



# EMERGENCY RESPONSE GUIDE

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## STANDARD RESPONSE DEFINITIONS

*You will see one, or a combination of more than one, standardized definition(s) accompanying an alert on the Alertus System or K-State Alerts.*

- **Stay Inside** - This term is used when the threat is outside of campus buildings.
- **Lockdown** - This term is used when a threat is inside a campus building.
- **Shelter** - This term is used to notify people in campus buildings to move to protected locations within the building for an external hazard.
- **Evacuate** - This term is used to notify people to exit a building due to an internal hazard.
- **Combination of 2 or more** - In some instances a situation may require the use of a combination of the four basic actions.

## TORNADO AND SEVERE WEATHER

911

### Standard Response: Shelter

- Go to the designated tornado shelter for the building. In most cases this is the lowest floor in the central core of the building and away from glass windows. The designated shelter area for CVM main campus is: **Trotter Hall Basement Room 003 (Cafe)**. The designated shelter areas for CVM-East are: Rooms 184 & 185 (Cold Rooms) and Room 170 (Microscopy Room).
- Outdoor sirens will sound a steady three-minute blast when the need to take cover is necessary.
- The Alertus system will engage if the threat is within the immediate area.
- If you are outside when the sirens go off, seek shelter immediately. Go into the closest building and seek out the lowest floor in the center of the building.
- After the tornado has passed, report any injuries. Call 911 for ambulance and fire; call the University Police (ph. 785-532-6412) to report building damage.

## MEDICAL EMERGENCIES

911

### Standard Definitions: None

Will not be reported on Alertus or K-State Alerts

When you observe a person who appears to be ill or injured:

- **Call 911 immediately for serious health emergencies.**
- Unless it is a life-threatening situation or you are trained in First Aid, do not attempt to render any First Aid before personnel certified in First Aid arrive.
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Avoid unnecessary conversation with, or about, the ill or injured person, or members of his/her party. You might increase the person's distress or fears, and thereby contribute to medical shock. Limit your communication to quiet reassurances.
- Do not discuss the possible cause of an accident or any conditions that may have contributed to the cause, except with EMS/Fire, Law Enforcement, or the designated investigator.
- Do not disturb the accident scene until given approval to clean up by your Supervisor. Environmental Health & Safety or the Police Department may need to investigate the incident.

## CIVIL DISTURBANCE OR DEMONSTRATION

911

### Standard Response: Stay Inside, Shelter

Most campus demonstrations will be peaceful and business should continue as usual.

- Avoid provoking or obstructing the demonstrators.
- Avoid the area of disturbance.
- If a class or lecture is disrupted, the offending person(s) should be requested to leave. If they refuse, call Police at 911.
- Continue with your normal routine. Stay away from doors or windows if the disturbance is outside.
- If your building or office is targeted for a demonstration, remain calm. If you feel threatened, follow shelter-in-place or Stay Inside guidelines. Contact Police and follow their directions.

## Standard Definitions: Shelter, Stay Inside or Evacuate

Bomb threats usually come by telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be taken seriously.

### BY TELEPHONE:

- Take the caller seriously but remain calm.
- Ask a lot of questions, but do not antagonize the caller.
- Take notes on everything said and on your observations about background noise, voice, characteristics, etc.
- If possible, have a coworker contact 911 while you are on the call. If this is not an option, call Police at 911 immediately after the call.
- Notify your supervisor/department head.
  - Campus Police will determine if evacuation is necessary. If you evacuate, move to a designated Emergency Assembly Area (*See Evacuation of Campus Buildings*).
- Do not re-enter the area until instructed to do so.

## Standard Response: Evacuate

If a fire occurs in your area:

- Remain calm.
- Pull nearest fire alarm (if one is available and the alarm is not currently activated).
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- **Call 911 immediately if your safety allows or as soon as you evacuate the building- identify what is burning, and be sure to identify the building, building address, room and other pertinent information that can assist responders.**
- Evacuate your area using your Building /Floor Evacuation Map posted in your area by quickly walking to the nearest exit, alerting people as you go, and assisting those with disabilities as necessary. Close doors behind you to confine the fire. Proceed to a designated Emergency Assembly Area (*See Evacuation of Campus Buildings*).
- **YOU MUST LEAVE THE BUILDING! NO EXCEPTIONS!**
- Once outside, move to a clear area at least 50 feet away from the affected building. Keep the walkways and vehicle access clear for emergency vehicles. Utilize a designated Emergency Assembly Area (*See Evacuation of Campus Buildings*) if it is free of smoke and wait for instructions.
- Do not use elevators.
- Do not attempt to save possessions at the risk of personal injury.

- Do not return to the affected area until instructed to do so by a Public Safety official.
- REMEMBER: If you hear the fire alarm, you MUST leave the building. Proceed to the Emergency Assembly Area (*See Evacuation of Campus Buildings*).
- If you call the Fire Department yourself, notify your Supervisor.

## EARTHQUAKE

### Standard Response: Shelter

#### BEFORE:

- Attach all bookcases, cabinets, compressed gas cylinders, and other furnishings to a wall or to the floor.
- Store all heavy items below head level.

#### OUTSIDE:

- Get to an open area away from trees, buildings, and power lines.

#### VEHICLE:

- Pull to the side of the road away from underpasses, bridges, and buildings.
- Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it.

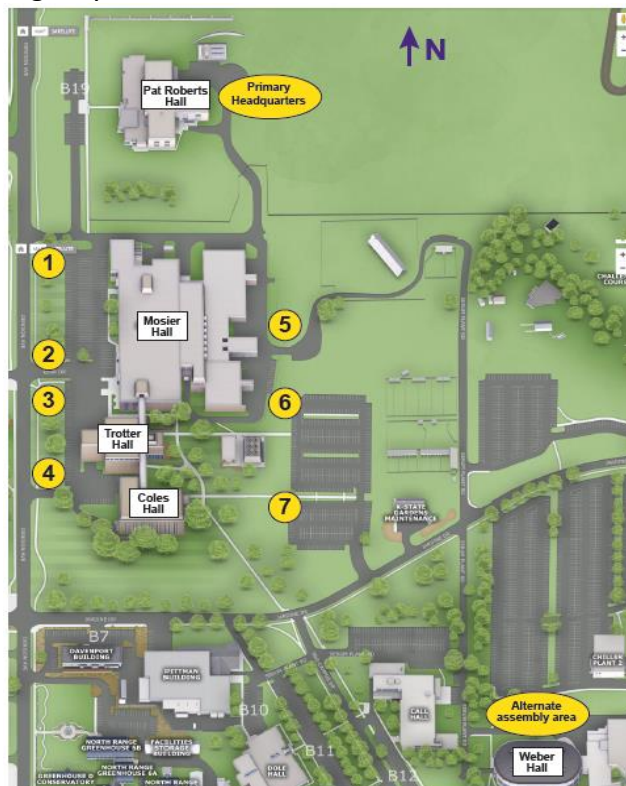
#### INSIDE:

- Stay away from windows and get under a desk or a table.
- Duck, cover, and hold.
- In a hallway, sit against the wall and protect your head with your arms.
- In an auditorium, duck between the rows of seats and protect your head.
- Wait inside until the shaking stops, then evacuate the building and go to a designated Emergency Assembly Area (*See [Evacuation of Campus Buildings](#).*)
- Do not use elevators for evacuation.
- Designated personnel should assist individuals with access or functional needs to a safe location, e.g., an enclosed stairwell landing with a ground level exit to the exterior or, if obstructed, an office space with a door. *See: Evacuation of Campus Buildings.*
- Do not re-enter the building until authorized to do so by emergency response personnel.

# EVACUATION OF CAMPUS BUILDINGS

## Standard Response: Evacuate

- **STAY CALM – DO NOT RUSH – DO NOT PANIC**
- Be aware of the location of the nearest exit. For classes, announce this at the beginning of the class each semester.
- If a fire alarm sounds, or emergency personnel asks you to leave the building, all faculty, staff, and students must evacuate the building.
- Gather your personal belongings if it is safe, otherwise leave as quickly as possible.
- If safe, close doors and windows, but do not lock them.
- Assist those with access or functional needs to a safe location and notify emergency personnel.
- Follow Emergency Evacuation Map posted throughout the building to an Emergency Assembly Area (See below).
- Once outside the building, keep clear of entrances, move at least 50 feet away from the building and emergency vehicles.



# UTILITY FAILURE

## Standard Definitions: Evacuate

**REPORT ALL UTILITY FAILURES TO FACILITIES AT 785-770-6113 (8:00 AM – 5:00 PM)  
After Hours: 785-477-3004**

### **GAS**

- If you smell gas, and if personal safety allows, turn off the source and evacuate the immediate area. Call 911.
- The human nose is extremely sensitive to the odorant placed into natural gas and so it is detectable far below any fire/explosion levels.
- If gas odor is strong, evacuate the building using the fire alarm pull station and call 911 once you are safe. Evacuate to a designated Emergency Assembly Area (See Evacuation of Campus Buildings).
- Do not turn on/off any electrical equipment or light switches.

### **ELECTRICAL OUTAGE**

- Unplug sensitive equipment, if not connected to a surge protector.
- Disconnect hazardous equipment.
- Check elevators for trapped individuals and call 911.
- Stay away from downed power lines.
- Emergency exit lighting may only stay on for a short time.
- During an extended power outage, you may have to leave the building and go to a designated Emergency Assembly Area (See [Evacuation of Campus Buildings](#).)

### **PLUMBING/FLOODING**

- If personal safety allows, shut off electrical equipment and evacuate area. Do not enter area where live electrical circuits are in contact with water.
- Do not drink water from any campus system after an earthquake or a flood.
- Report plumbing breaks immediately to Facilities (See *Vet Med contact list*).

### **HEATING AND VENTILATION**

- Report air conditioning or heating problems to Facilities (See [Vet Med contact list](#)).

**Standard Response: Lockdown, Stay Inside**

“Lockdown Nichols Hall. Active shooter. Remember ALICE. Police in route. Stay Inside all other areas on campus.”

In the event of the presence of a person or persons deemed by K-State Police to be a threat to the campus community, and/or an active shooter situation, remember **A.L.I.C.E.**

**A**lert

**L**ockdown

**I**nform

**C**ounter

**E**vacuate

*(These actions are not in any order. Evacuate is always the first/best option if available).*

This is the preferred method of keeping people out of harm’s way. Upon receiving notification of an active shooter, consider the following:

**In response to a report of a shooting, remember A.L.I.C.E:**

- **A**lert – Alert is the first notification of danger you receive. Be aware of your surrounding so you can determine the next course of action.
- **L**ockdown – If you determine the threat is close and cannot evacuate, Lockdown may be your best option. Stay in your rooms/ offices/ classrooms if the doors are lockable from the inside. If not, quickly move to a room with lockable doors if it is safe to do so. Lock the doors, barricade the door if possible, cover the door window, pull down the blinds, turn off the lights, prepare to counter if necessary and stay calm. Keep quiet. Put cell phones on vibrate. Stay away from the windows. Do not evacuate rooms or buildings if you are safely secured unless told to do so by Police or authorized personnel.
- **I**nform – Notify those around you, and encourage others to remain calm and either Lockdown, Evacuate, or Counter depending on the situation. Pass on or gather real time information if it is safe to do so. This can be done via phone, text, email, LiveSafe app, etc.
- **C**ounter – Last resort option. If you have no option to evacuate or barricade you may need to counter the shooter. Spread out around the room and swarm the shooter. Thrown objects and loud noises can interrupt target acquisition. If you can do so, everyone should grab the shooter and pull/hold them down. This is the most dangerous option and your last resort but may be necessary if no other options are available.
- **E**vacuate – First and best option. You should always evacuate to get yourself out of harm’s way if it is safe to do so. If you are in an open area, move swiftly away from the sound of gunfire and find a safe cover position. Try to get inside or behind a building or leave campus by the quickest and most direct route possible.



# Vet Med Contact List

**Business Hours: 8:00 am – 5:00 pm Monday - Friday**

CVM Facilities Directors Office	785-313-3412
CVM Facilities Maintenance Supervisor	785-770-6113
CVM Custodial Supervisor	913-205-2915
CVM Security	785-370-2010
KSU – PD Emergency	911
KSU – PD Non-Emergency	785-532-6412

**Emergency is defined as:**

**Life Safety issues or physical damage to the building**

## **After Hours and Weekend Emergency Numbers**

### **Facilities (After Hours Primary Contact)**

*Stand-by phone .....* 785-477-3004

### **Building Maintenance Services Manager (Secondary Contact)**

*Joseph Alter .....* 785-770-6113

### **Director: Building Maintenance, Custodial Services and Construction**

*Kevin Minihan .....* 785-313-3412

### **Custodial Services Manager**

*Thomas O’Briant .....* 913-205-2915

### **On-Duty Public Safety Officer (Primary Contact)**

*Cell Phone .....* 785-370-2010

### **Public Safety Director**

*Jeremy McDiffett .....* 785-499-3084

### **VHC Emergency Contact**

*Dr. Elizabeth Davis .....* 785-410-6385

*Dr. Christine Duvendack .....* 785-313-4020

### **VDL Emergency Contact**

*Dr. Jamie Retallick.....* 785-307-1990

*Dr. Gregg Hanzlicek.....* 785-477-2001

### **CVM East – Lab Emergency**

*Dr. Jamie Retallick.....*

785-307-1990

*Dr. Gregg Hanzlicek.....*

785-477-2001