



Emergency Evacuation Procedures

Preparing for an Evacuation

- Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
- Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area, or the areas you frequent on campus.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- Obtain an Evacuation Map of the Donnelly College Campus and locate in advance the pre-determined evacuation locations closest to your building.
- Evacuation locations are located on both ends of the hallways in the main building, Marian Hall, and women's residence hall.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have been instructed to do so by DC Security, or Kansas City Kansas Police or Fire Departments.

During an Evacuation for Fire

- When the fire alarms sound and the strobes are activated, or upon notification by DC Security or emergency responders, occupants must evacuate the building and assemble at the pre-determined evacuation locations.
- IF time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
- Leave by the nearest marked exit and alert others to do the same.
- Follow instructions from DC Security or emergency responders.
- Before opening a door, check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- Walk, do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right.
- Watch for falling debris and glass inside and outside of building.
- Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. In case of fire do not use elevators. People with disabilities may need additional assistance during these emergencies.
- Once outside, move quickly away from the building and proceed to the closest evacuation location. You should try to be at least 500 feet away from the affected building.
- Attempt to keep existing groups and classrooms of students together. This will assist in identifying if anyone was left behind or is missing from the group.
- Keep roadways, fire lanes, and fire hydrants clear for emergency vehicles and responders.



Campus Evacuation

- Evacuation of all or part of the campus will be announced by fire alarm, DC Security or emergency responders from KCKS Police and Fire Departments, or additional communication such as text messages and/or emergency emails.
- All persons (students and employees) are to evacuate immediately the area of campus in question and reassemble at the pre-determined evacuation locations on campus as directed.
- Try to remain calm and assist those that may need your assistance, as well as keeping groups together.
- Whenever possible or in small evacuations of specific locations, DC Security will be available to assist and direct building occupants to exit stairwells and/or evacuation locations.
- Do not return to the building until Security or emergency responders instruct you to return.

Evacuation of Persons with Disabilities

- Students and staff need to advise faculty and supervisors of their needs in an emergency.
- Faculty and supervisors need to establish a “buddy” system to assist persons with disabilities.
- The Security Department is available to assist students and employees with a disability before an emergency in determining evacuation routes and assembly areas.
- To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers:
 - Ask how to help.
 - Remove obstructions.
 - Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
 - Accompany the person to the evacuation site.
 - For persons in wheelchairs ask if they need help driving their chair.
 - Do not attempt to push a power/electric chair.
 - The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joy stick.
 - In multi-level buildings, when elevators are off limits as in the case of fire assist persons with disabilities to go to the nearest exit stairwell landing. Many stairwell landings can help to provide temporary protection in fire emergencies.
 - Close the door behind.
 - If the person is not able to use a fire exit stairwell with assistance, an escort should remain with the disabled person at the landing to provide additional assistance.
 - Alert DC Security or emergency responders that a disabled person is waiting for rescue.
 - Specify the building, floor, exit stairwell and any additional location information.
 - If it is a life-threatening emergency, determine the best carry options for the person based on their input.
 - Power wheelchairs are too heavy to carry down stairs.
 - Reunite the person with the chair as soon as it is safe to do so.
- For persons who are unable to leave the building:
- Assist the person to the nearest area where there are no hazards.



- Alert Security or Emergency Responders that a disabled person is waiting for rescue.
- Specify the building, room number and any additional location information.
- If possible, signal out the window to alert an on-site Security Officer or emergency responder.
- To assist people who are blind or visually impaired:
 - Announce the type of emergency that is occurring.
 - Offer your assistance, or your arm for guidance.
 - Tell the person where you are going, or about any obstacles you encounter.
 - When you reach safety, ask if further assistance is needed.
- To alert people who are deaf or have a hearing impairment:
 - Turn lights on and off to gain the person's attention.
 - Write a note with evacuation instructions or directions based on the emergency.
 - Indicate directions with gestures.

Intruder Incidents and Lockdown Procedures:

- There may also be certain emergencies when it may be safer to stay inside and lock the door when possible, rather than immediately evacuate (e.g. armed intruder on campus.)
- Before the onset of a situation, the following things need to be considered:
 - Does your door lock, and if so, how does it lock: from the inside or outside?
 - Do you have a key for the classroom or office to lock it with?
 - If the room does not lock, are there large items to barricade the door with?
 - Can you close the blinds in the room?
 - Can you and/or students get away from windows?
 - Do the lights come on when you move in the room?
 - Do you have an opportunity to evacuate?
 - Do you know how to contact DC Security or 911 from your location?
 - How well do you do in a crisis? (If you have any doubts about your ability to think calmly and clearly in an emergency, then the time to prepare and plan is now.)
 - Before an incident, think through various violent scenarios and determine what might work if an intruder were to come onto campus, into your classroom, or office area.
- Responding personnel will have to use individual judgment as to what they can and should do first. The following things need to happen as close together as possible:
 - Get yourself and students out of harm's way.
 - When possible, contact Security to alert them to a problem, and determine whether evacuation or lockdown is the appropriate response.
 - Faculty and employees should make decisions of lockdown or evacuation on their own only in life-threatening situations.
 - In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)Assess whether anyone is injured and the severity of injuries. In life-threatening situations, take immediate appropriate measures by calling 911, and then alerting campus Security.

In the event that faculty or an employee cannot call or leave the room, ask someone in the class to call 911 or Security by using their cell phone.



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Faculty and employees in classrooms should remain with students until notified by appropriate personnel on what actions to take.

Implementing a Crisis Management Plan

Depending on the nature of the emergency, either law enforcement or the fire department will be in charge of the incident.

- As best you can, secure all areas for student and employee safety until the police arrive.
- Be aware that the site may be a potential crime scene. Avoid unnecessary touching or tampering with anything in the area, as it will disturb what is considered evidence. To the extent possible, leave all objects exactly as they are in order to protect the evidence for law enforcement.
- In the case of a lockdown, if possible, keep a list of any students who have left your classroom.
- Never speculate. Be sure to have as much information as possible and to understand the circumstances surrounding the situation before commenting on it. Follow all appropriate guidelines about disclosure, repeating, or giving out information.
- As appropriate, keep students informed about what is happening. Ensure that the same information is communicated to all of the students and employees present.
- As soon as possible, try to account for all students and employees that were in your classroom or immediate area before the incident.
- Continue to maintain the crime scene for evidence.

The Role of Students

Students should understand and follow all plans applicable to the given crisis situation. Students should not panic. In addition, they should be informed of the following:

- In the absence of employee or faculty direction, decide where it is safest to be and remain there.
- Determine whether you should shelter in place, lock-down, run, hide, play dead, or fight.
- In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)
- Before an incident, think through various scenarios for your own safety, and determine what might work if an intruder were to come onto campus or into your classroom.
- In a violent situation, notify the first available employee. Share all relevant information with Security, law enforcement, faculty, or whoever can first assist you in alerting authorities.
- During and after the crisis, to the extent it is safe, keep with you what is on your person, do not go back for anything you left behind, and do not pick anything up.
- Assist faculty and employees in quickly assessing who is accounted for and who is not.
- If able to, provide assistance to injured or disabled persons.
- Try to remain calm and reassure fellow students.
- Follow directions about where to go or where to remain from Campus Security, law enforcement, or other emergency responders.
- Do not speculate or perpetuate rumors to others.
- Do not retaliate or take unnecessary chances against an intruder.



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- Fighting is a last option and depends on a long list of considerations in the situation.

Armed Intruder

If an armed or threatening intruder comes on to Donnelly College property it is very important that faculty, staff and/or students **report it immediately and take protective actions.**

Donnelly College Safety & Security recommends the following procedures.

If you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the Kansas City Kansas Police Department. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police and/or DC Security arrive and give directions.

If you are caught in an open or exposed area and you cannot get into a classroom or office you must decide upon a course of action:

Hiding

Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.

Running

If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Playing Dead

If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

Fighting

Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous, but depending on your situation this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.