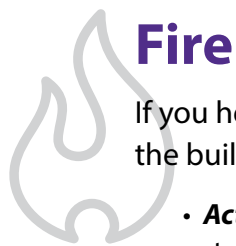


K-STATE EMERGENCY MANAGEMENT

WILDCAT READY



Fire

If you hear a fire alarm or see fire, **immediately evacuate** the building via the shortest and safest route.

- **Activate the fire alarms system** at the nearest pull station as you exit.
- Knock on doors and **yell “fire”** as you depart.
- Do **not** use elevators.
- Assist individuals with disabilities to a safe location and notify emergency personnel.
- Once outside, keep clear of entrances. Move at least 100 feet away from the building and stay clear of emergency vehicles.
- **Use of fire extinguishers by trained individuals is optional** (use only for small trash-can-size fire). Yell out for help and keep the exit behind you. Upon emptying the extinguisher, immediately exit. Do not go back or re-enter the space if fire is still present. Activate the fire alarm pull station.

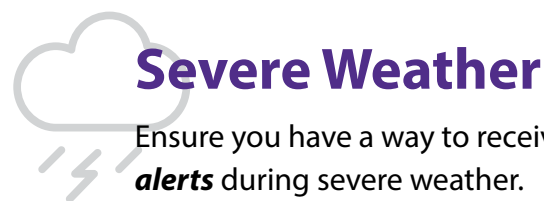


Tornado

Locate the tornado shelter signs in your building or ask your department head.

Outdoor sirens will sound and K-State Alerts will notify you when it is necessary to take cover.

- If outside, **seek shelter immediately** and stay indoors during the storm.
- Go to the **interior hallways** on the **lowest level** of the building.
- Stay away from windows, doors and outside walls and protect your head.
- Leave mobile homes, trailers and vehicles and go to a substantial structure.



Severe Weather

Ensure you have a way to receive **watch and warning alerts** during severe weather.

- **Lightning:** Seek shelter if possible or stay in your vehicle. Avoid open fields, trees, light poles and bodies of water.
- **Hail:** Get inside and stay away from windows; get off of athletic fields.
- **Flooding:** Do not drive or walk into flood waters – find an alternate route.
- **Extreme heat:** Stay hydrated and wear light clothing; if outside, wear sunscreen and take breaks.
- **Extreme cold:** Wear layers and dress warmly; have a backup power supply available.



Medical Emergency

Call 911 from any telephone. (If using campus phones, dial 9, then 911.) Describe the nature of the medical problem and the **location** of the emergency.

- **Do not attempt to move** a person who has fallen or appears to be in pain.
- Provide **first aid** to someone who is ill or injured and in need of immediate care.
- **Remain with the injured person** until help arrives.



Active Shooter

K-State Police utilizes the ALICE training model for violent intruder situations: Alert, Lockdown, Inform, Counter, Evacuate. Options do not always occur in the order listed, all options may not be necessary for every event, and not all options will be possible.

Alert: If you are in a safe place, use any means necessary to **alert the police**. Stay on the line and give clear and accurate information about your location, suspects, weapons and injuries. Alert others if possible.

Lockdown: If possible, secure the area. **Lock** the door and **barricade** the entry. Stay clear of windows and silence phones.

Inform: **Share information** with police, those around you and others through the entirety of the incident.

Counter: If you come in contact with the shooter and are unable to escape, make yourself a hard target by moving, reacting, throwing objects or using anything to **distract or disable the shooter**. If possible, employ multiple people to swarm, secure and disarm the attacker. Put the weapon in a trash can or out of sight.

Evacuate: If possible, **evacuate** the area or building. Know your surroundings, exits and escape points.



Bomb Threat

If a caller threatens a bomb attack, try to **keep the caller on the line** and have another person notify K-State Police at 911 or 785-532-6412.

Take note of background sounds (e.g., other people talking, traffic noises) and if the caller is male or female.

Engage the caller in extended conversation and ask:

- Exactly where did you place the bomb?
- What time is it set to go off?
- What does the bomb look like?
- What kind of explosive did you use?
- How will the bomb be set off — by time mechanism, oxidizing agent, heat, movement?
- Why did you place the bomb in this building?
- May I have your name?

Safety and Health Resources

K-State Police Department: 785-532-6412

Riley County Police Department: 785-537-2112

Counseling and Psychological Services (CAPS):
785-532-6927

Environmental Health and Safety: 785-532-5856

Center for Advocacy, Response, and Education (CARE): 785-532-6444

Safe Zone: 785-532-6276

Wildcat Walk Service: 785-395-SAFE (7233)

Employee Assistance Program: 785-532-6277

Office of Student Life: 785-532-6432

Housing and Dining Services: 785-532-6453