



Dom's

EMERGENCY RESPONSE GUIDE

Emergencies: (9)-911

(To place a call from a campus phone, "9" must be entered first.)

Campus Safety: 816.985.6079

Avila.edu/avila-life/campus-safety

Table of Contents

Accident, Serious Injury or Illness	2
Active Shooter	3
Bomb or Bomb Threat	4
Chemical Spills/Fumes/Vapors	5
Fire/Explosions	6
Flood	7
Hostage or Terrorist Situation/Intruder	8
Missing Student	9
Person in Crisis	10
Power Outage	11
Shelter in Place	12
Theft	14
Tornado Warning	15
Utility Emergency/After Hours Emergency	16
Assisting Individuals with Disabilities	17
Emergency Building Evacuation Plan	19

Accident, Serious Injury or Illness

Definition

Emergency involving sickness or injury. Immediate concern is to aid sick or injured person(s).

Protocol

1. If any concern exists as to the seriousness of an accident, injury, or illness, call **(9)-911** immediately.
2. Call Campus Safety at 816-985-**6079**.
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.**

First Aid Kit Locations

Building	Location
<i>Blasco</i>	Upper level at the Admissions Desk
<i>O'Rielly</i>	Second Floor in the Stem Lab
<i>Whitfield</i>	Campus Safety Office
<i>Library</i>	Front Desk
<i>Marian</i>	Eagles Nest Student Lounge
<i>Hodes</i>	Front Desk
<i>Dallavis</i>	Room 800
<i>Foyle</i>	Classroom 900
<i>Athletic Pavilion</i>	Near the water fountains
<i>All Dorms</i>	See RA or Resident Housing Director

4. The injured/ill person is to be moved or transported **ONLY** if there is imminent danger. Until qualified personnel arrive on the scene, remain calm and provide assistance to the best of your abilities or begin first aid if qualified.
5. Confidentiality of those involved should be considered.

Active Shooter

Definition

Person(s) shooting or attempting to shoot.

Protocol

1. **Run** if area is safe. Move **AWAY** from the sound of gunfire. Call **(9)**-911 if safe to do so. When in the presence of law enforcement, keep your hands visible and follow instructions.
2. **Hide** if evacuation is not possible. Lock doors, barricade the door with furniture, turn off lights, close shades, silence phones, and hide behind desks, in closets, etc. Do not leave until police have arrived and given instructions.
Note: If law enforcement communicates with you behind a closed door/enclosed space and you are suspicious, call **(9)**-911 to confirm they have sent someone to your location.
3. If you are outside and cannot run safely, utilize whatever you can to stay safe. Hide behind dumpsters, brick walls, shrubbery, cars, etc.
4. **Fight** (*as the absolute last resort*). Use chairs or fire extinguisher to fight if possible. Throw items at the shooter to disarm them.

Bomb or Bomb Threat

Procedures

Bomb threats should be taken seriously and never ignored. Act Quickly! 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:

1. Who found it?
2. Who else was present?
3. Who touched it?
4. Where was it found and how was it delivered?
5. When was it found or delivered?
6. 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.

1. *Turn off and do not use cell phones or radios.*
2. If your phone has a display, copy the number and or letters on the window display.
3. Send a person to Whitfield Center to locate Campus Safety without telephone or radio use.
4. 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.

E-mail Messages

1. Call Campus Safety at 816-985-**6079**.
2. Do not delete message

Signs of Suspicious Packages

Do not move a suspicious package; contact Campus Safety at 816-985-**6079**.

1. No return address.
2. Excessive postage or foreign postage.
3. Stains or strange odors.
4. Strange sounds.
5. Poorly handwritten or misspelled words.
5. Restrictive notes.
6. Unexpected delivery.

Turn Off All Electronic Transmitting Devices. Do not use Radio/Walkie Talkies/Cell Phones/Beepers — Transmissions Can Set Off a Bomb.

Chemical Spills/Fumes/Vapors

Definition

Suspicion of or detection of toxic fumes or vapors and/or the spilling of a hazardous substance on the Avila University campus. Hazardous substances include chemicals, gasoline, oils, caustic products, and/or cleaning products.

In the event of a minor chemical spill, follow the directions in the Chemical Hygiene Plan (this is located on the Avila website under “Campus Safety”). For all other incidents, follow the procedures lined hereafter.

Procedures

1. If a spill occurs in any of the science department labs, contact the Lab Manager at 816-501-**2919**. If the lab manager is not available, contact Campus Safety at 816-501-**6079**. If it is an emergency, call (9)-911.
2. Contain the spill if possible, evacuate the building. *All* rooms must be evacuated. Go directly to a building exit and exit. **Do not use elevators.**
3. To avoid sparking of gases: ***do not pull fire alarm and turn off all electrical switches and devices, including computers. Do not use your cell phone until you are outside of the building!***
4. Assist individuals with disabilities 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 them exit the building, exit yourself and notify Campus Safety, the police, or the fire department of the location of the individual(s).
5. Persons who may be contaminated by a spill are to:
 - seek immediate medical attention (9)-911
 - avoid contact with others

See Building Evacuation Locations on the back of this book

Fire/Explosions

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 location. See Building Evacuation Locations page.
2. In all cases of fire or explosion, call **(9)-911** immediately. Always use a telephone away from the affected area.

Explosions 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 building exit. ***Do not use elevators.*** Gather in the appropriate outside location.
2. Call **(9)-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. Assist individuals with disabilities 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 them exit the building, exit yourself and notify Campus Safety, police or fire department of the location of the individual(s).
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 slightly to let fresh air inside. Signal at a window for rescue.
6. Call Campus Safety immediately at 816-985-**6079**.

See Building Evacuation Locations on the back of this book

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.*
2. If able, call Campus Safety immediately at 816-985-6079
3. *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. If you must walk through water, do not touch walls or other standing objects due to the threat of electrical shock.*
4. If there are people injured or in need of rescue, call (9)-911 immediately. Do not use a phone in the location of the flooding.
5. Assist individuals with disabilities 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 them exit the building, exit yourself and notify Campus Safety, police or fire department of the location of the individual(s).

See Building Evacuation Locations on the back of this book

Hostage or Terrorist Situation/Intruder

Definition

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

Protocol

1. Call **(9)**-911.
2. Secure immediate area to confine problem.
3. Secure building by locking appropriate doors (classrooms, office and entrances).
4. Call Campus Safety immediately at 816-985-**6079**.
5. Evacuate quickly, if allowed. Prevent others from entering an area where a violent intruder may be.
6. If you cannot evacuate, hide in an area out of view, and silence your cell phone.
7. Do not approach armed individuals. Fight as a *last* resort and *only* when your life is in imminent danger.
8. Cooperate as much as possible. You will likely be held in a safe location by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

See Building Evacuation Locations on the back of this book

Missing Student

Definition

A student has not been seen or heard from in at least 24 hours and has missed regularly attended classes, or specific items missing/left behind to raise suspicion.

Protocol

1. Notify the Residential Assistant and Campus Safety (816-985-6079)
2. Campus Safety will confirm if vehicle is on campus and will check the campus for the presumed missing resident.
3. Campus Safety will determine if they need to call (9)-911 as well as the resident's emergency contact.
4. Campus Safety will follow any directions given from law enforcement at that time.

Person in Crisis

Procedures

1. If there is concern about imminent danger or the seriousness of the situation, call **(9)-911**, and Avila Campus Safety immediately at 816-985-**6079**. *Non-emergency situations should be reported to the CARE team.*
2. The following situations involving students should be referred to the CARE team:
 - Alcohol and other drug use concerns or emergencies
 - Death of a student, friend, or family member
 - Mental health concerns
 - Physical Injury
 - Sexual assault
 - Rape
 - Suicide or threat of suicide
 - Violent or aggressive behavior
3. Contact any member of the CARE team to assess the situation and make appropriate contacts and referrals:
 - Dean of Students at 816-501-**2465**
 - Personal Counselor at 816-501-**3767**.
 - Campus Safety at 816-985-**6079**.
 - Director of Campus Ministries at 816-501-**2423**.
 - Director of Housing 816-256-**3748**.

Power Outage

Procedures

1. If the building you are in loses power, please contact Campus Safety immediately at 816-985-**6079**.
2. It is strongly advised to have your number updated in MyAU in order to receive emergency text alerts from Avila. Information regarding where to go, resources, etc. will be sent out.

Main Gathering Locations

Hooley-Bundschu Library

Marian Center

Whitfield

See Building Evacuation Locations on the back of this book

Shelter in Place

Definition

Community hazardous materials incident where air quality is threatened.

Procedures

1. If Avila 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.

Building	Emergency Zone
<i>Blasco</i>	Upper level by Advancement, lower level by Office of Marketing and Communications
<i>Borserine</i>	In classroom 423
<i>Carondelet</i>	In 1 st floor classroom, 2 nd and 3 rd floor lounges
<i>Dallavis</i>	In lobby area
<i>Fieldhouse</i>	By Athletic Department Office
<i>Chapel/Foyle</i>	In Chapel
<i>Goppert</i>	In Goppert lobby
<i>Hodes</i>	Campus Life Office in lobby
<i>Library</i>	By circulation desk
<i>Marian</i>	Upper level in Alumni Lounge, lower level in hallway by Eagle's nest
<i>O'Rielly</i>	Upper level by class offices, lower level by lounge in classroom 102
<i>Thompson Hall</i>	1st floor Lobby
<i>Ridgway</i>	In 4th, 5th, and 6th floor lounges
<i>Whitfield</i>	In Whitfield lobby

3. When first responders arrive, occupants will be advised to cover their mouths for hazardous materials and noses as they are taken to one of the following Shelter in Place locations:

Marian Centre Upper Level
Carondelet Hall 2nd Floor
Ridgway Hall 5th Floor

Backup location if all three primary locations are not useable
Whitfield Center Conference Room & Hooley-Bundschu Library

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. Instructions and recommendations as given by local fire and law enforcement authorities will be strictly followed.

See Building Evacuation Locations on the back of this book

Theft

Definition #1

Item(s) stolen out of resident's dorm

Protocol

1. Contact Campus safety (816-501-**6079**) and Resident Life (816-501-**3628**)
2. Determine if the police need to be called

Definition #2

Major items such as a car, electronics, etc. that require local police involvement

Protocol

1. Contact Campus Safety (816-501-**6079**)
2. Contact Police (**9**)-911
3. Follow the next steps given by Campus Safety or Police

Tornado Warning

Definition

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.

Procedure

1. **In case of severe weather:** When the emergency warning sirens sound, all persons should immediately seek shelter in the lower level of buildings. Stay calm. **Go to the basement or interior walls of lower floors.** Highly reinforced areas are preferred, such as the underground tunnel walkways in most buildings. **Do not use elevators. Go to the appropriate underground severe weather gathering location 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 individuals with disabilities 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 them exit to the lower level, notify Campus Safety of the location of the individual(s) and exit yourself.
4. Call Campus Safety immediately at 816-985-6079.

Note: The City of Kansas City emergency sirens are sounded in the morning on the first Wednesday of each month.

Severe Weather/Tornado Building Evacuation Plan

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:

Building	Underground / Lower level severe weather gathering locations
<i>Blasco, O’Rielly, Whitfield, & Library</i>	Tunnel walkways connecting the buildings
<i>Mabee & Athletic Pavillion</i>	Mabee Fieldhouse bathrooms on lower court level on the south side of building (under snack bar area)
<i>Borserine</i>	Bathrooms or hallways on the lobby level
<i>Marian Center, Hodes, Carondolet, Foyle, Chapel, Ridgway, & Dallavis</i>	Tunnel walkways connecting the following buildings
<i>Thompson</i>	1 st floor kitchen
<i>Goppert</i>	Theatre stage

Utility Emergency/After Hours Building Emergency

Definition

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

Procedures

1. As soon as failure occurs, report problem to Campus Safety 816-985-**6079**.
2. For non-emergencies during normal working hours (8:00 am – 3:30 pm), Monday – Friday, call 816-501-**3629**.
3. *Use a telephone away from the area to avoid continued exposure to danger. Only use a cell phone outside of the building.*
4. 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.
5. If necessary, Campus Services will contact local services, such as water department, gas service, electric company, and/or fire alarm system.

Assisting Individuals with Disabilities

- Ensure that the individual is aware of the emergency. Inform hearing-impaired persons of the emergency individually; do not assume that they know what is happening by watching others.
- Before attempting to help, always ask individuals with a disability how you can best assist them and whether there are any special considerations that should be made or items that need to come with them.
- You may assist in evacuating individuals with disabilities if it does not place you in personal danger. Non-emergency personnel should not attempt to carry anyone down the stairs.
- Assist visually impaired individuals by guiding them to safety.
- Assist individuals who are unable to use the stairs by guiding them to an enclosed stairwell (one that is separated from the main building area by doors). Close the doors to the stairwell tightly and notify security of the individual's location. You may stay with the person requiring assistance if it does not place you in additional danger and if there is another person able to meet emergency personnel to report the location of the individuals in the stairwell.

Acting During an Emergency

- Individuals should familiarize themselves with, and follow the guidance of, Avila University's emergency procedures, for the appropriate response to various types of emergencies. Run, Hide, Fight, evacuation or sheltering in place are the primary responses and the University's emergency communications will indicate which to follow in case of emergencies. Members of the campus community should be familiar with each approach so they can respond to the emergency as quickly as possible. Individuals with disabilities should follow the responses outlined in the emergency procedures but make accommodations for situations in which elevators are inaccessible, precluding evacuation.
- If you need assistance, contact the Campus Safety 24-hour cell phone: 816-985-**6079** to provide your location.

Evacuation

- Elevators and lifts should never be used in evacuation situations. Individuals who are unable to use the stairs to exit should ask for assistance or proceed to the nearest enclosed stairwell (one that has doors at every entrance) and wait for security staff or emergency responders to arrive. Campus Safety officers will attempt to check all areas, including restrooms, to communicate the need to evacuate. Individuals with disabilities should immediately notify the Campus Safety Office at 816-985-**6079** if they are unable to evacuate as directed in an emergency situation.

Information for Individuals with Service Animals

- Individuals with service animals are encouraged to make advance plans for the care of their animals in emergency situations. Every effort will be made to avoid separating individuals from their service animals in emergency situations.
- In emergency situations, service animals are allowed to be transported with their owners/handlers as part of the evacuation procedures. Service animals are permitted to be in all places that serve the public as long as the animal is not out of control or otherwise posing a direct threat to the health or safety of others.

Non-Emergency Situations

- Individuals with disabilities who need assistance leaving a building in a non-emergency situation (such as an elevator or power outage) should contact the Campus Safety 24-hour cell phone number: **816-985-6079**. Campus Safety will send officers to the location to assess the situation and either assist the individual or contact proper personnel for further assistance. Campus Safety officers will remain on the scene until the issue is resolved.

Important Contact Information

- Police, Fire, and Ambulance: **(9)-911**
- Avila University Campus Safety (emergency and non-emergency): **816-985-6079**
- Student Access Office: **816-501-3666**

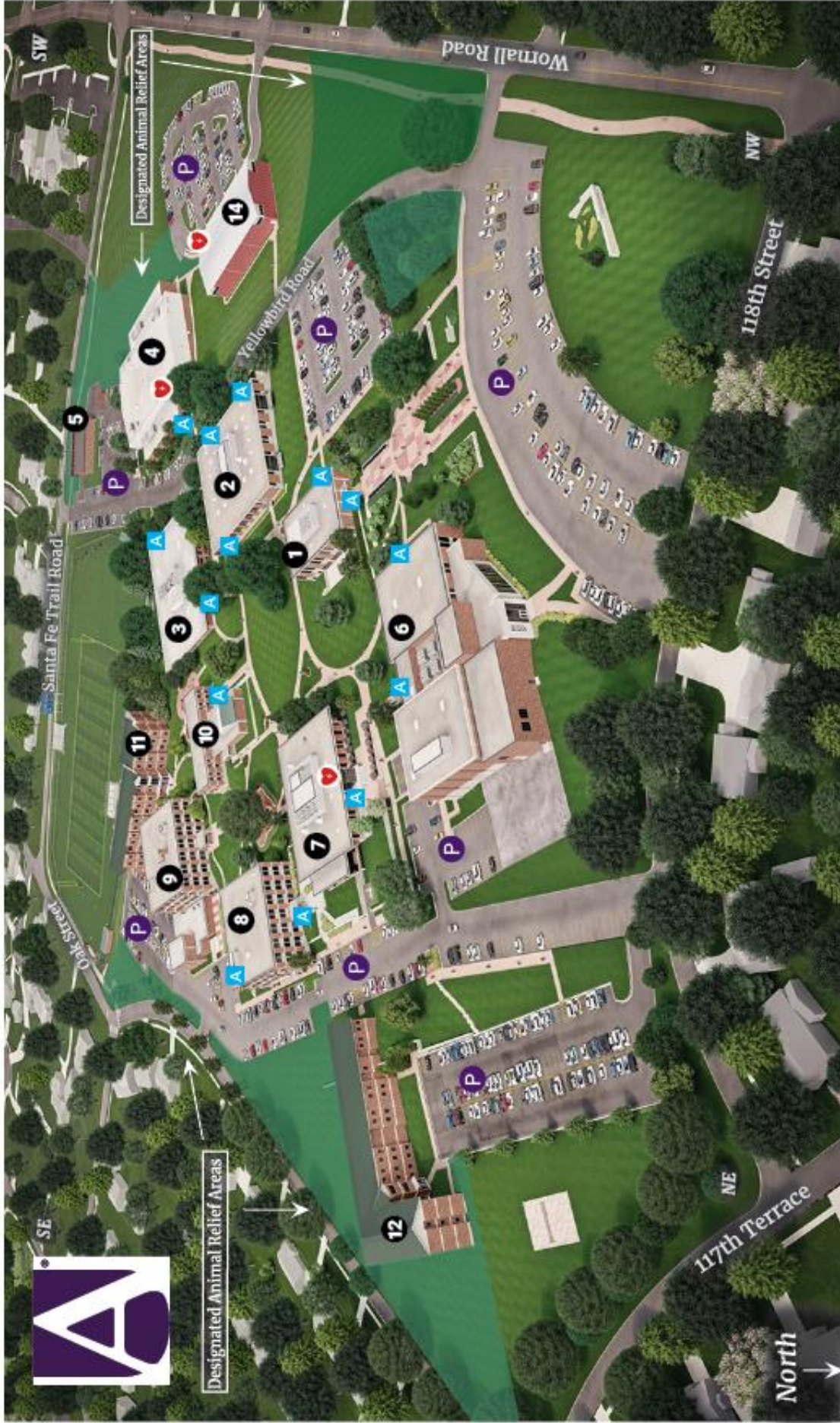
See Building Evacuation Locations on the back of this book

Emergency Building Evacuation Plan

Listed below are the outside gathering locations in the event that a building needs to be evacuated.

Building	Outside Gathering Location
<i>Blasco</i>	In the grass by outside mailboxes, facing Wornall Road
<i>Borserine & Goppert</i>	In the grass by the Avila University sign past the parking lot, facing Wornall Road
<i>Marian Centre & Thompson Hall</i>	In the lower lot parking lot close to 118 th Street
<i>Carondolet, Hodes, Chapel, & Foyle</i>	In the lower lot parking lot, close to Oak Street
<i>Ridgway & Dallavis</i>	On the hillside past parking lot, close to Oak Street
<i>O'Rielly, Whitfield, & Library</i>	In the grass past driveway, facing Wornall Road
<i>Mabee, Athletic Pavillion & Schlumpberger</i>	On football practice field, facing Santa Fe Drive

See Building Evacuation Locations on the back of this book



- 12. Glenna Wylie Hall
- 14. Athletic Pavilion
- P Parking
- A Accessibility Entrances
- ♥ AED Defibrillators
- Service Animal Relief Areas

- 9. Ridgway Hall
- Dallavis Center
- Thornhill Gallery
- 10. Foyle Hall
- Orschem Memorial Chapel
- 11. Jeanne Collins Thompson Hall

- 6. Goppert Performing Arts Center
- Goppert Theatre
- Borsierne Center
- 7. Marian Center
- 8. Carondelet Hall
- Hodes Center
- Center for Student Excellence
- Speech and Language Clinic

- 3. Hooley-Bundschu Library
- Learning Commons
- Whitfield Center
- 4. Mabree Fieldhouse
- 5. Schlumpberger Facility

- 1. Blasco Hall
- 2. O'Rielly Hall
- Marie Joan Harris, CSJ, Ph.D.
- Science & Health Complex

Campus Buildings



Dom's

EMERGENCY

NUMBERS, RESOURCES AND MEDIA INFORMATION

ALL EMERGENCIES	(9)-911
Campus Safety	816.985. 6079
Chief Academic Officer	816.501. 3759
Chief Finance Officer	816.501. 2487
Chief Operating Officer	816.501. 3778
Dean of Students	816.501. 2465
President	816.501. 3750

**When calling a campus phone number from a campus location,
dial only the bolded four- digit extension**

Dial "9" for an outside line from all campus phones

Sign up for text alerts on the Avila website

MOCSA Crisis Line (Metropolitan Organization to Counter Sexual Assault)	816.531.0233
Missouri Mental Health Crisis Line	1.888.279.8188
LGBT National Hotline	888-843-4564
Trans Lifeline	877.565.8860
Trevor Project	1.866.488.7386 or text "START" to 678-678
Suicide Crisis Hotline	988
Crisis Text Hotline	Text "HOME" to 741741

MEDIA INQUIRIES

If approached by the media, please refer them to the
Office of Marketing and Communications at *816-501-2422*.
After hours, please have them contact Campus Safety at *816-985-6079*.

Do not make any other statements. It's ok to tell the media
"I do not have that information right now, please give me your number
and it will be passed on to the appropriate people".