



Seattle Bible College

**Emergency Situations Manual  
(ESM)**

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## **Introduction**

Seattle Bible College strives to provide a safe environment for students, staff, and faculty. Even though SBC cannot guarantee an individual 100% protection from all known and unknown emergency situations, information provided in this manual will assist individuals in knowing what to do in case of an actual emergency.

Seattle Bible College has one of the most secure and safe records of area colleges and other schools of higher learning in the Puget Sound.

Since its conception in 1955, SBC has not had any reported on-campus cases of:

- Sexual crimes
- Assaults
- Vehicle break ins
- Other types of criminal activity

\*Regarding thefts, only one case of a theft has occurred at Seattle Bible College. Note: situation occurred when staff and students were not present.

In addition, SBC has not endured on-campus property damage or personal medical injuries due to:

- Fire
- Earthquake
- Other natural disasters

**Disclaimer Notice:** The procedures presented in this manual are intended to assist Seattle Bible College students, faculty, and staff in case of real emergency situations. Sonrise Christian Center and Seattle Bible College will not be held liable

## **Designated Secure Areas**

Seattle Bible College and Sonrise Christian Center have designated certain areas as meeting places in case of emergency situations. If a situation requires evacuation from SBC, **move to the designated meeting area and remain at that area until SBC Administration has deemed it safe to either return to SBC or be dismissed for remainder of day.**

Do **NOT** leave designated meeting area until released from SBC Administration.

A roll call will be conducted at the designated meeting area to ensure all students, staff, and faculty are accounted for.

### **For Fire or Gas Leaks**

Designated meeting area: **Front building parking lot** (by Airport Rd). Vacate Seattle Bible College and move to this area until released.

### **For Criminal Activity**

Designated meeting area-**low level threat**: If able to escape from threat, vacate SBC and move to other side of Sonrise building or barricade self inside classroom. Low level examples include trespassers, people under influence of alcohol or drugs.

Designated meeting- **high level threat**: Proceed to Walmart parking lot through designated escape route. High level examples are armed intruders (knife, gun, etc.)

### **For Armed Intruder/Active Shooter**

Designated meeting area: If able to escape from threat, vacate SBC and move to **Walmart Parking Lot**. If threat has entered SBC from hallway upstairs, immediately proceed to **Starbucks**.

## **Fire or Gas Leak**

In case of a fire or gas leak at Seattle Bible College, please report the fire to SBC staff/faculty and evacuate your immediate area. Report to the designated area as determined by SBC (see section in previous page).

There are 2 fire extinguishers located at SBC. Do not attempt to extinguish fire, please vacate SBC as soon as possible. Only SBC staff/faculty is approved for use of extinguishers.

1. First Location: Main floor at end of hallway just past the restrooms.
2. Second location: Upstairs in the staff kitchen area.

**Note on active fire:** If room/school fills with smoke, cover mouth, drop to floor and crawl toward an exit. Stay low to the ground and always touch a door handle first to feel warmth of door and handle before opening any door of escape.

If your clothing catches on fire remember to ***STOP, DROP, and ROLL.***

- **Stop** walking or running.
- **Drop** to the floor.
- **Roll** to smother the fire.

**Note on active gas leak:** Please report to staff/faculty any unusual odors. If suspected gas leak, vacate SBC building as quickly as possible and proceed to the designated meeting area.

## Earthquakes

If you are inside the building of Seattle Bible College during an earthquake, follow the advice recommended by [www.ready.gov](http://www.ready.gov). ***DROP, COVER, HOLD and STAY.***

- **Drop** down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!)
- **Cover** your head and neck with your arms to protect yourself from falling debris.
  - 1) If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table. Protect your eyes and head from flying glass and other objects by using one arm to cover eyes/head.
  - 2) If no sturdy shelter is nearby, crawl away from windows, next to an interior wall. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- **Hold** on to any sturdy covering so you can move with it until the shaking stops. While one arm is holding onto something to brace yourself, use other arm to shield and protect eyes/head from falling or flying objects.
- **Stay** where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

\*If inside SBC building during an active earthquake, do not go outside. Most injuries/deaths occur from falling debris

## **Criminal Activity**

Criminal activity situations can be categorized, but not limited to thefts, assaults, robbery, drug activity, car break-ins, threats and other types of activity that may cause harm to you, others or property. If activity is a direct threat towards students/staff that will likely result in serious harm, and or death, vacate the SBC campus, call 911 and *relocate to the designated space as stated in this manual.*

In case of criminal activity on the SBC campus, please refer to the following guidelines to help ensure your safety:

1. Report any suspicious activity at once to SBC staff.
2. Call 911 if a criminal act is in progress. When reporting the crime, relate this information to the 911 operator:
  - a) What type of activity is occurring?
  - b) Your location and your name
  - c) Physical description of suspect(s). Race, clothing, age, weight, height. Also any distinguishing features such as scars, tattoos or other identifiers that will assist the police in locating the subject(s)
  - d) If vehicles are involved, provide color of vehicle(s), make, model and approx. year of the vehicle. Also any distinguishing features that can help in identifying suspect(s) vehicle.
3. Do not attempt to stop the criminal activity. It is imperative that you remain safe. Items can be replaced, you cannot! It is not worth serious injury or even death over items that are trying to be taken from you.
4. If there is a direct threat towards you, attempt to escape from the person(s) who are attempting to cause you harm. Your best defense is your voice. Yell/Scream as loud as you can to draw attention from others. If you are unable to escape, find the closest room and barricade self in that space. Bathrooms, classrooms, offices, etc.
5. If there is an armed subject, do **“NOT”** try to disarm subject unless to defend yourself and/or there is an immediate loss of life or serious injury to yourself or another student.
6. When engaging a subject, do not maintain eye contact with that subject. Do not argue or raise your voice, and at all means, try to remain calm. Focus is to be on their hands.
7. If activity is a car break-in, activate your car alarm if vehicle is equipped with one. If you notice a subject(s) near your vehicle when leaving school, do **“NOT”** proceed to your vehicle. Go back into SBC and contact staff.

## **Armed Intruder/Active Shooter**

In case of an armed intruder or active shooter, try to find nearest exit and escape. Proceed to the designated meeting area until released. If unable to escape, try to find a way to secure yourself inside a classroom or bathroom. Get low to the floor and stay away from windows and doors.

When securing yourself in classroom, use tables to barricade the door. Do “NOT” leave your secured area to see what’s happening, even if you think the threat is over. “WAIT” until law enforcements is on the scene and instructs you to evacuate.

If unable to contact SBC staff of intruder, 911 as soon as possible. Relate this information to the 911 operator:

- a) What type of activity is occurring?
- b) Your location and your name.
- c) Number of intruders.
- d) Physical description of suspect(s). Race, clothing, age, weight, height. Also any distinguishing features such as scars, tattoos or other identifiers that will assist the police in locating the subject(s)
- e) What type of weapons are they using?
- f) If vehicles are involved, provide color of vehicle(s), make, model and approx. year of the vehicle. Also any distinguishing features that can help in identifying suspect(s) vehicle
- g) If you are unable to escape, find the closest room and barricade self in that space. Bathrooms, classrooms, offices, etc.
- h) If there is an armed subject, do **NOT** try to disarm subject unless to defend yourself and/or there is an immediate loss of life or serious injury to yourself or another student.

If taken hostage, please refer to the following helpful guidelines to assist you in your ordeal (these guidelines were created by the Homeland Security Department):

**1. Find the Middle Position.** As a hostage, you don’t want to be too assertive and you don’t want to be too passive. If you are too assertive, you might be construed as being a hero or leader, which can be perceived as a challenge to the hostage-taker’s authority. If you are too passive, you might open yourself up to aggression. So, try to find a middle position and stay there.

**2. Be Human.** Humanize yourself. Taking the life of an innocent human is not an easy thing to do for most people. Your hostage-taker may be scared, nervous and not sure how to get out of this situation. You want to express to the hostage-taker

**3. Don't be A Nuisance.** Do not react to or dispute statements made by the hostage taker. Avoid sensitive topics with the hostage taker as well. Generally, the less you bother the hostage-taker, the less he/she will bother you.

**4. Don't Be A Hero.** Know your limits. A hostage situation is not like television. You do not want to stand out or take a leadership role. It is important to understand that in most hostage situations it is the hostage-taker's best interest and yours not to let it get violent. Doing something yourself to defuse the situation by verbal or physical action may result in the harm of yourself and other hostages.

**5. Personalize Yourself.** Use name as often as possible. Names personalize you to the hostage-taker making it harder for him/her to harm you. You want to connect with the hostage-taker by empathizing with him/her. Empathy is the fastest way to personalize yourself and create a bond. Stockholm syndrome works both ways, and hostage-takers are less likely to harm you if they feel a connection with you.

**6. Stay Calm.** Be calm and remember that "calm is contagious". This is not an easy thing to do in a hostage situation, it is important to be a model for all to see and a model for all to emulate. When you panic, so does the hostage-taker, and the situation can escalate beyond the hostage-taker's original intentions. Being calm is an important element in surviving a hostage situation.

**7. Never Turn Your Back.** You always want to face the hostage-taker. When you turn your back you become impersonal. It is easier to harm someone if you do not have to see their face, so always look at the hostage-taker; it increases your chances of survival.

**8. Don't Be Weak.** Whining and cowering reinforces power and encourages aggression towards you, so don't be a wimp.

**9. Don't Stare.** Maintain good, positive eye contact without staring. Staring can be a form of intimidation, but you want to look at the hostage-taker when he talks. Looking shows that you care enough to pay attention. Looking down or away harms your chances of humanizing yourself and makes you an easier target.

**10. Have A Survival Attitude.** Having a survival attitude is the most important thing to do in a hostage situation. Your survival attitude not only pertains to you but extends towards others. It is important to maintain a positive attitude for survival. Even though you are not in control, your attitude helps to set the tone in a hostage situation.

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There is no “one size fits all” in hostage situations. Every hostage incident is unique. Hostage-takers can be classified into four basic categories: a terrorist, a mentally disturbed person, a prison inmate, and a criminal. While these tips do not apply to every type of hostage situation, they do apply to most, and they give you the best chance at survival.

## **Parking Lot Awareness**

### **Parking your vehicle:**

1. If parking in spaces next to forest/swamp area, park your vehicle ***face in***. Never back your vehicle into a space. Reason, you are an easy target for robbery, sexual assault or other criminal activity. You will not be aware who is coming up behind you from the forest/swamp area. This area has a lot of homeless and drug users.

2. If a person approaches you from the forest/swamp area or is near your vehicle, ***do not*** get out of your vehicle. Keep doors locked and ready to call 911 if person tries to get into your vehicle. In addition, ***never roll your window down to talk with the subject***.

3. If person is attempting to break into your vehicle, call 911 immediately (**not SBC**). In addition, hit your panic button on your key (if you have one). The loud noise should scare off the subject. When talking with 911 operator, you should be asked the following questions:

1. What is your emergency
2. Your name and location
4. Description of your vehicle
5. Description of the subject or subjects if more than one
6. What is the subject(s) doing

### **Items inside your vehicle:**

1. When away from your vehicle, ***do not*** leave any valuable items in plain sight. These are quick sell items for criminals. If not taking items with you, lock items in the trunk of your vehicle.

Items include:

- Cell phone
- Cash
- Wallet
- Purse or Backpack
- Laptops/I-pads

## **Medical Emergency**

In case of a medical emergency, have SBC staff assess the situation and contact 911 immediately. Stay with the victim until emergency services (EMT, Fire, Police) arrives on the scene.

Guidelines for a medical emergency:

1. Do not move the victim unless absolutely necessary (fire, earthquake and falling debris)
2. Check airway for breathing and for a pulse. Either side of neck or wrist. Apply CPR if warranted.
3. Keep victim calm and comfortable if conscious
4. Apply direct pressure to the wound. If bleeding is from an arm or leg, elevate the limb **above** the level of the heart.
5. If limb is broken, try to immobilize/stabilize the limb from moving
6. If victim is choking apply Heimlich maneuver
7. If a victim is having a seizure:
  - Keep other people out of the way
  - Clear hard or sharp objects away from the person
  - **Don't** try to hold him/her down or stop the movements
  - Place him/her on their side, to keep airway clear
  - If able, look at your watch at the start of the seizure, to time its length
  - **Don't** put anything in his/her mouth. Contrary to popular belief, one cannot swallow their tongue during a seizure. If you attempt to put an object in their mouth, they can damage their teeth or bite you.

### **References/Research Used For This Manual**

US Department of Homeland Security. [www.dhs.gov](http://www.dhs.gov)

Seattle Pacific University. [www.spu.edu](http://www.spu.edu)

San Francisco Public Schools. [www.sfusd.edu](http://www.sfusd.edu)

Personal law enforcement training (18 years). State of Oregon.