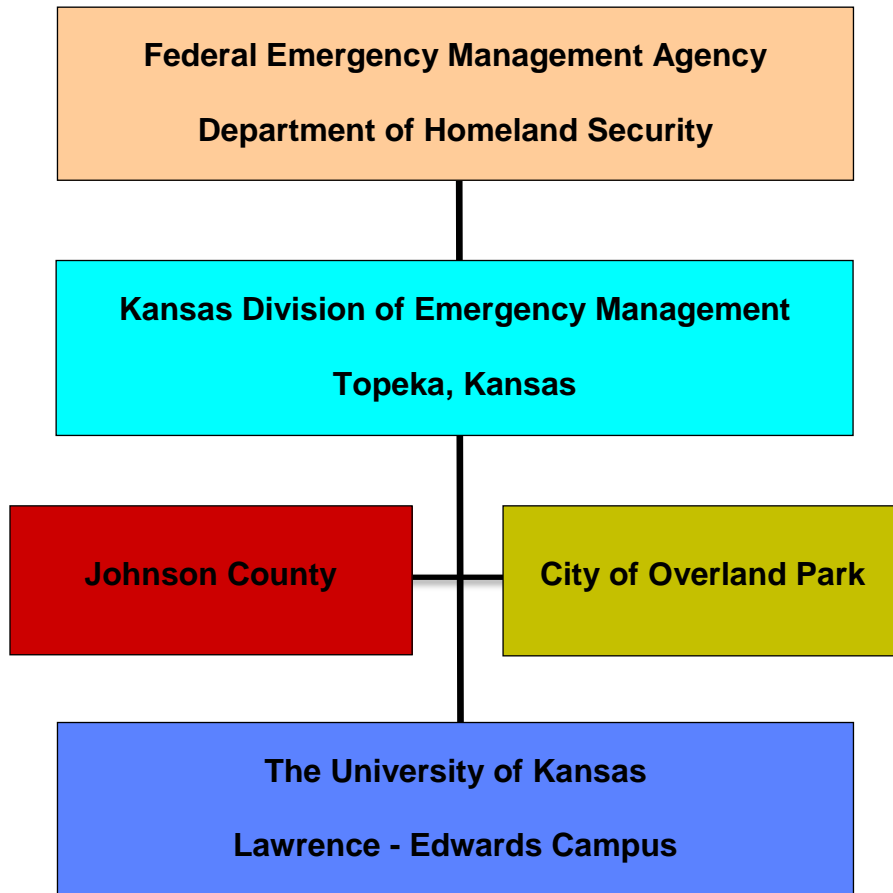
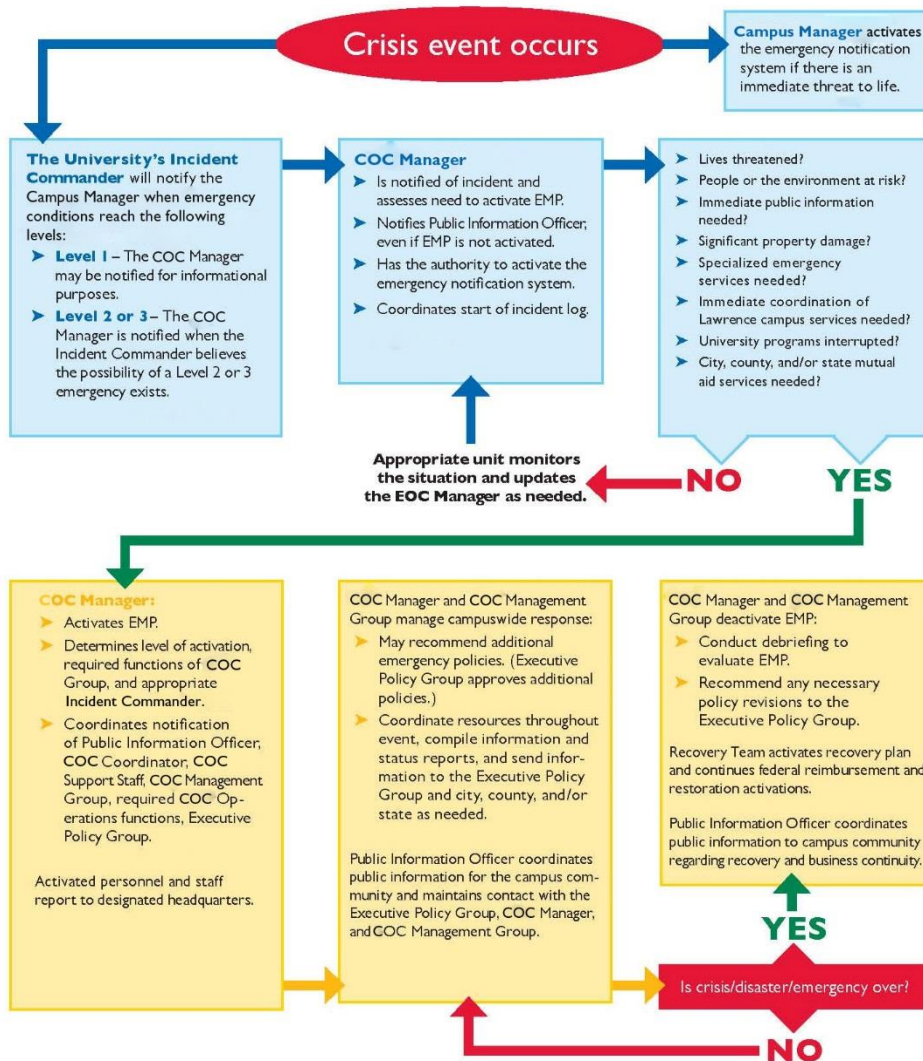


Figure 2
EMERGENCY MANAGEMENT PLAN ACTIVATION PROCEDURE



Concept of Operations

A. Emergency Situations at Campus Events

KU Edwards Campus is responsible for coordinating numerous events and classes throughout the school year. Emergency situations may occur at any size event and the Campus Manager for a small event may be the only responsible person present when the emergency occurs.

The Incident Command System (ICS) provides an all-hazards approach to any emergency. Fires, civil disturbances, mass casualties, criminal activity and food borne illness are all examples of possible emergency situations that could occur. The University of Kansas and all local responding jurisdictions use ICS to help guide their emergency response and planning processes, and it is anticipated that any emergency would be consistent with ICS principles.

Should an emergency occur, the Campus Manager is responsible for calling 911 and/or sounding the mass notification system. When the responding officers and/or fire fighters arrive, the Campus Manager shall make contact with the responding units' Incident Commander and identify himself/herself as the Campus Manager.

The Campus Manager may be integrated into Unified Command, and will represent the best interests of the Campus during the response. Evacuation of all or some facilities may be ordered by Unified Command. In the event that a decision to evacuate is made, evacuation will be carried out in accordance with the facility's evacuation plan.

Prior to any major event (e.g. 1,000 or more attendees), the event manager/responsible party shall work with the Campus Manager, and consult with the Overland Park Fire Department and the Overland Park Police Department as appropriate, to complete and/or update an Incident Action Plan (IAP) using ICS forms designed for this purpose. The IAP will address incident objectives, organization, communications, assignments and the medical plan.

At a single event where 750 or more people are expected to attend, the event manager/responsible party shall work with the Campus Manager shall notify the Overland Park Fire Department (OPFD) and the Overland Park Police Department (OPPD) to alert them to the event.

Campus Operations Center – The Campus Operations Center (COC) is a location from which centralized emergency management functions can be performed during a disaster response. The COC provides overall coordination to ensure that there is an effective response to a disaster or emergency situation.

There are two locations identified for use as the COC:

- **Primary COC:** Regnier Hall Conference Room 170F
- **Alternate COC:** Jayhawk Central

The COC has essential actions that must be completed during a disaster to help response and recovery. The following is a list of some of the actions and responsibilities that the COC is responsible for completing in coordination with Incident Command and County/State Emergency Operations Centers.

Response Actions

- Gather information about the emergency
- Create situational reports
- Communicate the status of the response
- Establish objectives
- Facilitate resource requests
- Coordinate multiagency response

Recovery Actions

- Assess the status of the recovery
- Communicate the status of the recovery
- Maintain Cost/expense records

B. Training

Staff shall be offered training at least annually by KU Edwards Campus personnel on detailed emergency response and evacuation policies and procedures for all facilities. Where appropriate, such training may include the Overland Park Police, Overland Park Fire Department, Johnson County Emergency Management, and University of Kansas Emergency Management personnel.

Plan Activation

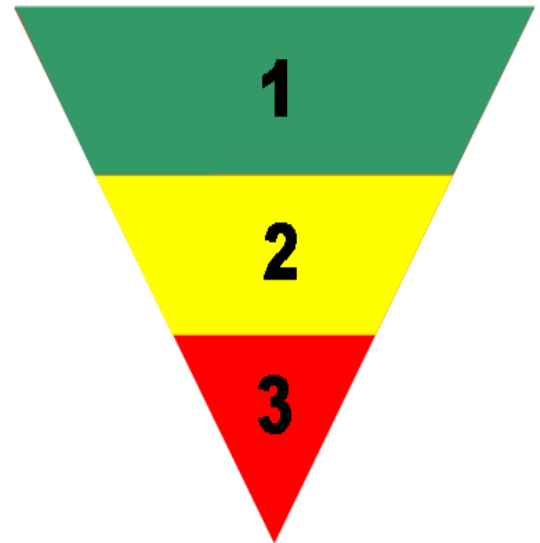
This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Temporarily assign KU Edwards Campus staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the COC.

Examples of Emergency Levels

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** – Examples include: a fight involving a handful of individuals that is contained quickly and does not present an ongoing threat to others; or a severe weather warning.
2. **Level 2** – Examples include, but are not limited to, a non-injury fire at an event, or the evacuation of an event or classes due to a bomb threat.
3. **Level 3** – Examples include but are not limited to, natural disasters, fires or structural collapse with injuries or casualties.



Generally, the COC is activated under Levels 2 and 3 emergencies.

Levels of Emergency

Level 1 Emergency: An emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the COC is not needed. This is considered the “stand-by mode”

Level 2 Emergency: An emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the COC is needed. KU Edwards Campus may be the only affected entity.

Level 3 Emergency: Disaster conditions in which the KU Edwards Campus must activate the full COC to address the immediate emergency. Emergency conditions are widespread and KU Edwards Campus must be self-sufficient for a period of hours to several days. KU Edwards Campus may request mutual assistance from the City of Overland Park, Johnson County, state agencies or request federal assistance via the State of Kansas Campus Operation Center.

Communications of Emergencies

Information/reports regarding any Level 1 or 2 emergency must be communicated to the Overland Park 9-1-1 Center as quickly as possible.

A. Level 3 Emergencies:

If the Campus Manager believes that a Level 3 Emergency exists, such information shall be communicated as soon as practical to the Vice Chancellor using the established call tree.

It is anticipated Level 1 Emergencies will be handled in a localized manner using normal emergency procedures in accordance with Crisis Communications Plan, policies and procedures, including notification to one administrator in both departments as needed. The COC Manager may be notified for informational purposes.

B. Level 1 or Level 2 Emergencies:

If the Campus Manager believes a Level 1 or 2 Emergency exists, they campus manager shall notify the following entities using the Crisis Communications Plan:

- Overland Park 9-1-1
- KU Edwards Vice Chancellor
- Campus Operations Center Manager (COCM)
- Designated Emergency Operations Center (EOC) Manager
- KU Lawrence Campus Vice Provost for Administration and Finance
- KU Lawrence Campus EOC Manager

The Campus Manager will initiate the KU Edwards Campus calling tree.

Notification of leadership should be completed as follows:

- The Campus Manager shall notify the Campus Leadership Group.
- In the Vice Chancellor's absence, an alternative member of the Leadership Group in the line of authority set forth in the Emergency Management Plan, will be notified.
- The Vice Chancellor shall include the Campus Manager as a member of the Leadership Group for any emergency at KU Edwards Campus.
- The Campus Manager will activate the Campus Operations Center if needed, in accordance with Emergency Management Plan.
- A representative of KU Edwards Campus shall be included as a member of the Campus Operation Center Management Group (COCMG).
- The location of the Campus Operations Center will be determined in accordance with the Emergency Management Plan.
- In the event that evacuation is required, the evacuation will be carried out in accordance with the Campus Building Emergency Evacuation Plan.

Crisis Communications for Emergency Events

In order to provide for effective coordination and collaboration regarding crisis communications during a Level 2 or Level 3 Emergency response, the Unified Commander (UC) or the Incident command may activate a Joint Information Center (JIC). The JIC's location will be determined by the Campus Operation Center Manager (COCM) and the UC. In the event that a JIC is activated, the Public Information Officer and designated staff from University of Kansas, Lawrence Campus, KU News department, designated staff from KU Edwards Campus, and the public information staff of other participating agencies as appropriate, shall collocate at the JIC. Crisis communications will be conducted and coordinated in accordance with Edwards Campus Emergency Management Plan, Crisis Communications Plan.

Emergency Authority

Line of Authority for the Campus Leadership Group

The Vice Chancellor of the Edwards Campus serves as the head of the Campus Leadership Group which activates for a **Level 1** emergency or whenever executive policy issues must be addressed. Therefore, the Vice Chancellor must be contacted immediately when a **Level 1** emergency occurs or executive policy issues must be addressed in responding to an emergency. In the event that the Vice Chancellor is absent from the campus when any threatened or actual disaster, the authority to take all necessary and appropriate actions on behalf of the Vice Chancellor is delegated to the following University administrators in the order listed below. If the highest ranked University official listed below cannot be reached, by the emergency responder then the responder shall proceed to the next name on the list until the responder has made contact with one of the delegates:

1. Associate Vice Chancellor
2. Director of Administrative and Fiscal Services
3. Director of Marketing and Public Relations
4. Facilities Manager for KU Edwards Campus

Plan Review and Critical Incident Planning

The Campus Operations Council will regularly review, update and revise the emergency plan. The Emergency Management Coordinator will convene and facilitate review process.

The University Critical Incident Planning Group will periodically assess the University's vulnerability to potential threats including, but not limited to, the risk for campus violence or substantial operational disruption (e.g., bomb threats, active shooter, sexual assault, stalking, environmental hazards, natural disasters) for all campuses. This group will develop procedures based on the National Incident Management System (NIMS).

The University Critical Incident Planning Group is responsible for the development of a continuity plan to recover and restore partially or completely interrupted critical functions of the University within a predetermined time after a disaster or extended disruption.

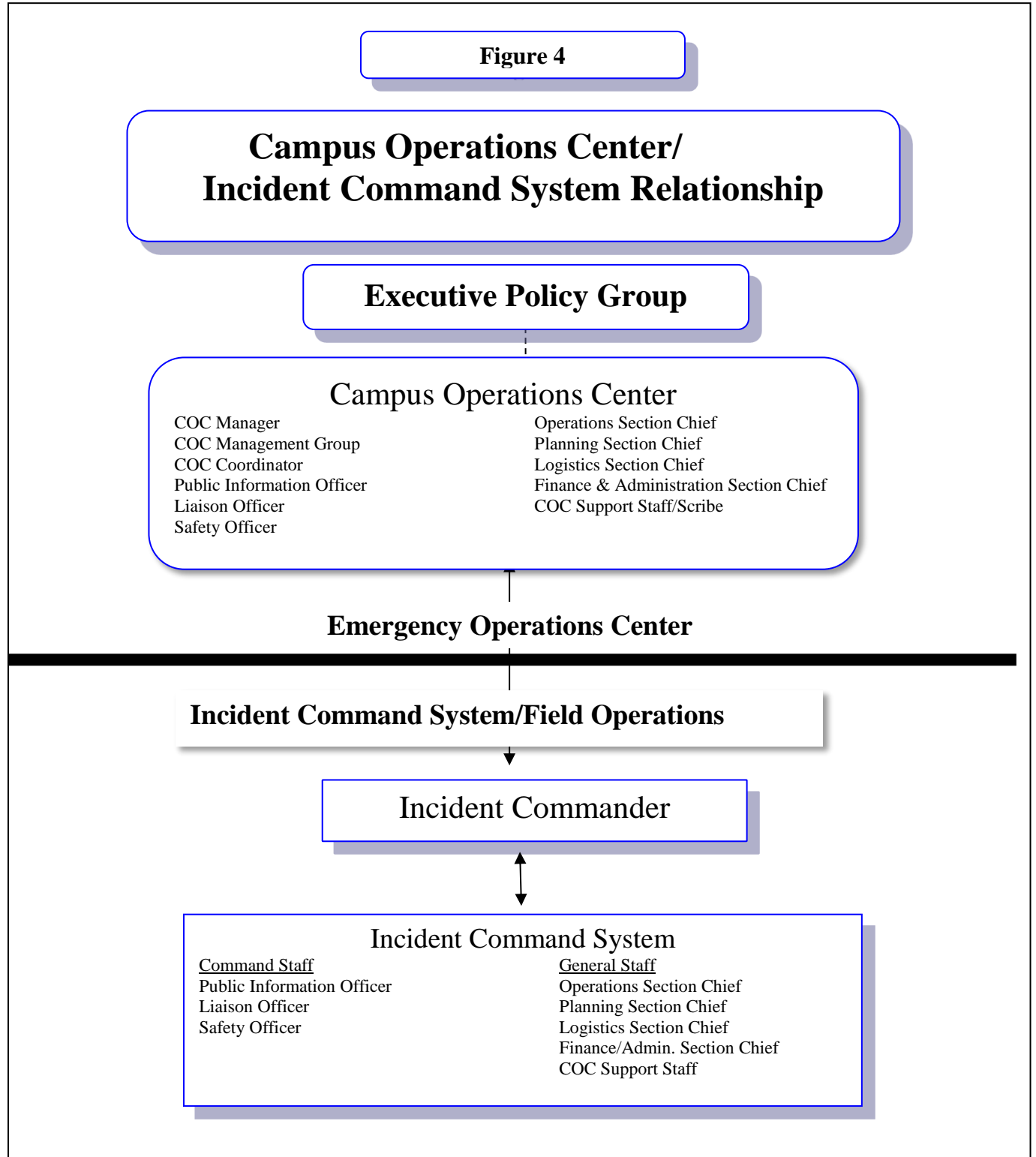
The KU Critical Incident Planning Group and Emergency Management Coordinator will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. The Emergency Management Coordinator will maintain a current list of such resources.

The Campus Operations Council is comprised of the following individuals:

- Vice Chancellor of KU Edwards Campus, Director of Administrative and Fiscal Services, Director of Marketing and Public Relations, Facilities Manager, IT Manager, Conference and Events Manager, Regnier Hall #170 Administrative Assistant, Student Services Director, Academic Service Center Director and Security Supervisor
- Assistant Director, KU Lawrence Public Safety Office, as needed
- Emergency Management Coordinator, KU Lawrence Public Safety Office, as needed

Representatives from each of the following three local agencies will be asked to attend meetings of the Campus Operations Council) on an as needed basis:

- Johnson County Emergency Management
- Overland Park Police Department
- Overland Park Fire Department



Communication Resources

Objectives

- Provide accurate, timely information to those who need it by communicating as much as possible, as often as possible. Openness, transparency, cooperation and compassion are our goals.
- Develop and implement a coordinated message for KU and other responders – maintain that message to speak with one voice.
- Identify and counter-act rumors and inaccurate information in traditional and non-traditional media.
- Help KU decision-makers achieve a fuller picture of the overall situation through collection of information from traditional and non-traditional media.

Alert and Notification

Providing accurate information to the public, faculty, staff, and students requires timely notification using a variety of communications methods. The Director of Public Relations and the Communications Manager will access and update the following list of potential methods and processes available for communication:

- KU Edwards Campus Alerts Page (<https://edwardscampus.ku.edu/campus-alerts>): This page is used to communicate the status of campus to all parties. IT will be update during a disaster to share important information about the status of response and recovery actions.
- Text Message Alerts: The University has an emergency text message notification system. These messages are sent to students, faculty, and staff when there is an immediate concern. The messages go to all members of the KU community with a phone number entered into the RAVE System, even if they are not on campus and are used to share specific information about an incident. In order to receive text message alerts, go to www.alerts.ku.edu to register your personal contact information. This system will be used to notify you of any non-weather-related critical life safety issues on campus.
- Mass Communications System: The Emergency Public Address system is comprised of speakers in each building and is used to communicate audible alarms and warnings to individuals on campus. When the campus is deemed safe, an “all clear” message will be announced.
- Email Communications: Email Communication during an emergency may be used to notify students, faculty, and staff of the current situation and status of the campus. Email communications should direct the individual to check for regular updates on the Alerts webpage.
- Media Communications: Often during a crisis people will look to the media for information. KU Edwards Campus Public Information Officer will share relevant information with local media as available. Sharing of vital information with the local media outlets will allow them to assist the campus by providing information to those on campus, and the community at large that may be impacted by the emergency.
- Social Media Accounts: During an emergency, many people will look for information on Social media (twitter, Facebook, etc.) KU Edwards campus may update general information on social media regarding an incident. Social media posts will often direct people to the Alerts webpage for more information.

Potential Uses of Communications Tools

Situation	Nature of Communication	Audience	Message(s)	Authorization/ Autonomy
1. Personal Violence	Alert /take action / inform	KU Edwards Campus Community, JoCo community Parents/Spouse Anyone on campus Transit	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	Authorization: OPFD or COC Message approval: none
2. Death Investigation	Rumor control	KU Community (KU Lawrence and Edwards Faculty, staff and students)? KU Edwards Campus	Rumor control. Also, depending on circumstances: 1. public setting; 2. possible contagion or 3. suspected natural or self-inflicted causes	Authorization: OPFD or COC Message approval:
3. Health Threat	Alert/ take action / inform	KU Community KU Edwards Campus Public health officials The Public	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	County public health authority; message approved by County, Student Health Services.
4. Immediate Disruption to normal operations	Alert / Take Action / inform	Specific Building (s) Surrounding Buildings KU Edwards Campus The Public (depends on threat) Transit	What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents	Authorization: OPFD or COC Message approval:
o Bomb Threat	Alert / Take action / inform if deemed credible	Specific Building (s) Surrounding Buildings KU Community Parents/Spouse KU Community		Authorization: OPFD or COC
o Demonstrations/ Mobs/Riots	Alert / Take action / Inform	KU Community		Authorization: COC
o Physical Plant Failure or damage	Alert / Take action / inform	KU Community		Authorization: COC Approval: DCM
o Haz Mat / Environmental threat	Alert / Take action / inform	KU Community		Authorization: OPFD or COC Approval: Environmental Health Safety Authorization: OPPD or COC
o Structure fire	Alert / Take action / inform			
5. Weather threat	In advance, public address system only. All systems afterward if needed.	KU Community	Rely on National Weather Service, local authorities and media to communicate watches and warnings	Both OPEM based on National Weather Service or local COC
6. Rumor control	Inform	KU Community	Information to set record straight; defuse panic or anxiety.	COC

KU Edwards Campus Emergency Guidelines

Emergency Guidelines provide direction on what to do in an emergency. They are designed for the safety and well-being of students, faculty, staff and visitors on the Edwards Campus. The guidelines promote the priority of life safety. Please take a moment and familiarize yourself with this information.

Fire/Smoke

Pull the fire alarm and exit the building.

After exiting the building, **call 9-1-1** and provide further details to emergency personnel.

If you discover a fire:

- Manually activate the building's fire alarm system, using a fire alarm pull station located at the doorways to all exterior exits and stairwells.
- Immediately evacuate the building, closing doors and windows behind you.
- **DO NOT USE THE ELEVATOR UNLESS DESIGNATED AS AN "EMERGENCY EXIT ELEVATOR." SIGNAGE DESIGNATING SUCH WILL BE ADJACENT TO THE ELEVATOR.**
- If possible, assist any person with a disability in exiting the building. Otherwise, provide the person's location to emergency responders.
- Report to your emergency assembly area.
- **Call 9-1-1.**
- The building may not be reentered until authorized Overland Park Fire Department or Overland Park Police personnel give the "All Clear" instruction.

If caught in smoke:

- Do not breathe the smoke.
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose. If possible, use a shirt or towel to breathe through.

If trapped in a building:

- **Call 9-1-1.**
- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Remember: If you or someone else is on fire – stop, drop and roll.

Using a Fire Extinguisher

- **Call 9-1-1**, to report the fire.
- Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard. Training on fire extinguisher use can be found at <http://fireextinguisher.com/>
- If you have any doubt of your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- Follow the **PASS** method when using a fire extinguisher:
 - P**ull the pin. This will break the tamper seal if one is provided.
 - A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - S**queeze the handle to release the extinguishing agent.
 - S**weep from side to side at the base of the fire until the fire is out.
- Monitor the area.
- If the fire re-ignites, repeat the steps above

Medical Emergencies

Emergency Care: An illness or injury that, if left unattended, could result in a threat to life, limb or sight.

What to do:

- Call 9-1-1.
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless he/she is in immediate danger.

Severe Weather

Definitions:

Severe Thunderstorm Watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning is issued when either a severe thunderstorm is indicated by weather radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles per hour.

Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area.

Tornado Warning is issued when a tornado is indicated by weather radar or sighted by spotters. In University buildings equipped with voice emergency notification systems, a take cover message will be activated when a **tornado warning** is issued for the Overland Park area.

If you're in a building when a warning is issued:

- Stay indoors.
- Go to the lowest floor in the building.
- Stay in the interior hallways or rooms.
- Keep away from exterior doors and windows. Put as many walls between you and the outside.
- In cases of tornado warnings, get under a sturdy table or piece of furniture, if possible, and always protect your head and neck with your arms.

If you are outdoors when a tornado warning is issued or sirens are sounding:

- Take cover in a pre-designated shelter or the lowest level of a nearby building.
- If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head and neck with your arms.

In cases of **severe thunderstorms/tornado warnings**, remain where you are until the expiration of the warning is given by local radio stations police or other official sources of information. All buildings are equipped with voice emergency notification systems, remain where you are until an expiration of the tornado warning message is given.

Siren Testing

The outdoor warning system for Johnson County is tested at 11:00am on the first Wednesday of the month. No tests are conducted when extreme cold and/or heavy icing might damage the equipment. Tests are also cancelled whenever there is severe weather (or potential severe weather) occurring in the local area and activating the outdoor warning system might cause confusion as to whether the activation is a real event. If the monthly test is canceled, it will typically be postponed one week to the second Wednesday of the month at 11:00am. If the rescheduled test is also canceled, no additional testing will be performed that month.

In March, the sirens are also sounded as part of the statewide tornado drill in conjunction with the National Weather Service and the State of Kansas for Severe Weather Awareness Week. These drills are typically conducted on a Tuesday or Thursday (back-up date).

Sounding of Sirens

The outdoor warning system is set up to alert the public of a tornado warning. There are three basic criteria to activate the outdoor warning sirens:

- The National Weather Service issues a Tornado Warning for Johnson County,
- A county trained and certified weather spotter reports a tornado; or
- A tornado is reported by a local public safety official.

Anytime you hear the sirens sound, take immediate safety precautions. Listen to a NOAA weather radio or local media for update. Note: There is NO all-clear siren.

Power Outage

In the event of a power outage, the campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building. To report a localized power outage, contact Facilities Services at 913-645-1364.

Be prepared

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

In the event of a large-scale power outage:

- Remain calm.
- Follow directions provided by Campus Manager through the established campus communications systems. Check the KU Alert website via mobile device or listen to local radio.
- If building evacuation becomes necessary, seek out people with special needs and provide assistance, if possible. If additional assistance is necessary, contact Public Safety Office at 913-897-8700.
- Secure all vital equipment, records, experiments and hazardous materials, if safe to do so. Store all chemicals in their original or marked containers and fully open all

fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.

- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

If people are trapped in an elevator:

- If you are able to communicate with them, let the passengers know help has been summoned.
- **Call 9-1-1** or use the elevator phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers, if safe to do so, until emergency responders are on site and the elevator is identified.

Gas Leak

If you detect natural gas, fumes or vapors:

- Immediately cease all operations/activities and evacuate area.
- Evacuate the building by the closest exit and notify other building occupants to do so.
- From a safe area, **call 9-1-1**.
- Do **not** call from cell phones or two-way radios.
- Do **not** pull fire alarms. Any spark may cause ignition leading to explosion.
- Do **not** switch lights on or off.
- Do **not** take time to open windows or close doors.
- Do **not** use elevators.
- Do **not** re-enter building or area until authorized by Overland Park Police department, Overland Park Fire department, or Medical personnel.

If a building or area evacuation is ordered by the emergency responders:

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately. Avoid the use of elevators unless necessary.
If possible, assist any person with a disability in exiting the building. Otherwise, provide the person's location to emergency responders.

Active Shooter or Threat

Personal Safety Tips:

The following safety tips from the Overland Park Police department are offered as a response guide for incidents involving an active shooter.

1. The first step in personal safety is to maintain awareness of the situation and environment around you. Be prepared to take appropriate action if a threat presents itself.
2. Evacuate the area (whether inside or outside a building) if you know that it is safe to do so. Seek shelter in a nearby building if the threat is exterior to a campus building.
3. If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat. Remain quiet. Turn off lights to make the area appear unoccupied.
4. As soon as it is safe to do so, notify authorities by **calling 9-1-1** and provide as much information as possible.
5. Do not approach emergency responders. Let them come to you. Keep your hands visible to them.
6. Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.
7. Activate cell phones to receive campus emergency notification that may be sent through the text messaging system.

Hazardous Materials

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel or oil) spill, incident or release for which assistance is needed, follow these guidelines:

If the incident is indoors, close all doors to isolate the area if it is safe to do so.

If the spill or release presents a danger to other occupants, activate the alarm.

From a safe area, **call 9-1-1**.

Be prepared to provide the following information regarding the spill or release:

- Name of the material
- Quantity of material
- Time of the incident
- Location of the incident
- Is anyone is injured or exposed to material
- Is a fire or explosion involved
- Your name, phone number and location

Follow instructions provided by the emergency responders.

Arrange for someone to meet the emergency responders.

Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.

Present the Material Safety Data Sheet of involved substances to emergency responders, if this information is available.

Do not attempt to clean up a spill or release unless you are trained to do so by Environmental Health and Safety and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

- Clear the area immediately, if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit and report headcounts to your unit head.

If you observe what you think is an unauthorized release of any pollutants to the environment, call the Environmental Health & Safety Office at 785-864-4089 and the Lawrence Public Safety Office at 785-864-5900.

Suspicious/Unusual Package or Mail

If you receive or discover a suspicious package or device:

- **DO NOT TOUCH, TAMPER WITH, OR MOVE IT.**
- **IMMEDIATELY CALL 9-1-1.**
- Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics that should raise suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch or taste.
- Treat it as suspect. Call 9-1-1.

Bomb Threat

If a bomb threat is received:

1. Stay calm.
2. If your phone has Caller ID, record the number displayed. Try to keep the caller on the phone long enough to complete the Bomb Threat Checklist below.
3. Gain the attention of someone else nearby, point to this information and have that person **call 9-1-1**. This call should be made out of hearing range from the caller.
4. Ask someone else for the Bomb Threat Checklist questions.
5. The Campus Manager will work with arriving emergency personnel to assist them in evaluating the situation.
6. Assist emergency responders with a search of the area if requested.
7. Provide for an orderly evacuation only when ordered by emergency personnel.
8. If the threat is received via voicemail or e-mail, save and give to the police.
9. If an evacuation is determined, follow the evacuation plan.

Bomb Threat Checklist:

Complete as much of the checklist as possible immediately following the call:

1. Time call received:
2. Time call terminated:
3. Caller's name and address (if known):
4. **Sex:** Male Female (Circle one)
5. **Age:** Adult Child (Circle one)
6. **Bomb facts (questions to ask)**
 - a. When will it explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
7. **Voice Characteristics** (Circle all that apply)

Tone	Speech	Language
a. Loud	Fast	Excellent
b. Soft	Slow	Good
c. High Pitch	Distorted	Fair
d. Low Pitch	Cursing	Raspy
e. Stutter	Slurred	Nasal
f. Lisp	Foreign	
g. Disguised		
8. **Background noise** (Circle all that apply)
 - a. Music
 - b. Traffic
 - c. Voices
 - d. Machines
 - e. Cellular phone
 - f. Quiet
 - g. Children
 - h. Typing
 - i. Other

9. Name of person receiving call:

- a. Office:
- b. Date:

Report call immediately to 9-1-1.

Suicide Threats

If it appears an individual may cause harm to his or her self, **call 9-1-1** immediately. Available resources for students, faculty and staff include the following:

Crisis line. Headquarters/Jo Co Mental Health Department provides a 24-hour telephone counseling service for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call (913) 268-0156. This service is available 24 hours a day, 365 days a year.

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) is a special service that provides information, short-term counseling, advice and referrals from licensed professionals who understand the typical stresses all of us face day in and day out. EAP counselors are available 24/7 at 1-888-275-1205 (option 7) to provide immediate care, concern, and assistance. TDD 800-697-0353.

Who is eligible to use the EAP program?

- All active, benefits-eligible employees of the State of Kansas, their family members living in the same household or dependent children.
- Non-state employer group participants.
- Retirees and COBRA participants are not eligible to participate.

Counseling and Psychological Services Students who visit CAPS have a variety of issues and concerns. Many students seek help for psychological, interpersonal, family problems and other issues related to succeeding at the University. Individual, couple and group sessions are available. CAPS staff are also available for consultation to students who may have concerns about another student or friend or about a particular situation. In addition, they are available to consult with faculty and staff regarding such issues.

To make an appointment:

Call (785) 864-CAPS or come by the office in Watkins Student Health Center on the Lawrence campus. CAPS offices are accessible to people with disabilities and other conditions.

Counseling and Psychological Services hours are:

- Monday, Thursday, Friday from 8 a.m. to 5 p.m.
- Tuesday and Wednesday from 8 a.m. to 6 p.m.
- After-hours messages may be left on the CAPS answering machine. Messages will be answered the next business day.

If you or someone you know needs service outside of CAPS hours, resources in the community include:

- Overland Park Regional Medical Center (913) 541-5000
- Johnson County Mental Health (913) 268-0156 24-hour Emergency Services Line

Student of Concern Review Team

The Student of Concern Review Team (SCRT) assists KU students, faculty and staff who have concerns about a specific student's behavior and don't know where to turn. The SCRT engages in activities designed to educate the University community in the early detection and reporting of potentially dangerous behavior, assist in the assessment of reported disturbing student behavior, provide referrals to appropriate resources, provide consultation regarding behaviors of concern and address concerns for safety which are directly related to student behavior.

To contact the SCRT regarding a specific student's behavior:

- In cases involving the high likelihood of imminent danger, **call 9-1-1 immediately.**
- In all other cases, call 785-964-4060 between the hours of 8 a.m. and 5 p.m. Monday-Friday. **State that you have a matter for the SCRT** or contact KU Edwards Student Success and Support Services Director at 913-897-8461.

To request a presentation to faculty, staff or students:

To request a presentation/training session on identifying and escalating students of concern to your department, faculty, staff, please contact the KU Edwards Academic Support Center (ASC) at kuec_asc@ku.edu.

To request a presentation on student behavior and successfully navigating college, please contact the KU Community Standards department directly at 785-864-4060 between the hours of 8 a.m. and 5 p.m. Monday-Friday.

Flooding

Flooding can occur because of major rainstorms, water main breaks or loss of power to sump pumps.

In case of imminent or actual flooding:

- **Call 9-1-1**
- If you can do so safely:
 - Shut off all nonessential electrical equipment.
 - Secure vital equipment, records and hazardous materials by moving them to higher, safer ground.
- Move all personnel to a designated assembly area outside the building.
- Locate people with special needs and provide assistance, if possible. Otherwise, provide their location to emergency responders.
- Wait for instructions from Facilities Services. Do not return to the building until instructed to do so by Public Safety Office or Facilities Services.
- Call Facilities Services for assistance with flood clean up.

Important Phone Numbers

Non-Emergency Contact Numbers:

KU Public Safety Office – Edwards	(913) 897-8700
KU Public Safety Office – Lawrence	(785) 864-5900
KU Facilities Services	(913) 645-1364
KU Environment, Health and Safety.....	(785) 864-4089
KU PSO Emergency Management Coordinator	(785) 864-8070
Overland Park Fire & Medical	(913) 888-6066
Johnson County Emergency Management	(913) 782-3038
Overland Park Regional, 435 & Quivira	(913) 541-5000

Definitions

BEL: Building Emergency Liaison; Facilities Manager

Campus Manager: The Edwards Campus staff or faculty member responsible for activating the C.O.C.

CIPG: Critical Incident Planning Group; KU Edwards Campus Crisis Team, Coordinator and Assistant Director at KU Lawrence Public Safety Office; KU Memorial Unions Director of Building Services

COC: Campus Operations Center

EOCM: Emergency Operation Center Manager; Campus Manager

EOCMG: Emergency Operation Center Management Group

EPG: Executive Policy Group; KU Edwards Campus, Director of Administrative & Fiscal Services, Director of PR and Facility Operations Manager

IC: Incident Commander; KU Edwards Campus Vice Chancellor

JIC: Joint Information Center

KUEC: KU Edwards Campus

KU Lawrence Campus Emergency Operation Center Managers: Senior Vice Provost for Academic Affairs and Vice Provost for Administration and Finance.

OPFD: Overland Park Fire Department

OPPD: Overland Park Police Department

PSSO: Public Safety Security Officer

Unified Command: The managing body of an event that enables all agencies with responsibility for the event or classes to work together with a common set of incident objectives. At minimum, the Unified Command for an event will consist of a person with decision-making authority [Incident Commander] from KU Edwards Campus [Vice Chancellor], Overland Park Fire Department [Incident Commander] and Overland Park Police Department [Incident Commander]. Representatives from other agencies may be added as needed.

UC: Unified Commander