

Attachment 1

CAMPUS SECURITY CHECKLIST*Lexington Theological Seminary*

In case of imminent danger from crime, fire or other emergency, dial “911” immediately and describe the situation to the responder; follow any instructions provided by the civil authorities. (If dialing from a phone within the Seminary phone system, you must first dial “9,” then “911.” If dialing from your cell phone, be prepared to give your physical location if asked. The Seminary campus is located at 230 Lexington Green Circle, Lexington, Kentucky 40503).

- In case of fire, activate the fire pull alarm located on the wall at each stairwell exit door. Activation of the fire alarm will automatically alert the fire department.
- For specific evacuation or safe area instructions in case of bomb scare, earthquake, loss of power, elevator entrapment or severe weather, please refer to Lexington Green Emergency Building Information, Attachment 1 of the Campus Safety and Security Policies and Procedures in the Student Handbook.

In the case of any crime or offense of a non-emergency nature which is observed or of which a person has knowledge, the situation must be reported immediately to the Campus Security Authority (CSA), Karen Wagers, Chief Financial Officer, Room 316, extension 1236. In the event the CSA is out of the office, the incident should be reported to the Vice President of Academic Affairs and Dean, Richard D. Weis, extension 1256.

EMERGENCY PROCEDURES FOR STUDENTS AND VISITORS

Whenever possible, all persons present in classroom facilities, offices, common areas and/or the library will be instructed by the Campus Security Authority to take the recommended action according to the nature of the situation, however, in the absence of instruction, please follow the procedures below according to the emergency situation encountered.

CRIME: If you witness a violent crime, dial 911 immediately. If you notice activity that is suspicious, report it to Karen Wagers, the Chief Financial Officer and Campus Security Authority (CSA) immediately. If you are unable to contact the CSA, notify another Seminary officer or faculty member. The Campus Security Authority will notify the police and also alert building management, if warranted.

To decrease the possibility of automobile crimes:

- Do not leave your vehicle unattended with the engine running.
- Lock your vehicle.
- Do not leave laptops, tablets, CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk before entering the parking lot.
- Take purses and wallets with you. Do not leave purses in the car or the trunk.

MEDICAL EMERGENCY: Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number (*Lexington Theological Seminary's street address is: 230 Lexington Green Circle, Suite 300*), your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

- Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions.
- Have someone meet emergency personnel at building entrance with elevator locked off to bring to location of patient.

ELEVATOR ENTRAPMENT: ThyssenKrupp Elevator Company is called automatically from the elevator telephones. They will respond immediately.

FIRE: In case of fire

- **Activate fire pull alarm located on the wall at each stairwell exit door.** If safely possible, notify the CSA or a Seminary officer or faculty member.
 - o Activation of the fire alarm will automatically notify the fire department and will alert occupants on the floor where the alarm was pulled in addition to one floor above and one floor below with a fire alarm signal (a slow whoop ten seconds) and a taped message to evacuate only those three floors.
- **Exit the building through the nearest stairway.** Never use the elevators in any fire emergency.
 - o If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.

LOSS OF POWER: The buildings emergency generators allows the building to have power supplied to emergency exit lighting, the fire sprinkler system and the main entry door lock system.

- If it is necessary to exit the building, follow the lighted exit signs to the nearest stairway. **DO NOT USE ELEVATORS.**
- Once outside, stay clear of downed power lines, trees or limbs.

EARTHQUAKE:

- Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor.
- Seek safety where you are at the time of the incident. Then, if evacuation is necessary, leave calmly. Power for elevators may fail. Stairways may be broken or jammed with people.
- Do not use the telephone except to call for help or to report serious emergencies
- Seek medical help for those in need and check for fires and put out if you can.
- The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If outdoors, get into an open area away from the building and power lines.

TORNADO/SEVERE WEATHER:

- Move to safe area on the floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass.
- Do not attempt to go to the first floor lobby.
- If outdoors go to low lying area and remain there until storm passes.