

EMERGENCY RESPONSE GUIDE

 University of Missouri-Kansas City

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UMKC EMERGENCY RESPONSE

The following procedures are provided for emergency situations. Remember

MEDICAL EMERGENCY

- + Call UMKC Police (235-1515) for an ambulance when requested by the victim or in the event of an unconscious victim.
- + Do not move the victim unless authorized by a medical authority, or if delay in movement is detrimental to the individual.
- + Notify appropriate supervisors.
- + Call Worker's Compensation (235-5357) immediately to report incident.

FIRE

- + Set off fire alarms while evacuating building.
- + Call the UMKC Police (235-1515) and provide location of the fire.
- + Assist handicapped individuals.
- + Use a fire extinguisher, if feasible.
- + Police will notify Environmental Health and Safety (EHS at 235-5241) and Campus Facilities Management (CFM at 235-1354).
- + If evacuation is impossible, place a wet towel at bottom of door to prevent heat or smoke from entering room.

CHEMICAL SPILL

- + Evacuate the area to the extent appropriate.
- + Warn co-workers and supervisors.
- + Call UMKC Police (235-1515).
- + Take action to contain the spill if it is possible to do so without jeopardizing personal safety or health.
- + If the spill is of disastrous proportions, immediately contact EHS (235-5241). EHS will call the state or national emergency response numbers.

EVACUATION

Cooperation is required.

- + Move in safe, orderly manner to nearest exit.
- + Assist others.
- + Do not use elevators.
- + Take personal belongings, only if time permits.
- + Report to your building liaison at prearranged location.

DO NOT RE-ENTER BUILDING.

UNAUTHORIZED PERSON

Control/limit access to work area.

- + Limit area to authorized persons.
- + Restrict access to area when closed.
- + Lock desk, cabinets, storage and office doors.

- + DO NOT leave belongings unattended.
- + Politely challenge unfamiliar persons.
- + Acknowledge co-workers.
- + Offer assistance to strangers.
- **REPORT UNUSUAL BEHAVIOR TO UMKC POLICE.**

POLICE EMERGENCY

When witness to a crime in progress:

- + Call UMKC Police (235-1515).
- + Provide detailed description of criminal and/or vehicle license.
- + Remain where you are (if safe) until contacted by a police officer.
- **DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH CRIMINAL.**

RADIOACTIVE RELEASE

- + Evacuate and secure site.
- + Relocate personnel to safe area.
- + Prevent further contamination.
- + Call UMKC Police (235-1515).
- + Police will alert CFM to turn off HVAC.
- + Lab supervisor: call EHS Radiation Safety Office (235-5289) for decontamination of room and to post warning signs.

FLOOD

During a flood watch:

If indoors

- + Turn on battery-operated radio for latest emergency information.
- + Move valuable items to high places, if possible.
- + Unplug electrical appliances.
- + Follow instructions of authorities.

If outdoors

- + Move to higher ground and stay there.
- + Avoid walking through floodwaters.
- + If in a car, do not attempt to drive through floodwaters. If your car stalls, abandon it immediately and move to higher ground.

During an evacuation

- + If advised to evacuate, do so immediately to avoid flooded roads, being sure to follow recommended evacuation routes.
- + Listen to radio or authorities for evacuation instructions.

emphasize the importance of remaining calm, and follow the procedures.

ASSEMBLY AREA

LEADER: _____

PHONE: _____

EVACUATION ASSEMBLY:

BUILDING SHELTER

SHELTER LOCATION:

EARTHQUAKE

- + Remain indoors if already there.
- + Take cover under sturdy furniture – such as worktables or desks – or in doorways, halls or against inside walls.
- + Move to or near the center of the building.
- + Avoid glass windows or doors.
- + Avoid running through or near buildings where there is the danger of falling debris. If outdoors, remain in the open, away from buildings and structures and a safe distance from utility wires.
- + After tremors have stopped, avoid damaged buildings and structures.

TORNADO WARNING

- + If indoors, move away from windows and go to the basement or interior hallway on a lower floor.
- + Avoid auditoriums, gymnasiums or other areas having a wide, free-span roof. Take cover under heavy furniture.
- + If outdoors, lie flat in the nearest depression, such as a ditch or ravine. If time allows, move away from the path of the tornado at a right angle.

SHELTER-IN-PLACE

- + Go to basement, lowest level interior hallway or designated shelter area.
- + Take minimal personal belongings, if possible.
- + Stay away from exterior windows and doors.
- + Shelter-in-place until a police officer gives the all-clear signal.

BOMB THREAT

- + If you receive a bomb threat, DO NOT HANG UP.
- + Secure as much information as possible.
- Consider voice accent, tension, slang, and background noise.
- + Use a different phone to call UMKC Police (235-1515).
- + Follow instructions from police.

ACTIVE SHOOTER

- When someone has entered a building/area and begun shooting, the following actions are recommended *only if you feel safe to leave*:
- + Exit the facility/area immediately and only if it is safe to do so.
- + Advise anyone you encounter to exit the building/avoid the area.
- + Call UMKC Police (235-1515) or 911.
- When it is NOT SAFE to exit the building/area, the following actions are recommended:
- + Go to the nearest room or office.
- + Close and lock the door, then barricade the door.
- + Cover the door windows.
- + REMAIN QUIET, silence cell phones, and give the appearance of an empty room.
- + DO NOT answer the door.
- + Call UMKC Police (235-1515) or 911.
- + Wait for emergency personnel to escort you out of the building.

When calling police, provide the following information:

- + Your name.
- + Your specific location.
- + Number of shooters and any description.
- + Number of people involved in your group.

PREPARE BEFORE AN EMERGENCY:

- + Introduce yourself to the Building Liaison Committee representative.
- + Complete the space provided on the reverse side of this document describing designated sheltering location and assembly area in the event of an emergency.
- + Develop at least two evacuation routes.
- + Consider work area for items that might cause injury during an earthquake. Secure shelving.
- + Locate two nearest fire extinguishers, remembering

PASS:

- P**ull the pin.
- A**im at base of fire.
- S**queeze the trigger.
- S**pray until extinguished.

INDIVIDUALS WITH DISABILITIES:

- + Inform the Department of Environmental Health and Safety (235-5241) and UMKC Police (235-1515) of your circumstance. Request emergency response accommodations with two escape plans, one with assistance and one without assistance.
- + Find two or three co-workers willing to help you in an emergency.

NOTIFICATION NUMBERS

UMKC Police	235-1515
Counseling Services	235-1635
Student Health and Wellness	235-6133
Women's Center	235-1638
Poison Control	1-800-222-1222

UMKC Alert! – UMKC's Emergency Mass Notification System – includes Text Messaging.

To activate emergency messaging to your cell phone and to learn more about UMKC Alert!, go to

<http://www.umkc.edu/umkcalert/>

UNIVERSITY OF MISSOURI-KANSAS CITY EMERGENCY PHONE NUMBER

235-1515 or 911 Campus Police*

*If dialing 911 or 9-911 from a campus phone, you will reach the UMKC Police.



For more information, visit the UMKC Police website
<http://www.umkc.edu/adminfinance/police/>