



## EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Should a member of the campus community notice a dangerous situation, he or she should notify the VP for Finance & Operations or the Director of Facilities. Any person observing a criminal act should call 9-1-1 to report the situation to the police department and then notify the VP for Finance & Operations as soon as possible.

- VP for Finance & Operations – Theresia Smith (502) 992-9345
- Director of Facilities – James Stoudemire (502) 665-9930

In case of:

**Fire** – Pull the Fire Alarm & Call 9-1-1

**Medical Emergency** – Call 9-1-1

**Suspicious Person or Assault** – Call 9-1-1

**Weather Emergency** – Call 9-1-1

If you discover an emergency on campus:

- Call 9-1-1
- Stay calm
- Give your name and location, and follow emergency-specific instructions

**Example:** My name is **Jackson**, I am located at ***Nelson Hall***, address ***1044 Chapel Valley Road*** and state the emergency.

***Follow the 9-1-1 Operator's instructions then contact your supervisor when possible.***

## Key Points of Contact

### Disaster Preparedness Committee (DPC):

Vice President (VP) for Finance & Operations

Director of Facilities

VP for Communication & Brand Management  
Success

VP for Enrollment & Student

Executive Administrative Coordinator to the Seminary

Faculty Representatives

Director of Conference & Event Services

Student Body President(s)

Director of Information Technology (RFX Technologies)

### ERT – Emergency Response Team (Order of Succession):

VP for Finance & Operations – Theresia Smith (502) 992-9345

Dean – Debra Mumford (502) 992-5434

VP for Enrollment & Student Success – Alex Thomas (901) 219-9968

Director of Facilities – James Stoudemire (502) 665-9930

VP for Communication & Brand Management – Kassandra Turpin (239) 728-8836

Director of Information Technology (RFX Technologies) - Bart Bushong (502) 648-1509

### Emergency Phone Numbers:

Police, Fire, EMS - 9-1-1

### Utilities:

LG&E – (502) 589-1444

Louisville Water Company – (502) 583-6610

MSD – Call “Metro Call” by dialing 311

### Other:

Animal Control Services - (502) 473-7387

Louisville Metro Office of Emergency Management - (502) 574-3900

Louisville Metro Department of Public Health – (502) 574-6520

Louisville Metro Office of Public Works - (502) 574-5810  
Louisville Metro Solid Waste Management - (502) 574-3571

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## Introduction

The Louisville Seminary is committed to the safety and well-being of its employees, students and guests. Upholding this commitment requires planning and practice. This policy exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the community.

### Purpose

This policy establishes procedures to protect the health and safety of all members of the Louisville Presbyterian Theological Seminary community. The policy includes timely stabilization of an emergency situation and provides steps to protect the property and belongings of the community.

### Scope

This policy applies to all members of the Louisville Presbyterian Theological Seminary community. The scope of this policy is intended to encompass all hazards and emergencies. When encountering a situation which has not been expressly addressed in this policy, use good judgment and the guiding principles outlined below.

### Responsibility

The Disaster Preparedness Committee (DPC) and the Emergency Response Team (ERT) are responsible for implementation and annual review of this policy. The policy is reviewed annually and updated as needed. Any suggestions, comments, or questions should be directed to the VP for Finance & Operations.

### Quick Reference Guide

EMERGENCY: Call 9-1-1

Medical Emergency – Call emergency services and remain with the individual

Fire – Implement RACE (Rescue, Alarm, Contain, Evacuate)

Active Threat – RUN, HIDE, FIGHT.

Mental Health Crisis – Stay with person and call VP for Finance & Operations or Director of Facilities

Shelter in Place – Lock doors, turn off lights, stay quiet

Evacuation – Use nearest exit and assist others if safe

Severe Weather – Move to an interior safe area.

Utility Failure – Call Facilities Emergency On-Call Phone (502) 376-1572

## **Timely and Immediate Notification Policy**

Louisville Seminary will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and guests occurring on campus. Examples include crimes, severe weather, possible presence of dangerous individuals or animals, etc.

If an emergency or dangerous situation exists, information is to be sent to the VP for Finance & Operations for approval and activation of the DPC and the Seminary's Emergency Notification System. The system allows messages to be sent simultaneously to all registered users. This system may also include the activation of the emergency notification siren system for the entire campus.

Five criteria must be considered to determine if activation of the Emergency Notification System is warranted and which communications will be utilized:

### **1. Hazard Type**

- a. What is the hazard? (fire, earthquake, flood, chemical hazard, dangerous individual)
- b. What is the impact to the Seminary community? (minor, major disaster)
- c. What is the potential for the situation to worsen?
- d. Is the situation under control?

### **2. Life Safety / Property Protection**

- a. What is the potential for death?
- b. What is the potential for serious injury?
- c. What is the potential for minor injury?
- d. What is the potential for damage?
- e. What is the potential for disruption to normal course of business?

### **3. Urgency**

- a. How soon does the message need to go out? (seconds, hours, days)
- b. Is there time for approval?

### **4. Audience**

- a. Who needs to be alerted? (all employees, students, visitors)
- b. How many people need to be alerted?

### **5. Capabilities / Limitations**

- a. What are the limitations of the system? (audience, delivery time, mass panic)
- b. Which modes of communication should be used? (press conference, siren, email, text, phone)
- c. How quickly can the message be sent? (immediately, minutes, hours)

## Communication Methods of Emergency Notification System

During an emergency, the Seminary will use the following means and methods of communication.

- Email
- Landline Telephones
- Cell Phones (possible outages during emergency)
- Texting (more reliable during an emergency)
- Outdoor Emergency Alert System

## Types of Crises

1. Accidents causing personal injury or property damage
2. Sudden death from natural causes, accident, or suicide
3. Crimes involving members of the Seminary community (as victim or suspect) on campus; or not involving members of the Seminary community but occurring on campus, including shootings.
4. Fire causing injury and/or extensive property damage
5. Severe weather conditions that might endanger people or cause property damage
6. Disease outbreak (e.g., Covid-19, meningitis, hepatitis, food poisoning, avian flu)
7. Harassment or discrimination
8. Controversy that might damage Louisville Seminary's reputation or its relationships with any constituent group, including the denomination
9. Strikes or other public protests

## Crisis Classifications

**Types 1 – 5.** First responders (via 9-1-1, or otherwise) to emergency situations affecting the life and safety of seminary constituents and/or seminary property should report incidents to the VP for Finance & Operations who will then follow the plan outlined in this document to communicate information to other internal and external Seminary constituents.

**Type 6.** Crises related to outbreak of disease should be reported by attending healthcare professionals and/or public health agencies to the VP for Enrollment & Student Success who will then follow the plan outlined in this document to communicate information to other internal and external Seminary constituents.

**Type 7 – 9.** Crises of this type usually evolve over a longer period of time than those of types 1 – 6. Information may begin as rumor, as informal reporting, or airing of concerns by various internal and external constituents. When a crisis of this type appears to be developing, the President will call a meeting of the Crisis Communications Team who will then follow the plan outlined in this document to communicate information to other internal and external Seminary constituents.

## Communicating in a Time of Crisis: Management Guidelines

Inquiries from the media during or after an emergency will be addressed by the VP for Communication & Brand Management. The Office of Communications will be consulted in releasing any information to the media. At any time the media can simply be referred to the Office of Communications.

## Internal Plan

1. Gather or notify people in key positions:
  - President
  - Dean of Seminary
  - VP for Enrollment & Student Success
  - VP for Finance & Operations
  - Director of Communications
  - Director of Information Technology
  - Director of Facilities – campus emergencies
  - Seminary’s legal counsel – if necessary
2. If an emergency involves individuals, determine who will notify their families.
3. Gather all the facts. Designate who will be the “speaker(s)” for the crisis and have a consensus on what information will be released. Make sure a designated spokesperson is available to respond to inquiries. Contact proper authorities.
4. Designate one location from where all information will be disseminated (“media” or “command” center): President’s office, Dean of Seminary’s office, Communications.
5. Identify the method to notify all employees and students of an emergency or situation: Phone call from supervisors, text message, internal press release, letter, email, website, and social media.
6. Draft a statement with the official position of the Seminary and distribute to all internal audiences so that everyone has the same information about the event. Update periodically if the situation is on-going.
7. Determine if a proactive news approach is necessary in the situation or if media will be anticipated and follow steps for External Communications.
8. Determine whether news will be released to other internal constituent groups and how: Board of Trustees, President’s Roundtable, Alum Board, alums, members at PC (USA) Center.
9. Determine if follow up care will be needed and determine who will coordinate.
10. Within the first 8 to 12 hours, convene the key leaders to update the situation and make changes as needed.
11. Determine who will draft an internal statement of the Seminary’s position and distribute.
12. The Communications team will draft a press release and the scope of distribution list.
  - All Louisville Seminary constituent groups can be selected from the Seminary’s database for a targeted press release by email.
13. Keep records of contacts and actions for later evaluation.

## External Plan

How the Louisville Seminary communicates during a crisis has a lasting impact on the Seminary’s reputation.

**The media should be considered as our conduit and partner in reporting the facts of the**

**matter at hand, externally.**

The way a crisis is handled can:

- mold the public perception of the Seminary;
- affect the goodwill felt for the Seminary;
- alter – for better or worse – the support the Seminary receives.

After following steps 1 through 8 in the Internal Crisis Plan, and after determining that external communication is needed, take the following steps:

1. Notify additional key leaders (Chairperson of Board of Trustees, etc.)

2. As a group, the crisis team and additional key leaders should arrange for a meeting as soon as possible and then assign the following duties as needed to manage the crisis or event.

a. If the crisis is an on-campus emergency, the Director of Facilities may be requested to:

- Rope off a portion of campus from public access;
- Direct traffic and possible media vehicles to appropriate locations;
- Be mindful that some systems may be down or destroyed: phones, electricity, files etc.

Do not release names of individuals prior to notification of family. Determine if hospital conditions will be made available to the media and public by the Seminary.

3. Designate the following locations:

- “Information Center,” where members of the community and reporters can call or come by for information, and where reporters can use tables, chairs and a phone to reach their stations and wait for further information. Possible sites must include rooms with Internet access: Nelson Hall, Room 118 or 119; Caldwell Chapel, Fellowship Hall; Winn Center, McAtee A & B, and Gardencourt, Hundley Hall. (Know where these are located). THIS STEP OCCURRED DURING THE INITIAL INTERNAL CRISIS PLAN ASSESSMENT.
- A press conference area as close to the information center as possible.
- Areas for live shots for television stations. Areas should be open and at the highest possible level on campus, without trees to block signals. Possible locations: quadrangle, the lawn and parking areas between Gardencourt and Laws Lodge

4. Notify all employees of the situation via the emergency notification system, social media, and/or website.

5. Develop proactive news approach: Determine need for a press conference and coordinate details. Determine how broadly to contact the press and media. Develop an initial statement to distribute before the media asks or they will obtain it from another source.

6. Within the first eight to 12 hours, have a meeting of all key individuals listed and others who have been called in to assess the situation, problems, or successes. Make changes as needed.

7. For the first 24 to 48 hours, have designated speaker(s) on call using rotating shifts if necessary. Make sure these people have been fully briefed on the situation, have knowledge of the media and a summary of how to handle media questions.

NOTE: Crisis news stories usually break in the first wave (first four hours), but they develop in the second wave – typically after the police/ other authorities leave campus. The second wave is when reporters begin to follow up with questions and look for the “why.” This second wave is crucially important- it’s our chance to tell the story based on the facts..

8. Update press on regular intervals, every 30 minutes if breaking news or live situation, even if there is no new information. Maintain regular reports of the same and offer statements of progress. If the media know that you are meeting with them regularly, they are less likely to “go snooping.”

9. Designate someone to record all known television and radio broadcasts to ensure accuracy and have a chance to request corrections as needed. These are also available from many media libraries or PR firms for a fee.
10. Determine who will draft an external statement of the Seminary's position and distribute.
11. The Communications team will draft a press release and the scope of distribution list.
  - Local media and press can be reached by email from the Director of Communications
12. When the dust settles, assess the impact on development and admissions and take a proactive approach in advertising, press releases, person-to-person contact, phone calls, and Seminary publications.

### **Crisis Communications Plan: Verbiage**

This Crisis Communication Plan has been developed to help us disseminate information quickly during a time of crisis in order to protect the life and health of members of the Seminary community, to protect Seminary property, and to resolve issues that may divert attention and resources from Louisville Seminary's mission.

All employees and students of Louisville Presbyterian Theological Seminary should be familiar with this plan.

#### **Crisis Communications Team**

- President
- Dean of Seminary
- VP for Finance & Operations
- VP for Enrollment & Student Success
- VP for Communications & Brand Management
- Other personnel as determined appropriate for the situation can include:
  - Director of Facilities
  - VP for Enrollment & Student Success
  - Director of Admissions
  - Director of MFT and Counseling Center
  - Director of Information Technology
  - Director of Conference & Event Services
  - Seminary's Legal Counsel
  - Student Body President
  - Chairperson of the Board of Trustees

Members of the team are considered "on call" whenever a crisis develops.

The President is the primary spokesperson for the Seminary, through oral and written messages. Other members of the team are responsible for communicating with internal and external constituents as follows:

- Trustees/President's Roundtable - President
- Security and law enforcement agencies - VP for Finance & Operations
- Seminary's legal counsel - VP for Finance & Operations
- Students and their immediate families (on and off campus) - Dean of Seminary and/or VP for Enrollment & Student Success
- Public health agencies - Dean of Seminary and/or VP for Enrollment & Student Success
- Faculty - Dean of Seminary
- Employees - VP for Finance & Operations

- Alums and all other external constituents – VP for Advancement and/or Director of Alum Relations
- Media – VP for Communications & Brand Management

### **Crisis Communications Team Responsibilities**

- Gather and share information about the existing or potential crisis.
- Separate and clarify issues; identify additional information needed.
- Determine overall Seminary responses/positions to the event.
- Identify individuals or groups affected by the event.
- Plan appropriate responses for each group.
- Assign responsibility for carrying out plans.
- Recommend initiation of internal investigation of incident.
- Maintain written documentation of the crisis situation as it develops and all steps taken to resolve it.
- Determine a command center for information.
- Identify individual(s) who will speak to the media.

A checklist outlining examples of these responsibilities is provided at the end of this document. This list is intended to provide focus for discussion during a crisis and should not be considered as the only potential responses.

### **Crisis Check-list**

#### **Gather information:**

- Nature of event
- Names, ages, phone numbers, addresses, status (e.g., student, employee) of those involved, including witnesses
- Date, time, and location of event
- Nature/number of injuries
- Property damage/estimate of loss/nature of insurance
- Nature of immediate response (what has already happened)

#### **Define issues**

- Controlled substances
- Guns
- Arson
- Security
- Safety
- Sexual/other assault
- Prominent student/employee
- Health risk
- Negligence of Seminary or other

#### **Determine additional information needed**

- What policies, procedures, and educational programs are in place to address the issues (e.g., student handbook, sexual harassment policy)

#### **Define overall institutional response**

- Prepare statement if appropriate
- Distribute statement to appropriate personnel
- Identify Seminary spokespersons to the public

#### **Identify affected people and people needing information**

- Victims
- Victims' family, friends

- Students
- Employees
- Community members/immediate neighbors
- Media
- Prospective students, families
- Trustees/President's Roundtable
- Alums and donors
- Other denominational constituents/others

#### **Define response actions and assign responsibilities**

- Contact victim, family
- Extension of academic and fee deadlines
- Expanded escort service on and off campus
- Meeting with faculty
- Meeting with Seminary Council
- Meeting with student organizations
- Grief or other counseling
- Special housing arrangements
- Cancellation of events
- Letters to families, alums, donors
- Public statement to media
- Increased security
- Closing facilities
- Press conference

#### **Other considerations**

- Use of emergency notification system call list established with the Seminary's emergency closing policy
- Sites for managing crisis and meeting with media in relation to crisis scene
- Special security, telecommunications, computer or equipment needs

### **Emergency Notification System: Operating Procedures**

The Louisville Presbyterian Theological Seminary has a student/employee Emergency Notification System for emergencies that could include weather emergencies, shootings on campus, etc. Emergency declarations will be made through the VP for Finance & Operations in consultation with the President, Dean of Seminary, and the Director of Facilities.

This Emergency Notification System will follow the methods of communication (page 6) to inform the campus community about emergencies. When an emergency is declared, members of the ERT converse to determine the warning message to be sent to all students and employees.

In order to ensure that we notify all members of our campus community in the case of an emergency, including those without cell phone service, we have installed an audio, outdoor emergency alert system. This commercial-grade system resides on the roof of Schlegel Hall and is designed to provide sound coverage for the complete campus.

This system consists of a siren blast and a warning of an emergency followed by a verbal broadcast as to the type of emergency and specific procedures to be followed. These procedures might include going to a safe place in the case of a weather emergency, assuming lockdown procedures in the case of a shooting on campus, etc. This system control is housed and activated in the Facilities Department. Use of this system follows the same emergency declaration procedures as outlined above. The outdoor emergency alert system notification procedures are tested annually to insure reliability.

## Sample Crisis Scenarios

### Scenario: Accident-Student/Employee Death or Injury

*A student has died or has been injured.*

#### Immediate Action:

- Call 9-1-1.
- Secure the area. Keep people from leaving/entering the area.
- Aid police/emergency workers as much as possible.
- Determine facts of the situation.
- Assemble the Crisis Communications Team and determine the appropriate spokesperson.
- Be on-site to offer assistance as determined.
- Notify family members/emergency contacts. Be available to concerned family members.
- Be available to the media.

#### Communications:

- Immediate availability for police/emergency responders.
- On site availability for law enforcement and family of affected student/employee.
- Prepare a statement/press release.
- Prepare talking points for the spokesperson/Crisis Communications Team.
- Post information as appropriate on the school's website, via email, Facebook/Twitter, and eblast to internal/external audiences.

#### Messages:

- Give relevant, agreed-upon details. We are deeply saddened by the death of this student. The Seminary is doing everything possible to learn as much about the situation as we can.
- Louisville Seminary is a safe campus with minimal crime.

#### Follow-Up:

- Follow up with student/family affected by the event
- Communicate with employees, donors, internal and external audiences on how situation evolved and was successfully resolved
- Review the response to the crisis: Overall success or failure of the crisis communication effort /problems to be avoided in the future

### Scenario: Board of Directors/Employee Issue

A member of the Board of Trustees or an employee is involved in a controversy which may damage the Seminary's reputation. An example might include sexual harassment or discrimination accusations from someone within or outside of the Seminary community.

#### Immediate action:

- Assess the nature and severity of the crisis internally.
- Discuss options with legal counsel or law enforcement as appropriate.
- Determine facts of the situation.
- Alert other board members and Senior Administration of the issue with only the strict facts of the matter.
- Pull the crisis team together and determine the appropriate spokesperson.
- Defer to privacy issues where appropriate.
- Be ready to discuss the matter with donors and other stakeholders.

#### Communications:

- Once facts have been determined and action has been decided upon, prepare a statement/press release.
- Be aware of internal audiences. Word/rumors have likely already spread. - Post information as

appropriate on website, via email, Facebook/Twitter, and eblast to internal and/or external audiences

**Drafted Example Messages:**

- Our Board of Trustees is a national body of strong leaders who have joined together to bolster the mission and vision of the Seminary. We are saddened that one member is dealing with deep personal issues. We require our board members to maintain the highest level of integrity and are saddened by this unfortunate breach. (XXX) is no longer a member of the board.
- We cannot discuss an ongoing investigation/litigation. The board continues to support the great work of the Seminary, and that will remain our focus.
- The safety and comfort of the Seminary's community is of utmost importance to us. We will work with the authorities and move forward from the isolated incident to focus on educating students for ministry.
- We are saddened by the turn of events, but are working as a team to put in place stronger internal processes that will prevent this from occurring again.
- We will cooperate with law enforcement and any further investigation of this matter. While the breach of trust saddens us, our primary focus is to our friends and the community, who expect the highest level of integrity from our organization. We will continue to serve the community and provide sound theological education to our students.

**Follow-Up:**

- Communicate with the board, employees, donors, and internal/external audiences on how crisis is being handled.
- Review the response to the crisis: Overall success or failure of the crisis communication effort/problems to be avoided in the future.

**Scenario: Crimes Involving Members of the Seminary Community (Victim or Suspect) on Campus**

A member of the community is involved in a crime (shooting, theft, vandalism, etc.)

**Immediate action:**

- In an emergency, dial 9-1-1.
- Determine facts of the situation.
- Assess the nature and severity of the crisis internally.
- Discuss options with legal counsel or law enforcement as appropriate.
- Pull the crisis team together and determine the appropriate spokesperson.
- Alert board members and Senior Administration of the issue with only the facts of the matter.
- Defer to privacy issues where appropriate.
- Be ready to discuss the matter with donors and other shareholders.

**Follow-Up:**

- Communicate with the board, employees, donors, and internal/external audiences on how the crisis is being handled.
- Review the response to the crisis: Overall success or failure of the crisis communication effort/problems to be avoided in the future.

**Other types of crises that need to be addressed:**

While other scenarios may arise, the protocol should follow the same guidelines to be able to address.

## Test, Training, & Exercises

The Disaster Preparedness Committee will gather annually to be able to outline and schedule testing and training exercises for the Seminary community.

### Emergency Building Evacuation Plan – Campus Buildings and Housing

#### Evacuation

An order to evacuate a building or area of campus may be given by the Emergency Response Team

***Leave your location at once. Evacuation requires everyone to exit a building, area, or campus.***

#### Actions:

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building or if it were necessary to evacuate due to any emergency or power outage, fully cooperate with emergency personnel.

- Occupants should use the nearest and safest exit when an evacuation order is given.
- Evacuate in a CALM MANNER and avoid blocking entrances.
- Take only keys, wallets, and essential belongings with you. If possible wear weather appropriate clothing.
- If you are the last one to exit the room, close and lock doors. Leave the building immediately; do not investigate the source of the emergency. Walk, don't run to the nearest exit. Use stairs not elevators. Assist persons with special needs. If there is no immediate danger, persons with disabilities/mobility limitations should shelter in place and call 9-1-1 and the Facilities Emergency On-Call phone at (502) 376-1572 to report location and number of people needing assistance.
- If there is imminent danger and an evacuation cannot be delayed, the person with a disability should be carried/helped from the building in the quickest and most efficient manner. (The person with the disability is the best authority on how to be moved out of the building).
- Based upon the type of emergency, occupants may be asked to move farther away from the impacted area(s).
- Remain calm at all times and follow the instructions of your supervisor or professor. If alone or with a group of peers, please use your best judgment on evacuating.
- As you make your way out, encourage others you encounter to exit as well.
- Wait for instructions before returning to your building after an evacuation.
- Notify first responders of any persons with disabilities who may still be in the affected area or building

## Maps & Floorplans

### Campus Map:



#### WELCOME TO BUILDINGS ON CAMPUS

**LAWS LODGE:** Student Housing and Accommodations

**GARDEN COURT:** Event Rental Space, Faculty Offices

**SCHLEGEL HALL:** Academic Support Center, Advanced Learning Office, Classrooms, Doctor of Ministry Office, Field Education, Faculty Offices, Grawemeyer Award in Religion, Ombuds Office, Sun-Walking Fellowship

**WINN CENTER:** Facilities, Hospitality Hub, LouSem Hope Cafe, McAtee A & B, Vending Machines, Violet Sears Community Cupboard

**ERNEST MILLER WHITE LIBRARY:** Audio-Visual Studio, Black Church Studies Collection and Black Church Studies Room, Mid-Kentucky Presbytery, Student Carrels

**CALDWELL CHAPEL:** Worship Chapel, Fellowship Hall, Prayer Room, Worship Resource Center

**NELSON HALL:** Admissions/Enrollment, Student Success Offices, Black Church Studies, Black Church Rural & Small Towns Ministry Initiative, Business Office, Chaplain, Communications, Classrooms 118 & 119, Louisville Seminary Counseling Center, Academic Dean's Office, Mail Center, Office of Advancement, Faithful Formation Project, "Front Porch" Welcome Area, "Living Room" Gathering Space, "Parlor" Meeting Space, President's Office, Registrar, "The Office" Boardrooms (upper and lower level)

#### CAMPUS BUILDING ADDRESSES

**CALDWELL CHAPEL**  
3801 CHAPEL VALLEY WAY

**CARRIAGE HOUSE**  
1030 KEENEY WAY

**ERNEST MILLER (E.M) WHITE LIBRARY**  
1216 SCHLEGEL CIRCLE

**HISTORIC GARDENCOURT**  
1110 GREIG CIRCLE

**LAWS LODGE**  
1116 GREIG CIRCLE

**NELSON HALL**  
3807 CHAPEL VALLEY WAY

**POWER PLANT**  
3701 POWER PLANT DRIVE

**PRESIDENT'S HOME**  
1050 ALTA VISTA ROAD

**SCHLEGEL HALL**  
1230 SCHLEGEL CIRCLE

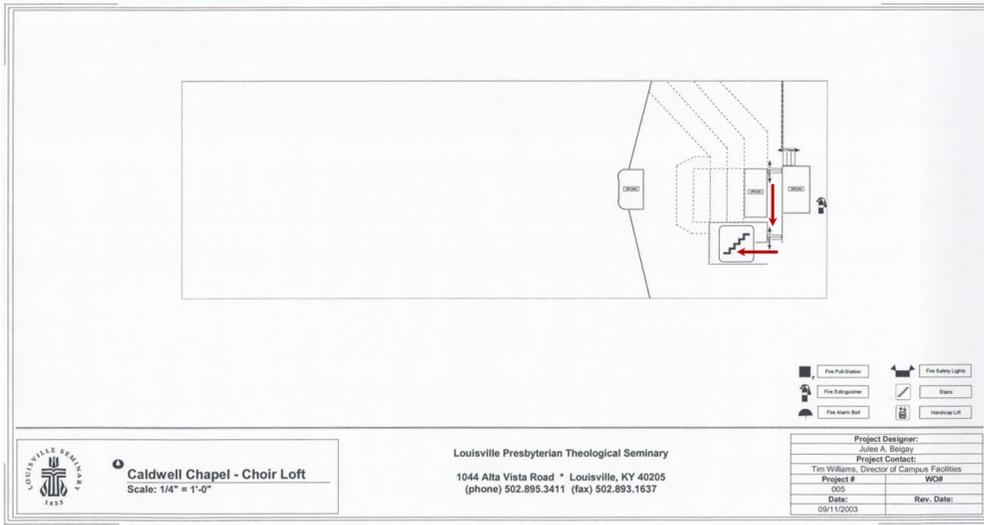
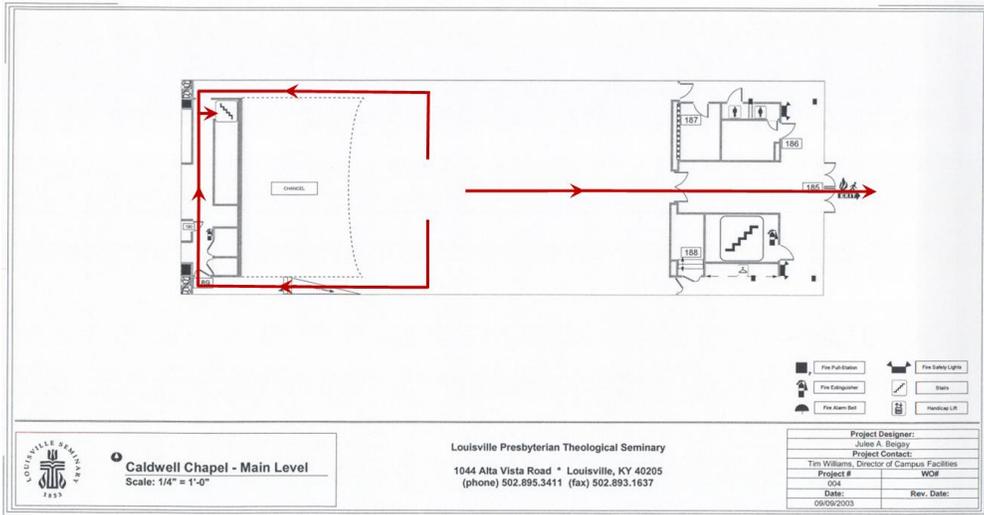
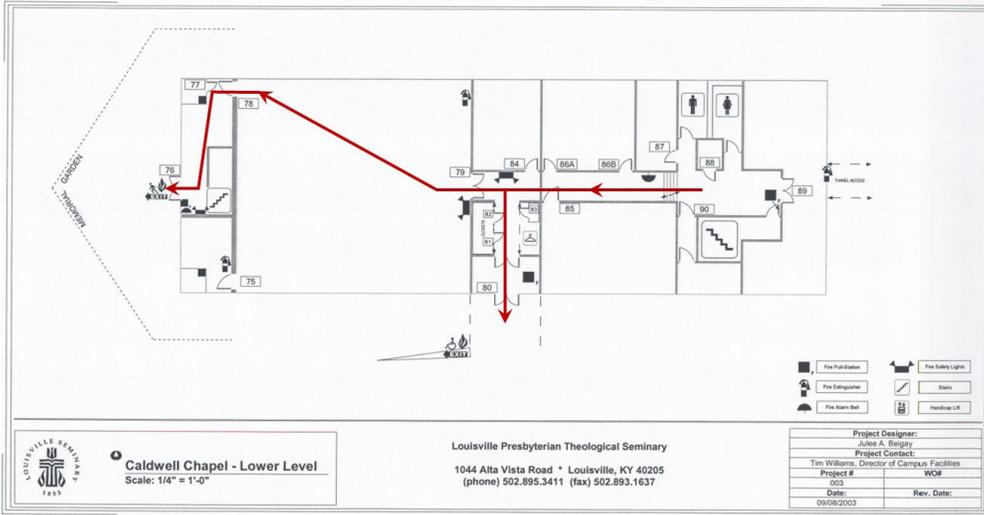
**WINN CENTER**  
1222 SCHLEGEL CIRCLE

■ PARKING AREAS    ♿ ACCESSIBLE PARKING

**LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY**  
1044 ALTA VISTA WAY | LOUISVILLE, KY 40205  
502.895.3411 | LPTS.edu

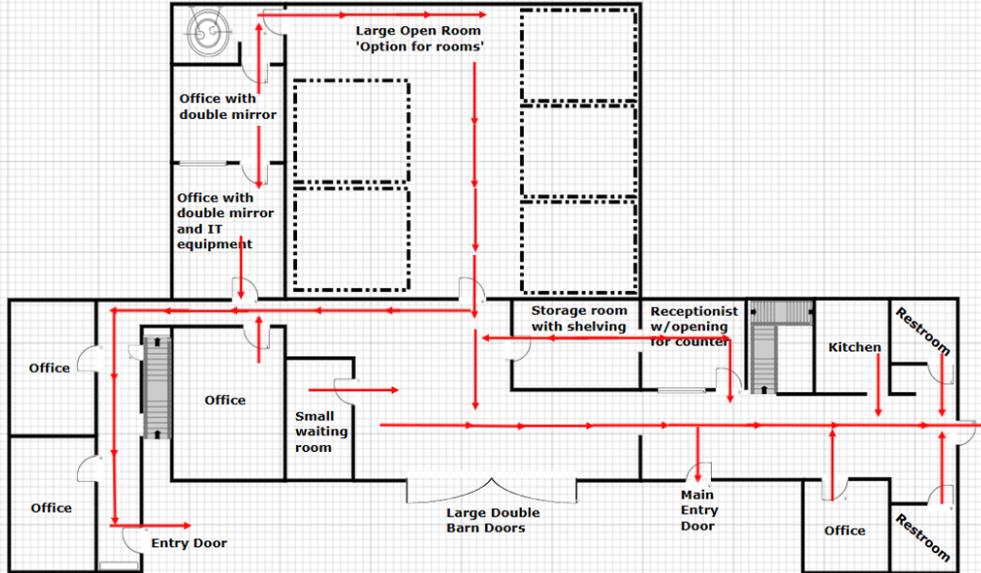
## Common Areas

### Caldwell Chapel:

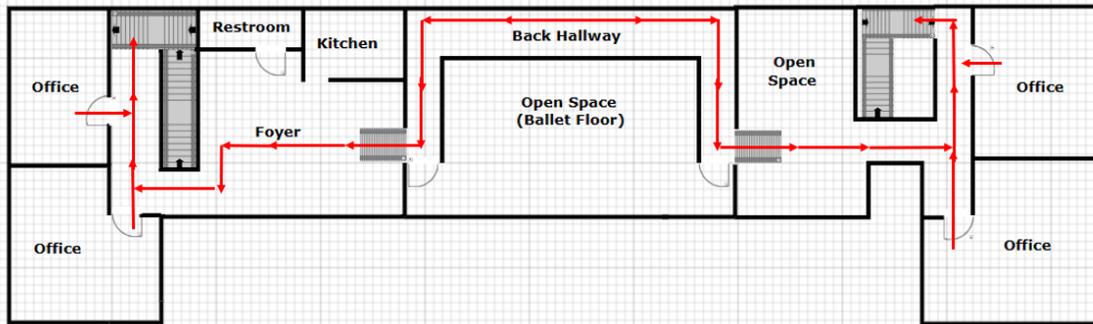


### Carriage House:

## First Floor

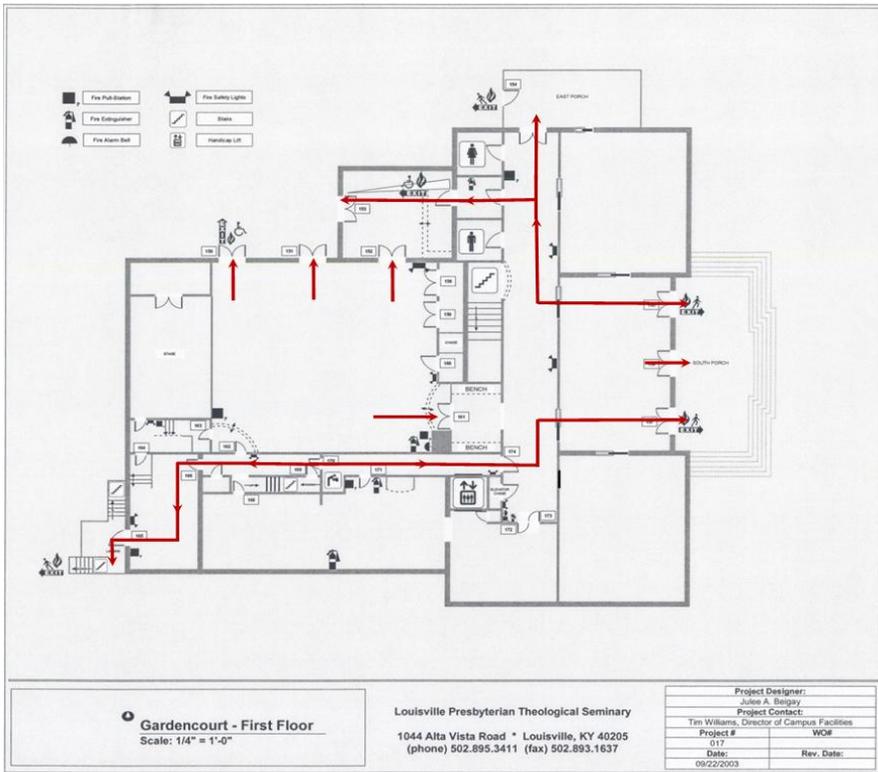
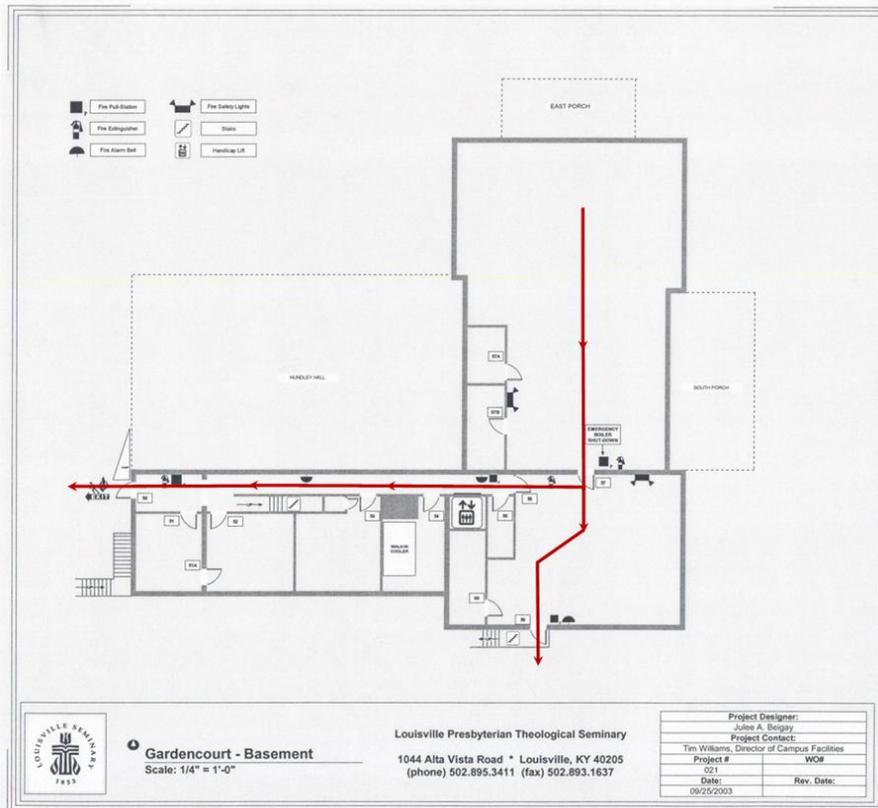


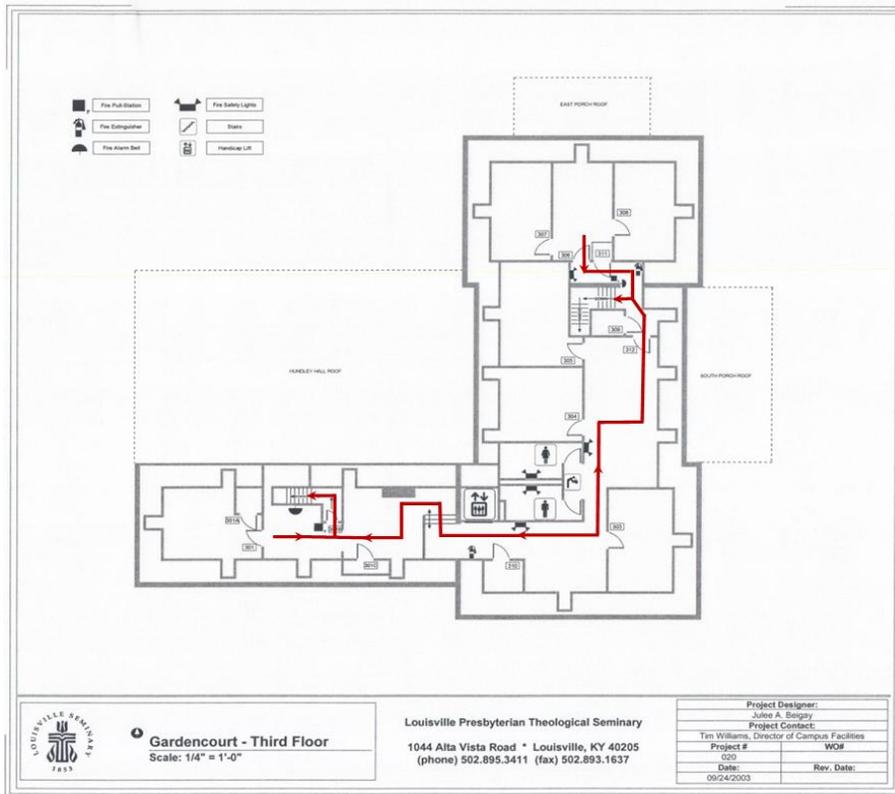
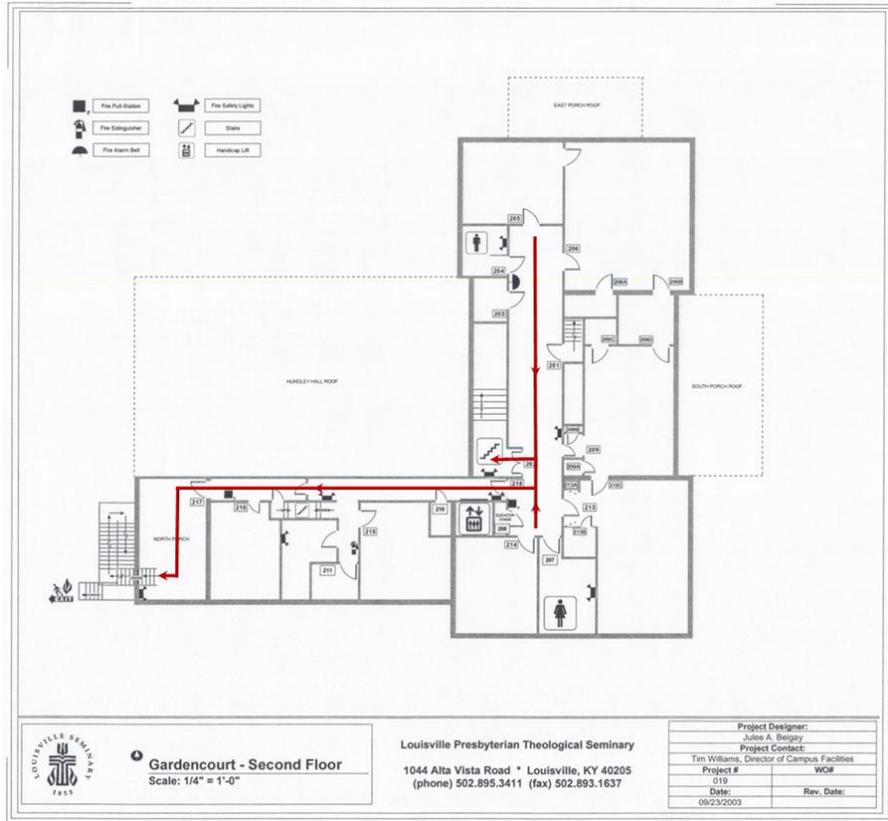
## Second Floor



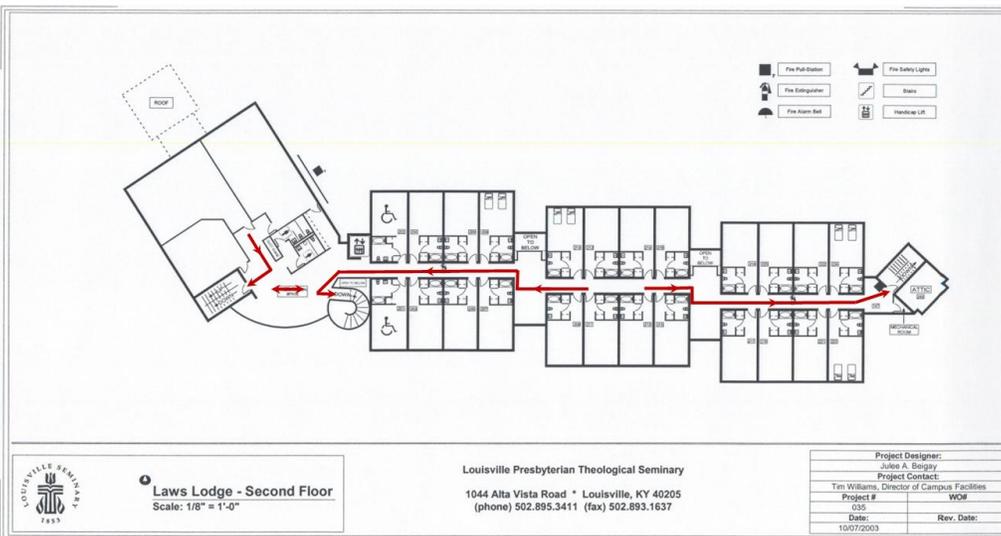
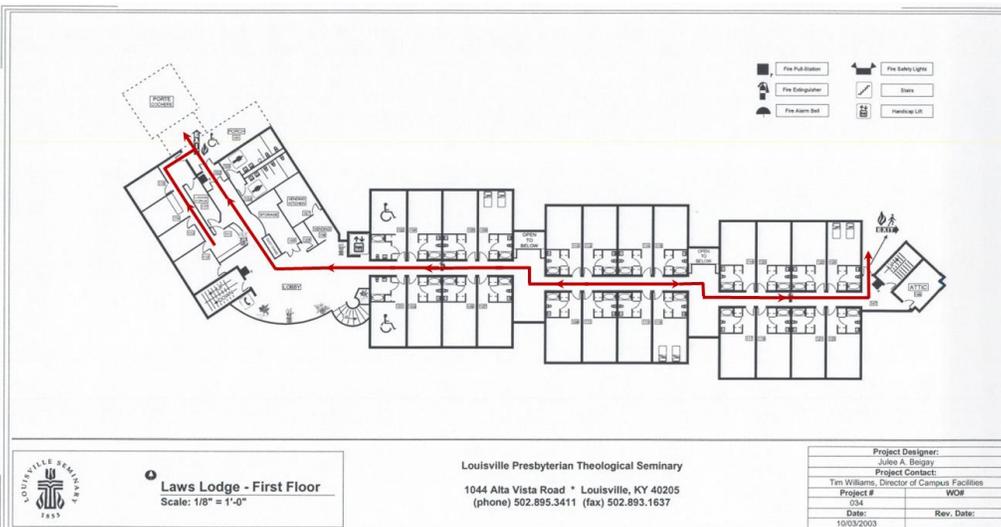
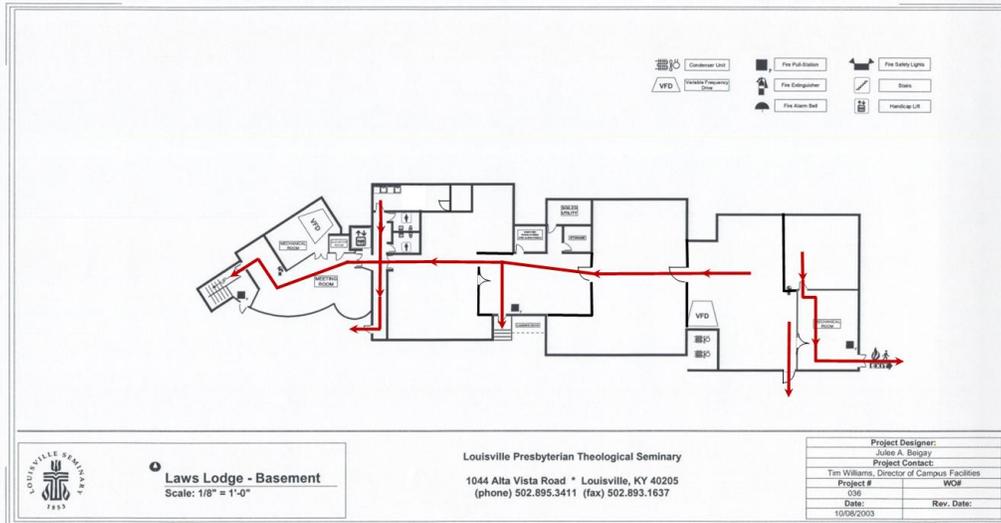


Gardencourt:

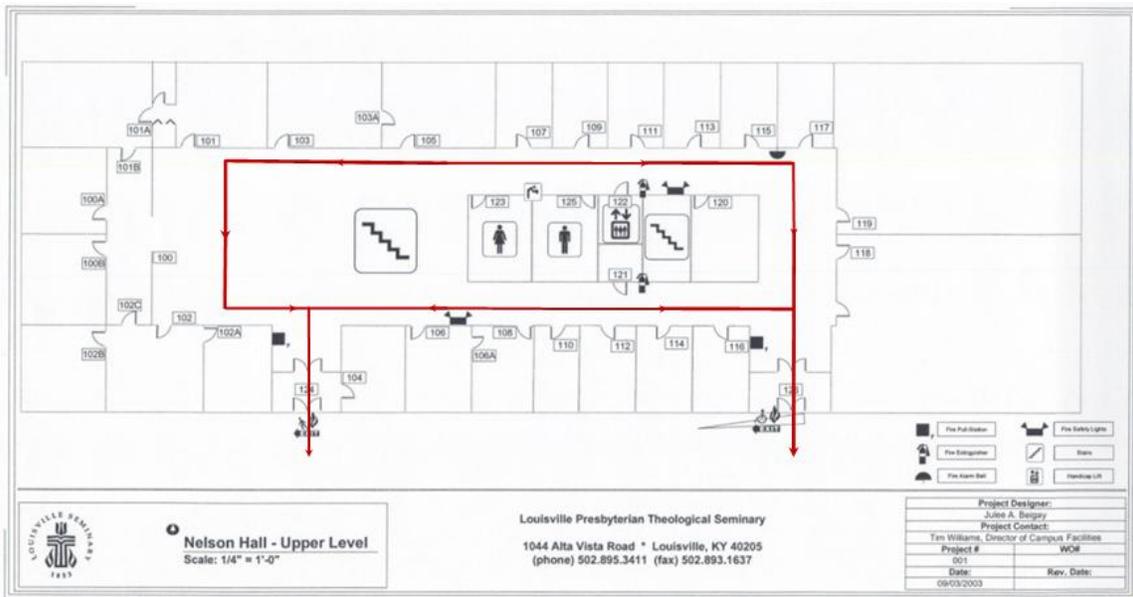
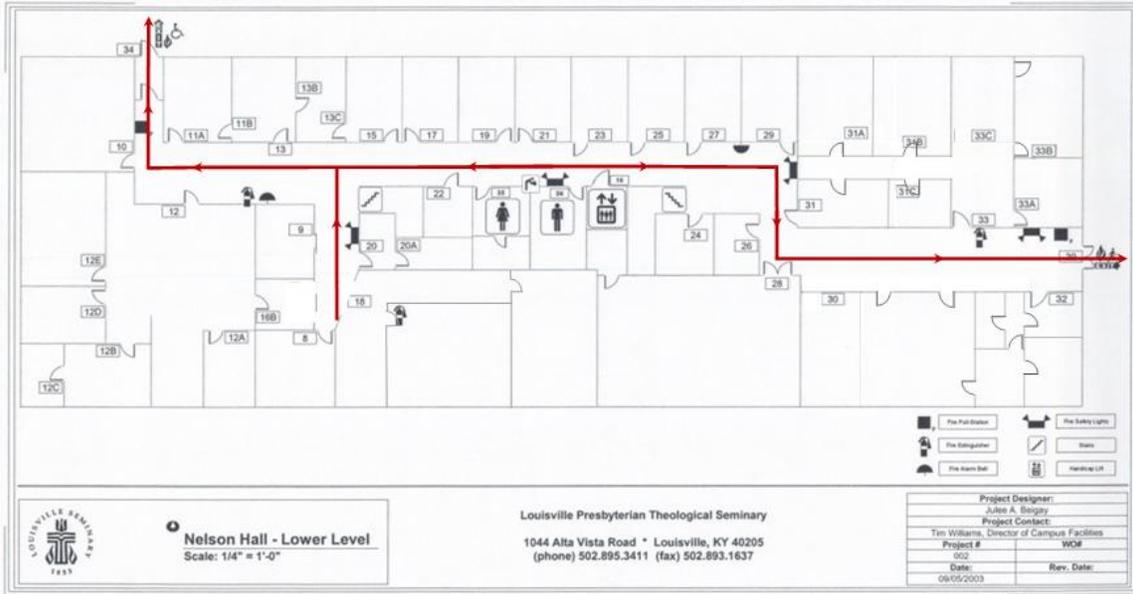




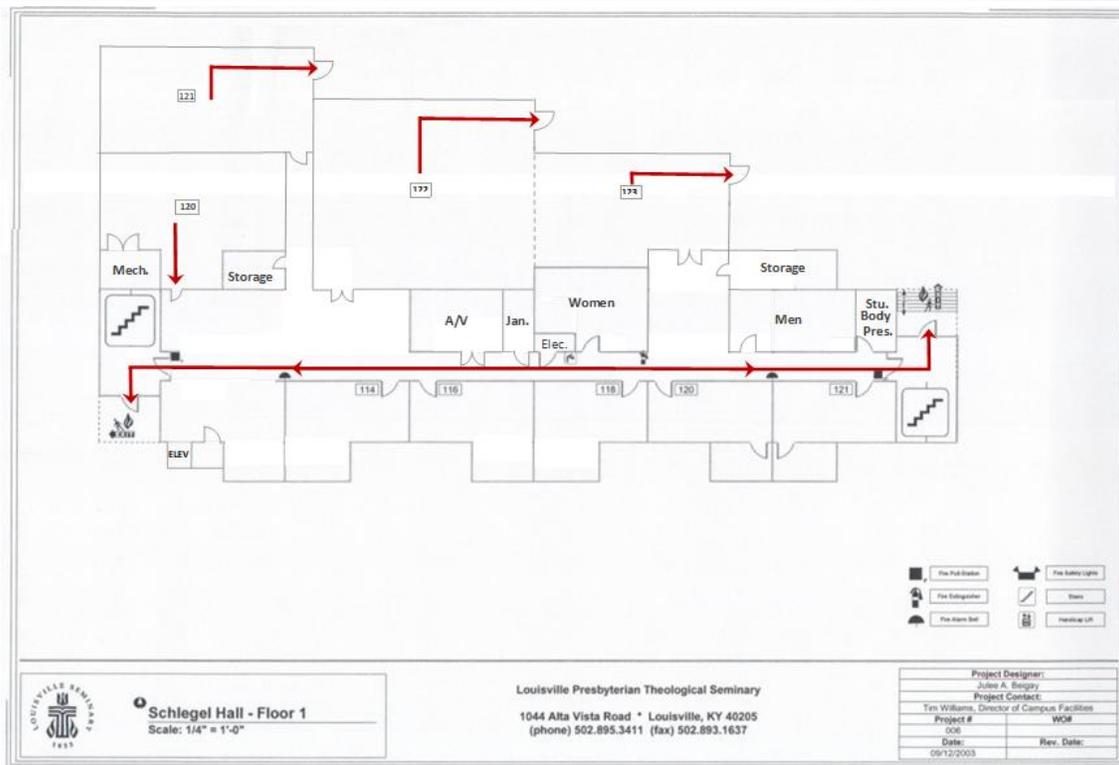
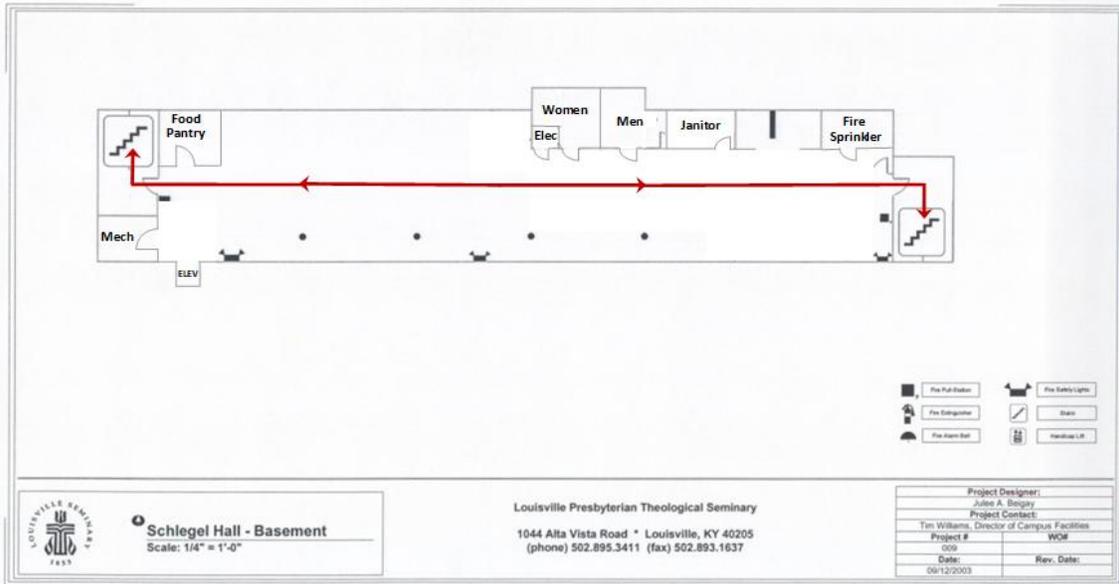
Laws Lodge:

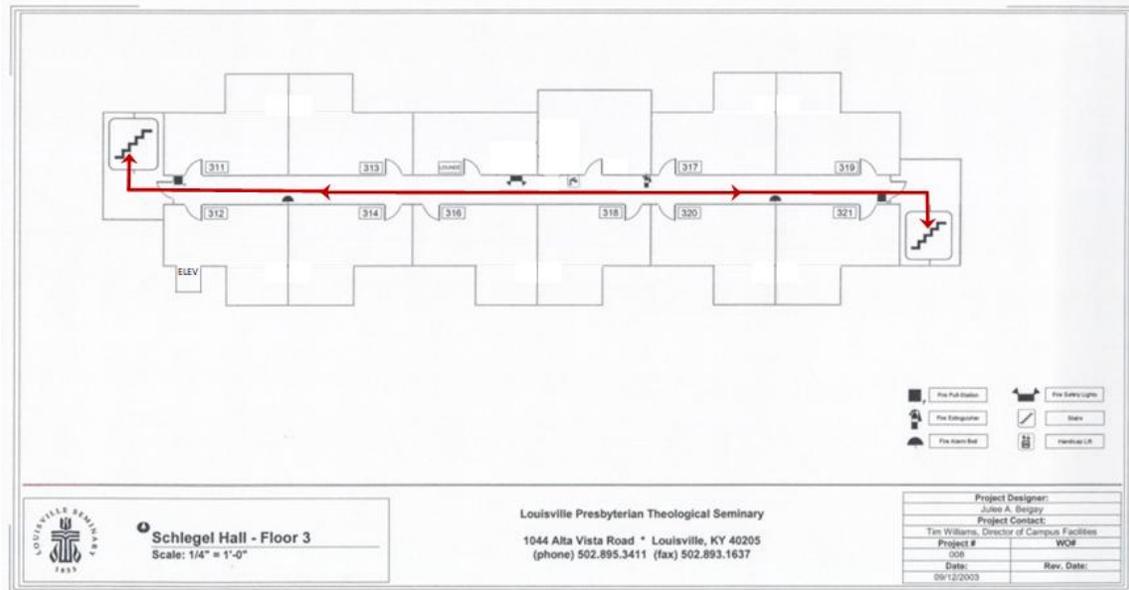
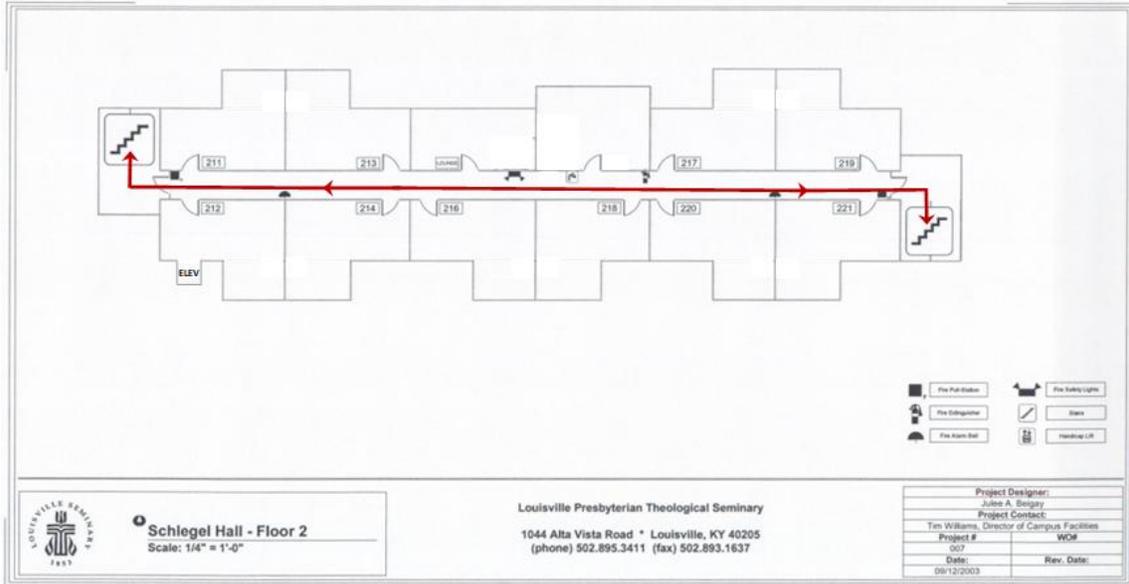


**Nelson Hall:**

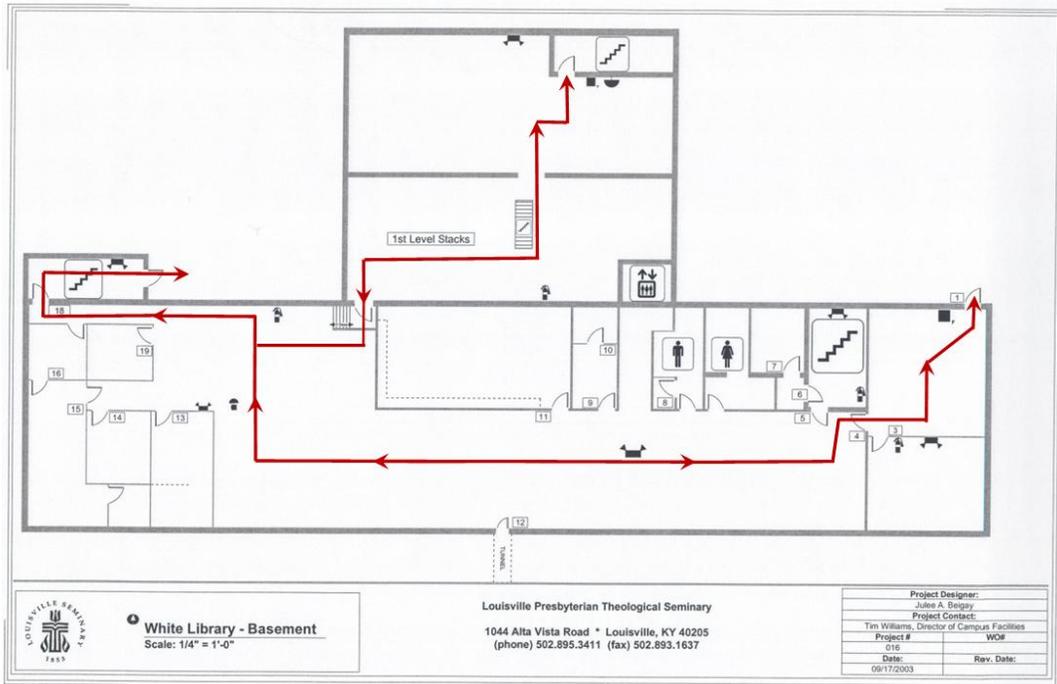
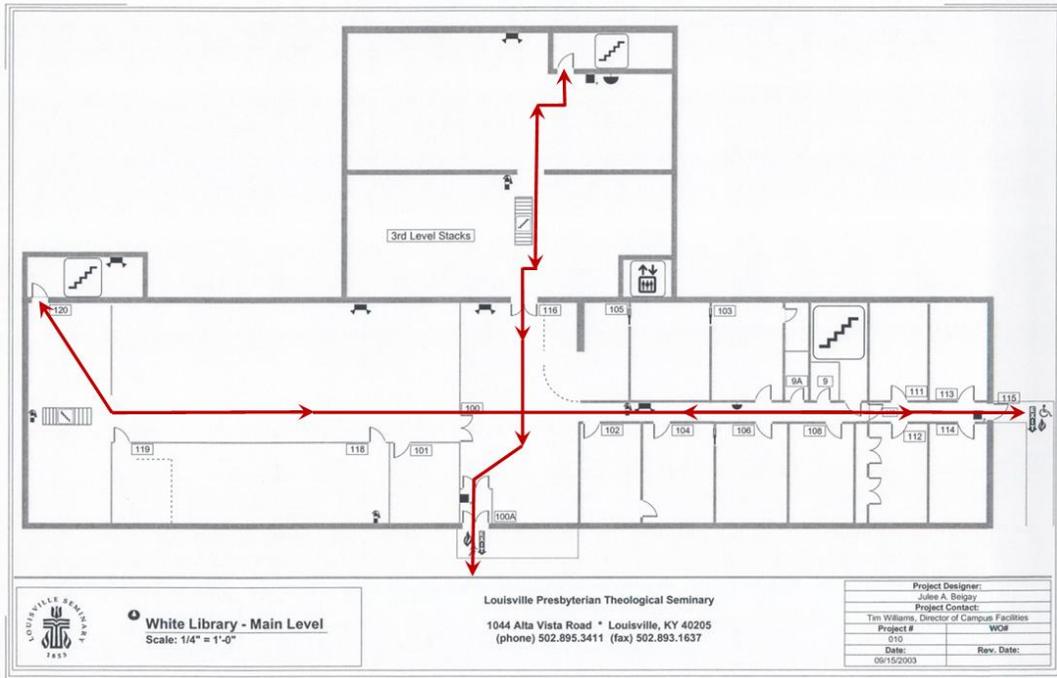


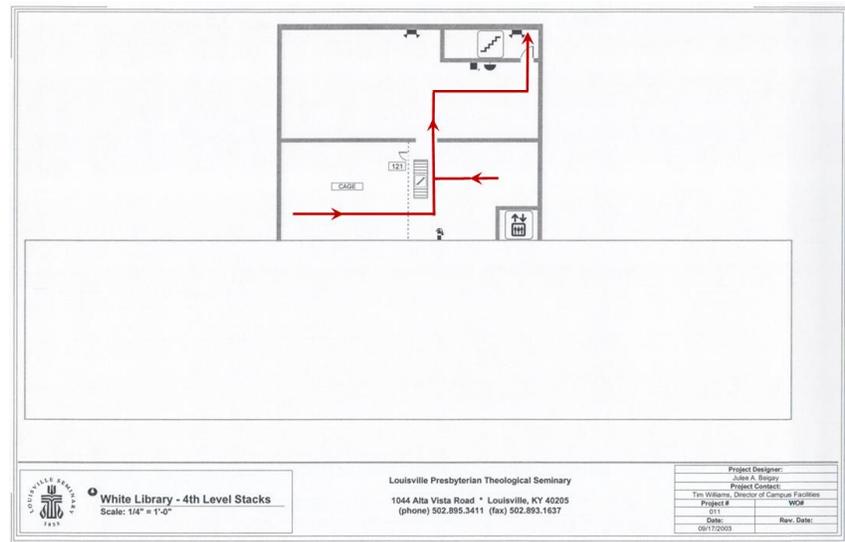
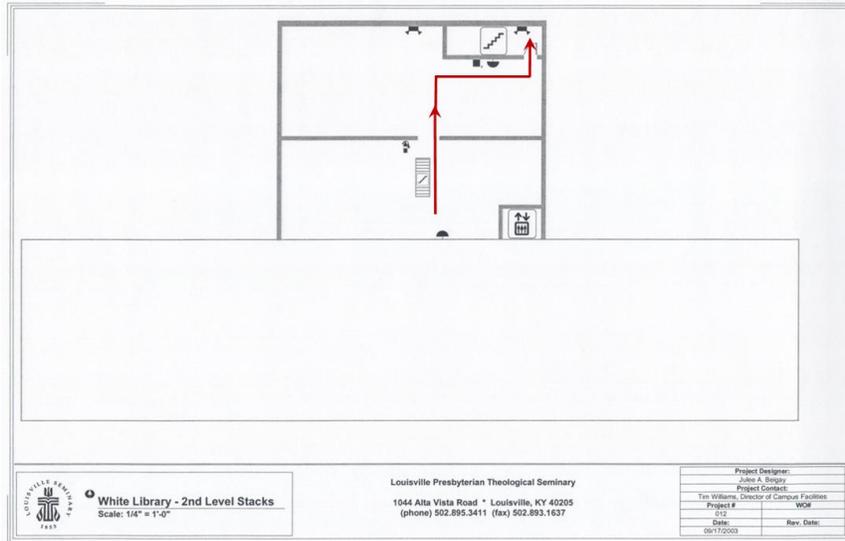
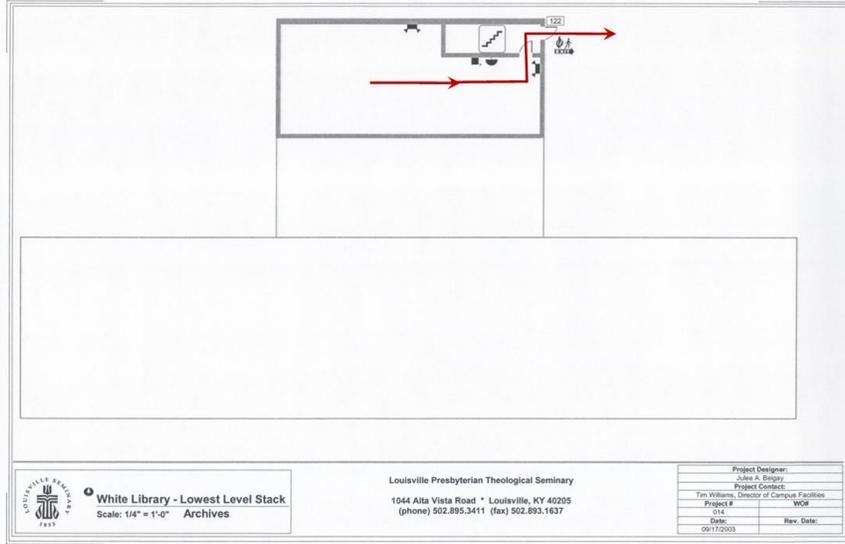
Schlegel Hall:



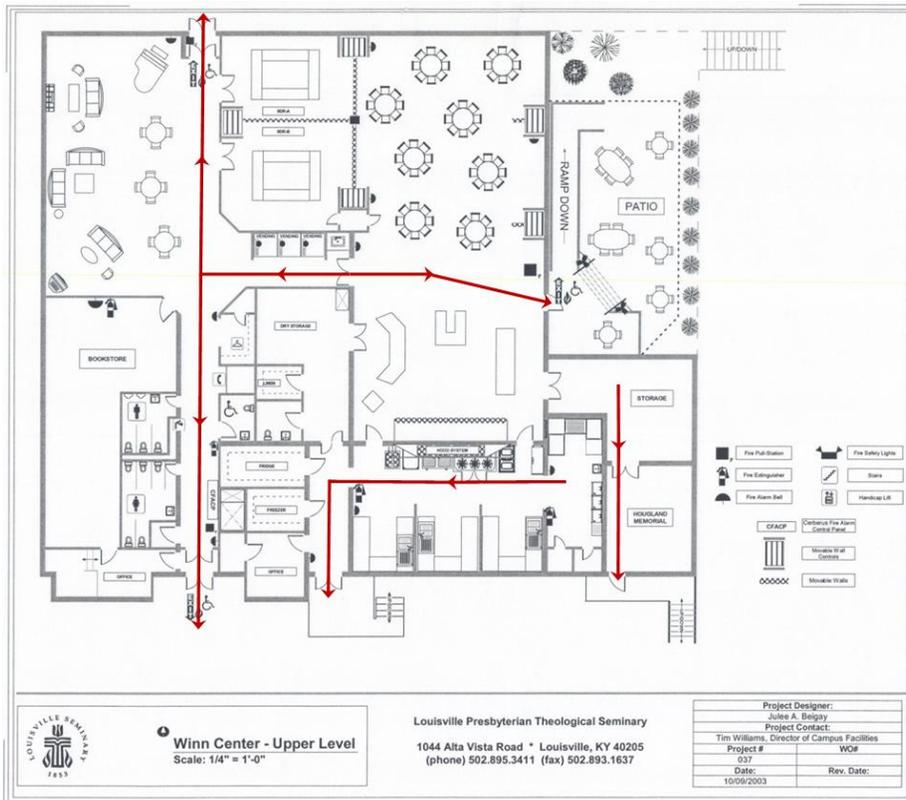
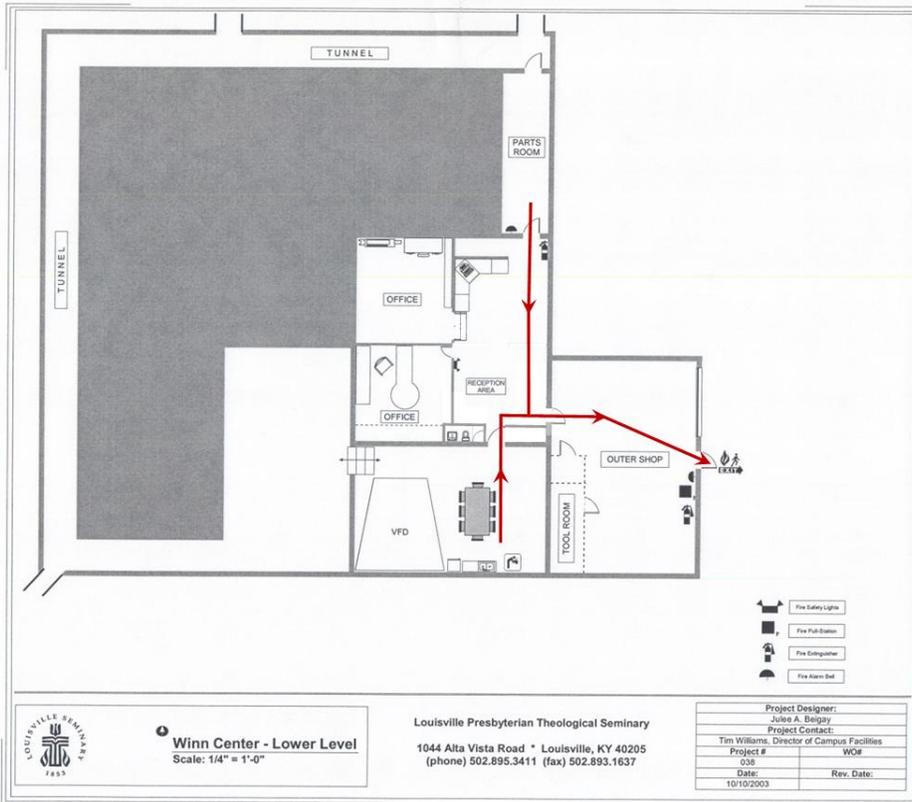


**Ernest Miller White Library:**





**Winn Center:**



## Emergency Protocols

### Active Threat / Hostile Intruder

A situation where a person displays a weapon (knife, gun, etc.) in a threatening manner and/or threatening violence.

**IF YOU ARE IN IMMEDIATE DANGER**

**RUN:** Escape from the area if you are able.

**HIDE:** Find a safe and secure hiding area. Remain there quietly until Police arrive.

**FIGHT:** Use all available objects and weapons to attack the perpetrator(s).

**RUN** if safe, **HIDE** if escape is not possible, and **FIGHT** for your life.

Actions:

Call 9-1-1, **IMMEDIATELY** upon recognition of a person with a weapon:

**When calling, clearly provide the following details if known:**

- Campus location, building and floor- include address of campus
- Location of threat/intruder(s)
- Number of threat/intruder(s)
- Direction of travel of threat/intruder(s)
- Physical description of threat/intruder(s)
- Number and type of weapons
- Number of potential victims

**If in imminent danger of active threat/hostile intruder, take the appropriate steps based on your best judgment:**

#### **RUN**

- Exit (GET OUT) of the building. Have an escape route and plan in mind.
- Leave your belongings behind.
- Notify anyone you may encounter to exit the building. Continue to evacuate regardless of others agreeing to follow.
- Help others escape, if possible.
- Prevent individuals from entering an area where the perpetrator may be.
- Once in a safe spot, Call 9-1-1 and follow operator's instructions
- Contact VP for Finance & Operations or Director of Facilities

#### **HIDE/BARRICADE**

If evacuation is not possible, bring all people in from public spaces, waiting rooms, lobbies or elevator areas. Find a place to hide where the threat/intruder is less likely to find you. Lock or block doors with heavy furniture. Once hidden — do not open the door until you receive an "All Clear" announcement from the Emergency Response Team.

**Your hiding place should:**

- Try to get to a room/space that has a lock and is out of the threat's/intruder's view.
- Provide protection if shots are fired in your direction (ie: an office with a closed, locked door).
- Not restrict your options for movement.
- Try to get everyone down on the floor, if possible

**To prevent the threat/intruder from entering your hiding place:**

- Close and lock all doors and windows
- Shut off the lights
- Blockade the door with heavy furniture

- Silence your cell phone/pager
- Turn off any source of noise
- Hide behind large items
- Call 9-1-1. Provide detailed information. If it is not safe to talk, allow the operator to just listen.
- Remain quiet and stay in place (calls from voices may be the attacker attempting to lure you)
- Do not respond to any voice commands. Police and/or someone from the Emergency Response Team will have keys to open the doors

### **FIGHT**

As a last resort, if your life is in imminent danger and you can not evacuate, attempt to disrupt and immobilize the threat/intruder by: *(Only you can decide if this is something you should do)*

- Try to overpower by force. Acting as aggressively as possible. (fight for your life)
- Throwing items and improvising weapons
- Yelling
- Committing to your actions. It's recommended that if one person decides to try to overpower the threat/intruder, then you should assist to increase the chances.

### **How to act when Law enforcement arrives:**

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold onto them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction from which officers are entering the premises.

### **Bomb Threat**

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming.
- Write down the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. Note any distinguishing feature.
- Listen for background noises.
- Try to signal for someone else to listen on the telephone line, if possible.
- Do not hang up! Stay on the line as long as possible. Wait for the caller to hang up.

2) Keep the bomb threat caller talking, and ask as many questions as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call 9-1-1 immediately and then the Facilities Emergency On-Call Phone at 502-376-1572.

## **Death**

An event may happen where there is a death that is unknown/unclear, suspicious, or sudden (suicide/homicide).

- Immediately call 9-1-1
- Relay as much information as possible to the police dispatcher (if the suspect is still on campus, where the suspect is now or is headed, any info on suspect, location of occurrence, number of wounded, type and location of weapon).
- If safe, evacuate others from the area as quickly as possible.
- If classes are in session, a lockdown will be implemented to contain students and faculty in their classrooms/buildings.
- Do not disrupt the scene. Be aware that the crime scene will be secured with tape. No one is to enter that area until the police arrive to do so.
- Anticipate that witnesses are to be gathered in one central location for questioning. Do not allow them to talk to one another (to protect the police investigation).

## **Federal Agents**

The Seminary recognizes that the United States government may contact Seminary employees for immigration-related information about an international student. Agents may represent a variety of organizations, including the Federal Bureau of Investigation (FBI), Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), the Department of Labor (DOL), etc. Inquiries could come in the form of a telephone call, written correspondence, or a scheduled or unscheduled visit to campus.

The reason for the inquiry may be routine in nature, such as confirming information on an international student in the Student and Exchange Visitor Information System (SEVIS). More uncommon requests may relate to alleged involvement in criminal or national security matters (or something in between).

Follow these guidelines for handling such requests from federal agents. This will assist employees in responding to requests in the form of a telephone call, written correspondence, or unscheduled visit.

### **Telephone call from ICE, the FBI, or another government agency requesting information about an individual:**

- Do not panic. Oftentimes, agents contact the Seminary to confirm information they already know.
- Make a written summary of the telephone conversation (agent's name, time, date and nature of call).
- Inform the agent that the Seminary has protocols in place to respond to inquiries and assure him/her that the request will be addressed by the appropriate personnel in a timely manner.
- Ask the agent to fax or e-mail a written inquiry on official letterhead. Requests should be sent by email to the Dean's Office at [officeofthedean@lpts.edu](mailto:officeofthedean@lpts.edu).

- If the agent refuses to provide a written inquiry, ask for a telephone number and let the agent know that someone will follow up.
- Once the call with the agent ends, call the Dean's Office at (502) 992-5434 to inform staff about the conversation and to provide any additional information/context.

**Written correspondence (e-mail, letter, document request, etc.) from ICE, the FBI, or another government agency requesting information about an individual:**

- Call the Dean's Office at (502) 992-5434 to inform staff about the written request and to provide any additional information/context.
- Send the request by e-mail to the Dean's Office at [officeofthedean@lpts.edu](mailto:officeofthedean@lpts.edu).

**Unscheduled visit from ICE, the FBI, or another government agency requesting information about an individual:**

- Do not panic. Oftentimes, agents visit campus to confirm information they already know.
- Typically, the agent will show photo identification. If not, ask to see photo identification.
- Inform the agent that the Seminary has protocols in place to ensure that federal inquiries are addressed and assure him/her that the request will be addressed by the appropriate personnel in a timely manner.
- Contact the Dean's Office at (502) 992-5434, indicating that you have an urgent immigration situation, that an ICE/FBI agent is on the premises, and that you need to speak with someone immediately.
- If the agent provides a subpoena or search warrant, inform the agent that you are not authorized to review the document and ask the agent to wait while you contact the Dean at (502) 992-5434.
- The Dean will review the subpoena or search warrant to ensure that it meets legal requirements and will respond accordingly.
- To the extent that the document provided involves a potential criminal matter, the appropriate authorities may be notified.

**Additional Information**

In the situations outlined above, it is important to respect the privacy of any individuals involved (students and employees alike). Details of the conversation should not be shared with others unless it is a Seminary official with a legitimate "need to know." Appropriate Seminary personnel will examine requests to ensure that they meet legal requirements and will respond accordingly.

If a request is made outside of normal business hours, please contact the Vice President for Finance and Operations at 502-992-9345.

## What are your Rights?

### 1. You Have the Right to Remain Silent

If ICE agents come to your door, you are not required to answer their questions. You have the right to remain silent. You may say, *"I am exercising my right to remain silent and would like to speak with my attorney."*

### 2. You Have the Right to Ask for Identification

ICE officers must identify themselves and show their badges if they are at your door. You can ask to see their identification before engaging with them. If they refuse to show their identification, you are under no obligation to open the door.

### 3. You Do Not Have to Let ICE In Without a Warrant

You are not required to open the door unless ICE has a warrant signed by a judge. If the officers claim they have a warrant, ask them to slide it under the door or hold it up to the window so you can examine it. Make sure the warrant is signed by a judge and specifies the address where they are authorized to search.

If the ICE agents do not have a valid warrant, you can refuse entry. Politely say, *"I do not consent to your entry,"* and do not open the door.

### 4. You Have the Right to Call an Attorney

If you are detained or questioned by ICE, you have the right to contact an attorney. If you do not have an attorney, we can help you find legal representation. It is crucial that you do not sign anything or make any decisions without consulting an attorney.

### 5. Stay Calm and Document the Encounter

If ICE comes to your door, try to stay calm and avoid confrontation. You can also record the interaction if it is safe to do so, as long as it does not interfere with their activities. This documentation can be useful if there are any legal issues or concerns later on.

### 6. If You Are Arrested, You Have the Right to Know Why

If ICE arrests you, they must tell you the reason for the arrest. You also have the right to know what charges you are facing and may request a hearing before an immigration judge.

### 7. Know the Rights of Family Members

If you have family members in your home, know that they also have rights. They do not have to answer questions from ICE, and they also do not have to open the door without a warrant.

## Fire / Fire Alarms

In the event of a fire or fire alarm, Implement **R A C E**.

Actions:

- **R - RESCUE** people in immediate danger if you can do so without endangering yourself.
- **A - ALARM** - Pull fire alarm and call 9-1-1 .
- **C - CONTAIN** - If able, contain the fire by closing all doors, windows and other openings.
- **E - EVACUATE** the area. Do not use the elevator unless authorized by emergency personnel.

Once you are safe, contact VP for Finance & Operations or the Director of Facilities

Never fight a fire if:

- You lack a safe way to escape should your efforts fail.
- It has left its source of origin.
- You are unsure of the type of extinguisher you need/have to extinguish the fire.

## **Fire Hazardous Materials**

A hazardous material (HAZMAT) is any substance that poses an unreasonable risk to health, safety, and property when improperly handled, stored, or transported. Materials are generally explosive, flammable, corrosive, toxic, or radioactive.

Actions:

### ***Hazardous Materials: On Campus***

- Isolate area of spill/leak. Do not attempt to clean.
- Call Facilities Emergency On-Call Phone at 502-376-1572 and report any injuries or exposure.
- Follow instructions given by emergency personnel for shelter-in-place or evacuation.
- Try to note any characteristics about the material: name, odor, color, physical description.

### ***Hazardous Materials: Near Campus***

- LPTS Emergency Response Team (ERT) will be notified.
- The Communications Team will send out instructions for shelter-in-place or evacuation.

## **Medical Emergencies**

An injury or illness that poses a risk to a person's life or health.

Actions:

- Stay calm
- Call 9-1-1 and explain the type of emergency, the location, condition, and number of victims
- Follow all operator's instructions then contact the VP for Finance & Operations or Director of Facilities
- Let the dispatcher know of any safety hazards – fire, fumes, etc. Protect yourself and others; be aware of your surroundings.
- Do not hang up unless told to do so by the dispatcher.
- Try to avoid contact with bodily fluids. Do not move the injured person unless there is danger of further injury.
- Render first-aid only if you are trained/certified and feel comfortable doing so.
  - There is a first aid station at every building
- When possible, remain with the injured person until medical personnel arrive.
- Have someone stand outside the building to flag down the ambulance and/or Facilities personnel when they reach the vicinity.

## **Mental Health/Suicide Threats**

There are usually warning signs that all employees and students must take seriously, especially if details are provided.

Actions:

- Stay calm.
- Call 9-1-1 and provide as much information as possible to the dispatcher (location, your name, name of suicidal individual, call-back phone number, and intended weapon/drug).
- Follow all operator's instructions
- Report concern to VP for Enrollment & Student Success and the VP for Finance & Operations
- Try to clear others from the scene (if applicable).
- Make a mental note of everything the individual says and does, and monitor the behavior constantly.
- Do not minimize or challenge the individual; take it seriously.
- Never promise confidentiality; instead, promise help and privacy.
- If possible, attempt to keep the individual calm and secured in your location until police arrive.

**Mental Health Crisis Hotline: Dial 9-8-8 or 1+ (800) 273-8255**

### **Shelter in Place**

In the event of an internal or external disaster, if there is evidence of possible harm (a release of chemical, biological, or radiological contaminants into the environment) to students, visitors, staff, or faculty, an order for protecting yourself in your current location or evacuation of your area may be given. It may also be necessary in the event of a hostile intruder on campus. "Shelter in Place" is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

***Stay in your current location. If outside, move immediately to the nearest building and await further instruction.***

#### Actions:

- In most cases, the Emergency Response Team will initiate and communicate a Shelter in Place order. If a threat/danger happens before emergency personnel are notified, please take action for the persons in your area.
- Stop classes and/or other operations in the building.
- Ensure all personnel are inside of campus buildings, facilities, and rooms
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, wherever they are.
- If possible, account for individuals that you are supervising in your area or meeting together
- Try to shelter in an interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Use these phones to report any emergencies to 9-1-1.
- Once the Facilities team is aware (and if necessary), the access control system will be activated to allow badge access to all campus buildings.
- Tune to 84 WHAS on an AM radio or via the internet on your phone, for updates
- If necessary/possible, turn off the heating or cooling system.
- Keep sheltering individuals away from points of entry.
- Stay away from the windows and doors.
- All personnel should remain in the secured area until an "All Clear" announcement is made via the Emergency Response Team.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the

“Hostile Intruder/Active Shooter” section. (page 34)

- Remain calm and await further instructions.

**DO NOT** leave the room until directed to do so by a public safety official or a method from the Emergency Notification System protocol.

## **Sexual Assault**

Any nonconsensual sexual act or unwanted sexual contact, including touching, penetration, or coercion, committed against a person without their freely given consent.

Actions:

- Immediately call 9-1-1! Have as much information about the situation ready as possible (assailant, location, time).
- Protect the privacy rights and confidentiality of the victim and family. Take the necessary steps to protect the victim’s identity by asking all involved not to share information with others.
- Offer the victim care and first aid, but avoid destroying any evidence until the authorities arrive. Do not permit the victim to use the restroom until instructed to do so by the police.
- If an employee or student talks to the victim prior to the arrival of law enforcement, restrict the conversation to immediate medical needs. If there is discussion about the situation, speak only in very general terms. Do not discuss the specifics of the case. It is better in court if the initial statements about the crime are recorded by the police.
- A representative of the Seminary may accompany the victim to the hospital (if appropriate).
- If applicable, the VP for Finance & Operations will work with the VP for Communications & Brand Management to develop press releases to inform the community of the assailant’s description.

## **Severe Weather and Natural Disasters**

Monitor emergency alerts and move to designated safe areas away from windows.

### Earthquakes

Actions:

- Stay away from large windows, shelving systems, or tall room partitions.
- Get under a desk, table, door arch, or stairwell.
- If none of these is available: move against an interior wall and cover your head with your arms.
- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- If damage has occurred in your area, contact the Facilities Emergency On-Call phone at (502) 376-1572
- If it is safe to do so, remain at your location and await further instructions from the ERT.
- Do not evacuate until instructed by emergency personnel.

If out in the open:

- Stay in an open area away from buildings, power lines, trees or roadways.
- If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged.

After an earthquake:

- Ensure you are wearing enclosed shoes to protect against broken glass.

- If the power is out use a flashlight. Do not light a match or candle.
- Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
- Check on others. If there are injuries or other urgent problems, call 9-1-1 and Facilities Emergency On-Call phone at (502) 376-1572
- Give or seek first aid. Assist any disabled persons in finding a safe place for them.
- Follow evacuation protocol if the building seems unsafe or if instructed to do so
- Be prepared for aftershocks.
- Cooperate with emergency personnel, keep informed, and remain calm.

### Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The Facilities Department monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and instructions will be provided, should they be necessary. For imminent or actual flooding, and only if you can safely do so:

#### Actions:

- Contact the Facilities Emergency On-Call phone at (502) 376-1572
- Secure vital equipment, records and other important papers.
- Move to higher, safer ground.
- Shut off all electrical equipment.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from first responders.
- If the building must be evacuated, follow the instructions on the Building Evacuation Plan.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by the ERT.
- If you are assisting with flood cleanup, report immediately to the Facilities Department of any oil, chemical, or radioactive materials suspected of mixing with flood waters.

### Tornados

There are two levels of preparedness according to the National Weather Service. The first is the tornado watch that usually is an increased chance for the development of a tornado. The second is a tornado warning where tornados have actually been sighted in the area.

Tornados can occur at any time. They normally travel in an easterly direction from the southwest. The clouds often have a greenish-black color.

#### Actions:

Normally, it is recommended that you try to have windows or doors open so that the pressure between the inside and the outside can equalize. This helps to prevent damage to the structure where the inside pressure tends to blow the roof off and bow the walls out, then permitting the roof to come down on top.

Normally, the safest place in a large building is away from all windows on a lower floor. If you are in a room where you cannot get away from the windows, you should cover yourself with something large such as a mattress or get under a table so you can avoid flying glass and debris. "Safe Place" severe weather signs are located in all academic buildings to designate those areas as safe places to be in the event of severe weather. The signs are diamond-shaped and are bright yellow and red in color. It is

very important for all members of our community to know where these “Safe Places” are located. The signs are located in the following areas:

Nelson Hall: Central hallway, lower floor

Library: Lower level of the stacks

Caldwell Chapel: Hallway of the lower level

Winn Center: Cafeteria storage area and restrooms

Schlegel Hall: Basement

Gardencourt: Basement

Laws Lodge: Basement

If you are caught outside when there is a tornado warning issued, the safest place is normally in a low ditch, lying flat. Automobiles, trailers and mobile homes are definitely high-risk areas. Try to stay away from areas with trees. In a private home, the basement or lower floor (the side from which the storm is coming) in central hallways is normally the safest place.

There is no way that a warning system can adequately protect a person if they are not alert to the developing situation. In times of bad weather, it is every person’s responsibility to keep informed of developing weather conditions. If you should be in an area where you happen to see a funnel cloud developing and moving, it is helpful if you notify the police, giving your location and the approximate direction that it is moving. Large open building areas should be avoided in case of a storm. Also, the main thing is not to move out into the open unless it is absolutely necessary, unless you happen to be in an automobile.

### **Suspicious Package/Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment in refusing to accept said package. Do not touch suspicious items. Clear the area and call 9-1-1 immediately.

Actions:

- **ISOLATE** the package or object and evacuate the immediate area
- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.

Characteristics of Suspicious Packages:

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains, discoloration, or order on the package

- Excessive weight
- Ticking sound
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive security material such as tape, string, etc
- Visual distractions such as illustrations
- No return address

### **Suspicious Person / Assault**

A person or multiple people demonstrating unusual/threatening behavior.

**Suspicious Activity** includes:

- Individuals acting furtively and suspiciously.
- Individuals departing quickly when seen or approached.
- Individuals in places they don't belong.
- Individuals forcing their way into a locked area or vehicle.
- Individuals showing unusual mental or physical symptoms.

Actions:

- Contact VP for Finance & Operations or Director of Facilities, immediately.
- Contact 9-1-1 if there's threats to life or property, or if someone is in immediate danger. Be prepared to provide the following details:
  - Who or what you saw
  - When you saw it
  - Where it occurred
  - Why it's suspicious

### **Utility Failures**

When any type of utility and/or facility-related system fails or is interrupted. These may include electrical outages, plumbing failure/flooding, gas leaks, ventilation problems, elevator failures, etc.

Louisville Seminary's Facilities Department has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

Actions:

- Remain calm.
- Immediately notify Facilities Emergency On-Call Phone at 502-376-1572.
- If the building must be evacuated, follow the instructions on Building Evacuation Plan.
  - DO NOT USED ELEVATORS
- Use a flashlight. Do not light candles or use other kinds of flames for illumination.

In case of elevator failure

- If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help.
  - If it is safe for you to stay in the building, stay near the passengers until assistance arrives.
- If you are trapped in an elevator, help will be there soon:
  - Remain calm.
  - Use the "call" button in the elevator to call for help.
  - Do not try to climb out or exit the elevator without assistance.

In the event of an extended power outage during a large academic/rental event during the day, a Seminary representative or group leader should evacuate the building per the Evacuation Plan. Call Facilities Emergency On-Call Phone at 502-376-1572 to report the power outage and wait for further instructions.

In the event of an extended power outage during a large academic/rental event in the evening, the policy is as follows:

- The emergency lights will automatically come on. This light is adequate to follow the egress path and evacuate the building. The event leader, sponsor or representative will be responsible to lead guests, and instruct the evacuation procedures. They will also notify the Facilities Department via the emergency phone at (502) 376-1572.

In the event of an extended power outage during a large academic/rental event in the evening in the Chapel or Gardencourt, the policy is as follows:

- The representative from the Seminary supervising the event is responsible for notifying the Facilities Department via the emergency phone at (502) 376-1572 about the power outage. Also call the Conference & Event Services Director at (502) 376-1568 to report the power outage, then follow the Emergency Evacuation Plan until Facilities personnel or emergency help arrives.

In the event of an extended power outage at Laws Lodge (Student Housing), a representative of Law's Lodge should report the power outage to the Facilities Emergency On-Call Phone at 502-376-1572 and the Conference & Event Services Director at (502) 376-1568. They should then follow the Emergency Evacuation Plan and evacuate the building until help arrives.

## **Pandemic Policy: Infectious Diseases**

### **Introduction**

Influenza pandemics are unpredictable but recurring events that can cause severe social, economic, and political stress. Advanced planning and preparedness are critical in helping to mitigate the impact of influenza epidemic or pandemics.

### **Scope**

This plan is written to cover emergencies that involve widespread infectious disease outbreaks, which typically do not affect the facilities, but impact people.

### **Objectives**

This plan is guided by the following principles:

- To protect and support the health, safety, and welfare of our faculty, staff and students, as well as the assets and property of the Seminary;
- Maintain our commitment to fulfilling the Seminary's mission as long as possible;
- If any of our operations must be suspended, interrupted, or in any way affected, recover from these disruptions as quickly and efficiently as possible;
- Establish a multi-modal method to communicate with the campus and the community;
- Establish benchmarks or "triggers" in advance of an influenza pandemic to signal the Seminary's response or alternative actions
- Establish multi modes for the Seminary to be able to perform day-to-day operations.
- To the extent feasible, extend the services or expertise of the campus to our neighbors, in ways that provide mutual aid, recovery, service and benefit to the community.

## Responsibilities

The Disaster Preparedness Committee is responsible for determining the circumstances and necessity of implementing plans for an infectious disease outbreak. Personal preparedness and a review of a summary of the written plan will be made available to all employees and students.

## Risk Assessment

An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The following assumptions were used in the planning process.

## Planning Assumptions

- A pandemic is a public health emergency that takes on significant political, social, and economic dimensions, and will be governed by factors that cannot be known in advance.
- An influenza pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave will last about 6 to 8 weeks.
- Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be non-existent or in limited supply.
- Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
- Mortality rates could be very high, sixty (60) percent, and potentially greater in certain high-risk groups.
- If the pandemic is severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
- Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
- Operational risks (high absenteeism rates) constitute the greatest challenge to local business operation and the global financial system.

## Response

The Louisville Seminary Pandemic Influenza Emergency Plan is structured for phased implementation and is modeled after the World Health Organization (WHO) Influenza Preparedness Plan. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and the need to launch progressively more intense preparedness activities. Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses.

Inter-pandemic phase New virus in animals No human cases	Low risk of human cases	Phase 1
	Higher risk of human cases	Phase 2
Pandemic alert New virus causes human cases	No or very limited human-to human transmission	Phase 3

	Evidence of increased human-to-human transmission	Phase 4
	Evidence of significant human-to-human transmission	Phase 5
Pandemic	Efficient and sustained human-to-human transmission	Phase 6

### Activation of Emergency Operation Plans

Any campus-wide emergency beyond the campus' ability to manage with day-to-day operations could result in activation of the activities of the Disaster Preparedness Committee for centralized coordination of response, relief and recovery efforts. Activation of the Louisville Seminary Influenza Pandemic Emergency Response Plan will be left to the discretion of the President and DPC.

The Communications department will provide updates based upon the Emergency Notification System

### Critical and Essential Functions

While it is impractical to consider a complete "closure" of the Seminary, the nature of a pandemic emergency indicates the very real potential of ceasing social activities (i.e.: in-person classes, public events) for some period of time. For example, during the 1918-19 pandemic, the University of California at Berkeley postponed classes and pushed the end of the semester back several weeks because of missing students, faculty and staff due to illness. This plan is based on how to maintain critical and essential functions during a period of excessive absenteeism, while giving consideration to what other functions could be delayed or postponed.

The primary effects of a pandemic are on staffing and student levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity, caring for other family members, or school closures.

The following critical functions have been identified for Louisville Seminary:

<b>Critical and Essential Functions</b>	<b>Responsible Groups</b>
<b>Safety and Security</b> of the students and employees, visitors and/or the campus facilities.	Local First Responders Facilities Department VP for Finance & Operations Housing Coordinator
<b>Facilities</b> and maintenance of infrastructure, utilities, custodial.	Facilities Department VP for Finance & Operations

<b>Communications</b> <ul style="list-style-type: none"> <li>• Campus, community and media information</li> <li>• Information infrastructure</li> </ul>	VP for Communications & Brand Management Director of Information Technology
<b>Human Health</b> , which includes students, employees, and visitors	Louisville Metro Health & Wellness VP for Finance & Operations HR Housing Coordinator Director, Ernest Miller White Library Local First Responders
<b>Academics and Research</b>	Dean of the Seminary Director, Ernest Miller White Library Registrar
<b>Essential administrative functions</b> , which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	VP for Finance & Operations HR Registrar Coordinator of Financial Aid

### **SPECIAL CONSIDERATIONS**

The pandemic planning identified certain issues that were campus-wide in scope and could not be planned for on individual department levels.

### **Academic Instruction**

The De of the Seminary will develop policies and procedures for making emergency decisions, waivers of regulations regarding examinations and required days of instructions as relevant to an event that would require postponing or canceling classes. Implementation of these policies and procedures will be coordinated with faculty, as well as with the Registrar’s office. Information as available will be distributed to the campus and posted online.

### **Human Resources Issues**

The primary effects of a pandemic are on staffing and student levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity; caring for other family members, or school closures. During a pandemic situation, the VP for Finance & Operations and HR shall develop procedures that would be used to determine individual and campus absenteeism rates, and provide the basis for decisions made by the Crisis Management Team for implementing social distancing practices/policies (postpone or delay classes and other public activities).

The Dean of the Seminary and the VP for Finance & Operations must strategize independently how to manage and plan for absences among faculty, staff, and students, and be prepared to coordinate their efforts with the rest of the campus through the DPC. Specific answers to many human resources questions depend on identifying critical functions that must be maintained, the staffing required to maintain those functions, where those functions can be performed, and internal communication procedures.

## Travel

A global pandemic will severely limit both domestic and international travel. The World Health Organization (Federal Pandemic Response Plan) anticipates that the public will voluntarily limit personal travel, and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed on local, state or Federal level, they will certainly be advised and strongly encouraged. It is expected that each department of the Seminary will be aware of students, employees traveling on Seminary business. In the event the World Health Organization (WHO) designates pandemic phase 5 status (evidence of significant human-to-human transmission), Seminary activities will include activating plans for travelers and making decisions about future travel based on the situation. These decisions could include recalling from travel, restricting or limiting current travel and canceling future travel. In all situations, assistance for international students, scholars, and visa management will be part of the campus-wide response.

## Public Health/Hygiene Etiquette

As access to vaccines and antiviral drugs during a pandemic will be extremely limited, non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions would include social distancing (including prohibition of mass gatherings) and infection control measures to avoid spreading the disease.

The following information condenses the best current guidance available. In the event of a pandemic, the Centers for Disease Control and the World Health Organization websites may offer more updated information. The following are guidelines provided by the CDC in the event of any infectious disease outbreak.

- Avoid close contact with people who are sick.
- Stay home and away from work or errands when you are sick.
- Cover your mouth and nose with a tissue or the sleeve of your clothing when coughing or sneezing.
- Clean your hands often with warm, soapy water.
- Avoid touching your eyes, nose, or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask (or a NIOSH N95 respirator) to help prevent exposing others.

## Frequently Asked Questions

It is not expected that this plan will answer all questions from employees and students about the campus response to a pandemic situation. Further information on pandemic influenza can be found at:

Department of Health and Human Services  
[www.pandemicflu.gov](http://www.pandemicflu.gov)

Centers for Disease Control  
[www.cdc.gov/flu/avian](http://www.cdc.gov/flu/avian)

## Review Cycle

This policy will be reviewed annually and updated as needed.