EMERGENCY PREPAREDNESS PROCEDURES
School of Professional & Graduate Studies and Graduate School of Education Campuses
September 2013

Telecommunication and Computer Service Disruption

Definition
Emergency/disaster situation occurs that disrupts telephone service, central computer services, and/or campus network equipment, facilities, or services

Procedures
1. If there is danger to the occupants or the building call 911 immediately.

2. Contact: Chief Information Officer
   If CIO cannot be reached, call the Helpdesk, 785.594.4544 office

3. If applicable, use a telephone or cell phone away from the area to avoid continued exposure to danger.

4. Employees – report the situation to your supervisor, director, dean, or the vice president of your area, who will report the situation to the appropriate administrators, if needed.

5. The Command Center Team will determine a further plan of action.

6. If approached by the media please refer to your Director of Public Relations. Do not make any other statements. Do not say “no comment.” It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Utility Emergency/After Hours Building Emergency

**Definition**
Electrical power failure, mechanical failure, gas line break, water main break, or sewer break

**Procedures**
1. **If there is danger to building occupants or building(s) call 911 immediately.**

2. **Use a telephone away from the area to avoid continued exposure to danger. Only use a cell phone outside of the building.**
   For emergencies or non-emergencies during business hours, 8:30am – 6:00pm, Monday – Friday, report the problem to:
   Assistant Director of Educational Resources and Technology in Overland Park or Executive Director in Wichita who will notify the property manager and/or local services

3. For building emergencies in classroom buildings when class is in session, 6:00pm – 10:00pm, contact the evening Educational Resources Assistant on duty.
   - Overland Park: 913.344.1278
   - Lee’s Summit: 913.344.1219
   - Northland: 816.880.6643
   - Topeka: 785.272.6214
   - Wichita: 316.636.6324

4. If there is a building emergency in an unattended building after 6:00 p.m. or on weekends, contact the appropriate property management company:
   - Overland Park Administrative Offices: 816.545.6099
   - Overland Park Classroom Building: 913.451.9000
   - Lee’s Summit Classroom Building: 816.525.1016 or 816.678.6393
   - Northland Classroom Building: 816.531.5303
   - Topeka Administrative Offices/Classroom Building: 785.633.2198
   - Wichita Administrative Offices/Classroom Building: 316.681.1711

5. The following should be reported:
   - Any utility failure (electric, water, gas, etc.)
   - Any emergency related to building or facilities, such as equipment failures, erratic operation of HVAC, elevator malfunction, water leak, etc.
**Definition**

Emergency involving sickness, allergic reaction, or injury; immediate concern is to aid sick or injured person(s)

**Procedures**

1. **In case of serious accident, injury, or illness, call 911 immediately.**

2. During business hours, **8:30am – 6:00pm, Monday – Friday**, contact the Administrative Office at **913.491.4432** to report the situation to director, dean, or the vice president of your area, who will report the situation to the appropriate administrators, if needed.

3. During evening hours, **6:00pm – 10:00pm**, contact the Educational Resources Assistant on duty in your classroom complex:

   - Overland Park 913.344.1278
   - Lee’s Summit 913.344.1219
   - Northland 816.880.1253
   - Topeka 785.272.6214
   - Wichita 316.636.6324

4. Personal safety is the first priority. **Use protective equipment when in contact with blood or bodily fluids.** Latex gloves are available in all first aid kits.

5. The injured/ill person is to be moved or transported **ONLY** if there is imminent danger. Remain calm and provide assistance to the best of your abilities until emergency personnel arrive. Begin first aid only if qualified.

6. First aid kits are located in each building:

   - Overland Park Administrative Offices 1st floor break-room; GSOE break-room; IT Suite; Reception Area
   - Overland Park Classroom Building Office of the Evening Resource Assistant
   - Lee’s Summit Classroom Building Office of the Evening Resource Assistant
   - Northland Classroom Building Office of the Evening Resource Assistant
   - Topeka Administrative Offices Break-room
   - Topeka Classroom Building Office of the Evening Resource Assistant
   - Wichita Administrative Offices Break-room
   - Wichita Classroom Building Office of the Evening Resource Assistant

7. After the emergency situation is under control:

   - Contact Chief Human Resources Officer to report the incident, if the injured/ill person is a Baker employee.
   - Contact Manager of Student Services if injured/ill person is a student
   - Contact Director of Learning Services if injured/ill person is a faculty member
   - Report any biohazards (blood, other bodily fluids, or medical waste) to the Assistant Director of Educational Resources and Technology or the Educational Resource Assistant on duty.
   - Maintain confidentiality of those involved.

8. **Employees – report the situation to your supervisor, director, dean, or the vice president of your area, who will report the situation to the Command Center Team, if needed.**
Chemical Spills/Fumes/Vapors

Definition
Suspicion of or detection of toxic fumes or vapors and/or the spilling of a hazardous substance in an enclosed area or building; hazardous substances include chemicals, gasoline, oils, caustic products, and/or cleaning products.

Procedures
1. Evacuate the building or area. If a spill occurs in a building, all rooms affected by the spill must be evacuated. Do not use elevators.

   Overland Park Campus  8001 College Blvd.  East, South & West Parking Lots
   Overland Park Campus  7301 College Blvd.  South Parking Lot
   Lee’s Summit Campus  7301 College Blvd.  South Parking Lot
   Northland Campus  South Parking Lot
   Topeka Campus  East & West Parking Lots
   Wichita Campus  South Parking Lot

2. To avoid sparking of gases, do not pull fire alarm and do not touch any electrical switches or devices (including computers).

3. Assist disabled persons to the nearest stairwell in the building or the closest exit. If able, assist them in exiting the building and gathering in the appropriate outside location. If you are not able to help the disabled persons exit the building, exit yourself and from a telephone outside the building notify security, the police or fire department of their location.

4. Contact from a telephone outside of the affected building:
   - If an emergency exists call 911
   - Assistant Director of Educational Resources and Technology
   - Chief Information Officer
   - Chief Operating Officer

5. Close off the contaminated area to prevent further contamination until the arrival of trained responders/emergency personnel.

6. Persons who may be contaminated by a spill are to:
   - call 911
   - seek immediate medical attention
   - avoid contact with others
   - alert trained responders/emergency personnel of injury

7. Contact your supervisor, director, or the vice president of your area. The Command Center Team will determine a further plan of action.

8. If approached by the media please refer them to the Director of Public Relations Director. Do not make any other statements. Especially do not say “no comment.” It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Hostage or Terrorist Situation/Violent Intruder/Shooting

**Definition**
Persons entering a campus building, apprehending someone, and/or threatening or perpetrating violence

**Procedures**
1. Evacuate if you know the location of the assailant or the danger and have a safe escape route immediately available.
2. **Call 911 when it is safe to do so.**
3. If it is unsafe to escape, immediately seek shelter.
4. Secure the area by locking or barricading the door(s).
5. Close and cover all windows and turn off lights.
6. Stay behind solid objects away from doors and windows.
7. **Silence all electronic devices – cell phones, computers, etc.**
8. Assist individuals with disabilities.
9. Stay hidden until further direction from emergency personnel or the chief administrator on duty.

Student or Employee in Crisis

**Definition**
An individual displaying extreme anxiety and/or abnormal difficulty coping, or who reports being involved in alcohol and other drug use, death or serious accident involving a relative or friend, mental health issues, physical injury or illness, sexual assault, rape, suicide or threat of suicide, or violent or aggressive behavior

**Procedures**
1. **If there is concern about the seriousness of the situation or imminent danger to the student, employees, or others call 911.**
2. Contact the Manager of Student Services (students) or the Chief Human Resources Officer (employees) to assess the situation and make the appropriate contacts and referrals.
   
   Employees - report the situation to your supervisor, director, dean, or the vice president of your area, who will report the situation to the appropriate administrators.

3. Maintain confidentiality of those involved after referral to Student Services or Human Resources.

4. If approached by the media please refer them to the Director of Public Relations. **Do not make any other statements. Especially do not say “no comment.”** It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
**Fire**

**Definition**
Combustion or burning, in which substances combine chemically with oxygen from the air and typically give out bright light, heat, and smoke.

**Procedures**
1. **In all cases of fire, stay calm, activate the nearest fire alarm to warn others in the building, and call 911 immediately.** Always use a cell phone away from the affected area.

2. **DO NOT USE ELEVATORS.**

3. Evacuate the building. **When the fire alarm sounds, all rooms must be evacuated.** Leave the room and close, but do not lock, the room door.

4. If time permits, take all personal belongings (keys, purses, wallets, cell phones, etc.)

5. Immediately exit the building at the closest exit as soon as it is safe to do so and gather at an Evacuation Assembly Point. Check in with your administrator (employees) or instructor (students).

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
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6. **Assist disabled persons to the nearest stairwell or the closest exit.** If able, assist them in exiting the building and gathering in the outside location. If you are not able to help the disabled persons exit the building, exit yourself and notify police or fire department personnel of their location.

7. If the exit is blocked by smoke or fire use an alternate way out. If smoke is present **crawl low below the smoke.**

8. If clothing catches fire, **STOP – DROP – ROLL.**

9. If trapped in a room, close the doors between you and the smoke or fire. Seal cracks around the doors and vents with clothing (wet, if possible). Open any windows slightly to let fresh air inside. Signal at a window for rescue.
**Definition**
A violent release of energy resulting from a rapid chemical or nuclear reaction, especially one that produces a shock wave, loud noise, heat, and light

**Procedures**
1. If there is danger from falling glass or debris, immediately take cover under tables, desks, or other objects that will provide protection.
2. In all cases of explosion evacuate the building. Leave the room and close, but do not lock, the room door.
3. **DO NOT USE ELEVATORS.**
4. Immediately exit the building at the closest exit as soon as it is safe to do so and gather at an Evacuation Assembly Point. Check in with your administrator (employees) or instructor (students).

<table>
<thead>
<tr>
<th>Campus</th>
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<th>Parking Lots</th>
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<tbody>
<tr>
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<td>Wichita Campus</td>
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<td>South Parking Lot</td>
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5. If fire is present stay low to the floor and exit the building as quickly as possible.
6. If trapped under debris tap on the wall or whatever is available to alert emergency personnel.
7. **Use a cell phone to call 911 immediately. Only use a cell phone outside of the building. Do not pull fire alarms. Do not touch any electrical switches or devices (including computers).**
8. Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.
9. Contact your supervisor, director, dean, or the vice president of your area, who will report the situation to the appropriate administrators. The Command Center Team will determine a further plan of action.
10. If approached by the media please refer them to the Director of Public Relations. **Do not make any other statements. Especially do not say “no comment.”** It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Severe Weather/Tornado Watch or Warning

**Definition**

Severe Weather/Tornado **Watch**: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities, local radio stations, and local TV stations.

Severe Weather/Tornado **Warning**: When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching, a continuous sounding of emergency sirens will signal the warning.

**Procedures**

1. **In case of severe weather**: When the emergency warning sirens sound, stay calm. All persons should immediately seek shelter in the designated areas of each building. Leave the room and close, but do not lock, the door. If the designated area is unknown, go to the interior walls of lower floors. Highly reinforced areas are preferred. **Do not use elevators.** Go to the appropriate Shelter in Place severe weather gathering location for each building. (see Evacuation Plan below)

2. Stay away from all windows and exterior doors of buildings. Auditoriums, gymnasiums, and similar large rooms with wide roofs should be avoided.

3. **Assist disabled persons to the nearest stairwell.** If able, assist them to the lower level of buildings and to the appropriate Shelter in Place severe weather location for each building. (see locations below) If you are not able to help the disabled persons exit to the lower level, exit yourself and notify first responder of their location.

4. Call 911 in the event facility or persons sustain damage/injury.

5. **Note:** The outdoor warning sirens are tested on a regular basis in all communities.

**Severe Weather/Tornado Building Evacuation Plan**

1. Listed below are the **Shelter in Place** severe weather gathering locations by building, in the event that the building needs to be evacuated due to severe weather/tornado:

   - **Overland Park Campus**: 8001 College Blvd.—Interior hallways, public restrooms, storage rooms located on first floor
   - **Overland Park Campus**: 7301 College Boulevard—Interior classrooms 103, 105, 111, & 115 on first floor
   - **Topeka Campus**: Interior classrooms 2, 3, 4, 5, 6, & 7
   - **Lee’s Summit Campus**: Interior classroom 5 and interior conference room
   - **Northland Campus**: Interior classroom 3 & 4
   - **Wichita Campus**: Interior classrooms 5, 6, & 7

2. Contact your supervisor, director, dean, or vice president in your area. The Command Center Team will determine a further plan of action.

3. If approached by the media please refer them to your Director of Public Relations. **Do not make any other statements. Especially do not say “no comment.”** It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Flood

Definition
An uncontrollable flow of water in a campus area or building, which could be the result of a flash flood or a water main break

Procedures
1. In all cases, evacuate the area of the flooding. **Do not use elevators.**

   - **Overland Park Campus** 8001 College Blvd.  
   - **Overland Park Campus** 7301 College Blvd.  
   - **Lee’s Summit Campus**  
   - **Northland Campus**  
   - **Topeka Campus**  
   - **Wichita Campus**
   - **East, South & West Parking Lots**
   - **South Parking Lot**
   - **South Parking Lot**
   - **West Parking Lot**
   - **East & West Parking Lots**
   - **South Parking Lot**

2. **Do not touch electrical switches or electrical devices (including computers) in the area of the flooding. Do not make any phone calls standing in wet areas (including cell phones).**

3. **In all circumstances, do not attempt to walk through the water, unless there is no other means to evacuate the area.**

4. If there are people injured or in need of rescue, call 911 immediately. **Do not use a phone in the location of the flooding.**

5. **Assist disabled persons to the nearest stairwell or the closest exit.** If able, assist them in exiting the building and gathering in the outside location. If you are not able to help the disabled persons exit the building, exit yourself and notify security, the police or fire department of their location.

6. Contact one of the following as soon as possible. **Do not use a phone in the location of the flooding.**

   If during normal work hours, 8:00am – 4:30pm, Monday – Friday: call 913.491.4432 or extension 1215 for the receptionist or the Director of SPGS/GSOE Operations. If no answer, or at times outside normal working hours, contact the appropriate property management company:

   - **Overland Park Administrative Offices** 816.545.6099
   - **Overland Park Classroom Building** 913.451.9000
   - **Lee’s Summit Classroom Building** 816.525.1016 or 816.678.6393
   - **Northland Classroom Building** 816.531.5303
   - **Topeka Administrative Offices/Classroom Building** 785.633.2198
   - **Wichita Administrative Offices/Classroom Building** 316.681.1711

7. Contact your supervisor, director, dean or vice president of your area. The Command Center Team will determine a further plan of action.

8. If approached by the media please refer them to the Director of Public Relations. **Do not make any other statements. Especially do not say “no comment.”** It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Hazardous Materials (Shelter in Place)

Definition
Community hazardous materials incident where air quality is threatened

Procedures
1. If Baker University receives information or is notified by local authorities of an emergency where hazardous materials are released in the atmosphere and air quality is threatened, we will follow this Shelter in Place protocol.

2. Occupants of all campus buildings are to gather in each building in the designated Emergency Zone location, as listed below. The assigned first responder for each building will direct activities and will be in contact with the Command Center Team.

Building Emergency Zones
Overland Park Campus 8001 College Blvd.—Interior hallways, public restrooms, storage rooms on 1st floor
Overland Park Campus 7301 College Blvd.—Interior classrooms 103, 105, 111, & 115 on 1st floor
Topeka Campus Interior classrooms 2, 3, 4, 5, 6, & 7
Lee’s Summit Campus Interior classroom 5 & interior conference room
Northland Campus Interior classroom 3 & 4
Wichita Campus Interior classrooms 5, 6, & 7

3. When directed by your floor marshal(s), occupants will be advised to cover their mouths and noses as they are taken to the following Shelter in Place locations:
Overland Park Campus 8001 College Blvd.—Interior hallways, public restrooms, storage rooms on 1st floor
Overland Park Campus 7301 College Blvd.—Interior classrooms 103, 105, 111, & 115 on 1st floor
Topeka Campus Interior classrooms 2, 3, 4, 5, 6, & 7
Lee’s Summit Campus Interior classroom 5 & interior conference room
Northland Campus Interior classroom 3 & 4
Wichita Campus Interior classrooms 5, 6, & 7

4. If able, assist disabled persons to the Shelter in Place locations. If you are not able and assistance is needed, contact your supervisor, director, dean, or vice president of your area. Call Director of SPGS/GSOE Operations, immediately.

5. At the Shelter in Place locations, the first responder teams will be in charge of directing activities to provide for the safety of all occupants and some of the following precautions may be taken:
   • All doors and windows will be closed and locked
   • All blinds and curtains will be closed
   • All fans, heating and air conditioning systems will be turned off

6. Radio emergency alert stations (EAS) contact will be available and the instructions and recommendations as given by local fire and law enforcement authorities will be strictly followed.

7. Contact your supervisor, director, dean or vice president of your area. The Command Center Team will determine a further plan of action.

8. If approached by the media please refer them to the Director of Public Relations. Do not make any other statements. Especially do not say “no comment.” It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Definition
An explosive weapon detonated by impact, proximity to an object, a timing mechanism, or other means

Procedures
1. Bomb threats should be taken seriously and never ignored.

2. If you receive the threat, remain calm and do not panic others.

Written Message
If a written message is received, save all materials and avoid any unnecessary handling. Keep track of the following information:
- Who found it?
- Who else was present?
- Where was it found or how was it delivered?
- When was it found or delivered?
- Who touched it?
- Have any previous threats been received?

Telephone Message
If a threat is received by telephone, in a calm voice, keep the caller on the line as long as possible. Try to obtain as much information as possible about the bomb and the caller. See Bomb Threat Checklist on the next page. If practical, do not hang up on the caller.

3. Turn off and do not use cell phones or radios.

4. Contact your supervisor, director, dean or vice president of your area. The Command Center Team will determine a further plan of action.

5. A decision on whether or not to evacuate will be based on all available information received. If a decision is made to evacuate, all rooms must be evacuated.

   Overland Park Campus  8001 College Blvd.  East, South & West Parking Lots
   Overland Park Campus  7301 College Blvd.  South Parking Lot
   Topeka Campus          East & West Parking Lots
   Lee’s Summit Campus    South Parking Lot
   Northland Campus       West Parking Lot
   Wichita Campus         South Parking Lot

6. Assist disabled persons to the nearest stairwell or the closest exit. If able, assist them in exiting the building and gathering in the outside location. If you are not able to help disabled persons exit the building, exit yourself and notify security, the police, or fire department of their location.

7. If approached by the media please refer them to the Director of Public Relations. Do not make any other statements. Especially do not say “no comment.” It is okay to tell the media, “I do not have that information right now. Please give me your number and your call will be returned.”
Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call that threatens the safety or security of Baker University. Complete all possible items immediately following the call.

1. **Caller’s Name and Address** (if known):
   ________________________________________________________________

2. **Sex:**
   - □ Male
   - □ Female

3. **Age:**
   - □ Adult
   - □ Child

4. **Bomb Facts:**
   A. When will it go off? __________________________________________
   B. Building ______________________________________________________
   C. Exact location _____________________________________________
   D. What does the bomb look like? _________________________________
   E. What kind of bomb is it? ______________________________________
   F. What will cause the bomb to explode? __________________________
   G. Did you place the bomb? ______________________________________

5. **Call:**
   - □ Local
   - □ Long-Distance
   - □ Unknown

6. **Voice Characteristics:**
   - **Tone Speech Language**
     - □ Loud
     - □ Soft
     - □ High Pitch
     - □ Low Pitch
     - □ Stutter
     - □ Raspy
     - □ Nasal
     - □ Pleasant
     - □ Fast
     - □ Slow
     - □ Distorted
     - □ Cursing
     - □ Slurred
     - □ Lisp
     - □ Disguised
     - □ Excellent
     - □ Good
     - □ Fair
     - □ Poor
   - **Accent Manner**
     - □ Local
     - □ Region
     - □ Taped
     - □ Ethnicity
     - □ Poor Grammar
     - □ Well-Spoken
     - □ Deliberate
     - □ Message Read
     - □ Emotional
     - □ Irrational
     - □ Laughing
     - □ Laughing
   - **Irrational**
     - □ Deliberate
     - □ Message Read

7. **Background Noise:**
   - □ Office Machines
   - □ Factory Machines
   - □ Loud Noises
   - □ Animals
   - □ Quiet
   - □ Street Traffic
   - □ Airplanes
   - □ Trains
   - □ Voices
   - □ Music
   - □ PA System
   - □ Radios
   - □ Party
   - □ Static
   - □ Cellular Phone
Listed below are the outside gathering locations by building, in the event that a building needs to be evacuated.

**Building Evacuation**
- Go to the Gathering Locations

<table>
<thead>
<tr>
<th>Building Campus</th>
<th>Gathering Location</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Overland Park Campus</td>
<td>East, South &amp; West Parking Lots</td>
<td>8001 College Blvd., Overland Park, KS 66210</td>
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<tr>
<td>Overland Park Campus</td>
<td>South Parking Lot</td>
<td>7301 College Blvd., Overland Park, KS 66210</td>
</tr>
<tr>
<td>Lee’s Summit Campus</td>
<td>South Parking Lot</td>
<td>1278 NE Windsor Dr., Lee’s Summit, MO 64086</td>
</tr>
<tr>
<td>Northland Campus</td>
<td>West Parking Lot</td>
<td>7509 NW Tiffany Springs Pkwy., Ste. 102, Kansas City, MO 64153</td>
</tr>
<tr>
<td>Topeka Campus</td>
<td>East &amp; West Parking Lots</td>
<td>2641 SW Wanamaker, Ste. 102, Topeka, KS 66614</td>
</tr>
<tr>
<td>Wichita Campus</td>
<td>South Parking Lot</td>
<td>3450 North Rock Rd., Ste. 401, Wichita, KS 67226</td>
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</tbody>
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# Building Emergency Zones

Outside Gathering Locations  
Severe Weather Locations  
Shelter in Place Locations

## Overland Park Campus
- **Building Emergency Zone**: 
  - Interior hallways on first floor
- **Outside Gathering Location**: 
  - East, south & west parking lots
- **Severe Weather Gathering Location**: 
  - Interior hallways, storage room, public restrooms on first floor
- **Shelter in Place Location**: 
  - Interior hallways, storage room, public restrooms on first floor
- **Address**: 8001 College Blvd., Overland Park, KS 66210

## Overland Park Campus
- **Building Emergency Zone**: 
  - First floor classrooms 103, 105, 111, & 115
- **Outside Gathering Location**: 
  - South parking lot
- **Severe Weather Gathering Location**: 
  - First floor classrooms 103, 105, 111, & 115
- **Shelter in Place Location**: 
  - First floor classrooms 103, 105, 111, & 115
- **Address**: 7301 College Blvd., Overland Park, KS 66210

## Lee’s Summit Campus
- **Building Emergency Zone**: 
  - Conference room & classroom 5
- **Outside Gathering Location**: 
  - South parking lot
- **Severe Weather Gathering Location**: 
  - Conference room & classroom 5
- **Shelter in Place Location**: 
  - Conference room & classroom 5
- **Address**: 1278 NE Windsor Dr., Lee’s Summit, MO 64086

## Northland Campus
- **Building Emergency Zone**: 
  - Classrooms 3 & 4
- **Outside Gathering Location**: 
  - West parking lot
- **Severe Weather Gathering Location**: 
  - Classrooms 3 & 4
- **Shelter in Place Location**: 
  - Classrooms 3 & 4
- **Address**: 7509 NW Tiffany Springs Pkwy., Suite 102, Kansas City, MO 64153

## Topeka Campus
- **Building Emergency Zone**: 
  - Classrooms 2, 3, 4, 5, & 6
- **Outside Gathering Location**: 
  - East & west parking lots
- **Severe Weather Gathering Location**: 
  - Classrooms 2, 3, 4, 5, & 6
- **Shelter in Place Location**: 
  - Classrooms 2, 3, 4, 5, & 6
- **Address**: 2641 SW Wanamaker, Suite 102, Topeka, KS 66614

## Wichita Campus
- **Building Emergency Zone**: 
  - Classrooms 5, 6, & 7
- **Outside Gathering Location**: 
  - South parking lot
- **Severe Weather Gathering Location**: 
  - Classrooms 5, 6, & 7
- **Shelter in Place Location**: 
  - Classrooms 5, 6, & 7
- **Address**: 3450 North Rock Rd., Suite 401, Wichita, KS 67226
# SPGS & GSOE

## Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Facility Location</th>
<th>Phone</th>
<th>Facility Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overland Park Campus</td>
<td>913.491.4432</td>
<td>8001 College Blvd., Overland Park, KS 66210</td>
</tr>
<tr>
<td>Overland Park Classrooms</td>
<td>913.344.1278</td>
<td>7301 College Blvd., Overland Park, KS 66210</td>
</tr>
<tr>
<td>Lee’s Summit Campus</td>
<td>913.344.1219</td>
<td>1278 NE Windsor Drive, Lee’s Summit, MO 64086</td>
</tr>
<tr>
<td>Northland Campus (night only)</td>
<td>816.880.6643</td>
<td>7509 NW Tiffany Springs Parkway, KC, MO 64153</td>
</tr>
<tr>
<td>Topeka Campus</td>
<td>785.272.6442</td>
<td>2641 SW Wanamaker, Suite 102, Topeka, KS 66614</td>
</tr>
<tr>
<td>Wichita Campus</td>
<td>316.636.6322</td>
<td>3450 North Rock Road, Suite 401, Wichita, KS 67226</td>
</tr>
</tbody>
</table>

When calling a campus phone number from a campus location, **dial only the last four digits.**

Dial 9 for an outside line from all campus phones.