



JOHNSON COUNTY™
COMMUNITY COLLEGE

Emergency Response Plan

Desk Reference Guide

September 2014



KEEPING OUR PEOPLE SAFE



A Message from the President

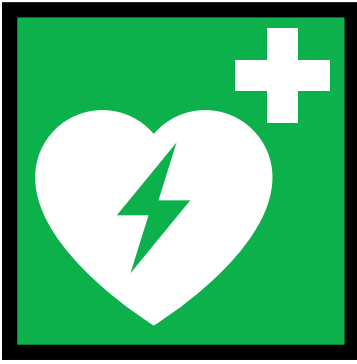
Emergencies can happen anytime and anywhere. The safety and security of our students, faculty and staff is crucial. In this desk reference guide are procedures that will help you know what to do in an emergency. While I hope we never have to use it, it's always best to be prepared. So please take a few moments to review the steps you should take in different kinds of crisis situations.

Planning for emergencies is everyone's responsibility. In our communities, on campus, at work, at home, we all need to

know what to do and where to go. Being prepared for an emergency ahead of time can help protect you, your family, friends and peers.

Please join me in the efforts to "Keep Our People Safe" at JCCC.

Joseph M. Sopcich
Dr. Joseph Sopcich
President



Automated External Defibrillator (AED) Locations

AEDs are located in each building on campus and in police vehicles. To locate the nearest AED, check the listing online by visiting the JCCC police Web page or see the campus map at the end of this guide. Look for:



First Aid Supplies

First Aid supplies are strategically located in each building. To locate supplies, ask at any office in the building or check the listing online at the JCCC police Web page. Campus Police, ext. 4112, will also have a listing of locations with First Aid supplies. If an injury is severe, dial **ext. 4111 or 913-469-2500** immediately. All injuries should be properly reported. (see Illnesses – Injuries – Accidents)



To report an emergency:

Call the JCCC Campus Police Department at **ext. 4111** from any campus phone or from a cell phone dial **913-469-2500**, (direct line). Campus police dispatchers will promptly answer your call 24 hours a day, 7 days a week and will notify the appropriate personnel or authorities.

913-339-6699 TDD/TTY.

Off-campus sites should dial **911** directly and notify campus police when appropriate to do so.

When you call, give your name, telephone number and location, and the nature and location of the emergency.

Don't hang up until the person answering the call ends the conversation.

If you need assistance, and there is no emergency, call **ext. 4112**.

All **media inquiries** should be directed to the Office of College Information and Publications at ext. 3120 or ext. 3425.



KOPS WATCH – Keeping Our People Safe

JCCC has established a confidential reporting site for students, staff, faculty and visitors to report strange or unusual behavior on any college-owned or college-operated facility or at any college-sponsored event or activity, either on or off campus. This includes service-learning trips, internship experiences or any off-campus JCCC-sponsored gathering of students. A website has been developed at **www.jccc.edu** (enter **KOPS** in

the search window) or dial 1-888-258-3230 to report information in the following categories:

- Welfare alert (concern for student)
- Violent behavior
- Substance abuse or use
- Unusual or erratic behavior
- Discrimination or harassment
- Criminal activity on or near the JCCC campus

Do not use this site to report events presenting an immediate threat to life or property. Such reports submitted through this service may not receive an immediate response. If you require emergency assistance, contact the JCCC Campus Police Department at **ext. 4111 or 913-469-2500** immediately. If you are off campus, contact 911.

Elevator Malfunction

1. If you **become trapped in an elevator**, use the emergency telephone within the elevator car.

Remain calm.

Activate the on-board emergency telephone, which notifies the JCCC Campus Police Department OR call 913-469-2500 from a cell phone.

Assist in keeping occupants calm and wait for help to arrive.

Do not try to force open an elevator door.

Do not crawl out of an elevator without assistance from authorized personnel.

2. If you are **not inside the elevator** but hear a problem or a person in need of help, please take the following actions:

Call **ext. 4111** from a campus phone or call **913-469-2500** from a cell phone to notify the JCCC Campus Police Department.

Give the police dispatcher the following information:

Name of building, your name and cell phone number (if applicable).

Location within the building of malfunctioning elevator.

Where the elevator car is stopped, if known.

Whether a medical emergency exists.

Before you hang up, make sure the dispatcher has all the information they need.

Try to keep the occupants calm and wait for help to arrive.

Illnesses – Injuries – Accidents

Whenever an individual is injured or becomes ill, if it is safe to do so respond promptly and properly to ensure the individual receives the appropriate medical attention.

1. If the injury/illness is serious or life threatening, immediately contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** if you are at an **off-campus** location dial **911**.
2. Do not move the person unless it is necessary for safety reasons.
3. Protect the person from unnecessary manipulation and disturbance.
4. Begin CPR and other first aid measures as appropriate.
5. Stay with the person until advanced medical assistance arrives.

If the injury/illness is not serious or life threatening, ask the individual what assistance is needed. Also contact the JCCC Campus Police Department at **ext. 4111** to assist to the extent requested by the affected individual.

Employees who suffer an on-the-job injury/illness should remember the following:

Regardless of severity, promptly report all on-the-job injuries/illnesses immediately to your supervisor AND Insurance and Risk Management (ext. 2508).

- In **emergency** situations, immediately call the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** if you are at an off-campus location dial **911**. As soon as reasonably possible, contact Insurance and Risk Management (ext. 2508) to file the Workers Compensation Incident Form and obtain additional instructions/information.
- In **non-emergency** situations, notify Insurance and Risk Management (ext. 2508), file the Workers' Compensation Incident Form and secure a referral to the appropriate medical facility.
- Although some on-the-job injuries/illnesses may not require medical attention, always promptly report all on-the-job illnesses/injuries and file the Workers' Compensation Incident Form in the event you need medical treatment at a later date.

The Workers' Compensation Incident Form can be found in the Infoshare toolbox under forms.

Utility Emergencies

The procedures listed below should be used in the event of an emergency or interruption of service involving any of the following utilities.

Power Outage — Electricity

During normal business hours (M-F, 8 a.m.-5 p.m.) contact Campus Services at **ext. 3710** or Campus Police at **ext. 4111** or **913-469-2500**.

After normal business hours contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500**.

Remain calm. Stay where you are unless you are in an unlit area, proceed cautiously to an area that has emergency lighting. Provide assistance to others in your immediate area that may be unfamiliar with the space.

Do not evacuate or dismiss employees or students unless told to do so and if no other danger exists. In most cases, power will be restored or classes will be relocated to another area with power.

Water Service Interruptions

During normal business hours (M-F, 8 a.m.-5 p.m.) contact Campus Services at **ext. 3710** or Campus Police at **ext. 4111** or **913-469-2500**.

After normal business hours contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500**.

Gas

Though JCCC is primarily an all-electric facility, some buildings do have gas service to support the various educational programs or campus services. If you smell gas within any building:

If evacuation is deemed necessary, direct all occupants to leave the building and move a safe distance away.

While exiting the building, do not use telephones, handheld radios, electrical switches or any device that might trigger an explosion.

Once you have exited the building please contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** and Campus Services at **ext. 3710** for assistance.

After normal business hours contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** for assistance.



Fire – Smoke – Explosions

Learn and know the emergency exits for your building(s). If you discover fire and/or smoke, pull the nearest fire alarm and promptly exit the building. Immediately notify JCCC Campus Police Department at **ext. 4111** or **913-469-2500**, if you are at an off-campus location, dial 911.

If you hear or see an explosion, exit the area as safely as possible.

Whenever the fire alarms and/or sprinkler systems are activated, please follow these directions:

1. All occupants of the building must promptly and calmly evacuate using the nearest exit and report to the **designated Emergency Assembly Area. See map for designated areas.**

Do not use elevators.

Only if time permits take personal items (coats, purses, keys, etc.) with you, as you may not be allowed to return to the building.

Be aware of others in your area (or those you are responsible for) and inform them to evacuate as well. Assist persons with disabilities.

Follow directions given by emergency building personnel.

In the event that you encounter smoke and/or fire while evacuating, exercise caution and logic to help ensure your safety and the safety of others. Remember, "Stay Low and Go!"

Once gathered at the predetermined emergency assembly area, take a head count to ensure that all individuals are safely out of the building. In the event of an actual fire, the Fire Department and/or JCCC Campus Police Department will request this information. Report any persons remaining in the building perhaps with a mobility impairment.

2. Representatives from JCCC Campus Police Department will respond to the affected building to determine the location of the smoke/fire/explosion.

The Fire Department is contacted for all fire alarms.

If no source of smoke/fire is located, the occupants will be given an "all clear" to return to the building by JCCC Campus Police Department or the Overland Park Fire Department.

Remember:

Individuals needing evacuation assistance should establish procedures in advance with their instructor or supervisor. Access Services for Students with Disabilities (ext. 3521) and/or the office of Emergency Preparedness (ext. 7622) are available for consultation on these procedures.

Do not return to the building until JCCC Campus Police Department or the Fire Department informs you that it is safe to do so.

Do not use the elevator to evacuate the building during a fire, use the nearest stairwell to exit.

Always evacuate the building anytime the fire alarm and/or sprinkler system is activated.

Once an evacuation has started, do not stop the process until it is complete.



Tornado Watch and Warning

In the event that a **Tornado Watch** or other severe weather is issued for our area, the following will take place:

A JCCC Alert text message and email will be sent to JCCC faculty, students and staff informing them.

Building Emergency Leaders (BELs) will be notified.

You should continue with your daily routine; however, you should remain alert

to the possibility of severe weather and be prepared to act accordingly.

If a **Tornado Warning** is issued for our area, the following will happen:

Internal and external warning sirens will be activated followed by a public address system announcement alerting of the need to take immediate shelter.

Stay away from windows and exterior doors.

Notice will be issued to BELs and floor monitors to assist with sheltering.

You should promptly move to your designated **storm security area**. If you do not know where your designated storm security area is, refer to the following website: **www.jccc.edu (search for police)** or reference emergency floor plan posters located throughout each building and classroom.

Remain in your designated storm security area until a warning expiration message is issued or announced via the public address system, text and email message.

Note: If the facility is damaged, evacuate the area after the storm passes (following direction of emergency building personnel) and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks. Report any injuries by calling **ext. 4111**.

Winter Weather Closings

You can find out if the college is closed because of the weather in one of these ways:

The announcement will be posted on the home page of the college's website, **www.jccc.edu**.

You'll receive a text message (unless you have taken steps to opt out of this service. Students, faculty and staff are automatically signed up for emergency text messages. Reference JCCC police web page.

The announcement will be posted on Twitter (you can follow the college at JCCCTweet) and on the college's Facebook page (**<http://www.facebook.com/jccc411>**).

Call the main college number (913-469-8500) to hear a recorded message. (Please remember that lots of calls will be coming into the switchboard, so it is not necessary to talk with the operator to confirm the recorded message.)

These TV stations have made arrangements to receive and announce closing notices: KMBC-TV 9, KSHB-TV 41, KCTV-TV 5 and WDAF-TV 4. Note that it can take a while for an announcement to appear on television so you are encouraged to use one of the other vehicles as your primary source of information.

Several radio stations also receive and announce notices: KCUR, KMBZ and KCMO. In addition, one station in Lawrence (KLZR) and Kansas Public Radio also communicate weather closings.

If the decision to cancel classes is made during the day, the announcement will also be posted on the **digital signs**, and sent to office computers. Faculty and staff will receive an email message.

Environmental Emergencies

In the event of a chemical spill or unusual odor and for assistance with the proper disposal of hazardous waste:

- Promptly contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500**. They will contact Gary Cook, manager, Housekeeping and Custodial Services (ext. 7602), who will coordinate response, clean-up and disposal efforts. The secondary contact is Rex Hays (ext. 7604).
If an emergency exists, the Fire Department may also be contacted.
- Be sure to secure the area to ensure that no one is unwittingly exposed to the chemicals or hazardous waste.

Suspicious Mail or packages

It is important that every employee handling or receiving mail can identify a suspicious letter or parcel. Although occurrences are extremely rare, it is essential to know what to do when suspicious mail is received. Remain alert for signs of potentially dangerous mail and packages.

If you receive a suspicious letter or package:

- Stop. Do not handle.
- Isolate it immediately. Secure the area.
- Activate the emergency response plan by contacting **ext. 4111** or **913-469-2500** on campus or **911** at an off-campus site.
- Alert others nearby to relocate to an area away from the site of the suspicious item. Keep a list of all persons in the potential hazard area.
- Do not open, smell or taste,

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate the area immediately.
- Activate the emergency response plan by contacting **ext. 4111** or **913-469-2500** on campus or **911** at an off-campus site.

- Wash your hands with soap and water.
- Alert others nearby to relocate to an area away from the site of the suspicious item.

How to recognize suspicious packages and mail:

- Excessive postage, misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as “personal,” “confidential” or “do not x-ray”
- Powdery substances felt through or appearing on the item
- Oily stains or discolorations on the exterior
- Strange odors
- Excessive packaging materials, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires or exposed aluminum foil

Office of Emergency Preparedness

The office of emergency preparedness is responsible for the planning and coordination of various types of emergency situations at JCCC. An “all hazards” approach, which includes prevention/mitigation, preparedness and planning, emergency response and recovery, is used. Please contact the emergency preparedness manager at 913-469-8500, ext. 7622, or email apacer@jccc.edu if you have questions or concerns related to emergency preparedness and incident management.

Emergency Preparedness Infoshare site: <https://infoshare.jccc.edu/communities>

JCCC Campus Police Department

The JCCC Campus Police Department, located in the Carlsen Center building, suite 115, provides service 24 hours a day, and is an integral part of the college’s dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many college departments. The department consists of police officers, public safety officers, campus police dispatchers, emergency preparedness and administration. Officers patrol the campus and offer a variety of safety and security services seven days a week. They also function as first responders for fire, medical and campus emergencies, as they are trained in first aid, CPR and AED response.

Building Emergency Leader Program

Under the College Emergency Response Plan each college building has a designated Building Emergency Leader (BEL) and team dedicated to emergency response. The BELS and floor monitors play a critical role in the overall safety of the building occupants and in communications to all staff and students during an emergency.

The role of a Building Emergency Leader is to:

- Oversee the building emergency plan for their building/monitor potential threats
- Coordinate building emergency team/floor monitor support positions
- Provide instruction and training
- Act as a communication liaison to the emergency preparedness manager/campus police
- Maintain employee floor listings/conduct semester meetings
- BELS and their team members are identified by orange and yellow vests and their orange/black grab-n-go bags. Orange = leader positions
Yellow = floor monitors.

Bomb Threats

All threats to the campus community are to be taken seriously. If you receive a telephone call informing you that a bomb has been placed on campus, do the following:

Remain calm and refer to the following checklist to record information the caller provides to help determine the seriousness of the threat and possibly identify the caller.

Keep the caller on the line as long as possible to attempt to gather as much information as possible.

Immediately contact the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** for further assistance.

If the bomb threat was left on your voicemail, do not erase it.

Remember, the decision of whether or not to evacuate a work area or building will be determined by the JCCC Campus Police Department and the administration after a thorough evaluation of the information available. This decision will be communicated quickly to personnel.

If evacuation is called for, do not use cell phones or radios within 300 feet of the area.

Check for but do not disturb unusual objects as you leave a classroom or an office. Report any unusual objects to the JCCC Campus Police Department.

Bomb Threats

Bomb Threat Checklist

Safety procedures for handling bomb threats, explosive devices and incendiary materials.

Date: _____ Time: _____

Call taken by: _____

Exact wording of the threat:

Phone number (if identified by caller ID).

Questions you should ask the caller:

Where is the bomb located? _____

What time will the bomb explode? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Facts about the caller: Male/Female _____ Age: _____

Unique voice characteristics (accent, ethnicity, etc.): _____

Describe the caller's voice: (calm, angry, excited, slow, rapid, soft, loud, laughing, crying, slurred, nasal, stuttering, lisping, raspy, deep, ragged, disguised, accent, etc.) _____

Telephone background noises: (street noises, other voices, music, motor, factory/ machinery, etc.) _____

Caller's language: (well-spoken/educated, foul, irrational, incoherent, taped, message read from a script, etc.) _____

Caller reported threat to: _____

Make safety your first priority when it comes to campus safety. Our three main goals are:

1. Safety of the campus community
2. Safety of police personnel
3. Protection of property

Dial ext. 4111 or **913-469-2500** for campus emergencies

Dial 911 for off-campus locations



College Emergency Notification System

Johnson County Community College places the security and safety of its students, employees and visitors as its highest priority. To keep you informed in emergency situations the college has developed a comprehensive emergency communication system. The purpose of the system is to keep students, faculty and staff informed about critical campus safety issues. A strategic protocol is defined for system use based on the type of emergency.

The emergency notification system includes the following methods of communication:

JCCC Alert – is JCCC’s emergency notification system. It allows the college to communicate via text and email emergency information quickly to students, faculty, staff and other pre-designated individuals. All students and employees are automatically enrolled in this system.

Public Address (PA) System – Emergency alerts will be sounded through an audible system located in the hallways of all buildings advising of the situation and how to respond. Building and floor messaging can be isolated for specific incidents.

Internal Tornado Sirens – Each main campus building has an internal tornado siren system that sounds in the event of a tornado warning in coordination with the college PA system (exception – NMOCA, RC, GP, HCA).

Digital Signage (EAS – Emergency Alert System) – An emergency alert message will appear on all monitors in the hallways across campus advising of the emergency situation and how to respond.

Fire Alarm System – Each building has an individual fire alarm that sounds along with flashing strobes to signal building evacuation is necessary.

Social Media – The college will use Facebook and Twitter to inform followers of an emergency situation.

College Emergency Notification System

Alertus-Desktop Alert – An emergency alert message will appear on all college network computers in labs, classrooms and work areas advising of the emergency and how to respond.

JCCC Home Page – A link to emergency information (www.jccc.edu) will appear on the front page of JCCC's website. In a qualifying emergency, JCCC's main home page will be replaced with an emergency page devoted to information about the incident.

College Main Phone Number Greeting 913-469-8500 – When a decision to close the college is made, the college's main phone message is changed to reflect the closing. The main phone greeting can also be updated to provide information about an incident.

Local Media Outlets – The college may use local media to inform the community of an emergency situation as needed.

Emergency 2-Way Radios – As part of the Emergency Preparedness Program, all Building Emergency Leaders (BELs) are equipped with a 2-way hand-held radio for emergency communication.

Remember the goal is to communicate emergency information in many different ways to ensure that people receive notification as quickly as possible.

For more information, contact the emergency preparedness manager at 913-469-8500, ext. 7622, or apacer@jccc.edu.

Armed Violent Intruder Response

Follow **A.L.i.C.E.** Principles

Alert, listen for/or receive specific, real-time information and notify Campus Police at **ext. 4111** or **913-469-2500** or call **911**.

Lockdown or shelter in place by locking down and barricading entry points. Get low to the floor, spread out and turn off lights.

Inform, listen for or give real-time updates by any communication means possible.

Counter the attacker as a last resort by movement, noise, distraction and SWARM.

Evacuate, get out and put distance between you and killer. Do not go to your car, evacuate on foot. Seek assistance at a Rally Point, stay alert to college information.

No matter where you are, be familiar with your surroundings and know your escape routes. Don't be an easy target!

When faced with a violent intruder, increase your chances of survival by remembering your ALICE options. Never give up.

Robbery

Your personal safety is of primary importance. Nothing you have or the college has is worth your life or the life of others. If you are robbed:

- Try to remain calm.
- Hand over money or possessions when asked.
- Comply with any reasonable demands the robbers make.
- Don't argue.
- Don't fight and don't use a weapon.
- Look at the robber and note tattoos, scars, prominent features, clothing and weapons so you can describe them to the police.
- Watch what the robber touches. The police may be able to get fingerprints.
- Tell the robber if you need to reach or move in any way so they are not startled.
- If possible see which way the robber leaves and whether or not he/she is in a vehicle or on foot.
- Don't follow or chase the robber.

Armed Intruder/Campus/Workplace Violence

As soon as you can do so safely, call the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** or if you are at an off-campus location dial **911**.

Remember, your personal safety is of primary importance. Do not do anything that might jeopardize your safety or increase the risk or level of injury to yourself or others.

If you observe a violent act:

DO NOT physically intercede or try to restrain the aggressor(s). Be a good witness.

Call the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** immediately or if you are at an off-campus location call **911**.

Be prepared to stay on the telephone with the dispatcher to provide pertinent information.

Note any suspect information like clothing, mannerisms, vehicle information and direction of travel when person leaves.

If you are confronted by an irrational and/or aggressive individual:

Listen to what the individual has to say.

Speak to him/her in a clear voice.

Never argue with an irrational or aggressive individual.

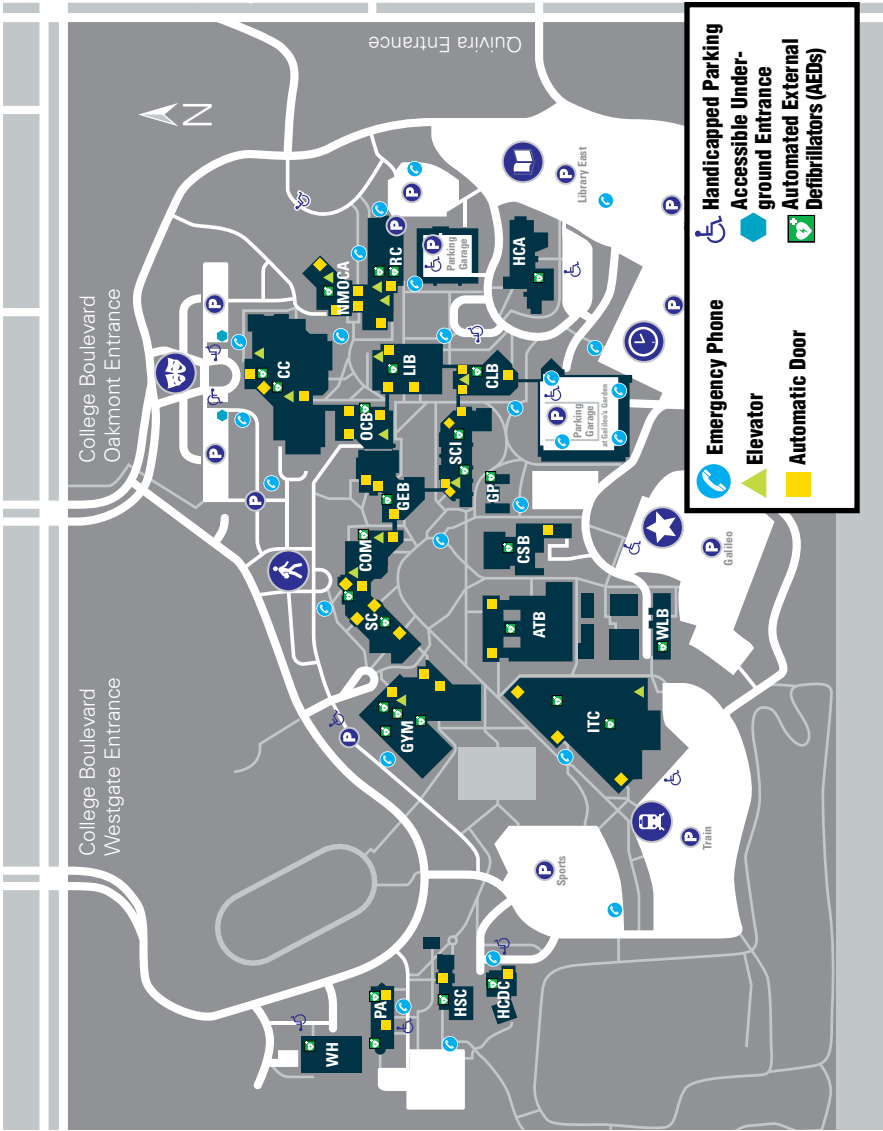
Call the JCCC Campus Police Department at **ext. 4111** or **913-469-2500** or if you are at an off-campus location **call 911**.

Campus Map

Johnson County Community College

ATB Arts and Technology Building
 CSB Campus Services Building
 CC Carlsen Center
 CLB Classroom Laboratory Building
 COM College Commons Building
 GP Galileo's Pavilion
 GEB General Education Building
 GYM Gymnasium
 HCDH Hiersteiner Child Development Center
 HSC Horticultural Science Center
 HCA Hospitality and Culinary Academy
 ITC Industrial Training Center
 LIB Billington Library
 NMOCA Nerman Museum of Contemporary Art
 OCB Office and Classroom Building
 PGGG Parking Garage at Galileo's Garden
 PA Police Academy
 RC Regnier Center
 SCI Science Building
 SC Student Center
 WH Warehouse
 WLB Welding Lab Building

Use these campus landmarks to find the lot in which you parked your car.

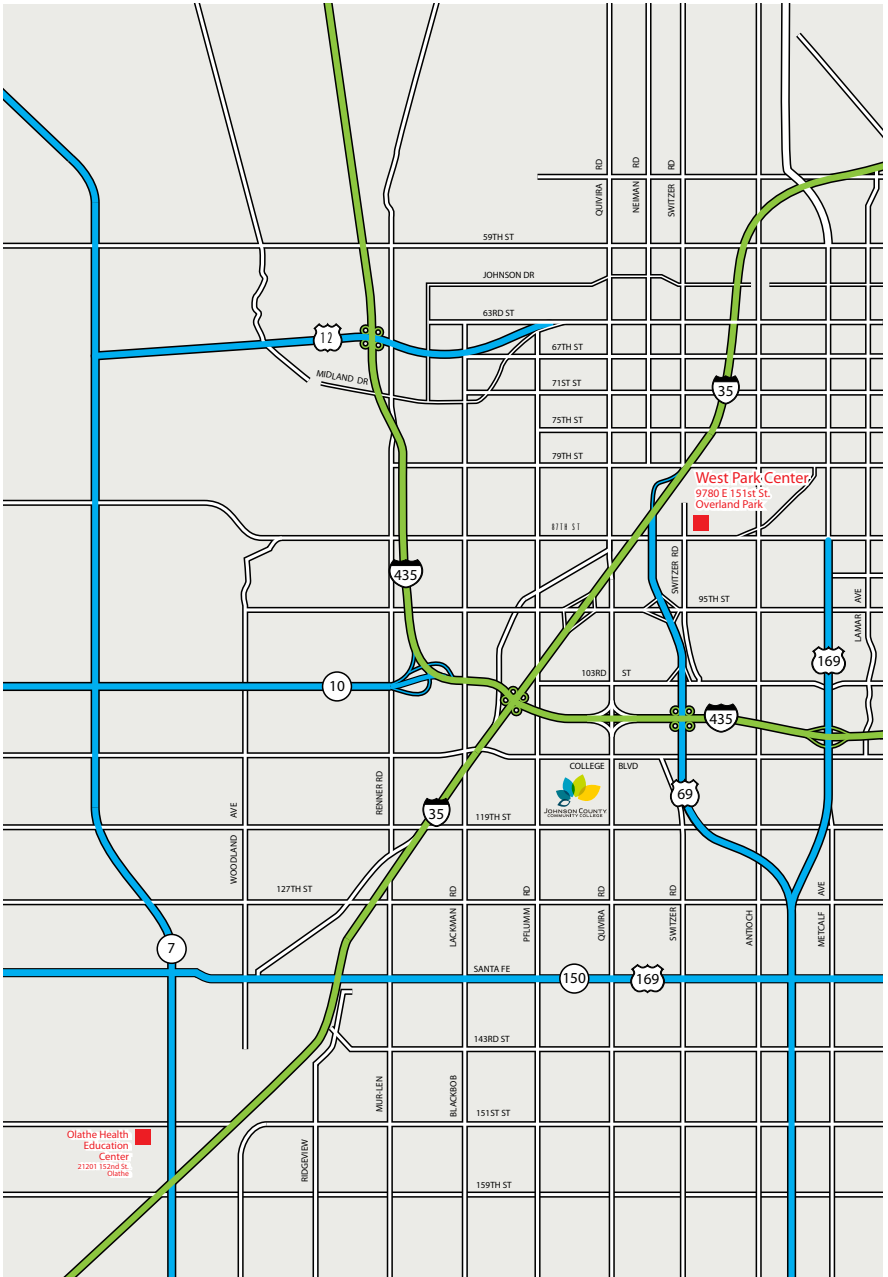


Off-Campus Locations

WPK West Park Center

OHEC Olathe Health Education Center

LCS Lawrence Centennial School – 2145 Louisiana, Lawrence



Important JCCC phone numbers:

JCCC Campus Police

■ Campus emergencies	ext. 4111 or 913-339-6699 (TDD/TTY)
■ Campus emergencies (direct line).....	913-469-2500
■ Emergencies off campus	911
■ Campus non-emergencies.....	ext. 4112
■ Escort to/from parking lot.....	ext. 4112
■ KOPS-Watch	www.jccc.edu or KOPS Watch 1-888-258-3230

JCCC Main Number	913-469-8500
Emergency Preparedness.....	ext. 7622
Access Services for Students with Disabilities.....	ext. 3521 or 913-469-3885 (TTY)
Counseling and Advising Services	ext. 3809
Hazardous Materials	ext. 3710
Campus Services (maintenance, housekeeping, grounds).....	ext. 3710
Help Desk – Information Services	ext. 4357
Workers' Compensation	ext. 2508
Employee Assistance Program	816-931-3073 or 800-EAP-1223

Important community/ metropolitan phone numbers:

Johnson County Health Department	913-894-2525
Johnson County Mental Health Center.....	913-831-2550
Johnson County Sheriff's Department (non-emergency dispatch).....	913-782-0720
Overland Park Police Department (non-emergency/communications)	913-895-6300
Overland Park Fire Department (non-emergency services)	913-888-6066
Olathe Police Department (non-emergency services)	913-782-0720
Olathe Fire Department (non-emergency services)	913-971-6333
Domestic Violence Network (24-hour hotline)	800-799-7233
Alcoholics Anonymous (24-hour hotline).....	816-471-7229
Narcotics Anonymous (24-hour hotline).....	816-531-2250
Metropolitan Organization to Counter Sexual Assault (24 hour crisis line)	Kansas: 913-642-0233 Missouri: 816-531-0233
Road Conditions for Kansas.....	1-877-550-5368
Road Conditions for Missouri	1-888-275-6636
National Child Abuse Hotline	1-800-4-A-CHILD
National Runaway Hotline	1-800-621-4000
Safefire	
Domestic Violence Hotline	913-262-2868
Sexual Assault Hotline.....	913-262-7373
RAINN National Sexual Abuse Hotline	1-800-656-HOPE (4673)



Courtesy of the Office of
Emergency Preparedness
913-469-8500, ext. 7622