 KANSAS HEALTH SCIENCE UNIVERSITY	Policy Title:	Building Evacuation Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 2
	Approval Date:	9/23/2020	Effective Date:	5/17/2023	Revision Date:

1. POLICY STATEMENT

The institution is prepared to evacuate the Kansas Health Science University (KHSU)- Kansas College of Osteopathic Medicine (KansasCOM) building or campus and will do so in the event of perceived potential danger.

2. PURPOSE

This policy describes the scenarios that could lead to the evacuation of the building or KHSU-KansasCOM campus and outlines guidance.

3. APPLICABILITY

All KHSU-KansasCOM employees, students, and visitors.

4. DEFINITIONS

N/A

5. PROCEDURES

A campus should be considered for closure when:


- there is a significant physical threat of injury or harm to employees, students, and visitors;
- there is widespread inaccessibility or malfunctioning of transportation systems;
- the local government advises businesses to cease operations; or
- a physical disaster has occurred, and the buildings are uninhabitable.

The KHSU-KansasCOM President and/or designee will evaluate whether classes should be canceled and business operations should close. The decision to close campus will be made for a period of one business day unless there is physical destruction of the building. Each day, a new decision will be made regarding the need to remain closed.

5.1 Building or Campus Evacuation Procedure

In the event of an emergency situation requiring evacuation, designated campus officials will begin a floor-by-floor evacuation of each affected building from the top down. Students, employees, and visitors are instructed to leave personal belongings and evacuate the building quickly.

- **General Evacuation Guidelines and Best Practices:**
 - Building management will provide information and instructions via the emergency alert system throughout the building.
 - Do not use elevators.
 - Do not bring food or drink with you and/or into any stairwell.
 - Do not break windows.
 - Always stay to the right within the stairwell to allow emergency personnel to pass.
 - If applicable, fire escapes should be used as a last resort.
 - All evacuees should muster in the parking lot located at the southeast corner of William and Broadway streets.

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- Campus officials and the assigned floor captains will take attendance at the muster point location.

5.2 Persons Requiring Assistance with Evacuation Procedures

In the event of a building/campus evacuation, local municipal emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to individuals with mobility impairment. In the event danger is imminent and there is no time to wait for municipal personnel, a representative from Human Resources will assist by utilizing one of the following evacuation options for students, employees, and visitors with such impairments:

- **Horizontal Evacuation Option:** Move a safe distance away from the area of imminent danger to another space of the building or the opposite end of the corridor.
- **Stay in Place Evacuation Option:** Unless danger is imminent, remain in a room with an exterior window and, if possible, a closing door. If possible, dial 9-1-1. The individual calling emergency personnel should be prepared to tell the 9-1-1 operator their name, location, and the nature of the emergency.
- **“Buddy System” Evacuation Option:** Individuals with a mobility impairment should make prior arrangements with a student or employee acquaintance (a “Buddy”) of the need for special assistance in the event of a fire alarm or any other situation that may require evacuation. During an evacuation, the “Buddy” should make sure of the individual’s location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building.

Most areas on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some people may need to be alerted to the situation by gestures or by turning the lights on and off repeatedly.

Emergency instructions can also be communicated by verbalizing, mouthing, or by short, explicit written notes. KHSU-KansasCOM employees are encouraged to offer such assistance as appropriate.

6. RELATED DOCUMENTS

- Fire Emergency and Evacuation Procedures
- Emergency Operations Plan (EOP)

7. CONTACTS

- Chief Financial Officer
- Executive Director for Facilities, Security, and Administrative Services
- Human Resources