



COLLEGE OF AGRICULTURE
KANSAS STATE UNIVERSITY

EMERGENCY ACTION MANUAL
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PURPOSE

The purpose of the Kansas State University, Research and Extension and College of Agriculture Emergency Action Manual is to provide directions/instructions to follow in the event of an emergency.

SCOPE

The Emergency Action Manual applies when an emergency situation occurs affecting employees of the Kansas Agricultural Experiment Station, Cooperative Extension Service, and the College of Agriculture.

DEFINITIONS

Emergency: An unplanned event or chain of events that lead to an undesirable situation. (e.g. unplanned/uncontrolled fire, tornado, chemical spill/release, bomb threat.)

Incipient Stage Fire: Initial stage of a fire where flames are present and fire has not become deep seated (formed coals).

Safe Assembly Area: Outdoor or indoor areas that are identified on the evacuation plan where persons assemble in the event of an emergency. Safe Assembly Area(s) are located outdoors for building fires, chemical spills, bomb threats, and indoors for tornados.

Tornado Warning: Tornado(s) have been sighted.

Tornado Watch: Conditions are favorable for tornado development.

RESPONSIBILITIES

All employees, students, contract personnel, and visitors shall be familiar with their responsibilities and required action under this plan.

The Department Head/Area Director or designee is responsible for the implementation of this manual and ensuring that names of people with responsibilities within the scope of this manual are up-to-date in their area(s).

Floor leaders should make a brief inspection of rooms and ensure that doors are shut during building evacuations, (Do Not Put Yourself in Danger). Floor leaders should help physically disabled individuals to safe zones or to egress the building.

Names of Floor Leaders:

_____	_____
_____	_____

First-Aid/CPR Providers

Employees trained in First-Aid/CPR provide their services as a good Samaritan. Each situation is different and the provider should decide whether to help and how he/she can best help.

Names of First-Aid/CPR providers:

_____	_____
_____	_____

Designated Emergency Action Plan Coordinator/Alternate

Will make notifications in the event of an emergency, ensure people are accounted for (Roll Call), and be a liaison with emergency response personnel.

Emergency Action Plan Coordinator

Alternate

_____	_____
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TERRORISTIC THREAT

Excerpt taken from KSU Policy and Procedure Manual. For full version please see www.ksu.edu/policies/ppm/3710.html

.010 Introduction

In general, if you feel you have received a true terrorist threat, contact the University Police immediately by calling 911 or 532-6412. The dispatch officer on duty will begin an emergency response.

.020 General Procedures Concerning Mail

Inspect all packages received prior to releasing the delivery person. If any damages, discolorations, powder, or wetness is observed, ask the deliver person what else on the truck could have caused the problem.

If you receive mail that you are unsure of because it

If you receive mail that you are unsure of because it:

1. is unexpected or from someone unfamiliar to you;
2. has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words;
3. is addressed to someone no longer with your organization or is otherwise outdated; then immediately place in a double plastic bag and discard the letter in an outside trash receptacle. There is no need to contact the police. Do not bring mail from home that you suspect as contaminated.

.030 Suspicious Materials With No Terroristic Threat

The following procedures should be followed in case you find or receive a suspicious package or letter. First, how do you identify a suspicious letter or package? Some typical characteristics which should trigger suspicion include letters or parcels that:

1. All of the characteristics in I.D. above could be considered suspicious, especially if you feel you are a target;
2. have any powdery substance on the outside;
3. are of unusual weight, given their size, or are lopsided or oddly shaped;
4. have an unusual amount of security material such as masking tape, packing tape, string, etc.;
5. have strange odors or stains;
6. have protruding wires or aluminum foil;

7. have visual distractions, or
8. have a ticking sound.

As faculty, staff and students that regularly receive mail from outside the U.S., we are accustomed to receiving letters that resemble some of the characteristics above. These may not necessarily be triggers for us. Use care in opening these letters. If you are concerned that they may harbor a threat, discard the letter in the outside trash. After discarding the letter, use good personal hygiene, i.e., wash your hands, arms, and face with soap and water. Washing your clothes in hot water and detergent will reduce the risk of contracting a disease.

If you find unexplained powders or crystals, use common sense. If called, Public Safety will respond appropriately. One way to avoid a crisis is to clean up spills when you make them. Undisclosed food or chemical spills may become threats if found by an unwary student or staff member. To prevent this, clean up your own spills immediately.

.040 Actual Threats

In case you find or receive a package or letter that is identified as a biological threat, such as anthrax, follow these steps:

1. Do not handle the mail piece or package suspected of contamination; likewise, do not shake or empty the contents of any suspicious envelope or package;
2. Isolate the damaged or suspicious article and keep the immediate area cordoned off;
3. If possible, place the envelope or package in a clear plastic bag, zip-lock bag, or some other type of container to prevent leakage of contents;
4. If you do not have a clear container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover;
5. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering;
6. WASH your hands and arms with soap and water to prevent spreading any powder to your face;
7. Call 911 or 532-6412 to report the incident;
8. List all persons who have touched the letter and/or envelope (include contact information and have this information available for the authorities);
9. Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement officials;
10. As soon as practical, shower with soap and water; and
11. Let Public Safety officials do the rest.

.050 Air Contamination

In some instances, a biological agent may be released to the air or aerosolized. The threat may be a small device such as an aerosol can which will be triggered or a warning that the air handling system is contaminated or a warning that a biological agent was released in a public space. In case of such suspected airborne contamination or aerosolization, follow these steps:

1. Turn off local fans or ventilation units in the area;
2. Leave area immediately;
3. Close the door, or section off the area to prevent others from entering (i.e., keep others away);
4. Call 911 or 532-6412 and report the incident;
5. If possible, Facilities personnel will be asked to shut down the air handling system in the building; and
6. Provide a list of all people who were in the room or area.

.060 Bomb Threat

Another terroristic threat is by bomb. The university has dealt with bomb threats for decades. The current policy on bomb threats still holds true, if you receive a phone call or a note warning of a bomb, take it seriously. Call 911 or 532-6412 and report the incident. The complete policy will be found under "Kansas State University Procedures for Handling Bomb Threats." The following steps should be taken:

1. Remain Calm. It is rare that a bomb threat caller does not give notice in ample time to insure safety of building occupants.
2. Listen intently for voice or speech peculiarities and for background noises. Be alert for repeated use of particular words or phrases. Pay close attention to how the caller talks. Peculiarities of speech and voice can aid in later investigations.
3. Record immediately the date and exact time the call is received.
4. Try to engage the caller in extended conversation and try to ask:
5. "Exactly where did you place the bomb?"
6. "What time is it set to go off?"
7. "What does the bomb look like?"
8. "What kind of explosive did you use, dynamite, black powder, TNT, plastic?"
9. "How will the bomb be set off; by time mechanism, oxidizing agent, heat, movement?"
10. "Why did you place the bomb in this building?"
11. "May I have your name?"

If possible, keep the caller on the line and have another employee notify the University Police at 911 or 532-6412.

.070 Biological Agents

Facts about biological agents can be found in Chapter 3710 of Kansas State University's policy and procedure manual (www.ksu.edu/policies/ppm3710.html)

CONFINED SPACE EMERGENCY

The Entry Attendant shall not enter the confined space. No K-State Research and Extension employee may enter a confined space with an unconscious victim or engulfed victim unless he or she has received emergency response/extraction training.

Conscious, Injured Person - If a person becomes injured while working in a confined space (e.g. sprain or broken bone) and needs help exiting the confined space, the Entry Attendant shall summon emergency response personnel or additional trained entrants to extract the injured.

Unconscious Victim and Engulfment - Do Not Enter the Confined Space. Entry Attendant shall summon emergency response personnel. The emergency responders need to be familiar with the types and hazards of confined spaces, retrieval methods, and the personal protective equipment needed to enter.

DUST EXPLOSION

The first person discovering the explosion shall activate the fire alarm and begin evacuating all people in an orderly manner to the safe assembly area. Call 911 and wait for emergency responders (police and fire department). Do not enter or re-enter the structure. Additional explosions may follow or structural integrity of the facility may have been affected. Let emergency responders know if and where people may be located inside of the facility.

FIRE

Fully involved fires are to be fought by trained fire fighters.

K-State Research and Extension trains employees to use portable hand-held fire extinguishers on incipient stage fires only. If a fire is detected in progress beyond this stage, employees shall evacuate to their safe assembly area and check attendance.

Employees shall not enter a burning building to remove animals or equipment if entering endangers their personal safety.

All visitors and contract employees shall also evacuate to the designated safe assembly area.

Building

In the event of a fire, exit the room, activate the fire alarm, and call 911. If the fire is in the incipient stage extinguish the fire using a fire extinguisher; otherwise, evacuate to the safe assembly area. Do not use elevators to egress the building. All personnel shall assemble at the designated assembly area and the floor leaders and/or designated Emergency Action Plan Coordinator shall take roll to ensure that all are present.

Note: Fire alarms do not notify the fire department of fire in all K-State buildings. Fire alarms only notify building occupants of a fire emergency.

Field, Pasture, and Range Fire

When controlling fires, work on the burned side of the grass. Let the fire burn away, rather than toward you. Do not work alone.

Wear 100% cotton or fire resistant clothing when performing controlled burns.

Equipment (Auto, Farm Implements)

Stop, turn off the engine, set emergency brake or other parking mechanism and exit vehicle. Extinguish the fire if the fire can be safely extinguished with a portable fire extinguisher; if not, evacuate to a safe distance.

FIRST-AID AND MEDICAL ASSISTANCE

First-Aid and CPR may be administered by persons trained in first-aid and CPR.

Emergencies Involving Clothing on Fire

1. Roll person around on floor to smother flame, or drench with water if safety shower is immediately available.
2. Obtain medical attention, if necessary.
3. Report incident to supervisor.

Radiological Spill on Body

1. Remove contaminated clothing.
2. Rinse exposed area thoroughly with water.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor and Radiation Safety Officer.

Chemical Spill on Body

1. Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
2. Remove contaminated clothing at once.
3. Make sure chemical has not accumulated in shoes.
4. Obtain medical attention, if necessary.
5. Report incident to supervisor.

Biological Spill on Body

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for 1 minute.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor.

Hazardous Material Splashed in Eye

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure effective wash behind eyelids.
3. Obtain medical attention.
4. Report incident to supervisor.

Minor Cuts and Puncture Wounds

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention
3. Report incident to supervisor.

Injured employees should seek medical attention for work-related injuries/illnesses other than injuries only requiring minor first-aid.

Emergency Medical Services (EMS) shall be contacted for injuries that may affect the safety or health of the injured if transported other than by an ambulance.

If possible, employees should seek medical attention at the following:

Manhattan area: Mercy Health Center on College Avenue **(785) 776-3322**

Lawrence area: Lawrence Memorial Hospital **(785) 749-6100**

Kansas City area: Kansas University Medical Center **(913) 588-5000**

Topeka area: St. Francis Hospital and Medical Center **(785) 295-8000**

Winfield area: Snyder Clinic **(620) 221-3200**

Wichita area: Wichita clinic **(316) 689-9310**

and after hours Wesley Hospital **(316) 688-2000**

The rest of the state may go to their personal doctor or a hospital emergency room.

OCCUPATIONAL INJURIES AND ILLNESSES

All injuries/accidents that occur on Kansas State University property and/or in the line of duty must be telephoned to the division of Human Resources, **(785) 532-1873 or 6277**, upon occurrence. The Standard Accident Report is to be submitted to the Division of Human Resources within **three working days**. The report may be printed from **<http://www.k-state.edu/hr/forms/per17.pdf>**

Occupational Injuries and Illnesses shall be investigated according to Research and Extension, Safety, Health, and Environmental Manual, General Safety Rules (Incident Investigation Procedures). This form may be printed from:

http://www.oznet.ksu.edu/pr_agsafe/forms/incident_report.pdf

SECURITY

Local police, campus police, or the sheriff should be utilized for keeping the public at a distance that is safe for bystanders and out-of-the-way for emergency responders.

SPILL/RELEASE – CHEMICAL, BIOLOGICAL, AND RADIATION

Chemical

The range and quantity of hazardous substances used at Kansas State University require preplanning to respond safely to chemical spills. The clean-up of a chemical spill should only be done by knowledgeable and experienced personnel. Material Safety Data Sheets (MSDS) should be readily available to persons in each lab. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the employees are capable of handling safely without the assistance of safety or emergency personnel. All other chemical spills are considered major.

Minor Chemical Spill

1. Identify the chemical.
2. Alert people in immediate area of spill.
3. Put on appropriate personal protective equipment for the chemical as required by the MSDS.
4. Refer to the MSDS for ventilation instructions.
5. Isolate spill by using absorbent material or dirt. Neutralize the spill, or absorb using absorbent materials. Shovel or place used absorbent materials inside an approved container (containers may be obtained from the Department of Environmental Health and Safety, or you may purchase containers).
6. Call the Department of Environmental Health for labeling and disposal information. Phone 785-532-5856.
7. Provide information to each departmental office within the facility as soon as possible if the spill has a potential to affect persons outside the room where the spill occurred. Provide enough information so that building occupants can be told what has happened and whether they need to take any action to protect themselves.

Major Chemical Spill

1. Identify the chemical.
2. Call 911* and attend to injured or contaminated persons and remove them from exposure if you can do so safely.
3. Alert people to evacuate the building/area.
4. Have person knowledgeable of incident assist emergency personnel.
5. Provide information to each departmental office within the facility as soon as possible if the spill has a potential to affect persons outside the room where the spill occurred. Provide enough information so that building occupants can be told what has happened and whether they need to take any action to protect themselves.

Designated Emergency Action Plan Coordinator will notify the Health, Safety, and Environmental Coordinator or the Department of Environmental Health and Safety, who will notify the LEPC and/or NRC if the spill is of a reportable quantity.

If the chemical spill/release is large and inside a building, the Emergency Action Plan Coordinator will initiate evacuation of all the personnel to the designated safe assembly area outside. If flammable material, shut off electric equipment, pilots, furnace, and air conditioner if it can be done without walking in the material and if it will not cause a spark that may ignite the flammable material.

*Dialing 911 on campus will connect you with the K-State Office of Public Safety.

Biological

Biological spills outside safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory.

BSL 1 Lab Spill

1. Wear disposable gloves.
2. Soak paper towels in disinfectant and place over spill area.
3. Place towels in plastic bag for disposal.
4. Clean spill area with fresh towels soaked in disinfectant.

BSL 2 Lab Spill

1. Alert people in immediate area of spill.
2. Put on protective equipment (lab coat with long sleeves, disposable glove, disposable shoe covers, safety goggles and mask or full face shield).
3. Cover spill with paper towels or other absorbent materials.
4. Carefully pour a freshly prepared 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
5. Allow a 20 minute contact period.
6. Use paper towels to wipe up the spill, working from the edges into the center.
7. Clean spill area with fresh towels soaked in disinfectant.
8. Place towels in a bio-hazard bag and decontaminate in an autoclave.

Leaking specimens

1. Follow same clean-up procedures for BSL 1 or BSL 2.
2. With protective equipment; place specimen in a new plastic zip-lock bag/bio-hazard bag.
3. If paperwork is contaminated; place it in a flat plastic bag until the information can be copied.

Large Spills

1. Contain the spill.
2. Call Public Safety or University Police at 911.

Radiation

In the event of an accident (spill, ingestion, over-exposure, etc.), notify the Radiation Safety Office at **(785) 532-5856** during regular business hours or after hours, Ronald Bridges, **(785) 537-2885** or call the police at **911** as promptly as possible without thereby causing excessive spreading of contamination or exposure. After notification (or if notification cannot be made), the corrective procedures below should be started pending the arrival of the Radiation Safety Office (RSO):

- A. Personnel contamination should be treated as follows:
 - 1. Remove all contaminated clothing.
 - 2. Immediately flush any possible contaminated cuts with running water
 - 3. Attempt to wash off any contamination on the skin.
 - 4. Consult MSDS for additional instructions.
- B. If area contamination exists the following steps should be taken to limit spread of contamination:
 - 1. The area should be immediately closed to all personnel except those necessary to cope with the contamination.
 - 2. No one should be allowed to leave the area with contaminated footwear unless removal of footwear will involve an even greater hazard.
 - 3. Immediate steps should be taken to prevent the spread of contamination by absorbing or restraining the flow of liquid contaminants, taking steps to decrease the spread of dust, etc. Be sure you know the pertinent chemical and physical properties (solubility, volatility, etc.) of the contaminant before attempting to remove it. Unnecessary spreading of contamination may otherwise occur.
 - 4. If you can safely do so, shut all windows and doors before leaving the area, and shut down central air conditioning, hot air heat, or ventilation equipment. However, any properly filtered hoods or special ventilating equipment required by the project should be left running. (This does not include window type air conditioners).
- C. Decontamination. Usually the person responsible for the incident should perform the major portion of decontamination under the supervision of the RSO. After any but the most trivial accident, the user should send the RSO a written report describing the incident, to include decontamination performed, any action taken with regard to personnel involved, and steps taken to prevent the recurrence of a similar incident.
- D. The RSO shall be responsible for reporting the incident to the Radiation Control Program, Kansas Department of Health & Environment, (785) 296-1560.

TRAINING

Training shall be conducted initially, after modifications to the action plan, and every two years thereafter.

Instructors shall notify students at the beginning of each semester of the evacuation routes in the event of a fire, and where to go and what to do if the tornado siren sounds and how to recognize it. Also, students that work with chemicals, biological agents, or radioactive isotopes shall be notified of the hazards and what to do if a spill/release occurs.

VEHICLE ACCIDENTS

.010 Insurance Company and Policy Number

Insurance for state vehicles is provided by the American Southern Insurance Company, Policy Number BA-116289. The agent for this insurance is Corporate Insurance Group, Inc., P. O, Box 23450, Overland Park, Kansas 66283-0450

.020 Claims Office Representing the Insurance Company

All claims occurring after April 1, 2002 should be reported to the following:

Company Name: American Southern Insurance Company
Address: P.O. Box 723030
Atlanta, GA 31139-0030
Telephone No: **800-241-1172** (Toll Free) (8:00 a.m. to 5:00 p.m.)
800-241-1172 (After Hours)
Fax No: **404-266-8327**
Claims Supervisor: William E. Lynch, Ext. 31
E-mail: BillL@amsou.com

Persons making these calls should immediately identify themselves as state employees to facilitate proper claim handling.

.030 Insurance Coverage

The state insurance policy provides the following coverage for all state owned self-propelled vehicles, such as cars; station wagons; buses; trucks; trailers; graders; tractors; scooters; motorcycles; mowers; forklifts; farm equipment and other self-propelled equipment.

1. Liability for Personal Injury: Amount of injury not to exceed \$250,000 per person or \$500,00 per accident.
2. Liability for Property Damage: Amount of damage not to exceed \$50,000 per accident.
3. Medical Expenses: Amount of medical expenses not to exceed \$5,000 per person.
4. Injury Caused by Uninsured Motorist: Amount of injury not to exceed \$25,000 per person or \$50,000 per accident. Covers only cars, station wagons, buses, pickup trucks, heavy-duty trucks and certain other vehicles. Limits of liability should be discussed only with KSU employees.

The insurance provides protection and benefits to the State of Kansas, and its officers, agents, and employees when they are officially operating motor vehicles, owned, operated, maintained or controlled by the State of Kansas and for persons while riding in, entering or alighting from such vehicles, except Department of Transportation.

Insurance protection covers vehicles used in the United States of America, its territories or possessions and Canada if a Canada Non-Resident Insurance Card has been issued for a particular vehicle and trip. These cards can be obtained by calling the Purchasing Office at **(785) 532-6214**.

Non-employees (including students) are also covered while driving state vehicles if:

1. The person has been authorized by the Head of the Department or his authorized representative to drive the state vehicle, and
2. The driver is performing official University business, and
3. The driver has a valid driver's license.

IT IS IMPORTANT THAT EMPLOYEES AND OTHER PERSONS BE ADVISED THAT THIS INSURANCE APPLIES TO THEM ONLY WHEN ACTING WITHIN THE SCOPE OF THEIR AUTHORITY OR WITHIN THE COURSE OF THEIR EMPLOYMENT.

.040 Reporting Accidents

Accidents involving University and privately owned vehicles used for official state business are to be reported as follows: (Reports for private vehicles are necessary because the state insurance may partially apply in some cases depending upon the circumstances.)

1. By the driver by:
 - A. Immediately telephoning or otherwise notifying the appropriate law enforcing office as follows:
 - 1) Accidents on Campus - notify KSU Police Department.
 - 2) Accidents outside of the Campus - notify appropriate officials such as City Police, County Sheriff, Highway Patrol, etc., and
 - B. Immediately telephoning the nearest claim office listed in PPM 3040.020 when an accident causes a serious personal injury, death or disabled vehicles, and
 - C. Signing and submitting a completed "Automobile Loss Notice" form in three copies to the Department Head, immediately following the accident. This form is required for all accidents. Copies of this form may be obtained from the Purchasing Office, Anderson Hall, Room 21 and
 - D. Signing and submitting a completed "Kansas Department of Revenue Motor Vehicle Accident Report" form within 10 days of any accident in Kansas. These Kansas forms and instructions will be furnished by the patrolman investigating the accident. For all out-of-state accidents, use the instructions and forms provided by the patrolman investigating the accident.
2. By the Department Head by:
 - A. Reporting all accidents to their Dean's Office immediately, and
 - B. Forwarding the signed original and two copies of the "Automobile Loss Notice" form to the Purchasing Office (retain a photocopy). This form is available on Eforms by accessing: <http://www.ksu.edu/controller/eforms2/>.

.050 Repairs When the Other Driver is Liable

When there is a possibility that the other party is liable, the department head should arrange for the other party or his insurance company to pay for the cost of repairs to the state vehicle.

.060 Repairs When the University Driver is Liable

When the University driver is at fault, it is suggested that cost proposals for such repairs to be obtained on the vendor's own estimate form. Upon receipt of the estimates, the department may order the repairs from the lowest bidder meeting all requirements. Payment will be made on an A.P.O. with the invoice attached.

.070 Payment for Vehicle Liability Insurance

This section is available in the University PPM 3040.

.080 Personal Liability of KSU Employees for Damages to State Vehicles

This section is available in the University PPM 3040.

.090 Questions

Any questions related to vehicle liability insurance should be referred to the Purchasing Office at (785) 532-6214.

WEATHER - TORNADO

Manhattan tornado siren is a steady three-minute blast. Manhattan tornado sirens are not meant to be heard inside buildings. Departments may purchase weather radios to alarm in the event of severe weather.

- If a tornado is spotted, notify other employees through the use of an intercom, radio, roll call, or verbally.
- Seek shelter indoors if possible, in the designated tornado shelter areas on the lowest floor.
- Stay away from windows, doors, and outside walls. Protect your head.
- If outside or in a vehicle, do not take shelter inside a vehicle, do not try to outrun the tornado. Pull to the side of the road.

.060 Tornado Refuge (www.ksu.edu/policies/ppm/3720.html)

If there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert. The vast majority of all injuries and fatalities resulting from severe weather occur to persons in mobile homes and motor vehicles. Serious injuries to persons in interior areas of brick or stone buildings are rare. Notification of improved weather conditions can be obtained from a local radio station or television set.

The Division of Public Safety makes available tornado refuge signs for the main buildings your department occupies. By order of the State Fire marshal (K.A.R. 22-18-2), these signs must be posted in each building. Please ensure that one sign is posted on your department bulletin board and one is posted near a main entrance to the building.

WORKPLACE VIOLENCE

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official state business, is a violation of the State of Kansas Workplace Violence Policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Employees are responsible for notifying their supervisor of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment. The supervisor is responsible for contacting the EAP Coordinator in Human Resources.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide their supervisor with a copy of such order.

Early warning signs of workplace violence:

- < Threatening statement to kill or do harm to self or to others;
- < Intimidating behavior
- < History of violence, reckless, or antisocial behavior;
- < Recent marked performance decline;
- < Major changes in mood or behavior;
- < Obsessions (e.g., with a specific group of people, romantic attachments, preoccupation with violence, obsession with weapons);
- < Serious stress in the persons life;
- < Substance abuse

(Note: These signs are not listed in any order of severity.)