

EMERGENCY ACTION PLAN

Cleveland University - Kansas City

**10850 Lowell Avenue
Overland Park, Kansas 66210**

Revised March 22, 2016

TABLE OF CONTENTS

I.	Purpose	PAGE 3
II.	SCOPE	PAGE 3
III.	POLICY	PAGE 3
IV.	RESPONSIBILITIES	PAGE 3
V.	UNIVERSITY NOTIFICATION SYSTEM	PAGE 4
VI.	DEFINITION OF EMERGENCY	PAGE 5
VII.	EVACUATION PROCEDURES AND DESIGNATED AREAS	PAGE 5
VIII.	TORNADO IN WHICH EVACUATION IS NOT APPROPRIATE	PAGE 6
IX.	EXPLOSION, AIR CRAFT DOWN (CRASH) ON CAMPUS	PAGE 7
X.	CHEMICAL OR RADIATION SPILL	PAGE 8
XI.	BOMB THREAT	PAGE 8
XII.	ACTIVE SHOOTER	PAGE 9
XIII.	RESCUE DUTIES	PAGE 11
XIV.	FIRST AID AND MEDICAL EMERGENCIES	PAGE 11
XV.	ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES	PAGE 11
XVI.	WORKPLACE VIOLENCE	PAGE 12
XVII.	CONTACT INFORMATION	PAGE 12
APPENDIX A	CHAIN OF COMMAND FOR EMERGENCIES	PAGE 13
APPENDIX B	EMERGENCY EVACUATION PROCEDURES	PAGE 14
APPENDIX C	BOMB THREAT CHECKLIST	PAGE 16
APPENDIX D	EMERGENCY FLOOR PLANS	PAGE 17

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I. PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of the University and campus community resources. When an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or his designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: large scale disorder, and large-scale natural and/or man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

II. SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by Cleveland University-Kansas City, to include those peripheral areas adjoining the University.

III. POLICY

It is the policy of Cleveland University - Kansas City, to provide a safe and healthy workplace. This policy, in accordance with the Emergency Action Plan, Exit Routes, and Fire Prevention Plan has been developed according to the OSHA Standards 1910.38 & 1910.39.

The Campus Safety and Security Committee and the Campus Administration will be responsible for all emergency planning. For further information regarding any part of this plan, you may contact the Campus Safety and Security Committee Chair.

An emergency is to be declared in the event of a fire, gas leak, civil disturbance, bomb threat, chemical or radiation spill, explosion, downed aircraft, utility failure, violent or criminal behavior, or any other emergencies the Campus Administration or Campus Safety and Security Committee deem hazardous.

IV. RESPONSIBILITIES

The University President, Vice President of Campus and Alumni Relations, or designated alternate will act as Campus Emergency Director and is responsible for

the overall direction of campus emergency operations as outlined in this Emergency Action Plan.

- 4.01 Deans, Department Heads, and Supervisors: Each Dean, Department Head, and supervisor shall appoint a specific person as building or Facility Coordinator for every activity under their control, and who has the following general responsibilities prior to and during any emergency:

Emergency Preparedness:

- (1) *Building evacuation* information shall be made available to all employees and students with follow-up discussions, on-the-job training, or explanation as required.
- (2) *Time shall be allowed for training* employees and students in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures.

Faculty and Supervisors have the responsibility to:

- (1) *Educate* the students and/or employees concerning University Emergency Procedures, as well as evacuation procedures for the building and/or activity.
- (2) *Inform* the students and/or staff of any emergency and initiate emergency procedures as outlined in this guide. Refer to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.
- (3) *Evaluate and report* all safety hazards to the Campus Safety and Security Committee. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Facilities Department.

V. UNIVERSITY NOTIFICATION SYSTEM

Telephone, voice, public address, and text notification are the primary means of emergency notification at Cleveland University - Kansas City. These systems are intended for immediate transmission of specific information regarding an emergency to all affected areas of the campus.

- 5.01 The Director of Facilities Management is the focal point for two-way radio transmission of official emergency telephone communications to University Administrators.
- 5.02 The Director of Facilities Management will notify the University administration as necessary and will initiate the notification system by calling the following Administrators as appropriate:

1. President
2. Vice President of Campus and Alumni Relations

5.03 During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the Maintenance or Security Department may provide runners for emergency notification.

VI. DEFINITIONS OF EMERGENCY

The University President or his designee will serve as an overall Emergency Director during a major emergency or disaster. The following definitions of an emergency are provided as a guideline to assist the building and area supervisors in determining the appropriate response.

6.01 *Minor Emergency* - Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. These shall be reported immediately to Security.

6.02 *Major Emergency* – Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as a major effort by campus support services. Major policy considerations and decisions will usually be required from the University Administration during this time of crisis. These shall be reported immediately to the Campus Safety and Security Committee.

6.03 *Disaster* – Any occurrence which has taken place or has seriously impaired or halted the operation of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be created and the appropriate support and operational plan will be executed.

VII. EVACUATION PROCEDURES & DESIGNATED AREAS

In the event of an emergency, employees and students are alerted by the sounding of an alarm or verbal announcement.

7.01 When you hear the command, listen and maintain silence so that everyone will be able to hear emergency orders. All employees and students shall immediately evacuate by means of nearest available marked exit.

7.02 Shut down any gas-fired equipment.

7.03 Walk to the designated exit. Lighted exit signs identify exits.

- 7.04 Throughout your exit route, once you have verified that a room or area is fully evacuated, shut every door, especially stairwell doors.
- 7.05 If you are unable to evacuate because of smoke or fire, go to a room with windows to the outside of building. Shut and seal the door behind you with materials to prevent smoke from entering the room. Break out the window and hang a towel or some object out the window and await a rescue team.
- 7.06 Never use an elevator during an emergency evacuation. The power might be lost for a number of reasons, which would trap you in the elevator cars. People in wheelchairs or using crutches should be carried or assisted. The wheelchairs or crutches should not be taken into the stairwell. All people should remain to the right when using stairs so that emergency personnel can enter the building.
- 7.07 Upon reaching the street, immediately clear the exit way and proceed to the designated area for that building. Stay there until an accurate headcount is taken or until notified by an emergency authority.
- 7.08 Do not return to an evacuated building unless told to do so by a University Official who is in charge at the scene.
- 7.09 In case of gas leak, do not smoke in the emergency evacuation checkpoint.
- 7.10 **DESIGNATED EMERGENCY EVACUATION CHECKPOINT:**
Overland Park
- South Checkpoint – SW corner of South Parking Lot
- West Checkpoint – 8205 W 108th Parking Lot (Fitness Center Building)
- East Checkpoint – far east side of drive into visitor and patient parking lot

VIII. TORNADO IN WHICH EVACUATION IS NOT APPROPRIATE

- 8.01 The following procedures are to be followed immediately whenever notified by announcement or severe weather warning sirens.
- 8.02 Faculty members will be in charge of any class they are teaching at the time of the emergency.
- (1) Remain calm. DO NOT attempt to evacuate the building.
 - (2) Find shelter at the nearest severe weather refuge.
 - (3) Avoid places where objects could fall from overhead storage.
 - (4) If it becomes necessary to evacuate following a tornado, proceed with caution to the nearest emergency evacuation checkpoint.
- 8.03 All Tornado Alerts are issued by the National Weather Service when Tornadic Storms are possible. This is a time to remind your co-workers

and fellow students where the safest places within each building are located, and listen to the radio or television for further developments.

- (1) If you are outside, hurry to the basement of a nearby sturdy building. If shelter is not available or there is not time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Use arms to protect head and neck.
- (2) If you are in a vehicle, get out immediately and head for safety (as stated above).

8.04 Tornado Shelter for the Overland Park Campus

- (1) If time permits, go to the lower level Severe Weather Refuge located in the Health Center or Student Clinic away from glass and falling objects.
- (2) Otherwise, take shelter in the nearest severe weather refuge.

IX. EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

9.01 In the event a mishap occurs such as an explosion or downed aircraft on campus, take the following actions:

9.02 Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.

9.03 After the effects of the explosion and/or fire have subsided, notify the Police Department Emergency number 911 and Campus Security Department at 816-204-6074.

Give your name and describe the location and nature of the emergency.

9.04 If necessary, or when directed to do so, activate the building alarm.

9.05 When the building evacuation alarm is sounded or when told to leave by University Officials, walk quickly to the nearest marked exit and proceed to the nearest emergency evacuation checkpoint.

9.06 Assist the handicapped in exiting the building. DO NOT use elevators in case of fire. Do not panic.

9.07 Once outside move to a clear area that is designated for the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

9.08 If requested, assist emergency crews as necessary.

9.09 Do not return to an evacuated building unless told to do so by a University official in charge at the scene. After any evacuation, report to your emergency evacuation checkpoint. Stay there until an accurate headcount is taken. The Emergency Floor Coordinator will take

attendance and assist in the counting for all building occupants and will report to the Vice President of Campus and Alumni Relations or his/her designee.

X. CHEMICAL OR RADIATION SPILL

- 10.01 If any spillage of hazardous chemical or radioactive material occurs, it is to be reported immediately to the Campus Security Department at 816-204-6074 and the Police/Fire Department at 911.
- 10.02 When reporting, be specific about the nature of the involved material and exact location. Campus Security will contact the necessary specialized authorities and medical personnel.
- 10.03 The key person on-site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the Emergency Personnel.
- 10.04 Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the Emergency authorities. Required first aid and clean-up by specialized authorities should be initiated at once.
- 10.05 Follow instructions of Emergency Personnel and/or University Official.
- 10.06 Assist anyone having difficulty exiting the building. Remember that elevators are reserved for handicapped use. **DO NOT** use elevators in case of fire. **DO NOT PANIC.**
- 10.07 Once outside, move to the emergency evacuation checkpoint or to the area assigned by emergency and/or University officials. Keep streets, fire lines, hydrants, and walkways clear for emergency vehicles and crews.
- 10.08 If requested, assist emergency crews, as necessary. Do not return to an evacuated building unless told to do so by a University Official.
- 10.09 After any evacuation, report to your designated assembly point. Stay there until an accurate headcount is taken. The Emergency Floor Coordinator will take attendance to account for all occupants.
- 10.10 Should there be an external chemical spill, move into the building and await further instructions.

XI. BOMB THREAT

When a bomb threat is phoned in or you observe a suspicious object on campus, **DO NOT HANDLE IT!** Clear the area immediately and call Campus Security at 816-204-6074.

- 11.01 Any person receiving a phone call bomb threat should ask the caller:
- When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- 11.02 Keep talking to the caller as long as possible and record the following:
- Time of call
 - Age and sex of caller
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of caller
 - Background noise
- 11.03 Emergency Personnel will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their areas for suspicious objects and to report the location to Campus Security. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
- 11.04 If an emergency exists, activate the building alarm.
- 11.05 When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same. Proceed to the nearest emergency evacuation checkpoint.
- 11.06 Assist the handicapped in exiting the building. Do not use elevators in case of fire. **DO NOT PANIC!**
- 11.07 Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 11.08 If requested, assist emergency personnel as necessary.
- 11.09 Do not return to an evacuated building unless told to do so by a University Official who is in charge at the scene.

Important: After any evacuation, report to your designated emergency evacuation checkpoint. Stay there until an accurate headcount is taken. The Emergency Floor Coordinator will take attendance to account for all occupants.

XII. ACTIVE SHOOTER

- 12.01 Active shooter refers to one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. These situations are dynamic and evolve rapidly, demanding immediate

deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

- 12.02 Response to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and consider these general guidelines to help you plan a strategy for survival appropriate for your circumstances.
- 12.03 **If an active shooter is outside your building:**
- Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials.
 - Lock all doors and windows and turn off the lights.
 - If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
 - Call 911 and advise the dispatcher on what's taking place and inform him/her of your location.
 - Remain in place until the emergency personnel or a University Official that you know gives the "all clear".
 - Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or University Official.
- 12.04 **If an active shooter is in the same building you are:**
- Secure the room you are in by the door lock, a wedge, or barricade materials and then follow the same procedure described in the previous paragraph.
 - If you cannot secure the room, determine if there is a nearby location that can be reached safely and secured or if you can safely exit the building.
 - If you decide to move from your current location, be sure to follow the instructions outlined below.
- 12.05 **If an active shooter enters your office or classroom:**
- Remain calm.
 - Call 911 if possible and alert police to the shooter's location. If you can't speak, leave the line open so that dispatcher can hear what is taking place.
 - Usually the location of a call can be determined without speaking.
 - If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter.
 - Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
 - If the shooter leaves the area, proceed immediately to a safer location.
 - Do not touch anything that was in the area of the shooter.

- 12.06 **If you decide to flee during an active shooter situation:**
- Make sure you have a plan and escape route in mind.
 - Do not attempt to carry anything in your hands while fleeing.
 - Move quickly, keeping your hands visible.
 - Follow instructions given by any police officer you may encounter.
 - Do not try to move any injured people, rather notify authorities of their location as soon as possible.
 - Do not attempt to exit the campus until told by emergency personnel that it is safe to do so.
- 12.07 Follow all instructions exactly as issued by the emergency personnel on site.

XIII. RESCUE DUTIES

- 13.01 The security officers will be responsible for clearing the building in an emergency situation. If a rescue is warranted, a Campus Official will call the proper authorities to perform the rescue.

XIV. FIRST AID AND MEDICAL EMERGENCIES

- 14.01 For cases that are not treatable by simple first aid, emergency assistance will be requested by calling 911.

Persons providing medical intervention must avoid contact with blood, bodily fluid or other potentially infectious materials by using protective equipment and safe practices. Any exposure must be promptly reported to the employer.

No medical attention must be provided unless the provider is trained and has the necessary supplies available.

XV. ON AND OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

Campus Security	816-204-6074 - Overland Park
Director of Facilities Management	816-365-5671
ASAP Security	816-204-6074
Fire	911
Police	911
Medical Assistance	911
Natural Gas Leak	1-800-482-4950
Electrical Problems	1-800-544-4852
Report Oil-Toxic Spills	1-800-424-8802

XVI. WORKPLACE VIOLENCE

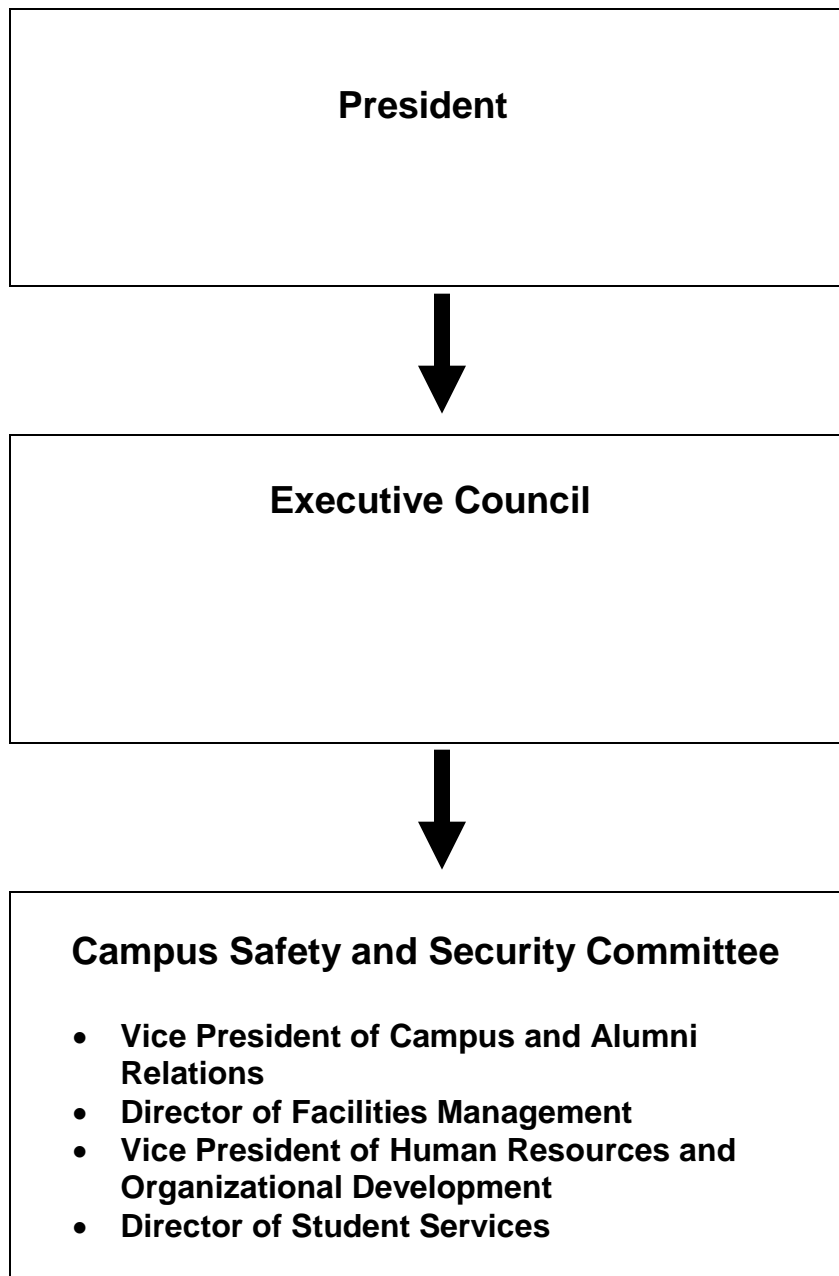
Prevention

Cleveland University - Kansas City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increase of violence in our society in general, Cleveland University - Kansas City has adopted the following guidelines to deal with intimidation, harassment, or other threats (or actual) violence.

- 16.01 All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Cleveland University - Kansas City without proper authorization.
- 16.02 Conduct that threatens, intimidates, or coerces others will not be tolerated. This prohibition includes all acts of harassment that are based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- 16.03 All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or University Official.
- 16.04 All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in danger. If you see or hear a disturbance, do not try to intercede or see what is happening. Call campus security or 911 immediately for help. Security may be reached on the Overland Park Campus at 816-204-6074
- 16.05 Cleveland University - Kansas City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.
- 16.06 Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to appropriate action.

XVII. CONTACT INFORMATION

- 17.01 If any further information is required, please contact any member of the Campus Safety and Security Committee as outlined in Appendix A.

Appendix A**CHAIN OF COMMAND FOR EMERGENCIES**

Appendix B

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency evacuation, the following procedures should be followed. When possible a public address will be made to alert individuals within the facility of the need to exit.

PRIMARY SWEEP

A primary sweep of the building will be made by designated department representatives referred to as Emergency Floor Coordinators during their initial exit from the facility as they progress to their assigned Emergency Evacuation Checkpoints.

Emergency Floor Coordinators are as follows:

Overland Park Campus

▪ 3 rd Floor	Administrative Office Staff	South Checkpoint
▪ 2 nd Floor	Business Office	West Checkpoint
	Facilities Staff	West Checkpoint
▪ 1 st Floor	Library	East Checkpoint
	Outpatient Clinic Staff	East Checkpoint
	Research	East Checkpoint

Checkpoint Descriptions

- South Checkpoint – SW corner of South Parking Lot
- West Checkpoint – 8205 W 108th Parking Lot (Fitness Center Building)
- East Checkpoint – far east side of drive into visitor and patient parking lot

Emergency Floor Coordinator responsibilities are as follows:

1. Retrieve Emergency Manual upon exit of building
2. Sweep assigned areas upon exit of building
3. Ensure that staff and students sign in at the Emergency Evacuation Checkpoint
4. Await further instructions

SECONDARY SWEEP

A secondary sweep of the building will be made by Security and Facility staff (if applicable) to ensure a complete evacuation of the building. The secondary sweep will be coordinated by the senior Security or Facility official available using two-way radios and other communication devices as appropriate. All Security and Facility staff will evacuate the building upon completion of the sweep and await further instructions.

AFTER HOURS SWEEP

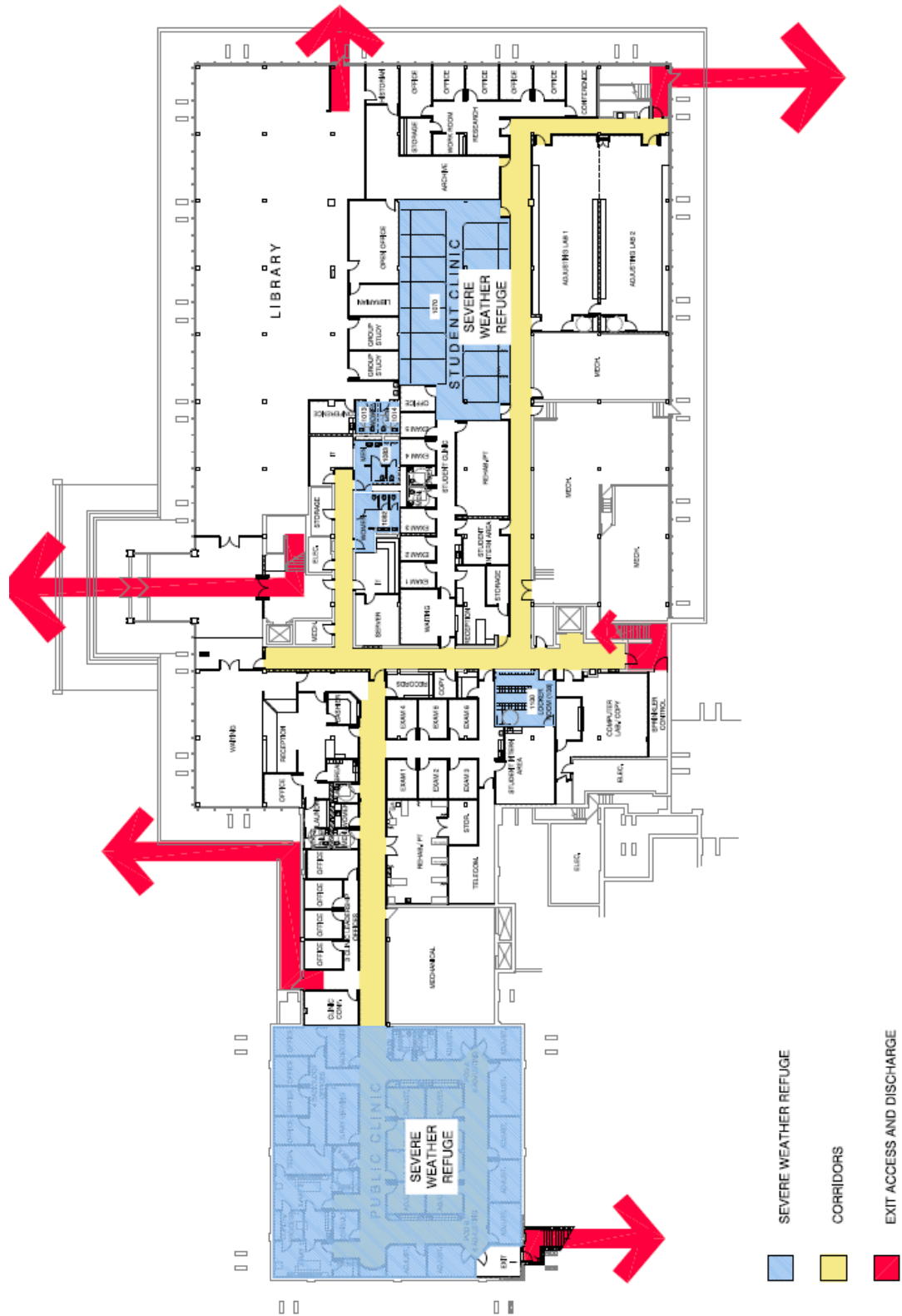
After hour sweep will be made by the Supervisor of Custodial Services and his staff to ensure a complete evacuation of the building. The after hour sweep will be coordinated by the Supervisor of Custodial Services using the PA System and other communication devices as appropriate. The Supervisor of Custodial Services will ensure that all staff, students and visitors sign in at the Emergency Evacuation Checkpoint. All custodial staff will evacuate the building upon completion of the sweep and await further instructions.

Appendix C

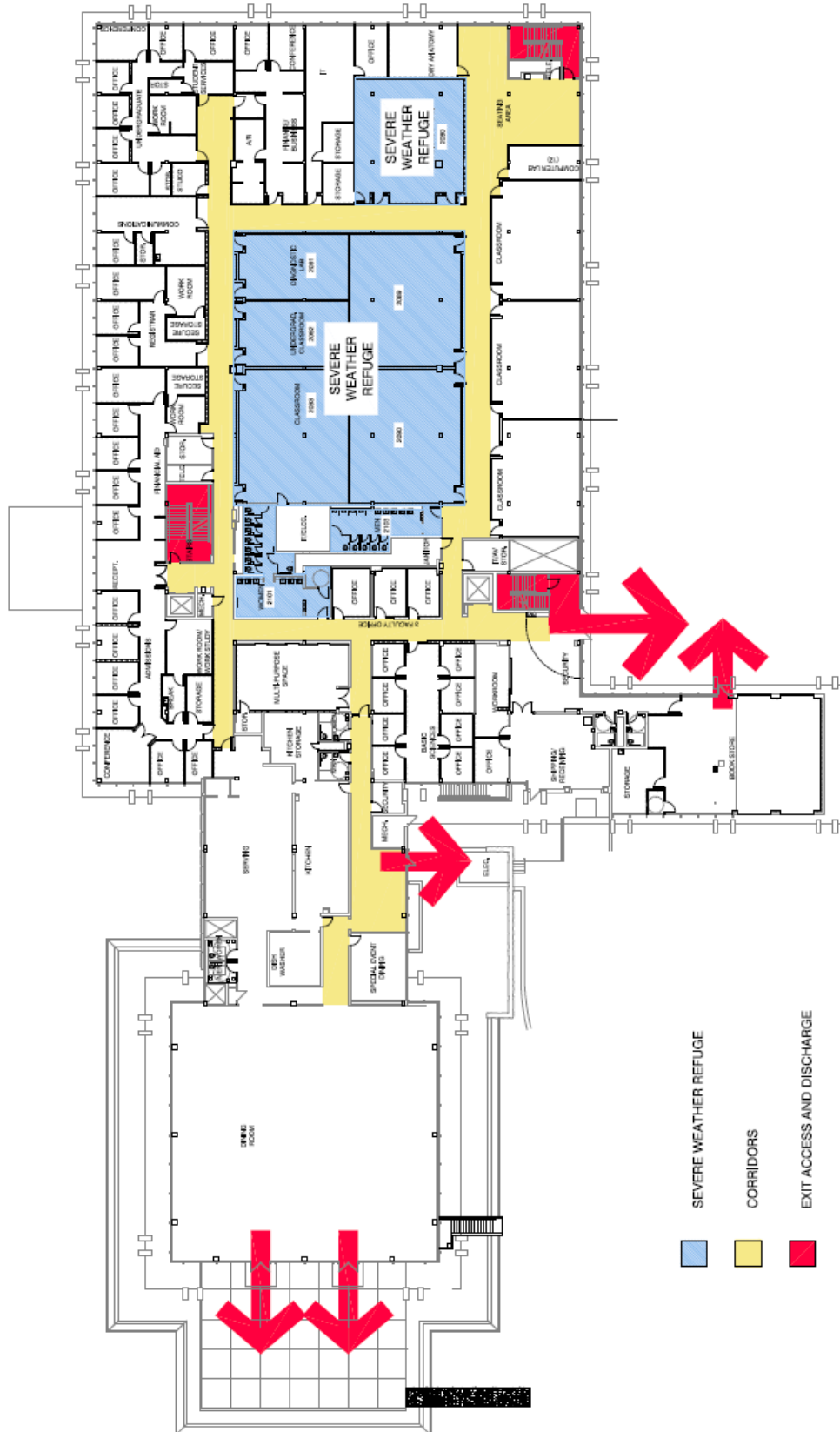
BOMB THREAT CHECKLIST

<p>BOMB THREAT CHECKLIST REMEMBER TO KEEP CALM DO NOT HANG UP THE PHONE</p>	<p>CALLER'S VOICE Adult/Child Sex (male/female) Voice (loud, soft, etc.) Speech (fast, slow, etc.) Impediment (stutter, etc.) Diction (clear, muffled, etc.) Manner (calm, excited, etc.) Accent (specify) Did you recognize the Voice? Did the caller sound familiar with the area?</p>
<p>QUESTIONS TO ASK When will it explode? Where is the bomb? What does it look like? What kind is it? Why are you doing this? Who are you? Where are you?</p>	<p>THREAT LANGUAGE Well-spoken Abusive Irrational Incoherent Threat made by caller Taped message Letter Other</p>
<p>EXACT WORDING OF THREAT</p>	<p>BACKGROUND NOISES Music Voices Office House Noises Traffic Train Aircraft Children Machinery Internal Call Private Phone Long Distance Public Phone</p>
<p>ACTION GUIDE DO NOT HANG UP – Leave the line open Report the call immediately to Security</p> <p>Your Name: _____</p> <p>Phone: _____</p> <p>Location: _____</p>	<p>PERSON COMPILING CHECKLIST Time: _____ Date: _____</p> <p>Number called: _____</p> <p>Name of recipient: _____</p> <p>Occupation: _____</p> <p>Location: _____</p>

Appendix D (First Floor)



Appendix D (Second Floor)



Appendix D (Third Floor)

