

Emergency Response Procedures and 2019 Security and Fire Safety Report

A paper copy of these procedures and this report is available upon request to Student Development.

I. Emergency Response Procedures

The following emergency response procedures are meant to act as a guide for faculty, staff, students and others who may be involved or tasked with the response to an on-site emergency. It is impossible to prepare for every event and to determine the specifics of each incident; therefore it is the responsibility of each individual to protect themselves as they best see fit.

A. Reporting emergencies, non-emergencies, and crime on campus, at the 1600 Church Rd condos and at the Bookstore

1. What is an emergency?

a. An emergency is any immediate threat to life and/or property that requires immediate response from police, fire, or emergency medical personnel. Your judgment often determines whether an incident is an emergency. When in doubt, err on the side of caution.

b. All faculty, staff, students, and visitors are authorized to call **911** in the event of an emergency.

c. When 911 is called, the Physical Plant Manager should also be notified.

2. When calling 911 to report an emergency:

a. Stay calm.

b. Speak slowly and clearly.

c. Provide the address, your name and location and the location and description of the emergency.

d. Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

e. Stay on the line with the dispatcher.

f. Answer all questions asked by the 911 call taker.

g. Remain on the line until instructed to hang up by the call taker.

h. The 911 Dispatcher is a trained dispatcher who will prompt what additional information is needed, based on the type of emergency (e.g., what the scene looks like, number of injuries or deaths). In order to complete an assessment on the telephone, the 911 Dispatcher may have many questions to ask depending upon the nature of the problem. It is very important for the dispatcher to obtain as much information as possible, in the interests of responder safety and to dispatch the correct level of medical response.

3. Reports on non-emergencies may be filed with the Cheltenham Township Police Department by calling 215-885-1600.

4. Written reports on both emergencies and non-emergencies should be filed with the Seminary within 72 hours of the emergency or non-emergency. The VP of Campus Life and Dean of Students or the Associate Dean of Students may assist in filing the report.

5. If a sexual offense occurs, reference and follow the seminary's Sexual Harassment and Sex Offense Policy and Procedures.

B. Emergency Actions

Definition: Emergency actions are a set of simple directives and procedures that may be implemented across a number of emergency situations. With emergency actions in place, faculty, staff, and students can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The incident will drive which emergency actions to implement, based on the specific situation.

The most common immediate emergency actions, and specific steps to take for each of them, are detailed in the following pages.

1. Lockout vs. Lockdown: Two Different Emergency Actions

a. Lockout:

- 1) The seminary ensures the exterior of buildings are locked and secure.
- 2) All outside seminary activities are safely brought back into the safety of the buildings.
- 3) Faculty and staff are made aware of the situation to raise their level of alertness and situational awareness.
- 4) Ingress and egress of seminary buildings becomes highly restricted, controlled, and coordinated with local law enforcement.
- 5) Interior seminary functions and operations may continue as scheduled.
- 6) **If the high risk activity moves onto the seminary campus, the next step is Lockdown.**

b. Lockdown:

- 1) Violence or potential violence is now on the seminary campus.
- 2) Seminary lockdown procedures are implemented based on the known circumstances of the incident.
- 3) Students, teachers, staff, and visitors restrict their movements within classrooms, offices, and workspaces.
- 4) Classroom/office doors are closed and locked if possible.
- 5) Everyone gets down and out of sight.
- 6) Remain quiet.
- 7) Prepare to make the next action decision based on the information as the situation evolves – RUN, HIDE, FIGHT.

c. Lockout

A Lockout is ordered when police activity is taking place near the seminary but not on seminary property. LOCKOUT differs from LOCKDOWN because it does not involve securing classrooms and strictly isolating movement within buildings. Interior operations can continue as close to normal as possible.

Lockout Emergency Actions:

- 1) The Vice President of Campus Life and Dean of Students (VPCL) will be notified by the police department of police activity in the area and will order or recommend the seminary go into a Lockout.
- 2) The VPCL, or his designee, will make an announcement that a Lockout is in effect and order that all exterior doors remain closed and locked and that no person is allowed to leave the buildings at this time.
- 3) Ensure all exterior doors and access points are secured and continue normal interior operations until further notice.
- 4) Any activities taking place outside must return to a seminary building as quickly as possible.
- 5) Students, faculty, and staff are not to leave the building in which they are but may continue with normal classroom and building interior activities.
- 6) When a lockout is ordered, front desk staff should not permit persons who are not expected or unknown into seminary buildings.
- 7) Front desk staff should notify the VPCL, or his designee, when an unexpected visitor arrives to determine whether or not he/she is permitted to enter the building.
- 8) During a Lockout, no deliveries should be received until the Lockout has been lifted.
- 9) VPCL will coordinate dismissal or other potential exterior activities with law enforcement.
- 10) When clearance is received from the appropriate agencies, give the ALL CLEAR instruction to indicate it is safe to resume all normal operations.

d. Lockdown

The terms *Lockdown* and *Shelter in Place* are often used interchangeably. A Lockdown may be more suitable during situations such as the presence of a hostile or armed intruder inside a building.

Acts of violence may take the form of various types of personal assaults that may or may not include weapons. If an act of violence, active shooter, or similar incident occurs on seminary grounds, follow the recommended emergency actions listed below.

Lockdown Emergency Actions:

- 1) If the threat is taking place in the seminary building in which you are, evacuate if you are able to do so safely.
- 2) If the threat is taking place outside of the seminary building in which you are, do not attempt to evacuate.
- 3) If you are unable to evacuate, immediately seek refuge and LOCKDOWN in an area that can be locked from the inside. Ensure anyone in the hallways is brought into a secure room.
- 4) Lock the door.
- 5) Doors without locks should be barricaded from the inside – use desks, chairs, etc.
- 6) Faculty shall remain with students.
- 7) If it is safe to do so, call **911** and notify the dispatcher of your location.
- 8) Once locked in a room, cover any windows on the door if possible.
- 9) Move away from the windows and doors and remain out of sight.
- 10) Turn off lights and audio visual equipment.
- 11) Look for alternate escape routes (windows, other doors).
- 12) Remain still and quiet and act as if no one is in the room.
- 13) Do not answer the door.

- 14) If the fire alarm sounds unexpectedly, do not evacuate the building unless
 - a) you have firsthand knowledge that there is a fire in the building,
 - b) you are in imminent danger, AND/OR
 - c) you have been advised by a first responder to evacuate the building.

- 15) Remain in the lockdown until you are advised by a police officer, the Vice President of Campus Life and Dean of Students, Physical Plant Manager, or their designee that it is safe.

2. Armed Intruder Response: Run, Hide, Fight

In an armed intruder or active shooter situation, you should quickly determine the most reasonable way to protect your own life. Using situational awareness, you must decide if your best option for survival is to RUN, HIDE, or FIGHT.

a. Alert and Inform:

- 1) Once the Vice President of Campus Life and Dean of Students (VPCL), or any faculty or staff member, becomes aware of an armed intruder or active shooter, he/she shall alert the entire school using email, text or alternative method. Do so as quickly as possible.
- 2) Speak in plain language. **DO NOT** use codes.
- 3) The more information the better; describe what is happening and where.
- 4) State the nature of the emergency and specify the location where the armed intruder is. Be as clear as possible and repeat this message several times. This measure will allow others to evacuate if possible.
- 5) Have someone call **911**.
- 6) Protect yourself. Take cover immediately. Try to remain out of sight of the suspect.

b. RUN: Remove yourself from the danger zone as quickly as possible.

- 1) Upon being notified of the location of the armed intruder, decide if you can safely evacuate the building.
- 2) If yes, evacuate the building as quickly as possible through the safest route available.
- 3) If a door is not an option, consider if you can safely evacuate through a window.
- 4) **DO NOT** sound the fire alarm, as this may put others into harm's way.
- 5) Do not stop running until you are far away from the area.
- 6) Keep your hands visible.
- 7) Run to a **SAFE** area; this area does not necessarily need to be a designated assembly point.

c. HIDE: If you are unable to safely evacuate

- 1) If you are unable to evacuate, immediately seek refuge and LOCKDOWN in an area that can be locked from the inside. Ensure anyone in the hallways is brought into a secure room.
- 2) Lock the door.
- 3) Doors without locks should be barricaded from the inside; use desks, chairs, etc.
- 4) If it is safe to do so, call **911** and notify the dispatcher of your location.

- 5) Once locked in a room, cover any windows on the door if possible.
 - 6) Move away from the windows and doors and remain out of sight.
 - 7) Turn off lights and audio visual equipment.
 - 8) Look for alternate escape routes (windows, other doors).
 - 9) Remain still and quiet and act as if no one is in the room.
 - 10) Do not answer the door.
- 11) If the fire alarm sounds unexpectedly, do not evacuate the building unless
 - a) you have firsthand knowledge that there is a fire in the building,
 - b) you are in imminent danger, AND/OR
 - c) you have been advised by a first responder to evacuate the building.

d. FIGHT FOR LIFE: Should you be confronted by the shooter

- 1) Counter—This measure is the use of proactive techniques should you be confronted by an armed intruder. Counter, or “Fight,” is used as a last resort and only when your life is in imminent danger.
- 2) Attempt to disrupt or incapacitate the active shooter.
- 3) YOU must decide on your own course of action based on the situation presented. Guidelines cannot be all inclusive; your judgment is necessary.
- 4) Remember as you decide on your own course of action:
 - a) Anything can be used as a weapon against the active shooter.
 - b) Create as much noise as possible.
 - c) Create chaos.

e. How to Respond when Law Enforcement Arrives:

- 1) Remain calm and follow the instruction of the police.
- 2) Put down any items in your hands, i.e. bags or jackets.
- 3) Immediately raise your hands and keep them visible.
- 4) Avoid making quick movements towards officers.
- 5) Do not stop to ask officers for help or directions when evacuating.
- 6) Evacuate in the direction from which the officers are entering the premises.
- 7) Once evacuated, do not leave the evacuation area until you have been instructed to do so by law enforcement.

3. Winter Storms and Flooding

- 1) The following plan has been developed to establish appropriate procedures for responding to a flood or snow emergency that affects WTS operations.
- 2) The Crisis Support Team will monitor all weather alerts from the National Weather Service, Montgomery County, and Cheltenham Township.
- 3) The Crisis Support Team will monitor conditions and relate information to Physical Plant and Academic Support personnel, as needed.
- 4) Actions to consider in a winter weather/flood warning:
 - a) Relocating vehicles in potential flood areas
 - b) Possible relocation of faculty, staff, or students to a different building
 - c) Possible evacuation of specific buildings
 - d) Possible early dismissal
 - f) Possible cancellation of seminary functions
 - g) Possible “Shelter in Place—Weather” if conditions or travel is, or appears, treacherous
- 5) Physical Plant personnel will perform regular checks of outside drainage systems for at-risk buildings.
- 6) If snow or flood waters are causing an immediate threat to life safety, call **911**.
- 7) If an evacuation is not possible, relocate all individuals to a safe area of the building.
- 8) If the weather is compromising the safety of the building, Physical Plant shall shut off all appropriate utilities in order to protect the infrastructure.

4. Severe Weather Other than Winter Storms and Flooding

a. Weather Watch

1) A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

2) When a Weather Watch has been issued for an area near the seminary:

- a) The Crisis Support Team will monitor emergency notifications and weather reports from The National Weather Service, Montgomery County Department of Public Safety, and Cheltenham Township.
- b) If the watch is escalated to a warning, see the steps below.

b. Weather Warning

1) A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

2) When a Weather Warning has been issued for an area near the seminary:

- a) The Crisis Support Team will monitor emergency notifications and weather reports from the National Weather Service, Montgomery County Department of Public Safety, and Cheltenham Township.
- b) Remain in safe area until warning expires.
- c) Physical Plant will monitor the need to turn off utilities if a threat is imminent.
- d) If the need arises for a Shelter in Place, see Shelter in Place—Weather.

5. Shelter in Place

a. Shelter in Place means to immediately seek shelter in a safe location within the closest facility/building.

b. A number of emergency situations may arise during which building or facility evacuation is not the best solution and may not be advisable. In such cases, either a Lockdown or a Shelter in Place may be preferable. A Shelter in Place may be required due to a serious weather event, a hazardous material release (HAZMAT), or for a violent criminal act occurring on seminary grounds. (See Lockout and Lockdown Procedures.) Follow the recommended emergency actions listed below when a Shelter in Place has been issued due to a weather or hazardous materials event.

c. Shelter in Place—Weather

1) To be used in severe weather warnings including, but not limited to, tornado, severe thunderstorms, hail, or severe wind.

2) The Vice President of Campus Life and Dean of Students (VPCL), or his designee, will issue “Shelter in Place – Weather” order by email, text or alternative method.

Example: "Attention, please. We are experiencing severe weather conditions and are instituting our Shelter in Place procedure. Students, faculty, and staff should remain inside with windows and doors securely closed. Those who are outside the building should immediately come inside the building. Do not go outdoors until you receive further instructions."

3) When notified of a “Shelter in Place—Weather,” seek immediate shelter inside a building.

4) If you are inside of a building do not go outside until instructed that it is safe to do so by emergency personnel.

5) Any occupant who encounters a student or visitor should direct him/her to take appropriate actions.

6) Any occupant that encounters a physically disabled individual should assist him/her if possible.

7) Close and lock all windows and doors to the outside.

8) Cover all openings or windows to your room, if possible.

9) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

10) If a tornado is imminent, sit or kneel with your back to an interior wall and bend your head closely to your knees. Cover the sides of your head with your elbows and clasp hands firmly behind your neck.

11) Report injuries or other unsafe conditions to the VPCL.

12) Listen to the VPCL, the Physical Plant Manager, and emergency personnel for further instructions.

d. Shelter in Place-Hazardous Materials

1) If you are sheltering due to **hazardous material (HAZMAT)**, in the accidental release of toxic chemicals, the air quality may be threatened. Sheltering in place keeps you inside an area offering more protection.

2) For a Sheltering in Place due to HAZMAT, you should, if possible, take the following actions:

a) After being notified to do so by emergency personnel, the Vice President of Campus Life and Dean of Students (VPCL), or his designee, will issue a “Shelter in Place – Hazardous Material” order by email, text or alternative method.

Example: "Attention, please. We have a hazard materials incident and are instituting our Shelter in Place procedure. Students, faculty, and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

b) When notified of a “Shelter in Place – Hazardous Material,” seek immediate shelter inside of a building.

c) If you are inside of a building, do not go outside until instructed that it is safe to do so by emergency personnel.

d) Immediately clear anyone from the halls. Keep everyone in rooms until further instructions are received.

e) Secure individual classrooms and offices: a) close doors and windows and b) turn off fans in the area.

f) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

g) Do not use elevators as they may pump air into or out of the building.

h) Physical Plant personnel will shut down building air conditioning and heating systems.

i) Any occupant that encounters a physically disabled individual should assist him/her if possible.

j) Once it has been deemed safe by authorities, resume normal operations.

6. Hazardous Materials Spill

The following emergency actions should be taken in the event of a chemical spill, release, or incident requiring special training or personal protective equipment that is beyond the abilities of the personnel present.

a. Emergency Actions:

1) Evacuate those in the area immediately.

2) Secure the area to prevent further contamination of others.

3) Notify the Vice President of Campus Life and Dean of Students (VPCL). He will report the incident to the appropriate individuals.

4) If the spill is causing an immediate threat to health or life safety, call **911**. Be as specific as possible when reporting the spill.

5) Anyone who is contaminated by the spill should wash off the contaminated areas, avoid contact with others, and remain in the vicinity to be seen by emergency personnel.

6) DO NOT clean up spills or releases unless you have been trained in the proper methods to do so and only do so after the proper notifications have been made.

7) Issue evacuation order if necessary; sound fire alarm to evacuate the building.

8) If and/or when the building's fire alarm is sounded, walk quickly to the nearest exit and instruct others to follow.

9) Assist the physically challenged in exiting the building. The elevators may be used **ONLY** by the physically challenged during this type of emergency.

10) Once outside, move to a clear area at least 100 yards away from the building. Keep walkways, roadways, and fire hydrants clear for emergency personnel.

11) Do not return to the evacuated building unless told to do so by emergency personnel.

7. Evacuation

a. Evacuation will be implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students, faculty and staff from inside seminary buildings to an outside area of safety. If evacuation is implemented, all persons inside the building are required to immediately vacate the building and proceed to a point away from the building or, if indicated, an

assembly point. Any assembly points are included in the Building Evacuation Plan and are not to be made public.

b. When evacuating, always be aware of your surroundings and use your judgment to determine the safest location to evacuate.

c. The following emergency actions are to be followed in the event of any instance in which an evacuation from a seminary building is required either due to an emergency or drill.

d. Evacuation Procedures: If you hear the fire alarm or are instructed to leave the building:

- 1) All occupants of each building are expected and required to participate fully in evacuations and/or drills.
- 2) Faculty and staff should always be aware of persons with disabilities in their building and should assist those persons. Disabled persons may require help to reach a point of safety such as a stairwell.
- 3) When the fire alarm is activated, all occupants are required to evacuate a building from the nearest exit UNLESS THERE IS A THREAT OF AN ACTIVE SHOOTER OR ARMED INTRUDER.
- 4) Classes in session must evacuate.
- 5) When you evacuate, take only critical personal items with you.
- 6) Occupants should never use an elevator during an evacuation. A mechanical or electrical failure could leave persons trapped in an elevator.
- 7) Occupants should evacuate to a point outside and away from the building.
- 8) Remain at the evacuation point until instructions are given.
- 9) **911** should be called immediately after an alarm has been sounded by any individual with direct knowledge of the emergency.
- 10) The police and fire departments will have primary authority during an actual fire or emergency. The Crisis Support Team will serve as support staff for the emergency situation as needed. Upon the arrival of emergency services officials at the scene, a Crisis Support Team member will report to the senior fire official for information, instructions, and emergency communications.
- 11) No one will be allowed to re-enter the building for any reason until the building is released by the fire department or other responding emergency services agency official.

e. In the event of an actual emergency in which the duration of the evacuation is expected to last for a prolonged period of time, consider off-site evacuation.

- 1) The Crisis Support Team will coordinate an off-site evacuation if necessary.
- 2) Off-site evacuation is implemented when it is unsafe to remain on the seminary grounds, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students, faculty and staff to a designated area of safety. Off-site evacuation may include the use of transportation or simply walking to the designated off-site location.
- 3) The Building Evacuation Plan specifies off-site evacuation sites.

8. Serious Injury

a. Emergency Actions

- 1) If victim is unconscious or injuries appear life threatening, immediately call **911**. Anyone is authorized to call **911** in the event of a medical emergency.
 - a) Provide the location of the emergency (building and room number).
 - b) Provide details of the accident or injury and number of people involved.
 - c) Provide a description of the medical condition of the individual affected.
- 2) Follow instructions given to you by the 911 operator in order to provide immediate care to the individual.
- 3) Do not move the person.
- 4) Stay with the person. Proceed with first aid or CPR if needed and if you are trained to do so.
- 5) Identify a location where someone can meet the ambulance for directing EMS to the injured person.
- 6) If person is being transported, send a seminary representative with the ambulance or follow the ambulance to the hospital. Bring student or employee emergency contact information if possible.
- 7) Ensure that the Vice President of Campus Life and Dean of Students (VPCL) is notified.
- 8) A member of the Crisis Support Team will be responsible for notifying family of victim.

- 9) Direct witness(es) will be directed to Campus Life and Student Development.
- 10) Complete appropriate documentation as needed.

11) If the death of a student or employee occurs outside of school, the Crisis Support Team will be assembled and will engage accordingly.

b. Automated External Defibrillators (AEDs)

- 1) Instructions for how to use an AED are on the AED itself
- 2) If use of an AED is required, AEDs are at the following locations:**
 - a) Machen Hall:** Lobby: On the side of the stairs to the second floor
 - b) Van Til Hall:** Between the women's and men's restrooms
 - c) Library:** Main Level: Copier room to the right of the circulation desk

c. First Aid Kits

If use of a First Aid Kit is required, First Aid Kits are at the following locations:

1) Machen Hall

- a) Third floor: In a cut-out on the wall to the right as you enter the floor
- b) Second floor: At the top of the stairs to men's one residence, on the left
- c) First floor: In the kitchen, above the sink to the right
- d) Basement: Near the cleaning supplies area

2) Van Til Hall: Between the women's and men's restrooms

3) Library

- a) Main level: Staff workroom
- b) Second floor: Staff lounge

4) Carriage House

- a) First floor: Inside the alcove to the right at the foot of the stairs to the Loft
- b) Loft: Just inside the door on the wall to the left, by the window

9. Mental Health Crisis or Suicide

a. A mental health crisis is an event involving the emotional distress or dysfunction of an individual or group of individuals.

b. Examples of a mental health crisis are:

- 1) An individual attempting or threatening to attempt suicide
- 2) An individual acting in a bizarre or uncontrolled manner
- 3) An individual who is extremely upset due to a specific event
- 4) A crisis affecting all or part of the community

c. If the individual presents an **immediate** threat of physical harm to himself/herself or others, follow the emergency actions listed below.

d. Emergency Actions

- 1). If the individual has a weapon, immediately implement the armed intruder procedure.
- 2) If the threat warrants, call **911**.
 - a) Provide the location of the emergency (building and room number).
 - b) Provide details of the situation.
 - c) Follow instructions given to you by the 911 operator.
- 3) Notify the Vice President of Campus Life and Dean of Students (VPCL).
- 4) Identify a location where someone can meet the police and/or EMS personnel.
- 5) Once police and/or EMS arrive on scene, they will be responsible for the health and safety of the affected individuals.
- 6) A member of the Crisis Support Team will be responsible for notifying family of victim.
- 7) Complete appropriate documentation as needed.
- 8) Activate the Crisis Support Team to implement the required level of post-crisis intervention.

10. Fire

In all cases when a faculty, staff, student, or visitor becomes aware of fire and/or smoke, the following recommended emergency actions should be taken immediately.

a. Emergency Actions:

- 1) Even if a minor fire appears controllable, activate the fire alarm and call **911**.
- 2) Any person with the knowledge of how to use a fire extinguisher has the authority to use a portable fire extinguisher if and when appropriate. Using a fire extinguisher should be done only at the individual's discretion AND after the fire alarm has been activated.
- 3) If you intend to use a fire extinguisher, always notify someone prior to doing so.
- 4) Remember the acronym **P.A.S.S.** in using the fire extinguisher: **Pull, Aim, Squeeze, Sweep**
- 5) Sound the alarm and shout "FIRE" to alert others in the building. If available, use a manual pull station if possible, alert Machen and Library front desks of a fire. *Note: Pulling the handle down on a manual pull station will set off the alarm system and will also notify the Fire Department.*
- 6) Evacuate the building. Follow normal fire drill routine. Follow alternate route if normal route is dangerous.
- 7) Assist the physically disabled in exiting the building.
- 8) Once outside, clear the area at least 100 yards away from the affected building.
- 9) Vice President of Campus Life and Dean of Students (VPCL), or his designee, will call **911** from a safe location.
- 10) Keep roadways, walkways, and fire hydrants clear for first responders.
- 11) Do not return to the evacuated building unless told to do so by the Fire Department or seminary personnel.
- 12) If the building is deemed unsafe for return, the VPCL will determine relocation or early dismissal.

11. Bomb Threat

a. A bomb threat must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities.

b. The emergency actions described below should be implemented regardless of whether the bomb threat appears real or not. Any faculty or staff that is made aware of bomb threat written anywhere should notify the Vice President of Campus Life and Dean of Students (VPCL) immediately.

c. Front desk staff are provided a Bomb Threat Phone Checklist to reference, if possible, when speaking with an individual making a threat.

d. Emergency actions if a bomb threat is received via phone call

- 1) Do not put the caller on hold.
- 2) Do not transfer the call.
- 3) Do not hang up the phone the call came in on.
- 4) Keep the caller on the phone as long as possible.
- 5) If possible, have someone else use another phone to call **911** and the VPCL.
- 6) Pay attention to background noises that may indicate location.
- 7) Listen closely to the voice to determine sex, accent, speech impediment, or any other unusual characteristics.
- 8) Notify VPCL.
- 9) Implement building evacuation if the threat warrants.
- 10) Forward information on voice's characteristics to VPCL.

e. Emergency actions for a suspicious package

- 1) Do not handle the object.
- 2) Immediately notify the VPCL.
- 3) Evaluate the need for a full evacuation of the building.
- 4) If the situation warrants call **911**.

- 5) VPCL and Crisis Support Team will decide if a full evacuation of the area is required. Use standard building evacuation procedures if required.
- 6) Students, faculty and staff must be evacuated to a safe distance outside of the school building.
- 7) Do not re-enter the building until declared safe by emergency personnel or school officials.
- 8) If all clear is given, resume normal operations.
- 9) If deemed unsafe to re-enter, the VPCL will determine relocation or early dismissal.

12. Explosion or Building Collapse

In the event of an explosion, building collapse, or similar emergency, the following emergency actions should be followed:

- a. Protect yourself.
- b. If indoors, immediately take cover under tables, desks, or any other surface that can provide refuge from falling glass and debris.
- c. If outdoors, move quickly away from buildings, utility poles, overhead wires, or other structures.
- d. It may be safer to remain indoors, in which case a Shelter in Place should be issued.
- e. If necessary, evacuate the building.
- f. Assist the physically disabled in exiting the building. Do not use elevators during a fire; use the stairs.
- g. Once outside, clear the area at least 100 yards away from the affected building.
- h. Ensure that **911** has been called.
- i. Provide the call taker with the location of the explosion/collapse (building, room number) and a description of the explosion/collapse and, if known, how or why it occurred.
- j. The Vice President of Campus Life and Dean of Students will contact the Crisis Support Team.
- k. Keep roadways, walkways, and fire hydrants clear for first responders.
- l. Do not return to the evacuated building unless told to do so by seminary officials or first responders.

13. Earthquake

a. If you are inside when the shaking starts:

- 1) Drop, take cover under a sturdy object, and hold on. Move as little as possible.
- 2) Stay away from windows to avoid being injured by shattered glass.
- 3) Stay indoors until the shaking stops and you are sure it is safe to exit.
- 4) Leave the building only if there are life threatening hazards or if you are ordered to do so by seminary officials or emergency responders.
- 5) If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages, or other damage.
- 6) Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.
- 7) Do not call 911 unless you require emergency assistance.

b. If you are outside when the shaking starts:

- 1) Find a clear spot, away from buildings, power lines, trees, and streetlights.
- 2) Drop to the ground and stay there until the shaking stops.

c. If you become trapped:

- 1) Stay calm.
- 2) If a window is available, place an article of clothing outside of the window as a marker for rescue crews.
- 3) If there is no window, tap on the wall and shout at regular intervals to alert emergency crews of your location.

14. Utility Failure

a. A utility failure can occur as either an isolated incident or as part of a larger event. If you discover a major utility failure including electric, plumbing, gas, or any other kind of utility failure, follow the emergency actions listed below. Each utility failure should be handled on a situational basis. In many cases, the duration of outage may be short and require no special action.

b. Power Failure

- 1) Remain calm and stay where you are unless emergency assistance is required.

- 2) Contact Physical Plant. Physical Plant will alert the Vice President of Campus Life and Dean of Students (VPCL) as needed.
- 3) Any machinery and equipment in use should be switched to the OFF position to prevent unexpected or sudden start up when power is restored.
- 4) Set other equipment and appliance switches to the OFF position.
- 5) Check elevators to ensure no one is trapped. Report all persons trapped in elevators to VPCL.
- 6) Do not use the elevator in a power failure.
- 7) Physical Plant staff and/or outside reference will determine the length of the time service will be interrupted.
- 8) Determine appropriate actions, which may include relocation of students, faculty, and staff.
- 9) Implement plan to provide services without utilities or with alternate utilities.

c. Gas Leak

- 1) If you smell natural gas, notify Physical Plant immediately. Physical Plant will alert VPCL as needed.
- 2) If a gas leak is suspected or confirmed and cannot be controlled or is from an unknown source, cease all operations and use the fire alarm to evacuate the building immediately.
- 3) VPCL will issue an evacuation order.
- 4) Do not return to the building unless told it is safe to do so by first responders or seminary personnel.
- 5) If the building has been declared unsafe for return, the VPCL will determine relocation or early dismissal.

II. Security and Fire Safety Report

A. Posting and Distribution

1. This information is provided by the Campus Life and Student Development Office as part of Westminster Theological Seminary's commitment to safety and security and in compliance with federal and state law. It pertains to Seminary properties in Cheltenham Township, PA.
2. The report is posted on the Seminary website at <http://www.wts.edu/students/services/employment/securityandfiresafety.html>.
3. Prospective students and prospective employees of Westminster Theological Seminary are given the exact electronic address of the report and a statement that the Seminary will provide a paper copy upon request.
4. Current students and employees are given the exact electronic address of the report, a brief description of the report's contents, and a statement that the Seminary will provide a paper copy of the report upon request annually, by October 1 of each year.
5. The number of graduate students enrolled at Fall 2019 was 817, as reported in the Association of Theological Schools 2019-20 Data Tables. The number of graduate students living in student housing in 2019-20 was 18. The total number of non-student employees working on campus as of the end of October 2019 was 99.

B. SECURITY REPORT

1. Basic security and fire safety features of campus and the 1600 Church Rd condominiums

- a. Safety is a joint responsibility. Westminster encourages you to help maintain your own safety by using common sense safety practices such as being aware of your surroundings, exercising caution in walking alone in isolated or poorly lit areas, reporting suspicious activity, and not leaving your car or office unlocked or your personal belongings unattended.
- b. The Cheltenham Township Police Department occasionally patrols the Seminary campus and 1600 Church Rd condos as part of their routine duties. Cheltenham Township Police has authority over any illegal acts on campus and at the 1600 Church Rd condos.

c. All buildings on campus have fire alarm systems, which consist of pull boxes, smoke detectors and heat detectors. The Andreas Academic Center and Seok Nam House are also sprinkler protected. All systems are constantly monitored and alert the Fire Department.

The 1600 Church Rd condos have an integrated fire alarm system, which consists of pull boxes, heat detectors, fire extinguishers, and sprinklers.

d. Everyone is urged to become familiar with the location of emergency exits and fire extinguishers on campus and at the 1600 Church Rd condos for their residents. The Physical Plant Department (215-962-4893; physicalplant@wts.edu) can inform you of the location of fire extinguishers on campus.

e. Other than the annual distribution of these reports as outlined at the beginning of the reports, Westminster does not have programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. Everyone on campus and at the 1600 Church Rd condos should be safety conscious and follow security procedures.

f. Security Considerations Used in Maintenance of Campus Facilities

1) The Physical Plant Department is responsible for general campus maintenance and safety hazard prevention. The Seminary has installed exterior lighting around buildings, parking lots, and sidewalks. While maintaining an attractive campus, the Seminary keeps shrubs and hedges low for safety reasons.

2) Anyone noting a potential safety hazard should report it to the Physical Plant Department at 215-962-4893 or physicalplant@wts.edu. The Seminary's Safety Committee is responsible for proposing safety improvements to the campus.

2. Crime records and reporting of crime statistics

a. In accordance with Pennsylvania's Uniform Crime Reporting Act and College and University Security Regulations, crime on the Seminary's campus property or at the 1600 Church Rd condos is reported to the Pennsylvania State Police. These statistics will be shared, upon request, with the Pennsylvania Department of Education and the Office of the Attorney General. Also, in accordance with the United States Campus Security Act of 1990 (Clery Act), the Seminary collects crime statistics for the United States Department of Education.

b. All crimes should be reported to Physical Plant, which has primary responsibility for the recording of crimes and providing updated information on crime statistics for this annual report.

c. State law requires that crime statistics be determined by dividing the number of crimes by full-time-equivalent students and non-student employees. The following is a statement of all crime at the Seminary's campus property or the Bookstore's past leased location for the most recent three-year period:

Year	Type of Crime	Number of Crimes	Total of Full-Time Equivalent Students and Employees	Crimes per FTE
2017	None	0	551	0
2018	None	0	600	0
2019	Vehicle theft	1	663	0.0015

d. Federal law (specifically, the Higher Education Opportunity and Clery Acts) requires reporting of crime by type of crime and location of crime.

1) Crimes reported to campus security or local police: Murder and nonnegligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson:

Year	On campus and at Bookstore	In residences
2017	0	0
2018	0	0
2019	1	0

2) Crimes listed above and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to campus security or local police involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability:

Year	On campus and at Bookstore	In residences
2017	0	0
2018	0	0
2019	0	0

Category of prejudice will be noted here for any crime data reported in table above.

3) The number of arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession:

Year	On campus and at Bookstore	In residences
2017	0	0
2018	0	0
2019	0	0

e. Westminster does not have policies or procedures regarding confidential crime reporting. In compliance with HEOA requirements, the Seminary will, upon written request, disclose to the alleged victim of any crime of violence or sex offense the results of any disciplinary proceeding conducted by the Seminary against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

f. Westminster does not dictate procedures that encourage licensed professional counselors and practicing pastoral counselors to inform persons that they are counseling about procedures for confidential crime reporting (for inclusion in statistics). Westminster defers to counselor-client privilege and counselor responsibility to report crimes that legally must be reported.

g. Westminster does not have off-campus locations of student organizations officially recognized by the institution and so does not have policy concerning the monitoring and recording through local police agencies of criminal activity.

h. In addition to the Security Report, the Seminary's [Sexual Harassment and Sex Offense Policy and Procedure](#) informs students and employees about the prevention of crimes.

3. Crime Log

Westminster does not maintain a police or security department of any kind and so is exempt from the daily crime log maintenance requirement.

4. Timely Warnings

The Seminary will provide timely warnings via email and/or text-messaging to students and employees whenever the administration believes there may be a threat to students and/or employees.

5. DRUG AND ALCOHOL POLICY

a. Students and employees are reminded that members of the community differ in their convictions about the use of alcohol. Some have formulated positions which require them to abstain from its use. Others have not. Therefore, students and employees are requested to consider the consciences of others in the Seminary. Those who abstain from alcohol use are requested not to condemn those who do not abstain from its use. Those who have not formulated positions requiring abstinence are requested to apply restraint whenever prudence or concern for another warrants it.

b. In the interests of the above sensitivities, alcoholic beverages and their consumption are prohibited on campus.

c. Illicit drugs are strictly prohibited. The Seminary will cooperate fully with local police in prosecuting offenders who possess, use, or sell drugs. The Seminary has adopted strict disciplinary sanctions regarding possession, use, or sale of illicit drugs.

d. Any student or employee who unlawfully possesses, uses, or distributes illicit drugs or alcohol will be subject to criminal sanctions provided by federal, state, and local law in accordance with the Controlled Substance Act. The sanctions under the federal Controlled Substances Act include imprisonment of up to life and fines for each violation. Under the Pennsylvania Controlled Substances, Drugs, Device, and Cosmetic Act, a person may be imprisoned for up to 15 years or fined up to \$250,000 for each violation.

For updated information regarding the federal Controlled Substance Act, and penalties for the possession and trafficking of illicit drugs, please visit the U.S. Drug Enforcement Agency's website:

<https://www.dea.gov/index.shtml>. For information regarding the Pennsylvania Controlled Substances, Drugs, Device and Cosmetic Act, please visit the Pennsylvania Department of Health's website: <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>.

e. The Seminary considers a violation of the drug and alcohol policy serious and, subject to applicable law, will take the following appropriate actions itself in response to a violation:

1) Any student or employee convicted by a court of law of being under the influence of alcohol, on- or off-campus, shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation. Counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, whether described or not described in this Policy, warranting probation which coincides with the probation described for this offense, is sufficient cause for termination of enrollment/employment after due process.

2) Any student or employee convicted by a court of law of being under the influence of illicit drugs or of illicit possession or distribution of alcohol, on- or off-campus, shall be immediately placed upon a three-year probation and may be required to seek counseling as a condition of continuing enrollment/employment. A subsequent offense of the same nature, or of another nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of enrollment/employment after due process.

3) Any student or employee observed, by two or more witnesses, to be in possession of alcoholic beverage in any Seminary building or consuming alcoholic beverage on Seminary property shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation and counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of enrollment/employment after due process.

4) Any student or employee observed to be in possession of illicit drugs, on- or off-campus, shall be reported to law enforcement authorities. The Seminary will cooperate fully in lawful prosecution, including testimony with regard to any accused in a court of law. Any student or employee arrested for such an offense may be suspended until proven guilty or innocent by a court of law. Any student or employee subsequently convicted of possession of illicit drugs shall have his or her enrollment/employment immediately terminated upon due process.

f. Health Risks Associated with the Use of Illicit Drugs and Alcohol

Please see the health risk information at the following website:

<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

g. Drug and Alcohol Abuse Education and Prevention Programs

1) In distributing this document, the Seminary annually distributes to all students and employees information about the physical and psychological dangers of drug and alcohol abuse, as well as a summary of legal sanctions. If an employee recognizes a personal addiction or abuse problem, he or she is encouraged to use the Seminary's health insurance plans, as appropriate, to address his or her problem. Conscientious efforts to seek help for an alcohol or substance abuse problem will not be noted in personnel records. In addition, the confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved. The Christian Counseling & Educational Foundation (CCEF) is available to counsel and refer resources to anyone with need in this area.

2) Westminster Theological Seminary will pay the cost of initial counseling at CCEF for any student or employee who needs help to overcome drug/alcohol abuse/addiction. CCEF may refer the student or employee to another provider of services for inpatient or outpatient treatment. Most services are provided by social workers, psychologists or psychiatrists at private offices and clinics or hospitals. Services generally fall into one or more of the following categories: (1) counseling/therapy; (2) detoxification/treatment; and (3) rehabilitation/re-entry. Some of these services may be at least partially covered by one's health insurance.

h. Biennial Review

1) Biennially, the Student Development Office will review the drug and alcohol policy and Seminary prevention of drug and alcohol abuse. As part of the review, it will do the following:

- a) Review the effectiveness of the drug and alcohol policy and Seminary prevention of abuse and implement needed changes.
- b) Review the number of drug- and alcohol-related violations and fatalities that occur on the Seminary campus and as part of Seminary activities and are reported to Seminary officials.
- c) Review the number and type of sanctions imposed.
- d) Ensure sanctions are consistently enforced.

2) This review will be provided upon request to the public.

6. Campus Housing

a. Westminster Theological Seminary offers limited housing on its main campus. The residences are single gender, save a guest apartment. The one residence accommodates eleven singles in nine single and one double occupancy rooms. A second residence accommodates five singles in three single and one double occupancy room. A third residence accommodates five singles in two double occupancy rooms and one single room. The guest apartment sleeps three.

b. Housing decisions for all residences, save the guest apartment, are based on application portal request, deposit, and agreement with the terms of the campus housing handbook.

c. The doors to Machen Hall in which the one residence is located are locked at the close of the business day and remain locked on the weekends. The entrances to the second and third residences with year-long residents will be locked at all times. Each residence room in all three buildings housing students has an individual lock, and all windows have locks. The guest apartment has locks on its door and windows.

d. Prior to 9 PM, invited guests are permitted in common areas of the on-campus residences, such as the kitchen or living room. Guests are not permitted in the on-campus residences after 9:00 PM without the permission of the RA.

7. MISSING CAMPUS RESIDENT NOTIFICATION POLICY

a. If a campus resident assistant (R.A.) or campus resident notices that another campus resident has been missing for 24 hours, the R.A.s should be consulted to see if the campus resident missing previously notified an R.A. of the absence.

b. If a campus resident missing did not previously notify an R.A. of the absence, the following procedures should be followed:

- 1) The residence R.A. shall contact the VP of Campus Life and Dean of Students with the information of the missing person. If he cannot be reached, the Associate Dean of Students shall be contacted.
- 2) The residence R.A. shall call Cheltenham Police and notify them of the missing campus resident.
- 3) The residence R.A. shall let the Physical Plant Manager know that the police have been notified.

c. At time of initial residency in a residence, each campus resident will be required to submit primary contact person(s) information to the Student Development Office. The primary contact person(s) will be notified by Student Development within 24 hours of the Cheltenham Police determining that the campus resident is missing. This contact information will be kept confidential by the Student Development Office.

d. Campus residents must notify a resident assistant in advance of being gone from the residence for 24 hours or more. The police will be contacted after 24 hours of a campus resident's absence, if the campus resident did not supply advance notice to an R.A. of the absence.

C. FIRE SAFETY REPORT

1. Information on On-Campus Housing Facilities

a. Fire log statistics for three most recent calendar years

- 1) # of fires and cause of each fire: one (1); air conditioning unit electrical fire
- 2) # of persons who received fire-related injuries that resulted in treatment at a medical facility: 0
- 3) # of deaths related to a fire: 0
- 4) value of property damage caused by fire: \$400,000

b. Description of fire safety system

A hard-wired smoke alarm system is serviced and maintained in all campus residences by Security On Line System, 22 E. Mt. Pleasant, Avenue, Ambler, PA. It includes standard pull stations, enunciators, strobe lights, smoke detectors, and panel box with connections to Security On Line and Cheltenham Township Fire Department.

c. Number of fire drills held during previous calendar year: 2

d. Policies or rules on portable electrical appliances, smoking, and open flames

- 1) Portable electrical appliances such as hot plates, microwaves, rice cookers, etc. are not permitted in residences outside of residence kitchens. No open flames (candles, smoking, incense burning, etc.) are allowed in residences.
- 2) Smoking is not permitted in any Seminary building under any circumstances.

e. Annually, after the beginning of the new academic year, Student Development will require all seminary housing residents to attend the fire marshal's presentation. Continuing residence in seminary housing is dependent upon attendance at this presentation.

f. Residence fires should be reported to Physical Plant.

g. Machen Hall's fire alarm system was upgraded by Security On Line Systems in July 2010. The Seok Nam House fire alarm system was added July 2015. The Church Road Gate House fire alarm system was

upgraded in 2018. Fire alarm systems are inspected and evaluated yearly and upgraded as needed or required to meet current code and safety requirements.

2. FIRE LOG

a. Physical Plant will maintain a fire log that records by the date of report fires in the residences reported. Included in the log must be the following for each fire:

- 1) Nature of fire
- 2) Date of fire
- 3) Time of fire
- 4) Location of fire

b. Entries in log, or additions to entries, must be made within two business days of receipt of information. The log for the most recent 60-day period will be open to public inspection during normal business hours in Physical Plant. Physical Plant will make available older portions of the log within two business days of a request for public inspection. Physical Plant will make an annual report to the campus community, by October 1 of each year, on fires recorded in the log by updates to the fire safety report.