

KANSAS DEPARTMENT ON AGING

SUBJECT: Emergency Procedure Plan	EFFECTIVE: 7/31/98 UPDATED: 3/10/2010
503 Kansas Ave	
INFORMATION CONTACT: Kathleen Dudney 785-296-2917	
APPROVED:	

POLICY STATEMENT:

A warning plan and guide to establish evacuation procedures for emergencies and disasters is available. A copy of this guide can be obtained from the Division of Facilities Management for every Capitol Complex office and building.

DEFINITIONS:

Floor Monitor: The individual that is responsible for initiating emergency procedures for a specific floor. One or more Alternates will also be available in the event the Floor Monitor is absent.

Floor Captain: Individuals designated to be contacted by the Floor Monitor and who are responsible for informing personnel of their assigned areas in an emergency. One or more Alternates will be available in the event the Floor Captain is absent.

Buddy Assistants: An Agency employee who is previously selected by and agrees to assist a specific employee who requires help during building evacuations.

Evacuation Assistants: Agency employees who have volunteered to assist an employee or visitor who needs physical assistance to exit the floor or building during an emergency. These volunteers must be trained in use of the evacuation chair.

Alternates: Individuals, who, in the absence of the Floor Monitor, Floor Captains, Buddy Assistants, or Evacuation Assistants assume the duties of the Floor Monitor, Floor Captains, Buddy Assistants or Evacuation Assistants.

Warning Plans: Emergency warning plans include plans for; severe weather, fire, utility failures, bomb threats, chemical spills, or other threats to the safety of State of Kansas employees and visitors.

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RESPONSIBILITIES:

Floor Monitors, Floor Captains, Buddy Assistants, Evacuation Assistants and Alternates are responsible for prompt and expedient performance of the duties outlined. The Floor Monitor and Floor Captain will be identified by wearing an orange vest.

- Maintain an operational flashlight and urge each employee they notify to have a flashlight available.
- Notify employees of the need to move to the assigned protected area or to evacuate.
- Ensure the safe and orderly exit of personnel under their jurisdiction to the protected areas, including employees and visitors who need additional assistance.
- Buddy Assistants are to help an Agency employee who has previously selected them, and who requires help during building evacuations.
- Evacuation Assistants are to provide assistance for employees who need additional assistance.
- Ensure that all employees needing assistance from a Buddy Assistant or Evacuation Assistant have been safely evacuated from the building.
- Ensure that all offices have been vacated.
- In case of injury, or any other emergency, notify the Capitol Police at **296-1111**.

Persons Needing Assistance in emergency situations will notify their Floor Captains. Prearrangements by the employee requiring assistance will be made for Buddy Assistants to assist each disabled person with evacuation procedures.

The Division of Facilities Management will provide a warning plan and evacuation training for the Floor Monitors, Floor Captains, Buddy Assistants, Evacuation Assistants and Alternates. A list of the Floor Monitors, Floor Captains, Buddy Assistants, Evacuation Assistants and Alternates will be maintained and updated.

The Building Safety/Security Committee will review the warning plan annually and update building safety procedures.

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EMERGENCY SITUATIONS:

Fire and life/safety situations may come to the attention of any employee at any time. For immediate response, call CAPITOL POLICE for any emergency situations:

Police 296-1111 Medical 296-1111
Fire 296-1111 Ambulance 296-1111

Give Capitol Police the building location, floor and room number of the emergency, along with the name of a contact person. Stay on the line until help arrives. Capitol Police will make the call to 911 or other appropriate numbers.

NOTE: In case of a major medical emergency, go ahead and notify 911 yourself also. It is better to be safe than sorry!

INJURY or SUDDEN ILLNESS:

Should an injury or illness occur, i.e., (breathing problem, chest pain, profuse bleeding, unconsciousness, etc.) immediately call **911** and request an ambulance, then notify Capitol Police at **296-1111**. EMERGENCY!

Capitol Police at **296-1111** will provide emergency assistance for the Capitol Complex. The Capitol Police will automatically notify American Medical Response and the Topeka Fire Department.

SEVERE WEATHER WARNING:

Warnings will be issued for any portion of Shawnee County. You will be asked to move to a place of safety and wait for further information or the all clear. Floor Monitors, Floor Captains, and Evacuation/Buddy Assistants, will notify employees of the warning and will review the procedures for taking cover.

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TORNADO WARNING BULLETIN:

During periods of severe thunderstorm conditions, a tornado can develop quite rapidly. So quickly, in fact, that the Weather Bureau will ask that the "take cover sirens" be sounded on the basis of individual sightings. The weather alert radios will alert to tornado warning issued by the Weather Bureau. When the sirens sound or when notified by Capitol Police, take your flashlight and immediately move to the basement, south side.

The Capitol Police Office is designated as the master control center for the reporting of severe weather.

Upon receipt of a Tornado warning, all personnel should proceed to the protected area in the south portion of the basement.

PERSONNEL WILL NOT LEAVE THE PROTECTED AREA DURING THE ALERT. All personnel will stay in their assigned protected area until the severe weather threat has passed. Lobby doors should be closed. Personnel should stay away from doors and windows because of the possibility of flying debris. The restrooms and any small interior rooms provide the greatest protection.

If there is no damage to the building after severe weather has passed, and the authorized "all clear" has been received from the Weather Bureau then all personnel will return to their normal work areas.

If there is damage to the building, all personnel will remain in protected areas until released by Floor Captains or a Capitol Police Officer.

FIRE EMERGENCY:

Anyone detecting a fire should immediately activate a fire alarm then evacuate the building. Personal safety comes before buildings or equipment. Have someone notify the Capitol Police at **296-1111 and call 911.**

Floor Monitors, Floor Captains, and Evacuation/Buddy Assistants, are responsible for informing all personnel in their jurisdiction of the need for evacuation, and will ensure that all offices have been evacuated.

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Evacuation will be initiated by the fire alarm system. Employees should proceed to the nearest primary stairwell or fire exit. **DO NOT attempt to use the elevators, since the fire alarm deactivates them.**

When evacuating the building, move down the stairs in a quick and orderly fashion. When outside, move quickly to your assembly place in the U.S. Post Office Building at 424 S. Kansas Ave to provide unrestricted access for emergency personnel and to ensure the safety of employees.

The Buddy Assistants shall ensure to the best of their ability that their assigned person is provided the assistance that he/she has requested.

The Capitol Police will notify everyone of the “all clear.”

BOMB THREAT:

While receiving a bomb threat, if possible, alert someone to call the Capitol Police at 296-1111. Otherwise, notify Capitol Police yourself upon completion of the call and bomb threat checklist. **DO NOT** hang up the phone.

Notify the Director or Deputy Director of your agency. A thorough search for suspicious packages or objects will be conducted by trained personnel (Floor Monitors, Floor Captains, etc.)

Unusual, suspicious, or unknown packages or containers should be reported to Capitol Police at 296-1111. **Do not touch or move the suspected packages.** Authorized personnel will provide the inspection (Topeka Police, MTAA, Fort Riley, etc.).

The decision to evacuate will be made by the Division of Facilities Management Director, or the Capitol Police. When the decision to evacuate has been made, follow instructions and proceed to your primary exit. Have visitors accompany you and take all personal items with you when you evacuate. Proceed to 424 S. Kansas Ave, U.S. Post Office Building.

Floor Monitors, Floor Captains, Buddy Assistants and Evacuation Assistants, will provide the Capitol Police with whatever assistance is requested.

If the decision is made to search **without** evacuating, trained agency personnel (Floor Monitors, Floor Captains, etc..) will make a prompt and thorough search of their respective work areas.

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UTILITY FAILURES:

In case of a power outage or other utility failure, all employees are to remain at their assigned work areas. Employees should avoid moving into other dangerous areas.

Floor Monitors will instruct employees of any alternate action to be followed, according to information they receive from the Capitol Police.

CHEMICAL SPILLS

Report any chemical spills to the Capitol Police at **296-1111 EMERGENCY**.

Respond to information provided to the Floor Monitor by the Capitol Police.

Move to a place of safety or exit the building as advised by the Floor Monitor or the Capitol Police.

Do not re-enter the affected area until determined safe by the Capitol Police.

OTHER EMERGENCY SITUATIONS:

Notify the Capitol Police at **296-1111** for any other type of emergency. The Floor Monitor and Floor Captains will advise the employees of the action to be taken.

Other emergency situations include, but are not limited to, such things as violence in the workplace, being threatened by another employee or citizen, a suspicious person in the building, thefts, or anything out of the ordinary that the Capitol Police should know.

VITAL RECORDS:

Clerical staff will close files and take diskettes with them when they evacuate. Evacuation will proceed as the first priority.

The Office Manager or designee will maintain backup diskettes daily for word processing, database, and spreadsheet files and take them along as part of any emergency evacuation.

EVACUATION PROCEDURES:

If it is necessary to evacuate the building or any part of the building, the primary or secondary stairwells or passageways, should be used. **DO NOT ATTEMPT TO USE THE ELEVATORS.**

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IN ALL CASES, EMPLOYEES SHOULD PROCEED TO THE NEAREST EXIT.

All employees should go IMMEDIATELY to the assigned evacuation location, U.S. Post Office Building at 424 S. Kansas Ave.

When evacuating the building move down the stairs in a quick and orderly fashion. When outside, move quickly to your assembly place.

EMPLOYEES NEEDING ASSISTANCE EVACUATING BUILDING:

If an employee or visitor needs assistance in evacuating the building please contact a disaster team member for your floor. An evac chair is located on each floor in a designated area to provide assistance in evacuating the building. Persons volunteering to be an Evacuation Assistant MUST be trained in the use of the Evac. Chair.

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EVACUATION PLAN:
Location: 503 Kansas

FIRST FLOOR

First Floor Monitor:	Adam Moon	296-6540
First Floor Captain:	Susan Fout	296-6029
First Floor Buddy Assistant:	Julie Ames	296-0126
First Floor Evacuation Assistants:	Darrell Elliott	296-0377
	Katie Glendening	296-6295
Alternates:		
Floor Monitor -	Kathryn Wawasuck	296-0373
Floor Captain -	Al Gutierrez	296-1247
Buddy Assistants –	MaryJane Kennedy	296-1265
Evacuation Assistants -	Rita Bailey	296-1259
	Tina Lewis	296-1260

SECOND FLOOR

Second Floor Monitor:	Kathleen Dudney	296-2917
Second Floor Captain:	Brad Ridley	296-6455
Second Floor Buddy Assistant:	Yvonne Etzel	296-6446
Second Floor Evacuation Assistants:	George Dugger	368-7421
	Chris Brooke	296-8617
Alternates:		
Floor Monitor -	Greg Wright	296-0768
Floor Captain -	Bob Parker	296-4037
Buddy Assistants –	Patsy Samson	296-0378
Evacuation Assistants -	Heidi Burris	368-7327
	Tina Morris	296-1260

THIRD FLOOR

Third Floor Monitor:	Deb Schwarz	296-3591
Third Floor Captain:	David Halferty	296-8620
Third Floor Buddy Assistant:	Joyce Smith	291-3356
Third Floor Evacuation Assistants:	Sue Schuster	296-0895
Alternates:		
Floor Monitor -	Bill McDaniel	296-0700
Floor Captain -	Roxanne DeGraw	368-6665
Buddy Assistants –	Valerie Merrow	296-6454
Evacuation Assistants -	Amanda Barta	368-6685
	Todd Haug	296-5544
	Krista Engel	296-0385

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The emergency evacuation of the Kansas Department on Aging will require that each designated Floor Captain notify the employees on their assigned floor.

First Floor Notification List

Michelle Hickling	296-3695	102	Mike Graves	296-0130	151-A
Greg Reser	291-3374	103	Pamela Lowry	296-0130	151-B
Susan Fout	296-6029	104	Cheryl Shepherd	296-0130	151-C
Patty Brown	296-1269	105	Karla Vaughan	296-0130	152-A
Helen Shewey	296-3728	106	Marianne Cameron	215-2762	152-C
Ernie Beery	296-6458	107	Dolores Gilliland	296-1252	152-E
Mary Jane Kennedy	296-1265	108	Barbara Ferrell	296-0132	152-F
Carolyn Anderson	296-3159	109	Denise Brull	296-0130	153-A
Ross McClain	296-4087	117	Mary Omodt	296-0857	153-A
Henry Mace	296-5875	118	Lisa Hauptman	296-0129	153-B
Mike Branam	296-4606	119	Dianna Swords	296-1257	153-C
Shelly Finson	296-1933	122	Eva Kennedy	296-0128	153-D
Jason McKinzie	296-6538	123	Jacqueline Smith	296-0130	154-C
Sandy Turner	296-5663	124	Audrey Sunderraj	296-1023	160
Scott Lein	296-5664	125	Susan Dannels	296-1256	163
Jo Bauer	291-3450	126	Sandra Dickison	296-1245	164
Jeff Burkhart	296-1243	127	Caryl Gill	296-4222	165
Kelvin Flory	296-6270	129	Vera Van Bruggen	296-1246	166
Deby Zimmerman	296-6459	130	Katie Glendening	296-6295	167
Dan Peterson	296-5914	132	Darrell Elliott	296-0377	168
Kathryn Wahwasuck	296-0373	133	Janet Boskill	296-6319	170
Logan Reynolds	296-0368	134	Tina Langley	368-7331	171
Kathie Jack	296-1261	135	Ruth Jenkins	296-3238	174
Rita Bailey	296-1259	136	Adam Moon	296-6540	177
Julie Ames	296-0126	137	Irina Strakhova	368-7055	182
LaNae Workman	296-1282	138			
Donna Deason	296-1248	140			
Tina Lewis	296-1260	143			

Second Floor Notification List

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Susan Andrews	296-0237	201	Carri Carr	296-1985	231
Sheila Denny	368-6680	202	Jana Winter	296-6530	232
Greg Wright	296-0768	203	Ann Campbell	296-1298	233
Carmen Sellens	296-6361	204	Shannon Taylor	368-7328	234
Jodi Flower	368-6679	207	Cathy Kinder	296-0975	235
Legal Intern	296-8457	212	Marva Williams	291-3357	241
Diane Slover	296-5831	213	Silver Haired Leg.	368-7326	242
Joann Corpstein	368-7228	214	Karen Hollon	296-6416	243
Traci Ward	296-0447	216	Shirley Reed	296-6453	244
Marty Kennedy, Secretary	296-5222	217	Marcy Watson	296-6450	246
Barbara Conant	296-6154	222	George Dugger	368-7421	247
Patsy Samson	296-0378	223	Julie Anderson	296-5667	249
Heidi Burris	368-7327	224	Chris Brooke	296-8617	250
Bob Parker	296-4037	225	Brad Ridley	296-6455	251
Alice Knatt	296-6464	226	Kathleen Dudley	296-2917	253
Tina Morris	296-1411	227	Sarah Saltzman	296-1224	252
Mary Shivers	296-1038	229	Karen Sipes	368-7196	262

Third Floor Notification List

Sue Schuster	296-0895	301	Wayne Davis	296-0807	319
Dwane Kratochvil	296-3516	302	Blanche Parks	296-0463	320
Kathy Ellis	296-0387	303	Roxanne DeGraw	368-6665	321
Lorna McFarren	291-3359	304	Bill McDaniel	296-0700	322
Deb Schwarz	296-3591	305	Wilda Davison	368-7215	323
Galen Rhoades	291-3360	308	Andrea Gould	296-0270	324
Sharon Dabzadeh	291-3806	309	Krista Engel	296-0385	325
Matt Ball	296-7147	310	Jennifer Springer	296-6448	327
Delres Tibbits	296-1821	311	Angel Nott	368-7323	328
Chris Chase	296-0703	312	Joyce Smith	291-3356	329
David Halferty	296-8620	313	Vern Norwood	291-3358	335
Amanda Barta	368-6685	314	Tamara Tiemann	296-6445	337
Suzanne Griffin	296-0384	315	Yvonne Viator	368-7324	338
Valerie Merrow	296-6454	316	Todd Haug	296-5544	339
Kim Komarek	368-6487	317	Chris Goodman	296-1492	341
Patty Kruzel	296-2535	318			