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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.

DO NOT LEAVE BELONGINGS UNATTENDED.
+ 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.

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.
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.

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.

ASSEMBLY AREA
LEADER: __________________________
PHONE: ___________________________
EVACUATION ASSEMBLY:
___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________

BUILDING SHELTER
SHELTER LOCATION:
___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________

UMKC EMERGENCY RESPONSE
The following procedures are provided for emergency situations. Remember the importance of remaining calm, and follow the procedures.
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

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.