JCCC EMERGENCY RESPONSE PLAN

Report all campus emergencies to the JCCC Police Department.

From a campus phone, dial 4111, or call 913-469-8500, ext. 4111, and state your emergency.

In the parking lots and garages, use the emergency phones.

Evacuation Information
- Evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Do not use elevators!
- Take all personal belongings (keys, purses, wallets, etc.) if time allows.
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by Building Emergency Team members.
- Report immediately to the Building Emergency Assembly Area outside the building.
- If you need assistance, establish procedures in advance with Access Services for students with disabilities, your instructor or classmates.

Fire-Emergency
- Activate the nearest fire pull alarm and immediately notify JCCC Campus Police at ext. 4111 or call 911.
- Whenever the fire alarms and/or sprinkler systems are activated, promptly and calmly evacuate using the nearest exit and report to the designated emergency assembly area.
- Do not use elevators.
- Take necessary personal items (coats, purses, keys, etc.) with you, as you may not be allowed to return to the building.
- Be aware of others in your area (or those you are responsible for) and inform them to evacuate as well.
- Follow directions given by emergency building personnel.
- Remain in the emergency assembly area until released by JCCC Campus Police or the Overland Park Fire Department.

Campus Violence
- No matter where you are, be familiar with your surroundings and know your escape routes. Do not be an easy target. When faced with a violent intruder, increase your chances of survival by remembering your A.L.i.C.E. options. Never give up!
- Alert, listen for/collect specific, real-time information and notify Campus Police at ext. 4111 or call 911.
- Lockdown or shelter in place by locking down and barricading entry points. Get low to the floor, spread out and turn off lights.
- Inform, listen for or give real-time updates by any communication means possible.
- Counter the attacker as a last resort by movement, noise, distraction and SWARM.
- Evacuate, get out, and put distance between you and the killer. Do not go to your car, evacuate on foot. Seek assistance at a rally point, stay alert to college information.

Weather Warnings
- Stay alert to severe weather conditions.
- Stay away from windows and exterior doors.
- In the event of a tornado warning, internal and external warning sirens will be activated followed by a public address system announcement alerting of the need to take immediate shelter.
- Promptly move to a designated storm security area.
- Remain in the storm security area until a warning expiration message is issued via the public address system.
- If the facility is damaged, evacuate the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Report any injuries by calling ext. 4111 or call 911.

Weather Warnings
- If the injury/illness is serious or life threatening, immediately contact JCCC Campus Police at ext. 4111 or if you are at an off-campus location dial 911.
- Do not move the person unless it is necessary for safety reasons.
- Protect the person from unnecessary manipulation and disturbance.
- Begin CPR and other first aid measures as appropriate.
- Stay with the person until advanced medical assistance arrives.

Library (LIB), third floor
- Storm Security Areas
- Building Evacuation Routes
- Emergency Assembly Area
- AED, located on 2nd floor

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