

QUICK REFERENCE

Call in an Emergency

Campus Police:
Ext. 4111 | 913-469-2500

or look for a **campus
emergency phone**



Bomb Threat

- Keep the caller on phone as long as possible and gather information
- Immediately call to report
- If threat is on voicemail, do not erase
- Evacuation is determined by Authorities. Campus Police will order evacuation if needed
- During an evacuation, do not use cell phones or radios within the at risk facility
- Look for, but do not disturb unusual objects as you leave area, then report



Severe Weather

- Stay alert to severe weather conditions
- If a tornado warning is issued, outdoor warning sirens will be activated and internal public address system announcements will instruct the need to take immediate shelter
- Stay away from windows and exterior doors
- Promptly move to a designated storm security area
- Remain in the storm security area until warning expiration message is issued via loud speaker, text or email message
- If the facility is damaged, evacuate after the storm passes (following direction of emergency building personnel) and stay away
- Watch for falling debris, downed power lines, gas leaks
- Call to report injuries



Armed Intruder

ALICE is not designed to be sequential. Use the best option for your personal safety.

Never give up!

- **KNOW** matter where you are, be familiar with your surroundings and know your escape routes.

Alert

- Listen or receive specific information
- Immediately call to report

Lockdown

- Secure in place, if you can't safely evacuate
- Barricade entry points and lock doors
- Get on floor, spread out, turn off lights, silence phones, stay out of view

Inform

- Give and get updates by any means possible

Counter (as a last resort)

- Distract shooter's ability for accuracy
- Move toward exits and make noise, distractions, throw objects
- Swarm intruder, fight for your life

Evacuate

- If a safe path is available, get out – put distance between you and intruder
- Do not go to your car; evacuate on foot
- Go to a rally point
- Stay alert to College information



Fire Smoke Explosion

- Activate fire pull alarm and call to report
- Evacuate and report to Designated Emergency Assembly Area
- Do not use elevators
- Grab personal items if time permits
- Be aware of others in your area – tell them to evacuate (assist disabled)



Medical Emergency

- If the injury/illness is serious or life threatening, immediately call to report
- Do not move the person unless necessary
- Protect from manipulation and disturbance
- Begin CPR and other first aid measures
- Stay until medical assistance arrives



Hazardous Material/ Suspicious Odor

- Alert all persons nearby
- Secure area
- Evacuate to a safe area
- Report concern and follow instructions of Emergency Personnel



Power Outage

- Remain calm and offer assistance to others
- Move cautiously to a lighted/safe area; Time of day matters
- Exits should be illuminated
- Consider use of cell phone flashlight feature
- Report outage and follow campus guidance



Suspicious Behavior or Activity

- Do not let strangers into locked or secured areas
- Do not physically confront the person
- Note person's description and suspicious activity
- Move to a safe location and report

KOPS-Watch System (non-emergency)
1-888-258-3230 to anonymously
report suspicious behavior or
visit jccc.edu/KOPS-WATCH



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KEEPING OUR PEOPLE SAFE