



EMERGENCY RESPONSE AND EVACUATION PLAN AND TIMELY WARNING POLICY AND PROCEDURES

AMBS is committed to providing a safe and secure campus work and learning environment for students, employees, and the community at large. AMBS will respond to an emergency in a safe and timely manner, will provide support to emergency responders from off-campus agencies, will assist students, faculty, staff, and visitors and will effectively communicate the status of events. Priorities in AMBS's emergency response will be:

- Preserve life, safety and health of individuals
- Protect facilities, equipment and services from loss during an emergency
- Effectively communicate with all parties throughout the emergency
- Maintain the continuity of seminary operations

1. Emergency Response and Evacuation Procedures Summary

The Seminary's Chief Financial Officer is the administrator responsible for notifying faculty, staff, and students of emergency situations (e.g., inclement weather, building evacuations, campus closures, etc.). The Seminary employs a wide variety of tools to make sure everyone on campus is informed during an emergency event—including the Seminary's website, e-mail communication, telephone, printed materials and in-person announcements. The Seminary will use all appropriate means to 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 or employees occurring on the campus.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate communication procedures above, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Chief Financial Officer (or the acting Campus Safety Officer in the absence of the Chief Financial Officer) will immediately consult with the President about the situation, gather all of the facts available, and determine that there is a significant emergency. The Chief Financial Officer will, in light of the specific facts and circumstances of the situation, determine who to notify, determine the content of the notification, and initiate the notification process. Other members of the Administrative Cabinet and faculty or staff will be consulted as necessary. Based on the severity of the situation, a Critical Incident Response Team (CIRT) will be called together for further response to the emergency and aftermath.

In addition to the above, the Seminary will communicate with local emergency management and law enforcement agencies as quickly as possible concerning any emergency as appropriate to the particular situation. For more information concerning

the Seminary's emergency preparedness procedures, please reference the complete AMBS Emergency Response and Contingency Plans, (currently in process of being written).

Each room in Waltner Hall, Lambright Center, and the library, will have emergency exit and tornado shelter instructions posted near the entrance.

The Seminary will test its procedures at a minimum annually. Tests may be announced or unannounced, and a report of the test will be documented. At least biennially the President will review the crime and fire statistics and review the campus emergency plan and revise as necessary.

2. Main Points

a. Emergencies or Dangerous Situations

1. If you encounter a situation or incident on campus that involves an emergency or dangerous situation, first make sure you are in a safe place.
2. Call 911 if the emergency/danger is severe.
3. Contact the AMBS Chief Financial Officer or in his/her absence the Acting Campus Safety Officer. If direct contact with the CFO is not possible, contact any faculty/staff. See phone list on next page.
4. The CFO will immediately consult with the President and others as appropriate to determine next steps in response and notification. Depending on the severity of the emergency a Critical Incident Response Team may be assembled for continued response.
5. The CFO or designee will notify the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors occurring on campus. Email, office phone announcement, and in-person announcements/warnings will be used as appropriate. Website and print may also be used for less urgent emergencies
6. AMBS administration will continue to monitor the situation, respond and communicate as the situation merits until the emergency has passed.

b. Timely Warnings

The campus community will also be notified of non-emergency situations that are deemed important to maintain safety to persons and property, but don't pose an immediate threat. The communication will include a description of the event and appropriate steps to be taken for safety and security. Examples include:

- i. A vehicle is vandalized overnight in a campus parking lot
- ii. Occurrences of a violent crime in the surrounding neighborhoods
- iii. A planned power outage for repair purposes

3. EMERGENCY AMBS CONTACT INFORMATION

For emergency contact information for current titles, names, and phone numbers, please see the Appendix. Below are additional contact numbers you may need in case of an emergency.

ADDITIONAL EMERGENCY PHONE NUMBERS:

American Red Cross - Elkhart Chapter	574-293-6519
Rape or Domestic Violence <i>Elkhart County Women's Shelter</i> <i>YMCA Women's Resource Center</i>	574-294-1811 574-293-8671
Poison Control Center	800-382-9097
Elkhart Police (non- 911)	574-295-7070
Elkhart Fire Department	574-293-8931
Elkhart General Hospital	574-294-2621
Elkhart Public Works and Utilities (Water & Sewer)	574-293-2572
Natural Gas Provider (NIPSCO) <i>Report a Gas Leak</i> <i>Report a Power Outage</i>	1-800-634-3524 1-800-464-7726

APPENDIX

Below are the current office holders and their contact numbers related the AMBS positions referenced in the policy:

Title	Name/Agency	Phone number(s)
Elkhart City Emergency Personnel	Police/Ambulance	911
Chief Financial Officer	Ron Ringenberg	574-296-6212
President	Sara Wenger Shenk	574-296-6243
Receptionist	Linsey Vandrick	574-295-3726
Director of Maintenance and Security	Jeff Marshall	574-298-2575 (cell) 574-296-6241
Asst Director of Maintenance and Security	Norm Cender	574-296-6259 574-238-5233 (cell)
Dean	Rebecca Slough	574-296-6238
Director of Enrollment and Financial Aid	Daniel Grimes	574- 296-6266
Associate Dean	Jewel Gingerich Longenecker	574-296-6222
Campus Pastor	Janeen Bertsche Johnson	574-296-6216
Exec Assist to President & Dean	Stephanie Coleman	574-296-6244

Approved by Ad Cabinet, 04/2013

Revised by Ad Cabinet, 09/2013

Updated 08/2015