 <p style="text-align: center;">KANSAS HEALTH SCIENCE UNIVERSITY</p>	Procedure	Fire Emergency Plan & Evacuation Procedures
	Department:	Physical Operations & Security
	Sponsor:	Executive Director for Facilities, Security, and Administrative Services
	Approval Date:	12/15/2021
	Revision Date:	7/12/2024
	Effective Date:	7/12/2024

STANDARD OPERATING PROCEDURE (SOP)

1. PURPOSE

To ensure all KHSU-KansasCOM students, employees, and visitors are apprised of the floor plans, evacuation routes, evacuation assembly locations, drill procedures, and general fire safety. In the event of a fire or a suspected fire, students, employees, and visitors must evacuate the building immediately and shall comply with all evacuation procedures as noted below.


2. RESPONSIBILITIES

- All students, employees, and visitors should be aware of the posted evacuation routes.
- The Office of Student Affairs and Services will educate students on fire safety during campus orientation every August.
- The Office of Human Resources will direct all new employees to the fire safety & evacuation plans available on the [Employee Intranet](#).
- The Executive Director for Facilities, Security, and Administrative Services will ensure there are three unannounced drills every school year to practice Emergency Preparedness, such as escape routes and evacuation plans.
- The Executive Director for Facilities, Security, and Administrative Services will ensure the landlord, through a licensed contractor, checks and tests fire alarm systems, smoke detectors, sprinkler systems, and fire extinguishers each year and ensure the entire KHSU building will maintain effective fire sprinklers and that the fire alarm system is equipped with an automatic dialer to 911.

3. PROCEDURE

In the event of a fire emergency 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.

- Leave firefighting to the professionals.
- Activate the fire alarm (Pull the alarm on your way out of the building if the alarm horn is not already activated).
- Call Campus Security and provide as much information as possible.
- Evacuate from the building quickly and quietly.
 - If the hallway is clear of smoke, walk to the nearest fire exit, evacuate the building, and close the door behind you.
 - Do not use elevators.

 <p style="text-align: center;"> KANSAS HEALTH SCIENCE UNIVERSITY </p>	Procedure	Fire Emergency Plan & Evacuation Procedures
	Department:	Physical Operations & Security
	Sponsor:	Executive Director for Facilities, Security, and Administrative Services
	Approval Date:	12/15/2021
	Revision Date:	7/12/2024
	Effective Date:	7/12/2024


- 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.
- Campus officials and the assigned floor captains will take attendance at the muster point location.
- Persons Requiring Assistance with Evacuation Procedures:

In the event of a fire emergency requiring 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 and Physical Operations and Security 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.

 KANSAS HEALTH SCIENCE UNIVERSITY	Procedure	Fire Emergency Plan & Evacuation Procedures
	Department:	Physical Operations & Security
	Sponsor:	Executive Director for Facilities, Security, and Administrative Services
	Approval Date:	12/15/2021
	Revision Date:	7/12/2024
	Effective Date:	7/12/2024

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.

4. RELATED DOCUMENTS











- Building Evacuation Policy
- Evacuation Routes (see attached)
- Emergency Operations Plan (EOP)

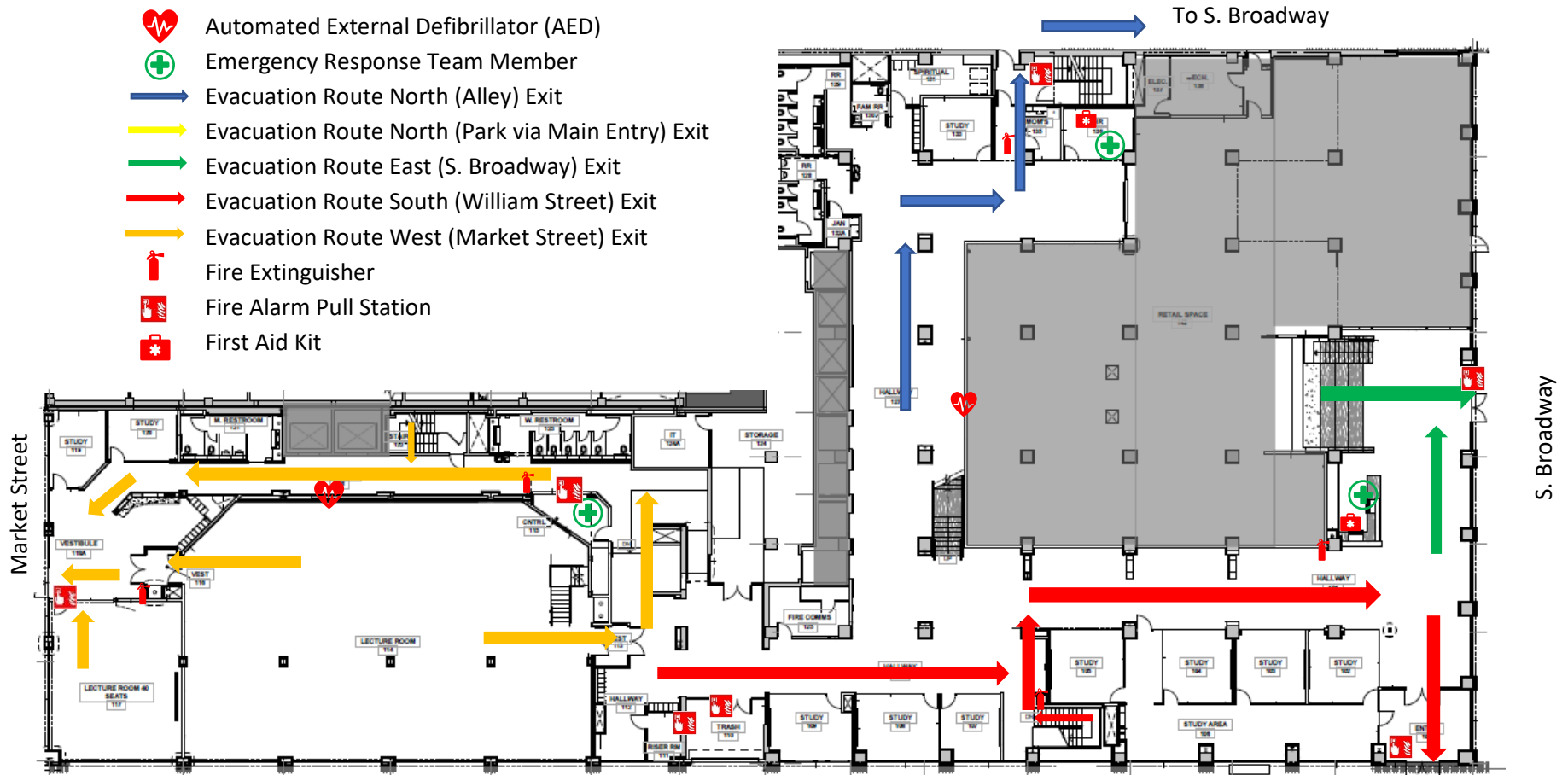
5. CONTACTS

- Executive Director for Facilities, Security, and Administrative Services
- Office of Student Affairs and Services
- Office of Human Resources













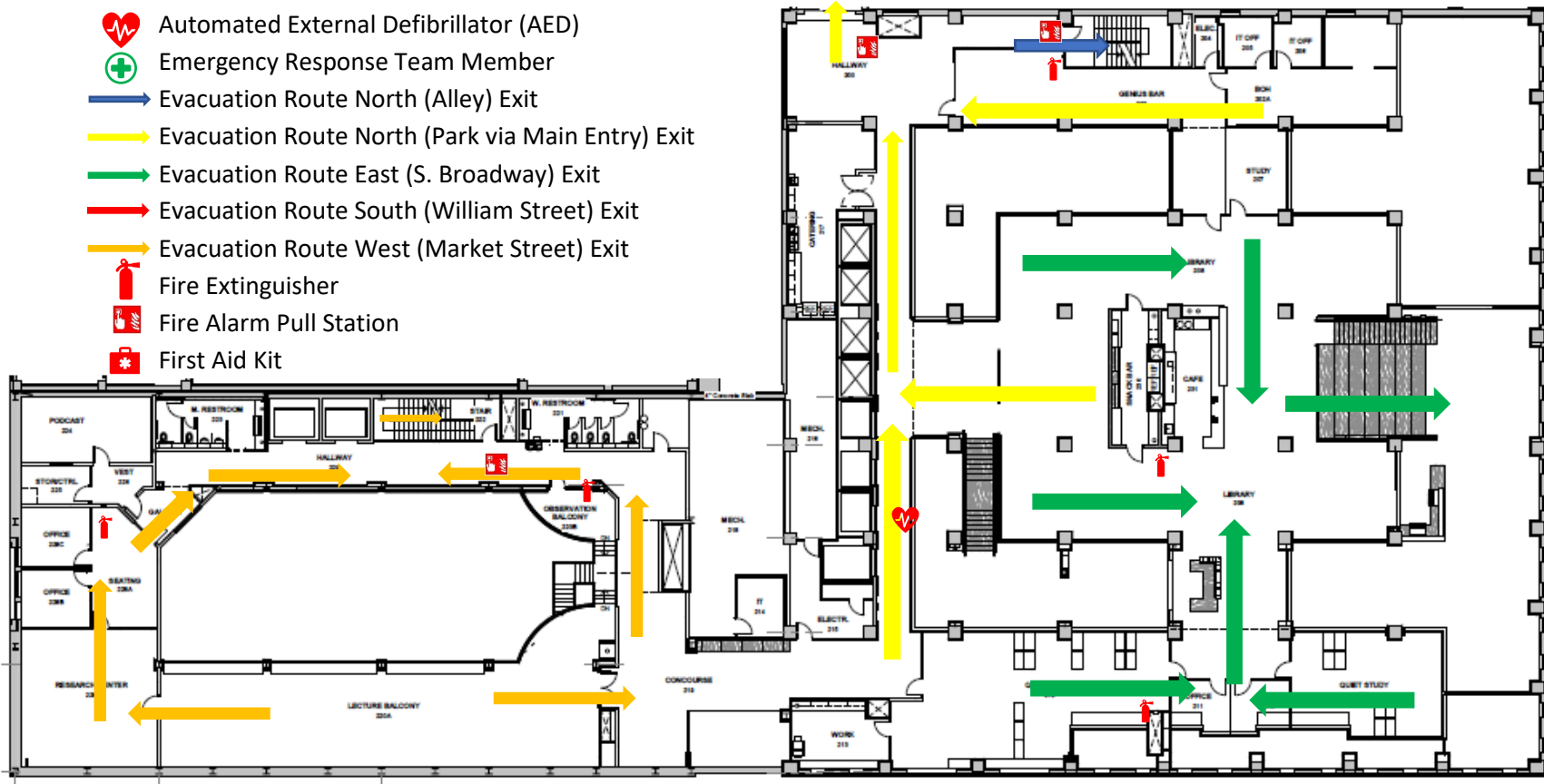
EVACUATION ROUTES – FLOOR 1

-  Automated External Defibrillator (AED)
-  Emergency Response Team Member
-  Evacuation Route North (Alley) Exit
-  Evacuation Route North (Park via Main Entry) Exit
-  Evacuation Route East (S. Broadway) Exit
-  Evacuation Route South (William Street) Exit
-  Evacuation Route West (Market Street) Exit
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  First Aid Kit












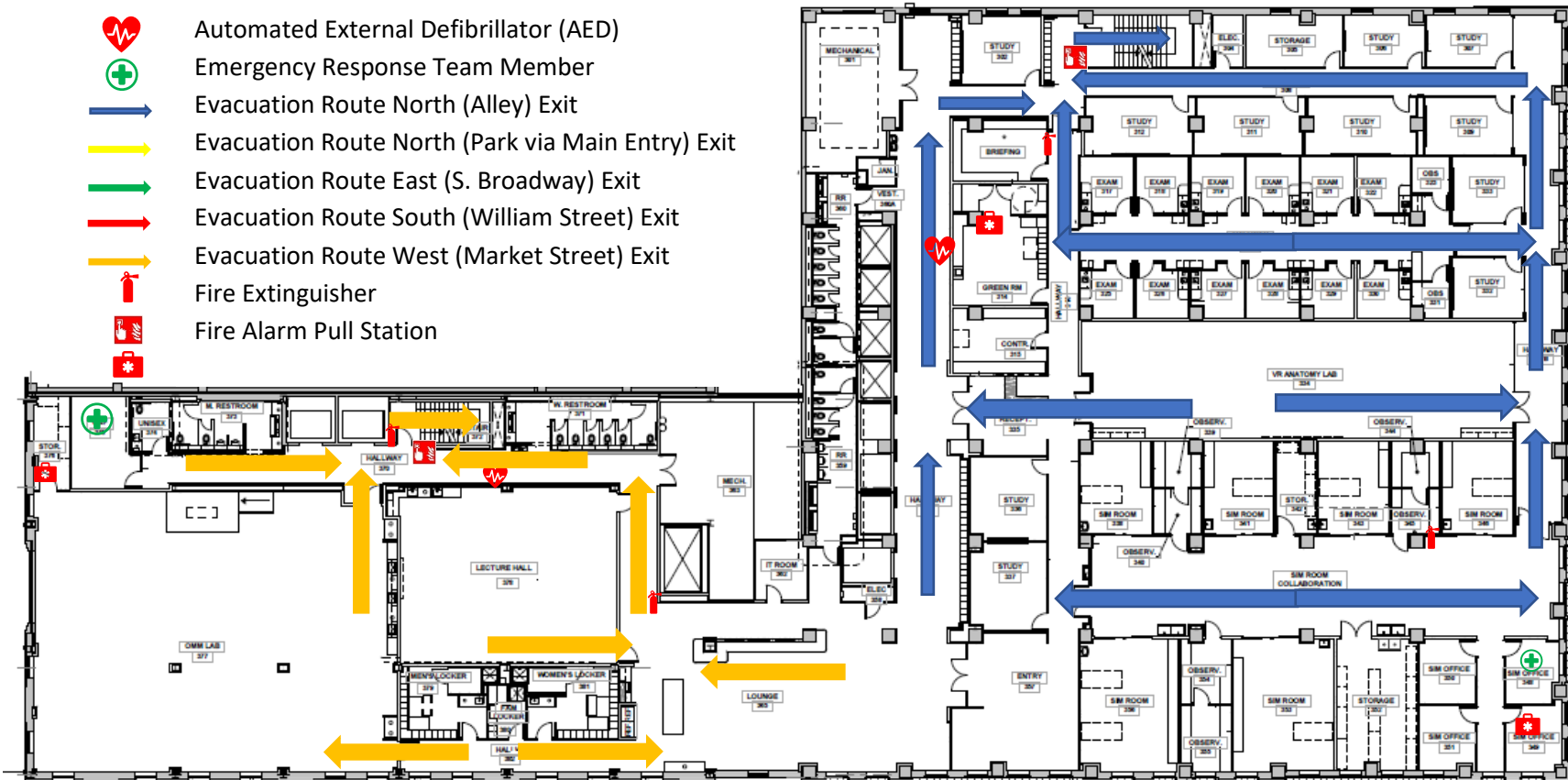
EVACUATION ROUTES – FLOOR 2

-  Automated External Defibrillator (AED)
-  Emergency Response Team Member
-  Evacuation Route North (Alley) Exit
-  Evacuation Route North (Park via Main Entry) Exit
-  Evacuation Route East (S. Broadway) Exit
-  Evacuation Route South (William Street) Exit
-  Evacuation Route West (Market Street) Exit
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  First Aid Kit













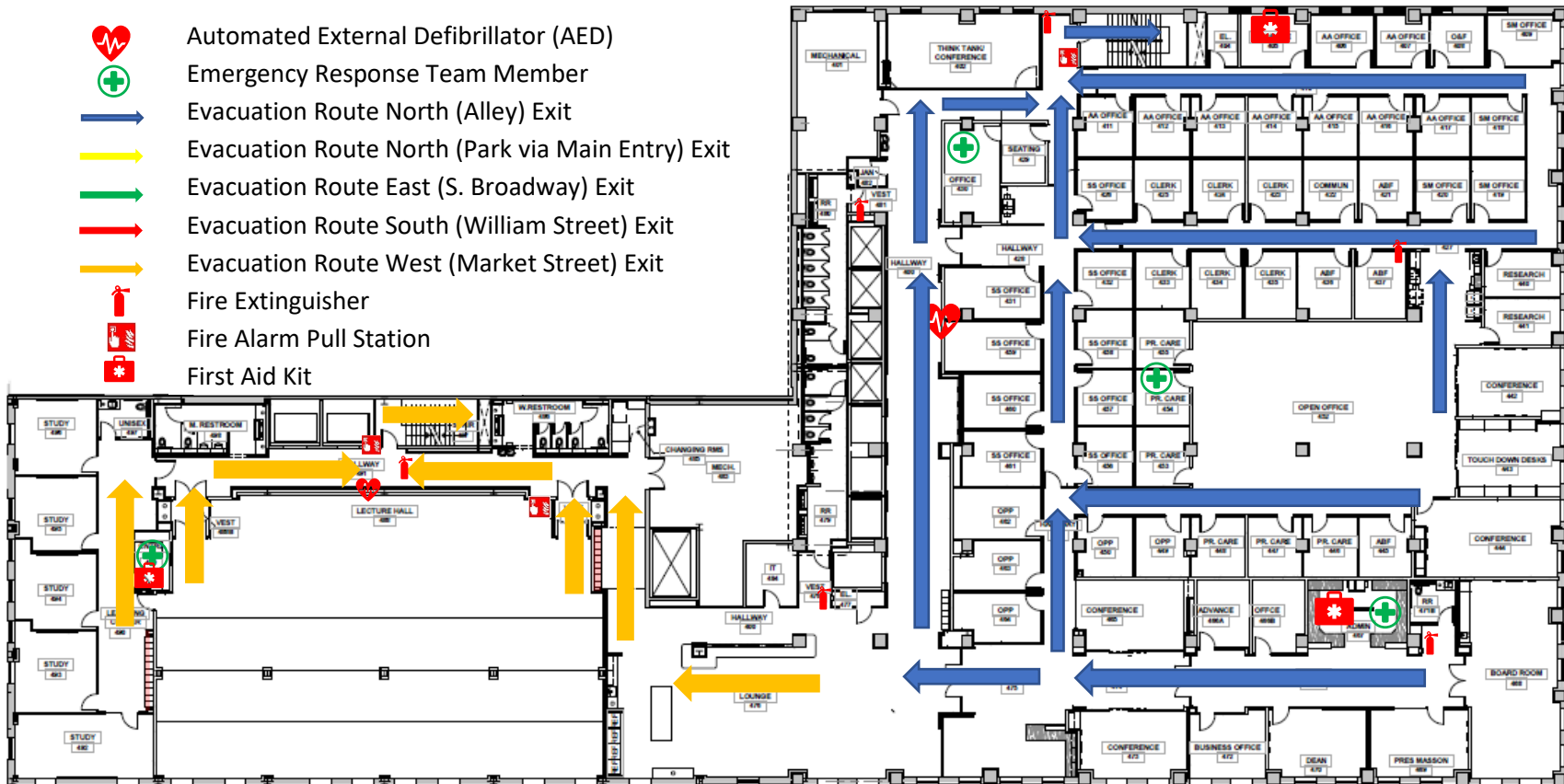
EVACUATION ROUTES – FLOOR 3

-  Automated External Defibrillator (AED)
-  Emergency Response Team Member
-  Evacuation Route North (Alley) Exit
-  Evacuation Route North (Park via Main Entry) Exit
-  Evacuation Route East (S. Broadway) Exit
-  Evacuation Route South (William Street) Exit
-  Evacuation Route West (Market Street) Exit
-  Fire Extinguisher
-  Fire Alarm Pull Station













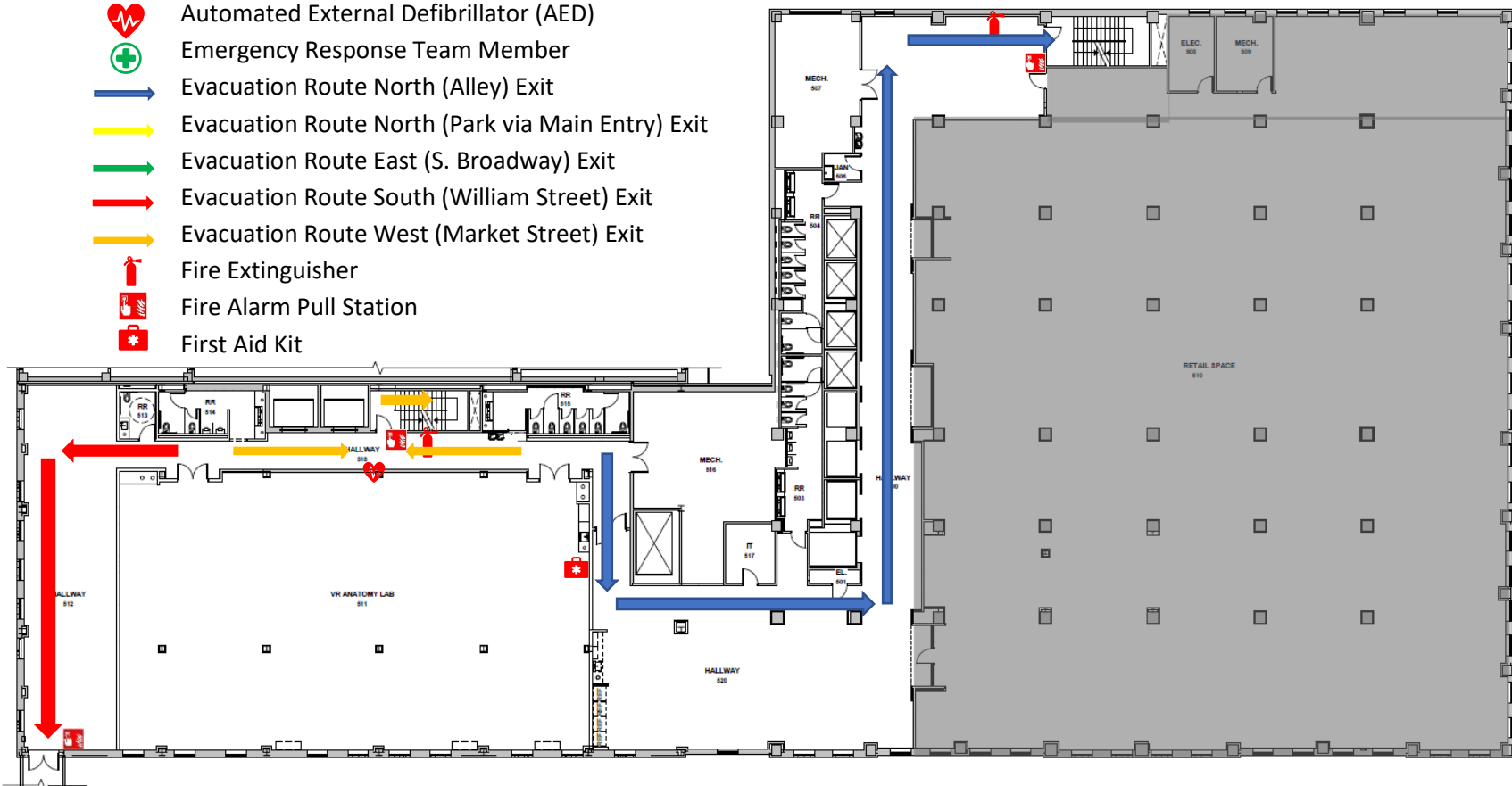
EVACUATION ROUTES – FLOOR 4

-  Automated External Defibrillator (AED)
-  Emergency Response Team Member
-  Evacuation Route North (Alley) Exit
-  Evacuation Route North (Park via Main Entry) Exit
-  Evacuation Route East (S. Broadway) Exit
-  Evacuation Route South (William Street) Exit
-  Evacuation Route West (Market Street) Exit
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  First Aid Kit



EVACUATION ROUTES – FLOOR 5

-  Automated External Defibrillator (AED)
-  Emergency Response Team Member
-  Evacuation Route North (Alley) Exit
-  Evacuation Route North (Park via Main Entry) Exit
-  Evacuation Route East (S. Broadway) Exit
-  Evacuation Route South (William Street) Exit
-  Evacuation Route West (Market Street) Exit
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  First Aid Kit



Skybridge exit to parking garage on William Street.

