

# EMERGENCY RESPONSE GUIDE

 University of Missouri-Kansas City

MEDICAL EMERGENCY  
FIRE  
CHEMICAL SPILL  
EVACUATION  
UNAUTHORIZED PERSON  
POLICE EMERGENCY  
RADIOACTIVE RELEASE  
FLOOD  
EARTHQUAKE  
TORNADO WARNING  
SHELTER-IN-PLACE  
BOMB THREAT  
ACTIVE SHOOTER



# UMKC EMERGENCY RESPONSE

The following procedures are provided for emergency situations. Remember

## MEDICAL EMERGENCY

- + Call UMKC Police (816-235-1515) 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 (573-882-7019) immediately to report incident.

## FIRE

- + Set off fire alarms while evacuating building.
- + Call the UMKC Police (816-235-1515) and provide location of the fire.
- + Assist handicapped individuals.
- + Use a fire extinguisher, if feasible.
- + Police will notify Environmental Health and Safety (EHS at 816-235-5241) and Campus Facilities Management (CFM at 816-235-1354).
- + 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 (816-235-1515).
- + Take action to contain the spill, if possible to do so without jeopardizing personal safety/health.
- + If the spill is of disastrous proportions, immediately contact EHS (816-235-5241). 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 (816-235-1515).

- + 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 (816-235-1515).

- + Police will alert CFM to turn off HVAC.

- + Lab supervisor: call EHS Radiation Safety Office (816-235-5241) 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 (816-235-1515).
- + 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 (816-235-1515) 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 (816-235-1515) 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:

- Pull the pin.
- Aim at base of fire.
- Squeeze the trigger.
- Spray until extinguished.

## INDIVIDUALS WITH DISABILITIES:

- + Inform the Department of Environmental Health and Safety (816-235-5241) and UMKC Police (816-235-1515) 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 .....	816-235-1515
Counseling Services .....	816-235-1635
Student Health and Wellness .....	816-235-6133
Women's Center .....	816-235-1638
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

816-235-1515 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/>