

Quick Reference



JOHNSON COUNTY
COMMUNITY COLLEGE

Campus Emergency Procedures – Johnson County Community College

To report a campus emergency, dial **ext. 4111** from a campus phone, or dial **913-469-2500** (direct line), or use one of the emergency phones on campus.

You may also use the KOPS-Watch system to tell the Behavior Intervention Team anonymously about unusual or suspicious behavior and activity on campus. Call **1-888-258-3230** or visit www.jccc.edu/KOPS.

Armed Intruder | Campus/Workplace Violence/ALICE

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 or 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, distractions, throwing objects or swarm 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.

ALICE is not designed to be sequential.

Never give up!

Remember, there are no guarantees in an armed intruder situation, but just as in most other emergency situations the more you know, the better your chances of survival. Do not be an easy target.

- Keep the caller on the line as long as possible to attempt to

Bomb Threat

gather as much information.

- Immediately contact JCCC Campus Police Department at ext. 4111 or 913-469-2500 or call 911 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 JCCC Campus 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 JCCC Campus Police Department.

Utility Emergency

- If you smell gas within any building, leave the building and move a safe distance away.

- While exiting the building, do not use telephones, electrical switches or any device that might trigger an explosion.

- After exiting the building, contact JCCC Campus Police at ext. 4111 or 913-469-2500 or call 911 or Campus Services at 3710.

Environmental Emergency

- For chemical spills or unusual odors, call the JCCC Campus Police at ext. 4111 or 913-469-2500. JCCC Campus Police and the hazardous materials coordinator will manage the incident, clean-up and disposal efforts.

Fire/Smoke/Explosion

- Activate the nearest fire pull alarm and immediately notify JCCC Campus Police at ext. 4111 or 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. See campus map for designated areas.**

- Do not use elevators.

- If time permits, 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. Assist persons with disabilities.

- Follow directions given by emergency building personnel.

- Remain in the emergency assembly area until released by JCCC Campus Police or the local fire department.

Illnesses – Injuries – Accidents

- Whenever an individual is injured or becomes ill, if it is safe to do so, 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 Department at ext. 4111 or 913-469-2500 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.

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

- Stay with the person until advanced medical assistance arrives.

Weather Emergency

- Stay alert to severe weather conditions.

- If a tornado warning is issued for our area, external warning sirens will be activated outdoors along with an internal public address system announcement alerting of 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 a warning expiration message is issued or announced via the public address system, text and email message.

- 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, 913-469-2500 or call 911.



KOPS - PLANS

07/2017

KEEPING OUR PEOPLE SAFE