

GORDON-CONWELL THEOLOGICAL SEMINARY

CAMPUS RESIDENCE BUILDING

**EMERGENCY
EVACUATION CONTINGENCY PLAN**

South Hamilton Campus

Updated: October 2018

SUBJECT: CAMPUS RESIDENCE BUILDING –EMERGENCY EVACUATION CONTINGENCY

PLAN FOR THE HAMILTON CAMPUS

The following procedure will be followed in the event of a serious emergency or crisis incident occurring at the Hamilton Campus that requires **contingency options** for some or all residential buildings (apartments or dormitories) for an extended period of time. Given the varying scope of disasters that can occur these guidelines will be modified, as appropriate, to respond to the specific emergency.

Definitions:

Short-term: Less than 24 (twenty four) hours.

Guidelines:

1. It is important for residents to note that the seminary has the ability to provide basic shelter and water for residents for short-term emergency evacuations and residential building closings only.

- The Seminary can provide basic life-sustaining water for up to 24 hours 24 hours.
- The Seminary can provide shelter from the elements in the Kerr Building short-term for up to 24 hours.

2. **Highlights for power outages (*Apartment Buildings, Pilgrim Hall and Retreat House*)**

- **The snow/rain/wind etc. may cause a power outage.**
- **In the event of a power outage, the Kerr building will be available for emergency heated shelter for up to 24 hours.**

- **The Kerr building can only provide water, no food, so all residents are expected to have their own off-campus plan (*with someone from church, etc.*) for where to go past 24 hours.**
- **During a power outage, the Housing Manager or Campus Safety will send out an update email, Facebook post or Send-Word-Now (SWN) alert as needed or as new information becomes available.**
- **In case you do not have access to email, the RLC's will post handwritten summaries of these updates on the bulletin board in the entryway of the apartment buildings, Pilgrim Hall and Retreat House.**

Before a Power Outage: The seminary can only provide water and emergency heated shelter in the Kerr building for the first 24 hours. Therefore, residents are responsible to make a plan for their household before the emergency happens.

See https://www.fema.gov/media-library-data/1389294951288-b25113d9aef2b877323d380720827f3b/R3_trifold_eng.pdf for guidance.

Please find a family from your church or some other off-campus friend who could provide shelter in case of a long-term power outage.

First Six Hours of a Power Outage: With windows and doors closed, apartments/dorms will stay at safe temperatures, even with no power, for at least several hours or longer, depending on outdoor weather conditions.

During this time the Housing Manager will assess the situation and the Housing Manager or Campus Safety will start sending notifications as needed or as new information becomes available on the problem and expected recovery time.

Six to Twenty-Four Hours: If heat is not working in the apartment buildings, Pilgrim Hall and/or Retreat House, and the power is expected to stay off for some time, the Housing Manager or Dean of Students will notify the residents via email, as well as via SEND WORD NOW (*SWN - our campus emergency alert notification service*), that the Kerr building is now available (which has the best backup generator and heater) for warm shelter. **You are not required to go up.** Evacuation is voluntary - unless the building is compromised and an emergency evacuation is required. The Physical Plant team is responsible to first clear access lanes for fire trucks, then fire hydrants, etc., and only then walkways and parking lots, so driving up may not be possible. In that case, carpools may be coordinated once Physical Plant declare the parking lot clear for parking, and those able to walk up through deep snow will be asked to do so. Again, water will be available but not food, so you may want to bring some food for your family. When inclement weather is expected prepare a ready or "go" bag to include basic food, water, medicine and clothing.

3. The Seminary does not have the ability or functional capacity to provide basic water or shelter requirements for residents for long-term (*more than 24 hours*) emergency evacuations and/or residential building closings. (***Important note: If the Kerr Building is also compromised, the Seminary cannot provide any assistance to residents***) **Therefore, residents should and are encouraged to prepare a plan for their evacuation from campus prior to an evacuation or disaster, remember the "3 P's" – Plan, Prepare and Practice.**

Past Twenty-Four Hours: The seminary cannot provide for residents beyond 24 hours and residents are asked to have a plan for this kind of long-term contingency (*see FEMA link below*).

Residents should make plans ready for the following (see links as follows):

- **Plan your Evacuation Plans or strategy in advance:**

Visit the website: http://www.fema.gov/media-library-data/1389294951288-b25113d9aef2b877323d380720827f3b/R3_trifold_eng.pdf

- **Plan for transportation off-campus to a non-affected area.** (Have an alternate plan for travel other than the vehicle you have on campus – you may not be able to get to it or use it)
Have a family member or friend ready who lives “off-campus” available to pick you up from the Seminary.
- **Plan for “off-campus” living accommodations in advance.**
Make plans with a family member or friend that lives locally to take you into their home.
Make plans with a family or friend at a local church to take you into their home.
- **Plan to practice your Evacuation Plan:**
Once you have your Evacuation Plan in place – practice the plan. Do a dry run or drill.

Other important information to assist you in being “Ready”:

- **Know what state agency coordinates Emergency Management in Massachusetts.**
The Massachusetts Emergency Management Agency (MEMA) coordinates all preparedness resources throughout the Commonwealth. All 351 communities in the Commonwealth have developed their own individual Comprehensive Emergency Management Plan, through the leadership of their local Emergency Management Director, in conjunction with MEMA. Information regarding Preparedness Information for Massachusetts, as well as contact information for every community's EMA Director can be found at the MEMA website at <https://www.mass.gov/orgs/massachusetts-emergency-management-agency>

MEMA Contact Information:

Massachusetts Emergency Management Agency, 400 Worcester Road Framingham, MA 01702-5399, (508) 820-2000

- **Have a Personal or Family Emergency Plan and information ready.**

Download a family emergency plan here:

<http://www.ready.gov/family-plan>

For students with children, download the family child plan here:

https://www.fema.gov/media-library-data/a260e5fb242216dc62ae380946806677/FEMA_plan_child_508_071513.pdf

For students with children, download the family parent plan here:

https://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf

- **Have an Emergency Supply Kit ready for yourself and each family member.**

Items to Consider Adding to an Emergency Supply Kit:

<http://www.ready.gov/kit>