Calvin College Emergency Plan

Take some time to become familiar with emergency procedures before an actual emergency occurs:

- The Campus Safety Department is located on the second floor of the Mail and Print Services Building and provides you with 24-hour service and protection. This service is provided on a seven-days-a-week, year-round basis.

- Know how to contact Campus Safety in an EMERGENCY
  - Dial 3-3333 (campus phone)
  - Dial 526-3333 (off-campus or cell phone)

- Know how to contact Campus Safety in a NON-EMERGENCY
  - Dial 6-6452 (campus phone)
  - Dial 526-6452 (off campus or cell phone)

- One AutoDial button on each classroom phone is labeled and preset to dial the Campus Safety emergency line (3-3333).

- Keep the list of emergency contact numbers next to your phone. See below.

- Know how to contact the Fire or Police Department
  - Dial 911 from a campus phone so that Campus Safety will be notified automatically that a 911 call was made. Campus Safety Dispatch will call you or send a Campus Safety officer. A Campus Safety patrol car will escort the emergency responders to the emergency.
  - Dialing 911 from a cell phone will bypass Campus Safety. If you dial 911, you should also call Campus Safety at 526-3333 and notify them of the emergency.

- Read posted evacuation plans. Be familiar with your quickest exit route (Could you find it in the dark or while crawling under smoke?). Plan an alternate route.

- Know the location of the closest Automated External Defibrillator (AED) and take a class in adult cardiopulmonary resuscitation (CPR). See the list of locations in Calvin's AED plan.

- Know the location of the closest fire extinguisher to your office/classroom.

- Keep enough emergency supplies in your office or car (medications, flashlight, batteries, comfortable shoes, bottled water, food, portable radio, a bandana to help filter smoke, duct tape and plastic sheeting) for up to 72 hours in case of a serious emergency. For more information go to FEMA disaster supplies list.

- Bookmark various Web sites on your computer to provide direct and relevant emergency information. Examples: National Weather Service, CNN, FEMA, Michigan State Police, etc.

- Bookmark the Campus Safety homepage or create a shortcut on your computer’s desktop to: http://www.calvin.edu/admin/campus-safety.
Telephone Resources

Emergency contact numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety Emergency Phone</td>
<td>3-3333 (campus phone) 616-526-3333</td>
</tr>
<tr>
<td></td>
<td>(cell or off campus)</td>
</tr>
<tr>
<td>Campus Safety non-emergency</td>
<td>616-526-6452</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>616-526-8591</td>
</tr>
<tr>
<td>Escort Service - Calvin Campus Safety</td>
<td>616-526-6452</td>
</tr>
<tr>
<td>Grand Rapids Police Department</td>
<td>911 (emergency) or 616-456-3400 (non-emergency)</td>
</tr>
<tr>
<td>MED-1 Occupational Health Services</td>
<td>616-281-6000</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>616-526-6444</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Silent Observer - Grand Rapids Police</td>
<td>616-774-2345</td>
</tr>
<tr>
<td>Dept.</td>
<td></td>
</tr>
</tbody>
</table>

Communication During Emergencies

Emergency Alert / Notification to College Community

Notification of the critical incident to those on campus will be via the most suitable form of communication available. This will include, but not be limited to the following:

- The fire alarm system, which activates to signal that a building evacuation is required.
- Department Emergency Liaisons
  - The Emergency Liaison is the primary communications link between Campus Safety and all building occupants within a department in the event of weather emergencies, building evacuations and other disasters. The Emergency Liaison is responsible for informing staff, faculty, students and guests where the shelter area and designated gathering place is for a given department.
  - During a building evacuation the Emergency Liaison will direct Faculty and Staff members, or other appropriate staff within the department, to walk quickly through the department to verify that everyone is leaving. Then the Emergency Liaison will proceed to the designated gathering place. As faculty and staff members arrive at the gathering place, they are to report any issues of concern to the Emergency Liaison.
  - During an emergency evacuation one employee remains with individuals who are disabled and need assistance (in a designated area of refuge), while another employee notifies Campus Safety by phone or in person about the people left inside. The employee and the individual with a disability should wait in the area of refuge for fire and rescue professionals
who are trained to deal with such emergencies.
  - Campus and public safety personnel will check with Emergency Liaisons for evacuation status reports and will notify Emergency Liaisons when buildings are cleared for reentry.

- The Calvin College Web site will post links to updates regarding emergency situations on the Home page. Updates are posted by Calvin's Web Manager with information released by Media Relations.
- E-mail SOS-Calvin messages may be sent out to the entire campus.
- A 1-800 number will be made available so that people can call and hear the latest updates during an emergency.
- Two-way emergency radios are used by Campus Safety and Crisis Management Team members during critical incidents. Team members will receive radios from Campus Safety when a critical incident response is occurring.
- Bullhorns can be obtained from Campus Safety and the Instructional Resource Center, located in Hiemenga Hall 211.
- Cell phones are useful during an emergency; however, they should only be used for the most important short communications since the available bandwidth can easily be overwhelmed.

Some campus telephones may not operate during a power outage, but mobile phones are likely to be operating. There are red "Emergency Phones" set up in select departmental offices and Residence Directors' apartments. These red phones will remain functional during a power failure and are to be used ONLY for priority communications during emergencies or to report an emergency. These phones are not intended for personal use.

Inquiries from the Media

This information is available to the Calvin College and Seminary community after login.

Calvin College faculty, staff, and students
Please use your Novel username and password to login.

Crisis Management plan

This information is available to the Calvin College and Seminary community after login.

Calvin College faculty, staff, and students
Please use your Novel username and password to login.

Building Evacuation Procedures
All building evacuations will occur when the building fire alarm sounds or upon notification by the Campus Safety Department via phone or e-mail or when contact is made by the departmental Emergency Liaison. Know the posted evacuation routes and exits for your area and building.

**If you must evacuate from a building**

- Walk to the nearest exit.
- Do not use elevators.
- Assist people with disabilities to exit out of the building if that is possible without using an elevator or stairs. If the floor has no exit to grade (ground level), then proceed to the closest **AREA OF REFUGE**. An area of refuge is an area or room where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. These designated areas have a one-hour fire rating and smoke shield (this is provided by being beyond closed fire doors, or a sprinkling system). These areas of refuge are close to elevators, are along the path of travel toward an exit, and have enough room for two wheelchairs. Areas of refuge have been designated with posted signs and are listed below. Some areas of refuge are on stairway landings, but only if there is adequate space so that a wheelchair does not block the exit route for others. Be sure that an able-bodied person stays with the person who is disabled and that they have a phone with them. Emergency personnel must be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.
- Proceed to your department's designated gathering place outside the building and attempt to make certain that all persons are accounted for. Stay at least 300 feet from the building.
- Notify Campus Safety or emergency personnel if you are aware of people that are still in the building.

Remain outside until notified to return by emergency personnel or Campus Safety.

**If you must evacuate from a Classroom**

- The instructor should tell students to assemble in the designated gathering place for the department in which the class is located. The instructor should make certain that all students have left the classroom before they exit the area themselves.
- Notify Campus Safety or emergency personnel if all students cannot be accounted for

**Evacuation/Refuge Plan for Persons with Disabilities**

The most important factor in emergency safety for individuals with disabilities is
advanced planning. Appointed faculty or staff members are aware of the location of
students, faculty, and staff who have sensory, psychiatric, mobility, cognitive or chronic
health impairments and require assistance for evacuation. Departmental Emergency
Liaisons, faculty and staff members are responsible for providing aid for any individual
in the building who needs special assistance during emergency situations. Even though
specific people may have been designated as Evacuation Facilitators, all members of
the Calvin College community are encouraged to assist others who may need their
assistance. Evacuation maps are located in classrooms and meeting rooms.

The Human Resources office provides a process for staff to identify that they have a
disability and need assistance during emergency evacuations. The Provost's office
provides a process for faculty to identify that they have a disability and need assistance
during emergency evacuations.

Students with disabilities who require assistance with evacuation must notify and
submit documentation to Services for Students with Disabilities located in the Student
Academic Services Office.

When an Evacuation is Ordered

- Assist with the evacuation of people with disabilities. Do not use elevators,
  unless authorized to do so by police or fire personnel. Elevators can fail during a
  fire.
- Ask an individual with a disability how you can help before giving assistance, ask
  how he/she can be best assisted or transported. Ask whether there are any
  special considerations in dealing with the individual with a disability or any
  special items he/she needs.

Mobility Impairment

- Clear the exit route of debris so that the individual with a disability can move to a
  safer area.
- Assist people with disabilities to exit out of the building if that is possible without
  using an elevator or stairs. If the floor has no exit to grade (ground level), then
  proceed to the closest AREA OF REFUGE. An area of refuge is an area or room
  where persons unable to use stairways can remain temporarily to await
  instructions or assistance during emergency evacuation. These designated areas
  have a one-hour fire rating and smoke shield (this is provided by being beyond
  closed fire doors, or a sprinkling system). These areas of refuge are close to
  elevators, are along the path of travel toward an exit, and have enough room for
  two wheelchairs. Areas of refuge have been designated with posted signs and
  are listed below. Some areas of refuge are on stairway landings, but only if there
  is adequate space so that a wheelchair does not block the exit route for others.
- During an emergency evacuation one Faculty or staff member remains with an
  individual who needs assistance while another Faculty or staff member notifies
  Campus Safety by phone or in person.
• If possible make sure that a phone is available for people who remain in an area of refuge during an evacuation. This phone can be used to call 911.
• The faculty or staff member and the individual with a disability should wait in the area of refuge for fire and rescue professionals who are trained to deal with such emergencies.

Do not attempt to carry persons needing assistance down the stairs in the event of a drill!

• Notify the Emergency Liaison or Campus Safety immediately about any people remaining in the building giving specific locations of their whereabouts.
• Police or fire personnel will decide whether an individual is safe where he/she is and will evacuate as necessary.
• **Areas of Refuge**
  • **Commons Annex O Level**: South stairwell
  • **Commons 300 Level**: Knollcrest Room
  • **Lab Theatre under Chapel (Chapel 100 Level)**: E elevator corridor beyond firedoors
  • **Chapel**: South stairwell
  • **DeVos 200 Level**: Classroom 230
  • **DeVries 200 and 300 Levels**: Atrium
  • **Engineering 200 Level**: North or south stair lobby with mechanical room doors closed
  • **Hiemenga 400 Level**: Conference room 440
  • **Hekman 100 Level**: Office 105
  • **Hekman 400 Level**: Southwest stair landing
  • **Hekman 500 Level**: Southeast stair landing
  • **North Hall 0 Level**: Northwest stair landing
  • **North Hall 200 Level**: Office 270
  • **Prince Lodging 300 Level**: Elevator lobby
  • **Science 200 and 300 Levels**: Atrium
  • **Spoelhof College Center 100 Level**: Northwest or southwest stair landing
  • **Seminary upper classrooms**: Classroom 240
  • **Timmer Residence Hall**:
    • **0 Level**: 29A Snack Lounge
    • **200 Level**: 237A Snack Lounge
    • **300 Level**: 324 Snack Lounge
  • **Kalsbeek Huizenga Residence Hall**:
    • **0 Level**: Elevator Lobby
    • **200 Level**: Elevator Lobby
    • **300 Level**: Elevator Lobby
  • **PHI CHI Apartments**: Any apartment that is near the elevator
Blindness or Visual Impairment

- Give verbal instructions or information (e.g. elevators cannot be used) about the safest route using detailed directions, estimated distances, and directional terms.
- Offer to lead an individual out of the building to safety.
- Do not grasp the arm of an individual who is blind or has a visual impairment. Ask if he/she would like to hold onto your arm as you exit, especially if there is debris or a crowd on the route.

Deafness or Hearing Loss

- Touch or gain eye contact to get the attention of an individual who is deaf or hard of hearing.
- Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement.
- Point to posted exit and evacuation maps.

Power Outage Procedures

- If an outage occurs during the day, an individual with a disability may choose to wait in the building until electricity is restored. An individual should move near a window with natural light which is also near an operational telephone. Campus Safety should be notified. If an individual with a disability would like to leave during the power outage and/or an evacuation has been ordered, call Campus Safety at 3-3333 and arrangements will be made to get the person evacuated.
- If the power outage occurs at night and a person with a disability would like to leave, call Campus Safety at 3-3333. Campus telephones may not be operational during a power outage, but cell phones are likely to be operational. If using a cell phone to report an emergency, call 526-3333.

Campus-Wide Evacuation Procedures

In the event of a major catastrophe that requires the evacuation of the campus, you will be alerted by the Campus Safety Department verbally, through the Emergency Notification System via phone, email, text message or when contact is made by the departmental Emergency Liaison. The fire alarm may be activated to clear each individual building. Know the posted evacuation routes and exits for your area and building. To participate in the Emergency Notification System you must sign up by going to https://kv.calvin.edu/go/emergency-notification

If you are instructed to evacuate campus

- Walk to the nearest exit of the building.
- Do not use elevators.
- Assist people with disabilities with getting to the closest area of refuge.
Emergency personnel should be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.

- Gather outside the building at your department's designated gathering place and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Notify Campus Safety or emergency personnel if you are aware of people that are still in the building.
- Campus Safety, emergency personnel or an Emergency Liaison person will give information on the nature of the emergency that requires evacuation of the campus. This may include the distance and direction you must travel from the campus, the possible duration of the evacuation, and the time by which the campus must be evacuated.
- People might be instructed to go home. For students who do not live in close proximity to the college and do not have their own transportation, other people with vehicles may be asked to transport those without transportation to off-campus locations - this may be to their residence or someone else's residence if this location is outside the established area of evacuation.
- Those who require transport to a location outside the established area of evacuation will be provided transportation as arranged by the college, through Dean Transportation (Grand Rapids Public Schools transportation vendor) or through The Rapid public transportation system. They will be transported to nearby churches outside of the established area of evacuation, and emergency services will be contacted to assist with comfort needs.

Once an evacuation of campus is ordered, no one should return until emergency personnel advise Campus Safety that the area can be reoccupied. Updated information will be disseminated via the Calvin Web page, the emergency notification system which uses phone, e-mail and text, or by an emergency hotline number, and through local media outlets.

**Campus Fire Procedures**

If a fire alarm has been activated in a campus building, always assume that there is a fire. Know the locations of fire extinguishers, posted evacuation routes, exits, and fire alarm systems in your area.

Please avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke and fire to enter stairwells and exit hallways, severely jeopardizing safe evacuation and hampering efforts of fire department personnel.

**If you discover a fire**

- Activate the nearest fire alarm pull station.
- Alert people in the immediate area of the danger and that they need to evacuate.
- Shut down hazardous equipment such as gas valves in the area.
- Immediately exit the building, closing doors between you and the fire.
When you are in a place of safety, dial 3-3333 from an on campus phone, or 526-3333 from a cell phone and inform Campus Safety of the location and nature of the fire.

If the Fire Alarm sounds

- Walk to the nearest exit, closing doors between you and the fire.
- Do not use elevators.
- The instructor should ask students to assemble in the designated gathering place for the department in which the class is located. The instructor should make certain that all students have left the classroom before they exit the area themselves.
- Assist people with disabilities with getting to the closest area of refuge. See the section titled "Evacuation for People with Disabilities."
- Notify Campus Safety or fire personnel if you suspect someone is trapped in the building.
- Gather outside the building at your designated gathering place, and Emergency Liaisons will attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Remain outside until notified by emergency personnel or Campus Safety.

If trapped in a room

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.

If trapped in smoke

- Drop and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

If forced to advance through flames

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed as much as possible

When to use a Fire Extinguisher
• Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained
• An extinguisher can be used to suppress a fire that blocks your exit from the building
• Remember PASS, the four basic steps to operating a fire extinguisher
  
P: Pull the pin
A: Aim the extinguisher hose at the base of the fire
S: Squeeze the lever
S: Sweep from side to side

Severe Weather

Tornado Watch
A tornado watch means that weather conditions are favorable for the formation of a tornado. Whenever a tornado watch is issued, Campus Safety will contact the Emergency Liaisons via the Emergency Notification System to advise that a watch is in effect. The Emergency Liaisons will contact individuals and groups occupying departmental spaces to notify them of the watch.
When notified of a tornado watch, persons in charge of activities in the Physical Education Building, the Fine Arts Auditorium, the Seminary Chapel and Auditorium, the Chapel, and the Gezon Auditorium, which are open span structures with little protection, must inform persons in these areas of the watch. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

Tornado warning
A tornado warning is issued when a tornado has actually been sighted in the surrounding area. Emergency warning sirens are activated when there is a tornado warning. When a tornado warning is issued, Campus Safety will contact departmental Emergency Liaisons via the Emergency Notification System to advise that a warning is in effect. The Emergency Liaisons will contact individuals and groups occupying departmental spaces to notify them of the warning and will instruct occupants to proceed to the designated shelter area.

Emergency Warning Sirens

• The emergency warning sirens emit a continuous five-minute sound warning. The Kent County Emergency Services siren is located on the east side of the East Beltline near Calvin's Crossing.
• The siren is used to alert the public of an impending danger such as tornado, severe thunderstorm with high winds or large hail, hazardous material spill, or a national threat. If you hear the siren, you should take cover inside and tune into your local radio, television stations, or the National Weather Service Web site for
Calvin College Emergency plan

Further instructions. If you cannot get to a radio or television, initiate tornado protection procedures as this is the most likely reason for the siren to sound.

- The siren does not sound for the entire duration of a tornado warning. It will sound again when the "all clear" is given.
- The emergency warning siren is tested at noon on the first Friday of the month from April through October. These tests last for one minute. If the emergency warning siren sounds on a Friday at noon for longer than 60 seconds, you should initiate tornado protection procedures.

If a tornado warning has been issued and you are inside

- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to the appropriate shelter area designated for your building. Maps are posted in classrooms, labs, and meeting rooms. A list of appropriate shelter areas is found on the following page.
- Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.
- Do not leave the shelter area until after the storm is over. The Campus Safety Department will notify those in shelter areas once the threat has passed.
- Continue to monitor the weather via radio, television or internet until the tornado watch has been lifted for your area.

If a tornado warning has been issued and you are outside:

- Look for a nearby safe structure in which to take shelter.
- If you are on campus go to the shelter area of the nearest building.
- If you are in your car, get out of it. Never try to outrun a tornado.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

Severe Thunderstorm Warning

A severe thunderstorm warning means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds and hail.

If you can hear thunder you are within striking distance for lightning. Seek sturdy
indoor shelter. Stay away from windows. Do not touch items that conduct electricity.
In the event of a lightning sighting, Calvin's swimming pool will be cleared. Swimmers
will be allowed in the water after there has been a 30 minute period with no lightning
sightings.

**Shelter Areas**

Know the shelter area for your work area or classroom. Maps are posted in
classrooms, labs, and meeting rooms. In the event of severe weather conditions,
occupants of the following buildings should go to the shelter area indicated:

**Campus Building**

<table>
<thead>
<tr>
<th>Building</th>
<th>Shelter Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunker Interpretive Center</td>
<td>lower level corridor</td>
</tr>
<tr>
<td>Chapel</td>
<td>Multipurpose room and basement, area near Lab Theater</td>
</tr>
<tr>
<td>Commons</td>
<td>Coffee Shop in Cave, lower level interior hallways</td>
</tr>
<tr>
<td>Commons Annex</td>
<td>Commons Lecture Hall, lower level interior hallways</td>
</tr>
<tr>
<td>DeVos Communication Center</td>
<td>Lower Level corridor</td>
</tr>
<tr>
<td>DeVries Hall</td>
<td>Basement level of Science Building</td>
</tr>
<tr>
<td>Engineering Building</td>
<td>Basement level of Science Building</td>
</tr>
<tr>
<td>Fine Arts Center</td>
<td>Green Room and hallway behind stage on main floor, and Basement, lower level interior</td>
</tr>
<tr>
<td>Knollcrest Dining Hall</td>
<td>Nearest residence hall basements</td>
</tr>
<tr>
<td>Knollcrest East Apartments</td>
<td>Lower level corridors</td>
</tr>
<tr>
<td>Library/Hiemenga Hall</td>
<td>Lower level</td>
</tr>
<tr>
<td>Mail and Print Building</td>
<td>1st floor Restrooms</td>
</tr>
<tr>
<td>North Hall</td>
<td>Basement level of Science Building</td>
</tr>
<tr>
<td>Spoelhof Fieldhouse Complex</td>
<td>Locker rooms</td>
</tr>
<tr>
<td>Prince Conference Center</td>
<td>Lowest level of lodging wing</td>
</tr>
<tr>
<td>2041 Raybrook</td>
<td>Lowest level, east end stairwell</td>
</tr>
<tr>
<td>Residence halls</td>
<td>Basements, corridors preferable</td>
</tr>
<tr>
<td>Science Building</td>
<td>Basement level</td>
</tr>
<tr>
<td>Seminary</td>
<td>Corridors, inside walls and limited basement areas</td>
</tr>
<tr>
<td>Seminary housing apartments</td>
<td>Basements</td>
</tr>
<tr>
<td>Service Building</td>
<td>Restrooms</td>
</tr>
<tr>
<td>Spoelhof College Center</td>
<td>Lowest level (Art Department)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calvin College Emergency plan</th>
<th>New</th>
<th>2/14/2017</th>
<th>CT</th>
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<tbody>
<tr>
<td>Title</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Revision</td>
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<td></td>
<td></td>
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<tr>
<td>Date</td>
<td></td>
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</tr>
<tr>
<td>Approved</td>
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</tr>
</tbody>
</table>

Basement level of Surge Building (1570)
Surge Building  East Beltline
Youngsma Center  Basement level of Surge Building (1570 East Beltline)

**Termination of College Classes, Activities, and/or Closing Offices**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Suspicious Persons & Criminal Behavior**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Hostage Situations**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Acts of Violence**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Sheltering in Place During a Chemical Discharge Event**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Bomb Threat Procedures**

This information is available to the Calvin College and Seminary community after login. Calvin College faculty, staff, and students
Please use your username and password to login.

**Suspicious Mail or Package**
Hazardous Materials Incidents

Anyone who discovers a spill or release of a **hazardous material** (anything that can cause fire or explosion, skin or inhalation hazard, or environmental contamination) should take the following steps:

- **Evacuate** the affected area (if the entire building is affected pull the Fire Alarm)
- **Notify** Campus Safety at 3-3333 or 526-3333

Campus Safety will call:

- Calvin’s Spill Advisory Team
- Grand Rapids Fire Department by calling 911 for all emergency spills (defined below)
- **Barricade** the area to keep others out
- **Complete** a Hazardous Materials Incident Report and send it to Environmental Health and Safety.

Do the following ONLY if you can without endangering yourself:

- **Identify** the spilled material (container labels, shipping papers, MSDS)
- **Extinguish** sources of ignition (unplug electrical devices)
- **Isolate** the vapors (close the area off from the rest of the building)
- **Ventilate** the spill area (open windows and doors to let fresh air in)

**An Emergency Spill is a hazardous material incident where ANY of the following are true:**

- People have symptoms of exposure (skin is affected, eyes are burning, breathing trouble, dizziness, headaches)
- Chemicals are mixing and heat or vapors are being released
- The spilled material cannot be identified
- The building has been evacuated
- The people involved are uneasy or unsure of what to do

Calvin College Emergency plan

<table>
<thead>
<tr>
<th>Title</th>
<th>Revision</th>
<th>Date</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>2/14/2017</td>
<td>CT</td>
<td></td>
</tr>
</tbody>
</table>
• The hazardous material is
  o flammable
  o explosive
  o under pressure
  o highly toxic
  o highly infectious
  o radioactive

Calvin employees with specialized training or laboratory personnel with the expertise necessary to proceed safely may follow additional instructions that can be found in the Calvin College Chemical Hygiene Plan for situations that are NOT emergency spills.

**Radiological Accidents**

Calvin College is required to have a radiation safety officer whose job is to ensure that rules are followed, records are kept and personnel and the environment are kept safe. Calvin College is only allowed to possess relatively low quantities of radioactive materials.

• In case of a radiological accident, first contact Campus Safety at 3-3333.
• Campus Safety will contact Professor of Physics and Astronomy Steven Steenwyk, the Radiation Safety Officer.

Professor Steenwyk should also be contacted when there are questions or to report suspected radiation problems. Such problems may be actual exposure threats such as losing a sealed source or a spill of a "labeled" chemical substance. Problems may also be of a potential nature, i.e. you may suspect that an unknown bottle contains a radioactive substance or you may believe safe procedures are not being followed where you work.

**Biological Accidents**

• Do not attempt to clean up this type of spill unless you have been properly trained. Spills of human blood and other body fluids are to be cleaned up by staff that have bloodborne pathogens training. Spills of other potentially infectious materials should only be cleaned up by the lab manager or professors who use and understand the material that was spilled.
• If the spill occurs in a science lab, report incident to lab manager or professor immediately.

If the spill occurs anywhere else on campus, call Campus Safety at 3-3333. Campus Safety will notify the appropriate people.

**Utility Failure**
If an electrical power failure, gas line break, heating emergency or a water main break occurs, the following procedures should be carried out:

**During regular business hours, weekdays**

- Call the Physical Plant department by dialing 526-6444 to notify them of the utility requiring maintenance.
- If Campus Safety assistance is also needed, such as help in evacuating the building.
  - Call the Campus Safety dispatcher in an **EMERGENCY**
    - Dial 3-3333 (campus phone)
    - Dial 526-3333 (off-campus or cell phone)
  - In a **NON-EMERGENCY** call Campus Safety
    - Dial 6-6452 (campus phone)
    - Dial 526-6452 (off campus or cell phone)

**After regular business hours, weekdays, and on weekends**

- Call the Campus Safety dispatcher (numbers are listed in the previous section). The dispatcher will contact the on-call emergency maintenance person and will dispatch Campus Safety personnel to the scene as appropriate.

**Additional procedures**

- If appropriate due to the life-threatening nature of a utility emergency, or if directed to do so, activate the building fire alarm at a nearby pull-station to assist with evacuation of the building.
- Departmental Emergency Liaisons along with other faculty and staff will assist in evacuating the building by informing others in the area of the nature of the emergency and directing them to exit the building. They will also identify handicapped persons who need help in exiting the building.
- Laboratory staff should secure all experiments and unplug electrical equipment before evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening windows and doors. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until power is returned.
- Do not use candles or other types of open flame for lighting.
- Unplug all electrical equipment including computers, and turn off light switches.
- Do not use elevators.
- Emergency lighting for classrooms, meeting spaces and hallways will function in a power outage for a short period of time.
- Once outside, move at least 300 feet from the affected building and ask others to do so. Keep the area clear for emergency vehicles and crews to perform their duties.
- Do not return to an evacuated building unless told to do so by Campus Safety or
the Physical Plant department.

**If you know people are trapped in an elevator**

- Tell passengers to stay calm and that you are getting help.
- Call Campus Safety at 3-3333 and provide information (location, how many people, etc.)
- Stay near passengers until Campus Safety or other assistance arrives, provided it is safe to stay in the building.

**Phone Use during an electrical power failure**

- There are red “Emergency Phones” set up in select departmental offices and Residence Directors apartments.
- These red phones will remain functional during a power failure and are to be used ONLY for priority communications during emergencies or to report an emergency. These phones are not intended for personal use. Anyone who reports an emergency to Campus Safety must dial 9-526-3333 when using the “Emergency Phones.”

**Medical & First Aid**

It is important that you know what to do and who to contact if you or someone else is injured at Calvin. The information below provides instruction for emergent work related injuries. For information on dealing with non-emergency work-related injuries or illnesses contact the EHOS office at 526-8591.

**Emergency or Urgent Medical Situations**

- For first aid or to get help notifying Emergency Medical Services (EMS) call **Campus Safety** at 3-3333
- To notify EMS, of a fire, police or ambulance emergencies call **911 from a campus phone** (Campus Safety will be notified automatically that a 911 call was made. Campus Safety dispatch will call you or send a Campus Safety officer. A Campus Safety patrol car will escort the emergency responders to the emergency.) **OR call 911 from a cell phone** (This bypasses Campus Safety and could waste time while emergency vehicles try to find the emergency.) After using a cell phone to call 911, contact the Campus Safety Dispatch at 526-3333 and inform the dispatcher of the emergency to insure Campus Safety officers can direct emergency responders to the scene.

**Sudden Cardiac Arrest**

- Calvin College has a public access defibrillation program with **Automated**
External Defibrillators (AED) for use by any member of the community who has Cardiopulmonary Resuscitation (CPR) and AED training. AED locations can be found at:
http://www.calvin.edu/admin/physicalplant/departments/ehs/policies/aed/aed-program.pdf

- Each use of an AED shall be accompanied by a call to Campus Safety at 3-3333. Campus Safety will call 911 to ensure timely provision of advanced life support and transport to an emergency medical facility.
- When a call for emergency aid is received, the nearest available Calvin College Campus Safety Officer equipped with an AED shall respond to assist other responding personnel. Cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) shall be provided as appropriate until the local EMS staff arrives to assume responsibility.

First Aid Guidelines

- Campus Safety Officers (CSO) and Campus Safety Supervisors (CSS) are the designated “first aid responders” at Calvin College for student, faculty, staff and visitor injuries. They carry first aid supplies with them.
- Calvin employees are encouraged to call campus safety whenever first aid is required. Before the CSO/CSS arrives, first aid supplies found in the department first aid kit can be provided for an individual to use, such as gauze pads to hold on a wound to stop bleeding. Precautions must be taken to prevent exposing employees who have not had training in the prevention of bloodborne pathogens exposure to blood and body fluids.

Work-Related Injury or Illness

- For work-related injury/illness care beyond first aid when an ambulance is not called, you will be directed to:

MED -1 Leonard Clinic (phone 616-742-0255)
1140 Monroe Ave. NW
Grand Rapids, Mi. 49503

Recordkeeping Requirements

IMPORTANT NOTE: Fill out an Employee Injury Report Form within 24 hours of an injury. Report forms are available online at: Injury Form

If you are hurt from an incident that happens while you are at work, fill out a report. It is always best to have a report filed in case a minor injury progresses to something more serious. In cases where an injury is reported a week after it happened, it may be difficult to prove that it was work related. The rule is: report injuries to your supervisor and file
an Injury Report within 24 hours of any injury. Send your completed and signed (by your supervisor) report to the Environmental Health & Safety officer and human resources.