

Annual Test of Emergency Response Notification

Date: 07/08/15 Announced Test Unannounced Test NOTE: *The test was announced via email one hour prior to the drill. All members of the campus community received a copy of the LTS lockdown procedure along with the test announcement.*

Start Time: 10:00 a.m. End Time: 10:15 a.m.

Report of Emergency Situation (describe)

Severe Weather Violent Intruder Fire Other (describe)

Determination that notification will be issued (describe nature of emergency and risk determination, including how facts concerning the incident were ascertained and assessed for accuracy) *Lexington Green Building Management has notified the CSA (Karen Wagers) that a violent intruder has entered the building lobby. CSA has confirmed the call's validity and has learned that the intruder is armed and agitated and that police have been called and are in route to the location. No further verification or facts are available at this time. The CSA has determined that a significant safety risk exists and that the campus should be locked down. A notification will be issued to the campus community via internal phone page and email.*

Message Prepared and Disseminated: (including statement of situation, actions receiver of message should take, where additional information may be obtained):

- Internal Phone Page: *"The campus is on lockdown."*
- E-Mail to Campus Community: *"A violent intruder has entered the lobby of this building. The police are on the way. The campus is now on lockdown. Do not attempt to leave your floor; do not enter the elevators or stairways; stay away from all windows. If you are located on the 5th floor, close the entrance door to suite 500. The door will lock automatically. Proceed to room 502, the kitchen area and close the door. If you are located on the third floor take shelter in the nearest office or meeting room, close and lock the door and stay out of sight range. Library staff check the rest rooms, lock the library entrance doors and proceed to the nearest library office. Everyone is instructed to remain in place and await notification that the lockdown is lifted.*
- Upon notification by police that the threat had been eliminated, the CSA issued the following notification via phone page: *"The campus lockdown has been lifted. Please return to your normal activities. Thank you."*

Method(s) of Notification selected:

- Seminary Web Page
- Electronic Mail
- Door to Door notification
- Contact Local Media
- Other (describe) *Voice alert to all campus telephones via internal page system.*

Findings:

- Upon initial testing of the internal page system it was determined that certain phones were not transmitting the page message. The CSA contacted our service representative for the NEC system and technicians were dispatched to correct the problem.
- During the lockdown drill it was noted that the internal paging system did not override existing phone conversations; as a result, one individual who was talking on the phone did not hear the alert. All other phones transmitted the internal page.
- A faculty member engaged in teaching online in real time did not hear the alert clearly enough. Since she was wearing earphones and interacting with students, she was not sure that she had actually heard an internal page.
- All lockdown procedures were followed by campus community members with the exception of the one staff member and one faculty member (as explained above.)

Recommendations for Improvements/Modification to Procedures/Systems: (August 31, 2015)

- Determine if phones can be programmed to allow internal page to override live calls. (Determined and not allowed)
- Further test 5th floor page to ensure that alerts will be heard in the classroom at the farthest point from the source of the page. (Heard)
- Precede all page alert messages with "Attention, this is (name)" to distinguish the page and underscore that this is an alert. (so noted)
- Advise staff on each hall that when they hear the phone notification to quickly check the hall and ensure all office doors are closed. (amend lockdown protocol)

July 30, 2015 Followup: Since the internal page cannot override a phone conversation in progress, the following options are being investigated: (1) An "air horn" to be sounded on the third floor in case of emergency, in addition to the phone page; (2) Using a Lexington Green Emergency system to notify "building occupants" in case of a general emergency situation (3) As part of the page announcement, instruct occupants to look left and right and inform anyone in the adjoining office that we are on lockdown. (4) for the fifth floor, to ensure that the phone page is heard in the classroom, test using an alarm sound through the page system to determine if it would be audible.