

# JCCC EMERGENCY RESPONSE PLAN

*Report all campus emergencies to the Department of Public Safety.  
From a campus phone, dial 4111.*

Inside buildings, use the emergency red phones located in the hallways.  
In the parking lots and garages, use the emergency code blue 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.).

Secure any hazardous materials or equipment before leaving.

Follow directions given by Building Emergency Leaders.

If you need assistance, establish procedures **in advance** with Access Services for Students with Disabilities, your instructor or classmates.

### *Fire-Smoke-Explosion*

- Activate the nearest fire alarm and immediately contact the Department of Public Safety.
- Evacuate the building.
- Return to the building only when you are authorized to do so by the Department of Public Safety, Campus Services or the Overland Park Fire Department.

### *Campus Violence*

- Do not attempt to intercede or restrain an aggressive individual.
- Contact the Department of Public Safety immediately for assistance.
- Encourage others not to become involved; if possible, leave the area.

### *Weather Warnings*

- Listen for internal and external warning sirens.
- Stay away from windows and exterior doors.
- Immediately move to a designated shelter area (see the building diagram below).
- Remain in the shelter area until an all-clear signal is sounded.

### *Illness-Injury-Accidents*

- If the injury or illness is serious or life-threatening, contact the Department of Public Safety immediately. They will respond and request assistance from MedAct.
- If the injury or illness is not serious or life-threatening, ask the individual what assistance is needed. Contact the Department of Public Safety for assistance.

## RC, Basement

