

# QUICK REFERENCE GUIDE

## Report an Emergency

### Public Safety

Ext. 5599 | 620-441-5599

LiveSafe App/Alertus Panic  
Or use a campus emergency phone  
9-1-1 from an off campus site

## Violent Intruder/Attack



### Avoid | Deny | Defend

Use the best option for your safety

Be familiar with your surroundings and know your escape routes

**AVOID** starts with your state of mind  
Move away from the source of the threat as quickly as possible  
The more distance and barriers between you and the threat, the better.

**DENY** when getting away is difficult or maybe impossible  
Keep distance between you and the source  
Create barriers to prevent or slow down a threat from getting to you  
Turn the lights off  
Remain out of sight and quiet by hiding behind large objects and silence your phone

**DEFEND** because you have the right to protect yourself  
If you cannot Avoid or Deny, be prepared to defend yourself  
Be aggressive and committed to your actions  
Do not fight fairly

THIS IS ABOUT SURVIVAL

Remember that failure to plan is planning to fail! - Benjamin Franklin

## Bomb Threat



Keep the caller on the phone as long as possible and gather information

Immediately call to report

If threat is on voicemail, do not erase

Look for, but do not disturb unusual objects as you leave, then report

## Fire, Smoke, Explosion



Remove yourself and anyone in immediate danger if safe to do so (assist disabled)  
Activate the fire alarm or call 9-1-1  
Confine the fire by closing doors and windows  
Extinguish if fire is small and you're trained.  
If not, evacuate the area.  
Remember the P.A.S.S. method (Pull, Aim, Squeeze, Sweep)

Do not use elevators

## Medical Emergency



If the injury/illness is life threatening, call 9-1-1

Do not move the person unless necessary

Provide First Aid or CPR if necessary

Administer Naloxone if necessary

Stay until medical assistance arrives

## HazMat/Suspicious Odor



Call Public Safety at 620-441-5599

Secure area and alert others nearby

Evacuate to a safe area

Follow emergency personnel instructions

## Severe Weather



Stay alert to severe weather conditions

If a tornado warning is issued and a threat is imminent, mass notification announcements will instruct the need to take immediate shelter

Stay away from windows and exterior doors

Promptly move to a designated shelter area

Remain in shelter until a warning expiration message is issued via audio, text, or email message

If the facility is damaged, evacuate after the storm passes. Watch for falling debris, downed power lines, gas leaks

Call to report injuries

## Power Outage



Report the outage

Follow emergency notifications

Remain calm and offer assistance to others

Move cautiously to lighted/safe area

Exits should be illuminated

Use your cellphone flashlight feature

## Suspicious Behavior/Persons



Do not let strangers into locked or secured areas

Do not physically confront the person

Move to safe location and call to report

Note person's description and behavior



Where your safety is our priority

Report Campus Emergencies

620-441-5599 | LiveSafe App | Ext. 5599 | security@cowley.edu

Emergency Phones