



# Emergency Operations Policy and Safety Plan

Faith Theological Seminary takes reasonable steps to protect the lives and health of all individuals on the FTS campus. Staff, equipment and information resources are provided to encourage behaviors and environments which prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. It is the responsibility of each individual to report dangerous circumstances to any FTS Staff or Faculty member and to take appropriate and reasonable actions to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the Business Manager. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

## Personal Safety

Faith Theological Seminary encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. Everyone should call attention to conditions or situations which threaten the safety and security of others by contacting a faculty or staff member. Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available faculty or staff member or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.

- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

## Bomb Threats

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible through asking some of the following questions:
  - a. Where is the bomb? Location?
  - b. When is it scheduled to go off?
  - c. What does the bomb look like?
  - d. Why is the bomb located at this institution?
5. Record a description of the caller's voice.
  - a. Is the caller male or female?
  - b. Does the caller sound like a juvenile or an adult?
  - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow policy "Emergency Notification Plan".

Once the institution has received a bomb threat, the building should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. Evacuations will be ordered by Seminary officials and according to the "Evacuation Policy and Procedure".

## Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. Individuals should follow the "Emergency Notification Plan". If necessary, evacuate according to the "Evacuation Policy and Procedure".

## Fire Safety

Fire prevention and safety guidelines are for the protection of students of the Seminary. If a fire has been identified or suspected, the nearest faculty or staff member should be notified. Follow the instruction that they provide and/or relocate to a safe location.

All students should be familiar with the location and operation of fire extinguishers. Fire extinguishers are marked and maintained in accordance with local and state regulations.

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, verbally yell “fire”.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you are not sure if you can control it, evacuate the building immediately using “Evacuation Policy and Procedure” and contact 911 from a safe location.
3. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
  - a. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.
  - b. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting fire fighters of your presence.
  - c. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.

## Health Services and Medical Emergencies

The Seminary does not currently offer medical coverage or care. Referrals for insurance and local medical care are available from the Maryland Health Connection, 1-855-642-8572, [www.marylandhealthconnection.gov](http://www.marylandhealthconnection.gov) (Maryland residents only). There are no medical personnel at the Seminary. In case of a medical emergency, contact the

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Business Manager when on duty and call 911. First aid kits are located in the Men's Room and Women's Room on the Lower Level, the Student Lounge on the First Floor, and the Conference Room on the Second Floor.

## **School Closing**

In the event of a heavy snowfall or ice storm, the seminary may cancel classes. You may call the Seminary main number to hear any messages that have been posted in regard to school closings, or visit the Seminary website for announcements. Also, watch for announcements on WJZ-13 and WJZ.com.

## **Tornado Watch**

1. During a tornado watch, the following steps should be followed.
2. Monitor radio and television stations.
  - Watch for tornado danger signs:
  - Dark, often green sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar (similar to a freight train)
  - Funnel-shaped clouds
3. Report any of the danger signs to a faculty or staff member when possible and take shelter immediately.
  - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
  - Step away from windows and doors.
  - Get under a sturdy table or desk and use your arms to protect your head and neck.
  - Remain in a secure location until the faculty or staff member has provided further instruction.

## **Tornado Warning**

During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.

4. Remain in a secure location until the warning has expired and a faculty or staff member has provided further instruction.

## **Flood Watch**

Individuals should be prepared to move to higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

## **Flood Warning**

When flooding is possible or imminent, individuals should take the following steps and/or precautions.

1. If standing water occurs within the building, move to a higher level or relocate to a higher elevation when possible.
2. Do not walk through moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.

If standing water occurs in the building, a faculty or staff member will advise individuals as to where they should relocate.

## **Evacuation Policy and Procedure**

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door.

The following steps should serve as a guide to all individuals for the evacuation process:

1. Once notified of the situation, proceed to the nearest exit and assembly point.
2. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. Doors should be left open when a bomb threat has occurred.
3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

## **Emergency Plan for Persons with Disabilities**

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance.

## Emergency Notification Plan

In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. FTS will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by FTS.

The closest FTS faculty or staff member to the situation will determine if the incident is a significant emergency. If he determines a significant emergency exists, he will notify the Academic Dean. If the Academic Dean is unavailable, the Business Manager will fulfill all duties of the Academic Dean as outlined in this Emergency Notification Plan.

The Academic Dean will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information. The appropriate off-campus parties will be notified by telephone.

The persons filling the above-mentioned roles are as follows:

1. Academic Dean – Dr. Stephen Hague
2. Business Manager – Julie Morris

The Emergency Notification Plan will be publicized to the on-campus community annually. An annual test, which may be either announced or unannounced, will be performed.