

# QUICK REFERENCE GUIDE

## Report an Emergency

Campus Police:  
Ext. 4111 | 913-469-2500

or use a campus  
emergency phone

911 from an  
off campus site

## Violent Critical Incident



### Follow ALICE Principles:

ALICE is not designed to be sequential.  
Use the best option for your personal safety.

#### NEVER GIVE UP!

Be familiar with your surroundings  
and know your escape routes

#### ALERT

Listen or receive specific information  
Immediately call to report

#### LOCKDOWN

Secure in place, if you can't safely evacuate  
Barricade entry points and lock doors  
Get low to the floor, spread out, turn off lights,  
silence phones, stay out of view

#### INFORM

Give and get updates by any means possible

#### COUNTER (as a last resort)

Distract shooter's ability for accuracy  
Move toward exits, make noise, distractions,  
throw objects  
Swarm intruder, fight for your life

#### EVACUATE

If a safe path is available, get out –  
put distance between you and intruder  
Do not go to your car; evacuate on foot  
Stay alert to College information  
Go to a rally point

## Bomb Threat



Keep the caller on phone as long as possible  
and gather information

Immediately call to report

If threat is on voicemail, do not erase

Evacuation is determined by Authorities.

Look for, but do not disturb unusual  
objects as you leave area, then report

## Fire, Smoke, Explosion



Activate fire pull station and call to report

Evacuate and report to Designated  
Emergency Assembly Area

Do not use elevators

Grab personal items if time permits

Be aware of others in your area – tell them  
to evacuate (assist disabled if needed)

## Medical Emergency



If the injury/illness is serious or life  
threatening, immediately call to report

Do not move the person unless necessary

Protect from manipulation and disturbance

Begin CPR and other first aid measures

Stay until medical assistance arrives

## Hazardous Material/ Suspicious Odor



Call to report, alert all persons nearby

Secure area

Evacuate to a safe area

Follow instructions of  
Emergency Personnel

## Severe Weather



Stay alert to severe weather conditions

If a tornado warning is issued, outdoor  
warning sirens will be activated and internal  
public address system announcements will  
instruct the need to take immediate shelter

Stay away from windows and exterior doors

Promptly move to a designated Storm  
Security Area

Remain in the Storm Security Area until  
warning expiration message is issued via  
audio, text or email message

If the facility is damaged, evacuate after  
the storm passes. Watch for falling debris,  
downed power lines, gas leaks

Call to report injuries

## Power Outage



Remain calm, patient and offer assistance  
to others

Move cautiously to a lighted/safe area;  
Time of day matters

Exits should be illuminated

Consider use of cell phone flashlight feature

Report outage and follow emergency notifications

## Suspicious Behavior or Activity



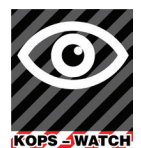
Do not let strangers into locked or  
secured areas

Do not physically confront the person

Note person's description and  
suspicious activity

Move to a safe location and call to report

**KOPS-Watch Reporting**  
1-888-258-3230 (nonemergency)  
to anonymously report  
suspicious behavior or  
visit [jccc.edu/KOPS-WATCH](http://jccc.edu/KOPS-WATCH)



JOHNSON COUNTY  
COMMUNITY COLLEGE

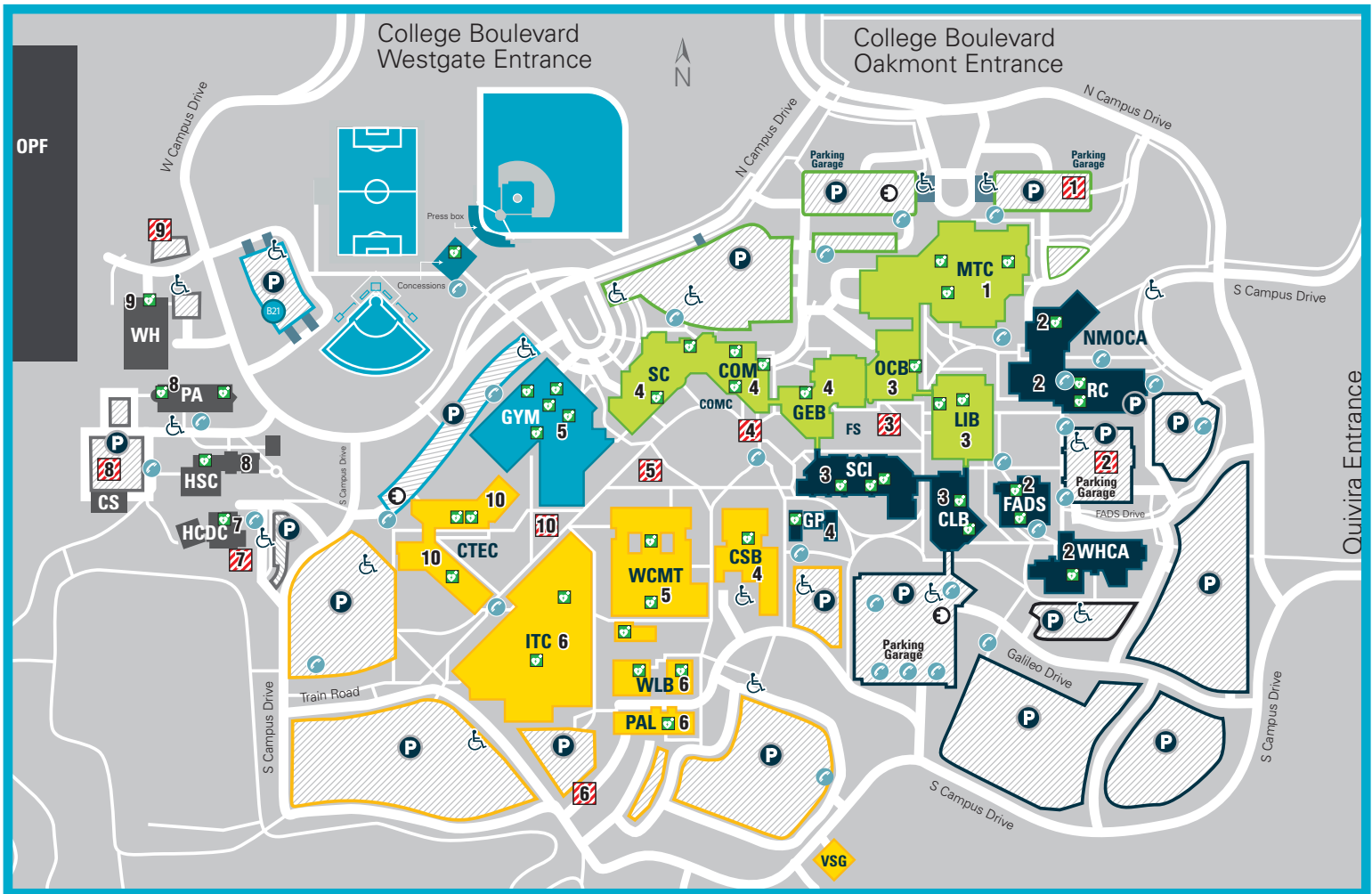
**KEEPING OUR PEOPLE SAFE (KOPS)**  
EMERGENCY PREPAREDNESS



Report Campus Emergency  
Ext. 4111 | 913-469-2500 | Campus Emergency Phones



**JOHNSON COUNTY  
COMMUNITY COLLEGE**



<b>CLB</b> Classroom Laboratory Building	<b>GP</b> Galileo's Pavilion	<b>NMOCA</b> Nerman Museum of Contemporary Art	<b>VSG</b> Vehicle Storage Garage
<b>COM</b> Commons Building	<b>GYM</b> Gymnasium	<b>OCB</b> Office and Classroom Building	<b>WCMT</b> Welding, Construction, Machining Technology Building
<b>CS</b> Compost Shed	<b>HCDC</b> Hiersteiner Child Development Center	<b>OPF</b> Open Petal Farm	<b>WH</b> Warehouse
<b>CSB</b> Campus Services Building	<b>HSC</b> Horticultural Science Center	<b>PA</b> Police Academy	<b>WHCA</b> Wylie Hospitality and Culinary Academy
<b>CTEC</b> Hugh L. Libby Career and Technical Education Center	<b>ITC</b> Industrial Training Center	<b>PAL</b> Plumbing & Automotive Labs	<b>WLB</b> Welding Laboratory Buildings
<b>FADS</b> Fine Arts & Design Studios	<b>LIB</b> Billington Library	<b>RC</b> Regnier Center	
<b>GEB</b> General Education Building	<b>MTC</b> Midwest Trust Center	<b>SC</b> Student Center	
		<b>SCI</b> Science Building	

**Emergency Outdoor Phone**

**Handicapped-accessible Parking**

**Automated External Defibrillators (AEDs)**

**Emergency Assembly Area-by Building #**

Whenever a fire alarm activates or a building evacuation is ordered, promptly and calmly evacuate using the nearest exit and report to the **Designated Emergency Assembly Area**. See campus map for designated areas.

- Do not use elevators.
- If time permits, take necessary personal items.
- Be aware of others in your area (or those you are responsible for) and inform them to evacuate as well. Assist persons with disabilities if needed.
- Follow directions given by emergency personnel.
- Remain in the emergency assembly area until released by JCCC Campus Police or the local fire department.

[emergencymanagement@jccc.edu](mailto:emergencymanagement@jccc.edu)

