

# **LUTHER RICE COLLEGE & SEMINARY**



## **Emergency Operations Policy and Safety Plan 2018-2019**

Updated September 2018

Approved by the Board of Trustees on September 2018

(Subsequent Revisions will be submitted to the Board of Trustees for Approval)

## Table of Contents

100.0 Introduction.....	3
200.0 Emergency Direction and Control .....	4
200.1 Evacuation Policy and Procedure .....	4
200.2 Emergency Notification Plan.....	4
200.3 Emergency Plan for Persons with Disabilities.....	5
200.4 Personal Safety.....	6
200.5 Fire Safety.....	6
200.6 Medical Emergencies.....	7
200.7 Civil Disturbance .....	8
200.8 Campus Security .....	8
200.9 Natural Disasters.....	8
200.9.1 Tornado Watch.....	8
200.9.2 Tornado Warning.....	9
200.9.3 Flood Watch.....	9
200.9.4 Flood Warning .....	9
200.10 Bomb Threat .....	10
200.11 Other Emergencies.....	10
200.12 Remind 101 (Texting Alerts) .....	11
300.0 Supervisory/Faculty Procedures .....	12
300.1 Evacuation.....	12
400.0 College and Seminary Policies .....	13
400.1 Media .....	13
400.2 College and Seminary Closure.....	13
400.3 Safety and Security Awareness.....	13
400.4 Notification .....	13
Appendix A: Site Plan & Assembly Area Designations.....	14

## **100.0 Introduction**

Luther Rice College and Seminary takes reasonable steps to protect the lives and health of all individuals on the Luther Rice 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 the Luther Rice 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 Executive Vice President (daytime) or Security (nighttime). 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.

For further information or explanation regarding the Emergency Operations Policy and Safety Plan, please contact the following employees.

- Ms. Vanessa Nealey: Executive Assistant to the President
- Mr. Louis Hardcastle: Vice President for Financial Affairs
- Mr. Steve Steinhilber: Executive Vice President

Take reasonable steps to protect life, limb, and property.  
Contact campus security or dial 911 for emergency assistance.

## **200.0 Emergency Direction and Control**

### **200.1 Evacuation Policy and Procedure**

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should familiarize themselves with the evacuation signs closest to their workspaces and locate the nearest exits, which are identified by exit signs above the door. In the case of an evacuation, they should evacuate to the nearest assembly points identified in Appendix A.

The fire alarm will be used as the primary source of notifying building occupants, when possible. If the fire alarm is unavailable, staff, faculty members, and security personnel will direct students and guests to evacuate the building.

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 (see 200.10 Bomb Threat).
3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

### **200.2 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. Luther Rice 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 Luther Rice.

The closest Luther Rice security personnel, 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 Executive Vice President during daytime operational hours or Luther Rice security if the incident occurs in the evening. After daytime operational hours, Luther Rice security would then notify the Executive Vice President. If the Executive Vice President is unavailable, the Vice President of Finance will fulfill all duties of the Executive Vice President as outlined in this Emergency Notification Plan.

The Executive Vice President will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information along with an amplification system. The appropriate off-campus parties will be notified by telephone. All on-campus personnel will evacuate to the field located in front of

Williams Hall, to established safe rooms in case of an intruder, or other areas indicated in the emergency notification (depending on the instance or weather related issue).

### *Intruder Alert/Active Shooter*

In the case of an intruder or active shooter on-campus, all staff, faculty, and students are to retreat to designated safe rooms on-campus or flee off-campus if possible. On-campus notification consists of personal relay of information along with an amplification system. Staff, faculty, and students are to remain in safe rooms until notified by authorized police personnel or Luther Rice Security to exit. Intruder/Active Shooter drills are rehearsed each semester by Luther Rice Security for all on-campus students, faculty, and staff.

The persons filling the above-mentioned roles for 2017-2018 are as follows:

- Vice President of Finance – Mr. Louis Hardcastle
- Executive Vice President – Mr. Steve Steinhilber
- Luther Rice Security Personnel – Georgia State Trooper on campus at time of event

The Emergency Notification Plan is publicized to the on-campus and off-campus community annually via the Luther Rice website and Consumer Disclosure document.

Periodically throughout the year, Luther Rice will test the Emergency Plan (announced or unannounced), evaluate the results with all parties involved, and document the results of the test in the minutes of the Student Services Committee.

### **200.3 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. When assisting a person with a disability, the individual providing assistance should always tell the person what he is going to do.

As with able-bodied individuals, wheelchair users must evacuate a building using the stairs rather than the elevator. It might not always be possible for emergency personnel to assist in the evacuation; therefore, other individuals must be ready to assist the individual when necessary.

Visually-impaired individuals will need a guide to assist them in evacuating. Individuals assisting visually-impaired persons should stay with them as long as necessary and acclimate them to their surroundings once they have relocated. The individuals will need to be aware of any obstacles they may encounter in their new environment.

Hearing-impaired individuals may be unaware an emergency exists and will need to be shown what action they should take. Some suggested ways of getting their attention are writing notes, turning lights on and off, or making gestures that indicate an emergency exists.

## **200.4 Personal Safety**

Luther Rice College and 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 surroundings and exercise his 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 campus security personnel or dialing 911.

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 campus security personnel or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact campus security personnel or dial 911 as soon as you get to a secure location.

## **200.5 Fire Safety**

Fire prevention and safety guidelines are for the protection of students and employees of the institution. All faculty, staff, and students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

1. Williams Hall
  - Lobby
  - Executive Suite
  - Mail Room
  - Break Room
2. Woodlawn Hall
  - Library
  - Classroom 202
  - Classroom 203
  - Second Floor – Main Hallway
3. Burris Building
  - Classroom 101
  - Student Break Area
  - Second Floor – Main Hallway

If a fire has been identified or suspected, the nearest faculty or staff member should contact emergency personnel immediately, if possible, or relocate all affected individuals to a safe location first and then contact emergency personnel. In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, activate the nearest fire alarm when possible or 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 the evacuation procedures (200.1) 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.

## **200.6 Medical Emergencies**

In the event of a medical emergency, the following guidelines shall be followed:

1. Any faculty or staff member who first arrives upon the scene of an emergency shall make an individual assessment of the emergency situation and their personal ability to render and or call for assistance. If necessary, they should contact 911 before further action is taken.
2. As soon as possible, someone shall notify the information desk as to the nature and location of the emergency.
3. The staff member at the information desk shall then call for all on campus, first aid certified personnel to report to the scene of the emergency.
4. All on campus, first aid certified Luther Rice personnel will immediately travel to the identified location to render assistance.
5. The victim may be transported to formal medical sites by EMS or ONLY after authorization has been given by Luther Rice Administration.

## **200.7 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. Institutional employees should follow the Emergency Notification Plan (200.2). If necessary, evacuate according to the Evacuation Policy and Procedure (200.1).

## **200.8 Campus Security**

Campus security personnel are current or former Georgia State Patrol officers and have arrest authority. In addition, they will communicate with local and state police when needed.

## **200.9 Natural Disasters**

During adverse weather, individuals should access information on a regular basis from radio, television, internet, or other electronic means. A decision to dismiss classes or close a campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio/television stations and the internet. WSB TV (channel 2) and WSB Radio (AM 750/FM 95.5) and WSB online <http://www.wsbradio.com/weather/> serve as the principal source of information when a potential widespread emergency condition is present. Text messages/voice messages may be sent from the institution to students, faculty and staff who are signed-up to receive such messages.

When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

### **200.9.1 Tornado Watch**

A tornado watch is issued by the National Weather Service when conditions favor the formation of tornadoes. Luther Rice has a weather alert radio onsite. When a tornado watch is issued and communication is necessary, members of the institution will be notified through the intercom system. During a tornado watch, the following steps should be followed.

1. Monitor radio/television stations and internet.
2. 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. If any of the danger signs are present:
  - 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 supervisor has provided further instruction.

### **200.9.2 Tornado Warning**

A tornado warning is issued by the National Weather Service when a tornado funnel is sighted or indicated by the weather radar. Luther Rice has a weather alert radio onsite. When a tornado warning is issued and communication is necessary, members of the institution will be notified through the intercom system. 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 supervisor has provided further instruction.

### **200.9.3 Flood Watch**

A flood watch is issued by the National Weather Service when flooding is possible in an indicated area. Individuals should be prepared to move to the top floor of each building or 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.

### **200.9.4 Flood Warning**

A flood warning is issued by the National Weather Service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances a flash flood warning is issued by the National Weather Service. If a warning is issued, individuals should take the following steps and/or precautions.

1. If standing water occurs within a campus building, move to a higher level or relocate to another building at 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 within a campus building, the faculty or staff member should advise individuals as to where they should relocate (i.e., higher floor in same building, another building on higher ground, higher ground).

### **200.10 Bomb Threat**

Bomb threats should be taken seriously at all times. The individuals most be 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 the caller some of the following questions.
  - a. Where is the bomb? Which building, location, etc.?
  - b. When is it scheduled to go off?
  - c. What does the bomb look like?
  - d. Why is this bomb located at the institution?
5. Record a description of the caller's voice
  - a. Is the caller a 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 the Emergency Notification Plan (200.2).

Once the institution has received a bomb threat, all buildings should be evacuated (200.1). 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. All individuals should remain in an Assembly Area (appendix A) until they receive further instruction from personnel handling the emergency.

### **200.11 Other Emergencies**

There may be emergencies that are not detailed above. In the event such an emergency occurs, it is recommended that you use your best judgment to protect yourself and your property. If the situation requires emergency services, contact campus security personnel or dial 911, and then notify the Executive Vice President.

### **200.12 Texting Alerts**

Luther Rice offers staff/faculty/ students the opportunity to receive Luther Rice updates through the convenience of text messaging. Luther Rice a third-party texting system to provide the one-way messaging service to communicate weather related school closings, campus emergency

alerts, important dates and deadlines, etc. To sign-up contact [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu). You will immediately receive a text back asking to verify your name for future communication.

## **300.0 Supervisory/Faculty Procedures**

Faculty members and/or supervisors should be aware of all emergency and safety procedures. Faculty members are encouraged to review emergency procedures at the beginning of each semester. Supervisors are encouraged to review emergency procedures with their subordinates on a regular basis but particularly during orientation.

### **300.1 Evacuation**

Faculty members and supervisors should attempt to provide leadership in evacuating buildings in a timely and orderly fashion. The following steps should be taken during an emergency situation and evacuation.

1. Activate the nearest fire alarm pull station.
2. Instruct individuals in your department or classroom to the nearest exit and assembly area (see Appendix A).
3. Always keep your class roll or department list with you when evacuating. Once you have reached the nearest assembly area, account for all individuals. Report any missing individuals to emergency personnel as soon as possible.
4. Remain with the individuals from your department or class until the emergency situation is resolved and further instruction is provided from emergency personnel.
5. Notify the Office of the Executive Vice President.

## **400.0 College and Seminary Policies**

### **400.1 Media**

When an institution-related crisis occurs, the Executive Vice President, or in his or her absence a designee, should handle all media relations regarding the situation. Members of the institution should direct any inquiries to the Executive Vice President's office.

### **400.2 College and Seminary Closure**

A decision to dismiss classes or close a campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio/television stations and the internet. WSB TV (channel 2) and WSB Radio (AM 750/FM 95.5) and WSB online <http://www.wsbradio.com/weather/> serve as the principal source of information when a potential widespread emergency condition is present. Text messages/voice messages may be sent from the institution to students, faculty and staff who are signed-up to receive such messages.

### **400.3 Safety and Security Awareness**

Security procedures, crime prevention, and fire safety are topics covered during the first week or two of on-campus classes and in other programs throughout the academic year. In an effort to reduce crime through awareness and safety education, members of the institution are notified about potential security problems in a timely manner through email, mailings, postings throughout the campus, and/or in chapel services.

### **400.4 Notification**

Injury to individuals or property should be reported to the Office of the Executive Vice President as soon as practicable.

# Appendix A: Site Plan & Assembly Area Designations

