

Safety & Security Guide

In the event of a life-threatening incident, **call 911 first**, and then campus security, if possible, and inform them of your location in the building. A label with Security Office phone number and Room number is located on the light switch in each room.

Threatening Individual / Active Shooter: A.L.I.C.E.



ALERT

Listen for and receive specific information via the campus' announcement system or K-State Alerts. Notify Campus Security at **913-307-7318** or **913-203-3133** or call **911** when safe to do so.



LOCKDOWN

If evacuation is not a safe option, secure in place by locking down or barricading entry points. Get low to the floor, spread out, turn off lights and silence your cell phone.



INFORM

Listen for real-time updates and receive information via K-State Alerts. If you have any critical details, use any means available to pass on real-time information.



COUNTER

As a last resort, distract the shooter's ability to aim accurately. Move toward the exits, make noise, throw objects or fight back.



EVACUATE

Get out of the building when safe and put distance between you and the threat. Do not go to your car; evacuate on foot. Follow police officers instructions. Stay alert for new information.

Inclement Weather



- During inclement weather, updates will be distributed via K-State Alerts, building occupants' email, and the campus announcement system.
- To determine if classes are cancelled or if the building is closed, see olathe.k-state.edu.
- Updates also will be posted on K-State Olathe's Facebook and Twitter sites.

Tornado



- Immediately proceed to the designated storm shelter - **Forum Hall (Room 110)** - or **interior bathrooms or hallways**. See the diagram on the back of the page.
- Stay away from windows and exterior doors.
- Remain in the storm shelter until an **all-clear announcement** is made.

AED



- An Automated External Defibrillator (AED) is located **outside of the Security Office (Room 102)**, adjacent to the Main Lobby.
- When possible, call 911 to report the health emergency.

Fire / Smoke / Explosion



- Follow evacuation announcement to exit the building.
- Immediately evacuate the building.
- Assemble at campus rally points in either parking lot near the Blue Code station.
- Do not return to the building unless instructed by authorities.

Address: 22201 W Innovation Dr. Olathe, KS 66061

Emergency Numbers:

Olathe Police: 911 (9-911 on campus phone)

Security: 913-307-7318. **Cell:** 913-203-3133

Alternate Numbers:

Facilities: 913-307-7309 or 913-307-7374. **Cell:** 913-953-6050

Rally Points: If the situation is safe, go to the BLUE CODE Phones in either the North (Front) or South (back) parking lots. If you have not checked in with a supervisor shortly after the event, please contact the Facilities Department (cell, 913-953-6050).

SIGN UP FOR ALERTS:

Receive text messages about emergency situations at all three campuses by texting **KSTATEVISITOR** to **67283**.



Campus Emergency Map



TORNADO SHELTER



STAIRS



AED



BLUE SAFETY PHONE



EMERGENCY EXIT