

# **Emergency Evacuation Plan**

## **Gordon-Conwell Theological Seminary Charlotte Campus**

(updated 08/05/10)

### **PURPOSE**

This Emergency Evacuation Plan has been created in an effort to assist departments, faculty, staff and students that occupy campus buildings in preparing for building emergencies.

### **EMERGENCY RESOURCES AND CONTACTS**

#### **1. Telephones**

The campus telephone system will be used to the extent possible. During regular business hours, on-campus emergencies should be reported to the Office Coordinator in the Academic Dean's office at extension 704-940-5833. After normal business hours, please contact the Building Manager at extension 5820 or 704-940-5820 from any campus or outside phone.

If there is a need to call for emergency services from an outside agency (police, fire department etc.), this can be accomplished by **dialing 911** on any campus telephone or cell phone.

#### **2. Monitored Systems**

All fire alarms result in an automatic response by the Charlotte Fire Department. The Dean's Office will respond as well.

#### **3. Campus Emergency Notification System (Send Word Now)**

Any major announcements or emergency notifications will be communicated through this system in addition to any other means possible.

### **EXPECTATIONS FOR DEPARTMENT AND STAFF**

#### **Employees, Faculty and Staff are responsible for:**

- Being familiar with and following Emergency Evacuation Plan procedures when required.
- Participating in drills and training as required.
- Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. It is suggested that each faculty member give a brief orientation during the first class session to assure that students are aware that evacuation is required when the alarm system is activated, and that they know where the nearest exits are located.

**Visitors unfamiliar with building procedures should be informed and assisted as appropriate.**

### **EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES**

This section provides general guidelines of evacuation procedures for persons with disabilities who may

have difficulty exiting during fire and other building emergencies, some of the guidelines may not apply in every circumstance. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. **Do not make an emergency situation worse.** Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

### **After an Evacuation Has Been Ordered:**

- Evacuate people with disabilities if possible.
- **DO NOT USE ELEVATORS.** Elevators could fail during a fire or major earthquake.
- If the situation is life threatening, **call 911.**
- Check on people with special needs during an evacuation. A “buddy System,” where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency, is a good method. Employees or residents can notify Safety Coordinators or the Department of Public Safety, Campus Safety in advance by completing an “Employee or Student in need of Assistance form” regarding any special assistance they require.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- **Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.**

### **Specific Guidelines for Unique Circumstances**

#### **1. Blindness or Visual Impairment**

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
- **DO NOT** grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

#### **2. Deafness or Hearing Loss**

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

#### **3. Mobility Impairment**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safer to override the rule against using elevators.

### **CLASSROOMS EMERGENCY PROCEDURES FOR FACULTY**

The faculty member is usually seen as an authority figure for the student, and can influence how the student responds in an emergency. Remaining calm and providing clear directions will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

### **Faculty is expected to:**

- Provide his/her classes/audience with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used.
- Assure that known persons in need of assistance, i.e., person(s) with physical impairments, etc. have the information they need. The faculty member should be familiar with the procedures for individuals with mobility impairments and be able to direct visitors with different needs.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

*This information is contained in the Campus Emergency Information Station located in your work area of the building.*

### **1. Emergency Response Guide**

The Seminary's *Emergency Response Guidebook* for personnel will be used in case of an emergency. It covers events such as fire, power outage, bomb threat, severe weather etc. (Please refer to the Campus Emergency Information Station located in your work area or building.)

### **2. Evacuation Routes**

The Seminary has floor plans posted on building walls near the elevator and in each classroom and office on both floors showing specific evacuation routes.

### **3. Evacuation Assembly Areas (EAA)**

After the class leaves the alarmed building or area, it is important for the class to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding emergency services or place themselves at risk of injury from the emergency. Once the evacuated group of faculty, staff, and students have reached their designated Evacuation Assembly Area (EAA) faculty should take a head count of his/her group. The faculty member should report to Campus Safety or other emergency personnel at the Evacuation Assembly Area if someone from their class has not evacuated the building.

*Please refer to the Campus Emergency Information Station located in your work area or building for your designated Evacuation Assembly Area.*

## **EMERGENCY RESPONSE GUIDEBOOK**

This guidebook has been developed and approved by the Seminary, specifically by the Dean's Office and with the cooperation of the Department of Campus Safety at the Hamilton Campus. The guidebook contains emergency instructions in the event of a Critical Incident that occurs on or affects the Gordon-Conwell Theological Seminary community or its members.

### **EMPLOYEE ORIENTATION**

It is suggested that new employees be informed of the Emergency Evacuation Plan as part of their new employee orientation. This initial plan and all significant revisions to the plan should be provided to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their groups, students, and visitors.

### **FIRE EXIT DRILLS**

Evacuation drills will be scheduled, conducted, and recorded by the Office Coordinator in the Academic Dean's office.

## **EVACUATION ASSEMBLY AREAS**

### **Building Evacuation Procedures**

- When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.
- **DO NOT USE THE ELEVATOR**
- Once outside, maintain a safe distance from the affected building, keep walkways, fire lanes, hydrant areas clear for emergency vehicles and personnel. **Know your EVACUATION ASSEMBLY AREA(S).**
- **DO NOT RETURN** to an evacuated building unless told to do so by a Seminary or Public Safety official.
- Persons with disabilities needing assistance should notify their instructor or supervisor.

### **Important Notes:**

- The Evacuation Assembly Area is a designated place for the building occupants to gather after a disaster to organize, rescue and provide first aid if needed.

## **Campus Emergency Information Station Locations**

*as of August 2010*

### **Campus Emergency Information Stations include:**

- 1. Emergency Response Guidebook**
- 2. Emergency Quick Reference Guides**
- 3. Emergency Evacuation Route Plan and Assembly Area**

<u>First Floor Locations</u>	<u>Second Floor Locations</u>
<ul style="list-style-type: none"> <li>• Administration Workroom</li> <li>• Student Lounge</li> <li>• Server Room</li> <li>• Library Circulation Desk</li> <li>• Bookstore</li> <li>• Library Offices (3)</li> <li>• Cooley Room</li> <li>• Room 127</li> <li>• Room 140/141</li> <li>• Administrative Conference Room</li> <li>• Prayer Room</li> <li>• Chapel</li> <li>• Chapel Sound Room</li> <li>• Each Administrative Office</li> </ul>	<ul style="list-style-type: none"> <li>• Library (near entrance)</li> <li>• Registration Desk</li> <li>• Faculty Lounge</li> <li>• Room 227</li> <li>• Chapel Balcony</li> <li>• Room 240/241</li> <li>• Each Faculty Office</li> </ul>

## **Gordon-Conwell Theological Seminary Safety Committee**

Safety Committee Mission Statement:

Gordon-Conwell is committed to the safety and security of the Seminary community with the ultimate goal being to provide the safest worshipping, working and learning environment possible for our students, faculty, staff and visitors. We will ensure that policies and practices are developed, adopted and followed that will best protect our students, our faculty, our staff, our facilities and our resources.

Committee Members include:

- The Charlotte Dean
- The Administrative Assistant to the Dean
- Director of Library Services
- Registrar
- Office Coordinator

## **EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS**

### **(1) First Floor:**

#### **(A) Chapel Area, including Sound Room and Prayer Room:**

- Exit the Building through the front entrance of the seminary and proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary entrance, which is the side opposite the Gordon-Conwell monument sign

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

***If the main entrance is inaccessible***, use the two fire exits on either side of the fresco at the front of the chapel.

- Proceed around the building to the sidewalk area at the front of the building and await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the front entrance of the seminary or exit through the two fire exits on either side of the fresco at the front of the chapel.
- Proceed down the Sabbath Trail to the left behind the building and proceed to the end of the trail and congregate in front of the SIM Administrative building on SIM's property next to the seminary and await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown** (i.e. active shooter or hostage situation, etc.):

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(B) First-floor Classrooms:**

**Room140/141:**

- Exit the Building through the emergency side door at the front of the classroom and proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary entrance, which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the emergency exit at the front of the classroom, turn right, proceed down the Sabbath Trail to the left behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown** (i.e. active shooter or hostage situation, etc.):

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(B) First-floor Classrooms:**

**Room 127 and Student Lounge:**

- Exit the Building through the door to the vestibule next to the student lounge and out through the side door on the right of the building, turn right once outside and proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary

entrance, which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the door to the vestibule next to the student lounge and out through the side door on the right of the building, turn left and go around the back of the building, proceeding down the Sabbath Trail behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown** (i.e. active shooter or hostage situation, etc.):

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(C) Library (First Floor):**

- Exit the Building through the front entrance of the seminary and proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary entrance, which is the side opposite the Gordon-Conwell monument sign.
- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.



***If the main entrance is inaccessible***, use the fire exits at the front or back of the library.

- Proceed from the **front fire exit** directly through the parking lot to the sidewalk near the road.
- The **rear fire exit** will empty into the north stairwell, which connects to the north vestibule.
- Turn left in the vestibule and exit through the side door.
- Once outside, turn left and proceed to the through the parking lot to the sidewalk near the street.
- Await further instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the exit on the north side of the building behind the library, turn right, proceed down the Sabbath Trail to the left behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown** (i.e. active shooter or hostage situation, etc.):

- Everyone outside must return to the building immediately.  
***(An Emergency Alert Message will be sent)***
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(D) Administrative Offices:**

- Exit the Building through the front entrance of the seminary or the rear exit to the Administrative area, depending upon which exit is closest to one's office.
- Proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary entrance, which is the side opposite the Gordon-Conwell monument sign.
- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers

or Send Word Now emergency notification.

***If the main entrance is inaccessible***, use the fire exit in the conference room or the **rear exit** which empties into the south stairwell, which connects to the south vestibule.

- Turn right in the vestibule and exit through the side door.
- Once outside, turn right and proceed through the parking lot to the sidewalk near the street.
- Await further instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the door to the vestibule next to the student lounge and out through the side door on the right of the building, turn left and go around the back of the building, proceeding down the Sabbath Trail behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching the evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown** (i.e. active shooter or hostage situation, etc.):

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(2) Second Floor:**

**(A) Registration/Faculty Offices:**

- Exit the Building through the rear exit to the south stairwell, depending upon which exit is closest to one's office.
- Proceed downstairs, turn right into the vestibule, and head out of the building, turn right

and walk through the parking lot and congregate on the sidewalk on the north side of the seminary entrance, which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the rear exit to the south stairwell, depending upon which exit is closest to one's office.
- Proceed downstairs, turn right into the vestibule, and head out of the building, turn left and go around the back of the building, proceeding down the Sabbath Trail behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching the evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown (i.e. active shooter or hostage situation, etc.):**

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(2) Second Floor:**

**(B) Rooms 227/235:**

- Exit the Building through the rear exit to the south stairwell.
- Proceed downstairs, turn right into the vestibule, and head out of the building, turn right and walk through the parking lot and congregate on the sidewalk on the north side of the

seminary entrance, which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the rear exit to the south stairwell, depending upon which exit is closest to one's office.
- Proceed downstairs, turn right into the vestibule, and head out of the building, turn left and go around the back of the building, proceeding down the Sabbath Trail behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching the evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown (i.e. active shooter or hostage situation, etc.):**

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(2) Second Floor:**

**(C) Rooms 240/241:**

- Exit the Building through the rear exit to the north stairwell.
- Proceed downstairs, turn left into the vestibule, and head out of the building, turn left and walk through the parking lot and congregate on the sidewalk on the north side of the

seminary entrance, which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area:**

- Exit the Building through the rear exit to the north stairwell.
- Proceed downstairs, turn left into the vestibule, and head out of the building, turn right and go around the back of the building, proceeding down the Sabbath Trail behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching the evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown (i.e. active shooter or hostage situation, etc.):**

- Everyone outside must return to the building immediately.  
*(An Emergency Alert Message will be sent)*
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.

## EMERGENCY EVACUATION PROCEDURES AND ASSEMBLY AREAS

**(2) Second Floor:**

**(D) Library (Second Floor):**

- Proceed down the library stairwell to the first floor.
- Exit the Building through the front entrance of the seminary and proceed out through the parking lot and congregate on the sidewalk on the north side of the seminary entrance,

which is the side opposite the Gordon-Conwell monument sign.

- Upon reaching the sidewalk area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

***If the main entrance is inaccessible***, use the fire exits at the front and back of the library on the first floor.

- Proceed from the **front fire exit** directly through the parking lot to the sidewalk near the road.
- The **rear fire exit** will empty into the north stairwell, which connects to the north vestibule.
- Turn left in the vestibule and exit through the side door.
- Once outside, turn left and proceed through the parking lot to the sidewalk near the street.
- Await further instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Secondary Evacuation Area (once on the first floor):**

- Exit the Building through the exit on the north side of the building behind the library, turn right, proceed down the Sabbath Trail to the left behind the building and walk to the end of the trail and congregate in front of the SIM Administrative building (Brick structure) on SIM's property next to the seminary.
- Upon reaching evacuation area await instruction by Police, Fire, Campus Safety Officers or Send Word Now emergency notification.

**Building Lockdown (i.e. active shooter or hostage situation, etc.):**

- Everyone outside must return to the building immediately.  
***(An Emergency Alert Message will be sent)***
- Direct all students, staff and visitors into offices or classrooms.
- Lock all outside doors and windows.
- Cover windows, if possible.
- Keep employees and students away from doors and windows.
- Office Safety Coordinators will account for all employees.
- No one should leave the room.
- Wait for instructions or all-clear signal.