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.
• 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 intruder. 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, 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.
• 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.
• 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.

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)
Second Floor

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= Storm Security Areas

= Building Evacuation Routes

= Emergency Assembly Area

= AED Located on First Floor

Courtyard Area by Emergency Phone

02/2020