

Asbury Theological Seminary Emergency Information Handbook

Department: Physical Plant
ATS Weather Line: (859) 858-2020
Supervisor: Dexter W. Porter

This guide has been created to assist members of the Asbury Theological Seminary community to report and respond to emergencies. If a situation requires the response of Asbury Theological Seminary, Wilmore Police Department, Wilmore Fire Department or other emergency personnel, follow the guidelines outlined in this document.

Table of Contents

ATS Closings and Cancellations	10
Biological (blood) spills	8
Bomb Threats	4, 13
Fire and Explosion	7
Hazardous Materials	8
Media Inquires	2
Medical Emergencies.....	10
Personal Injury Procedures.....	12
Police Emergency	7
Power Outage	3
Psychological Crisis.....	5
Severe Weather	9
Violent Criminal Behavior or Police Emergencies.....	6
Water Contamination.....	3

Asbury Theological Seminary: 859-858-3581
Life threatening emergencies: 911

Emergency Assembly Area:

Front of Asbury College Administration building

Communications via Cellular Phones:

List of cellular phones campus wide

Phone list and office numbers for personnel:

List of current staff, Who's Who & Alltel or Verizon Directory

Building Evacuation Plans:

Complete set of building evacuation plans

Work Study students providing services:

List of numbers to remember

On call information & facilities agenda:

Current weekly list

Asbury Theological Seminary
Emergency Information

The seminary will provide timely updates on any campus closings or delays due to inclement weather through the following outlets among others:

- 858-2020: Asbury Seminary Information line
- WLEX-TV (channel 18); WKYT-TV (channel 27), WTVQ-TV (channel 36)
- WVLK 590 AM
- First Class email & Asbury Seminary website

Media Inquiries

Refer all inquiries from the media (television, newspaper, radio) to the Director of Communications, ext. 2277 or contact the switchboard.

The Disaster Supplies Kit should include:

- Flashlight and extra batteries
- Battery operated radio and batteries
- Non-electric can opener and utility knife
- Shut-off wrench to turn off gas and water
- One gallon of water per person, per day (list storage locations for Highbridge Spring Water)
- Enough cash to last for three days (check with Jim Brumfield)
- Blankets (check with Craig Reynolds or Asbury Inn)

Major Power Outage or Water Contamination

Major Power Outage

Electrical power is provided to Asbury Theological Seminary by Kentucky Utilities Company. Electrical distribution within the individual campus buildings is managed by the Physical Plant Department. (859-858-2298)

All buildings are equipped with emergency exit lights to identify safe emergency exits in the event of a power failure. Most buildings have emergency backup lighting, which is battery operated. However, you may want to have flashlights, a battery-operated radio and fresh batteries available as well.

If your area or floor is without power, try to determine if the rest of the building is affected. Then notify the Asbury Theological Seminary Physical Plant (859-858-2298).

Water Contamination

The water treatment plant owned by the City of Wilmore provides Asbury Theological Seminary's water supply. Safety procedures and regulatory requirements are in place to assure a safe water supply. Water quality is monitored on a daily basis at several points throughout the distribution system to assure no contamination.

However, if you have reason to believe there is a problem with the water in your building, notify the Asbury Theological Seminary Physical Plant (859-858-2298) immediately and do not use the water until you have been assured that no problems exist. Also instruct other building occupants not to use the water supply until notified.

Bomb Threats

Each bomb threat will be treated as a serious matter. Statistics show most bomb threats are meant to disrupt normal activities. However, this does not mean a bomb threat should not be considered real. The decision to evacuate a building will be made by the proper authorities, after evaluating the situation.

Quick Response:

When a bomb threat is received by phone:

- a. Keep the caller on the line and talking as long as possible. (Pretend to have difficulty hearing – ask the caller to repeat what he/she said.)
- b. Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the attached Bomb Threat Checklist to record all information (pages 15-16).
- c. Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call 911.
- d. After the caller hangs up, IMMEDIATELY call 911 and notify the police.
- e. If an evacuation of the building is ordered take the Bomb Threat Checklist with you and give it to the police.

When a suspicious object or potential bomb is discovered:

- a. DO NOT TOUCH, MOVE, OR DISTURB any suspicious object you think might be a bomb.
- b. Keep people away from the area where the suspicious object is and call the police at 911.
- c. Be sure to include a description of the object and its location when reporting.

When an evacuation is ordered:

- a. Collect your personal belongings (i.e. purse, briefcase, etc.) and take them with you as you exit the building
- b. Look around your desk and/or office for any suspicious items. DO NOT TOUCH ANYTHING SUSPICIOUS; instead report it to the police after you exit the building.
- c. After evacuation report to an Emergency Assembly Area (the front of Asbury College's Administration Building).
- d. DO NOT RE-ENTER the building until instructed to do so by appropriate personnel. (Wilmore Police Department or Wilmore Fire Department).

Psychological Crisis

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affect the campus community.

Quick Response:

The Asbury Theological Seminary campus is a community of many diverse people, who come from a variety of places to live, work and attend school. A crisis or disaster can have direct and indirect traumatizing effects on a wide range of campus community members.

For an unusual or potentially dangerous situation:

- Never try to handle a dangerous situation by yourself. Call the Wilmore Police at 911.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to the Student and Family Chaplain (ext. 2033) and the Wilmore Police so that proper procedures may be followed to ensure the safety of those involved.

Violent Criminal Behavior or Police Emergencies

The Asbury Theological Seminary campus is no longer the safe haven it was 10-15 years ago. The same crimes we associate with big cities (murder, assault, rape and robbery) have spread to campuses across the country.

- A. To help ensure the safety of students, staff, faculty and the general public, the following procedures should be followed whenever you...
- see or know of a weapon has been brought on campus or hear shots fired.
 - are aware a crime is in progress or may have been committed.
 - are aware of a possible hostage situation.
 - observe a large group of people that may be creating or involved in some type of civil disturbance.
 - overhear or otherwise receive information regarding suspicious or possible criminal activity.
- B. Emergency Actions in the event of a police emergency or violent behavior:
1. PROTECT YOURSELF FIRST. Move to a safe location. If you are in a building and cannot escape, hide in a locked room or closet, if possible.
 2. As soon as possible, call the Wilmore Police at 911.
 3. Tell the police dispatcher your location, the building name, office or room number.
 4. Describe the situation you are reporting:
 - Who, what, when, where why, and how?
 - Is anyone hurt or injured?
 - Give your name and phone number.
 5. As long as your safety is not in jeopardy, stay on the line until an officer arrives on the scene.
 6. Alert others in the immediate area about the emergency situation.
- C. Non-emergency Actions in the event that you overhear or otherwise become aware of information regarding suspicious or possible criminal activity...
- call the Wilmore Police at 911 or if the situation does not require an immediate response you may call the Administrator on call (859-858-3581)
 - describe the situation you are reporting (who, what, when, where, why, and how).

Fire and Explosion

Quick Response: Protect yourself.

Fire: Everyone should evacuate to assembly area (see posted evacuation plan)

Explosion:

- (1) Take cover
- (2) Assist the injured
- (3) Evacuate everyone to the assembly area (see posted evacuation plan)

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

Small Fire Procedures:

- Avoid personal injuries and excessive risks
- Alert people in the immediate area and activate the alarm
- Call 911. Give details of the fire location.
- Smother fire or use the nearest fire extinguisher.
- Always maintain a way to exit the room.
- Avoid smoke and fumes. Stay low.
- Wilmore Police will respond to the scene to assist in building evacuation and to meet and assist Wilmore Fire Department.
- Once Wilmore Fire Department has arrived, the responding incident commander will take charge of all rescue and suppression activities.
- Do no re-enter the building until advised by the Wilmore Fire Department or the Wilmore Police Department.

Operating a fire extinguisher:

- Pull the pin
- Aim extinguisher hose at the base of the fire
- Squeeze the lever;
- Sweep from side to side

If you are trapped in a building:

1. If a window is available, place an article of clothing (shirt, coat, etc) outside a window as a marker for rescue crews.
2. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.
3. If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

For information concerning evacuation drills, fire alarms, and other emergency systems, please contact the Director of Administration – Physical Plant at 859-858-2283.

Hazardous Materials

The range and quantity of hazardous substances used in maintenance and cleaning requires proper pre-planning in order to respond to chemical spills.

Chemical Spills Procedures

Call the Seminary Physical Plant at 859-858-2298.

For Major Spills:

- Do not enter the contaminated area.
- Alert people in the area to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Close doors to affected area.
- Locate appropriate material safety data sheets.
- Have persons knowledgeable of area assist emergency personnel.

For Minor Spills:

- Alert people in the immediate area of the spill, and avoid breathing vapors from the spill.
- Begin clean up immediately.

If further assistance is needed, call the Seminary Physical Plant at 859-858-2298.

Biological (Blood) Spills Procedures

Health care or housekeeping personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on outside surfaces, contact housekeeping in area. If unavailable, contact Wilmore Police at 911.

- Wear disposable gloves and absorb fluids with disposable towels.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with appropriate disinfectant.
- Place all disposable materials into a plastic leak-proof bag. **DO NOT** throw this bag in the trash.
- Call the Seminary Physical Plant, 859-858-2298, to arrange to have leak-proof bag picked up.

If further assistance is needed, call the Seminary Administrator on call at 859-858 3581.

For information concerning evacuation drills, fire alarms, and other emergency systems, please contact the Director of Administration – Physical Plant at 859-858-2283

Severe Weather and Other Natural Disasters

Violent weather is very unpredictable, but with the aid of modern technology the approach of such weather is often known in advance. Every reasonable effort will be made to warn the Asbury Theological Seminary community when severe weather is eminent (via e-mail, voice mail, television announcements, etc.)

Tornado/Hurricane/High Winds

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway).
- If possible, move to lowest level of the building.
- Do not use elevators, electrical equipment or telephone.
- Sit on the floor and cover your head with your arms to protect from flying debris.
- Await instructions from emergency management officials.

Earthquake

- Stay indoors.
- Crawl under a table or desk or brace yourself by standing in an interior doorway.
- Do not use elevators, electrical equipment or telephone.
- Be prepared for aftershocks.
- Await instruction from emergency management officials.

Floods

- Stay indoors.
- Never attempt to walk or drive through flood waters.
- Await instructions from emergency management officials.

Winter Storms

- Stay indoors.
- Do not walk or drive during the storm and risk becoming stranded.
- Await instructions from emergency management officials.

National Weather Service Information: 1-859-281-8131

NOAA Weather Radio: 162.400 MHz Lexington

<http://www.crh.noaa.gov/crh>

Asbury Theological Seminary Closings and Cancellations

The Seminary will provide timely updates on any campus closings or delays due to inclement weather through the following outlets, among others:

859-858-2020 Asbury Theological Seminary Information Line.

WLEXTV (channel 18), WKYT-TV (channel 27) WTVQ-TV (channel 36).

First Class email and Asbury Theological Seminary Website.

Medical Emergency/Personal Injury

All medical emergencies occurring on campus should be reported immediately by calling 911.

Medical emergencies include:

- Any life-threatening situation
- Loss of consciousness
- Chest pain
- Excessive bleeding
- Seizures
- Head injury with loss of consciousness
- Compound fractures
- Allergic reactions with shortness of breath, excessive swelling
- Ingestion of inhalation of a toxic substance
- Laceration of the eyeball

In most cases, emergency response personnel are only minutes away, and unless an injury is life threatening, applying first aid may not be necessary. However, in the event of a disaster that extends beyond your location, response may be delayed, making it necessary for you to take appropriate action.

Quick Response:

- CALL 911
- Do not remove the victim unless safety dictates.
- If trained, use pressure to stop bleeding.
- Use CPR if no pulse and not breathing.

State that medical aid is needed and provide the following information:

- Location of injured person (e.g. which building, room, number etc).
- Type of injury or problem.
- The individual's present condition
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.
- The phone number where you are.
- Stay on the phone with the dispatcher.

Illness or Injury to Students

During the regular academic sessions, students with illness or injury should be referred to the Office of Community Life in the Sherman Thomas Student Center.

Serious illness or injury to students on campus should be reported to Wilmore Police 911. An officer will respond to evaluate the situation and arrange for the student to be transported for medical treatment.

Illness or Injury to Faculty/Staff

Emergency treatment for job-related injuries or illness is provided through the Human Resources during hours of operation. When Human Resources are closed, referral is made to the local medical center.

A report must be completed for all incidents of work-related illness or injury. Human resources office, 859-858-2266, to be called for assistance.

Personal Injury Procedures

Clothing on Fire

1. Roll around on floor to smother flame or drench with water.
2. Obtain medical attention; if necessary, call 911.
3. Report incident to supervisor and/or the Director of Administration – Physical Plant.

Hazardous Material Splashed in Eye:

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure wash behind eyelids.
3. Obtain medical attention. Make sure to take Material Safety Data Sheets of the chemical with you.
4. Report incident to supervisor and/or Wilmore Police, 911.

Minor Cuts and Puncture Wounds:

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention.
3. Report incident to supervisor and/or the Human Resources Office (859-858-2266).

Biological Spill on Body:

1. Remove contaminated clothing:
2. Vigorously wash exposed area with soap and water for one minute.
3. Obtain medical attention. If necessary, call 911.
4. Report incident to supervisor and/or Wilmore Police, 911.

Illness or Injury to Visitors or Guests:

Request emergency medical assistance by calling 911.

Asbury Theological Seminary Bomb Threat Check List

Use this form to record all information if you receive a bomb threat call.

BE CALM, BE COURTEOUS, LISTEN, & DO NOT INTERRUPT.

EXACT WORDS OF CALLER:

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place it? _____

Where are you calling from? _____

Caller's Voice (circle)

- | | |
|-------------------|-------------------|
| Male | Female |
| Adult | Juvenile |
| Accent | Well-spoken |
| Irrational | Incoherent |
| Foul | Calm |
| Angry | Excited |
| Slow | Rapid |
| Soft | Loud |
| Laughter | Crying |
| Normal | Slurred |
| Nasal | Speech Impediment |
| Unusual Breathing | Raspy |
| Clearing Throat | Deep |
| High | Disguised |
| Cracking Voice | Familiar |
| Taped | |

If the voice is familiar, who did it sound like? _____

Did the caller indicate knowledge of the campus (circle one)? YES NO

If yes, explain: _____

Background Sounds (circle):

- | | | |
|------------------|-------------------|---------------|
| Street Noises | Dishes | Voices |
| PA System | Factory Machinery | Static |
| Music | House Noises | Motor |
| Aircraft | On Campus | Quiet |
| Office machinery | Animal Noises | Long Distance |
| Off campus | | |

Emergency Actions

When an evacuation is ordered:

1. Collect your personal belongings (i.e. purse, briefcase, etc) and take them with you as you exit the building
2. Look around your desk and/or office for any suspicious items. **DO NOT TOUCH ANYTHING SUSPICIOUS.** Instead report it to the Wilmore Police Department after you exit the building.
3. After evacuation, report to the **EMERGENCY ASSEMBLY AREA** in front of Asbury College’s Administration Building.
4. **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY APPROPRIATE PERSONNEL. (WILMORE POLICE DEPARTMENT OR WILMORE FIRE DEPARTMENT).**

Name: _____ Dept. _____
 Phone: _____ Date Received: _____
 Time Received: _____ Time Ended: _____

Call 911 immediately after the caller hangs up. Take this checklist with you as you evacuate the building.