**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 down and 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 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.
- 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, 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.
- 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 down and 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 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.

**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.