

2.11.6 Emergency Response and Evacuation

Source: Student and Community Life Handbook 2018-19

Wartburg Seminary conducts emergency response exercises each year, such as fire drills, tornado drills, and tests of the fire alarm system, we also conduct an annual emergency response drill. These tests are designed to assess and evaluate the emergency plans and capabilities of the seminary. General information about the emergency response and evacuation procedures for Wartburg Theological Seminary is publicized each year as part of the institution's Clery Act compliance efforts and in our student, staff, and faculty handbooks.

Wartburg Theological Seminary implemented RAVE Mobile Safety (RAVE) in November 2015. This is a sms (short message service) texting and email alert system for the Wartburg campus and housing community. A message sent through this system is received by intended recipients within seconds. The RAVE software uploads the Wartburg database daily to ensure that emails and cell phone numbers remain current in their system. RAVE maintains this system and is monitored by Wartburg's database director. RAVE is used in conjunction with our main campus Simplex system.

When a significant emergency or dangerous situation occurs that causes an immediate threat to the campus, Wartburg Theological Seminary President will assess the situation and work together with the vice presidents and deans, the director for human resources, superintendent for maintenance, the director for financial aid and student services, and the director for communication depending on the nature of the incident, to respond, communicate, and manage the situation. Depending on the nature of the incident, other Wartburg departments and other local or federal agencies could also be involved in responding to the incident. If the situation warrants, the president or another will call 911 immediately.

All members of the Wartburg community are notified on an annual basis that they are required to notify the Dubuque Fire and Emergency Medical Services, Dubuque Police Department, the president, vice presidents and deans, the director for human resources, the superintendent for maintenance, or the director for financial aid and student services of any situation or incident on campus that involves a significant emergency. Wartburg Theological Seminary works with Dubuque local authorities and first responders to the scene such as the Dubuque Fire and Emergency Medical Services and the Dubuque Police Department.

2.11.6.1 Notification to the Warburg Community about an Immediate Threat

If there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Wartburg Community, the president on his/her own or together with some or all the vice presidents and deans, director for human resources, superintendent for maintenance, the director for financial aid and student services, and the director for communication will collaborate to determine the content of the message. They will use some or all the systems described below to communicate the threat to the Wartburg community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The president will, taking into account the safety of the community, determine the content of the notification. The president will initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Dubuque Police Department, Dubuque Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The president will determine how to communicate the emergency information to the larger community with the assistance of the local authorities, administrative colleagues, and the director for communications.

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the Wartburg community, the seminary has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the Wartburg community. These methods of communication include network emails, campus phone system, a PA/Fire alarm system that is strategically placed throughout the Fritschel and Tower buildings, residence hall and Mendota Guesthouse. The public address feature could be used to further communicate with the Wartburg community of any current significant emergency. Individuals could call recorded information on the telephone line at (563) 589-0300 (administrative assistant to the president) for updates or check the Wartburg Theological Seminary website. The notification's content will be determined on a case by case basis per the given situation. The notification may include information or instructions to evacuate all or specific segments of campus or to shelter in place in all or specific segments of campus.

If notification indicates that community members should evacuate, the notification would include instructions to proceed to the nearest exit and follow the evacuation maps posted to the safest area outside the confines of the building. Evacuation and exit directions are posted on building entrances and exits. Evacuees gathering locations will be dependent on each situation. If notification indicates that community members should shelter in place, the notification would include instructions for sheltering in place:

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter in place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

A shelter in place notification will be sent through the seminary's communication tools. If the building you are in is not damaged, stay inside – seeking an interior room – until you are told it is safe to come out. If your building is damaged, follow the evacuation guidelines and seek shelter at the closest building as quickly as possible. If police or fire department officials are present, follow their directions.

If you are notified to shelter in place, follow these basic instructions, unless instructed otherwise:

- Stay in an interior room with the least number of windows.
- Collect emergency supplies and a telephone to be used in an emergency.
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.

- Make a list of people with you and ask someone to call 563.589.0300 to provide a list of those who are sheltering with you.
- Turn on a radio or TV or computer and listen for further instructions.
- Make yourself comfortable.