

EMERGENCY RESPONSE GUIDE

Be Proactive Before an Emergency

IN AN EMERGENCY DIAL 911

- Make sure you know how to reach William Jewell Campus Safety: **816-365-0709**. Program this number into your cell phone.
- Study the Emergency Response Guide at least once a semester.
- Be aware of your surroundings and exits. Be prepared.
- Remain calm at all times to best ensure that you are exercising sound judgment.
- If you have a physical disability, please schedule a meeting with Campus Safety to develop personal emergency accommodation strategy based on your specific needs and concerns. It is recommended that two or three “buddies” are identified who are willing to help you in the event of an emergency. It is also critical to develop a back-up plan in the event that your buddies are unavailable.
- If you live in a residence hall, talk with your RA or RD about the location of your emergency assembly area and be sure to understand your evacuation plans.
- Notify your RD or RA of any condition that could cause a medical emergency (e.g. epilepsy, diabetes, etc.) and whether you take any medications for this condition. Provide your RA or RD with specific information on the type of medication and where it is located in your room.



If you discover a fire:

1. Pull a fire alarm and call 911; then call Campus Safety.
2. If the fire is beyond your means, evacuate the area.
3. When evacuating, notify and assist others as you leave and close any doors along the way.
4. Do not use elevators.
5. If practical, evacuate in groups to better ensure that all residents/occupants are accounted for.
6. Provide assistance to those with physical disabilities.
7. Evacuate in a safe and orderly manner.
8. Fully cooperate with emergency responders and Campus Safety personnel and only return to the building upon receiving the all-clear.
9. If you are above the ground floor and fire or dense smoke has restricted your exit routes, remain in your room and place a towel or clothing at the base of your door to prevent the entrance of smoke. Open any windows and signal your need for help.

(If the fire is small and you are properly trained, use a fire extinguisher to combat the fire. **DO NOT ENDANGER YOURSELF OR OTHERS** by trying to extinguish a large, well-developed fire. When engaging an extinguisher, remember the acronym **P.A.S.S.:** **P**ull the pin; **A**im at the base of the fire; **S**queeze the trigger; **S**pray until extinguished.)



If you are notified a tornado is approaching:

1. Move to the building’s designated shelter area. These areas are typically located on the lowest floor and within an interior room or hallway.
2. Stay away from windows and seek cover.
3. If you are outdoors, enter the nearest building and follow the steps outlined above.



MEDICAL EMERGENCY

If you discover a medical emergency:

1. IF THE INJURY/ILLNESS IS SEVERE OR LIFE-THREATENING, CALL 911; then call Campus Safety.
2. Avoid leaving the injured/ill person except to summon help.
3. If injury/illness is not life threatening, call Campus Safety.
4. Do not move the person unless he or she is in danger.
5. Render first-aid or CPR if trained and qualified.
6. If you are exposed to another’s bodily fluids, inform Campus Safety when they arrive.



INTRUDER

In the event of an intruder:

1. If you are inside and are able to safely exit the building, do so quickly. Warn others on your way out. Once outside, seek cover/safety. Once safe, call 911.
2. If you are inside and not able to safely exit, find a place to hide. Either barricade yourself in a room and lock the door; or seek shelter behind a large object.
 - Do not sound the fire alarm as this will make people run outside.
 - Remain calm. Be still and quiet.
 - Silence your phone and turn off all electronics and lights (if in a room).
 - Only call 911 if you can do so without being heard or noticed.
 - Do not leave the room until you have been given the all-clear by law enforcement.
 - If your life is at immediate risk, fight back with aggression. Work with others and commit to your actions as you make every effort to disable the intruder.
3. If you are outside and threatened, run away using evasive actions. Warn anyone that you may come in contact with as you flee. Once safe, call 911.
4. If you encounter law enforcement, obey all of their commands. Keep your hands where they can see them and do not make any sudden movements.



POLICE EMERGENCY

If you discover a crime in progress:

1. Call 911; then call Campus Safety.
2. **DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A SUSPECT EXCEPT IN SELF-DEFENSE.**
3. If it is safe to do so, try to get a detailed description of the suspect noting their physical characteristics, including height, weight, sex, race, age, distinguishing features (e.g., facial hair, tattoos). Also, take note of what they are wearing and whether they are in possession of a weapon.
4. If the suspect is in a vehicle, take note of the license number, make/model/color and any other unique identifiers (e.g., number of doors, bumper stickers, rust).



INSTRUCTIONS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES

In the event of an emergency:

1. As much as is possible, follow the guidelines outlined above for each specific emergency.
2. Assuming you have worked with Campus Safety to discuss and determine your specific needs and have developed an accommodation strategy (as referenced above), please follow through on your plan.
3. Request assistance from other community members to best ensure your personal safety and well being.

Questions concerning this guide?
Contact Campus Safety at 816-365-0709