EMERGENCY PROCEDURES



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INTRODUCTION

This guide is intended to educate the Southwestern Seminary (SWBTS) campus community on the proper procedures for handling certain emergency situations.

All members of the seminary community should be familiar with the information in this guide so they may know how to effectively respond to an emergency.

In an emergency situation, the seminary will use one or more of the following methods to notify the campus community. These notifications will typically originate from Campus Police.

SWBTS subscribes to the RAVE Alert system, which includes the following:

- Text messages will be sent to all registered cell phones.
- Email messages will be sent to all registered email addresses.
- Automated voice messages will be sent to all registered cell phones.
- Emergency sirens are part of the City of Fort Worth Outdoor Warning System for tornado warnings.

EMERGENCY CONTACT NUMBERS

Campus Police:

817-921-8888

Fort Worth Police/Fire/EMS:

817-392-4222

Fort Worth Emergency Services:

911 (“9” + 911 from campus phone)

The Department of Campus Police is located in the Police Administration Building and is staffed 24 hours a day, 365 days a year. Campus Police officers are sworn law enforcement officers with full police powers as certified by the Texas Commission on Law Enforcement.

BOMB THREATS

THREAT RECEIVED

In the event that a bomb threat is phoned into the campus, the caller will most likely not identify him/herself. However, people who call in bomb threats are calling because they want you to know what they are doing, and often, why they are doing it. Note caller ID information if available.

Should you receive a bomb threat, immediately have another person inform Campus Police while you keep the caller on the line.

Make notes to identify the caller:

- Gender
- Approximate age
- Accents
- Background noises, etc.

Ask the caller:

- Where is the bomb located?
- When did you place it there?
- What does the bomb look like?
- When will it go off?
- Why are you doing this?
- What is your name, address, phone number, etc.?

SUSPICIOUS BAG OR ITEM

If you should spot a suspicious bag/item, report it to Campus Police at 817-921-8888. Under no circumstances should you touch it, tamper with it, or move it in any way.

Campus Police will be responsible for ordering building evacuations in consultation with the appropriate senior staff members where possible.

CRIMINAL ACTIVITY

Report any criminal activity to Campus Police immediately at 817-921-8888. If you observe a crime in progress or behavior that you suspect is criminal, call Campus Police and provide as much information as possible, including:

- What the person is doing
- The location
- Physical description of the person involved
- Whether weapons are involved
- Vehicle description, including license plate number if possible
- Direction of travel when last seen

CAMPUS LOCKDOWN

A campus lockdown will generally be issued when an armed intruder is thought to be on or near campus. A lockdown does not mean that an active shooter situation is occurring. The lockdown is instituted so that campus law enforcement can attempt to confirm the existence and intent of an armed intruder. However, be aware that a lockdown could become an active shooter situation at any time.

An example of when a lockdown might occur is Campus Police receiving a call from someone who thought they saw a person enter a building with a gun concealed in their waistband. A lockdown would be initiated while police officers try to locate and identify that person.

The campus lockdown notification will be by one or more of the following:

- Text message
- Email
- Automated voice message
- Self-initiated (e.g. hearing gunshots)
- Verbal notification

RESPONSE TO A CAMPUS LOCKDOWN

- Lock exterior doors to your building if possible.
- If in a classroom, lock the door, turn off all lights, remain quiet, silence cell phones, and line up all students along a wall away from any doors or windows.
- If in a hallway or other common area, proceed to the nearest classroom or other room that can be secured with a locking door.
- If you are outside on campus, leave the grounds immediately if it is safe to do so. If it is not safe to leave campus grounds, seek shelter in a building or room that can be locked.

ACTIVE SHOOTER

An active shooter is defined as one or more people who are actively engaged in the act of shooting people with a firearm. Past occurrences tell us that the shooter will continue to shoot people until they commit suicide or are stopped by law enforcement.

BE PREPARED

AVOID I DENY I DEFEND™

AVOID starts with your state of mind.

- Pay attention to your surroundings
- Have an exit plan
- Move away from the source of the threat as quickly as possible
- The more distance and barriers between you and the threat, the better

DENY when getting away is difficult or maybe impossible.

- Keep distance between you and the source
- Create barriers to prevent or slow down a threat from getting to you
- Turn the lights off and silence your phone
- Remain out of sight and quiet by hiding behind large objects

DEFEND because you have the right to protect yourself.

- If you cannot AVOID or DENY, be prepared to DEFEND yourself

- Be aggressive and committed to your actions
- Do not fight fairly. THIS IS ABOUT SURVIVAL

Call 911 when you are in a safe area.

When Law Enforcement arrives, show your hands and follow commands.

Refer to: https://www.youtube.com/watch?v=j0It68YxLQQ

EARTHQUAKE

- If inside, stay inside and take cover under a sturdy desk or table, under an interior door frame, or in an interior corner away from shelves and windows.
- If outside, stay outside and move away from buildings and power lines. In earthquakes, most injuries occur as people are entering or leaving a building.
- If in a vehicle, stop as quickly as safety permits, but stay in the car until the shaking stops.
- If you are trapped in fallen debris, try to stay calm and alert rescuers to your location by calling out or giving some other audible signal.
- When the shaking stops, evacuate the building quickly and be prepared for aftershocks.

EXPLOSION

- Evacuate the area of the explosion. When you reach a safe area, call Campus Police at 817-921-8888.
- Consider the possibility of additional explosions.
- Stay away from windows, mirrors, overhead fixtures, electrical equipment, and large, heavy, unstable objects.
- Comply with directions from fire and police officials.
- Do not move seriously injured persons unless they are in obvious immediate danger.
- Open doors carefully and watch for falling objects.
- Do not use elevators.
- Do not use open flames such as lighters and candles.
- Position yourself upwind from smoke and fumes if possible.

MEDICAL EMERGENCY

- Call Campus Police at 817-921-8888. You may also call 911.
- Do not move a seriously injured person unless he or she is in a life-threatening situation.
- Render first-aid if possible.
- Do not leave the injured person except to summon help.

When reporting a medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Have someone stand outside the building to flag down the ambulance when it arrives.

SUSPICIOUS MAIL

- Call Campus Police immediately at 817-921-8888.
- Do not open or shake the package.
- Do not carry the package to show someone else.
- Warn others of the package.

CHARACTERISTICS OF SUSPICIOUS MAIL:

- Excessive postage
- Powdery or oily substance in or on the package
- Poorly written or poorly typed address
- Fake return address
- Marked with threatening language or symbols

TORNADO AND SEVERE THUNDERSTORM

WATCH

A tornado or severe thunderstorm watch means conditions are right for a tornado or severe thunderstorm to develop. Continue normal activities but also continue to monitor the situation.

WARNING

A tornado or severe thunderstorm warning means that a tornado or severe thunderstorm has been spotted or picked up on radar. These guidelines should be followed in the event of a tornado or severe thunderstorm warning:

- Notify building occupants of the severe weather warning.
- If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes. Report injuries/damage to Campus Police at 817-921-8888.
- If it is a tornado warning, you should seek shelter in the basement or lowest level of the building or a small interior room/hallway on the lower floor. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection. Avoid areas with windows and exterior doors.
- Campus tornado shelter maps are located on the SWBTS Campus Police webpage under Emergency Procedures.
- After the danger has passed, immediately report injuries/damage to Campus Police at 817-921-8888.
- Immediately exit a badly damaged building and do not attempt to return to the building unless directed to do so by Campus Police or the local emergency response units.
- Do not attempt to turn utilities or equipment on or off. Call Campus Police at 817-921-8888 or the Facilities Department at 817-921-8454.

UTILITY FAILURES

POWER OUTAGE

- Do not attempt to use elevators.
- Do not use candles or other open flame devices such as a light or heat source.
- Report the power outage to Campus Police at 817-921-8888.

FLOODING/PLUMBING FAILURE

- Do not use electrical equipment.
- Avoid contact with water.
- Evacuate the affected area.
- Notify Campus Police as soon as possible at 817-921-8888 or the Facilities Department at 817-921-8454.

GAS LEAK

- Do not use cell phones or other electrical equipment.
- Do not switch lights on or off.
- Evacuate the building.
- Notify Campus Police as soon as possible at 817-921-8888 or the Facilities Department at 817-921-8454.

HAZARDOUS MATERIAL SPILL

- Call Campus Police at 817-921-8888 or 911.
- Do not walk in or touch the substance.
- Avoid inhaling the fumes or smoke.
- Turn off space heaters or open flames.
- If the spill is inside, evacuate the building, notify others, and close doors behind you.
- Many chemicals are odorless, so the absence of odor does not mean the substance is harmless.

Any questions regarding these procedures should be directed to Campus Police

817-921-8888 | POLICE@SWBTS.EDU