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### Emergency Numbers for Evacuation

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>911</td>
</tr>
<tr>
<td>Jennifer Brunkow</td>
<td>564-6701</td>
</tr>
<tr>
<td>Alternate: Brittney Houck</td>
<td>564-6797</td>
</tr>
<tr>
<td>KDA 2nd Floor</td>
<td>564-6768</td>
</tr>
<tr>
<td>KHP 2nd Floor</td>
<td>564-7448</td>
</tr>
<tr>
<td>KDA 3rd Floor</td>
<td>564-6650</td>
</tr>
</tbody>
</table>
Emergency Evacuation Plan
for the KDA HQ Building

This plan is designed to provide guidelines for all employees working in the KDA HQ building in the event of emergencies that require evacuation from the building or relocation to protected areas. All employees working in the building should familiarize themselves with this information and each exit in the entire building.

**EMERGENCY PERSONNEL** (For any emergency)

*Campus Police, Kansas State University*  
Dial 9-1-1
- can respond faster than Manhattan emergency crews
- emergency telephone numbers are answered 24-hours every day
- will call other emergency numbers
- can direct emergency crew to the specific location when aware of the emergency

**EVACUATION COORDINATORS**

Sandy Johnson - KDA (Emergency Management Coordinator)  
(W) 564-6608  
(M) 207-0339

Jennifer Brunkow – KDA – Receptionist/Facilities  
(W) 564-6701  
(M) 456-5008

- Floor captains will report to their evacuation coordinators who in turn report to Sandy Johnson or Jennifer Brunkow.
- For more information, refer to evacuation procedures provided for each floor.

**EVACUATION OF PERSONS WITH DISABILITIES**

*Floor Captains*
- Assign personnel to any employees with physical disabilities who need assistance to evacuate their work area or the building.
- Notify Fire Department officials that individuals are awaiting evacuation assistance. **GIVE SPECIFIC LOCATION(S)**

- If you cannot remember any number, **PLEASE CALL 9-1-1**
- If telephones are not working, notify the person designated as the Floor Captain.
FIRE EMERGENCIES

- Sounding of the fire alarms is the ONLY notice to evacuate.
- Floor Captain and their alternates will verbally announce “Fire Alarm - Evacuate the building”.
- A fire drill should be conducted once a year.
- New employee orientation will include evacuation procedures.

WEATHER EMERGENCIES

- Each agency (or floor) should have personnel signed up for the Riley County Emergency Alerts. [http://www.rileycountyks.gov/917/Emergency-Notifications](http://www.rileycountyks.gov/917/Emergency-Notifications)

- Riley County Outdoor warning sirens can be heard inside the KDA HQ building. They do a monthly test on the first Monday of the month at 10:30 AM. Otherwise, the sound of a siren indicates that a tornado warning has been issued for the area.

- Floor Captains and their alternates will verbally announce “Tornado Warning - Take Cover”.

- Special Assist Employees are to immediately go to their designated area with the “buddy” that they are assigned too. See Evacuating People with Disabilities section for detailed information.

- A weather drill will be conducted once a year in conjunction with the Statewide tornado drill in March.

- New employee orientation will include shelter procedures.

PRIMARY RULES FOR EMERGENCIES

*Stay Calm*
- Know the steps to be taken and follow them.

*Be Accountable*
- Stay with your group until you have reached shelter or safe areas.
- Alert Area Unit Captains of employees missing from your area.
## DO’S AND DON’TS

<table>
<thead>
<tr>
<th>Situation</th>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the alarm has not sounded</td>
<td>• Call the Campus Police at 911.</td>
<td>• DO NOT use elevators.</td>
</tr>
<tr>
<td></td>
<td>• Proceed quickly to designated exit or safety area.</td>
<td>• DO NOT run or push.</td>
</tr>
<tr>
<td></td>
<td>• Stay to the right on the stairways.</td>
<td></td>
</tr>
<tr>
<td>When fire alarms sounds</td>
<td>• Go to designated safety area.</td>
<td>• DO NOT wait for confirmation of actual fire – evacuate the building immediately.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DO NOT congregate in front of the building</td>
</tr>
<tr>
<td>When notified “Take Cover - Tornado”</td>
<td>• Go to designated protected area in Room 124</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If unable to get to designated area, DO take shelter in the restrooms, stair wells, or under heavy desks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use exit stairwells as protected areas on all floors when you are attempting to reach the first floor safety area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Avoid windows and doors in the event of a weather emergency</td>
<td></td>
</tr>
<tr>
<td>If visitors are in your office or working areas</td>
<td>• DO take them to designated areas/exits.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Remain in designated area until the ALL CLEAR is announced.</td>
<td></td>
</tr>
</tbody>
</table>

*If you have any questions, ask your area Floor Captain or Area Unit Captains.*
Responsibilities of Floor Captains

1. Subscribe to the Riley County Warning System and at a minimum elect to receive tornado warnings on your desk and KDA provided cell phone (if you are assigned one).

2. Review and study the floor plans for your floor. Determine the number of employees and the number of available exits for the purpose of dividing the floor the floor population into sections, to formulate an orderly traffic pattern to the primary and secondary exits, and to assist them to their safe areas.

3. Maintain a current roster of all Area Unit Captains on your floor with their assignments and phone numbers.

4. Maintain regular contact with all Area Unit Captains within your area of responsibility in order to insure that effective communication takes place and that emergency procedure are known and followed.

5. During emergency evacuations or drills, notify the Campus Police (9-1-1) if injured personnel needing assistance.

6. Ensure that each section in your area of responsibility is adequately represented by an Area Unit Captain, an alternate or sufficient staff to perform the assigned duties.

7. Notify person in the unit of any emergency situation, if time permits.

8. Coordinate unit shut down procedures as necessary.

9. In case of a bomb threat, if the decision is made to search the work area without evacuation, direct personnel to make a prompt and thorough search of their work areas. Any suspicious objects or packages should be reported immediately to the CAMPUS POLICE AT 911. If suspicious item is located – DO NOT TOUCH!

10. Coordinate unit start-up procedures after the drill or incident.

11. Floor captains should have an assistant to serve in his or her absence.

12. Know the safe locations to which employees should evacuate for each emergency procedure.

13. Be vocal. Speak in a firm voice and tell people authoritatively to keep moving during an evacuation.
Responsibilities of Area Unit Captains

Area Unit Captains are responsible for directing and expediting the evacuation of personnel from their work areas in an emergency situation. All Area Unit Captains should select an alternate to assist during building evacuations.

1. Subscribe to the Riley County Warning System and at a minimum elect to receive tornado warnings on your desk and KDA provided cell phone (if you are assigned one).

2. Ensure that all employees in your work area are familiar with the primary and secondary emergency evacuation routes.

3. Direct the orderly flow of personnel during drills or actual emergencies along the prescribed evacuation routes.

4. Coordinate unit shut down procedures as necessary.

5. Check for employees or visitors requiring assistance and direct them in evacuating the building.

6. Advise the Floor Captain that the floor is clear.

7. In the event of a bomb threat or suspicious package, the decision might be made to search the work area without evacuation. Direct personnel to make a prompt and thorough search of their work areas. Any suspicious objects or packages should be immediately reported to the CAMPUS POLICE AT 9-1-1. If a suspicious item is located – DO NOT TOUCH!

8. Coordinate start-up procedures after the incident or drill.

9. Know the safe locations to which employees are to evacuate for each of the major types of emergency evacuations.

10. Be vocal. Speak in a firm voice and tell people authoritatively to keep moving during an evacuation.

11. If employees refuse to leave, leave them and report their names to the Senior KDA employee – Executive team.
Responsibilities of Employees

Each state employee has the responsibility to know the correct response to an emergency situation. For your own safety and the safety of your co-workers, each employee must recognize and accept this responsibility.

1. Know the location of fire alarm pull station on your floor.

2. Know how to reach the emergency evacuation stairway from your work area and from other areas in the building, which you may frequent.

3. Know the emergency evacuation plan for your section and who your Floor and Area Unit Captains are.

4. Leave as soon as an alarm sounds – if you wait until you see smoke, it may be too late. Encourage everyone to evacuate anytime an alarm sounds.

5. Take your necessary personal belongings (keys, handbags, laptops and phones) with you.

6. **Follow the instructions of the Floor and Area Unit Captains in an emergency situation.**

7. Assist any visitors, customers or service personnel when evacuation instructions are received. These people need your assistance and knowledge to move to a safe location. **Take them with you!**

8. Listen for the “All Clear” signal for Campus Police or your Floor and Area Unit Captains.

   You may hear that the Fire Department has told employees that they may return to their offices. However, the Fire Department may not be aware of all the factors that must be resolved for an orderly return to work. For example, if the elevators are not reset because the smoke detectors continue to detect a residue of smoke, employees will be required to walk up the steps.

   **Campus Police is the final authority to declare that the emergency situation “All Clear”.**

9. Participate in all evacuation drills.

10. Attend all training sessions.
# Floor Captains and Alternates Directory

<table>
<thead>
<tr>
<th>Floor Captains</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st FLOOR (27 employees)</strong></td>
<td></td>
</tr>
<tr>
<td>Jennifer Brunkow – Primary</td>
<td>564-6701</td>
</tr>
<tr>
<td>Brittney Houck – Secondary</td>
<td>564-6797</td>
</tr>
<tr>
<td><strong>2nd FLOOR (52 employees)</strong></td>
<td></td>
</tr>
<tr>
<td>Blake Ramsey - Primary</td>
<td>564-6768</td>
</tr>
<tr>
<td>Sherry Turvey – Alternate</td>
<td>564-6769</td>
</tr>
<tr>
<td><strong>3rd FLOOR (70 employees)</strong></td>
<td></td>
</tr>
<tr>
<td>Jean Darrah - Primary</td>
<td>564-6650</td>
</tr>
<tr>
<td>Karen Hunter - Secondary</td>
<td>564-6670</td>
</tr>
</tbody>
</table>

There are approximately 150 employees in the KDA HQ building
Fire Emergency Procedures

Upon ALARM or announcement by the Floor Captain or alternate(s)

- Immediately exit the building and go to the assigned area.
- Escort all visitors, customers, maintenance, housekeeping and other service workers out of the area.
- In stairwells, stay to the right unless you are passing a person that is moving slowly. As much as possible you should leave the left side open for first responders that may need to go up the stairs.
- Check offices to notify anyone who may not be able to hear the alarm. People with sight or hearing disabilities may not be able to hear the alarm or see the strobe lights.
- Before opening a door if you suspect a fire in another part of the building, feel the inside of the door with the palm of your hand. If the door is hot, do not open! If smoke is pouring into the room from under the door stuff available clothing into the crack. In smoke, keep low! Cover mouth and nose with a damp cloth.
- Close all doors on way out. Closed doors reduce the buoyancy of smoke to move through the building. Flammable gases found in smoke can ignite.
- Special Assist Employees need to check with their “buddy” and assist them to their designated area before exiting the building.
- Disabled staff exits to the elevator area and wait for assistance.
- Wait in assigned area for the ALL CLEAR announcement.

If you spot a fire or smoke

- Evacuate any persons in the immediate area.
- Get to a safe area and CALL 9-1-1 to report the fire (smoke) and the location.
- Pull the nearest fire alarm.
- Use fire extinguisher for small fire(s) and/or
- Exit the building with any remaining staff and go to the assigned area.
- Wait in assigned area for the ALL CLEAR announcement.

Fire Extinguisher Operation (applicable for all types of fires)

1. Hold extinguisher upright
2. Pull ring pin
3. Squeeze handle
4. Sweep back and forth at the base of the flames

DO NOT USE ELEVATORS
Tornado Emergency Procedures

TORNADO WARNING

Upon hearing the outdoor warning siren or announcement by Floor Captain or alternates(s), or if National Weather Service’s Severe Weather issues a warning, ALL employees and visitors shall:

- Immediately proceed to protected (take cover) area in Room 124
- In stairwells, stay to the right unless you are passing a person that is moving slowly. As much as possible you should leave the left side open for first responders that may need to go up the stairs.
- As a last resort, take shelter in rest rooms, under a desk or other sturdy object.
- Avoid areas next to windows to reduce the risk of wind driven glass.
- Remain in assigned areas until “ALL CLEAR” is announced.

Elevator usage for disabled employees ONLY. Special Assist Employees are to make sure their assigned “buddy” gets to the storm shelter.

NO EMPLOYEE IS TO LEAVE THE DESIGNATED AREA UNTIL THE “ALL CLEAR” IS ANNOUNCED.
Bomb Threat Emergency Procedures

If you receive a bomb threat phone call, see a suspicious package or mail item, or receive a bodily threat, immediately notify CAMPUS POLICE at 9-1-1.

BOMB THREATS

Bomb threats may be made in a variety of ways. The majority of threats are received through phone calls, but can be communicated in writing or by a recording.

1. Information you collect is vital in helping authorities in the investigation. Make sure you have a bomb threat checklist near your phone. If you do not, ask your floor captain for one.

2. The Campus Police will notify agencies if the decision is made to evacuate the building. When that decision is made, proceed to your designated evacuation area.

3. Know the search procedures for your work area. Be aware of your surroundings. Can you identify packages that do not belong to your work area?

4. If you see a suspicious device or package, call the Campus Police at 9-1-1.

Do Not Panic! Panic is one of the most contagious of human emotions. The potential for injury and property damage is greatly increased in a panic situation, often giving the individual making the treat the very thing they most desire.

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Report the information immediately to the Campus Police at 9-1-1. Remain available, as law enforcement personnel will want to interview you.
When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.
**BOMB THREAT CHECKLIST - Telephone Procedures**

<table>
<thead>
<tr>
<th>DATE: / /</th>
<th>TIME RECEIVED: : AM/PM</th>
<th>CONCLUDED: : AM/PM</th>
</tr>
</thead>
</table>

1. **REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER**

2. **GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING “CALL CAMPUS POLICE - BOMB THREAT”**

3. **IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL**

4. **WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT**

5. **DON'T HANG UP THE PHONE. LEAVE LINE OPEN**

6. **NOTIFY A SUPERVISOR**

---

**TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS**

1. WHEN WILL IT EXPLODE? AT WHAT TIME? ________________________________

2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM? ________________________________

3. WHAT DOES IT LOOK LIKE? ____________________________________________

4. WHAT KIND OF BOMB IS IT? ____________________________________________

5. WHAT WILL SET IT OFF? ______________________________________________

6. WHY ARE YOU DOING THIS? ____________________________________________

7. WHO ARE YOU? ______________________________________________________

8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? ____________________________________________

---

**DESCRIPTION OF CALLER (check all that apply)**

| Sex: | Male________ Female________ Unknown________ Approximate Age________ |

<table>
<thead>
<tr>
<th><strong>Voice</strong></th>
<th><strong>Speech</strong></th>
<th><strong>Language</strong></th>
<th><strong>Behavior</strong></th>
<th><strong>Background Noises</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean</td>
<td>Accented</td>
<td>Educated</td>
<td>Agitated</td>
<td>Airport</td>
</tr>
<tr>
<td>Distorted</td>
<td>Deliberate</td>
<td>Foreign</td>
<td>Angry</td>
<td>Animals</td>
</tr>
<tr>
<td>Loud</td>
<td>Distinct</td>
<td>Foul</td>
<td>Blaming</td>
<td>Baby</td>
</tr>
<tr>
<td>Muffled</td>
<td>Fast</td>
<td>Intelligent</td>
<td>Calm</td>
<td>Birds</td>
</tr>
<tr>
<td>Nasal</td>
<td>Hesitant</td>
<td>Irrational</td>
<td>Fearful</td>
<td>General Noise</td>
</tr>
<tr>
<td>Pitch-High</td>
<td>Lisp</td>
<td>Rational</td>
<td>Laughing</td>
<td>Guns Firing</td>
</tr>
<tr>
<td>Pitch-Med</td>
<td>Slow</td>
<td>Slang</td>
<td>Nervous</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Pitch-Low</td>
<td>Slurred</td>
<td>Uneducated</td>
<td>Righteous</td>
<td>Machinery</td>
</tr>
<tr>
<td>Pleasant</td>
<td>Stuttered</td>
<td>Unintelligible</td>
<td>Other:</td>
<td>Music</td>
</tr>
<tr>
<td>Raspy</td>
<td>If Accented,</td>
<td>If Foreign,</td>
<td></td>
<td>Party</td>
</tr>
<tr>
<td>Smooth</td>
<td>Describe:</td>
<td>Describe:</td>
<td></td>
<td>Quiet</td>
</tr>
<tr>
<td>Soft</td>
<td></td>
<td></td>
<td></td>
<td>Restaurant</td>
</tr>
<tr>
<td>Squeaky</td>
<td></td>
<td></td>
<td></td>
<td>Talking</td>
</tr>
<tr>
<td>Unclear</td>
<td></td>
<td></td>
<td></td>
<td>Tavern/Bar</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td>Television</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Traffic</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Train</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Typing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water/Wind</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Name of Person Receiving Call: ____________________________

Phone Number Threat Was Received On: ____________________________

Name of Possible Suspect: ____________________________
Handling Suspicious Letters or Packages
Emergency Procedures

If you handle or open mail as part of your work routine, wash your hands with soap and water frequently.

When opening mail avoid excessive motion including excessive shaking or tearing of packages or envelopes.

If you feel that you need to take extra precautions, keep a mask and latex gloves at your desk. Your best precaution is frequent hand washing.

**If you receive a suspicious letter or package:**
1. **DO NOT OPEN IT.** If you have opened the package, **DO NOT PANIC**, remain calm.

2. Immediately, notify your supervisor and call the Campus Police at 9-1-1.

3. Leave the letter or package where it is. Do not take the letter or package to others to examine. Handle it with care. Don’t shake or bump the package or letter.

4. Do not touch your eyes, nose, mouth or any part of your face. Do not touch other people or objects, and do not let others touch you.

5. If you are wearing gloves, carefully remove each glove so that it turns inside out as you are taking it off. Put the gloves in a plastic bag, tie the bag and leave it in place for Capitol Police.

6. Keep others out of the area. Close off the area if possible. Close any doors or windows gently. Stay near the area until Capitol Police and emergency response units arrive.

7. Wash your hands and arms from the elbow down with soap and hot water. (Do not use bleach or disinfectants on your skin.) Ensure that everyone who has touched the mail item wash their hands with soap and water.

8. Limit your exposure. Don’t smell, touch or taste anything that may have fallen from the letter or package. Do not attempt to clean up or cover anything that might have spilled from a package.

9. A decision will be made by Capitol Police whether or not to evacuate the whole building. A partial building evacuation may be ordered. Follow instructions given by your Floor or Work Unit Captains.

10. List all persons who touched the item. Include contact information and have this information available for Capitol Police.

11. Follow all instructions given to you. These instructions are provided for your safety and for the safety for your family and co-workers.
Things to look for:

**Mailing Address** –
- Incorrect titles
- Titles by no names
- No return address
- Restrictive markings such as confidential, personal, etc.
- Handwritten or poorly typed addresses
- Misspellings of Common Words

**Return Address** –
- Missing
- Foreign mail, air mail or special delivery

**Packaging** –
- Oily stains and discoloration
- Excessive weight
- Rigid envelope
- Powdery substance
- Lopsided or uneven envelope
- Protruding wires or tin foil
- Visual distractions
- Excessive securing materials such as masking tape, string, etc.
- Excessive postage
- Strange odor
Medical Emergency Situation Procedures

A medical emergency could occur at anytime of the day. Floor and Work Unit Captains may be the first persons notified of a medical emergency in your work area. If a medical emergency occurs, you should first assess the situation. Does an ambulance need to be called? If so, immediately call **Campus Police at 9-1-1**

**Notification and Protective Action**

- Assess and control the scene

- Does the victim need an ambulance? Is there someone nearby who can provide CPR or first aid?

- Provide direction to co-workers. Direct someone to call Campus Police immediately. Direct that someone to notify Personnel. Direct someone to wait in the elevator lobby for the first responder.

- Give Campus Police the following information.
  - Building Name, floor number and room number
  - What is the nature of the complaint?
  - What is the age and gender of the victim?
  - Who will be at the site of the emergency to meet the first responders?

- When the first responders arrive, you must:
  - Meet them at the elevator and escort them to the scene.
  - Either hold the elevator or send someone to retrieve the elevator to speed up the first responders’ departure from the scene.
  - Provide any pertinent medical history or information that you can about the victim.

- Assign a co-worker to accompany the victim/employee to the hospital.
Evacuating People with Disabilities

Evacuation is difficult and uncomfortable for both the responders and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Employees should be invited to volunteer to be “Special Assist Employees” ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.

- Always **ASK** disabled people how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting.

- Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going.

- Proper lifting techniques (bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer’s backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary.

- Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants.

- Train staff to be aware of the needs of people with disabilities and to know how to offer assistance.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

At alarm, options are:

- In an extreme emergency, leave the building immediately and notify emergency personnel of a disabled person needing assistance.

- In a moderate emergency, help the disabled person to the Elevator Lobby, leave the building, and notify emergency personnel of a disabled person needing assistance.

- Assist the disabled person to evacuate.
Hostage Situation Procedures

Becoming a hostage to an armed assailant is not the most likely event to happen to you, but not impossible! If in a hostage situation:

1. **Obey** all commands and instructions of your captors. Remain as calm as possible.

2. **Treat** all displayed weapons as if they are loaded! Do not do anything to jeopardize your safety or the safety of others.

3. **Do Not** complain to, or confront captors. Avoid direct eye contact.

4. If you are trapped in the building but you are not being held captive, stay where you are and hide. Lock doors if possible. Attempt to contact law enforcement to inform them of the situation.

Violence in the Workplace Procedures

The State of Kansas policy against violence in the workplace defines the State’s role and the responsibilities of each employee to prevent tragedies from happening to state employees.

Report any threats or behaviors you witnessed, received, or have been told another employee witnessed or received to the **Campus Police at 9-1-1**.

**REMEMBER:** KDA employees who are permitted by law may choose to carry concealed firearms in KDA facilities, pursuant to the KDA’s Concealed Carry Policy and other applicable law. It is illegal to open carry a firearm on state property. If you see a person with a weapon and are uncomfortable or uncertain about whether possession of the weapon is legal, please contact Campus Police immediately.

The Kansas Highway Patrol Active Shooter brochure is attached to the end of this plan.
# First Floor

## Floor Captains and Work Unit Captains

### FLOOR AND WORK UNIT CAPTAINS

<table>
<thead>
<tr>
<th>Floor Captains</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Brunkow</td>
<td>564-6700</td>
</tr>
</tbody>
</table>

### Area Unit Captains

<table>
<thead>
<tr>
<th>Area Unit Captains</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Stankiewicz – north end</td>
<td>564-6718</td>
</tr>
<tr>
<td>Jason Walker – south end</td>
<td>564-6753</td>
</tr>
<tr>
<td>Brittney Houck– west side</td>
<td>564-6769</td>
</tr>
</tbody>
</table>
First Floor Evacuation Guidelines

First Floor Evacuation of the building is possible during a fire, bomb threat, or after a severe weather event.

- Exit work area through the nearest exit, close office doors behind you.
- Last employee out will close the doors
- Exit building at closest exit.
- Proceed north and congregate in the NE cornering of the Innovation Center parking lot. If weather is factor, proceed north to the Manhattan/K State Research Innovation Center and congregate in the lobby.
- Report to Floor Captain the status of personnel.

First Floor Storm Shelter Locations:
- Room 124

NO EMPLOYEE IS TO LEAVE THE DESIGNATED AREA UNTIL A HEAD COUNT IS MADE AND THE “ALL CLEAR” IS ANNOUNCED.
# Second Floor
Floor Captains and Work Unit Captains

## FLOOR AND WORK UNIT CAPTAINS

**Floor Captains**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Ramsey - Primary</td>
<td>564-6768</td>
</tr>
<tr>
<td>Sherry Turvey - Alternate</td>
<td>564-6682</td>
</tr>
</tbody>
</table>

**Area Captains**

**North**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Tarrie Crnic</td>
<td>564-6604</td>
</tr>
</tbody>
</table>

**Center**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Tillotson</td>
<td>564-6770</td>
</tr>
</tbody>
</table>

**South**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Bowers</td>
<td>564-6685</td>
</tr>
</tbody>
</table>
Second Floor Evacuation Guidelines

Second Floor Evacuation of the building is possible during a fire, bomb threat, or after a severe weather event.

**North Door Exit**
- Exit work area through the nearest exit, close office doors.
- Go to north-inside stairwell exit, proceed safely down the stairs.
- Exit building at north door.
- Cross the parking lot and gather in the NE Corner of the parking lot in front of the Innovation Center. If weather is factor, proceed to the Manhattan/K State Research Innovation Center and congregate in the lobby.
- Report to Floor Captain the status of personnel.

If primary exit is blocked, use west (Main) entrance door

**South Door Exit**
- Exit work area through the nearest exit, close office doors.
- Personnel in offices should close doors behind them.
- Go to south-inside stairwell exit, proceed safely down the stairs.
- Exit building at South Door.
- Proceed West across the parking lot. Head North using the very last rows the parking lot, goal is to keep a safe distance from the building
- Assemble in the NE corner of the parking lot in front of the Innovation Center. If weather is factor, proceed north to the Manhattan/K State Research Innovation Center and congregate in the lobby.
- Report to Floor Captain the status of personnel.

If primary exit is blocked, use east Exit by the break room.

**EMPLOYEES WITH DISABILITIES WHO ARE UNABLE TO EVACUATE WILL ASSEMBLE AT THE ELEVATORS AND WAIT FOR EMERGENCY PERSONNEL TO ASSIST THEM**

**Second Floor Storm Shelter Locations:**

The best storm shelter location for the building is in Room 124 on the first floor. Take the closest stairwell and congregate room 124. If there is no time, the bathrooms and stairwells are next best locations.

**NO EMPLOYEE IS TO LEAVE THEIR DESIGNATED AREA UNTIL A HEAD COUNT IS MADE AND THE “ALL CLEAR” IS ANNOUNCED.**
### Third Floor Floor Captains and Work Unit Captains

#### FLOOR AND WORK UNIT CAPTAINS

**Floor Captains**

<table>
<thead>
<tr>
<th>Floor Captain</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Darrah - Primary</td>
<td>564-6650</td>
</tr>
<tr>
<td>Karen Hunter - Alternate</td>
<td>564-6670</td>
</tr>
</tbody>
</table>

**Area Unit Captains**

**North**

<table>
<thead>
<tr>
<th>Area Unit Captain</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richelle Krueger</td>
<td>564-6635</td>
</tr>
</tbody>
</table>

**Center**

<table>
<thead>
<tr>
<th>Area Unit Captain</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn Lane</td>
<td>564-6740</td>
</tr>
</tbody>
</table>

**South**

<table>
<thead>
<tr>
<th>Area Unit Captain</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Simmons</td>
<td>564-6612</td>
</tr>
</tbody>
</table>
Third Floor Evacuation Guidelines

Third Floor Evacuation of the building is possible during a fire, bomb threat, or after a severe weather event.

**North Door Exit**

- Exit work area through the nearest exit, close office doors.
- Go to north-inside stairwell exit, proceed safely down the stairs.
- Exit building at north door.
- Proceed north and gather in the north east corner of the Innovation Center Parking Lot. If weather is factor, proceed north to the Manhattan/K State Research Innovation Center and congregate in the lobby.
- Report to Floor Captain the status of personnel.

If primary exit is blocked use the west or east Doors.

**South Door Exit**

- Exit work area through the nearest exit, close office doors.
- Go to south stairwell exit, proceed safely down the stairs.
- Exit building at the south door.
- Proceed west across the parking lot. Head north using the very last rows the parking lot, the goal is to keep a safe distance from the building.
- Assemble in the primary evacuation area in the NE Corner of the Innovation Center Parking lot. If the weather is inclement, personnel may gather in the lobby of the Manhattan/K State Research Innovation Center.
- Report to Floor Captain the status of personnel.

If primary exit is blocked, use west or east doors.

**EMPLOYEES WITH DISABILITIES WHO ARE UNABLE TO EVACUATE WILL ASSEMBLE AT THE ELEVATORS AND WAIT FOR EMERGENCY PERSONNEL TO ASSIST THEM.**

**Third Floor Storm Shelter Locations:**

- All personnel should attempt to locate in room 124 on the first floor of the building
- If you are unable to get to the first floor, remain in the stairwell or restrooms.

**NO EMPLOYEE IS TO LEAVE DESIGNATED AREA UNTIL A HEAD COUNT IS MADE AND THE “ALL CLEAR” IS ANNOUNCED**
Evacuation Routes to Gathering Point

The rally point is the East End of the Manhattan/K State Research Innovation Center Parking Lot

If the weather is inclement, you may proceed to the Manhattan/K State Research Innovation Center and congregate inside
What you need to know and how to respond

Kansas Active Shooter Mitigation

What to report to police:
Give your name, phone number, specific location of the event, floor, and room number. Be sure to including the location of the active shooter and the number of shooters, and last known direction of travel.

If you can safely identify suspects, start from head to toe and give all identifiable features that you can recognize, including:

- Gender
- Race
- Hair color
- Build
- Clothing description
- Number and type of weapon(s)
- Number of victims

Know the difference between cover and concealment
Cover stops bullets, Concealment doesn’t. Concealment conceals/hides you.

Points to consider:

- The shooter will not stop until engaged by law enforcement.
- Attempt to rescue others only if it can be accomplished without further endangering yourself or others.
- Be cautious when evacuating due to a fire alarm, it may draw people to the active shooter.
- As soon as safety corridors are established you will be searched, and escorted out of the danger by armed officers.
- Avoid making quick movements towards officers, such as attempting to hold onto them for safety.
- Keep your hands visible, raise and spread your fingers, and follow instructions given by any police officers you encounter. Avoid pointing.
- Remain at the designated assembly point. Do not drive away or leave the area until told it is safe to do so by police.
- The entire area becomes a crime scene. You will not be allowed to enter to retrieve items or access the crime scene. You will be taken to a holding area to assess medical care, interviewing and counseling.
What is an active shooter?

An active shooter is an armed suspect or assailant who has used deadly force on other persons.

Active shooters have a desire to kill without concern for their safety or threat of capture.

They normally have an intended victim, and will search them out. They will also accept targets of opportunity. They will continue to move throughout a building or area killing until stopped by law enforcement, suicide, or other intervention.

Historically the shooter’s main goal is not escape, but rather to kill as many people as possible.

Officers’ objectives are to locate, contain and stop the shooter immediately. Police officers are trained to proceed immediately to the area where the shots were last heard. Their purpose is to stop the shooting as quickly as possible.

Officers will not stop to help injured persons or begin evacuation until the threat has been neutralized.

In the event of an active shooter

You should have a plan to assist with the following:

- Recognize gunshots
- React quickly when gunshots are heard
- **Call 911**
- Know where to go
- Know how to survive

Evacuating the area

- Have an escape route[s] in mind
- If you can safely escape, do so quickly
- If you can help others escape, do so quickly
- Do not escape through the area where the active shooter may cross your path
- Leave your belongings behind
- Keep your hands visible
- Don’t give aid to wounded
- Follow the police instructions

Hiding out

- Get out of shooter’s view
- Provide coverage or protection if possible
- Do not trap or restrict your movement
- Lock the door
- Barricade the door (most doors open inward)
- Turn off cell phone ringers
- Stay quiet

Taking action (fight)

- When your options of running or hiding are gone, attacking the shooter needs to become a reality
- Throwing things at the shooter or using weapons to disrupt or incapacitate the shooter when practical
- Pre-plan if there is more than one of you and commit to your actions