**Emergency Action Plan**

The Program Director should develop and distribute an Emergency Action Plan to adult staff / chaperones. KU Lawrence Campus Alerts: <http://alerts.ku.edu/> is an excellent resource for planning.

An emergency action plan should:

* List emergency contact information.
* Provide notification procedures.
* Location of and who has access to Health / Permission forms if needed.
* Designate specific gathering points (day / night), so youth can be accounted for.
* Give the steps for dealing with common emergencies like severe weather or a lost person.
* Note what type of medical personnel / equipment is on-site / available on campus.

**KU’s emergency notification system**

The University of Kansas – Lawrence Campus utilizes a range of tools to keep students, faculty, staff and visitors informed in the event of an emergency that could affect their health and safety. These tools include text messaging, public address speakers, email, Twitter, and the Campus Alerts webpage.

The Lawrence Campus Alerts website has extended information but the following are good reminders.

**Weather Emergencies Definitions:**

A severe thunderstorm watch is issued by the National Weather Service whenever weather conditions are favorable for the development of severe thunderstorms or tornadoes, respectively, in and close to the watch area.

A severe thunderstorm warning is issued when a severe thunderstorm is detected by radar or a spotter reports a thunderstorm producing at least 1 inch hail or 58 mph winds. In case of a severe thunderstorm watch or warning:

* Be alert to the possibility of high winds and/or hail. Also, be aware that severe thunderstorms can produce tornadoes with little or no advanced warning. Should a storm develop, move away from windows exposed to the impact of high winds into a protected area of a hallway or interior room until the danger is past.

A Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area.

A Tornado Warning is issued when a tornado has been detected on radar or is sighted by a weather spotter.

For weather emergencies be sure that your adult staff and youth participants have the following basic information:

If you are in a building:

* Stay indoors.
* Go to the lowest floor in the building.
* Stay in the interior hallways
* Keep away from exterior doors and windows. Put as many walls between you and the outside
* In cases of tornado warnings, get under a sturdy table or piece of furniture if possible and always protect your head and neck with your arms.
* Stay with other program participants and listen to adult staff instructions
* Remain there until the all clear is given by local radio stations (KANU/KLWN), police or other official sources of information. In university buildings equipped with voice emergency warning systems, an all-clear message will be activated when an official all-clear has been issued for Lawrence.

If you are outside when a tornado warning is issued and/or the sirens are sounding:

* Take cover in a pre-designated shelter or the lowest level of a building.
* If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head with your hands.

**Siren testing:**

The Douglas County Emergency Management Office tests the outdoor warning siren system on a regular basis. The test occurs at noon on the first Monday during the months of August-February and on the first and third Monday during the months of March-July. Tests are cancelled for potential or occurring severe weather and in the event of extreme cold or ice on the sirens.

In March, siren activation is done as part of a statewide tornado drill in conjunction with Severe Weather Awareness Week. These drills are typically conducted on Tuesday or Thursday afternoon.

**Sounding of sirens:**

The outdoor warning sirens for any or all of the cities in Douglas County are activated when the National Weather Service issues a tornado warning or when a local determination is made that a tornado threat to the area exists. This determination is made by Douglas County Emergency Management staff and will be based upon evaluation of all available information. This may include, but is not limited to, National Weather Service watch and/or warning text, weather radar and reports from trained weather spotters or law enforcement officers.

Anytime you hear the sirens sound, it means to take immediate safety precautions. Listen to a NOAA weather radio or local media for updates. In Lawrence, local stations are KLWN 1320 AM and KANU 91.5 FM. Note: There is NO all-clear siren.

**Fire**

**If you discover a fire:**

* Manually activate the building's fire alarm system.
* Immediately evacuate the building, closing doors and windows behind you.
* **DO NOT USE THE ELEVATORS.**
* Locate people with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
* Report to your “PROGRAMS” designated gathering point to be accounted for.
* **Call 911.**

Once the fire alarm is activated:

* Walk quickly to the nearest exit. Do not use the elevators.
* If you are able, help those who need special assistance.
* Notify fire personnel if you think someone might still be in the building.
* Gather away from the building and emergency responders at a pre-designated location. DO NOT re-enter the building until the fire department has cleared the scene.

If caught in smoke:

* Do not breathe the smoke.
* Drop to your knees and crawl to the closest safe exit.
* Breathe through your nose and use a shirt or towel to breathe through, if possible.

**Medical Emergencies:**

What to do:

* Remain calm
* Call 911
* Provide dispatchers with your name, location (address, building name, floor and/or room number) and nature of the medical emergency.
* Stay on the phone and follow dispatcher’s instructions.
* Stay with the patient
* Have another person go outside to meet the emergency responders to provide directions back to the situation

**Important Phone Numbers**

Police or Fire/Medical: Call 911

Public Safety Office: (785) 864.5900

Watkins Health Services: (785) 864.9500

Institutional Opportunity & Access: (785) 864.6414

Urgent care is an injury or illness that is not life threatening but requires immediate care. Contact Watkins Health Services at Watkins Memorial Health Center for on-campus urgent care services.

**Youth Participant Health / Permission Forms**

* Know who is maintaining forms so they can be transported with (or as soon as possible) the participant needing attention.