SECTION 7

EMERGENCY PROCEDURES
**Emergency Numbers**

To report an emergency on the El Dorado campus, call Security at Facilities Management, ext. 3143, 3144 or 321-7657. Security personnel will respond and, when necessary, additional personnel will be notified by pager to assist.

<table>
<thead>
<tr>
<th>Security</th>
<th>Ext.</th>
<th>3143 or 3144</th>
<th>321-7657</th>
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<tbody>
<tr>
<td>President</td>
<td></td>
<td>3100 or 3101</td>
<td></td>
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<tr>
<td>Vice-President of Academic Affairs</td>
<td></td>
<td>3110 or 3108</td>
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<tr>
<td>Vice-President of Finance</td>
<td></td>
<td>3103 or 3217</td>
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<tr>
<td>Vice-President of Student Services</td>
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<td>3297 or 3298</td>
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**Personal Injury on Campus**

Any time an employee is injured on the job, an *Accident Report* form must be completed. The employee must also report the injury to their supervisor immediately. Injuries reported later than 10 days after the injury could be denied by Worker's Compensation.

If an injury occurs during regular working hours, the following physicians should be contacted for treatment:

<table>
<thead>
<tr>
<th>Dr. Kyle Tipton</th>
<th>El Dorado Clinic, P.A.</th>
<th>---- Dr. Nightengale</th>
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<tbody>
<tr>
<td>123 N. Atchinson</td>
<td>700 W. Central, Suite 205</td>
<td>Dr. Cooper</td>
</tr>
<tr>
<td>El Dorado, KS  67042</td>
<td>El Dorado, KS  67042</td>
<td>Dr. Atwater</td>
</tr>
<tr>
<td>321-2100</td>
<td>321-2010</td>
<td>Dr. Proctor</td>
</tr>
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</table>

Susan B. Allen Memorial Hospital Emergency Room should be used if an appointment cannot be obtained at one of the doctors above, or in major or life threatening situations. Employees at other sites will need to use the closest hospital for emergencies.

**Reporting Crimes**

Whenever criminal activity occurs in College facilities, whether on campus or off, such events are to be reported to Security, Director of Facilities Management, one of the Deans, Vice Presidents or the President immediately. They will determine whether to involve the local police and what steps should be taken to minimize further threat to the affected area. In addition, a written report is to be prepared giving all the details of the event that are known, identifying witnesses, damage, thefts, and any other information which would be helpful in an investigation. Dollar values need to be identified for any materials stolen. This report should be submitted within 24 hours of the discovery of the criminal event and directed to the appropriate personnel. College faculty and staff are encouraged to keep their keys under personal control at all times. Everyone should remain security conscious at all times.
Tornado Shelters

The "alert and take cover" signal is a continuous (3 minute) ringing of the classroom bells and/or a continuous wail of the campus siren. When hearing these signals, immediately move to a shelter area and take cover away from glass and doorways. The "all clear" will be received either by word from administration officials or from the El Dorado Department of Public Safety. All buildings have posted the location of the nearest shelter areas.

Shelter Areas - Butler of El Dorado:

100 Bldg (Media Resource Center, Journalism): Interior core offices, restrooms, central hallway, PR, Grizzly/Lantern area and hallway. NOT Radio Station or exterior facing classrooms. Go to 200 building if time permits.

200 Bldg (Academic and Science): All restrooms, especially on the lower level, interior core offices, and Secretarial Center. NOT outside facing classrooms or lecture hall.

300 Bldg (Vocational Building): All restrooms, storage area and room 314. NO rooms with glass. Go to 500 or 800 buildings if time permits.

400 Bldg (Vocational Building): All restrooms, downstairs classroom and office. NOT any shop or storage areas. Go to 500 or 800 building if time permits.

500 Bldg (Gymnasium): Downstairs locker rooms, sports medicine center, hallways, restrooms, weight room, under stairways and areas away from outside doors. NOT in the main court area or room 537. There should be plenty of room for people during sports events.

600 Bldg (Library): All downstairs restrooms; CIS reading and computer labs, work room, conference room and offices away from windows; Accounts Receivable interior offices; Special Needs offices, and interior core offices, testing room, Hubbard Conference Room, room 633, stairwells and room 601 interior office, if doors are closed. All exterior facing offices should close their doors. DO NOT remain upstairs.

700 Bldg (Fine Arts): The basement area is the best. DO NOT remain in the theatre or stairway area with high ceilings.

800 Bldg (Computer Design and Business): The restrooms and lower level rooms 804(A, B, C) and storage closets.

900 Bldg (Administration): Interior core offices without windows, all restrooms, workroom, vault, copy room. NOT any exterior facing offices.
1000 Bldg (Student Union): All restrooms. DO NOT stay in the cafeteria or bookstore. Go to 700 building if time permits.

West Dormitory: Lower level hallways that do not have windows and doors at the end, stairwells without windows, and inside core rooms, restrooms, and shower area. Cover self with blankets or mattresses. DO NOT stay in upstairs rooms or exterior facing rooms. Go to 700 or 200 building (lower restrooms) if time permits.

East Dormitory: Lower level lobby restrooms, north/south hallways (keep doorways shut) and stairwells. Cover self with blankets or mattresses. DO NOT stay in upstairs rooms, exterior facing rooms, TV lounge or lobby. Go to 700 building (basement) if time permits.

1200 Bldg (Facilities Management): Go to building 400 or 800 to take shelter. In case of extreme emergency, get under a desk in the office area. DO NOT stay in building if possible.

8-Plexes: Go to the basement of the 700 building or the 200 building to take shelter. In case of extreme emergency, take shelter in the restrooms and cover self with blankets and mattresses. Stay away from windows.

1400 Bldg (Agriculture): Leave the building. If there is not time to reach a shelter area, lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

1500 Bldg (Science, Nursing): All downstairs restrooms. DO NOT stay in 2nd floor offices or classrooms. DO NOT stay in lobby or Kansas Room. Go to 500 or 700 building if time permits.

1600 Bldg (Educare Center): Go to student classroom at the northeast corner of the building. Stay away from the doors and windows.

131 N. Haverhill: Go to vault, restrooms, hallway and east restroom, kitchen area. Close doors to exterior offices, get under table in conference room.

Caught in the open: Lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

ALWAYS KEEP CALM AND USE YOUR COMMON SENSE
**Fire Safety**
If a fire is confirmed by visual flames or smoke, immediately pull the nearest building alarm handle found by the exit doors and vacate the building, contact Facilities Management and/or 911 if there is no answer. If there are no flames or smoke visible, contact Facilities Management at extensions 3143 or 3144 immediately so that they may investigate.

**Bomb Threat**
In the event that a bomb threat phone call is received, stay calm. Attempt to keep the caller on the phone as long as possible and ask questions based on the perceived interests of the caller. Try to mentally record the age, sex, voice qualities, etc. of the caller. Get any information about the location, type of explosive, detonation time, etc. that is possible.

If possible, pass a written note to another person to call 911 and Security. Immediately notify Facilities Management/Security at extensions 3143, 3144. Notify the President's office at extension 3100 or 3101.