## KU Edwards Campus

### Emergency Management Plan

#### Basic Plan

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Introduction

A satellite campus of the University of Kansas, the KU Edwards Campus is located in Overland Park, Kansas. Founded in 1993, the campus is 36 acres and is surrounded by Overland Park and Olathe communities with nearly 305,341 in population.

The KU Edwards Campus enrolls nearly 2,000 full and part-time adult students each semester. Over two hundred fifty faculty members teach classes at Edwards and approximately 130 staff work at the campus. KU is a member of the prestigious Association of American Universities, a consortium of public and private universities demonstrating excellence in graduate and professional education and the highest achievement in research internationally. The Edwards Campus brings high-quality academic programs, research and public-service benefits of the University of Kansas to the greater Kansas City community in order to serve the workforce, economic and community development needs of region.

Laws and Authorities

A. Federal

- Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability).
- Clean Water Act, 33 U.S.C § 1311 (effluent limitations).
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste).
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.
- Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins).

B. State

  48-905a – Establishes Division of Emergency Management in Adjutant General’s Office.
  48-924 – Governor’s responsibility in disasters.
  48-926 – Division of Emergency Management shall prepare and maintain a state disaster emergency plan.
  48-928 – Duties of Division of Emergency Management.
Purpose and Scope

This Emergency Management Plan is issued to facilitate coordination between the Overland Park Fire Department, the Overland Park Police Department, KU Edwards Campus and the University of Kansas, Lawrence Campus in the event of an emergency, and for the development of appropriate action plans for an emergency within a university-owned or leased building or facility.

Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. KU Edwards Campus established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage immediate communications and information regarding emergency operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in an emergency operation.

This plan does not supersede or replace the procedures for safety, hazardous materials operations or other procedures that are already in place at the University of Kansas, Lawrence Campus. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on emergency operations and the early transition to recovery operations for KU Edwards Campus.

Disaster Coordination with Local, County and State Agencies

The University of Kansas is a state educational institution with its Edwards Campus located in the City of Overland Park in Johnson County. The University of Kansas, Lawrence Campus and KU Edwards Campus will coordinate with local, county and state agencies as appropriate under the circumstances of a given emergency. The process for reporting an emergency coordination is shown in Figure 1, Disaster Coordination with Local, County and State Agencies.
Figure 1
Disaster Coordination with Local, County and State Agencies

- Federal Emergency Management Agency
  Department of Homeland Security

- Kansas Division of Emergency Management
  Topeka, Kansas

- The University of Kansas
  Lawrence - Edwards Campus

- Johnson County

- City of Overland Park
Definitions

**BEL:** Building Emergency Liaison; Facilities Manager

**Campus Manager:** The Edwards Campus staff or faculty member responsible for activating the C.O.C.

**CIPG:** Critical Incident Planning Group; KU Edwards Campus Crisis Team, Coordinator and Assistant Director at KU Lawrence Public Safety Office.

**COC:** Campus Operations Center.

**COCM:** Campus Operations Center Manager; Campus Manager (see Organization Chart/Calling Tree).

**COCMG:** Campus Operation Center Management Group; Campus Manager (see Organization Chart/Calling Tree).

**EOCM:** Emergency Operation Center Manager; Campus Manager.

**EOCMG:** Emergency Operation Center Management Group.

**EPG:** Executive Policy Group; KU Edwards Campus Associate Dean, Director of PR and Facility Operations Manager.

**IC:** Incident Commander; KU Edwards Campus Vice Chancellor.

**JIC:** Joint Information Center.

**KUEC:** KU Edwards Campus.

**KU Lawrence Campus Emergency Operation Center Managers:** Senior Vice Provost for Academic Affairs and Vice Provost for Administration and Finance.

**OPFD:** Overland Park Fire Department.

**OPPD:** Overland Park Police Department.

**PSSO:** Public Safety Security Officer.

**Unified Command:** The managing body of an event that enables all agencies with responsibility for the event or classes to work together with a common set of incident objectives. At minimum, the Unified Command for an event will consist of a person with decision-making authority [Incident commander] from KU Edwards Campus [Vice Chancellor], Overland Park Fire Department [Incident Commander] and Overland Park Police Department [Incident Commander]. Representatives from other agencies may be added as needed.

**UC:** Unified Commander.
Figure 2

EMERGENCY MANAGEMENT PLAN ACTIVATION PROCEDURE

Crisis event occurs

The University’s Incident Commander will notify the Campus Manager when emergency conditions reach the following levels:

- **Level 1** – The COC Manager may be notified for informational purposes.
- **Level 2 or 3** – The COC Manager is notified when the Incident Commander believes the possibility of a Level 2 or 3 emergency exists.

COC Manager

- Is notified of incident and assesses need to activate EMP.
- Notifies Public Information Officer; even if EMP is not activated.
- Has the authority to activate the emergency notification system.
- Coordinates start of incident log.

Campus Manager activates the emergency notification system if there is an immediate threat to life.

- Lives threatened?
- People or the environment at risk?
- Immediate public information needed?
- Significant property damage?
- Specialized emergency services needed?
- Immediate coordination of Lawrence campus services needed?
- University programs interrupted?
- City, county, and/or state mutual aid services needed?

Appropriate unit monitors the situation and updates the EOC Manager as needed.

- NO
- YES

COC Manager

- Activates EMP.
- Determines level of activation, required functions of COC Group, and appropriate Incident Commander.
- Coordinates notification of Public Information Officer; COC Coordinator; COC Support Staff; COC Management Group, required COC Operations functions, Executive Policy Group.
- Activated personnel and staff report to designated headquarters.

COC Manager and COC Management Group manage campuswide response:

- May recommend additional emergency policies. (Executive Policy Group approves additional policies.)
- Coordinate resources throughout event, compile information and status reports, and send information to the Executive Policy Group and city, county, and/or state as needed.

Public Information Officer coordinates public information for the campus community and maintains contact with the Executive Policy Group, COC Manager, and COC Management Group.

COC Manager and COC Management Group deactivate EMP:

- Conduct debriefing to evaluate EMP.
- Recommend any necessary policy revisions to the Executive Policy Group.

Recovery Team activates recovery plan and continues federal reimbursement and restoration activities.

Public Information Officer coordinates public information to campus community regarding recovery and business continuity.

- YES
- NO

Is crisis/disaster/emergency over?
Emergency Situations and Concept of Operations at Campus Events

KU Edwards Campus is responsible for coordinating numerous events and classes throughout the school year. Emergency situations may occur at any size event and the Campus Manager for a small event may be the only responsible person present when the emergency occurs.

Should an emergency occur, the Campus Manager is responsible for calling 911. In the event this is an immediate threat to life, the emergency may be reported to the Overland Park Fire Department and Overland Park Police Department. When the responding officers and/or fire fighters arrive, the Campus Manager shall make contact with all responding units and he/she shall identify himself/herself as the Campus Manager. The Campus Manager shall be identifiable to all responding units by wearing the Building Emergency Liaison (BEL) vest. The incident command system will be used by responding police and/or fire units and the Campus Manager will occupy an important role in Unified Command.

The Unified Command approach provides an all-hazards approach to any emergency. Fires, civil disturbances, mass casualties, criminal activity and food borne illness are all examples of possible emergency situations that could occur. Evacuation of all or some facilities may be ordered by Unified Command. In the event that a decision to evacuate is made, evacuation will be carried out in accordance with the facility’s evacuation plan.

Prior to any major event (e.g. 1,000 or more attendees), the event manager/responsible party shall work with the Campus Manager, and consult with the Overland Park Fire Department and the Overland Park Police Department as appropriate, to complete and/or update an Incident Action Plan (IAP) using Incident Command System forms designed for this purpose. The IAP will address incident objectives, organization, communications, assignments and the medical plan.

At a single event where 750 or more people are expected to attend, the Campus Manager shall notify the Overland Park Fire Department (OPFD) and the Overland Park Police Department (OPPD) to alert them to the event.

KU Edwards Campus is responsible for hiring the appropriate numbers of staff. Staff shall be trained at least annually by KU Edwards Campus personnel on detailed emergency response and evacuation policies and procedures for all facilities. Where appropriate, such training may include Overland Park Police and Overland Park Fire Department personnel.

Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** – emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the COC is not needed. This is considered the “stand-by” mode.

~ 7 ~
2. **Level 2** – emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the COC is needed. KU Edwards Campus may be the only affected entity.

3. **Level 3** – disaster conditions in which KU Edwards Campus must activate the full COC to address the immediate emergency. Emergency conditions are widespread and The University of Kansas must be self-sufficient for a period of hours to several days. The Edwards Campus may request mutual assistance from the University of Kansas, Lawrence Campus, the City of Overland Park, Johnson County, other State agencies or request federal assistance via the State of Kansas Emergency Operations Center.

Generally, the COC is activated under Levels 2 and 3 emergencies. **Appendix A** provides the contact list for the primary and alternate staff assignments to the COC.
Examples of Emergency Levels

Level 1 Emergency: An emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the COC is not needed. This is considered the “stand-by mode.” Examples include: a fight involving a handful of individuals that is contained quickly and does not present an ongoing threat to others; or a severe weather warning.

Level 2 Emergency: An emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the COC is needed. KU Edwards Campus may be the only affected entity. Examples include, but are not limited to, a non-injury fire at an event, or the evacuation of an event or classes due to a bomb threat.

Level 3 Emergency: Disaster conditions in which the KU Edwards Campus must activate the full COC to address the immediate emergency. Emergency conditions are widespread and KU Edwards Campus must be self-sufficient for a period of hours to several days. KU Edwards Campus may request mutual assistance from the City of Overland Park, Johnson County, state agencies or request federal assistance via the State of Kansas Campus Operation Center. Examples include but are not limited to, natural disasters, fires or structural collapse with injuries or casualties.

Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Temporarily assign KU Edwards Campus staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the COC.
Communications of Emergencies

Information/reports regarding any Level 2 or 3 emergency must be communicated to the Overland Park 9-1-1 Center as quickly as possible.

A. Level 1 Emergencies:

If the Campus Manager believes that a Level 1 Emergency exists, such information shall be communicated as soon as practical to the Vice Chancellor using notification protocols.

It is anticipated Level 1 Emergencies will be handled in a localized manner using normal emergency procedures in accordance with KU Edwards Campus Crisis Plan, policies and procedures, including notification to one administrator in both departments as needed. The COC Manager may be notified for informational purposes.

B. Level 2 or Level 3 Emergencies:

If a Campus Manager believes the possibility of a Level 2 or 3 Emergency exists, such information shall be communicated as soon as possible to the Overland Park 9-1-1 Center, the Vice Chancellor, the COCM and the EOC Manager at KU Edwards Campus using notification protocols. The Campus Manager shall notify the Assistant Vice Chancellor, the EOC Manager at the University of Kansas, Lawrence Campus and initiate the KU Edwards Campus calling tree as specified by KU Edwards Campus policy.

The COCM shall notify the Executive Policy Group (EPG) or in the Vice Chancellor's absence, an alternative member of the EPG in accordance with the line of authority set forth in KU Edwards Campus Emergency Management Plan. The Vice Chancellor shall include the Campus Manager as a member of the EPG for any emergency at KU Edwards Campus.

The COCM will activate the COC if needed, in accordance with KU Edwards Campus Emergency Management Plan. A representative of KU Edwards Campus shall be included as a member of the Campus Operation Center Management Group (COCMG). The location of the COC will be determined in accordance with the KU Edwards Campus Evacuation Plan. In the event that evacuation is ordered, the evacuation will be carried out in accordance with the detailed KU Edwards Campus facility evacuation plan for the facility in question.

Crisis Communications for Emergency Events

In order to provide for effective coordination and collaboration regarding crisis communications during a Level 2 or Level 3 Emergency response, the Unified Commander (UC) or the verified command may activate a Joint Information Center (JIC). The JIC’s location will be determined
by the Campus Operation Center Manager (COCM) and the UC. In the event that a JIC is activated, the Public Information Officer and designated staff from University of Kansas, Lawrence Campus, KU News department, designated staff from KU Edwards Campus, and the public information staff of other participating agencies as appropriate, shall collocate at the JIC. Crisis communications will be conducted and coordinated in accordance with Edwards Campus Emergency Management Plan, Crisis Communications Plan.

**Emergency Authority**

**Line of Authority for the Executive Policy Group**

The Vice Chancellor of the Edwards Campus serves as the head of the Executive Policy Group which activates for a Level 3 emergency or whenever executive policy issues must be addressed. Therefore, the Vice Chancellor must be contacted immediately when a Level 3 emergency occurs or executive policy issues must be addressed in responding to an emergency. In the event that the Vice Chancellor is absent from the campus when any threatened or actual disaster or civil disorder occurs, then, the authority to take all necessary and appropriate actions on behalf of the Vice Chancellor is delegated to the following University administrators in the order listed below. If the highest ranked University official listed below cannot be reached, by the emergency responder (e.g., KU Lawrence Campus and KU Edwards Campus, Office of Public Safety or the Overland Park Police), then the responder shall proceed to the next name on the list until the responder has made contact with one of the delegees:

1. Assistant Vice Chancellor for Academic Program Development
2. Director of Administrative and Fiscal Services
3. Assistant Vice Chancellor for Enrollment and Student Services
4. Director of Public Relations

**NOTE:** Civil Disturbance - In the event that Overland Park Police are called to respond to a civil disturbance it is acknowledged that the police shall respond and act as deemed appropriate within the exercise of professional discretion and lawful police powers.
Plan Review and Critical Incident Planning

The Critical Incident Planning Group will regularly review, update and revise the emergency plan. The Emergency Management Coordinator will convene and facilitate the Critical Incident Planning Group.

The Critical Incident Planning Group will periodically assess the University's vulnerability to potential threats including, but not limited to, the risk for campus violence or substantial operational disruption (e.g., bomb threats, active shooter, sexual assault, stalking, environmental hazards, natural disasters). This group will develop procedures based on the National Incident Management System (NIMS).

The Critical Incident Planning Group is responsible for the development of a continuity plan to recover and restore partially or completely interrupted critical functions of the University within a predetermined time after a disaster or extended disruption.

The Critical Incident Planning Group and Emergency Management Coordinator will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. The Emergency Management Coordinator will maintain a current list of such resources.

The Critical Incident Planning Group is comprised of the following individuals:

- KU Edwards Campus Crisis Team; Assistant Vice Chancellor, Director of Administrative and Fiscal Services, Director of PR, Facilities Manager, IT Associate Director, Facilities Marketing Manager, Regnier Hall #170 Administrative Assistant
- Assistant Director, KU Lawrence Public Safety Office
- Emergency Management Coordinator, KU Lawrence Public Safety Office

Representatives from each of the following three local agencies will be asked to attend meetings of the Critical Incident Planning Group (CIPG) on an as needed basis:

- Johnson County Emergency Management
- Overland Park Police Department
- Overland Park Fire Department
Campus Operations Center/Incident Command System Relationship

Executive Policy Group

Campus Operations Center
- COC Manager
- COC Management Group
- COC Coordinator
- Public Information Officer
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance & Administration Section Chief
- COC Support Staff/Scribe

Emergency Operations Center

Incident Command System/Field Operations

Incident Commander

Incident Command System
- Command Staff
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- General Staff
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Admin. Section Chief
  - COC Support Staff

Figure 4
CRISIS COMMUNICATIONS PLAN

Objectives

- Provide accurate, timely information to those who need it by communicating as much as possible, as often as possible. Openness, transparency, cooperation and compassion are our goals.
- Develop and implement a coordinated message for KU and other responders – stick to that message so as to speak with one voice.
- Identify and counter-act rumors and inaccurate information in traditional and non-traditional media.
- Help KU decision-makers achieve a fuller picture of the overall situation through collection of information from traditional and non-traditional media.

Potential Uses of Communications Tools

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<th>Situation</th>
<th>Nature of Communication</th>
<th>Audience</th>
<th>Message(s)</th>
<th>Authorization/ Autonomy</th>
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<tr>
<td>1. Personal Violence</td>
<td>Alert /take action / inform</td>
<td>KU Edwards Campus Community Parents/Spouse Anyone on campus Transit</td>
<td>What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents</td>
<td>Authorization: OPFD or COC Message approval: none</td>
</tr>
<tr>
<td>2. Death Investigation</td>
<td>Rumor control</td>
<td>KU Community KU Edwards Campus</td>
<td>Rumor control. Also, depending on circumstances: 1. public setting; 2. possible contagion or 3. suspected natural or self-inflicted causes</td>
<td>Authorization: OPFD or COC Message approval:</td>
</tr>
<tr>
<td>3. Health Threat</td>
<td>Alert/ take action / inform</td>
<td>KU Community KU Edwards Campus Target sub-community Public health officials The Public</td>
<td>What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents</td>
<td>County public health authority; message approved by County, Student Health Services.</td>
</tr>
<tr>
<td>4. Immediate Disruption to normal operations</td>
<td>Alert / Take Action / inform</td>
<td>Specific Building (s) Surrounding Buildings KU Edwards Campus The Public (depends on threat) Transit</td>
<td>What to do; where to go or seek help/info; who involved; action to take; location of updates; students urged to call parents</td>
<td>Authorization: OPFD or COC Message approval:</td>
</tr>
<tr>
<td>o Bomb Threat</td>
<td>Alert / Take action / inform if deemed credible</td>
<td>Specific Building (s) Surrounding Buildings KU Community Parents/Spouse</td>
<td></td>
<td>Authorization: OPFD or COC</td>
</tr>
<tr>
<td>o Demonstrations/ Mobs/Riots</td>
<td>Inform</td>
<td>KU Community</td>
<td></td>
<td>Authorization: COC</td>
</tr>
<tr>
<td>o Physical Plant Failure or damage</td>
<td>Alert / Take action / inform</td>
<td>KU Community</td>
<td></td>
<td>Authorization: COC Approval: DCM</td>
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KU Edwards Campus Emergency Guidelines

Emergency Guidelines provide direction on what to do in an emergency. They are designed for the safety and well-being of students, faculty, staff and visitors on the Edwards Campus. The guidelines promote the priority of life safety. Please take a moment and familiarize yourself with this information.

FIRE/SMOKE

Pull the fire alarm and exit the building. After exiting the building, call 9-1-1 and provide further details to emergency personnel.

If you discover a fire:
- Manually activate the building’s fire alarm system, using a fire alarm pull station located at the doorways to all exterior exits and stairwells.
- Immediately evacuate the building, closing doors and windows behind you.
- **DO NOT USE THE ELEVATOR UNLESS DESIGNATED AS AN “EMERGENCY EXIT ELEVATOR.” SIGNAGE DESIGNATING SUCH WILL BE ADJACENT TO THE ELEVATOR.**
- If possible, assist any person with a disability in exiting the building. Otherwise, provide the person’s location to emergency responders.
- Report to your emergency assembly area.
- **Call 9-1-1.**
- The building may not be reentered until authorized Overland Park Fire Department or Overland Park Police personnel give the “All Clear” instruction.

If caught in smoke:
- Do not breathe the smoke.
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose. If possible, use a shirt or towel to breathe through.
If trapped in a building:
- **Call 9-1-1.**
- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

**Remember:** If you or someone else is on fire – stop, drop and roll.

**USING A FIRE EXTINGUISHER**

- **Call 9-1-1** to report the fire.
- Use a fire extinguisher **only if you have been trained to do so.** Improper use of an extinguisher can increase the hazard. Training on fire extinguisher use can be found at [http://fireextinguisher.com/](http://fireextinguisher.com/)
- If you have any doubt of your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- Follow the **PASS** method when using a fire extinguisher:
  - **P**ull the pin. This will break the tamper seal if one is provided.
  - **A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - **S**queeze the handle to release the extinguishing agent.
  - **S**weep from side to side at the base of the fire until the fire is out.
- Monitor the area.
- If the fire re-ignites, repeat the steps above

**MEDICAL EMERGENCIES**

**Emergency Care:** An illness or injury that, if left unattended, could result in a threat to life, limb or sight.

**What to do:**
- **Call 9-1-1.**
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless he/she is in immediate danger.

**ADDITIONAL INFORMATION:** (Hospital Information)
SEVERE WEATHER

Definitions:
Severe Thunderstorm Watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area.
Severe Thunderstorm Warning is issued when either a severe thunderstorm is indicated by weather radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles per hour.
Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area.
Tornado Warning is issued when a tornado is indicated by weather radar or sighted by spotters.

If you’re in a building when a warning is issued:
- Stay indoors.
- Go to the lowest floor in the building.
- Stay in the interior hallways or rooms.
- Keep away from exterior doors and windows. Put as many walls between you and the outside.
- In cases of tornado warnings, get under a sturdy table or piece of furniture, if possible, and always protect your head and neck with your arms.

In University buildings equipped with voice emergency notification systems, a take cover message will be activated when a tornado warning is issued for the Overland Park area.

If you are outdoors when a tornado warning is issued or sirens are sounding:
- Take cover in a pre-designated shelter or the lowest level of a nearby building.
- If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head and neck with your arms.

In cases of severe thunderstorms/tornado warnings, remain where you are until the expiration of the warning is given by local radio stations police or other official sources of information.
All buildings are equipped with voice emergency notification systems, remain where you are until an expiration of the tornado warning message is given.

Siren Testing
The outdoor warning system for Johnson County is tested at 11:00am on the first Wednesday of the month. No tests are conducted when extreme cold and/or heavy icing might damage the equipment. Tests are also cancelled whenever there is severe weather (or potential severe weather) occurring in the local area and activating the outdoor warning system might cause confusion as to whether the activation is a real event. If the monthly test is canceled, it will typically be postponed one week to the
second Wednesday of the month at 11:00am. If the rescheduled test is also canceled, no additional testing will be performed that month.

In March, the sirens are also sounded as part of the statewide tornado drill in conjunction with the National Weather Service and the State of Kansas for Severe Weather Awareness Week. These drills are typically conducted on a Tuesday or Thursday (back-up date).

**Sounding of Sirens**
The outdoor warning system is set up to alert the public of a tornado warning. There are three basic criteria to activate the outdoor warning sirens:

- The National Weather Service issues a Tornado Warning for Johnson County.
- A county trained and certified weather spotter reports a tornado; or
- A tornado is reported by a local public safety official.

Anytime you hear the sirens sound, take immediate safety precautions. Listen to a NOAA weather radio or local media for update. Note: There is NO all-clear siren.

**POWER OUTAGE**

In the event of a power outage, the campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building. To report a localized power outage, contact Facilities Services at 913-897-8582. After normal business hours, 913-837-3085.

**Be prepared**
- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

**In the event of a large-scale power outage:**
- Remain calm.
- Follow directions provided by Campus Manager through the established campus communications systems. Check the KU Alert website or listen to local radio.
- If building evacuation becomes necessary, seek out people with special needs and provide assistance, if possible. If additional assistance is necessary, contact Public Safety Office at 897-8700.
- Secure all vital equipment, records, experiments and hazardous materials, if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.
If people are trapped in an elevator:
- If you are able to communicate with them, let the passengers know help has been summoned.
- **Call 9-1-1** or use the elevator phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers, if safe to do so, until emergency responders are on site and the elevator is identified.

**GAS LEAK**

If you detect natural gas, fumes or vapors:
- Immediately cease all operations/activities and evacuate area.
- Evacuate the building by the closest exit and notify other building occupants to do so.
- From a safe area, **call 9-1-1**.
- **Do not** call from cell phones or two-way radios.
- **Do not** pull fire alarms. Any spark may cause ignition leading to explosion.
- **Do not** switch lights on or off.
- **Do not** take time to open windows or close doors.
- **Do not** use elevators.
- **Do not** re-enter building or area until authorized by Overland Park Police department, Overland Park Fire department, or Medical personnel.

If a building or area evacuation is ordered by the emergency responders:
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately. Avoid the use of elevators unless necessary. If possible, assist any person with a disability in exiting the building. Otherwise, provide the person’s location to emergency responders.
- Report to your emergency assembly area for roll call.

**ACTIVE SHOOTER OR THREAT:**

**Personal Safety Tips:**

The following safety tips from the Overland Park Police department are offered as a response guide for incidents involving an active shooter.

1. The first step in personal safety is to maintain awareness of the situation and environment around you. Be prepared to take appropriate action if a threat presents itself.
2. Evacuate the area (whether inside or outside a building) if you know that it is safe to do so. Seek shelter in a nearby building if the threat is exterior to a campus building.

3. If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat. Remain quiet. Turn off lights to make the area appear unoccupied.

4. As soon as it is safe to do so, notify authorities by calling 9-1-1 and provide as much information as possible.

5. Do not approach emergency responders. Let them come to you. Keep your hands visible to them.

6. Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.

7. Activate cell phones to receive campus emergency notification that may be sent through the text messaging system.

A video “Run, Hide, Fight” produced by the City of Houston is available at KU Lawrence Campus Alerts: http://www.alerts.ku.edu/threat.shtml It is intended to provide guidance should you ever find yourself in an active shooter situation. Should you have any questions about the information provided here and/or in the video, or desire further information on what to do in an active shooter situation, please contact the KU Public Safety Office at 785-864-5900.

The University has an emergency text message notification system. In order to receive text message alerts, go to www.alerts.ku.edu to register your personal contact information. This system will be used to notify you of any non-weather-related critical life safety issues on campus.

Emergency Public Address System:

In University buildings equipped with voice emergency notification systems, a message may be activated to provide information and instructions.

For more information about this subject, please contact the Facilities Services office at 897-8582.

HAZARDOUS MATERIALS

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel or oil) spill, incident or release for which assistance is needed, follow these guidelines:
If the incident is indoors, close all doors to isolate the area if it is safe to do so.

If the spill or release presents a danger to other occupants, activate the alarm.

From a safe area, call 9-1-1.

Be prepared to provide the following information regarding the spill or release:
- Name of the material
- Quantity of material
- Time of the incident
- Location of the incident
- Is anyone is injured or exposed to material
- Is a fire or explosion involved
- Your name, phone number and location

Follow instructions provided by the emergency responders.

Arrange for someone to meet the emergency responders.

Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.

Present the Material Safety Data Sheet of involved substances to emergency responders, if this information is available.

Do not attempt to clean up a spill or release unless you are trained to do so by Environmental Health and Safety and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:
- Clear the area immediately, if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit and report headcounts to your unit head.

If you observe what you think is an unauthorized release of any pollutants to the environment, call the Environmental Facility Services at 897-8582.

**SUSPICIOUS/UNUSUAL PACKAGE OR MAIL**

If you receive or discover a suspicious package or device:
- **DO NOT TOUCH, TAMPER WITH, OR MOVE IT.**
- **IMMEDIATELY CALL 9-1-1.**
- Do not use a cell phone within 300 feet of the suspicious package.
What constitutes a suspicious letter or parcel?
Some typical characteristics that should raise suspicion include letters or parcels that:
- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

What to do if you receive a suspicious package or parcel:
- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch or taste.
- Treat it as suspect. Call 9-1-1.

BOMB THREAT

If a bomb threat is received:
1. Stay calm.
2. If your phone has Caller ID, record the number displayed. Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located below.
3. Gain the attention of someone else nearby, point to this information and have that person call 9-1-1. This call should be made out of hearing range from the caller.
4. Ask someone else for the Bomb Threat Checklist questions.
5. The Campus Manager will work with arriving emergency personnel to assist them in evaluating the situation.
6. Assist emergency responders with a search of the area if requested.
7. Provide for an orderly evacuation only when ordered by emergency personnel.
8. If the threat is received via voicemail or e-mail, save and give to the police.
9. If an evacuation is determined, follow the evacuation plan.

Bomb Threat Checklist:
Complete as much of the checklist as possible immediately following the call:
1. Time call received:
2. Time call terminated:
3. Caller’s name and address (if known):
4. Sex: Male Female (Circle one)
5. Age: Adult Child (Circle one)
6. Bomb facts (questions to ask)
   a. When will it explode?
b. Where is the bomb right now?
c. What kind of bomb is it?
d. What does it look like?
e. Why did you place the bomb?

7. **Voice Characteristics** (Circle all that apply)
   **Tone**  **Speech**  **Language**
   a. Loud Fast Excellent  
   b. Soft Slow Good  
   c. High Pitch Distorted Fair  
   d. Low Pitch Cursing Raspy  
   e. Stutter Slurred Nasal  
   f. Lisp Foreign  
   g. Disguised

8. **Background noise** (Circle all that apply)
   a. Music Traffic  
   b. Voices Machines  
   c. Cellular phone Quiet  
   d. Children Typing  
   e. Other

9. **Name of person receiving call:**
   a. Office:  
   b. Date:

Report call immediately to 9-1-1.

**SUICIDE THREATS**

If it appears an individual may cause harm to his or her self, call **9-1-1** immediately. Available resources for students, faculty and staff include the following:

1. **Crisis line.** Headquarters/Jo Co Mental Health Department provides a 24-hour telephone counseling service for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call (785) 841-2345. This service is available 24 hours a day, 365 days a year.

2. The **LIFELINE** Employee Assistance Program is a special service that provides information, short-term counseling, advice and referrals from licensed professionals who understand the typical stresses all of us face day in and day out.

   **Who is eligible to use the LIFELINE program?**
• All active, benefits-eligible employees of the State of Kansas, their family members
• living in the same household or dependent children.
• Non-state employer group participants.
• Retirees and COBRA participants are not eligible to participate.

3. Counseling and Psychological Services  Students who visit CAPS have a variety of issues and concerns. Many students seek help for psychological, interpersonal, family problems and other issues related to succeeding at the University. Individual, couple and group sessions are available. CAPS staff are also available for consultation to students who may have concerns about another student or friend or about a particular situation. In addition, they are available to consult with faculty and staff regarding such issues.

How do I make an appointment?
Call (785) 864-CAPS or come by the office in Watkins Student Health Center on the Lawrence campus. CAPS offices are accessible to people with disabilities and other conditions.

Counseling and Psychological Services hours are:
• Monday, Thursday, Friday from 8 a.m. to 5 p.m.
• Tuesday and Wednesday from 8 a.m. to 6 p.m.
• After-hours messages may be left on the CAPS answering machine. Messages will be answered the next business day.

If you or someone you know needs service outside of CAPS hours, resources in the community include:
• Overland Park Regional — (913) 541-5000
• Johnson County Mental Health — (785) 843-9192

4. Student Conduct Review Team
The Student Conduct Review Team (SCRT) assists KU students, faculty and staff who have concerns about a specific student’s behavior and don’t know where to turn. The SCRT engages in activities designed to educate the University community in the early detection and reporting of potentially dangerous behavior, assist in the assessment of reported disturbing student behavior, provide referrals to appropriate resources, provide consultation regarding behaviors of concern and address concerns for safety which are directly related to student behavior.

To contact the SCRT regarding a specific student’s behavior:
• In cases involving the high likelihood of imminent danger, call 9-1-1 immediately.
• In all other cases, call 897-8700 between the hours of 8 a.m. and 5 p.m. Monday-Friday. State that you have a matter for the SCRT.
To request a presentation to faculty, staff or students:
- Call 897-8700 between the hours of 8 a.m. and 5 p.m. Monday-Friday.

FLOODING:
Flooding can occur because of major rainstorms, water main breaks or loss of power to sump pumps.

In case of imminent or actual flooding:
- Call 9-1-1
- If you can do so safely:
  o Shut off all nonessential electrical equipment.
  o Secure vital equipment, records and hazardous materials by moving them to higher, safer ground.
- Move all personnel to a designated assembly area outside the building.
- Locate people with special needs and provide assistance, if possible. Otherwise, provide their location to emergency responders.
- Wait for instructions from Facilities Services.
- Do not return to the building until instructed to do so by Public Safety Office or Facilities Services.
- Call Facilities Services for assistance with flood clean up.

IMPORTANT PHONE NUMBERS

Non-Emergency Contact Numbers:
KU Public Safety Office .................................................................(785) 864-5900
KU Facilities Services .................................................................(913) 645-1364
KU Environment, Health and Safety.............................................(785) 864-4089
KU PSO Emergency Management Coordinator .............................(785) 864-8070
Overland Park Fire & Medical ......................................................(913) 888-6066
Johnson County Emergency Management .................................(913) 782-3038
Overland Park Regional, 435 & Quivira .....................................(913) 541-5000
# Appendix A

## Emergency Phone Numbers and Management Plan

<table>
<thead>
<tr>
<th>Agency/Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overland Park Fire Department</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Overland Park Police Department</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Jo Co Emergency Management</td>
<td>913-432-2121</td>
<td>Ask for the Duty Officer to be paged</td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>913-897-8438</td>
<td></td>
</tr>
<tr>
<td>Assistant Vice Chancellor, Academic Program Development</td>
<td>913-897-8639</td>
<td></td>
</tr>
<tr>
<td>Director of Administrative &amp; Fiscal Services</td>
<td>913-897-8423</td>
<td></td>
</tr>
<tr>
<td>Assistant Vice Chancellor, Enrollment and Student Services</td>
<td>913-897-8409</td>
<td></td>
</tr>
<tr>
<td>Director of PR</td>
<td>913-897-8411</td>
<td></td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>913-897-8582</td>
<td></td>
</tr>
<tr>
<td>Associate Director of Information Technology</td>
<td>913-897-8414</td>
<td></td>
</tr>
<tr>
<td>Conference &amp; Event Manager</td>
<td>913-897-8410</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant/Regnier Hall</td>
<td>913-897-8420</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant to the Vice Chancellor</td>
<td>913-897-8402</td>
<td></td>
</tr>
<tr>
<td>Public Safety Office</td>
<td>913-897-8700</td>
<td></td>
</tr>
<tr>
<td>Ralph Oliver, KUPSO Director and Chief</td>
<td>785-64-5900</td>
<td></td>
</tr>
<tr>
<td>Chris Keary, KUPSO Assistant Director</td>
<td>785-864-5900</td>
<td></td>
</tr>
<tr>
<td>Senior Vice Provost for Academic Affairs</td>
<td>785-864-4904</td>
<td></td>
</tr>
<tr>
<td>Vice Provost for Administration and Finance</td>
<td>785-864-4904</td>
<td></td>
</tr>
</tbody>
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