

## SPST Policy: CCP 12

### Emergency Response and Evacuation Procedures

Adopted: 6/30/2015

Updated: 7/27/2015

1. The following emergency response and evacuation procedures will be reviewed in July of each year to ensure currency. The procedures will be published in the Campus Security and Safety Reports and the *Saint Paul Community Handbook*. Community-wide email messages will be sent each fall and spring to remind students and employees about these procedures.

## 2. Procedures for the Resurrection Campus

### General Rules-Fire

- Stay calm, do not panic.
- Don't assume anyone else has called the Fire Department. Activate fire alarm at the nearest pull station.
- Call 911. Remain calm and give the dispatcher as much information as you can. Provide the address
  - a. Resurrection Building C: 13720 Roe Avenue in Leawood for the East building and
  - b. Resurrection Building B 5001 West 137th Street in Leawood if it's the West Building.
  - c. Fox Hill Office 4370 West 109th Street, Overland Park, KS
- Exit by the stairs; never take the elevator during a fire. You may be trapped if the power goes out.
- Instructors, be sure everyone is out of the room. Bring the class roster or attendance notebook with you. Help others who need assistance to evacuate.
- Before opening any door, feel the handle with the back of your hand for heat, then feel the door itself, starting from the bottom and moving to the top. If the door is hot DO NOT try to open it. Smoke and flames may rush into your room. If the door is cool, open it slowly but be prepared to quickly shut it if smoke or heat rush in.
- Close doors as you leave to contain fire and smoke. If you encounter smoke or flames during your escape, use another exit.
- Heat and smoke rise so cleaner air will be near the floor. Get as low as possible to the floor and move toward the exit.
- Once outside, move away from the building and stay out until emergency personnel say it is safe to return.
- Do not get into your car and try to leave the church grounds, you may block emergency vehicles trying to enter or leave the premises.
- Notify your teacher/leader that you have safely exited the building.
- If coworkers are still inside the building notify the fire fighters. DO NOT re-enter the building! Do not attempt to rescue coworkers yourself once you have it outside.
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### General Rules-Bomb Threat

Emergency Bomb Threat Evacuation: EVACUATE ALL BUILDINGS

**\*\*Do NOT use two way radios\*\***

**\*\*Turn OFF cell phones and pagers\*\***

**\*\*Do NOT TOUCH or move and suspicious objects\*\***

- Stay calm, don't panic
- Leave quickly and orderly
- Instructors, be sure everyone is out of the room. Bring the class roster or attendance notebook with you. Help others who need assistance to evacuate.
- Once outside, move away from the building and stay out until emergency personnel say it is safe to return.
- Notify your teacher/leader that you have safely exited the building.
- If a suspicious object is observed DO NOT TOUCH IT! Note its location and notify
  - Bob Whisman 913-486-9926 and/or o Dick Cooper 913-568-9088 and/or o Facilities 913-908-2327 and/or
  - Brent Messick 913-515-9125

#### Evacuation-Fire and Bomb Threat

- Building B/Narthex/Sanctuary: Proceed out the nearest exit. Those exiting the North side of the building should proceed to parking lot A. Those exiting the South side of the building should proceed to parking lot G. Anyone leaving by the East doors should proceed to lot F.
- Building C/Chapel/Youth Center: Proceed out the nearest exit and go to the farthest east or south side of parking lots D and E.
- After evacuation at the Resurrection campus, notify the following regarding the fire location: Bob Whisman 913-486-9926 and/or Dick Cooper 913-568-9088 and/or Facilities 913-908-2327; Brent Messick 913-515-9125
- Fox Hill administrative office: process out the nearest exit. Proceed to the road median areas with the US Postal service boxes to the south of the building.
- After evacuation at the Fox Hill campus, notify Laura Snow.

#### Tornado Shelter

- Building B/Narthex/Sanctuary
    - a. When advised to seek shelter, evacuate the Sanctuary as directed by the Ushers. Families should stay together.
    - b. The West half of the Sanctuary should exit to the Basement area
    - c. The East half of the Sanctuary should exit to the Saving Grace/Choir area on the North and East sides of the Sanctuary.
  - Building C/Chapel/Youth Center
    - a. When advised to seek shelter, use designated routes to the basement area.
    - b. Teachers/leaders should ensure that their students remain together and are accounted for. Log the names of all students who are released to their parent or guardian and the name of the person they are released to.
- Stay in the shelter until advised that it is safe to leave.

#### Lockdown

- \* Stay in classroom, or room without a window in the door. If outside, get inside immediately.
- \* Turn out lights. Close and lock doors. Turn off cell phones. Turn off video connection and equipment.
- \* Keep silent and stay in room until instructed by police.
- \* If able to escape, keep hands over head and comply with police instructions.
- \* Call 911 to alert police to your location, as safe to do so.

### 3. Procedures for the Fox Hill Offices

#### In case of fire:

- Call 911. The address 4370 W. 109 Street, Overland Park, KS.
- Smoke detectors will activate.
- Elevators will lock down and not respond to the call button.
- Activate the fire alarm. A pull alarm is located on the left of the outer doors, behind a large potted plant.
- A fire extinguisher is located by the staff break room near the fire stairs, and in the hallway near the elevator.

#### Evacuation in case of fire or other emergency

- Evacuate quickly through the nearest exit. Do not use the elevators, take the stairs. Assist others as needed.
- The fire stairs are designed to be fire and smoke resistant and are the safest way to exit. DO NOT PROP OPEN THE FIRE STAIR DOOR. This would allow smoke and fire to enter. The fire stair doors are locked on the stairwell side. You cannot return through them, only exit to the parking lot.
- Once outside, all persons are to move to across the street from the Saint Paul entry. Please do not go further than the sidewalk to be respectful of Planned Parenthood's no trespassing signs.
- Do not leave the premises—someone might think you are still inside the building, and lives could be endangered by searching for you.
- Gather by departments and groups and verify that everyone has evacuated. Report to the highest administrator available.
- If it is necessary to leave, sign out with an administrator, supervisor or assigned staff member.

#### Staff responsibilities in case of evacuation:

- Business office staff clear the offices and Dean's conference room in the back of the building as they move to the exits or stairwell.
- Academic staff clear the faculty offices and video conference room then move to either of the exits or the stairwell.
- President's office, Admissions and Development staff (depending on the direction they need to move) clear the offices, conference room, and hospitality area in the front of the building as they move to either exit or the stairwell.
- Front desk clears the restrooms and directs at the front door as needed.
- Be alert to who is on and off location each day. Tell your co-workers when you leave the premises.

#### In case of tornados:

- Alert others who may not be aware of the warning.
- Move away from the windows to the interior areas of the space. Locations are listed below. As much as possible, stay together and be aware of locations where others are seeking shelter.

- Gather by departments and groups and account for each person. Report to the highest administrator available.
- Do not leave shelter until given the all-clear.
- After the all clear, if there is no damage, return to the Saint Paul office space and again account for each person. If there is damage, gather at the open grassy area across the street from the Saint Paul entry or other safe gathering location and account for each person, reporting to the highest administrator available.
- If it is necessary to leave, sign out with an administrator, supervisor or assigned staff member.

Protected locations:

- If it is safe to do so, move to the first or second floors via the outside staircases. Shelter in the center hall and restroom areas, away from potential blowing glass.
- The fire stairs are reinforced and can be used during a tornado. Be aware that the fire stairs are locked from the inside on every level. You cannot re-enter on any floor, only exit the building. Go as far down the stairs as seems safe. The ground level fire stair exit has windows that could potentially blow out and it may be best to stay one flight above them. There is a small sheltering space underneath the stairs at the very bottom that is secure but might receive some blowing glass.
- If it is necessary to remain in the Saint Paul office space, use the back hallway, file room or move to the restrooms. Other rooms in that area may be used if needed.

Lockdown

- \* Stay in a room without a window in the door. If outside, get inside immediately.
- \* Turn out lights. Close and lock doors. Turn off cell phones.
- \* Keep silent and stay in room until instructed by police.
- \* If able to escape, keep hands over head and comply with police instructions.
- \* Call 911 to alert police to your location, as safe to do so.

**4. Procedures for the Oklahoma City University Campus**

<b>Saint Paul at OCU Emergency Plan – Table Form</b> (Consult Building Safety Plan for more detail.)				
In case of....	<b><u>FIRE</u></b>	<b><u>TORNADO</u></b>	<b><u>LOCKDOWN</u></b>	<b><u>EARTHQUAKE</u></b>
Where to go:	Lawn west of the Chapel, after leaving through nearest exit. Gather near the lamppost south of the Gold Star Bldg.	Basement of the Chapel. Go to area away from windows.	Stay in classroom, or room without a window in the door. If outside, get inside immediately.	Take cover under a table, chair, pew, or bench.
What to do:	Please gather with your class so instructors and techs can call roll	Please gather with your class to assure all are safe. Wait	-Turn out lights. Close and lock doors. Turn off cell phones. Turn off	Wait for motion to subside and falling objects to come to rest. If damage is

	of their classes to assure all are safe. If alarm has not been sounded, pull alarm on the way out the exit.	until clear signal is given.	video connection and equipment. -Keep silent and stay in room until instructed by police. -If able to escape, keep hands over head and comply with police instructions.	severe, evacuate to area designated by police. If there is no apparent damage, return to normal activities. Building coordinator will survey for broken water and gas pipes, or other damage.
Who to call:	208-5911 or x5911		208-5911 or x5911 to alert police to your location.	208-5911 or x5911 to ask for evacuation location, if needed.

In case of Medical Emergency -- Call 911. (On campus phones, dial 9-911.)

Be prepared to report:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Use nearest AED if needed.

Call 208-5911 (x5911) to alert OCU PD of your location.

In case of Violent or Criminal Behavior or Threat -- Call 911. (On campus phones, dial 9-911.)

Be prepared to report:

- Your location
- Nature of incident or threat
- Hazards involved

Call 208-5911 (x5911) to alert OCU PD of your location.

In case of Suicidal/Psychological Crisis -- Call 208-5911 (x5911) to alert OCU PD of your location. (They have been trained – along with OCU Campus Counseling Services personnel – for just such emergencies.)