

Calvin Theological Seminary Emergency Response Plan

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EMERGENCY PREPAREDNESS

Take some time to become familiar with emergency procedures before an actual emergency occurs:

- The Campus Safety Department is located on the second floor of the Mail and Print Services Building and provides you with 24-hour service and protection. This service is provided on a seven-days-a-week, year-round basis.
- Know how to contact Campus Safety in an **EMERGENCY**
 - Dial **3-3333 (campus phone)**
 - Dial **616-526-3333 (off-campus or cell phone)**
- Know how to contact Campus Safety in a NON-EMERGENCY
 - Dial 6-6452 (campus phone)
 - Dial 616-526-6452 (off campus or cell phone)
- Keep the list of emergency contact numbers next to your phone. [See below.](#)
- Know how to contact the Fire or Police Department
 - Dial 911 **from a campus phone** so that Campus Safety will be notified automatically that a 911 call was made. Campus Safety Dispatch will call you or send a Campus Safety officer. A Campus Safety vehicle will escort the emergency responders to the emergency.
 - Dialing 911 from a cell phone will bypass Campus Safety. If you dial 911, you should also call Campus Safety at 616-526-3333 and notify them of the emergency.
- Read posted evacuation plans. Be familiar with your quickest exit route (Could you find it in the dark or while crawling under smoke?). Plan an alternate route.
- All Student and Employee email addresses are in the Emergency Notification System. To add or verify that you cell number is in the system please go to <http://semlink.calvinseminary.edu/technical-it/my-account/manage-profile/> or see IT help desk.
- Get trained in CPR/AED and know the location of the closest Automated External Defibrillator (AED). See the list of locations for Calvin Seminary's AEDs [below.](#)
- Know the location of the fire extinguisher closest to your office and/or classroom.
- Keep enough emergency supplies in your office or car (medications, flashlight, batteries, comfortable shoes, bottled water, food , portable radio, a bandana to help filter smoke, duct

tape and plastic sheeting) to last up to 72 hours in case of a serious emergency. For more information go to [FEMA disaster supplies list](#).

- Bookmark various Web sites on your computer to provide direct and relevant emergency information. Examples: [National Weather Service](#), [CNN](#), [FEMA](#), [Michigan State Police](#), etc.
- Bookmark the [Campus Safety homepage](#) or create a shortcut on your computers desktop to: <http://www.calvin.edu/admin/campus-safety>.

EMERGENCY CONTACT NUMBERS

Campus Safety Emergency Phone	3-3333 (campus phone) 616-526-3333 (cell or off campus)
Campus Safety non-emergency	616-526-6452
Grand Rapids Police Department	911 (emergency) 616-456-3400
Grand Rapids Fire Department	911 (emergency) 616-456-3900 (non-emergency)
Environmental Health & Safety	616-526-8591
Escort Service - Calvin Campus Safety	616-526-6452
Grand Rapids Police Department	911 (emergency) or 616-456-3400 (non-emergency)
MED-1 Occupational Health Services	616-459-6331
CTS Facilities Manager	616-957-7107
Poison Control Center	1-800-222-1222
Silent Observer - Grand Rapids Police Dept.	616-774-2345

COMMUNICATION DURING EMERGENCIES

Emergency Alert / Notification to Seminary Community

Notification of a critical incident to those on campus will be via the most suitable form of communication available. This will include, but not be limited to the following:

- The fire alarm system, which activates to signal that a building evacuation is required.
- Seminary Emergency Liaisons

- The Seminary Emergency Liaison is the primary communications link between Campus Safety and all building occupants within a department in the event of weather emergencies, building evacuations and other disasters. The Seminary Emergency Liaison is responsible for informing staff, faculty, students, and guests where the shelter area and designated gathering place is for a given department.
- During a building evacuation the Seminary Emergency Liaison, who will be wearing reflective yellow vests, will direct Faculty and Staff members, or other appropriate staff within the department, to walk quickly through the department to verify that everyone is leaving. Then the Seminary Emergency Liaison will proceed to the designated gathering place. As faculty and staff members arrive at the gathering place, they are to report any issues of concern to the Seminary Emergency Liaison.
- During an emergency evacuation one employee remains with individuals who are disabled and need assistance (in a designated area of refuge), while another employee notifies Campus Safety by phone or in person about the people left inside. The employee and the individual with a disability should wait in the area of refuge for fire and rescue professionals who are trained to deal with such emergencies.
- Campus and public safety personnel will check with Seminary Emergency Liaisons for evacuation status reports and will notify Seminary Emergency Liaisons when buildings are cleared for reentry.
- Calvin Seminary has an Emergency Notification System through RAVE. In the event of an emergency, an email and an SMS text message (if a cell phone number has been provided) will be sent out to all faculty, staff and students. Students may modify their contact information by visiting <http://semlink.calvinseminary.edu/technical-it/my-account/manage-profile/>
- The Calvin Seminary Website will post updates regarding emergency situations on the SemLink home page.
- Two-way emergency radios are used by Campus Safety during critical incidents.
- Cell phones are useful during an emergency; however, they should only be used for the most important short communications since the available bandwidth can easily be overwhelmed.

Some campus telephones may not operate during a power outage, but mobile phones are likely to be operating.

INQUIRIES FROM THE MEDIA

All media inquiries should be referred to Margaret Mwenda, Chief Operating Officer at mnm052@calvinseminary.edu / 616-957-6046, or Ronald Feenstra, Academic Dean at feenro@calvinseminary.edu / 616-957-7193 in her absence. Do not communicate with the media unless designated by the Chief Operating Officer.

CRISIS MANAGEMENT PLAN

A crisis is defined as any unplanned event that significantly threatens the health and welfare of multiple members of the Calvin Seminary community, causes operational disruption or physical or environmental damage, or harm to the seminary's public standing.

In any crisis or emergency, Calvin Seminary's foremost concern is for the protection of human life, health, and welfare. Protection of property and the protection of the integrity and reputation of Calvin Seminary are also critical; however, they are always secondary to protection of life, health, and welfare.

Calvin Seminary participates with Calvin College in the Crisis Management Team. This team guides response to campus crises that pose a threat to health, life and property. The standing Crisis Management Team is made up of the following people from Calvin College and Calvin Seminary:

Coordinator: Director of Campus Safety (Backup: VP for Student Life; VP for Administration, Finance and Information Services; Director of Physical Plant)

Facilities Issues: Director of Physical Plant (Backup: Vice President for Administration, Finance and Information Services)

Communication: Director of Media Relations (Backup: Media Relations Manager; VP for Student Life)

Risk Reduction and Prevention: Director of Finance (Backup: VP for Administration, Finance and Information Services)

People Issues: Vice President for Student Life and Associate Vice President for Human Resources (Backup: Dean of Judicial Affairs; Director of Broene Counseling Center)

The Chief Financial and Operating Officer (Backup: Academic Dean; Dean of Students) serves as the Seminary's representative.

In the event of a crisis, this standing team would be expanded to include other members of the seminary community as appropriate based on the nature of the crisis. This team is responsible for gathering and reviewing details of the crisis, determining crisis management and response activities, specifying communication procedures with internal and external audiences, and briefing the college and seminary administration.

BUILDING EVACUATION PROCEDURES

All building evacuations will occur when the building fire alarm sounds or upon notification by the Campus Safety Department via phone or e-mail or when contact is made by the Seminary Emergency Liaison. Know the posted evacuation routes and exits for your area and building.

If you must evacuate from a Building:

- Walk to the nearest exit.

- Do not use elevators.
- Assist people with disabilities to exit out of the building if that is possible without using an elevator or stairs. (If the floor has no exit to ground level, then proceed to the closest AREA OF REFUGE. An area of refuge is an area or room where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. These designated areas have a one-hour fire rating and smoke shield (this is provided by being beyond closed fire doors, or a sprinkling system). These areas of refuge are close to elevators, are along the path of travel toward an exit, and have enough room for two wheelchairs. Areas of refuge have been designated with posted signs and are listed under the [“Evacuation/Refuge Plan for Persons with Disabilities” section below](#). Some areas of refuge are on stairway landings, but only if there is adequate space so that a wheelchair does not block the exit route for others. Be sure that an able-bodied person stays with the person who is disabled and that they have a phone with them. Emergency personnel must be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.
- Exit the building and attempt to make certain that all persons are accounted for.
- Stay at least 300 feet from the building entrance.
- Notify Campus Safety or emergency personnel if you are aware of people that are still in the building.
- Remain outside until notified to return by emergency personnel or Campus Safety.

If you must evacuate from a Classroom:

- The instructor should tell students to exit the building and stay at least 300 feet from the entrance. The instructor should make certain that all students have left the classroom before they exit the area themselves.
- Notify Campus Safety or emergency personnel if all students cannot be accounted for.

CAMPUS-WIDE EVACUATION PROCEDURES

In the event of a major catastrophe that requires the evacuation of the campus, you will be alerted by the Campus Safety Department verbally and through the Emergency Notification System via email, text message, Seminary web site, and building display screens. The fire alarm may be activated to clear each individual building. Know the posted evacuation routes and exits for your area and building. To add or change phone numbers in the Emergency Notification System you can go to <http://semlink.calvinseminary.edu/technical-it/my-account/manage-profile/>

If you are instructed to evacuate campus:

- Walk to the nearest exit of the building.
- Do not use elevators.

- Assist people with disabilities with getting to the closest area of refuge. Emergency personnel should be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.
- Notify Campus Safety or emergency personnel if you are aware of people that are still in the building.
- Campus Safety, emergency personnel or a Seminary Emergency Liaison person will give information on the nature of the emergency that requires evacuation of the campus. The information will be distributed via the RAVE Emergency Notification System (text message, email, and/or phone call), seminary email, and/or through the emergency personnel who are present on site. The instructions may include the distance and direction you must travel from the campus, the possible duration of the evacuation, and the time by which the campus must be evacuated. **Follow these instructions for evacuation as you leave campus.**
- People might be instructed to go home. For students who do not live in close proximity to the seminary and do not have their own transportation, other people with vehicles may be asked to transport those without transportation to off-campus locations - this may be to their residence or someone else's residence if this location is outside the established area of evacuation.
- Those who require transport to a location outside the established area of evacuation will be provided transportation as arranged by the college or seminary. They will be transported to nearby churches outside of the established area of evacuation, and emergency services will be contacted to assist with comfort needs.
- Once an evacuation of campus is ordered, no one should return until emergency personnel advise Campus Safety that the area can be reoccupied. Updated information will be disseminated via the Calvin Seminary Web page, the Emergency Notification System and through local media outlets.

EVACUATION/REFUGE PLAN FOR PERSONS WITH DISABILITIES

The most important factor in emergency safety for individuals with disabilities is advanced planning. Faculty or staff members should be aware of the location of students, faculty, and staff who have sensory, psychiatric, mobility, cognitive or chronic health impairments and require assistance for evacuation. Seminary Emergency Liaisons, faculty and staff members are responsible for providing aid for any individual in the building who needs special assistance during emergency situations. Even though specific people may have been designated as Seminary Emergency Liaisons, all members of the Calvin Seminary community are encouraged to assist others who may need their assistance. Evacuation maps are located in classrooms and meeting rooms.

The Human Resources office provides a process for faculty and staff to identify that they have a disability and need assistance during emergency evacuations.

Students with disabilities who require assistance with evacuation must notify and submit documentation to the Dean of Students Office as well as Human Resources.

Area of Refuge

An area of refuge is an area or room where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. These designated areas have a one-hour fire rating and smoke shield (this is provided by being beyond closed fire doors, or a sprinkling system). These areas of refuge are close to elevators, are along the path of travel toward an exit, and have enough room for two wheelchairs. Areas of refuge have been designated with posted signs and are listed below. Some areas of refuge are on stairway landings, but only if there is adequate space so that a wheelchair does not block the exit route for others.

Areas of Refuge:

- **Seminary upper classroom:** Classroom 240

In the Event an Evacuation is Ordered:

- Assist with the evacuation of people with disabilities. Do not use elevators, unless authorized to do so by police or fire personnel. Elevators can fail during a fire.
- Ask an individual with a disability how you can help before giving assistance, ask how he/she can be best assisted or transported. Ask whether there are any special considerations in dealing with the individual with a disability or any special items he/she needs.

In the event of a drill, do not attempt to carry persons needing assistance down the stairs.

- Notify the Seminary Emergency Liaison or Campus Safety immediately about any people remaining in the building giving specific locations of their whereabouts.
- Police or fire personnel will decide whether an individual is safe where he/she is and will evacuate as necessary.

In the Event of a Power Outage:

- If a power outage occurs during the day, an individual with a disability may choose to wait in the building until electricity is restored. An individual should move near a window with natural light which is also near an operational telephone. Campus Safety should be notified. If an individual with a disability would like to leave during the power outage and/or an evacuation has been ordered, call Campus Safety at 3-3333 and arrangements will be made to assist the person in evacuating.
- If the power outage occurs at night and a person with a disability would like to leave, call Campus Safety at 3-3333. Campus telephones may not be operational during a power outage, but cell phones are likely to be operational. If using a cell phone to report an emergency call 616-526-3333.

To Assist Persons with Mobility Impairment:

- Clear the exit route of debris so that the individual with a disability can move to a safer area.

- Assist people with disabilities to exit out of the building if that is possible without using an elevator or stairs. If the floor has no exit to ground level, then proceed to the closest area of refuge. During an emergency evacuation one faculty or staff member remains with an individual who needs assistance while another Faculty or staff member notifies Campus Safety by phone or in person.
- If possible make sure that a phone is available for people who remain in an area of refuge during an evacuation. This phone can be used to call 911.
- The faculty or staff member and the individual with a disability should wait in the area of refuge for fire and rescue professionals who are trained to deal with such emergencies.

To Assist Persons with Blindness or Visual Impairment:

- Give verbal instructions or information (e.g., elevators cannot be used) about the safest route using detailed directions, estimated distances, and directional terms.
- Offer to lead an individual out of the building to safety.
- Do not grasp the arm of an individual who is blind or has a visual impairment. Ask if he/she would like to hold onto your arm as you exit, especially if there is debris or a crowd on the route.

To Assist Persons with Deafness or Hearing Loss:

- Touch or gain eye contact to get the attention of an individual who is deaf or hard of hearing.
- Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement.
- Point to posted exit and evacuation maps.

CAMPUS FIRE PROCEDURES

If a fire alarm has been activated in a campus building, always assume that there is a fire. Know the locations of fire extinguishers, posted evacuation routes, exits, and fire alarm systems in your area.

Please avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke and fire to enter stairwells and exit hallways, severely jeopardizing safe evacuation and hampering efforts of fire department personnel.

If you discover a fire:

- Activate the nearest fire alarm pull station.
- Alert people in the immediate area of the danger and that they need to evacuate.
- Shut down hazardous equipment such as gas valves in the area.
- Immediately exit the building, closing doors between you and the fire.

- When you are in a place of safety, dial 3-3333 from an on campus phone, or 616-526-3333 from a cell phone and inform Campus Safety of the location and nature of the fire.

If the fire alarm sounds:

- Walk to the nearest exit, closing doors between you and the fire.
- Do not use elevators.
- The instructor should make certain that all students have left the classroom before they exit the area themselves.
- Assist people with disabilities with exiting the building or getting to the closest area of refuge. [See the section titled "Evacuation for People with Disabilities."](#)
- Notify Campus Safety or fire personnel if you suspect someone is trapped in the building.
- Gather outside the building and Seminary Emergency Liaisons will attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Remain outside until notified by emergency personnel or Campus Safety.

If trapped in a room:

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.

If trapped in smoke:

- Drop to your knees and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

If forced to advance through flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed as much as possible

When to use a fire extinguisher:

- Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained

- An extinguisher can be used to suppress a fire that blocks your exit from the building
- Remember PASS, the four basic steps to operating a fire extinguisher

P: Pull the pin

A: Aim the extinguisher hose at the base of the fire

S: Squeeze the lever

S: Sweep from side to side

SEVERE WEATHER

Tornado Watch

A tornado watch means that weather conditions are favorable for the formation of a tornado. Whenever a tornado watch is issued, Campus Safety will contact everyone utilizing the Emergency Notification System to advise that a watch is in effect. The Seminary Emergency Liaisons will contact individuals and groups in the building to notify them of the watch.

When notified of a **tornado watch**, persons in charge of activities in the Seminary Chapel and Auditorium, which are open span structures with little protection, must inform persons in these areas of the watch. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

Tornado Warning

A **tornado warning** is issued when a tornado has actually been sighted in the surrounding area. Emergency warning sirens are activated when there is a tornado warning. When a **tornado warning** is issued, Campus Safety will contact Seminary Emergency Liaisons via the Emergency Notification System to advise that a warning is in effect. The Seminary Emergency Liaisons will contact individuals and groups occupying departmental spaces to notify them of the warning and will instruct occupants to proceed to the designated shelter area.

Emergency Warning Sirens

- The emergency warning sirens emit a continuous five-minute sound warning. The Kent County Emergency Services siren is located on the east side of the East Beltline near Calvin's Crossing.
- The siren is used to alert the public of an impending danger such as tornado, severe thunderstorm with high winds or large hail, hazardous material spill, or a national threat. If you hear the siren, you should take cover inside and tune into your local radio or television stations, or the [National Weather Service](#) Website for further instructions. If you cannot get to a radio or television, initiate tornado protection procedures as this is the most likely reason for the siren to sound.

- The siren does not sound for the entire duration of a tornado warning. It will sound again when the "all clear" is given.
- The emergency warning siren is tested at noon on the first Friday of the month from April through October. These tests last for one minute. If the emergency warning siren sounds on a Friday at noon for longer than 60 seconds, you should initiate tornado protection procedures.

If a tornado warning has been issued and you are inside:

- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to the appropriate shelter area designated for your building. Maps are posted in classrooms and meeting rooms. [A list of appropriate shelter areas is found below.](#)
- Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.
- Do not leave the shelter area until after the storm is over. The Campus Safety Department will notify those in shelter areas once the threat has passed.
- Continue to monitor the weather via radio, television or internet until the tornado watch has been lifted for your area.

If a tornado warning has been issued and you are outside:

- Look for a nearby safe structure in which to take shelter.
- If you are on campus go to the shelter area of the nearest building.
- If you are in your car, get out of it. Never try to outrun a tornado.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

Severe Thunderstorm Warning

A severe thunderstorm warning means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds and hail.

If you can hear **thunder** you are within striking distance for **lightning**. Seek sturdy indoor shelter. Stay away from windows. Do not touch items that conduct electricity.

When a severe thunderstorm warning is issued, Campus Safety will contact Seminary Emergency Liaisons, faculty, staff and students via the Emergency Notification System to advise that a warning is in effect.

SHELTER AREAS

Know the shelter area for your work area or classroom. Maps are posted in **classrooms and meeting rooms**. In the event of severe weather conditions, occupants of the following buildings should go to the shelter area indicated:

Calvin Seminary and Calvin Buildings	Shelter Locations
Library	Lower level
Seminary	Corridors, inside walls and limited basement areas
Seminary housing apartments	Basements

TERMINATION OF CLASSES, ACTIVITIES, OR CLOSING OFFICES

The Seminary President has the sole responsibility for determining when to close or terminate Seminary activities, and when to close seminary offices. The Seminary President delegates this responsibility to the Chief Financial and Operating Officer and Academic Dean (or Associate Academic Dean if the former staff are absent).

The Director of Campus Safety, or his designate, will be available to inform the Office of the President or the next person in the chain of command of weather conditions or other pertinent information, including reports from those observing conditions on campus.

When a decision to terminate a seminary activity or to close seminary offices is made, the senior administrator making the decision will provide the information to the Calvin College Campus Safety dispatcher. The dispatcher will then contact the Seminary Emergency Liaison persons (using the Emergency Notification System) to contact the other offices or departments that they normally contact during severe weather and inform them of the termination of activity or closing of offices. The information may also be disseminated via email.

SUSPICIOUS PERSONS AND CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

The Campus Safety Department is located on the second floor of the Mail and Print Services Building and provides 24-hour service and protection. This service is provided on a seven-days-a-week, year-round basis.

If you witness criminal or suspicious behavior:

- Call Campus Safety at 616-526-3333 and provide as much information as possible such as the following:
 - What is happening
 - Where
 - Physical descriptions of the people
 - License numbers and vehicle descriptions
 - Type of weapon(s) involved, if any
- If your safety is not in jeopardy, stay on the line with Campus Safety until officers arrive to provide them with additional information. If a threat is imminent, vacate the area and notify others of the threat as you come in contact with them.
- Do not physically confront a suspicious person.
- Do not let anyone into a locked or card-accessed building or room.
- Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
- Do NOT put yourself at risk in any observed incident.

HOSTAGE SITUATIONS

Hopefully, you will never be a hostage. However, these procedures are designed to protect victims in a hostage situation:

- Be patient. Time is on your side.
- Follow instructions from your captor, and be alert. The captor is likely to be emotionally unbalanced.
- Don't make mistakes that could jeopardize your well-being. Don't speak unless spoken to and then only when necessary. Don't talk down to a captor who already may be in an

agitated state. If possible, maintain eye contact with the captor at all times but do not stare. Treat the captor in as friendly a manner as possible.

- Avoid speculating. Comply with instructions as well as you can. Avoid arguments. Expect the unexpected.
- Be observant. Try to remember all distinguishing characteristics of your captor (tattoos, scars, etc.). The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police via telephone should a line be patched through to your location.
- Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or the like are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

LOCK DOWN

A lockdown involves staying inside a secure location and NOT evacuating until instructed to by Campus Safety or Public Safety officials. A lockdown is called for when a violent incident occurs where there is potential or actual loss of life or serious personal injury inside or near campus buildings. This could be a hostile person(s) actively causing or threatening death or serious physical injury. The incident could unexpectedly become a hostage or armed/barricaded person situation or an incident with detonated incendiary devices (bombs designed to cause fire).

If there is a lock down, the following steps must be taken:

- Faculty and staff will immediately secure the students and themselves in the classroom. If the door of the classroom swings out, and it cannot be locked, barricade the door with desks and other large items found in the classroom. If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If you are not in a classroom, try to get to an office or other room that can be locked or barricaded.
- If a campus phone is available, call the Campus Safety emergency line 3-3333 or dial 616-526-3333 from a cell phone. Inform Campus Safety of the situation, your location, and the number of occupants at your location. Inform Campus Safety of any needs among the occupants, such as medical conditions or other critical issues.
- **DO NOT** sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.

- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms and other places of refuge secure until police arrive and give you directions.
- Stay out of open areas, and be as quiet as possible.
- If any person is unprotected and unable to go to an attended secured room or to comply with the content of this procedure and has, at least, visual contact with the suspect, he or she should do the following:
 - Attempt to find physical concealment as soon as possible.
 - If this cannot be achieved, lay against a wall or other physical structure that may provide at least partial bodily security;
 - Not display disagreement, anger, hostility, or any behavior that may cause a violent response toward them;
 - Leave the area directly after the level of risk becomes minimized, and promptly seek the nearest assistance or attended, secured room.

ACTS OF VIOLENCE

A violent act occurs when there is potential or actual loss of life or serious personal injury inside or near campus buildings. This could be a hostile person(s), such as an active shooter, who is actively causing or threatening to cause death or serious physical injury. The incident could also unexpectedly become a hostage or armed/barricaded person situation or an incident with detonated incendiary devices (bombs designed to cause fire and large amounts of damage).

If there is an act of violence, the following “run, hide, fight” steps should be taken:

- **Run, get out:** If you are able to safely flee the area of danger, you should run from the area as quickly as possible until you have reached a safe distance from the threat. As soon as you are able to safely do so, call Campus Safety at 616-526-3333 and provide as much information as possible about the incident.
- **Hide out:** If you are unable to safely flee from the area of danger, look for a location that provides safe cover, preferably a location that can be locked and provides good concealment from the threat. If possible, barricade any doors and windows to help keep any suspect(s) from being able to access your location. Turn off any lights, and silence any cell phones. As soon as it is safe do so, call Campus Safety at 616-526-3333 and provide as much information as possible about the incident. As long as you are safe, remain hidden until either Campus Safety or law enforcement officers reach your location. When confronted by

either Campus Safety or law enforcement officers, allow them to see your hands so they can see you are not a threat. Listen carefully and follow any instructions that are given.

- **Fight, take out:** If you are unable to safely flee from the area of danger or find a safe location that will protect you from someone who is actively trying to cause death or serious physical injury, your only option might be to confront your attacker. If you are in a location with two or more people, talk to each other, make a plan about what you will do to try to stop an attacker. Make sure to spread out; do not huddle together for mutual protection as it is much harder to harm a group of people who are spread out. Find something you can use to throw at or strike an attacker with. Be prepared to attempt to subdue an attacker. Since this is potentially a life or death confrontation, there must be a total commitment to take action against an attacker.

As soon as possible call Campus Safety at 3-3333 from a campus phone or at 616-526-3333 from a cell phone. Be prepared that the line might be busy with other people calling to report the incident. If 911 is called by anyone using a cell phone, Campus Safety must also be called as they are a first responder and do not receive 911 calls. Provide as much information as possible about any suspects, including the number of suspects as well as the number and types of weapons seen. As you leave the area, alert other people to the danger. If possible, help anyone who is having difficulty leaving the area or who needs medical attention. Campus Safety will send information via the Emergency Notification System as soon as they are able.

BOMB THREAT PROCEDURES

If you receive a bomb threat:

- Use the [checklist](#) found in the [Emergency Quick Reference Guide](#) to gather useful information from the caller.
- Record the date and exact time you receive the threat, and phone number of where the call came from.
- Record where the call originated as displayed on the caller ID of the phone (if available).
- Try to remember exactly what was said. Write it down.
- Note the approximate age of the caller (young, very young, old, etc.).
- Listen for background noises or sounds such as music, children, heavy traffic, etc.
- Immediately call Campus Safety by dialing 616-526-3333 and provide them with the information.

If a bomb threat occurs in a specific building:

- If you are in a building that has received a bomb threat, **DO NOT** use your cell phone. Turn off all 2-way radios, cell phones, pagers or anything else that can transmit a signal. The signal that is transmitted when you use one of these electronic devices could set off the bomb.
- The decision to evacuate a building will be the responsibility of the Office of the President. This decision will be based on information concerning the threat provided by the Campus Safety Department.
- Evacuation will occur through use of the building fire alarm or by notification by the Campus Safety Department or Seminary Emergency Liaisons.
- Campus Safety personnel will normally conduct a search of the public areas of the building that is subject to the bomb threat. If the building has not been evacuated, every effort will be made to notify persons in the building of the threat. Personnel working in the building or offices will be asked to check their work area for anything that appears suspicious. If a suspicious item is found, it should not be moved, touched, or opened, and Campus Safety should be notified immediately.

SUSPICIOUS MAIL OR PACKAGE

Some typical characteristics, which in combination may trigger suspicion, are:

- Restricted marking such as "Personal" or "Special Delivery".
- No return address or one that cannot be verified as legitimate.
- A city or state in the postmark that does not match the return address.
- Unusual weight based on size.
- Lopsided or odd shape, strange odors, oily stains, crystallization, protruding wires, rigid or bulky shape, excessive tape or string.

If you receive a suspicious letter or package:

- Do not try to open it.
- Isolate it.
- Call Campus Safety at 616-526-3333.

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Set it down and do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call Campus Safety at 616-526-3333.
- Stay at the scene to answer questions from Campus Safety and Environmental Health and Safety personnel. If anyone enters the closed area in which the suspicious letter or package is located that person should also stay at the scene.

SHELTERING IN PLACE DURING A CHEMICAL DISCHARGE EVENT

There may be situations when it is unsafe to go outside because of an accidental or intentional discharge of chemical, radiological or nuclear agents. When such an event occurs, it is recommended that you shelter in place.

The Campus Safety Department will notify Seminary Emergency Liaisons when there is a shelter in place event. Seminary Emergency Liaisons will notify the people in their respective buildings. Additionally, notifications will be made through the Emergency Notification System, Seminary web site and building display screens.

Suggestions for sheltering in place:

- Remain inside the building. Instruct other people to come inside as well.
- Secure all doors and windows.
- Go into an interior room with few doors and windows if possible.
- Items such as fans, heating, ventilation, and air conditioning (HVAC) systems may need to be turned off along with utilities. If the building you are in is damaged and you are familiar with the location of these systems and how to safely shut them off, proceed with doing so or contact the Physical Plant.
- If you have an emergency supply kit, seal all doors, windows and air vents with plastic sheeting and duct tape. If you do not have these items, consider using items such as coats or other clothing to fill the gaps around doors or to cover vents.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the internet often for official news and instructions as they become available.

- Consider keeping supplies of food and water on hand in case you are forced to stay sheltered in place for an extended period of time.
- Do not use city water which could be contaminated.
- If you have internet access, you can access FEMA's website at <http://www.ready.gov/shelter> and get additional information on what to do during a shelter in place event.

HAZARDOUS MATERIAL INCIDENTS

Anyone who discovers a spill or release of a **hazardous material** (anything that can cause fire or explosion, skin or inhalation hazard, or environmental contamination) should take the following steps:

- **Evacuate** the affected area (if the entire building is affected pull the Fire Alarm)
 - **Notify** Campus Safety at 3-3333 or 616-526-3333
- Campus Safety will call:
- Calvin's Spill Advisory Team
 - Grand Rapids Fire Department by calling 911 for all emergency spills (defined below)
- **Barricade** the area to keep others out
 - **Complete** a Hazardous Materials Incident Report and send it to the Environmental Health and Safety Officer.

Do the following ONLY if you can without endangering yourself:

- **Identify** the spilled material (container labels, shipping papers, MSDS)
- **Extinguish** sources of ignition (unplug electrical devices)
- **Isolate** the vapors (close the area off from the rest of the building)
- **Ventilate** the spill area (open windows and doors to let fresh air in)

An Emergency Spill is a hazardous material incident where ANY of the following are true:

- People have symptoms of exposure (skin is affected, eyes are burning, breathing trouble, dizziness, headaches)
- Chemicals are mixing and heat or vapors are being released

- The spilled material cannot be identified
- The building has been evacuated
- The people involved are uneasy or unsure of what to do
- The hazardous material is
 - flammable
 - explosive
 - under pressure
 - highly toxic
 - highly infectious
 - radioactive

BIOLOGICAL ACCIDENTS

Do not attempt to clean up this type of spill unless you have been properly trained. Spills of human blood and other body fluids are to be cleaned up by staff that has blood-borne pathogens training. Spills of other potentially infectious materials should only be cleaned up by the lab manager or professors who use and understand the material that was spilled.

If the spill occurs anywhere else on campus, call Campus Safety at 3-3333 or 616-526-3333. Campus Safety will notify the appropriate people.

UTILITY FAILURE

If an **electrical power failure, gas line break or leak, heating or carbon monoxide emergency** or a **water main break** occurs, the following procedures should be carried out:

During regular business hours:

- Notify the Facilities Manager of the utility requiring maintenance by dialing 616-957-7107 during business hours.
- If Campus Safety assistance is also needed, such as help in evacuating the building.
 - Call the Campus Safety dispatcher in an **EMERGENCY**
 - Dial **3-3333 (campus phone)**
 - Dial **616-526-3333 (off-campus or cell phone)**
 - In a NON-EMERGENCY call Campus Safety

- Dial 6-6452 (campus phone)
- Dial 616-526-6452 (off campus or cell phone)

After regular business hours and on weekends:

- Call the Campus Safety dispatcher ([same numbers as during business hours, listed above](#)). The dispatcher will contact the on-call emergency maintenance person and will dispatch Campus Safety personnel to the scene as appropriate.
- Notify the Facilities Manager of the utility requiring maintenance by dialing 616-550-9061 after business hours.
- **Additional Procedures:**
 - If appropriate due to the life-threatening nature of a utility emergency, or if directed to do so, activate the building fire alarm at a nearby pull-station to assist with evacuation of the building.
 - Seminary Emergency Liaisons along with other faculty and staff will assist in evacuating the building by informing others in the area of the nature of the emergency and directing them to exit the building. They will also identify handicapped persons who need help in exiting the building.
 - Do not use candles or other types of open flame for lighting.
 - Unplug all electrical equipment including computers, and turn off light switches.
 - Do not use elevators.
 - Emergency lighting for exit pathways is connected to emergency generators and will function in a power outage.
 - Once outside, move at least 300 feet from the affected building and ask others to do so. Keep the area clear for emergency vehicles and crews to perform their duties.
 - Do not return to an evacuated building unless told to do so by Campus Safety.

If you know people are trapped in an elevator:

- Tell passengers to stay calm and that you are getting help.
- Call Campus Safety at 3-3333 and provide information (location, how many people, etc.)
- Stay near passengers until Campus Safety or other assistance arrives, provided it is safe to stay in the building.

DEMONSTRATIONS

While recognizing that constructive protest and discussion of issues are vital in a seminary

community, the seminary also recognizes an obligation to maintain an atmosphere conducive to academic work and one that respects the private rights of all individuals.

The following guidelines govern student protests and demonstrations:

- Student demonstrations (marching, picketing, silent vigils, etc.) are to be registered for information purposes with President’s Office, the Dean of Students Office, and the Student Senate no later than one day preceding the occurrence.
- Sponsoring organizations, their officers, and all individual participants, will be held responsible for their conduct during demonstrations.
- Student demonstrations are to be conducted in an orderly manner and are not to interfere with the normal operations of the seminary.
- The privilege of on-campus demonstrations is not extended to organizations or students not directly affiliated with Calvin Seminary.

If Calvin Seminary staff or faculty observe a demonstration by students, be observant of the following protocol:

Demonstration (peaceful)

Almost all demonstrations that may occur will be peaceful and non-obstructive. If this is the case, those participating in the demonstration are to be left alone. DO NOT argue with those demonstrating. Keep the atmosphere calm and controlled, and keep opinions to yourself.

Demonstration (hostile)

Sometimes a demonstration can become unstable and the crowd will display a mob mentality. DO NOT argue with those demonstrating. Try to keep the atmosphere calm and controlled. If the crowd becomes unstable, secure your area and/or get to a safe location immediately and call Campus Safety at 616-526-3333.

If Calvin Seminary staff or faculty observe a demonstration by those not directly affiliated with Calvin Seminary, be observant of the following protocol:

If you see a demonstration occurring on seminary property by a group not affiliated with the seminary, you should call Campus Safety to report this. Demonstrations by these groups are handled on a case-by-case basis. If demonstrators are allowed to conduct their demonstration on campus, they may be directed to a designated area so as not to interfere with the normal operations of the seminary.

OFF-CAMPUS TRAVEL

As noted in the Calvin Seminary *Travel Course Policies*, records must be filed in advance with the Dean

of Students Office whenever Calvin Seminary departments sponsor or arrange travel for students, staff, and faculty away from campus. These records must include:

- Full names of each person traveling
- Travel itinerary including airline, flights, dates, destinations, return information, hotel accommodations
- Local emergency contact information for each traveler

In the event of an emergency, seminary officials will contact the Dean of Students Office for these records. The travel records do not need to be kept after the trip is complete.

MEDICAL AND FIRST AID

It is important that you know what to do and who to contact if you or someone else is injured at Calvin Seminary. The information below provides instruction for emergent work related injuries. For information on dealing with non-emergency work-related injuries or illnesses contact the Human Resources Office.

Emergency or Urgent Medical Situations

- For first aid or to get help notifying Emergency Medical Services (EMS) call **Campus Safety** at **3-3333** or **616-526-3333**
- To notify EMS of fire, police or ambulance emergencies, call **911 from a campus phone** (Campus Safety will be notified automatically that a 911 call was made. Campus Safety dispatch will call you or send a Campus Safety officer. A Campus Safety vehicle will escort the emergency responders to the emergency.) **OR call 911 from a cell phone** (This bypasses Campus Safety and could waste time while emergency vehicles try to find the emergency.) After using a cell phone to call 911, contact the Campus Safety Dispatch at 616-526-3333 and inform the dispatcher of the emergency to insure Campus Safety officers can direct emergency responders to the scene.

Sudden Cardiac Arrest

- Calvin Seminary has a public access defibrillation program and two **Automated External Defibrillators (AED)** for use by any member of the community who has Cardiopulmonary Resuscitation (CPR) and AED training. Please familiarize yourself with these locations.
- AED locations:
 - In each Campus Safety patrol car
 - Hekman Library (ground level/3rd floor where Hekman joins Hiemenga Hall)
 - Hekman Library (2nd floor main entrance)
 - Seminary Student Center (near Human Resources Office)

- Seminary Burton entrance (Door J, near the President's Office)

Each use of an AED by a responder shall be accompanied by a call to Campus Safety at 3-3333. Campus Safety will call 911 to ensure timely provision of advanced life support and transport to an emergency medical facility.

When a call for emergency aid is received, the nearest available Campus Safety Officer equipped with an AED shall respond to assist other responding personnel. Cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) shall be provided as appropriate until the local EMS staff arrives to assume responsibility.

FIRST AID GUIDELINES

- **Campus Safety Officers (CSO) and Campus Safety Supervisors (CSS) are the designated "first aid responders" at Calvin Seminary for student, faculty, staff and visitor injuries.** They carry first aid supplies with them.
- Calvin employees are encouraged to call Campus Safety whenever first aid is required. Before the CSO/CSS arrives, first aid supplies found in the student mail room or under the stairway by room SM 169Sa can be provided for an individual to use, such as gauze pads to hold on a wound to stop bleeding. **Precautions must be taken to prevent exposing employees who have not had training in the prevention of bloodborne pathogens exposure to blood and body fluids.**

WORK-RELATED INJURY OR ILLNESS

For work-related injury or illness care beyond first aid when an ambulance is not called, you will be directed to:

MED -1 Leonard Clinic
 Phone 616-459-6331
 1140 Monroe Ave. NW
 Grand Rapids, MI 49503

Employee Injury Report Form

Fill out an Employee Injury Report Form within 24 hours of an injury. Report forms are available online at: [Injury Form](#) (on Calvin College's website and which the Seminary also uses).

If you fall or stub your toe but are not hurt, do not file a report. If you are hurt from an incident that happens while you are at work, fill out a report. It is always best to have a report filed in case a minor injury progresses to something more serious. In cases where an injury is reported a week after it happened, it may be difficult to prove that it was work related. The rule is: report injuries to your

supervisor and file an Injury Report within 24 hours of any injury.

Send your completed and signed (by your supervisor) report to the Human Resources Office (for faculty, staff and student workers).

ADDITIONAL INFORMATION

If you have any questions about this policy, please contact:

- Calvin College Campus Safety 616-526-6452
- Calvin Seminary Dean of Students 616-957-6042
- Calvin Seminary Chief Financial and Operations Officer 616-957-6046