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 913-469-2500 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 913-469-2500 or call 911.
- Lockdown or shelter in place by locking doors.
- Secure any hazardous materials or equipment before leaving.
- 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 along with 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 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 913-469-2500 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.
- 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.

Office and Classroom Building (OCB), first floor

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

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