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.

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

**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.

**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.

**EARTHQUAKE**
During an earthquake:
If indoors
+ Remain where you are (if safe) until contacted by a police officer.
+ Offer assistance to strangers.
+ Politely challenge unfamiliar persons.
+ Acknowledge co-workers.
+ Offer assistance to strangers.

REPORT UNUSUAL BEHAVIOR TO UMKC POLICE.
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.

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 (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

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/