

EMERGENCY PROCEDURES



Fire / Police / Ambulance / Sheriff
In the event of an emergency, call 911

Also call:

Park University's Office of Campus Safety, (816) 584-6444 (ext. 6444 from campus phones).
This line is answered 24 hours a day, 7 days a week.

The Office of Campus Safety is located on the first floor of Thompson Commons, around the corner from the Pirate Grounds coffee shop.



Facilities Emergencies

In the event of a facility emergency, call the Office of Campus Safety, (816) 584-6444 (ext. 6444 from campus phones).

A facility emergency includes, but is not limited to, the following:

- Mechanical failure of objects required for a safe working environment (such as elevators, heating/cooling systems, etc.).
- Water problems of any kind.
- Strange odors throughout the building.
- Any broken windows or glass.
- Stuck or inoperative doors.
- Power outages.



Facilities Emergencies

Injury – First Aid

Call the Office of Campus Safety, (816) 584-6444 (ext. 6444 from campus phones) immediately to report the location and extent of injuries.



- To avoid exposure to blood and fluids, use latex gloves, if possible.
- If severe bleeding exists, keep the victim sitting or lying down and use direct pressure on the wound to control bleeding.
- If direct pressure isn't working, apply pressure to points between the wound and the heart, and elevate the wound to a level above the heart.
- When bleeding is controlled, clean the wound and apply a dressing.
- If the wound is severe or the victim has large blood loss, have the victim lie down and elevate the feet, if possible.
- Keep the victim covered.
- For injuries involving the head and neck, keep the victim from standing or moving about.



Injury – First Aid



Evacuation

If it becomes necessary to evacuate your floor or building for any reason, an announcement will be made to that effect. Evacuation procedures are posted throughout the campus.

- Do not leave the floor you are on or the building until you are instructed via an announcement by your floor or building coordinator.
- Before entering stairwells, especially during a fire, check the door to see if it is hot or whether there is smoke. If either condition exists, use other stairwells on your floor to exit.
- If you are away from your workstation, follow the instructions given for the floor that you are on, report to the designated area with others on that floor and check in with a floor coordinator at that designated area.
- Do not re-enter the building until an “all clear” has been called.



Evacuation

Tornado

In the event of a tornado, the National Weather Service will issue a tornado warning and tornado sirens will be activated.



If you are inside when a tornado warning is issued:

- Move to the building's designated shelter, usually located on the lowest level of the building, or move to a small interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Put as many walls as possible between you and the outside.
- Stay away from windows and do not open them.
- Do not use the elevators.
- Do not evacuate, unless instructed to do so. If instructed to do so, follow evacuation procedures.

If you are outside when a tornado warning is issued:

- Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately for safe shelter.
- Lie flat in a nearby ditch or depression and cover your head with your hands.
- Do not get under an overpass or bridge. You are safer in a low, flat location.



Tornado

Fire



To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a building can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

In the event of a fire, alarms will sound in the building where the fire is involved. If you discover a fire, call the Office of Campus Safety at (816) 584-6444 (ext. 6444 from campus phones), then follow these instructions:

- Listen to and follow directions from responding emergency personnel.
- If evacuation becomes necessary, follow the evacuation procedures.
- If you are away from your workstation, do not attempt to return for personal items.
- If your clothes catch on fire, you should “stop, drop, and roll” until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat — burning those areas could impair your ability to escape a fire.
- If the door is hot, do not open it! Escape through a window. If this is not possible, hang a white or light-colored sheet outside the window to alert emergency personnel of your presence.
- If the door is cool, open it slowly and ensure fire and/or smoke is not blocking your escape route. If your route is blocked, shut the door immediately and use an alternate escape route. If it is clear, leave immediately and close the door behind you. Be prepared to crawl as smoke and heat rise. The air is clearer and cooler near the floor.



Fire

Earthquake

One of the most frightening and destructive phenomena of nature are earthquakes. They can strike suddenly, normally without warning, at any time of the day or night.

If an earthquake occurs:

- Stay inside. Do not leave the building until the shaking has stopped and it is safe to leave.
- Do not use the elevator.
- Stay clear of windows or areas of glass, and anything that could fall, such as lighting fixtures.
- Take cover under a sturdy table or other pieces of furniture and hold on until the shaking stops. If there isn't a table or desk near you, cover your head and crouch in an inside corner of the building.
- After the earthquake, follow the evacuation procedures set forth for the building.
- Do not re-enter the building until you are cleared to do so by the security coordinator.
- If you are outside, stay clear of buildings, utility lines, trees and poles. Lie flat, face down, and wait for the shocks to subside.

If you do get trapped under debris:

- Do not use matches or lighters.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or a wall so rescuers can locate you. Shout only as a last resort as it can cause you to inhale dangerous amounts of dust.

What to do after an earthquake:

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage. These can occur in the first hours or even months after the quake.
- Listen to a battery-operated radio or television for the latest emergency information.
- Use the telephone only for emergency calls.
- Stay away from damaged areas unless your assistance has been specifically requested by emergency personnel.
- Help injured or trapped persons and give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury.
- Clean up flammable liquids immediately and leave the area if you smell gas or fumes from other chemicals.



Security – Intruder

Call the Office of Campus Safety at (816) 584-6444 (ext. 6444 from campus phones) immediately for the following occurrences:



- Any physical danger to yourself or other employees/students.
- Any threats made to yourself or other employees/students.
- Any theft of personal or University property.

If there is someone in your area who appears not to belong (for example: looks lost, looks out of place, etc.), please ask if you can help them. If they do not have a legitimate purpose for being there, contact the Office of Campus Safety immediately.



Suspicious Items/Letters/Packages



If you receive a suspicious letter or package, do not panic. Immediately call the Office of Campus Safety, (816) 584-6444 (ext. 6444 from campus phones). Emergency personnel will respond and cordon off the area to minimize any exposure in the event a substance on the letter or package is hazardous.

Some signs of a suspicious letter or package include:

- No return address or restrictive markings such as “personal.”
- Excessive tape.
- Misspelled words or badly typed/written.
- Unknown powder or substance, including oily stains, discoloration or crystallization.
- Excessive postage.
- Strange odor.
- Protruding wires.

In the event of a suspicious letter or package:

- Do not open if it appears to be empty.
- Do not move it and isolate it if possible, keeping others away.
- Do not clean, smell or taste any substances that may be on the letter/package.
- If possible, cover the substance and/or letter/package with a trash can or plastic.
- Do not brush any substances off your clothing and do not leave the area.



Bomb Threat

Be watchful of and report any packages or items of a suspicious nature. If you receive a threatening call of any nature, the following information should be gathered (bomb threat cards are available through the Office of Campus Safety):

- Keep the caller on the telephone as long as possible. Do not hang up!
- Take note of the date and exact time the call was received.
- Note any background noises such as radio, television, conversation, music and traffic.
- Note if a specific person was asked for by the caller.
- Note whether the conversation began with a threat.
- Note whether the voice was male, female, disguised or familiar.
- Note if the caller had a recognizable accent, apparent speech impediment or mispronunciation of words.
- Note if the person laughed or giggled, or sounded angry, calm or incoherent.
- Attempt to obtain answers to the following:
 - Location of the bomb
 - Detonation time
 - Why was it placed

Immediately following the threatening call, notify the Office of Campus Safety, (816) 584-6444 (ext. 6444 from campus phones). Local law enforcement will be notified immediately and if necessary, employees/students will be contacted to evacuate the building if necessary.

Report to your building or area coordinator for further instruction. If you are evacuated from the building, do not return to the building until told to do so by your building or area coordinator.

Firearms – Active Shooter



How to respond when an active shooter is in your vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where an active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (such as an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Block the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (such as radios and televisions).
- Hide behind large items (such as cabinets and desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

