



**EMERGENCY RESPONSE GUIDE**  
**OCTOBER 2019**



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## Introduction

What is an Emergency?

An emergency is an unplanned event that can happen at any time of the day or night and cause death or significant injuries to seminary employees, students or guests. It may be caused by a bomb, fire, flood, storm, natural disaster, active intruder or other causes. We rarely expect an emergency to affect our seminary but realistically speaking an emergency situation can happen at any time.

No emergency response plan can cover every possible situation that occurs. However if we fail to plan we are planning to fail. As leaders of the seminary, God has called on us to seek knowledge, grow in understanding and seek His divine wisdom to protect His people.

## Purpose

The Emergency Response Plan (ERP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the Seminary.

This plan is a guide for seminary leadership, employees, students and guests in the case of an emergency.

Its purpose is to effectively address either a natural disaster or a man-made crisis at the seminary, with a plan of action. This plan is to be used as a training tool that when implemented can reduce the number of injuries or death.

The Vice President for Finance and Administration or designee will be responsible to manage all emergencies that occur within the seminary.

Seminary employees and students must take ownership of this plan and procedure to provide a safe and secure environment for all at the seminary.

## Scope

This plan is to guide the emergency response of United Theological Seminary personnel and resources during an emergency situation. It is the official emergency response plan of United Theological Seminary and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of God given good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and the seminary shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities.

**Mission**

The Seminary will respond to an emergency situation in a safe, effective and timely manner. Seminary personnel and equipment will be utilized to accomplish the following priorities:

1. Protection of Human Life
2. Support of Health & Safety Services
3. Protection of Seminary Assets
4. Maintenance of Seminary Services
5. Assessment of Damages
6. Restoration of General Seminary Operations

## Bomb Threats

# \*Please see Bomb Threat Checklist

### Bomb Threat (phone)

- Upon receipt of a bomb threat, use the **Bomb Threat Checklist** and have it available to be reviewed by authorities.
- Denote the time of call.
- Ask where the bomb is located and when will the device explode.
- Listen closely to caller's voice and speech patterns and to noises in the background.
- Ask for the reason of the threat
- After the call ends, hang up the phone and immediately dial \*69 to trace call.
- All use of the radio system and cell phones must immediately cease upon receipt of a bomb threat as radio signals may detonate the bomb.
- Notify Vice President for Finance and Administration or designee.
- Follow the instructions from Vice President for Finance and Administration or other emergency response personnel.
- You may be instructed to evacuate the area.
- Note any unusual items (packages, backpacks, etc.) or suspicious objects and immediately report that information to the responding authorities.

### Bomb Threat (written correspondence)

- Notify Vice President for Finance and Administration
- Preserve Item
- Do not delete or alter email messages
- Every bomb threat or suspicious package will be taken seriously.

# United Theological Seminary

# Bomb Threat Telephone Checklist

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can't hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

1. Where is the bomb going to explode?	5. What will cause the bomb to explode?
2. When is the bomb going to explode?	6. Did you place the bomb? If so, why?
3. What does the bomb look like?	7. What is your address?
4. What kind of bomb is it?	8. What is your name?
Exact wording of the threat:	
_____	
_____	
_____	

<b>Time of Call:</b> Accent: <input type="checkbox"/> Local <input type="checkbox"/> Middle East <input type="checkbox"/> Hispanic <input type="checkbox"/> African <input type="checkbox"/> Slavic <input type="checkbox"/> Southern <input type="checkbox"/> Northern <input type="checkbox"/> Midwestern <input type="checkbox"/> Other: _____	<b>Date:</b> Manner: <input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing <input type="checkbox"/> Other: _____	<b>Phone Number Call Received From:</b> Background: <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> None <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Other: _____
<b>Voice:</b> <input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other: _____	<b>Speech:</b> <input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Other: _____	<b>Language:</b> <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other: _____ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Other: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Age: (    )	Call Origin: <input type="checkbox"/> Local <input type="checkbox"/> Non-Local
Your Name:		Your Phone Number:
Your Position:		Date of Report:

### Suspicious Package Threats (Biological/Chemical/Radiological)

- Upon discovery of a suspicious package immediately place the mail in a larger envelope and contact the Vice President for Finance and Administration or designee immediately. **9-1-1** will be called.
- Do not handle the mail any more than necessary to preserve it for evidence.
- If an employee has opened a package or letter that contains an unknown substance, the first step is to limit the exposure and spread of the contents. Isolate the person and the area immediately to avoid possible cross-contamination. Place the entire contents into a trash can and evacuate.
- The package will not be disturbed any further. No attempt will be made to clean up any released powder or liquid.
- Powder or liquid will not be brushed off clothing or skin.
- Hands will be kept away from one's face to avoid spreading contaminants to the eyes, nose or mouth.
- Hands will be washed without leaving the immediate workplace.
- Centralized air-conditioning or overhead fans will be turned off immediately.
- Doors to the area will be closed and locked to prevent others from entering.

### Discovery of a Suspicious Package (possible explosive)

- The object is not to be moved or handled.
- **Call 9-1-1 immediately.**
- Report the object's location, description and particulars to officials.
- If a suspicious package is found, all occupants in the area and adjoining areas (beside, above and below) will be evacuated calmly and orderly to a designated area.
- Stay away from windows, mirrors, overhead fixtures, electrical equipment and large, heavy, unstable objects.
- Open doors carefully. Leave doors unlocked but closed.
- Take personal items.
- Office staff should take emergency contact information with them.
- Employees will remain with their students in a designated area away from the seminary.
- Comply with the directions from the Vice President for Finance and Administration, Police and Fire Officials.
- Relevant information and student rumors will be reported to the Vice President for Finance and Administration, Police and Fire Officials.

### Terrorist Event

## Nuclear Attack

Defense against nuclear weapons depends primarily on the distance the seminary is from the point of detonation.

If time permits:

- Relocate employees, students and visitors to specifically identified safe areas and rooms.
- Close all doors leading into hallways to minimize flying glass.
- Be concealed under tables, desks on the ground.
- Employees, students and visitors should remain inside buildings until notified by authorities.
- Employees, students and visitors can leave at their own discretion.

## Active Intruder/Lockdown/ Emergency Evacuation

A Lockdown Procedure /Emergency Evacuation Procedure may need to occur when one or more of the following situations take place on the seminary campus:

- Robbery
- Domestic Violence
- Active Intruder/Mass shooting
- Hostage Situation
- Child Custody Dispute
- Disorderly Conduct/Assault/Fight
- Other emergency situations which merit the need to evacuate or lockdown to protect others from danger.

This Active Intruder procedure is specialized for our seminary. The reason for this procedure is to provide for the safety of our employees, students and guests. Additionally, it is our hope to assist the police in completing their job in an expeditious fashion.

In the event that our seminary becomes "VICTIM" to one of the aforementioned events, we will identify the problem by giving a "Real Time" alert specifying location, physical description and identity of the person if known.

## Method of Announcement

One or more of the following methods may be used to alert the employees and students of a lockdown. The use of any one method will depend on the circumstances presented.

- Announced by the Vice President for Finance and Administration or designee
- Emergency Text Messaging
- Seminary Intercom System
- Email

## What to Do:

- Be aware of the location of the hostile intruder.
- Do not run to the area.
- Evacuate to a safe area
- Do not run in a straight line; run in a zig-zag manner. Keep moving.
- If confronted in the open, do not stop to enter a room as the door may be locked.
- Seek cover around corners or other objects.
- Don't run into a dead end space like a restroom. A stairway would be a better option.
- Keep distancing yourself from the intruder.
- If possible leave the seminary
- Break windows- If you are trapped in an active intruder situation and there are no doors to exit but there are windows, break the WINDOWS however you can to escape the threat.
- If persons in attendance are unable to leave, direct them to a secure room.
- IT IS IMPORTANT that once in a room you stay put, stay quiet, turn off all lights, close all blinds and drapes. Proceed to the safest place away from the door, out of view. Do not huddle, spread out and conceal yourself. If unable to lock the door barricade the door with furniture and equipment. Use a belt or other item to tie the door handle to something stable. Doors are not to be unlocked by anyone in the room. If the room is opened during "lockdown," police officers or seminary personnel must do it with use of keys.
- If you have a cell phone put it on VIBRATE. Do NOT call out.
- Use TEXT MESSAGING ONLY.
- Counter! If you are trapped, cannot escape and the shooter enters a room ATTACK! Attack with bibles, books, backpacks, chairs, desks, tables, fire extinguishers, staplers, whatever you have access to that will hurt or distract them. Everyone must ATTACK, tackle them, strike, bite, or choke the assailant until they are neutralized. If you fail to fight back they will slowly and methodically assault everyone in the room.

## Police Actions

If you are injured, can't move, or are in hiding, the police entry team will not stop and help you. Do not be alarmed, they must proceed to move fast and stop the active shooter from shooting others. Additional Police Officers and Emergency Medical Teams will assist you soon.

If you are confronted by a uniformed officer, raise your hands up near your face in the SURRENDER position. Yell loudly at the officer "I am not the shooter"! Do exactly and immediately whatever the officer commands you to do. You can expect to be taken down at gunpoint until he rules you out. If an officer asks you to help, comply and do as you're told.

After the lockdown order has been lifted, seminary employees should then attempt to resume order and comfort and assist the room occupants and witnesses.

Be a good witness. Be prepared to give a coherent statement to the police about the incident.

Persons who did not witness the incident are to be ushered away from the building.

The preceding are the general steps in the lockdown procedure/emergency evacuation that all seminary employees and students are to follow with the utmost cooperation. Other specific scenarios may occur where these directions are modified.

Seminary violence is a nightmare that haunts every employee, student or visitor. The key to handling this is merely being ready to act in the event of a hostile situation. Our Active Intruder/Lockdown Procedure/Emergency Evacuation has to be done in a calm, quick, and organized manner. Since we have no possible way of predicting what kind of violence will hit the United Theological Seminary, being trained and prepared might save a life.

## Suspicious People

If an employee or student believes that a person is in the seminary with evil intentions (e.g., to sexually harass/assault, cause a disruption, theft, cause the premises), the person should immediately contact the Reception Desk or Vice President for Finance and Administration and provide the following information.

- Nature of the suspicious behavior
- Location of the person/persons.
- Physical Description of said person
- Gender
- Race
- Height/ Weight
- Build (thin, medium, heavy)
- Hair Color (head, facial)
- Eye Color (eyeglasses)
- Markings, Tattoos, Teeth, etc.
- Clothing Description
- Head (hat, scarf, mask, sunglasses, etc.)
- If the person has left the area, his/her direction and means of travel (on foot, bike, motor vehicle, etc.) is to be noted.

## Unruly People

When an employee, student, or visitor of the seminary commence to be verbally confrontational whether it be in chapel, class, hallway, a domestic dispute, a child custody issue, or being too loud, do the following:

- Do not touch anyone!
- Report it immediately to the Receptionist Desk and Vice President for Finance and Administration.
- Be courteous and polite.
- Remind them they are in a seminary/ educational institution.
- If it's two people who will not desist keep your distance until an official responds.
- If necessary ask the aggressor to leave the property and explain why. Ensure more than one seminary staff member is with you when this occurs.
- If they refuse call the police.
- If the unruly person leaves after the police are notified, the Vice President for Finance and Administration or designee will follow the person until they leave the property.
- Do not irritate the person.
- Do not attempt to make physical contact with anyone.
- Never attempt to physically remove any person from the seminary. Let the police make that decision and let them escort the person off the premises.

## Weapons

- If a person is suspected to be carrying a weapon into the Seminary and is not a Law Enforcement official or authorized by the Vice President for Finance and Administration or designee.
- Call police, 9-1-1
- Contact the Reception Desk and Vice President for Finance and Administration or designee.
- The Vice President for Finance and Administration or designee will ascertain whether to place the seminary in lockdown or evacuate.
- Do not cause panic.
- Do not approach the person, do not question him.
- When the police arrive, allow them to handle the incident.
- Accompany police and suspect to a private office.
- Support the police by being a witness to the event and fill out a statement.

## Kidnapped or Missing Person

Upon notification of a kidnapped or missing person, the Reception Desk and Vice President for Finance and Administration or designee will be notified immediately with the details.

- Name
- Location last seen
- Physical Description
- Gender
- Race
- Height/Weight
- Build (thin, medium, heavy)
- Hair Color (head, facial)
- Eye Color (eyeglasses)
- Clothing Description

**Suicide Attempt**

- Verify the information
- Call 9-1-1
- Notify Reception Desk and Vice President for Finance and Administration or designee
- Provide location and name of person if known.
- Calm suicidal person and stay with the person until the authorities respond.
- Be willing to provide a statement to responding authorities.

**Suicidal Death/Serious Injury:**

- Verify information
- Call 9-1-1
- Notify Reception Desk and Vice President for Finance and Administration or designee.
- Follow their instructions until the authorities respond.
- Do not move anything that could be construed as evidentiary items.

## Severe Weather/Tornado Response

- In the event of Severe Weather or a Tornado warning:
- A severe weather-tornado announcement is made in four ways: by OneCall message, by short continuous blasts from air horns, by telephone intercom, and in person.
- All employees, students and visitors will immediately evacuate to the designated indoor shelter areas: Academic Hallway, Restrooms, and Resource Room. The Vice President for Finance and Administration will advise persons to their assigned areas of the building and direct them to the closest shelter area.
- Keep away from windows and doors.
- Once in position, all people should be advised to kneel and cover their heads. All shall remain in that position until an all-clear signal is given.
- Instructors and department managers are to retrieve their class rosters. Upon arrival in the evacuation area, each instructor and department manager will attempt to conduct a count of their personnel and report their finding to the Vice President for Finance and Administration or his/her designee.
- All persons are to remain in the shelter area until the Vice President for Finance and Administration or designee reports that the warning has been lifted and it is safe to move about.
- The Vice President for Finance and Administration will complete an incident report and evaluate the response.

## Fire or Smoke Evacuation

In the event of a fire or smoke from a fire has been detected:

- Activate Fire Alarm
- Call 9-1-1
- Remove anyone from immediate danger.
- Close all doors to confine smoke and fire
- Evacuate immediately
- Do not use the elevators.
- Follow the Emergency Maps on the wall.
- If you see flames or smoke in your path, use the alternate planned route for evacuation.
- If you must exit through smoke, get down low on the floor and crawl under the smoke until you are past the threat.
- Movement must be orderly to avoid injury to each other
- The Vice President for Finance and Administration or designee will signal a return to the building

## Person on Fire

- Do Not Run!
- Stop where you are.
- Drop to the ground.
- Roll over and over

**Resources**

1. Ithaca College Emergency Response Plan 8.1.2011
2. Seminarsafety.com – 2011 Brotherhood Mutual Insurance Company and/or Christianity Today International
3. Seminary Security Alliance – 2009 Easy Seminary Security Manual & Team Start Up Kit, Jack Justice
4. University of Dayton emergency response guide - 2015