



# EMERGENCY PROCEDURES

MIDWESTERN BAPTIST THEOLOGICAL SEMINARY

**EMERGENCY: 911**

MIDWESTERN SEMINARY SECURITY: 816-414-3836

## Medical Emergency

*If you discover a medical emergency:*

- Avoid leaving the injured/ill person except to summon help.
- IF INJURY/ILLNESS IS SEVERE OR LIFE-THREATENING, DIAL **911**
- Call Midwestern Seminary Security **816-414-3836** to report the Medical Emergency.
- Do not move person unless he/she is in danger.
- Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious bodily fluids.
- If you are exposed to bodily fluids, inform the Police/Paramedics upon arrival.

## Fire

*If you discover a fire:*

- Call **911** before doing anything else.
- Contact Midwestern Seminary Security at **816-414-3836** to provide location of fire.
- Set off alarms while evacuating building.
- Assist handicapped individuals.
- If evacuation is impossible, place a wet towel at the bottom of the door to prevent heat or smoke from entering room and open your windows.

## Spills

*If you discover a chemical spill:*

- Evacuate the area to the extent appropriate.
- Warn co-workers, fellow students and relocate to a safe area.
- Call **911**.
- Call Midwestern Seminary Security **816-414-3836** to report location of spill.
- Take action to control the spill if possible to do so without jeopardizing personal safety or health.

## Active Shooter

*When someone has entered a building/area and begun shooting, the following actions are recommended only if you feel safe to leave:*

- Exit the facility/area immediately and only if safe to do so.
- Advise anyone you encounter to exit the building/avoid the area.
- Call **911** first, then Midwestern Seminary Security at **816-414-3836**.

*When it is NOT SAFE to exit the building/area, the following actions are recommended:*

- Go to the nearest room or office.
- Close and lock the door, then barricade the door.

- Cover the windows.
- REMAIN QUIET, silence all cell phones, and give the appearance of an empty room.
- DO NOT answer the door.
- Call **911**.
- Contact Midwestern Seminary Security at **816-414-3836**.
- Wait for emergency personnel to escort you out of the building.

*When calling police, provide the following information:*

- Your name.
- Your specific location.
- Number of shooters and any description.
- Number of people involved in your group.

## Bomb Threat

*If you receive a bomb threat:*

- Keep the person talking as long as possible (pretend to have difficulty hearing).
- Secure as much information as possible. Consider voice accent, tension, slang and background noise.
- Hold the line open – DO NOT HANG UP. Use another phone to call **911** and Midwestern Seminary Security at **816-414-3836**.
- Follow instructions from Police.

## Tornado

*If you are notified a tornado is approaching:*

- Quickly move to your designated shelter area for severe weather.
- If unable to get to your designated shelter, follow the Shelter-in-Place procedures.
- Avoid auditoriums, gymnasiums or other areas having a wide, free-span roof. Take cover under heavy furniture.
- If outdoors, lie flat in the nearest depression, such as a ditch or ravine. If time allows, move away from the path of the tornado at a right angle.

## Unauthorized Person

*Report unusual behavior to Midwestern Seminary Security at 816-414-3836:*

- Limit area to authorized persons.
- Restrict access to area when closed.
- Lock desk, cabinets, storage and office doors.
- DO NOT leave belongings unattended.
- Politely challenge unfamiliar persons.
- Acknowledge co-workers.
- Offer assistance to strangers.

## Police Emergency

*When witness to a crime in progress:*

- Call **911**.

- Then call Midwestern Seminary Security at **816-414-3836**
- DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE.
- Provide detailed description of criminal and/or vehicle license.
- Remain where you are (if safe) until contacted by a police officer or Midwestern Seminary Security.

## Earthquake

*If you feel an earthquake:*

- If inside, SEEK COVER IMMEDIATELY.
- Take cover under sturdy furniture – such as worktables or desks – or in doorways, halls or against inside walls.
- Move to or near the center of the building.
- Avoid glass or doors.
- Avoid running through or near buildings and structures and a safe distance from utilities.
- After tremors have stopped, avoid damaged buildings and structures.

## EVACUATION

*If an evacuation order is issued for your building, fully cooperate with Police and/or Midwestern Seminary Security:*

- Take keys, briefcases, backpacks, purses, wallets, coats and other personal belongings.
- Do not use elevators.
- Close, but do not lock, doors.
- Turn off all electronics, including computers.
- Evacuate in a safe, orderly manner.

**ONLY MIDWESTERN SEMINARY SECURITY CAN ISSUE THE ORDER TO RETURN TO YOUR BUILDING.**

*Instructions for individuals with physical disabilities:*

- If you have a disability that could impair your ability to perform any of the above, please:
  - Find “two” or “three” buddies who are willing to help you in the event of evacuation
  - Develop two escape plans: One assuming help is available and one assuming it is not.