JCCC EMERGENCY RESPONSE PLAN

Report all campus emergencies to the JCCC Police Department.

From a campus phone, dial 4111, or call 913-469-2500 (direct line), 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 ALICE options. Never give up!
• Alert, listen for or receive specific, real-time information and notify Campus Police at ext. 4111 or call 911.
• Lockdown or shelter in place by locking doors.
• In the event of a tornado warning, 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.
• Evacuate, get out and put distance between you and the intruder. Do not go to your car, evacuate on foot. Seek assistance at a rally point, stay alert to college information.
• Protect the person from unnecessary manipulation and disturbance. Begin CPR and other first aid measures as appropriate.
• Do not move the person unless it is necessary for safety reasons.
• Stay with the person until advanced medical assistance arrives.

Weather Warnings
• Stay alert to severe weather conditions.
• Stay away from windows and exterior doors.
• Always be aware of extreme weather conditions.

Medical Emergency
• Whenever an individual is injured or becomes ill, you need to respond promptly and properly to ensure the individual receives the appropriate medical attention.
• 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.

General Education Building (GEB)
First Floor

= Storm Security Areas
= Building Evacuation Routes
= Emergency Assembly Area
= AED

02/2020