In Case of an Active Shooter:

Western Theological Seminary is a weapons-free campus. If you see someone with a firearm on seminary property, call 911. If using a seminary phone, dial 9 to access outside line, then dial 911. Our address is 101 East 13th Street. Alert the rest of the seminary through the intercom system by dialing *3332 from any phone in the building, then use the steps: RUN, HIDE, or FIGHT (below).

RUN

- Have an escape route and plan in mind. Break glass to exit if you need to
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow.
- Help others escape if possible (esp. persons with disabilities)
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- As you exit, keep your hands visible
- Once safe, if you have not already done so, call 911. If using a seminary phone, dial 9 to access outside line, then dial 911. Give as much detail as you can including description and location of the threat

HIDE

- Hide in an area out of the shooter’s view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

FIGHT

- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the shooter
- Commit to your actions . . . your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Instructions Adapted from the U.S. Department of Homeland Security
In Case of a Non-shooter Situation:

If you are unsure whether a person in the building has violent intentions (i.e. no visible weapon), contact David Becker at 616-403-0370 to assess the situation and contact law enforcement. If there is a clear threat (person has a knife or other visible weapon), follow the Active Shooter instructions.

Other Threatening Situations:

Suspected Gas Leak:
1. Contact David Becker (x138) or Norm (x107). If the incident occurs after business hours, use the phone numbers on left. If neither is available, contact the highest-ranking present administrator or call 911 if after hours.
2. Use the intercom system by dialing *3332 to order an immediate evacuation of the building. Leave by the safest and most direct route, avoiding using the elevators. Do not stop to gather belongings. Gather in the student housing (Redbricks) parking lot or on the sidewalk between Hope and Western. If there are wheelchair users in the building and stairs are required, employees should arrange to carry the person to safety. Do not reenter until an official says it is safe to do so.

Bomb Threat:
1. Contact the authorities by calling 911 immediately if you receive a bomb threat electronically or in writing. For threats made via phone: Keep the caller on the line as long as possible. Be polite and show interest to keep them talking. DO NOT HANG UP, even if the caller does. If possible, signal or pass a note to other staff to listen and help notify police. Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators. Record the call if possible.
2. If you encounter a suspicious item (unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors), do NOT touch, tamper with, or move the package, bag, or item. Notify David Becker, who will assess and notify authorities if needed. (Adapted from the U.S. Department of Homeland Security)

*If you are ever unsure if something is an emergency, contact David Becker or Norm Donkersloot
In Case of Fire:

1. Activate the fire alarm by using the pull stations located throughout the building. (Pull stations are located in the long main floor halls and near each door leading to an enclosed stairwell.) Our alarm system alerts the fire department, so if you do not hear an alarm, call 911. If using a seminary phone, dial 9 to access outside line, then dial 911. Our address is 101 East 13th Street.

2. Evacuate the building, leaving by the safest and most direct route. Do not stop to gather belongings. Gather in the student housing (Redbricks) parking lot or on the sidewalk between Hope and Western. If there are wheelchair users in the building and stairs are required to exit, employees should arrange to carry the person to safety or find a firefighter who can carry him/her.

3. If evacuation is not possible, use fire extinguishers or fire hoses located throughout the building. Do not use water in the event of an electrical fire.

Fire Extinguisher Locations:

**Second Floor Main Building:**
1. Advancement office
2. Next to elevator
3. Next to North stairwell
4. Next to South stairwell

**First Floor & Garden Level:**
1. Long hall outside room 106
2. Next to academic office
3. Across from the chapel
4. Next to the South Stairwell
5. Next to the elevator
6. At the bottom of S. Stairwell

**Cook Library:**
1. 2nd floor by the bathrooms
2. 2nd floor across from fireplace
3. 1st & second floor near elevator
4. Lower level by the conference room
5. 1st floor across from fireplace

After-Hours Contact:
David Becker: 616-403-0370
Norm Donkersloot: 616-610-7753
MEDICAL EMERGENCIES

In Case of Medical Emergency:

1. Call 911. If using a seminary phone, dial 9 to access outside line, then dial 911. Our address is 101 East 13th Street.
2. Stay with the person until help arrives. If the person is unconscious and does not appear to be breathing, perform CPR (instructions below). Instruct someone to retrieve one of the two AED’s (Automated External Defibrillators) located by the receptionist’s desk or first floor library.
3. Once the AED arrives, follow the instructions on the AED.

Infant CPR (under 1 year)

1. Position the patient on his or her back.
2. Open the airway with a head-tilt chin-lift maneuver.
3. Look, listen, & feel for breaths. Check for breathing for 5-10 seconds.
4. If the baby is not breathing, give 30 chest compressions: use two fingers at a depth of 1.5 inches. Push hard and fast.
5. Give two rescue breaths, covering the baby’s mouth and nose to form a complete seal. You should see the baby’s chest rise and fall with each breath.
6. Repeat compressions and breaths until the patient begins to breath, the AED arrives, or the emergency professionals arrive.

Child CPR (1-8 yrs)

1. Position the patient on his or her back.
2. Open the airway with a head-tilt chin-lift maneuver.
3. Look, listen, & feel for breaths. Check for breathing for 5-10 seconds.
4. If the child is not breathing, give 30 chest compressions: use one or two hands depending on the size of the child at a depth of 2 inches. Push hard and fast.
5. Give two rescue breaths, pinching the nose to form a seal.
6. Repeat compressions and breaths until the patient begins to breath, the AED arrives, or the emergency professionals arrive.

Adult CPR (8 yrs+)

1. Position the patient on his or her back.
2. Open the airway with a head-tilt chin-lift maneuver.
3. Look, listen, & feel for breaths. Check for breathing for 5-10 seconds.
4. If the person is not breathing, give 30 chest compressions: use two hands at a depth of 2-2.4 inches. Push hard and fast.
5. Give two rescue breaths, pinching the nose to form a seal.
6. Repeat compressions and breaths until the patient begins to breath, the AED arrives, or the emergency professionals arrive.

*AED’s are located in the first floor library next to the elevator, and across from the women’s restroom near the receptionist’s desk.

*For non-life-threatening emergencies, first aid kits and bandages are located at the front desk.
WEATHER WARNINGS

In Case of Weather Warning:

1. If you are aware of a weather warning in Holland, please contact the receptionist by dialing 101 from a seminary phone or by calling 616-392-8555. The receptionist will alert building occupants by using the intercom system. In her absence, a message can be broadcast throughout the building by dialing *3332 from any phone.

2. In the case of a **tornado warning**, occupants of the main building should go to the garden level in the atrium. Occupants of the library should go to the library basement. Remain in these areas until you are given the all-clear message from a staff or faculty person. In the case of a **tornado watch**, offices and classes will remain in session until normal dismissal time.

3. Avoid using the elevator during severe weather. If there are wheelchair users in the building during a tornado warning, employees should arrange to carry the person to safety.

4. School will be delayed or closed whenever a warning is in effect before the start time. In this case, students, staff, and faculty will receive a text alert (see box on left), as well as an email and social media announcement.

5. Employees shall remain on duty until regular dismissal time or until the end of the emergency, whichever is later.

---

Closings Due to Snow & Ice:

In rare cases, the seminary will be closed due to inclement winter weather. Closings will be announced through the text alert system as well as on Facebook and Twitter. You can also check the local news websites for a list of closings, including WoodTV, Fox17, and WHTC radio. Announcements will be posted before 7 A.M.
6. In Case of Flooding or Water Leaks:

1. Contact David Becker (x138) or Norm (x107). If the incident occurs after business hours, use the phone numbers on left. Leave a message if no one answers.

2. Do NOT attempt to move electronics that are wet and beware of electrical power sources and outlets. Never step in standing water that covers electrical outlets or devices – the water could already be charged with a deadly amount of electric current.

3. Do not enter a room if you hear popping or buzzing, or if you see sparks.

4. Be on alert for an acrid or burning-plastic smell, which could indicate an electrical fire. If you see or smell smoke, pull the fire alarm.

5. If it is safe to do so, remove materials from the area. If it is a slow leak, place an empty recycling bin or waste basket under the leak until help arrives.

6. Do not attempt to operate electrical equipment or appliances that have come into contact with water until a certified electrician says that it is safe.

After-Hours Contact:

David Becker: 616-403-0370
Norm Donkersloot: 616-610-7753

*Text WTS101 to 84483 to receive alerts from Western Theological Seminary
In Case of Power Failure:

1. Contact David Becker and Norm (cell numbers on left). Leave a message if no one answers.
2. Check for anyone that may be stuck in the elevators by going to each floor and asking/knocking. The receptionist can also call into the main building elevator by phoning extension 214.
3. In the library, staff members should check patrons’ bags for library materials as they leave, since the security system will not be working. Library staff should use the Manual Checkout folder if anyone needs to check out materials.
4. Employees and students should remain in the building until released by an administrator or faculty member.
5. If the power remains down for a longer period of time, students, staff, and faculty will receive updates through the text alert system and through email.

Contact:

David Becker: 616-403-0370
Norm Donkersloot: 616-610-7753

*Text WTS101 to 84483 to receive alerts from Western Theological Seminary