Emergency Response and Evacuation Procedures

Faith Baptist Bible College and Theological Seminary is prepared to respond to any emergency situation in a deliberate and immediate fashion in order to minimize danger to our campus community. Faith has a prescribed emergency plan for various possible emergency scenarios.

Faith has implemented an Emergency Text Alert Program (ETAP) notification system, provided by *Blackboard Connect*, which can mass communicate emergency messages in a timely manner to our campus community via text, phone, and email.

How to Report an Emergency

The campus community is encouraged to call 911 (7-911 from campus phones), along with Faith Campus Security Personnel at 515-210-6563, the Dean of Students and the Director of Facility Management, to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Contacting these entities is the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

Procedures for Responding to an Emergency or Dangerous Situation

When a serious threat or disaster to the campus community occurs, Faith Security will coordinate with other first responders, which may include the Ankeny Police Department, the Ankeny Fire Department, and the Polk County Sheriff's Office. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Confirming a Significant Emergency or Dangerous Situation

First responders and essential personnel in Faith Security are responsible for initiating emergency warnings. Those responsible also include, but are not limited to:

● Director of Facility Management
● Director of Campus Security
● Dean of Students
● Dean of Women
● Dean of Men
● Vice-Presidents of Administration
● President of the College

Faith Security works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the Faith community. Faith Security along with the Student Life Office, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the Faith community. Faith Security will confirm the incident as a threat and implement procedures to minimize the impact of the incident to the Faith community.

Authorized Officials

Because it is necessary for notification of emergencies to be provided with speed and accuracy, the Faith Security personnel and Student Life personnel are authorized to make timely emergency notifications to the Faith community by implementing the ETAP notification system and/or other means. In addition, any Faith Administration member may authorize an emergency notification.

Notifying the Campus

Decisions concerning whether to issue a notification will be made on a case-by-case basis using the following criteria:

● Nature of the situation
● Continuing danger to the campus community
● Possible risk of compromising law enforcement efforts

Faith Security and Student Life will without delay, assess the safety of the campus community, determine the content of the notification, and initiate the notification system unless issuing a notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Faith Security and Student Life will activate the appropriate emergency notification system(s) and provide subsequent incident update notifications as may be required. Since the Faith campus is relatively small, the entire campus community will receive the notification.

Notification Methods

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

• Emergency Text Alert Program (ETAP)
• Phone
• Text message
• Email
• Official Faith website
• Local media
• Posters, letters, group meetings, etc.

The Emergency Text Alert Program (ETAP) is Faith's campus-wide emergency notification system. Community members are enrolled by default while employed or registered as students. ETAP is used when there is a severe threat to the safety and health of the entire campus. Faith's ETAP is provided by *Blackboard Connect*. Subscribers to ETAP receive one or more of the following forms of emergency notifications: text message, phone message, and/or email.

Procedures for Evacuation in Emergency or Dangerous Situations

In the event of an emergency or dangerous situation, Faith Security and Student Life will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from Faith Security, Student Life, Crisis Management Team (CMT) and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the Faith community and the general public to shelter-in-place to prevent exposure to harmful elements.

Drills and Exercises
Fire drills for the students residing in on-campus residential facilities are held once each year, either announced or unannounced. Before announced drills Faith will publicize its emergency procedures to the students living on-campus. Each drill will be documented with a description of the exercise, the date, time, and whether it was announced or unannounced.

Promoting Emergency Procedures
Faith promotes its emergency procedures through training sessions and drills. Students living on campus receive training upon move-in and/or participate in drills held throughout the academic year. This is done through Student Life Orientation and residence hall meetings.