

Crisis Procedures at SBTS

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BOMB THREAT PROCEDURES

If a threat is received by e-mail:

STAY CALM!

Do not turn off your computer or attempt to open any other site.

Calmly notify your immediate supervisor.

Contact security at extension 4444.

If the threat states that the bomb is eminent, calmly notify everyone in your office and begin an orderly evacuation.

If threat is received through mail system:

STAY CALM!

- Avoid handling the postage material
- Walk away from the document/packet and its location and notify your immediate supervisor
- Contact security at extension 4444.
- Keep track of the following information:
 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?
 - Who touched it?
 - Have any previous threats been received?

If threat is made by telephone:

STAY CALM!

Ascertain

- When is the bomb going to explode? (Date and exact time)
- Where is the bomb located?
- What kind of bomb is it?
- Description of the bomb, reason for planting the bomb and also making notes from caller ID
 - Time of the call
 - Sex of the caller
 - Speech patterns
 - If caller has an accent, try to determine nationality
 - Emotional state (agitated, calm, excited)
 - Background noises (traffic, music, voices, etc)

If practical, do not hang up the phone.

If an evacuation is warranted, follow the guidelines in the fire procedure evacuations.

If an explosion has already occurred occupants should leave the building using the procedures outlined for fire emergencies.

Identifying Suspicious Items

Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.

Report potential safety or security problems to the Department of Safety and Security at extension 4444.

Be on the lookout for anything unusual, particular packages or large items seemingly left behind or thrown out. Note time and location of anything odd.

If asked to assist in a search for a bomb:

- Be thorough
- DO NOT USE 2-way radios

- Do not touch anything you suspect
- If necessary move people away from the suspicious item
- Look for anything and everything that might conceal a bomb
- Do not panic persons in the area.

Follow all instructions from the police and/or security personnel.

CHEMICAL SPILL RESPONSE PROCEDURES

In the case of a hazardous waste or chemical spill, it is most important to remain calm and remove yourself from any potential danger. Upon learning of any type of hazardous spill, the following steps should be followed:

- If the spill has the potential to cause a fire, explosion or serious health hazard, pull the fire alarm in order to evacuate the building.
- Call security at extension 4444 or in serious situations you can dial 9 + 9 1 1 or 9 1 1.
- Be prepared to answer questions such as:
- Is the identity of the chemical known?
- Is the quantity small enough to be controlled in this area?
- Is anyone in the area experiencing signs of chemical exposure?

Prevention and Compliance

All chemicals must be properly labeled and stored.

If you transfer chemicals from a labeled container that is intended only for your immediate use, no labels are required on the portable container.

Follow the Material Safety Data Sheet's (MSDS) recommendations of Personal Protective Equipment (PPE)

CLOSED CIRCUIT TELEVISION MONITORING

General Principles

The Department of Safety and Security is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).

The purpose of CCTV monitoring of public areas by security personnel is to defer crime and to assist the security department in protecting the safety and property of the seminary community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the seminary.

Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Director of Safety and Security, according to the procedures established in this policy.

Video monitoring of public areas for security purposes at the seminary is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

VIOLENCE OR CRIMINAL BEHAVIOR PROCEDURES

Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence.

Different types of violence require different actions:

Explosion-If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedure as they would for a fire and contact campus security at extension 4444.

Gunfire-If you become aware of gunfire occurring in the building, take refuge in a room that can be locked and call security at extension 4444.

Toxic or Irritant Gas-Immediately evacuate the building using the same evacuation plan and procedures for fire.

Hostage Situation-Immediately vacate the area, take no chances to endanger the life of the hostage and contact security at extension 4444 or contact Louisville Metro Police at 9 + 9 1 1.

Criminal Behavior Procedures

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and/or suspicious persons. Promptly report them to campus security.

If you are a victim or witness to any on campus crime:

Try to stay calm.

Promptly notify campus security at extension 4444 to report the incident including the following information:

Nature of incident

Location of incident

Descriptions of property involved

TELL THE DISPATCHER IF EMS IS NEEDED. Security personnel will assist and determine if Louisville Metro Police is needed for further investigation.

Also, assist security when they arrive by supplying all additional information and ask others to cooperate.

FIRE PROCEDURES

Any employee, student or visitor that becomes aware of a fire shall immediately:

- Activate the building fire alarm system. This fire signal is sent to both central dispatch in the security office as well as a third party monitoring service. Immediately upon receiving this alarm, the Louisville Fire Department is notified.
- The fire alarm system will activate an audible and in some locations, visible alarm.
- All persons upon evacuating any building in which the alarm system has been activated will gather in predetermined locations at least 500 feet away from the affected building.

DO NOT GO BACK INTO THE BUILDING UNDER ANY CIRCUMSTANCES IF A FIRE IS IN PROGRESS!

- Crawl if there is smoke
- Feel the doors before opening. If the door or doorknob is hot, DO NOT OPEN DOOR.

In case of small, controllable fire: (Example: small trash can or food burning in microwave.)

- Locate nearest fire extinguisher and promptly discharge toward the base of the flame to extinguish the fire, then contact security at extension 4444.

If fire appears out of control:

- **EVACUATE IMMEDIATELY**
- Utilize the escape routes posted in hallways on each floor.
- Remember, smoke is the greatest danger in a fire, so stay near the floor
- Occupants should close but not lock their door upon leaving
- **ANY OCCUPANT THAT COMES IN CONTACT WITH A VISITOR OR STUDENT THAT IS PHYSICALLY DISABLED OR HANDICAPPED SHOULD ASSIST THESE INDIVIDUALS IN EXITING THE BUILDING.**
- Do not use elevators; they will become disabled when the alarm system is activated.
- Once outside, stay away from fire lanes, fire hydrants, and other avenues for emergency vehicles.

If you become trapped in a building:

- If a window is available place an article of clothing outside the window as a marker for rescue crews.
- If there are no windows, stay near the floor where the air will be least toxic.
- If phone service is still available, dial security at extension 4444 or dial 9 + 9 1 1, or 9 1 1.
- Shout at regular intervals to alert emergency personnel to your location.

DO NOT PANIC!

If you are on fire:

- Stop, drop and roll. Rolling smothers the fire.
- If you have minor burns, use cool tap water immediately. Do not use ointments.

In the classroom

If you discover a fire in a classroom, instruct your class, which exit to use, go to the nearest alarm pull station and activate the building alarm, then close the classroom door after the last person has left the room. (Make sure you are aware of the alarm pull station locations and fire exits in the building by checking the evacuation maps posted in the building.)

Upon hearing the fire alarm in the building, prepare to leave the classroom by informing your class of the location of the nearest exit. Check to see if the door is hot. If it is not, slowly open the door to see if hallway is clear. If hallway is passable, leave the classroom and close the door behind the last person. (If door is hot, see instructions in last section.)

After leaving the building, go to the proper collecting area listed below and remain there until the "all clear" is given by the fire department. Do not return or allow any of your students to return to the classroom until approval is given by the fire department.

In the Faculty Office

If you discover a fire in the building, go to the nearest alarm pull station and activate the building alarm. (Make sure you are aware of the alarm pull station locations.) If the fire is in your own office, close the door when you leave to keep smoke and fire out of the hallway.

Upon hearing the fire alarm in the building, prepare to leave your office. Check to see if the door is hot. If it is not, slowly open the door to see if hallway is clear. If hallway is passable, leave your office and close the door behind you. (If the door is hot, see instructions in last section.)

After leaving the building, go to the proper collecting area listed below and remain there until the "all clear" is given by the fire department.

If trapped in a classroom or faculty office

If fire in the hallway blocks your access to fire exits, close the classroom or office door and seal off cracks around doors with available material (coats, etc.) to keep out smoke.

Open window slightly to get fresh air. Hang something out the window to signal for help. Do not jump. Wait for help to arrive.

If you are ever caught in smoke, keep low where air is better and cover your nose and mouth with a wet cloth if possible.

Rice/Judson Conference Center - Fire Safety

If your family is with you, determine a meeting place outdoors ahead of time, so you will know everyone is safely out of the building.

Know your escape routes. The placard on the inside of your door shows the nearest exits.

If there is any indication or even suspicious of a fire, call the front desk or security immediately. Give your name, room number, and a brief description of the situation.

Feel the door with the palm of your hand. If the door or knob is warm, do not open it.

If the door is not warm, drop to your knees and slowly open the door. Be ready to slam the door should a cloud of smoke roll in. If the hallway is clear, head for the exit, not the elevator. Close the door behind you, but do not lock it.

Do not stand upright, but crawl or keep low to the floor to avoid smoke and odorless carbon monoxide.

Stay on the same side of the hall as you exit, counting the number of doors to the exit.

When you reach the exit, walk quickly but cautiously down the stairs, and hold on to the handrail as you go. Smoke will sometimes get into an exit stairwell. If you encounter smoke, do not try to run through it. Turn around and walk up. Proceed to a smoke free corridor and cross the building to an alternate exit.

If there is smoke in your room, open the window, Do not break the glass unless it is absolutely necessary because heavier smoke may begin to enter from outside. Signal for help by hanging a bed sheet or article of clothing from the window.

If you are unable to exit your room fill the bathtub with water. Stuff wet towels and sheets around the door and any vent that is allowing smoke to enter the room.

A wet towel tied around your nose and mouth will help filter out smoke.

If there is a fire outside the window, pull down the drapes and move everything that is flammable away from the window.

A fall can cause serious injury. Do not jump from your room if you are not on the ground floor. Rather, continue to protect your self from the fire and signal from your window for help. Remember, you may have the telephone as another means of communication.

Do not attempt to use the elevator in the event of a fire.

EARTHQUAKE PROCEDURES

This section of the emergency action plan will be implemented when a sustained earthquake occurs.

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. NOTE: An earthquake may cause noticeable shaking of the ground and buildings. This shaking will vary in intensity, i.e. mild tremors to shaking sufficiently, destroying buildings.

When a significant earthquake occurs, occupants should:

Immediately take cover.

If INSIDE, seek refuge in a doorway bracing your hands and feet against each side, get under a desk or heavy table, or stand flat against an interior wall, keeping away from glass windows, shelves, and heavy equipment that could fall causing injury.

If OUTSIDE, move away quickly from buildings, utility poles, and other structures.

If in an AUTOMOBILE, stop at the nearest place available. Preferably away from trees, buildings, and power lines. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

Once the shaking has stopped, if indoors quickly leave the building. (DO NOT USE ELEVATORS.)

All persons should gather at designated assembly areas posted in the hallways for fire evacuation. Any occupant who comes in contact with a student, visitor, or physically disabled person should assist those individuals.

NOTE: Be prepared for aftershocks, although smaller than the main shock. After shocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after a quake. Follow the same procedures for earthquakes.

EMERGENCY CALL PERSON (ECP)

Each week, the Facilities Department has a person on call for minor emergencies such as minor plumbing or electrical repairs, etc. This person is identified as the Emergency Call Person (ECP).

A current duty roster is kept in the Facilities Department. It will contain the name, phone number and duty schedule for the Emergency Call Person.

This person will be on call weekdays from 4:30 PM until 8:00 AM the following day and on weekends twenty-four (24) hours a day (Saturday and Sunday).

This person can be reached through the Department of Safety and Security after hours and on weekends.

MATERIAL SAFETY DATA SHEETS (MSDS)

All MSDS information is kept in one location in the Central Facilities Building. Any employee or person wishing to obtain hardcopy information on any material or chemical used on seminary property should go to this location for this information.

The Director of Safety and Security is responsible for OSHA Guidelines that reference MSDS information.

MEDICAL EMERGENCY PROCEDURES

This section of the emergency action plan will be implemented for medical emergencies, for injury, or for illness that requires more than simple first aid.

If a serious injury or illness occurs on campus:

- Immediately contact campus security at extension 4444, or dial 9 + 9 1 1 for Louisville Metro EMS.
(NOTE: Springdale residents dial 9 1 1.)
- Give your name
- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous existing conditions

If security is the first to respond:

- We will provide first aid care, if possible, until EMS arrives.
- Have someone standby outside the building to flag down EMS when they reach the vicinity of the building.
- Once the victim has been cared for and is transported, security will help those in any manner possible.
- This would include notification of family, transportation or any other request possible.

NOTE: Every department should have a person trained in first aid and CPR. Training is available through campus security on a periodic schedule.

SEVERE WEATHER PROCEDURES

This section of the emergency action plan will be implemented in the event of a severe weather warning given by the NOAA weather radio or central administration.

The Department of Safety and Security recommends that offices utilize a functional weather alert radio. The preferred type is one that can be programmed to the Kentucky/Louisville Severe Weather Alert System.

All persons need to know the difference between a weather “warning” and weather “watch”. A weather watch means that conditions are favorable for severe weather such as thunderstorms or tornados. A weather warning means that severe weather is taking place at the time of the alert.

Steps to take in case of severe weather alert:

Thunderstorms

- We encourage all persons to have contact with local media outlets such as TV or radio to stay abreast of the changing weather patterns.
- Any person can contact security at extension 4444 to keep updated with reports of severe weather.
- Be prepared to proceed to safer areas in case of a severe thunderstorm.
- If outside, stay away from trees, power lines, and attempt to find shelter.
- If inside a vehicle and shelter is not available, stay in your vehicle.

Tornados

- We encourage all persons to have contact with local media outlets such as TV or radio to stay abreast of the changing weather patterns.
- Any person can contact security at extension 4444 to keep updated with reports of severe weather.
- The City of Louisville has an audible horn/alarm system. In most cases this can be heard from our campus area. This will alert us of a tornado warning
- Remember that most tornados travel west-southwest to east-northeast.
- If outside in a vehicle, exit the vehicle and lie flat in a ditch or land depression.
- Seek shelter/safety in the following areas:
 - Cellar, basement, underground excavation, lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
 - If no basement is available, seek shelter under a sturdy workbench, or heavy furniture (i.e. table or desk)
 - In open country, move away from the tornado at a right angle
 - If there is no time to escape lie fat in the nearest depression (i.e. ditch or ravine).
 - Avoid the following:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias or other areas with large, free-span roofs
 - Automobiles
- During a tornado, keep the following items with you:
 - Flashlight
 - Battery powered radio
 - Telephone

DECLARATION OF SEMINARY STATE OF EMERGENCY/CRITICAL INCIDENTS

The authority to declare a seminary state of emergency rests with the seminary President or a designated person.

Emergency Operation Plan will be activated (EOP)

During the period of any major emergency:

- The Incident Coordinator shall place into immediate effect the appropriate procedures necessary in order to meet the emergency.
- The Incident Coordinator shall immediately consult with the President or designate regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When this declaration is made, only registered students, faculty and staff, and affiliates (i.e. outside persons working under contract) are authorized to be present on campus.
- Those who cannot present proper identification (Seminary ID, employee ID, or other ID) showing their legitimate business on campus will be asked to leave the campus.
- In addition, only those faculty and staff members who have been assigned Incident Management Team (IMT) duties or issued an emergency pass by the Security Department will be allowed to enter the immediate disaster site.

SUSPICIOUS MAIL

Identifying suspicious mail packages:

- No return address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Return address and postmark are not from same area
- Wrapped in brown paper with twine
- Grease stains or discoloration on paper
- Strange odors
- Excessive postage
- Hand written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Visual distractions.

Response to Calling Regarding Suspicious Mail

The Dispatcher will:

- Obtain pertinent information about the location and status of the suspect item.
- Determine if the letter or package has been opened.
- Instruct the caller to refrain from opening or further touching the letter or package.
- Ensure that you notify responding units whether the package or letter has been opened.

In addition, if the mail has been opened and any foreign substance is present:

- Dispatch Security personnel to secure the area.
- Calmly instruct caller to leave the room where the package is located, and instruct them to have other people in the room/immediate area to do the same. Everyone who is in the room at the time should evacuate the building together and should be given a location outside of the building to go to in order to meet the Officers responding to the scene.
- Turn off ventilation system if possible.

The Responding Officers will:

- Respond to all calls about suspicious mail as a priority call.
- Wear gloves when they get to the scene.
- Take an evidence bag to the scene.
- Limit discussion about the call over the two-way radio.
- Make sure the room/area where the package is located is evacuated.
- Interview the caller to ascertain all pertinent information about the package or letter.
- Determine whether or not the suspicious piece of mail fits the profile for a suspicious envelope/package.
- Ascertain the names and telephone numbers of anyone who been in the room/area since the suspicious letter of package was delivered.
- Secure the package in an evidence bag.
- Initiate incident report.

In addition, if the mail was opened and any foreign substance is present:

Officers should not enter the room where the package is stored.

Anyone who was in the area where the suspect package is located should be kept waiting and segregated until the nature of the substance can be determined. We may need to escort the individuals to the hospital for decontamination.

Treat the scene as a crime scene until directed otherwise. Secure the area and protect other individuals. The scene should be kept secured until directed otherwise by the Local Official.

The Security Office:

Determine whether or not we should contact the Louisville Police, Louisville Fire & EMS to scene, based on whether or not he/she believes that the package meets the criteria of a suspicious package.

Ensure that either the Director of Safety & Security, the Supervisor of Safety and Risk Management, or the Supervisor of Buildings Security is immediately notified.

In addition, if the mail was opened and any foreign substance is present:

Contact Facilities or ECP to attempt to have the HVAC system for the building shut down, if this can occur without further endangering their people.

Possible Administrative Decisions:

Contact LMPD and Louisville Fire Department to respond to the scene to determine the nature of the substance.

Contact the FBI

If the mail was un-opened:

Contact the Postal Inspector, Louisville Metro EMS or Louisville Metro Police, to retrieve the mail.

Contact the Director of Safety and Security.

UTILITY INTERRUPTION PROCEDURES

Persons will become aware of utility interruptions by obvious absence of that particular utility, such as no lights, computers not working, electric toilets won't flush, drinking fountain not working, and/or inability to place outgoing calls.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by the outages.

- Dangers from tripping and injuring due to lights being out.
- Person(s) being trapped on elevators
- Inability to contact responder if any emergency occurs while telephones are out.

In the event of a utility interruption:

Contact the security office by any means available to you. It is possible that seminary building emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and a portable radio available for emergencies.

In the event you are trapped in an elevator, remain calm and use the emergency phone to notify security at extension 4444. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding

Cease using all electrical equipment.

Notify the Facilities Management Department at extension 4703 during working hours or security at extension 4444 after working hours.

If necessary, vacate the area.

Serious Gas Leak

CEASE ALL OPERATIONS

Do not switch any lights or any electrical equipment on. REMEMBER, ELECTRICAL ARCHING CAN TRIGGER AN EXPLOSION!

Notify the Facilities Management Department at extension 4703 during working hours or security at extension 4444 after working hours.

Steam Line Failure

Immediately notify Facilities management at extension 4703 or security at extension 4444 after working hours

If necessary, vacate the area.

Ventilation Problems

If smoke odors come from the ventilation system, immediately notify Facilities Management at extension 4703 or security at extension 4444 after working hours.

If necessary, cease all operations and vacate the area.