Emergencies can happen anytime and anywhere. The safety and security of our students, faculty and staff is crucial. In this desk reference guide are procedures that will help you know what to do in an emergency. While I hope we never have to use it, it’s always best to be prepared. So please take a few moments to review the steps you should take in different kinds of crisis situations.

Planning for emergencies is everyone’s responsibility. In our communities, on campus, at work, at home, we all need to know what to do and where to go. Being prepared for an emergency ahead of time can help protect you, your family, friends and peers.

Please join me in the efforts to “Keep Our People Safe” at JCCC.

Joseph M. Sopcich
President
Automated External Defibrillator (AED) Locations

AEDs are located in each building on campus and in police vehicles. To locate the nearest AED, check the listing online by visiting the JCCC Police Department webpage at jccc.edu/police or see the campus map at the end of this guide. Look for:

First Aid Supplies

First aid supplies are strategically located in each building. To locate supplies, ask at any office in the building or check the listing online at the JCCC Police Department Web page jccc.edu/police. The JCCC Police Department, ext. 4112, will also have a listing of locations with first aid supplies. If an injury is severe, dial ext. 4111 or 913-469-2500 immediately. All injuries should be properly reported. (See Illnesses – Injuries – Accidents)
To report an emergency:
Call the JCCC Police Department at **ext. 4111** from any campus phone or dial **913-469-2500**, (direct line). Campus police dispatchers will promptly answer your call 24 hours a day, 7 days a week and will notify the appropriate personnel or authorities.

**913-339-6699** TDD/TTY.

**Off-campus sites** should dial **911** directly and notify JCCC police when appropriate to do so. Emergency phones are also strategically located throughout the campus buildings, common areas and parking lots.

When you call, give your name, telephone number and location, and the nature and location of the emergency.

**Don’t hang up** until the person answering the call ends the conversation.

If you need police assistance and there is no emergency, call **ext. 4112**.

All **media inquiries** should be directed to the Associate Vice President, Strategic Communications at ext. 7623.
Be Safe, Be Ready!

Download the JCCC Guardian app on your mobile device. Quickly contact help in an emergency with one-touch dialing to JCCC Police Department and 911. Two-way communication via text messaging with JCCC Police Department is also available.

Reporting an Emergency

jccc.edu/guardian
(BIT) Behavior Intervention Team

“If you see something, say something.” The Behavior Intervention Team (BIT) was formed to provide a centralized team of individuals to assess any danger or harm that may result from the actions of an identified person or persons.

KOPS WATCH – Keeping Our People Safe

JCCC has established a confidential reporting site for students, staff, faculty and visitors to report strange or unusual behavior on any college-owned or College-operated facility or at any college-sponsored event or activity, either on or off campus. This includes service-learning trips, internship experiences or any off-campus JCCC-sponsored gathering of students. A website has been developed at jccc.edu/KOPS or dial 1-888-258-3230 to report information in the following categories:

- Welfare alert (concern for person)
- Violent behavior
- Substance abuse or use
- Unusual or erratic behavior
- Discrimination or harassment
- Criminal activity on or near the JCCC campus
Do not use this site to report events presenting an immediate threat to life or property. Such reports submitted through this service may not receive an immediate response. If you require emergency assistance, contact the JCCC Police Department at ext. 4110 or 913-469-2500 immediately. If you are off campus, contact 911.

KOPS Watch – Keeping Our People Safe
For every earthquake where things are moving or falling, **DROP**, **COVER** and **HOLD ON**! Get to the ground under something and cover your head in particular.

<table>
<thead>
<tr>
<th>DROP!</th>
<th>COVER!</th>
<th>HOLD ON!</th>
</tr>
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</table>

Minor earthquakes should not prompt you to evacuate. Unless there is another reason to leave the building, you are safer inside than outside after an earthquake. However, if you are ordered or required to evacuate, follow instructions from JCCC Police. If you are unsure and you believe that evacuation is necessary for your safety, wait for the shaking to stop, then carefully leave the building and move at least 50 feet away to an open area. Never run while the building is shaking – that’s how people get seriously injured.
1. If you become trapped in an elevator, use the emergency telephone within the elevator. Do not crawl out of an elevator without assistance from authorized personnel.

2. If you are not inside the elevator but hear a problem or a person in need of help, please take the following actions:

   Call ext. 4111 from a campus phone or call 913-469-2500.

   Give the police dispatcher the following information:

   - Name of building, your name and cell phone number (if applicable).
   - Location within the building of malfunctioning elevator if known.
   - Where the elevator is stopped, if known.
   - Whether a medical emergency exists.

   Before you hang up, make sure the dispatcher has all the information he/she needs.

Earthquake | Elevator Malfunction (continued)
Illnesses – Injuries – Accidents
Whenever an individual is injured or becomes ill, promptly ensure the individual receives the appropriate medical attention.

1. If the injury/illness is serious or life-threatening, immediately contact the JCCC Police Department at ext. 4111 or 913-469-2500. If you are at an off-campus location, dial 911.

2. Do not move the person unless it is necessary for safety reasons.

3. Protect the person from unnecessary manipulation and disturbance.

4. To the extent that you are trained, begin CPR and other first aid measures as appropriate.

5. Stay with the person until advanced medical assistance arrives.

6. If the injury/illness is not serious or life-threatening, ask the individual what assistance is needed.

Also contact the JCCC Police Department at ext. 4111 or 913-469-2500 to assist to the extent requested by the affected individual.

Employees who suffer an on-the-job injury/illness should remember the following:

- Regardless of severity, promptly report all on-the-job injuries/illnesses via the Work Comp Incident Form to your supervisor AND Insurance and Risk Management (ext. 2508).

- In emergency situations, contact the JCCC Police Department at ext. 4111 or 913-469-2500. If you are at an off-campus location, dial 911.
In non-emergency situations, contact Insurance and Risk Management (ext. 2508) to secure a referral to the appropriate medical facility.

Although some on-the-job illnesses/illnesses may not require medical attention, always promptly report all on-the-job illnesses/illnesses via the Work Comp Incident Form in the event you need medical treatment at a later date.

Illnesses – Injuries – Accidents (continued)
**Power Outage – Electricity**
During normal business hours (M-F, 8 a.m.-5 p.m.), contact Campus Services at ext. 3710 and JCCC Police at ext. 4111 or 913-469-2500.

After normal business hours contact the JCCC Police Department at ext. 4111 or 913-469-2500.

Remain calm. Stay where you are unless you are in an unlit area. If you are in an unlit area, proceed cautiously to an area that has emergency lighting. Provide assistance to others in your immediate area who may be unfamiliar with the space.

Many electrical power interruptions are brief. Unless there is some other danger do not evacuate or dismiss students or employees unless instructed to do so. In most cases, power will be restored or classes will be relocated to another area with power.

**Water Service Interruptions**
During normal business hours (M-F, 8 a.m.-5 p.m.) contact Campus Services at ext. 3710 or JCCC Police at ext. 4111 or 913-469-2500.

After normal business hours contact the JCCC Police Department at ext. 4111 or 913-469-2500.
All JCCC main campus space heating and water heating is electric. Only the following areas have natural gas:

- CLB Science labs
- HCA kitchens
- RC science labs
- SCI science labs
- Westpark (natural gas heating)

**GAS ODORS**

If evacuation is deemed necessary, direct all occupants to leave the building and proceed to a designated outdoor KOPS-Zone (emergency assembly area).

While exiting the building, do not use fire alarm pull stations.

Notify JCCC Police at ext. 4111 or 913-469-2500

**Natural Gas**
Fire – Smoke – Explosions

Learn and know the emergency exits for your building(s). If you discover fire and/or smoke, pull the nearest fire alarm and promptly exit the building. Immediately notify JCCC Police at ext. 4111 or 913-469-2500. If you are at an off-campus location, dial 911.

If you hear or see an explosion, exit the area as safely as possible.

Whenever the fire alarms and/or sprinkler systems are activated, please follow these directions:

1. All occupants of the building must promptly and calmly evacuate using the nearest exit and report to the designated Emergency Assembly Area. See map for designated areas.

Do not use elevators!

Only if time permits take 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. Assist persons with disabilities.

Follow directions given by emergency building personnel.

In the event that you encounter smoke and/or fire while evacuating, exercise caution and logic to help ensure your safety and the safety of others. Remember, “Stay Low and Go!”

Once gathered at the emergency assembly area, take a head count to ensure that all individuals are safely out of the building. Report any persons remaining in the building perhaps with a mobility impairment.

2. Representatives from JCCC Police Department will respond to the affected building to determine the location of the smoke/fire/explosion.
The Fire Department is contacted for all fire alarms. If no source of smoke/fire is located, the occupants will be given an “all clear” to return to the building by JCCC Police or the Overland Park Fire Department. Remember:

- Individuals needing evacuation assistance should establish procedures in advance with their instructor or supervisor. Students should contact Access Services (ext. 3521) and employees should contact Human Resources (ext. 3877). The Office of Emergency Preparedness (ext. 7622) is available for consultation on these procedures.

Do not attempt to move a disabled individual down a flight of stairs and risk injuring that person and yourself. Let the professionals take charge. Police Department personnel and make their whereabouts known.

Communication is key. Report all individuals with “specific plans or services” or special needs.

The fire department recommends moving a disabled occupant to another connected building or inside an enclosed stairwell or safe area of the building until help arrives – lateral evacuation if possible.

Do not return to the building until it is safe to do so. Inform your Building Emergency Leader or JCCC Police Department.

Fire – Smoke – Explosions (continued)
Tornado Watch and Warning

In the event that a Tornado Watch or other severe weather is issued for our area, the following will take place:

A JCCC Alert text message and email will be sent to JCCC faculty, students and staff informing them of inclement weather. Building Emergency Leaders (BELs) will be notified.

You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.

If a Tornado Warning is issued for our area, the following will occur:

External warning sirens will be activated outdoors along with an internal public address system announcement alerting of the need to take immediate shelter.

Other college emergency notification systems will also be activated.

Stay away from windows and exterior doors.

Notice will be issued to BELs and floor monitors to assist with sheltering.

You should promptly move to your designated storm security area. If you do not know where your designated storm security area is, refer to jccc.edu/police or reference emergency floor plan posters located throughout each building and classroom.

Remain in your designated storm security area until a warning expiration message is issued or announced via the public address system, text and email message.

Note: If the facility is damaged, evacuate the area after the storm passes (following direction of emergency building personnel) and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks. Report any injuries by calling ext. 4111 or 913-469-2500.

Weather Emergencies
Winter Weather Closings

You can find out if the College is closed because of the weather in one of these ways:

The announcement will be posted on the home page of the College’s website, jccc.edu.

You’ll receive a text message. Students, faculty and staff are automatically signed up for emergency text messages. Learn more at jccc.edu/Alert.

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.

If the decision to cancel classes is made during the day, all will receive a text and email message.

Call the main College number (913-469-8500) to hear a recorded message.

Weather Emergencies (continued)

Winter Weather Closings
Environmental Emergencies
In the event of a chemical spill or unusual odor and for assistance with the proper disposal of hazardous waste:

■ Promptly contact the JCCC Police Department at ext. 4111 or 913-469-2500. They will contact the R. E. H. Director, Housekeeping and HazMat Control (ext. 7602), who will coordinate response, clean-up and disposal efforts. The secondary contact is the Associate Vice President, Campus Services and Faculty Planning (ext. 7604). If an emergency exists, the Fire Department may also be contacted.

■ Be sure to secure the area to ensure that no one is unwittingly exposed to the chemicals or hazardous waste.

Suspicious Mail or Packages
It is important that every employee handling or receiving mail can identify a suspicious letter or parcel. Although occurrences are extremely rare, it is essential to know what to do when suspicious mail is received. Remain alert for signs of potentially dangerous mail and packages.

If you receive a suspicious letter or package:

■ Stop. Do not handle.

■ Isolate it immediately. Secure the area.

■ Contact ext. 4111 or 913-469-2500 on campus or 911 at an off-campus site.

■ Alert others nearby to relocate to an area away from the site of the suspicious item. Keep a list of all persons in the potential hazard area.

■ Do not open, smell or taste the item.

If you suspect the mail or package contains a bomb (explosive) or radiological, biological, or chemical threat:

■ Isolate the area immediately.

■ Contact ext. 4111 or 913-469-2500 on campus or 911 at an off-campus site.
Wash your hands with soap and water.
Alert others nearby to relocate to an area away from the site of the suspicious item.

How to recognize suspicious packages and mail:

- Ticking sounds, protruding wires or exposed aluminum foil
- Lopsided or bulky shape of envelopes or boxes
- Excessive packaging materials, like tape or string
- Strange odors
- Oily stains or discolorations on the exterior
- Powderly substances felt through or appearing on the item
- Restricted markings, such as “personal,” “confidential,” or “do not X-ray”
- Restrictive markings, such as “personal,” “confidential,” or “do not
- Unusual addressing, such as not being addressed to a specific person
- No return address or strange return address
- Excessive postage, misspelled common words
- Excessive postage, misspelled common words
- After other nearby to relocate to an area away from the site of the suspicious item.
- Wash your hands with soap and water.
Office of Emergency Preparedness
The Office of Emergency Preparedness is responsible for the planning and coordination of various types of emergency situations at JCCC. An “all hazards” approach, which includes prevention, protection, mitigation, response and recovery, is used. Please contact the Emergency Preparedness manager at 913-469-8500, ext. 7622, or email apacer@jccc.edu if you have questions or concerns related to emergency preparedness and incident management.

Emergency Preparedness Infoshare site: infoshare.jccc.edu/communities

JCCC Police Department
The JCCC Police Department, located in the Carlsen Center, CC 115, provides service 24 hours a day. It is an integral part of the College’s dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many College departments. The department consists of police officers, public safety officers, police dispatchers, Emergency Preparedness and administration. Officers patrol the campus and offer a variety of safety and security services seven days a week. They also function as first responders for fire, medical and campus emergencies, as they are trained in first aid, CPR and AED response.

Building Emergency Leader Program
Under the College Emergency Response Plan each building has a designated Building Emergency Leader (BEL) and team dedicated to emergency response. The BELs and floor monitors play a critical role in the overall safety of the building occupants and in communications to all staff and students during an emergency.

The role of a Building Emergency Leader is to:

- Oversee the building emergency plan for their building/monitor potential threats
- Coordinate building emergency team/floor monitor support positions
- Provide instruction and training
- Act as a communication liaison to the Emergency Preparedness manager/campus police
- Maintain employee floor listings/conduct semester meetings

Emergency Personnel

[Turn page over]
BELs and their team members are identified by orange and yellow vests. Orange = leader positions.

Emergency Personnel (continued)
**Bomb Threats**

All threats to the campus community are to be taken seriously. If you receive a telephone call informing you that a bomb has been placed on campus, do the following:

Remain calm and refer to the following checklist to record information the caller provides to help determine the seriousness of the threat and possibly identify the caller.

Keep the caller on the line as long as possible to attempt to gather as much information as possible.

Immediately contact the JCCC Police Department at **ext. 4111** or **913-469-2500** for further assistance.

If the bomb threat was left on your voicemail, do not erase it.

Remember, the decision of whether or not to evacuate a work area or building will be determined by the JCCC Police Department and the administration after a thorough evaluation of the information available. This decision will be communicated quickly to personnel.

If evacuation is called for, do not use cell phones or radios within 300 feet of the area.

Check for but do not disturb unusual objects as you leave a classroom or an office. Report any unusual objects to the JCCC Police Department.

For Bomb Threat checklist – turn page over >
Bomb Threat Checklist

Safety procedures for handling bomb threats, explosive devices and incendiary materials.

Date: ________ Time:________

Call taken by:______________________________________________________

Exact wording of the threat:
________________________________________________________________________
________________________________________________________________________

Phone number (if identified by caller ID):
________________________________________________________________________

Questions you should ask the caller:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Facts about the caller: Male/Female: ___________ Age:  __________________

What is your address?
________________________________________________________________________

What is your name?
________________________________________________________________________

What is your address?
________________________________________________________________________

Did you place the bomb?
________________________________________________________________________

What will cause the bomb to explode?
________________________________________________________________________

What kind of bomb is it?
________________________________________________________________________

What does the bomb look like?
________________________________________________________________________

Where is the bomb located?
________________________________________________________________________

Make safety your first priority when it comes to campus safety. Our three main goals are:

1. Safety of the campus community
2. Safety of police personnel
3. Protection of property

叫 411 or 913-469-2500 ext. 4111 for campus emergencies.

Dial 911 for off-campus locations.

Dial Telephone: (well-spoken/educated, Tou. Irrational, Incoherent, Laped, 

message read from a script, etc.)

Caller’s language: (crying, slurred, nasal, slurring, lisping, rasp, deep, raged, disguise, accent)

Describe the caller’s voice: (calm, angry, excited, slow, rapid, soft, loud, laughing,

rapping, tongue, whisper, intoxication (accents, etc.).)

Unique voice characteristics (accent,审议通过, etc.):

Telephone background noises: (street noises, other voices, music, motor, factory,

etc.)

Caller reported threat to:

Make safety your first priority when it comes to campus safety. Our three main goals are:

1. Safety of the campus community
2. Safety of police personnel
3. Protection of property

Dial ext.

4111 or 913-469-2500

Dial 911 for off-campus locations.
College Emergency Notification System

Johnson County Community College places the security and safety of its students, employees and visitors as its highest priority. To keep you informed in emergency situations, the College has developed a comprehensive emergency communication system. The purpose of the system is to keep students, faculty and staff informed about critical campus safety issues. A strategic protocol is defined for system use based on the type of emergency.

The emergency notification system includes the following methods of communication:

**JCCC Alert** – JCCC’s emergency notification system allows the College to communicate via text and email emergency information quickly to students, faculty, staff and other pre-designated individuals. All students and employees are automatically enrolled in this system.

**Public Address (PA) System** – Emergency alerts will be sounded through an audible system located in the hallways of all buildings advising of the situation and how to respond. Building and floor messaging can be isolated for specific incidents.

**Digital Signage (EAS – Emergency Alert System)** – An emergency alert message will appear on all large monitors in the hallways across campus advising of the emergency situation and how to respond.

**Social Media** – The College will use Facebook and Twitter to inform followers of an emergency situation.
Alertus-Desktop Alert – An emergency alert message will appear on all college network computers in labs, classrooms and work areas.

College Classroom and Office Phone Alerts – An emergency alert message will be announced and/or displayed on classroom and office phones.

JCCC Home Page (jccc.edu) – A link to emergency information will appear on the front page of JCCC’s website. In a qualifying emergency, JCCC’s main home page will be replaced with an emergency page devoted to information about the incident.

College Main Phone Number Greeting (913-469-8500) – When a decision to close the College is made, the College’s main phone message is changed to reflect the closing. The main phone greeting can also be updated to provide information about an incident.

2-way hand-held radios for emergency communication are supplied to Building Emergency Leaders (BELs) and equipped with a Fire Alarm System – Each building has an individual fire alarm system that sounds along with flashing strobes to signal building evacuation is necessary.

Local Media Outlets – The College may use local media to inform the community of an emergency situation as needed.

Remember the goal is to communicate emergency information in many different ways to ensure that people receive notification as quickly as possible.

For more information, contact the Emergency Preparedness manager at 913-469-8500, ext 7622 or apacer@jccc.edu.
Armed Violent Intruder Response

Follow **ALICE Principles**

**Alert** – Listen for/or receive specific, real-time information and notify Campus Police, **913-469-2500** or call **911** when safe to do so.

**Lockdown** – Secure in place if evacuation is not a safe option by locking down and barricading entry points. Get low to the floor, spread out, turn off lights and silence cell phones.

**Inform** – Listen for or give real-time updates by any communication means possible.

**Counter** – As a last resort, distract shooter’s ability to shoot accurately. Move toward exits while making noise, or throwing objects or SWARM the intruder.

**Evacuate** – Get out and put distance between you and intruder. Do not go to your car. Evacuate on foot. Seek assistance at a rally point; stay alert to College information.

No matter where you are, be familiar with your surroundings and know your escape routes.

When faced with a violent intruder, increase your chances of survival by remembering your **ALICE** options.

Note: ALICE is not designed to be sequential.

Go to JCCC homepage and search for ALICE.

Remember, there are no guarantees in an active shooter/violent intruder situation. Just as in most other emergency situations, the more you know the better your chances of survival. Do not be an easy target!

**turn page over**
Your personal safety is of primary importance. Nothing you have or the College has is worth your life or the life of others. If you are robbed:

• Try to remain calm.
• Hand over money or possessions when asked.
• Comply with any reasonable demands the robbers make.
• Don't argue.
• Don't fight.
• Look at the robber and note tattoos, scars, prominent features, clothing and weapons so you can describe them to the police.
• Watch what the robber touches. The police may be able to get fingerprints.
• Tell the robber if you need to reach or move in any way so they are not startled.
• If possible, see which way the robber leaves and whether or not he/she is in a vehicle or on foot.
• Don’t follow or chase the robber.

As soon as you can do so safely, call the JCCC Police Department at ext. 4111 or 913-469-2500.

DO NOT physically interfere or try to restrain the aggressor(s). Be a good witness.

If you observe a violent act:

injury to yourself or others.
anything that might jeopardize your safety or increase the risk or level of
Remember: Your personal safety is of primary importance. Do not do

911
exit ext. 4111 or 913-469-2500. If you are at an off-campus location dial

armed intruder | campus/workplace violence
**Important JCCC Phone Numbers:**

**JCCC Police**
- Campus emergencies .................................. ext. 4111 or 913-339-6699 (TDD/TTY)
- Campus emergencies (direct line) ............... 913-469-2500 or 4111
- Emergencies off campus ........................................ 911
- Campus non-emergencies ................................ ext. 4112
- Escort to/from parking lot ................................... ext. 4112
- KOPS-Watch ............................................... www.jccc.edu /KOPS or KOPS Watch 1-888-285-3230

**JCCC Main Number** ...................................................... 913-469-8500

**Emergency Preparedness** ........................................... ext. 7622

**Access Services** .......................................................... ext. 3521

**Counseling and Advising Services** ............................... ext. 3809

**Hazardous Materials** .................................................. ext. 7602

**Campus Services (maintenance, housekeeping, grounds)** ... ext. 3710

**Help Desk – Information Services** ................................. ext. 4357

**Workers' Compensation** ............................................. ext. 2508

**Employee Assistance Program** ................................. 866-553-1848

**Important community/metropolitan phone numbers:**

**Johnson County Department of Health and Environment** ... 913-894-2525

**Johnson County Mental Health Center** ........................ 913-831-2550

**Johnson County Sheriff’s Department** ........................ (non-emergency dispatch) 913-782-0720

**Overland Park Police Department** (non-emergency/communications) 913-895-6300

**Overland Park Fire Department** (non-emergency services) ... 913-888-6066

**Olathe Police Department** (non-emergency services) ........ 913-782-0720

**Olathe Fire Department** (non-emergency services) ........... 913-971-7900

**Kansas Coalition Against Sexual and Domestic Violence** (24-hour hotline) ........................................... 888-363-2287

**Alcoholics Anonymous (24-hour hotline)** ......................... 816-471-7229

**Narcotics Anonymous (24-hour hotline)** ........................... 816-531-2250

**Metropolitan Organization to Counter Sexual Assault** (24-hour crisis line) ............. Kansas: 913-642-2033 Missouri: 816-531-0233

**Road Conditions for Kansas** ........................................ 1-866-511-5368

**Road Conditions for Missouri** ..................................... 1-888-275-6636

**National Child Abuse Hotline** ................................. 1-800-4-A-CHILD or 4-2-244-53

**National Runaway Hotline** ........................................ 1-800-786-2929

**Safehome Domestic Violence Hotline** ........................ 913-262-2868

**RAINN National Sexual Abuse Hotline** .......................... 1-800-656-HOPE (4673)