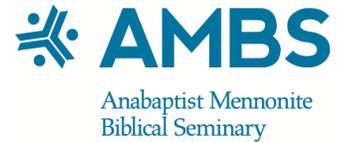


Title: Emergency Response Plan and Timely Warning Procedure

Functional Area: Core

Last Updated: August 2021

Approved by: CFO and Maintenance Director



AMBS is committed to providing a safe and secure campus work and learning environment for students, employees and the community at large. AMBS will respond to an emergency in a safe and timely manner; will provide support to emergency responders from off-campus agencies; will assist students, faculty, staff and visitors; and will effectively communicate the status of events. Priorities in AMBS's emergency response will be:

- Preserve life, safety and health of individuals
- Protect facilities, equipment and services from loss during an emergency
- Effectively communicate with all parties throughout the emergency
- Maintain the continuity of seminary operations

The CFO and Maintenance Director are responsible for keeping this plan up-to-date.

Emergencies or dangerous situations

If you encounter a situation or incident on campus that involves an emergency or dangerous situation (including an active shooter), first make sure you are in a safe place.

Call 911 if the emergency/danger is severe.

Contact the AMBS CFO or in his/her absence the Acting Campus Safety Officer. If direct contact with the CFO is not possible, contact any faculty or staff member. See phone list below.

The CFO will immediately consult with the President and others as appropriate to determine next steps in response and notification. Depending on the severity of the emergency, a Critical Incident Response Team may be assembled for continued response.

The CFO or designee will notify the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors occurring on campus.

Email, office phone announcement and in-person announcements/warnings will be used as appropriate. Website and print may also be used for less urgent emergencies.

AMBS administrators will continue to monitor the situation, respond, and communicate as the situation merits until the emergency has passed.

Timely warnings

The campus community also will be notified of non-emergency situations that are deemed important to maintain safety to persons and property, but don't pose an immediate threat. The communication will include a description of the event and appropriate steps to be taken for safety and security. Examples include:

- A vehicle is vandalized overnight in a campus parking lot
- A violent crime occurs in the surrounding neighborhoods
- A planned power outage for repair purposes

Emergency contact information

Title	Name	Phone number
Elkhart city emergency personnel	Police/Ambulance	911
CFO	Deanna Risser	574.296.6212 574.370.9618 (cell)
President	David Boshart	574.296.6243
Receptionist	Linsey Vandrick	574.295.3726
Director of Maintenance	Jeff Marshall	574.298.2575 (cell) 574.296.6241
Assistant Director of Maintenance	Norm Cender	574.296.6259 574.238.5233 (cell)
Academic Dean	Beverly Lapp	574.296.6267
VP for Advancement and Enrollment	Daniel Grimes	574.296.6266
Dean of Lifelong Learning	Jewel Gingerich Longenecker	574.296.6222
Executive Assistant to the President & Academic Dean	Karen Stoltzfus	574.296.6244

Additional emergency phone numbers

American Red Cross, Elkhart Chapter	574.293.6519
Rape or Domestic Violence Elkhart County Women's Shelter YMCA Women's Resource Center	574.294.1811 574.293.8671
Poison Control Center	800.382.9097
Elkhart Police (non-911)	574.295.7070
Elkhart Fire Department	574.293.8931
Elkhart General Hospital	574.294.2621
Elkhart Public Works and Utilities (water and sewer)	574.293.2572

Natural Gas Provider (NIPSCO)	
Report a Gas Leak	800.634.3524
Report a Power Outage	800.464.7726
Director of Campus Ministries, Janeen Bertsche Johnson	574.296.6216
Director of Campus Care, Andy Brubacher Kaethler	574.296.6284

Emergency response and evacuation procedures summary

The seminary’s CFO is responsible to notify faculty, staff and students of emergency situations (e.g., inclement weather, building evacuations, campus closures). AMBS uses several tools to make sure everyone on campus is informed during an emergency event—including the seminary’s website, email communication, telephone, printed materials and in-person announcements. The seminary will use all appropriate means to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate communication procedures above, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The CFO (or the acting Campus Safety Officer in the absence of the CFO) will immediately consult with the President or Academic Dean about the situation, gather all of the facts available and determine that there is a significant emergency. The CFO will, in light of the specific facts and circumstances of the situation, determine whom to notify, determine the content of the notification, and initiate the notification process. Other members of the Administrative Cabinet and faculty or staff will be consulted as necessary. Based on the severity of the situation, a Critical Incident Response Team (CIRT) will be called together for further response to the emergency and aftermath.

In addition to the above, the seminary will communicate with local emergency management and law enforcement agencies as quickly as possible concerning any emergency, as appropriate to the particular situation. For more information concerning the seminary’s emergency preparedness procedures, visit the Campus Security page on the AMBS website.

The seminary will test procedures annually at a minimum. Tests may be announced or unannounced, and a report of the test will be documented. At least biennially, the President will review the crime and fire statistics and the campus emergency plan and revise as necessary.

--Last updated August 2021