**First Floor (GEB)**

- **Emergency Assembly Area:**
  - Located outside the building.
  - Immediately report to this area if an emergency occurs.
  - Follow directions given by Building Emergency Team members.

- **Evacuation Routes:**
  - Use the nearest exit or alternate if nearest exit is blocked.
  - Do not use elevators.

- **Personal Belongings:**
  - Take all personal belongings (keys, purses, wallets, etc.) if time allows.
  - Do not use elevators.

- **Hazards:**
  - Secure any hazardous materials or equipment before leaving.

- **Other Instructions:**
  - Activate the nearest fire pull alarm and evacuate the building.
  - In the event of a tornado warning, follow the public address system announcement alerting of the need to take immediate shelter.
  - If an individual is injured or becomes ill, you need to respond promptly and properly to ensure the individual receives the appropriate medical attention.
  - Protect the person from unnecessary manipulation and disturbance.
  - Begin CPR and other first aid measures as appropriate.

**JCCC EMERGENCY RESPONSE PLAN**

**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 and receive specific, real-time information and notify Campus Police at ext. 4111 or call 911.
- Lockdown or shelter in place by locking down your area, barricading entry points. Get low to the floor, spread out and turn off lights.
- Inform, listen for or give real-time updates by any communication means possible.
- Counter the attacker as a last resort.
- Never give up!
- Report any injuries by calling ext. 4111 or call 911.
- If the facility is damaged, evacuate the damaged area. Be aware of fallen debris, downed power lines and gas leaks.

**Medical Emergency**
- Stay alert to severe weather conditions.
- Stay away from windows and exterior doors.
- Whenever an individual is injured or becomes ill, you need to respond promptly and properly to ensure the individual receives the appropriate medical attention.
- 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.

**Weather Warnings**
- Promptly move to a designated storm security area.
- 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.
- Counter the attacker as a last resort.
- Never give up!
- 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)**

- **Storm Security Areas:**
  - Located near key areas of the building.
- **Building Evacuation Routes:**
  - Marked with arrows.
- **Emergency Assembly Area:**
  - Located outside the building.
- **AED:**
  - Available at specified locations.

**JCCC EMERGENCY RESPONSE PLAN**

- **Report all campus emergencies to the JCCC Emergency Management Office.**
- **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 and receive specific, real-time information and notify Campus Police at ext. 4111 or call 911.
- Lockdown or shelter in place by locking down your area, barricading entry points. Get low to the floor, spread out and turn off lights.
- Inform, listen for or give real-time updates by any communication means possible.
- Counter the attacker as a last resort.
- Never give up!
- Report any injuries by calling ext. 4111 or call 911.
- If the facility is damaged, evacuate the damaged area. Be aware of fallen debris, downed power lines and gas leaks.

**Medical Emergency**
- Stay alert to severe weather conditions.
- Stay away from windows and exterior doors.
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- Begin CPR and other first aid measures as appropriate.
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- Counter the attacker as a last resort.
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- 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.