

Safety and Security

Research Medical Center maintains and operates an organized and trained Safety and Security Department. The Department provides a safe, secure and helpful environment for patients, visitors, employees, students and medical staff. All employees and students are personally responsible for their own compliance with policies and procedures relating to security matters, and are to report any unusual incidents or suspicious activity to the Safety and Security Department.

All officers are commissioned as private officers or private detectives through the Kansas City, MO Police Department, Private Officer Commission Unit. The Department cooperates and maintains good working relations with local, state and federal law enforcement agencies and is responsible for notifying these authorities when necessary. All persons from the various law enforcement agencies will be referred to the Safety and Security Department when on campus. Employees and students may contact the Safety and Security Department at 276-4411, 24 hours a day.

Statistics of criminal offenses on campus reported to the Department are maintained. This includes reports of robberies, aggravated assaults, burglaries, sex offenses and motor vehicle thefts; and arrests for liquor law and drug abuse violations, and weapons possession, according to the Campus Security Act of 1990 and subsequent amendments.

Security Services

Safety and Security officers patrol the Research campus including the Medical Center, Student Village, Research College of Nursing, Child Development Center, Psychiatric Center, Medical Building and all parking and grounds belonging to Research Medical Center. These officers are available 24 hours a day, seven (7) days a week to assist you. If you have a security problem, a stalled vehicle on campus or if you see someone acting suspiciously it is important that you contact security immediately. You may notice a security patrol car driving around the campus and may observe security officers on the grounds of the Student Village and Research College of Nursing.

Security officers are available for escorts on campus. Students are encouraged to stay in groups on campus as much as possible and to request escorts, especially after dark. Call Security at 276-4411 for an escort.

Security Precautions and Guidelines

1. Always lock your doors and windows when you leave.
2. Don't leave valuables in your room, classroom or in lounge areas.
3. Notify Security and your R.A. of any stranger or unaccompanied guests in the Village or College of Nursing.
4. Do not prop open any outside doors to the College or Student Village buildings.
5. Report thefts or security threats to Security as soon as they occur.
6. Do not leave valuables visible in your car.

Parking Policy for Research Medical Center

1. Disabled parking spaces will be maintained in accordance with Kansas City, Mo. municipal ordinances and Americans with Disability Act (ADA) requirements. Anyone parking in a handicap space without the proper permit will be subject to the fines and penalties of the City of Kansas City, Mo. It is the responsibility of the employee, patient or visitor to work directly with the city of Kansas City, Mo. for resolution.

2. Patients and visitors shall be given highest priority and will be assigned the most convenient parking spaces. These areas include but are not limited to the following surface parking lots: B-Lot, E- Lot, F-Lot, G- Lot, Emergency Room Parking Lot and Blue Level of the parking garage.
3. Employees, students, and agency personnel, are allowed to park in A-Lot, the 4 rows of D-Lot that are closest to the student village and C-Lot. In the parking garage employees, students and agency personnel are allowed to park on the top deck, red level, north side of green level, and yellow level.
4. Employees are allowed to park in any yellow lined space in the medical building parking lots which are T-Lot and W-Lot.
5. Contractors are encouraged to park on the top deck of the parking garage.
6. Specific spaces have been designated for volunteers, chaplains, employee of the month, employee of the year and the Research Foundation.
7. It is every employee's responsibility to register their vehicle and obtain a Research Medical Center parking sticker for their vehicle from the Safety and Security Department.
8. Parking stickers are to be placed inside the back window on the lower left hand side.

Violations of the Policy / Corrective Action

- a. Research Medical Center Safety and Security officers will issue tickets for parking violations.
- b. Notification of the issuance will be sent to the employees Department Director. All corrective actions, as a result of the parking in the wrong space or failure to display a parking sticker will be carried out by the Department Director.
- c. Corrective and disciplinary actions will be cumulative and inclusive of all violations mentioned in this policy. Violations will be assessed on a rolling 12 month period.
- d. The first violation in a 12 month will result in an initial warning.
- e. The second occurrence in a 12 month period will result in a Written Warning
- f. The third violation in a 12 month period will result in a Final Written warning
- g. The fourth violation in a 12 month period will result in termination of employment.
- h. Notification of the violation and documentation of the corrective action is to be forwarded to the Human Resources Department to be placed in the employees file.
- i. Corrective action under this policy will be included in the "multiple violations" cause for disciplinary actions.
- j. The Vice President of Human Resources must approve all terminations of employment under this policy.
- k. A quarterly report of all violations will be sent to the Chief Operating Officer for review.

Students must have a current parking permit displayed on the lower left corner of the rear window. Permits must be clearly visible from the exterior of the vehicle. Parking permits are issued by the Research Medical Center Security Office. There is no cost for parking at Research College of Nursing or Research Medical Center.

Emergency Procedures

The Kansas City metropolitan area uses the 911 emergency system. Residents should call 911 for appropriate assistance from the Kansas City Police Department, Fire Department or ambulance services. Calls to 911 should be followed immediately with a call to Research Security at 276-4411.

Fire Prevention

The practice of fire prevention is your responsibility. Strict adherence to common sense rules in the use of smoking materials and electrical equipment should reduce opportunity for fire hazards. Combustible materials, e.g. candles, fireworks, spray paint, organic solvents, are forbidden on the premises. Familiarize yourself with the location and usage of extinguishers and the location of exits. Residents on

campus should also review the sections on “Fire Extinguishers and Smoke Detectors” and “Fire Safety in the Student Village” in the Housing Policies and Guidelines section of this guide.

Fire – What to Do

If you get caught in a fire situation on campus you should follow these general guidelines.

1. **Feel the door handle.** If the door handle is hot, don't open it. Go to a window and call for help. If the handle is not hot, open cautiously. Check for smoke or fire before going out.
2. **Get out of the building before phoning for help.** Don't take time to phone before leaving. Get out and find a phone and report the fire to the Research Medical Center operator (276-4000).
3. **Pull the fire alarm on your way out.**
4. **Don't look for other people or gather up your stuff.** Knock on doors as you leave. Yell “FIRE!” as you leave. Don't hesitate or stray from your path as you leave.
5. **Crawl low to the floor.** Thick smoke can make it impossible to see. Toxic chemicals from smoke can be deadly in minutes.
6. **Close all doors and windows behind you.** You may help keep the fire from spreading. You may protect your possessions from fire and smoke damage.
7. **Do not use elevators to exit.**
8. **If you can't get out, get someone's attention.** Yell and scream. Hang a sheet from the window. Stay low, there is less smoke and poisonous gasses close to the floor.
9. **Do not return to your class, office, townhouse or apartment until Security directs you to do so.**

Protect yourself by knowing where exits are located in the buildings. Take fire alarms seriously. Do not ignore them. Do not wait to see fire or smoke. Do not worry about collecting your belongings.

Tornado/Severe Weather

During tornado season (generally April - September) it is important to be aware of safety rules and weather terminology in order to know how to act appropriately.

1. **Tornado Watch:** There is a chance of dangerous weather developing. Be on the lookout for danger signs such as severe thunderstorms, hail, roaring noise, funnel formation.
2. **Tornado Warning:** A funnel has been sighted nearby. Civil Defense Sirens will sound for the occupants of the townhouses and apartments. If you know a tornado is coming, do not wait for an alarm signal, go immediately to the basement.