

EMERGENCY PREPAREDNESS PROCEDURES

Baldwin City Campus

September 2024

Telecommunications and Computer Services

Definition

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

Telecommunications/ Computer Services Procedure

1. Contact one of the following:

IT Help Desk Monday through Friday 8am-4:30pm

- If telephones are operational 785.594.4544.
- If telephones are NOT operational:

Go to the basement of the Collins Library and ask for the Helpdesk Supervisor

- If after hours, contact Campus Safety at 785.594.8430

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

3. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Accident, Serious Injury, Or Illness

Definition

Emergency involving sickness, allergic reaction or injury.

Immediate concern is to aid sick or injured person(s).

Procedure

1. In case of a serious accident, injury or illness, call 911 immediately.
2. Call Campus Safety immediately at 785.594.8430.
3. Personal safety is your first priority. Use protective equipment when in contact with blood or other bodily fluids. Latex gloves are in all first-aid kits.
4. The injured/ill person is to be moved for transported ONLY if there is imminent danger. Remain calm and provide assistance to the best of your abilities or begin first aid, if qualified.
5. After the emergency situation is handled:
 - For a student, call the Dean of Students at 785.594.8431, with a verbal report.
 - For a Baker employee, Call Human Resources, 785.594.8362, with a verbal report, if the injured/ill person is a Baker employee.
 - If there is a blood or bodily fluid spill that needs to be cleaned call 785-594-7872 for Maintenance/Custodial.

- If appropriate, notification of the emergency should be reported following lines of administration. The Dean of Students or Human Resources will take care of this if involved in handling the emergency.

- Confidentiality of those involved should be maintained.

7. Contact the supervisor 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 Marketing Office at info@bakeru.edu.

9. First Aid Kits are located in each building on campus:

Alumni Center	Printer room (Second floor)
Bennett Art Building	Front Entry Office
Boyd Center/Mulvane/Hartley	Kitchenette (Second floor)
Case Hall	First and Third floor copy areas
Collins Center	Main Office
Collins Library	Main Circulation Desk
Constant Hall	President's Office (Main Level)
Denious Hall	Welcome Center Coordinator Office
Long Student Center	Student Affairs Office, upper level
Long Student Center	Cafeteria Kitchen and Grill Area
Counseling Center	Main Office

Mabee Hall	Room 107	Owens Musical Arts Building	Office Assistant, Room 201
Old Castle	First Floor Office	Parmenter Hall	HCS Workroom
Quayle Collection	Main Office	Physical Plant	Department Assistant's office
NLC	Main Office	Pulliam Hall	Mail and Copy Room 203
Osborne Chapel	Lower Level	Rice Auditorium	Light and Sound Booth

Active Shooter

Definition

Persons actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Procedures

1. RUN away from the situation if possible. If the police are present, obey their commands.
2. HIDE in place if you cannot get away. Lock or barricade doors, turn off lights and stay away from openings.
3. If you cannot hide, FIGHT. Do not stop fighting until the police arrive.
4. Call 911 when it is safe to do so. Campus Safety can be reached at 785-594-8430.
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 and follow police instructions. *See Emergency Building Evacuation Plan tab for outside gathering locations.*
6. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Hostage or Terrorist Situation, Intruder, Shooting

Definition

Persons entering a campus building, apprehending someone and/or threatening violence.

Procedures

1. Call 911
2. Call Campus Safety at 785.594.8430.
3. Secure immediate area to confine problem.
4. If possible, secure building by locking appropriate doors (classrooms, office and entrances) or, if circumstances require, find a safe location and wait for police personnel to accomplish this.
5. Contact your supervisor. The Command Center Team will determine a further plan of action.
6. 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. *See Emergency Building Evacuation Plan tab for outside gathering locations.*
7. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Student in Crisis Procedure

If there is concern about imminent danger or the seriousness of the situation, call 911 and Baker Campus Safety immediately at 785.594.8430. *Non-emergency situations should be reported to the Dean of Students.*

1. The following situations involving students should be referred to the Dean of Students:
 - Alcohol and other drug use concerns or emergencies
 - Death or serious accident of a student, friend or family member
 - Mental health concerns
 - Physical injury

- Sexual assault
 - Rape
 - Suicide or threat of suicide
 - Violent or aggressive behavior
2. Contact the Dean of Students to assess the situation and make appropriate contacts and referrals:
Dean of Students, 785.594.8431
Director of Counseling Center, 785.594.8409
University Minister, 785.594.4553
 3. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu

Fire/Explosion

Fire Procedures

1. In all cases of fire, activate the nearest fire alarm to warn others in the building and evacuate the building. When the fire alarm sounds, all rooms must be evacuated. Stay calm. Leave the room and close, but do not lock, the room door. Immediately exit the building at the closest building exit. Do not use elevators. Gather in the appropriate outside locations. *See Emergency Building Evacuation Plan tab for outside gathering locations.*
2. In all cases of fire or explosion, call 911 immediately. Always use a cell phone away from the affected area.
3. 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 Campus Safety, police or fire department of their location.
4. If your exit is blocked by smoke or fire, use an alternate way out. If smoke is present, crawl low below the smoke.

5. 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 to let fresh air inside. Signal at a window for rescue.

Explosion Procedures

1. In all cases of explosion, evacuate the building. Stay calm. Leave the room and close, but do not lock the room door. Immediately exit the building at the closest exit. Do not use elevators. Gather in the appropriate outside location. *See Emergency Building Evacuation Plan tab.*
2. 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).
3. Call Campus Safety immediately at 785.594.8430.
4. Contact the supervisor of your area. The Command Center Team will determine a further plan of action.
5. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Utility Emergency/After Hours Building Emergency

Definition

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

Procedures:

1. If it is an emergency at any time, 24 hours/day, call Campus Safety at 785.594.8430,
2. Use a telephone away from the area to avoid continued exposure to danger. Only use a cell phone outside the building.
3. The following should be reported:
 - All utility failures (electric, water, gas)
 - Any emergency related to building or facility problems, such as equipment failure or erratic operation of air conditioner, boiler, etc.
4. If necessary, the Maintenance will contact local services, such as water department, gas service, electric company, and/or fire department.
5. If there is danger to building(s) and/or its occupants, call 911 immediately and call Campus Safety immediately at 785.594.8430.
6. Contact your supervisor. If a potential crisis emerges, the Command Center Team will determine a plan of action.
7. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Chemical Spills/Fumes/Vapors

Definition

Suspicion of or detection of toxic fumes or vapors and/or the spilling of a hazardous substance on the Baker University campus. 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 the elevators. *See Emergency Building Evacuation Plan tab for outside gathering locations.*
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 Campus Security, the police or fire department of their location.

4. From a telephone outside of the affected building, contact the Maintenance Department and Facility Operations to assess the situation by calling Campus Safety at 785.594.8430.
 - If an emergency exists, call 911.
 - If a spill occurs in any of the science department labs, contact the Lab Safety Officer at 785.594.4549.
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:
 - seek immediate medical attention
 - avoid contact with others
 - alert trained responders/emergency personnel of injury
7. Call Campus Safety immediately at 785.594.8430.
8. Contact your supervisor. The Command Center Team will determine a further plan of action.
9. If approached by media, please refer them to the Marketing Office at info@bakeru.edu.

Severe Weather Plan (Tornado)

Definition

Severe Weather/Tornado **Watch:** 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 and cell phone alerts maintained by government agencies will signal the warning.

Procedure

1. In case of severe weather: When the emergency warning sirens, phone alerts, or you are notified by your supervisor to seek shelter, stay calm. All persons should immediately seek shelter in the designated areas of each building. See below list of designated shelters

Leave the room and close, but do not lock, the door. If the designated area is unknown, inaccessible, or outdoors travel to the designated shelter is too hazardous, go to the basement or interior walls of lowest floor. Highly reinforced areas are preferred. **Do not use elevators.** Go to the appropriate severe weather gathering locations for each building.

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 underground severe weather location for each building. If you are not able to help the disabled persons exit to the lower level, exit yourself and notify Campus Safety of their location.
4. Call Campus Safety immediately at 785.594.8430 if physical assistance is required
5. Do not leave the shelter until the tornado warning expires
6. Contact your supervisor. The Command Center Team will determine a further plan of action.
7. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Note: The outdoor warning sirens are tested on a regular basis.

August through February: first Monday of each month at noon

March through July: first and third Monday of each month at noon

Severe Weather/Tornado Designated Shelters

1. Listed below are the underground/lower level severe weather gathering locations by building, in the event that the Building needs to be evacuated due to severe weather/tornado:

Alumni Center — Basement

Apartments — Relocate to Harter Union basement or in apt unit
bathtubs

Bennett Art — Relocate to Mulvane basement interior hallways
near classrooms or Harter Union Basement

Mulvane Hall — Basement, interior hallways near classroom

Case Hall — Basement hallway

Collins Gym — Hallway areas, preferably north

Collins Library- Basement, west hallway

Constant Hall — Lower level, west end of hallway

Counseling Center — Relocate to Collins Gym north hallway

Denious Hall — Relocate to Harter Union basement

Gessner Hall — Basement hallways, away from rec room

Harter Union— Basement

Howard Hall- Basement interior hallway or Harter Union
Basement

Irwin Hall — Basement hallway, away from rec room

Lodge - Relocate to Baldwin High School storm shelter or unit
bathroom

NLC — Harter Union basement or lowest level interior hallways

Mabee Hall — Ground floor, interior hallway, west of
weightroom

Osborne Chapel — Basement

Owens Hall — Basement, interior hallway

Rice Auditorium — Relocate to Owens lower level hallway

Parmenter Hall — Basement, interior hallway

Physical Plant — Basement

Pulliam Hall — Relocate to Harter Union basement

Severe Weather Plan (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. *See Emergency Building Evacuation Plan tab.*
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.
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 Campus Safety, the police or fire department of their location.
6. Call Campus Safety immediately, 785.594.8430 if physical assistance is required
7. Contact Maintenance as soon as possible. If during normal work hours (7:30 a.m.-3:30 p.m. Monday-Friday), call 785.594.7872. If no answer or at times outside normal working hours, call Campus Safety, 785.594.8430.
8. Contact your supervisor.
9. The Command Center Team will determine a further plan of action.
10. If approached by media, please refer them to the Marketing Office at info@bakeru.edu.

External Hazardous Materials in the Air (Shelter in Place)

Definition

Community hazardous materials incident where air quality is threatened.

Procedure

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 building contact for each building will direct activities and will be in contact with the Command Center Team.

Building	Emergency Zones
Alumni Center	Main floor
Irwin Hall	Main floor
Apartments	Main floor of NLC
Bennett Art Building	Kiln Room
Boyd Center/Mulvane	Second floor landing
Case Hall	Lower level, Language and Literature Office

Collins Center	Gym
Constant Hall	Lower level, west end
Denious Hall	Lower level
Harter Union/Long Student Center	Dining Hall
Counseling Center	Reception Area
Collins Library	Circulation desk, second floor
Mabee Hall	Athletic Offices, second floor
Osborne Chapel	Minister's Office
Owens Musical Arts Building	Rice Auditorium
Parmenter Hall	Lower level
Physical Plant	Breakroom
Pulliam Hall	Main floor
Gessner Hall	Main floor
Living/Learning	Main floor

3. When directed by your building contact, occupants will be advised to cover their mouths and noses as they are taken to the following shelter in place locations:

Building	Primary Location
Alumni Center	Collins Library, Rm 104, 115
Bennett Art	Collins Center Gym
Case Hall	Library, Rm 104, 115
Collins Library	Library, Rm 104, 115
Denious Hall/Welcome Center	Rice Auditorium
Osborne Chapel	Collins Center Gym
Collins Center	Collins Center Gym
Constant Hall	Library, Rm 104, 115
Harter Union/Long Student Center	Rice Auditorium
Health and Counseling Center	Collins Center Gym
Mabee Hall	Collins Center Gym
Boyd Center/Mulvane Hall/Hartley	Rice Auditorium

Owens Music	Rice Auditorium
Parmenter Hall	Rice Auditorium
Physical and Facilities Plant	Collins Center Gym
Pulliam Hall	Rice Auditorium

2. If able, assist disabled persons to the Shelter in Place locations. If you are not able and assistance is needed, call Campus Safety immediately at 785.594.8430.
3. At the Shelter in Place locations, the building contacts 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.
4. Contact your supervisor. The Command Center Team will determine a further plan of action.
5. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu.

Bomb or Bomb Threat

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, radios or the phone you were called on.**

4. Call 911 from another location or ask someone to go call 911. Additionally, contact Campus Safety at 785-594.8430. 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
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 campus safety, the police, or fire department of their location
7. If approached by the media, please refer them to the Marketing Office at info@bakeru.edu

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

- | | | |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair |
| <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Cursing | <input type="checkbox"/> Poor |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred | <input type="checkbox"/> Pleasant |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Lisp | |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Disguised | |

Accent Manner

- | | | |
|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Poor Grammar | <input type="checkbox"/> Emotional |
| <input type="checkbox"/> Region | <input type="checkbox"/> Well-Spoken | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Message Read | |

7. **Background Noise:**

- | | | | | |
|---|------------------------------------|---|---|----------------------------------|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Voices | <input type="checkbox"/> Quiet | <input type="checkbox"/> Party | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Music | <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Static | <input type="checkbox"/> Radios |
| <input type="checkbox"/> Loud Noises | <input type="checkbox"/> PA System | <input type="checkbox"/> Airplanes | <input type="checkbox"/> Cellular Phone | <input type="checkbox"/> Trains |

Procedures

1. Bomb threats should be taken seriously and never ignored.
2. If you receive the threat, remain calm and do not panic.

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?
- In a calm voice, keep the caller on the line as long as possible.

Telephone Message

If a threat is received by telephone, do the following:

- Try to obtain as much information as possible about the bomb and caller.
- See Bomb Threat Checklist on the next page. If practical, do not hang up on the caller.
- Turn off and do not use cell phones or radios.
- Send a person to Campus Security.
- The Command Center Team will determine a further plan of action. Contact your supervisor.
- 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. ***See Emergency Building Evacuation Plan tab for outside gathering locations.***
- 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 Campus Safety, the police or fire department of their location.
- If approached by the media, please direct them to the Marketing Office at info@bakeru.edu.

Emergency Building Evacuation Plan (Outside Gathering Locations)

Building	Outside Gathering Location
Apartments	Gessner Parking Lot
Alumni Center	Collins Library 8 th St entrance
Bennett Art	Howard Hall entrance
Mulvane Hall	Parmenter Steps
Case Hall	Constant Hall Entrance
Collins Gym	Collins Gym Parking Lot
Collins Library	Alumni Center
Constant Hall	Methodist Church Parking Lot
Denious Hall	Rice Auditorium entrance
Gessner Hall	North parking lot
Harter Union/Long Student Center	Rice/Owens parking lot
Counseling Center	Collins Parking lot
Irwin Hall	Rice Auditorium entrance
NLC	South Courtyard of Harter Union
Mabee Hall	Collins Gym Parking Lot
Osborne Chapel	Collins Gym Parking Lot
Parmenter Hall	Rice/Owens parking lot

Physical Plant and Facilities

Methodist Church parking lot

Pulliam

Rice/Owens Parking Lot

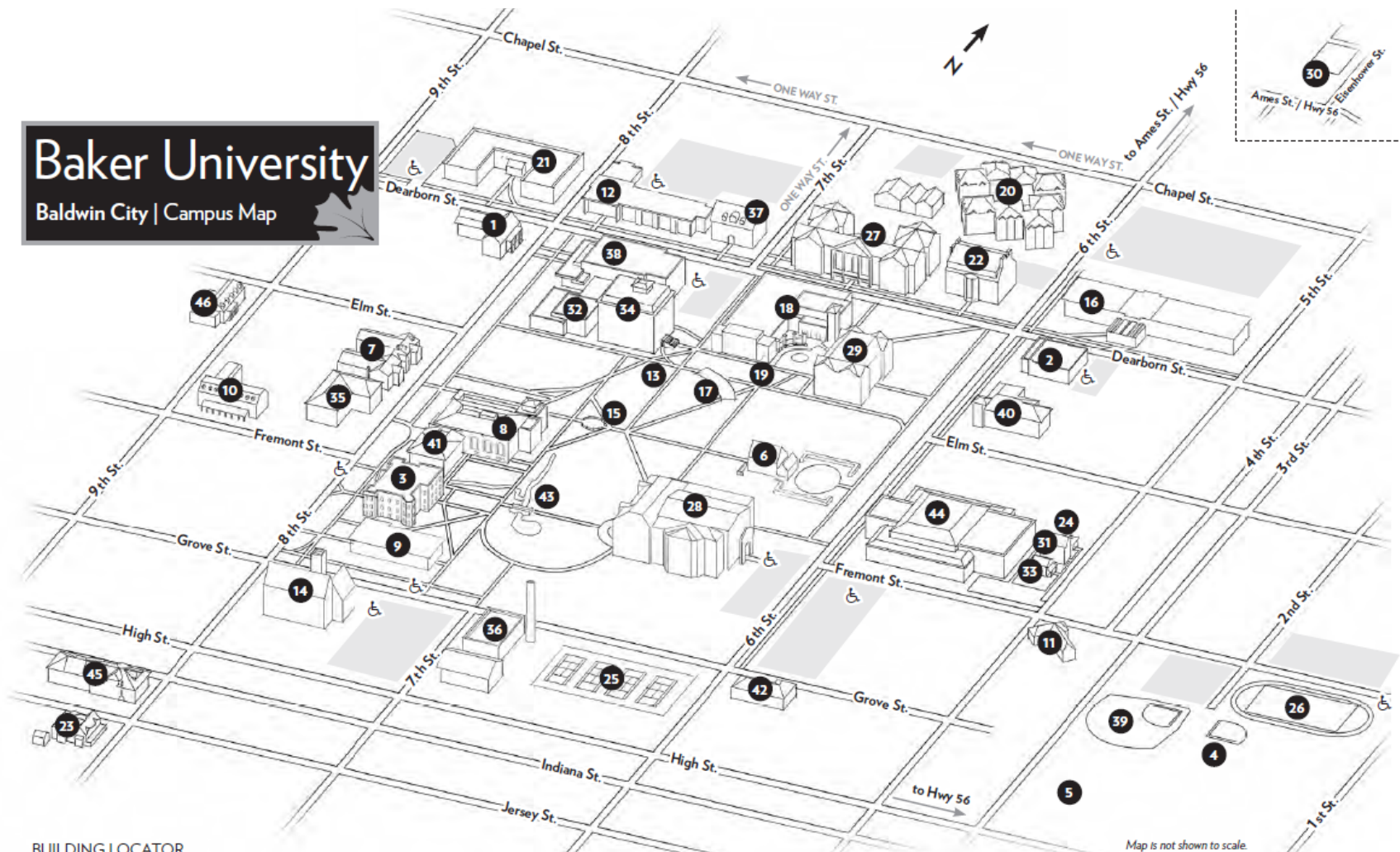
Rice Auditorium

SE corner of 8th and Chapel Rice/Owens Parking Lot

In the event of campus-wide evacuation, all employees and students should evacuate to Chapel St Field at Chapel & 6th St and report to their Dean/VP or their designee. Alternate evacuation instructions may be issued by the command team via B-Alerts.

Baker University

Baldwin City | Campus Map



BUILDING LOCATOR

- 1 Alpha Chi Omega
- 2 Bennett Art Building
- 3 Case Hall
- 4 Cavaness Softball Field
- 5 Charlie Richard Outdoor Sports Complex
- 6 Clarice L. Osborne Memorial Chapel
- 7 Collins House (President's House)
- 8 Collins Library
- 9 Constant Hall
- 10 Delta Delta Delta

- 11 Delta Tau Delta
- 12 Denious Hall (Visitors Center and Office of Admsion)
- 13 Ferrell Green
- 14 First United Methodist Church
- 15 Fleming Pavillion
- 16 Gessner Hall (residence hall)
- 17 Grape Arbor
- 18 Harter Union
- 19 Hartley Plaza

- 20 Horn and Markham Apartments (student living)
- 21 Irwin Hall (residence hall)
- 22 Jolliffe Hall
- 23 Kappa Sigma
- 24 Kibbee Cabin
- 25 Laury Tennis Courts
- 26 Liston Stadium and Metzger Hey Track
- 27 Living Learning Center (residence hall)
- 28 Mabee Memorial Hall

- 29 Ivan L. Boyd Center for Collaborative Science/Mulvane Hall
- 30 North Park Soccer Fields
- 31 Old Castle Museum
- 32 Owens Musical Arts Building
- 33 Palmyra Post Office
- 34 Parmenter Hall
- 35 Alumni Center
- 36 Physical Plant Building
- 37 Pulliam Hall

- 38 Rice Auditorium
- 39 Sauder Baseball Field
- 40 Sigma Phi Epsilon
- 41 Spencer Library Wing
- 42 Student Health Center
- 43 Taft Bridge
- 44 The George F. Collins, Jr. Sports and Convention Center
- 45 Zeta Chi
- 46 Zeta Tau Alpha

Map is not shown to scale.

♿ Handicapped parking ■ Parking areas

Baldwin City Building Contact Information

Baker University Emergency Phone Numbers

All Emergencies — 911

Campus Safety — 785.594.8430

President — 785.594.8311

COO — 785.594.8479

Vice President of Academic Affairs — 785.594.8312

Dean of Students — 785.594.8431

Counseling Center — 785.594.8409

University Minister — 785.594.4553

Director of the Physical Plant— 785.594.7872

B Alert

To enhance Baker University's emergency notification system, we have enrolled all faculty, staff and students into a new system hosted by Rave Mobile Safety. Please use the link below to log in and adjust your settings, update your phone number(s) and email addresses so that we can be sure to reach you in case of emergency.

www.getrave.com/login/bakeru

The first time you visit this link, you will need to use the Forgot Password link along with your Baker email as your USER ID to set your password and then log in.

If you have trouble with this process or the new B Alert emergency notification system, please contact the [Help Desk](#).

Get Information Online

Any immediate safety updates will appear on the official Baker University website and social media accounts listed below:

www.bakerU.edu

www.facebook.com/BakerUniversity

www.instagram.com/bakeruniversity/

EMERGENCY PREPAREDNESS PROCEDURES

Overland Park Campus

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
3. If applicable, use a telephone/ cell phone away from the area to avoid continued exposure to danger
4. *Employees – report the situation to the Assistant Director of Operations, 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 the Director of Marketing and Communications
 - *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.”

Earthquake

Definition

A series of vibrations induced in the earth's crust by the abrupt rupture and rebound of rocks in which elastic strain has been slowly accumulating. Earthquakes are caused by the release of build-up stress within rocks along geologic faults or by the movement of magma in volcanic areas. They are usually followed by aftershocks.

Procedures

1. During an earthquake, remain calm
2. If you are **indoors**, stay there; if you are in danger:
 - Get under a sturdy table or desk
 - Brace yourself in an inside corner away from windows
 - Move to an inner wall or corridor; a door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse, they will also break the impact of any falling objects
 - Central reinforced core of the building is usually located by the elevator well
 - Choose shelter that will provide an airspace if it collapses
 - If the furniture shelter moves, stay under it and follow it around the space
 - Watch for falling objects such as plaster, bricks, light fixtures, etc.
 - Stay away from tall shelves or items which may slide or topple over
 - Stay away from windows
 - Grab anything handy such as a coat, notebook, folders, etc., to shield your head and face from falling debris and splinting glass
 - **Do NOT** be alarmed if the fire alarm or sprinklers go off
 - **Do NOT** rush outside; stay on the same floor that you are on
 - **Do NOT** use elevators
 - Choose exit carefully watching for fallen lines or falling debris
3. If you are **outside** the building stay there
 - Move away from the building, power poles, and lampposts
 - Stay away from fallen lines; make a wide path around the wires; never assume that downed lines are dead
4. If there is **danger to the occupants or the building call 911 immediately**
5. Following an earthquake, remain calm
 - **Do NOT** panic; stop and take time to think
 - Wait until all motion has stopped
 - **Do NOT** run down stairs or outdoors
 - Be prepared for additional shockwaves
 - **DO NOT** light matches, cigarettes, or turn on electrical switches
 - Flashlights are one of the best light sources after a damaging earthquake
 - Proceed with caution
 - Protect hands and feet from broken glass or debris
 - Keep head and face protected
 - Turn off all appliances and office machines
 - Check power lines and cords; if problems exist in electrical lines or gas lines the mains should be shut off

- It may be necessary to draw a moderate amount of cold water in sinks and other containers, in case service should be disrupted
6. Contact the ER Supervisor; the Command Center Team will determine a further plan of action
 7. If approached by the media please refer to the Director of Marketing and Communications
 - *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, **8:00am – 5:00pm, Monday – Friday**; report the problem to the Assistant Director of Operations

3. Building emergencies on campus, **5:00pm – 10:00pm**, contact evening Educational Resources Assistant on duty

Overland Park	Monday thru Thursday	913.344.1278
Northland	Tuesday	913.344.1253
Topeka	Tuesday & Wednesday	785.272.6214
Wichita	Monday thru Thursday	316.636.6324

4. If there is a building emergency in an unattended building **after 5:00pm or on weekends**, contact the appropriate property management company:

Overland Park Campus	816.221.1266 or 913.451.9000	Executive Hills
Emergency Phone for <u>dial-out only</u>	913.491.0423	
Northland Campus	816.531.5303	Tiffany 7509 LLC
Topeka Campus	785.633.2198	2641 Wanamaker LLC
Wichita Campus	316.681.1711	Anderson Management

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.

Accident, Serious Injury, or Illness (Student or Employee)

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, **8:00am – 5:00pm, Monday – Friday** contact the Administrative Office at **913.491.4432** to report the situation to the Assistant Director of Operations; a list of First Aid/CPR certified staff is located at the front desk and breakroom areas
3. During evening hours, **5:00pm – 10:00pm**, contact the Educational Resources Assistant on duty who will contact 911 if necessary:

Overland Park	Monday thru Thursday	913.344.1278
Northland	Tuesday	913.344.1253
Topeka	Tuesday and Wednesday	785.272.6214
Wichita	Monday thru Thursday	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
 - **DO NOT CLEAN AREA – contact the Assistant Director of Operations during business hours or the Educational Resources Assistant on duty for evening hours**
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; a list of First Aid/CPR certified staff is located in Overland Park at the front desk and breakroom areas
6. First aid kits are located in each zone area and in each building in the Office of the Evening Educational Resources Assistant
7. After the emergency situation is under control:
 - If injured/ill person is an **employee** contact Chief Human Resources Officer to report the incident
 - If injured/ill person is a **student** contact Director of the Counseling Center to report the incident
 - If injured/ill person is a **faculty member** contact the Dean to report the incident
 - **DO NOT CLEAN AREA – Contact the Assistant Director of Operations during business hours of the Educational Resources Assistant on duty during evening hours.** Report any biohazards (blood, other bodily fluids, or medical waste) to the Assistant Director of Operations or the Educational Resources Assistant on duty
 - Maintain confidentiality of those involved

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 campus building (interior); 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

Evacuation Locations:

Overland Park Campus

Southwest Corner of South Parking Lot

Topeka Campus

East & West Parking Lots

Northland Campus

West Parking Lot

Wichita Campus

South Parking Lot

2. **To avoid sparking of gases, do NOT pull fire alarm; do NOT touch any electrical switches/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**
 - Contact the Assistant Director of Operations; the Command Center Team will determine a further plan of action
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 (if possible ask someone to call from a safe location)**
 - Seek immediate medical attention
 - Avoid contact with others
 - Alert trained responders/emergency personnel of injury
7. If approached by the media please refer them to the Director of Marketing and Communications
 - *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/barricading the door(s)
5. Close and cover all windows/turn off lights
6. Stay behind solid objects away from doors/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 a member of the Command Center team

Threat of Violence

Definition

Any threat of violence (this could include statements made on social media sites, emails, or verbal statements)

Procedures

1. **If immediate emergency dial 911 when it is safe to do so**
2. Any threat of violence should be taken seriously and never ignored
3. If you receive a threat, remain calm and do not panic others
 - **If threat is immediate, contact 911 and follow the procedures outlined in the Hostage or Terrorist Situations/Violent Intruder/Shooting**
 - Contact the Assistant Director of Operations
4. Based on guidance from local authorities and university's legal department, University executives will determine what legal counsel is necessary and the necessary actions to protect the campus community

Student/Employee/Faculty 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 either in person, through social media, or other communication

Procedures

1. **If there is concern about the seriousness of the situation or imminent danger to the student, employee, or others call 911**

Employees - report the situation to the Assistant Director of Operations, who will report the situation to the appropriate administrators

- a. If it is an employee contact the Chief Human Resources Officer; or
 - b. If it is a student contact the Director of the Counseling Center; or
 - c. If it is a faculty member contact the Dean; or
2. Maintain confidentiality of those involved after referral to Human Resources, Counseling Center, or Dean
 3. If approached by the media please refer them to the Director of Marketing and Communications
 - *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 Gathering area**
If an employee check in with your zone marshal or if a student check in with your instructor

Evacuation Gathering Area:

Overland Park Campus

Southwest Corner of South Parking Lot

Northland Campus

West Parking Lot

Topeka Campus

East & West Parking Lots

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 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)
 - Signal at a window for rescue
1. After evacuating space contact the Assistant Director of Operations
2. If approached by the media please refer them to the Director of Marketing and Communications
 - *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.*

Explosion

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/debris, immediately take cover under tables/desks/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 Gathering area](#)
Employees check in with zone marshal; students check in with instructor

Evacuation Gathering Area:

Overland Park Campus

Southwest Corner of South Parking Lot

Northland Campus

West Parking Lot

Topeka Campus

East & West Parking Lots

Wichita Campus

South Parking Lot

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 in a consistent pattern 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/ devices (including computers)**
8. Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel
9. Contact the Assistant Director of Operations, 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 Marketing and Communications
 - *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 (Note: *The outdoor warning sirens are tested on a regular basis in all communities*)

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 door, but do not lock
 - **Do NOT use elevator**
 - If the designated area is unknown, go to the interior walls of lower floors; highly reinforced areas are preferred
 - Go to the appropriate **Shelter in Place** severe weather gathering location for each building (**see locations below**)
2. Stay away from all windows and exterior doors of buildings; auditoriums/gymnasiums/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**

Severe Weather/Tornado Building Shelter Plan

1. Listed below are the **Shelter in Place** severe weather gathering locations by building, in the event of severe weather/tornado proceed to the following locations:

Overland Park Campus	First Floor: Zone 1 - Room 103; Zone 2 - Room 105; Zone 3 - Room 111; Zone 4 – Room 115; Zone 5 – remain in offices
Northland Campus	Interior classroom 3, 4
Topeka Campus	Interior classrooms 2, 3, 4, 5, 6, 7

2. Contact the Assistant Director of Operations; the Command Center Team will determine a further plan of action
3. If approached by the media please refer them to the Director of Marketing and Communications
 - *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/building, which could be the result of a flash flood/water main break

Procedures

- In all cases, evacuate the area of the flooding; **Do NOT use elevators**

<i>Overland Park Campus</i>	<i>Southwest Corner of South Parking Lot</i>
<i>Northland Campus</i>	<i>West Parking Lot</i>
<i>Topeka Campus</i>	<i>East & West Parking Lots</i>
<i>Wichita Campus</i>	<i>South Parking Lot</i>
- 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)**
- In all circumstances, **do NOT** attempt to walk through the water, unless there is no other means to evacuate the area*
- If there are people injured/ in need of rescue, call 911 immediately; do NOT use a phone in the location of the flooding***
- 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/police/fire department of their location
- 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 – 5:00pm, Monday – Friday**, call **913.491.4432 or Ext. 1215** to reach the receptionist who will contact the Assistant Director of Operations; if no answer or at times outside normal working hours, contact the appropriate property management company:

Overland Park Classrooms	816.221.1266 or 913.451.9000	Executive Hills
	<i>Emergency Phone for dial-out only</i>	913.491.0423
Northland Campus	816.531.5303	Tiffany 7509 LLC
Topeka Campus	785.633.2198	2641 Wanamaker LLC
Wichita Campus	316.681.1711	Anderson Management
- If approached by the media please refer them to the Director of Marketing and Communications
 - 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 outside 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; the front desk will receive notification from the police and will contact the Command Center team who will notify the Zone Marshals
2. Upon notification 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. 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:

DO NOT USE ELEVATOR

Building Emergency Zones

Overland Park Campus	First floor: Zone 1 –Room 103; Zone 2 – Room 105; Zone 3 – Room 111; Zone 4 – Room 115; Zone 5 – remain in offices
Northland Campus	Interior classroom 3, 4
Topeka Campus	Interior classrooms 2, 3, 4, 5, 6, 7
Wichita Campus	Hallway classrooms 5, 6, 7

3. ***If able, assist disabled persons to the [Shelter in Place](#) locations***
If you are not able and assistance is needed, contact your supervisor; immediately call the Assistant Director of Operations.
4. 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
5. 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
6. Contact the Assistant Director of Operations; the Command Center Team will determine a further plan of action.
7. If approached by the media please refer them to the Director of Marketing and Communications
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 or Bomb Threat

Definition

An explosive weapon detonated by impact, proximity to an object, a timing mechanism, or other means

Procedures

Bomb threats should be taken seriously and never ignored

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

8. ***TURN OFF and DO NOT use cell phones or radios***

9. Contact the AREA Supervisor; the Command Center Team will determine a further plan of action

10. 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

Evacuation Gathering Areas:

Overland Park Campus

Southwest Corner of South Parking Lot

Northland Campus

West Parking Lot

Topeka Campus

East & West Parking Lots

Wichita Campus

South Parking Lot

11. ***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

12. If approached by the media please refer them to the Director of Marketing and Communications

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

- | | | |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair |

- Low Pitch
- Stutter
- Raspy
- Nasal
- Cursing
- Slurred
- Lisp
- Disguised
- Poor
- Pleasant

Accent Manner

- Local
- Region
- Taped
- Ethnicity
- Poor Grammar
- Well-Spoken
- Deliberate
- Message Read
- Emotional
- Irrational
- Laughing

7. Background Noise:

- Office Machines
- Factory Machines
- Loud Noises
- Animals
- Quiet
- Street Traffic
- Airplanes
- Trains
- Voices
- Music
- PA System
- Radios
- Party
- Static
- Cellular Phone

Emergency Building Evacuation Plan

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

Overland Park Campus 7301 College Blvd., Overland Park, KS 66210

Gathering Location **Southwest Corner of South Parking Lot**

Northland Campus 7509 NW Tiffany Springs Pkwy., Suite 102, Kansas City, MO 64153

Gathering Location **West Parking Lot**

Topeka Campus 2641 SW Wanamaker, Suite 102, Topeka, KS 66614

Gathering Location **East & West Parking Lots**

Wichita Campus 3450 North Rock Rd., Suite 401, Wichita, KS 67226

Gathering Location **South Parking Lot**

Building Emergency Zones

Outside Gathering Locations

Severe Weather Locations

Shelter in Place Locations

Overland Park Campus **7301 College Blvd., Overland Park, KS 66210**

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

Topeka Campus **2641 SW Wanamaker, Suite 102, Topeka, KS 66614**

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
Shelter in Place Location	classrooms 5, 6, 7

Baker University
SPGS & GSOE
Emergency Phone Numbers

All Emergencies

911

<u>Facility Location</u>	<u>Phone</u>	<u>Facility Street Address</u>
Overland Park Campus	913.344.1278	7301 College Blvd., Overland Park, KS 66210
Topeka Campus	785.272.6442	2641 SW Wanamaker, Suite 102, Topeka, KS 66614

<u>Officer/Director</u>	<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>
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COMMAND CENTER TEAM

Assistant Director of Operations	<i>Ms. Leanna Walkowiak</i>	913.344.1230	913.406.5634
VP/Chief Information Officer	<i>Mr. Andy Jett</i>	913.344.1247	816.520.4081

Dean of SPGS	<i>Dr. Jake Bucher</i>	913.344.8475	785.424.0824
Dean of SOE	<i>Dr. Marc Childress</i>	913.344.1235	620.481.0186
VP for Enrollment & Marketing	<i>Ms. Danielle Yearout</i>	913.344.4597	
Director of GSOE Academics	<i>Ms. Bethany Teppe</i>	913.344.1229	816.896.0524

ADDITIONAL CONTACTS

Chief Human Resources Officer	<i>Ms. Connie Deel</i>	785.594.8362	785.766.5311
Director of the Counseling Center	<i>Dr. Tim Hodges</i>	785.594.8365	
Interim Provost	<i>Dr. Tes Mehring</i>	913.344.1236	913.485.9087
University Minister	<i>Rev. Kevin Hopkins</i>	785.594.4553	620.218.2899
University President	<i>Dr. Lynne Murray</i>	785.594.8311	785.393.2983
Director of GSOE Enrollment & Academic Advising	<i>Ms. Linda Heinen</i>	913.344.6037	816.591.0233

Dir of Int Audit & SPGS/ SOE Dir. Of Finance	<i>Mr. Matt Mills</i>	785.594.8349	785.250.7459
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Director of Information Management	<i>Mr. Jared Culbertson</i>	785.594.4545	
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Or

Manager of Ed Res & Info Systems	<i>Mr. Ed Derks</i>	913-344-1246	816.564.6447
Assistant Dean of Academic Affairs	<i>Dr. Emily Ford</i>	913.344.6043	913.653.1480
Director of Marketing & Communications	<i>Mr. Chris Smith</i>	785.594.7890	
Director of Plant Facilities	<i>Mr. Jeremy Portlock</i>	785.594.8416	

First Aid Certified Staff

CPR Certified Staff

AED Certified Staff

Tereasa Gilmore ext. 6045	Meghan Bowyer ext. 6010	Dr. Rebecca Rubin ext. 6033
Dr. Jim Robins ext. 1222	Rebecca Colwell ext. 1224	
Dr. Rebecca Rubin ext. 6033	Jamie Fields ext. 1237	
Katie Uhlenhake ext. 6036	Tereasa Gilmore ext. 6045	
	Angie Harvey ext. 6048	
	Stephanie Jennings ext. 6081	
	Dr. Jim Robins ext. 1222	

Dr. Rebecca Rubin ext. 6033

Katie Uhlenhake ext. 6036

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

EMERGENCY PREPAREDNESS PROCEDURES

TOPEKA (STORMONT VAIL HEALTH CAMPUS)

CAMPUS SECURITY

The Security Department of SVH provides 24-hour protection for students on the campus. This includes random patrols of the entire campus, including all parking areas; prompt response to any emergency situation; investigation of any reported or suspected criminal activity; and parking/traffic control. A Stormont Vail issued badge is required to enter the Pozez Education Center. **All incidents or potential incidents should be reported to the Security Department at 785-354-6158 immediately.** An annual campus security report is provided on the BU website for all current and prospective students.

FIREARMS AND WEAPONS POLICY

SVH prohibits the possession or use of firearms, explosives, or other weapons (any object or substance designed to inflict a wound, cause an injury, incapacitate, or create a reasonable fear of harm) or any facsimile on the health center campus.

Any person violating this policy may be reported to law enforcement agencies for legal action and subject to appropriate disciplinary action, which could include immediate removal from the premises and dismissal from the program.

SCHOOL CANCELLATION

In the event of severe weather conditions:

1. The decision to close school is made by the Dean or designee.
2. Information on school cancellation will be on Baker's Anatomy, and students will receive an email.
3. Students are expected to exercise common sense regarding travel to class during severe weather.
4. Information on cancellation of classes will be posted on Topeka TV Stations: KSNT (07) and WIBW (13).
5. If an absence is due to weather conditions, the actual time, length, and nature of clinical make-up will be determined by each clinical faculty based on student's achievement of stated outcomes.

CRISIS SITUATIONS

If a crisis situation arises at SVH, the BUSN will be alerted. If a crisis situation arises in the BUSN, security should be notified if possible at 6444 or 6158. If someone calls from a campus phone, security will be able to determine which phone that person is calling from if she/he is unable to speak. It will be important for everyone involved to remain calm. Everyone should be involved in identifying potential threats (i.e., extremely disgruntled students, family members of students/faculty with restraining orders, threats that are made to a BUSN student or faculty member, etc.) so the school is ready to deal with situations that arise. The Dean, in collaboration with security, will alert students regarding possible evacuation of the school premises.

Reporting Obligation

If any student has direct knowledge that another person possesses a concealed handgun or other weapon on SVH premises, he/she shall report this to Security immediately. Failure to report knowledge of the presence of any handgun or other weapon on SVH premises may subject the individual to appropriate corrective action.

Safety

Students should be aware that the enforcement of this policy deals with confronting individuals carrying a handgun, or other weapon. Under no circumstances should any student take any unnecessary risks or compromise his/her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

DISASTER SITUATIONS

Disaster threatening the campus

Students will follow fire and disaster policies that apply to individual clinical agencies. Fire and disaster policies of SVH are reviewed during the orientation session annually. If an event occurs that requires evacuation or relocation from Pozez (i.e., fire, tornado, bomb threat, or other event that could potentially cause harm on the campus), the following will occur:

- If the event occurs Monday through Friday from 8 a.m.-4:30 p.m., the building supervisor or designee will notify BUSN of the event and give instructions about the course of action.
- If the event occurs during evening, night or weekend hours, the security department will be responsible to notify people in the Pozez building about the course of action
- If the school decides to cancel classes because of severe weather or other type of disaster involving the campus, students should follow the school cancellation policy.

Disaster involving the community:

- If students are in a theory class at the time of notification of the disaster, they will remain in class until further notice. If students are attending clinical experiences, they will continue to work with instructor at assigned clinical area.
- If students are employed by SVH, the medical center may notify the school to release employees for assistance in their respective units if the disaster continues for a prolonged time.

