



San Francisco Theological Seminary

Emergency Procedures (Last revised October 2016)

Overview

Safety, Security & Maintenance Procedures

Emergencies: The only emergency number for the campus is 911. If you are in a life-threatening situation (fire, medical, gas leak, etc.) or if you see a criminal act in progress, call 911 immediately. Afterwards, please report the incident to the Campus Safety Director, Dean Hansen, or the Dean, Jana Childers.

Building Security: Institutional buildings are open to the public during business hours and whenever SFTS activities are taking place. Employees and/or those in charge of activities are responsible for securing all doors and windows when the building is no longer in use. Student and faculty houses have individual locks, with keys issued to the residents. Each resident of an SFTS housing unit is responsible for normal security precautions in his/her unit. Damaged and improperly functioning locks should be reported through the normal channels to the Maintenance Department.

Personal Safety: SFTS expects students and staff to exercise common sense and use prudent judgment in dealing with issues of security and crime prevention. The crime rate in San Anselmo is low, and the main Seminary campus is a relatively safe environment. Nevertheless, all of us should take standard precautions to reduce the likelihood of any threat to the safety of ourselves and others.

Disaster Preparedness - Being prepared is the first step to being safe.

Although we all hope that we will not be faced with a natural disaster such as fire or an earthquake, it still is a good idea to be prepared to face such a circumstance. Experts agree that we should be ready to be self-sufficient for 72 hours following a serious disaster. To get ready:

Stock up on water and food. Plan for at least one gallon of water per person per day for three days. If you have a pet, add water and food for the pet. A variety of compact food that does not require refrigeration, such as canned meats and

fruits, juices, non-perishable cereals, and high-energy bars, is best. Don't forget to store a can opener, sharp knife, and disposable plates and utensils.

A first aid kit is essential. Be sure to add a supply of any prescription medications used by any members of your family.

Include a change of clothes for each member of your family. Don't forget rain gear! Some blankets or sleeping bags should also be in your preparedness kit. Also stock up on toiletries, such as soap and shampoo, toilet paper, and baby supplies.

Most importantly, have on hand a battery-operated radio and additional batteries, and a flashlight. In case of an emergency, listen to local radio stations, such as 740 or 810 AM, for information. Gather everything together (or as much as you can) and store it somewhere that is easily accessible--a large plastic garbage can with a cover makes an excellent storage container.

Talk with your family. Make sure to have a plan for what to do in case of emergencies and that everyone understands their part in it. Work out an evacuation route and a meeting place. The most important thing is to start to get organized. Get to know your neighbors. Work together to make a plan.

Emergency Phone Numbers

In the event of an emergency:

1st , 9-1-1 EMERGENCY SERVICE (9) 911*

2nd , Campus Safety Director Dean Hansen 415-686-2388

3rd , SFTS DEAN'S OFFICE 415-451-2859*

*From within SFTS's telephone system, dial 9 before an outside number (such as 911). When using a telephone that is inside SFTS's system, dial **911 for EMERGENCY** and the last 3 digits such as **806 for the Safety Director or 859 for the Dean's Office.**

Call (9) 911 only to report emergencies. Emergencies threaten human life or property and demand immediate attention.

What to Say When You Call (9) 911

1. Give the phone number from which you are calling.
2. Give the address and directions to the exact location (e.g., floor, room number)
3. Describe the condition of any victims (for example – conscious, breathing, burned, bleeding, broken bones, etc.).
4. Describe what happened; how many are injured and what help is being given.

5. Give your name.
6. **Stay on the telephone. Do not hang up!** Let the emergency person end the conversation. They may have questions to ask and/or special information about what you should do until help arrives.

If an Emergency Occurs After Hours

- First, 9-1-1 EMERGENCY SERVICE 911
- Second, NOTIFY:
 - Safety Director Dean Hansen 415-686-2388 or
 - Dean Jana Childers 415-250- 8126.

Bomb Threats

Take the threat seriously. Attempt to gather as much information as possible. Ask questions to keep the caller on the phone; have someone else call 911 if possible. Do not activate the fire alarm or evacuate the building.

- First, 9-1-1 EMERGENCY SERVICE (9) 911
- Second, SFTS Safety Director 415 686-2388 (806 on SFTS's system)
- Third, SFTS DEAN'S OFFICE 415 451-2859 (859 on SFTS's system)

Major Disturbances

Criminal or violent behavior endangering persons or property. Remain calm. Do not aggravate the situation.

- IMMEDIATELY CALL 9-1-1 EMERGENCY SERVICE 911 Wait for the arrival of police unless this endangers you.
- Notify SFTS Safety Director 415 686-2388
- Notify SFTS Dean's Office 415-451-2859

After hours call:

Dean Hansen 415-686-2388 or Jana Childers 415-250-8126.

Minor Disturbances

Read the Guidelines for Responding to Disruptive Behavior (starting on page 17 below) for useful advice about dealing with disturbed or disturbing persons.

If in your judgment the Police need to be called for a minor disturbance:

Call the San Anselmo Police non-emergency number 415-927-5150. If you are in doubt about the seriousness of the situation, treat it as a major disturbance and follow the instructions printed above.

Earthquake

Remain calm. Assess your situation. Avoid panic and try to organize yourself and others for maximum personal safety. Observe the following guidelines:

- Do not leave the building. You are safer inside a building than outside.
- Take immediate shelter under tables, desks, doorways and similar places.
- Keep away from overhead fixtures, windows, skylights, bookcases, filing cabinets and electrical power equipment.
- Assist any handicapped persons in the area and find a safe place for them.
- Do not use elevators.
- Do not dash for stairways; they may be broken and crowded with people. Do not use stairways until you know they are safe.
- If it is necessary to leave the building, do not touch downed wires, exposed cables or damaged electrical equipment.
- If you are outside, stay outside. Keep away from buildings, trees, power lines, etc.
- Be prepared for additional aftershocks.
- Do not call 911 unless it is necessary for reporting injury. Keep emergency phone lines open.
 1. If you need to call 911 and there is no dial tone, stay on the line (the delay could be a minute or more).
 2. Do not repeatedly depress the switch hook. If you receive a “fast busy” signal or an “all circuits are busy” recording, hang up and try again.
- Do not go into damaged areas unless your help has been requested by public safety officials.
- Do not use matches, lighters or other open flame appliances.
- Do not operate electrical appliances or equipment, including telephones, if you suspect a gas leak. The appliance may create a spark that could ignite leaking gas.
- If you smell gas, the gas valve needs to be turned off. (see page 13 for maps of gas valve locations).
- Flashlights and medical supplies are located throughout the campus, within each building, floor and designated office locations. For a complete listing, please contact the Maintenance department.

During emergency drills, the location of the extinguishers and hoses are pointed out specifically.

- Tune battery-powered radios to emergency station at 1610 on the AM dial.
- If communications lines are down, the senior person in each building will be in charge of the situation.

Elevators

If an elevator stalls between floors or doors will not open, push the emergency button or pick up the elevator emergency phone, which will automatically connect you to the elevator emergency dispatch service.

When staff outside the elevator hear the emergency bell, they should tell the passengers that help is on the way. Call:

Montgomery & Scott Halls, Schindler Elevator, 800-225-3123 Alexander, Geneva
& Baird Halls, Otis Elevator, 800-233-6847 Dean Hansen 415-686-2388

- *First*, 9-1-1 EMERGENCY SERVICE (9) 911*
- *Second*, SFTS Safety Director 415-686-2388*
- *Third*, SFTS Dean 415 451-2859*

(8:30 a.m. – 5 p.m., Monday – Friday)

NOTE: *If situation seems **critical** after hours, call 911*

Fire

A building occupant is required by law to evacuate the building when the fire alarm sounds. If there is a fire in your work area, follow these guidelines:

- If you have been trained and are able to safely extinguish the fire, do so. However, make sure that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm.

From a safe location, call 911 and report the fire.

- Call (9) 911 from a campus phone or 911 from a public phone.
- From a cell phone, call 415-927-5150 to reach the San Anselmo Police. (For your safety: store this number in your cell phone.)
- Speak calmly and clearly.
- Be prepared to give the following information
- The location of the fire:
- Extent of the fire
- Who you are
- Let the emergency person end the conversation. They may have questions to ask and/or special information about what you should do until help arrives.

Evacuate the building as soon as the alarm sounds:

- Stay calm, do not rush or run, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.

- Touch closed doors. Do not open them if they are warm or hot.
- Use stairs only; do not use elevators.
- Move well away from the building, go to your building's designated rally site
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If the fire occurs after business hours, notify:

Dean Hansen 415-686-2388 *or* Jana Childers 415-250-8126.

Fire Fighting

All SFTS fire extinguishers are type A, B and C combined into one. This type of extinguisher can be used to fight any fire except burning metal.

If a fire is small enough to put out (e.g. small fire in a personal trash receptacle), activate a fire extinguisher. Direct the contents of the extinguisher at the base of the fire.

Never let the fire get between you and the door.

If you cannot put the fire out quickly, leave the room and shut the door behind you, and follow fire procedures starting on page 5.

If caught or trapped by the fire, keep close to the floor, crawl on hands and knees and breathe through a wet cloth.

Call (9) 911, if possible, and report the exact location of the fire.

Activate fire alarms, call the Fire Department and evacuate the building and no matter how small a fire is. Activate alarms and call the fire department and evacuate even if you think you have put a fire out. A fire you think is “small” may rapidly become unmanageable; a fire you think is “out” may rekindle itself hours later.

Fire Extinguisher and Hose Locations

Fire extinguishers and hoses are located throughout the campus, within each building, floor and designated office locations. For a complete listing, please contact the Maintenance department.

During emergency drills, the location of the extinguishers and hoses are pointed out specifically.

Fire Prevention

- Small electrical appliances (toasters, coffee makers, hair dryers, etc.) should be plugged in one to an outlet. Plugging two or more appliances into a single outlet causes short circuits.
- Smoke Detectors: Maintenance staff will make sure that there are working smoke detectors in SFTS housing and will check the detectors and replace batteries at least once a year. Do not remove smoke detectors for any reason. You should test the detector yourself once a month by pressing the test button on the unit. Notify the Maintenance Department if the detector is not working properly.
- Furnaces: Furnace filters will be changed or cleaned once a year by the Maintenance Department. If they need to be changed or cleaned more often, please ask Maintenance to show you how to change the filter.
- Smoking is not permitted on the SFTS campus. Anyone seen smoking on campus should be asked to stop immediately.
- Corridors should remain clear at all times. Remove all obstructions from corridors, passages and exits. This is especially important in little-used areas.
- Make sure waste and recyclable materials are disposed of regularly.
- Call Maintenance 806 to report accumulation of waste materials, obstructed corridors, broken hose cabinets, faulty or missing exit signs, fire alarm problems, fire extinguishers, emergency exit doors or other built-in fire protection equipment, or other fire prevention problems.

First Aid Emergencies

First, CALL 9-1-1 EMERGENCY SERVICE (9) 911 What to say:

1. Give the phone number from which you are calling.
2. Give the address, floor, room number, and any special directions on how to find the victim.
3. Describe the victim's condition (for example – conscious, breathing, burned, bleeding, broken bones, etc.).
4. Describe what happened; how many are injured or what help is being given.
5. Give your name.
6. **DO NOT HANG UP!** Let the emergency person end the conversation. They may have questions to ask and/or special information about what you should do until help arrives.

Have someone meet medics or other emergency personnel at the building entrance and guide them to the site of the emergency.

Assist and stay with the victim. **Do not leave people who need urgent care.**
Do not move the victim unless absolutely necessary.

NOTIFY

- Dean Hansen 415-451-2806 or 415-686-2388
- SFTS DEAN'S OFFICE 415-451-2859

AFTER HOURS NOTIFY:

- Dean Hansen 415-686-2388
- *or* Jana Childers 415-250-8126

Fluorescent Lights

Ballasts: When smoke is coming from ballasts (emerging from the light itself, with an odor like burning tar), turn off the power. When you are certain that nothing is burning or smoldering, ventilate the area.

- **BROKEN FLUORESCENT TUBES:** Clear people from the area. Do not touch the broken tubes. Ventilate the area and avoid breathing or touching the phosphor dust.
- Call the SFTS MAINTENANCE OFFICE at 806

Power Failure

Call the SFTS MAINTENANCE OFFICE at 451-2806. Report the extent and location of the failure to the SFTS Dean's Office, 415-451-2859.

NOTE: All computers should be equipped with surge protectors.

Smoke

If you only smell smoke, do not immediately sound the fire alarm. Investigate possible sources for the smoke. If you are unable to identify the source satisfactorily, or if smoke is coming from a fire or potential fire, **call the Fire Department, 911.**

In Montgomery Hall, Scott Hall, Montgomery Chapel, Landon Hall, Student Village, 35 Seminary and Baird the smoke detection system will automatically activate the fire alarm and summon the Fire Department.

At Alexander, Geneva, Hunter, Oxtoby, and Trinity, smoke detectors will sound, but they are not connected to the Fire Department.

At all sites it is important to call the Fire Department to describe the situation.

- First, CALL 9-1-1 EMERGENCY SERVICE 911
- Second, notify Maintenance 415-302-5969.

After hours, call Dean Hansen 415-686-2388 *or* Jana Childers 415 250-8126.

Responding To Disruptive Behavior Angry Verbal Abuse

(Examples: extremely abusive and threatening argument about a bill, insistence upon special privileges, etc.)

Normally calm and reasonable members of the SFTS community may be aggravated into disruptive behavior by frustration: a bill they feel is undeserved, a book that is missing, grades they feel are inappropriate, etc. Your goal is to defuse the person's anger.

1. Acknowledge existence of the problem: explain procedures, describe the steps that can be taken to solve or alleviate the problem or the frustration. Listen supportively, with empathy and understanding. Be aware that the person is venting inner frustration; the anger is probably not directed at you, especially in the early stages.
2. Enlist the aid of your supervisor or another staff member. If the complaint seems legitimate, refer the problem to your supervisor.
3. Personal verbal abuse should not be tolerated. If a person's tirade goes beyond criticism of SFTS policy and focuses on you, particularly if this abuse is racist, sexist or ageist in nature, retreat from the confrontation immediately. Warn the person that you will call the police if the abuse persists.

Call another staff member. If you are alone, call the police (415-927-5150) and report, "We have a 415 situation." (415 is the code number* for disturbing the peace.) Give the dispatcher your name and location.

*These police codes do not have to be used. They are, however, helpful to the police in their evaluation of the problem and selection of an appropriate response, and may also prove convenient when a call must be placed while the problem situation is taking place.

Destruction of SFTS Materials

(Examples: writing in books, cutting out pages, damaging furniture, spray-painting graffiti, etc.)

1. If the action seems to be accidental, unintentional, or fairly minor (such as writing in a library book), tell the person to stop. If the person is cooperative and this is a first offense you may want to handle the problem locally. For example, ask the person to replace the material. Use your own judgment or consult with your supervisor.
2. If the action seems deliberate and seriously destructive, call the Police at 911 and describe the situation. Secure damaged materials as evidence. If the person leaves the area, be prepared to give police a physical description and to file a formal complaint (see below).

Personal Hygiene Problems

(Examples: person's physical condition is such that other students or staff complain of odor, vermin, etc.)

1. If the person's behavior is otherwise acceptable, do not take any action unless you have received at least two complaints (your own negative reaction may count as one complaint).
2. After the second complaint, explain to the person that others have complained and ask the person to correct their situation. If the person argues or resists, and is occupying a common-use area, warn the person that you will call the Police if your request is ignored.
3. If the person does not exit, call the San Anselmo Police at 415-472-0911. Say, "We have an unwanted guest and we've received complaints." Give your name and building location.

Bizarre but Non-Threatening Behavior

(Examples: random, senseless movements; erratic, inappropriate, abnormal actions, loud talking or singing, engaging other people or staff members in inappropriate and unwanted interactions that are distracting or disturbing to others.)

1. Approach the person directly; ask if the person needs assistance. Enlist the aid of another staff member if possible.
2. Tell the person that the behavior is distracting and disturbing to other people or SFTS community members and must be stopped. Be direct and firm.
3. Ask the person to leave the building. If the person refuses and the behavior continues, warn the person you will need to call the Police. Then call the San Anselmo Police at 415-472-0911. Say, "We have a fifty-one fifty." (This is the code number for weird behavior.) Give the dispatcher your name and building location.

Suspicious Lurking

Ask if the person needs assistance. Watch the person; notify other staff members.

If the person's response is not appropriate or seems evasive, call the San Anselmo Police at 415-472-0911 even if the patron has left the area. Say, "We have a suspicious person." Give your name and building location as well as a description of the person.

Threats to Personal Safety

(Examples: disturbed person is armed or violent.)

Immediately call the 9-1-1 Emergency Service 911

Say, "We have a violent fifty-one fifty." If the person is armed, inform the dispatcher. Give your name and building location. **Do not hang up;** let the

emergency dispatcher end the conversation. Have someone else stay on the line with the dispatcher if possible.

Without risking your own safety or inflaming the situation, try to get other staff and patrons and yourself out of the area. When things have calmed down, notify the Safety Director 415-686-2388 and the Dean's Office 415-451-2859.

Filing Formal Complaint with Police

Be prepared to file a formal complaint when:

Disturbance or damage is serious (examples: theft, sexual assault or exposure, battery, violent behavior, destruction of SFTS materials, ongoing or repeated disturbances of the peace), and

You have witnessed the behavior of the suspect or the victim. Police officers cannot arrest someone for an action they have not witnessed unless the person who has observed the behavior is willing to file a formal complaint.

In filing a formal complaint, you are making a charge that may lead to a person's arrest. It is possible that you may be asked to appear in court

Sexual Assault

The procedures above should be followed in the event of sexual threats or assault. SFTS provides literature to all students, faculty and staff as an educational program to promote the awareness of rape, acquaintance rape and other sexual offenses. Housing and academic changes are available by following the steps above, as well as those in the Campus Crime and Safety Report, Section 8: Sexual Assault and Rape. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and must be informed of the outcome.

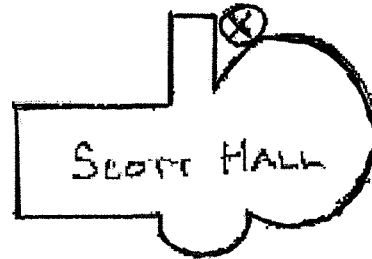
Gas Valve Locations (see diagrams below)

LLOYD HALL



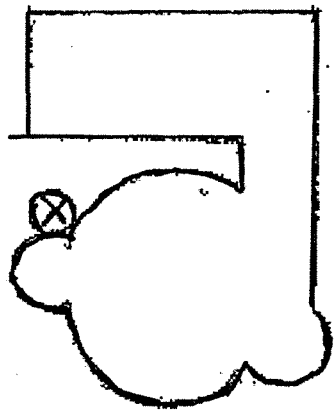
MONTGOMERY, SCOTT & GENEVA

SEMINARY ROAD



Gas shut-off for all three buildings

MONTGOMERY CHAPEL & MONTAGUE HALL



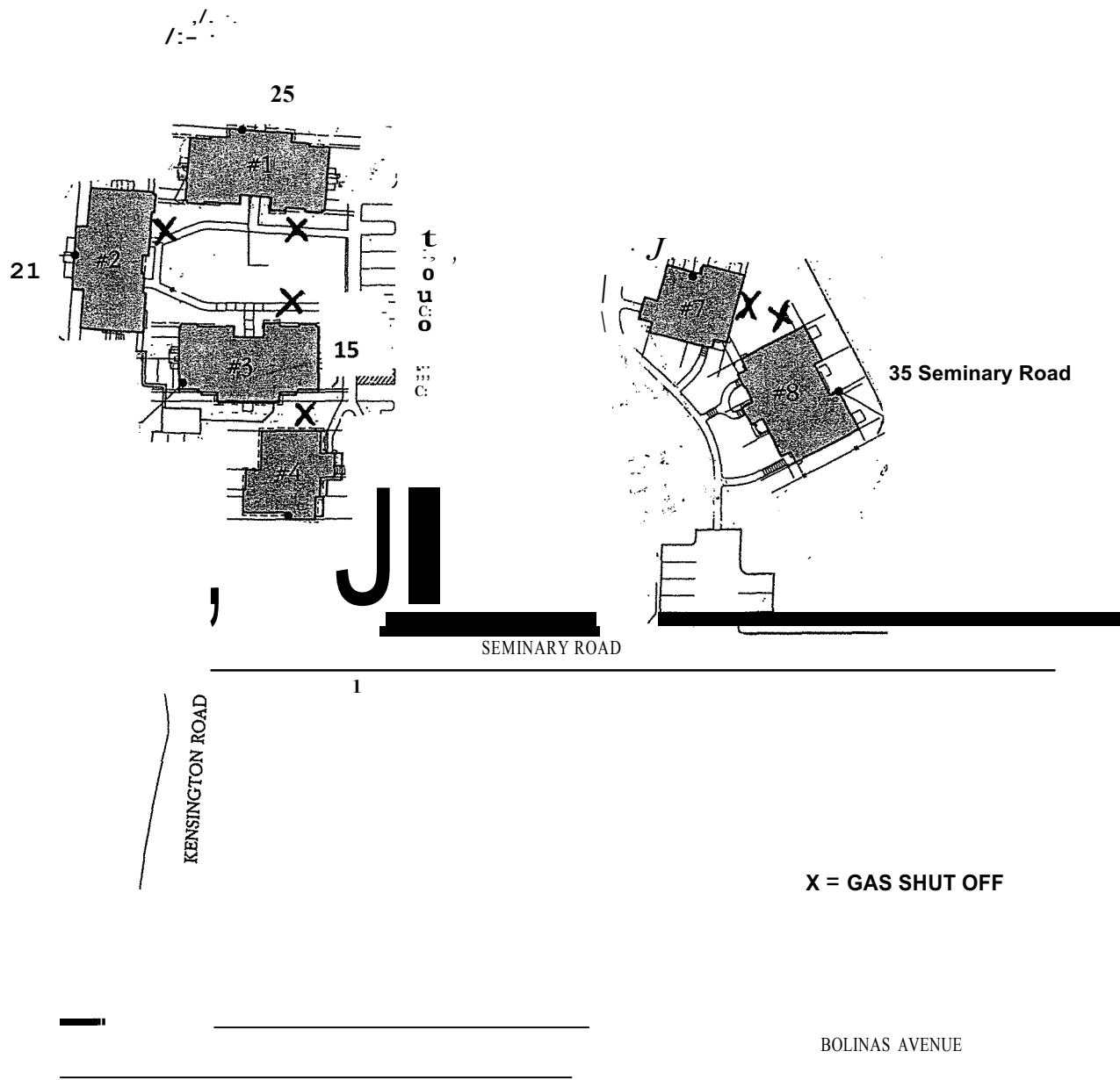
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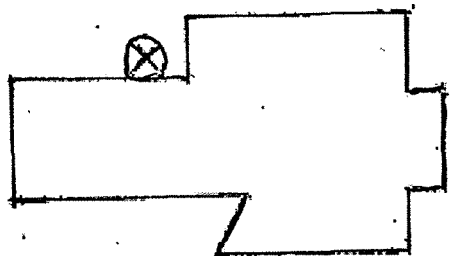


STUDENT VILLAGE



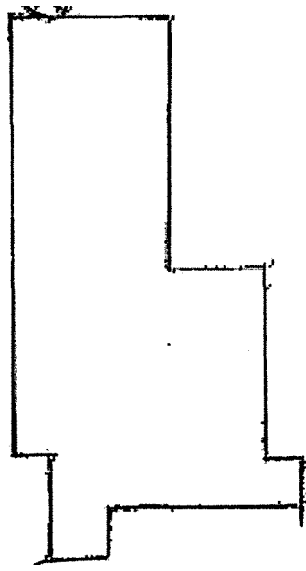
ALEXANDER HALL

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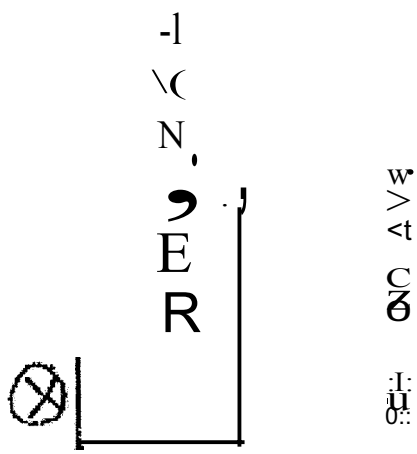


BAIRD HALL

WAVERLY AVE.



HUNTER & LANDONHALLS



Gas shut-off for both buildings

TRINITY HOUSE

N
N
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