

# **BUILDING EMERGENCY ACTION PLAN**

## **Legacy Hotel**

300 Godfrey Avenue  
Louisville, KY 40280

This Building Emergency Action Plan (BEAP) is specific to Legacy Hotel and is meant to be used in conjunction with the Student/Employee Emergency Pamphlet to assist building occupants in getting to safety quickly during an emergency. It is not meant to involve each occupant of the building in the actual response to an emergency situation.

### **Building Description**

Legacy Hotel is a full service hotel with 70 rooms located on campus. It is open to the public.

### **Emergency Notification**

The below contacts should be used to summon help during an emergency situation:

DEPARTMENT	PHONE NUMBER
Campus Police	4444
Louisville Metro Police	9+911 or 574-7111
Louisville Fire Department	9+911 or 574-7111
Louisville EMS	9+911 or 574-7111
Facilities	4703

### **Fire Detection/Suppression System**

The fire alarm system in Legacy Hotel is activated by manual pull stations, smoke or heat detectors, or the activation of the sprinkler system. All alarms are immediately sent to the seminary's monitoring service which notifies the Louisville Fire Department and Campus Police.

Additionally, there are several fire extinguishers located in the hotel and all building occupants should be aware of their locations.

### **Medical Supplies**

There is an Automated External Defibrillator located in the lobby of the Legacy Hotel.

### **Elevators**

There are two elevators located in Legacy Hotel; one at each end of the lobby.

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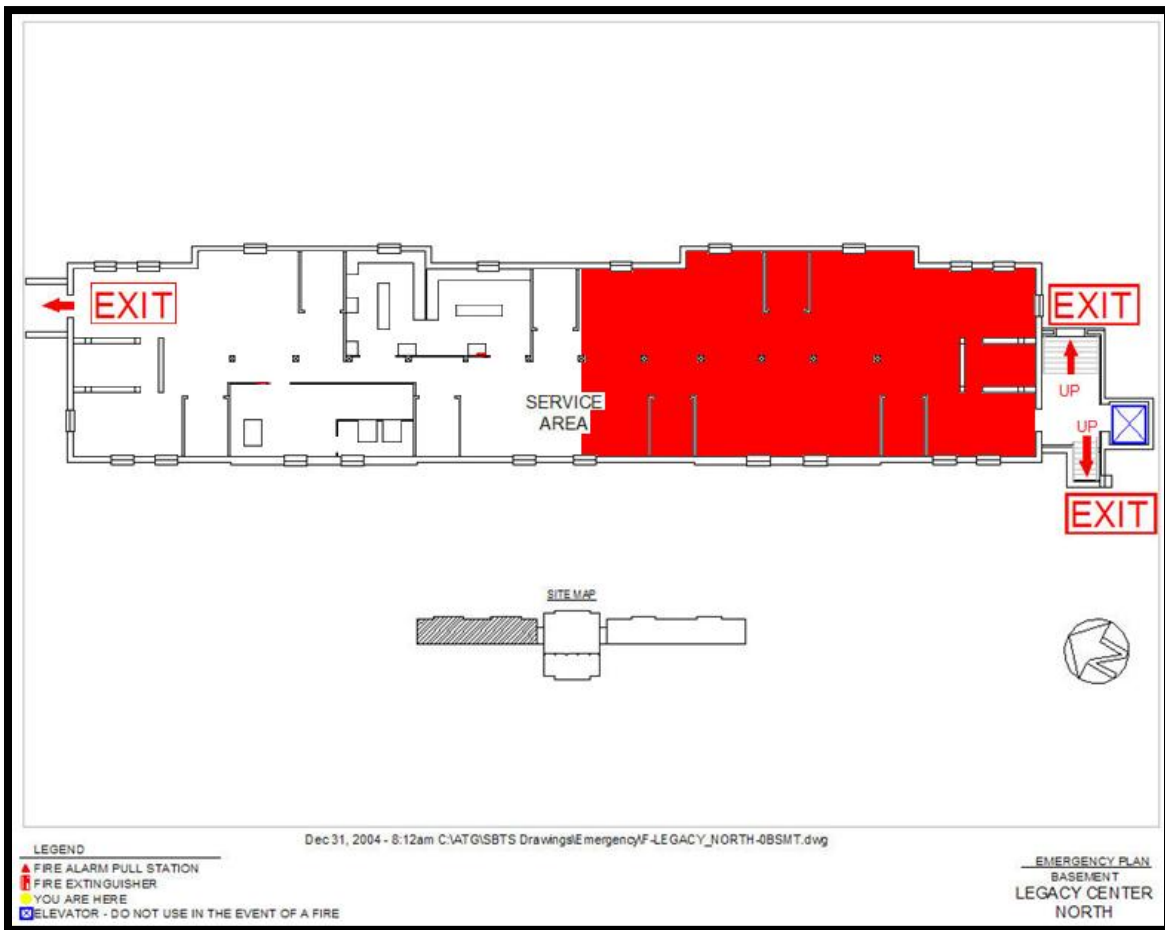
## Legacy Hotel

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### Tornado Shelters

The tornado shelter for Legacy Hotel is in the basement as illustrated by the below maps.

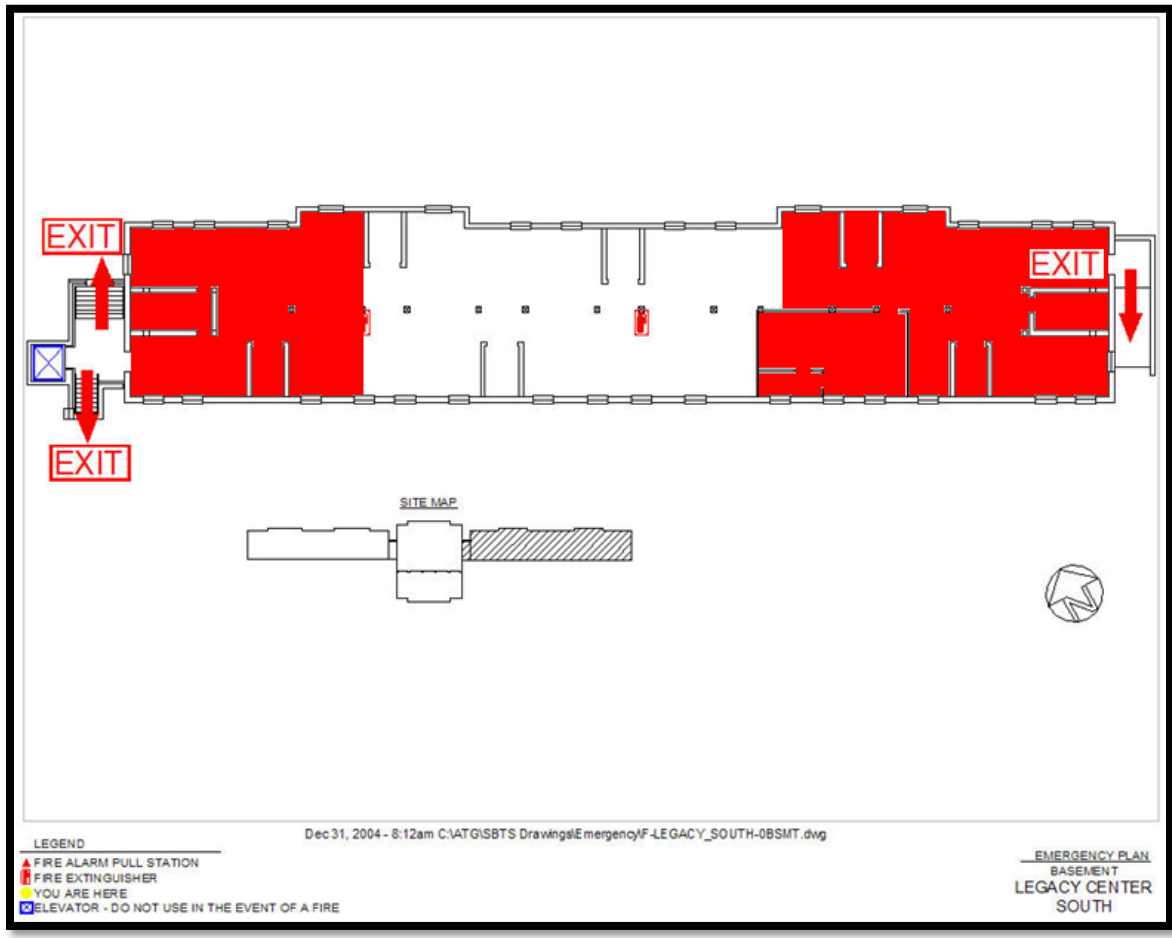
Legacy North Basement



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## Legacy South Basement



### Evacuation Assembly Location

In order for all occupants to be accounted for should the hotel need to be evacuated and in order to keep the entrance clear for emergency responders, Legacy staff should direct guest to evacuate to the main gym in the recreation center.

### Hazardous Materials

There are no hazardous materials stored in Legacy Hotel beyond basic cleaning supplies.

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### **Special Needs Persons**

Hotel staff should be aware of guest who may require assistance if an evacuation is necessary.

### **Emergencies Procedures (Campus-wide)**

## **BOMB THREATS**

### **THREAT RECEIVED**

In the event that a bomb threat is phoned into the campus, the caller will most likely not identify him/herself. However, people who call in bomb threats are calling because they want you to know what they are doing, and often, why they are doing it. Note caller ID information if available.

Should you receive a bomb threat, immediately have another person inform Campus Police while you keep the caller on the line.

#### **Make notes to identify the caller:**

- Gender
- Approximate age
- Accents
- Background noises, etc.

#### **Ask the caller:**

- Where is the bomb located?
- When did you place it there?
- What does the bomb look like?
- When will it go off?
- Why are you doing this?
- What is your name, address, phone number, etc.?

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### SUSPICIOUS BAG/ITEM

If you should spot a suspicious bag/item, report it to Campus Police at (502) 897-4444. Under no circumstances should you touch it, tamper with it, or move it in any way.

Campus Police will be responsible for ordering building evacuations in consultation with the appropriate senior staff members where possible.

### CAMPUS LOCKDOWN

A campus lockdown will generally be issued when an armed intruder is thought to be on or near campus. A lockdown **does not** mean that an active shooter situation is occurring. The lockdown is instituted so that campus law enforcement can attempt to confirm the existence and intent of an armed intruder. However, be aware that a lockdown could become an active shooter situation at any time.

An example of when a lockdown might occur is Campus Police receiving a call from someone who thought they saw a person enter a building with a gun concealed in their waistband. A lockdown would be initiated while police officers try to locate and identify that person.

The campus lockdown notification will be by one or more of the following:

- Text message
- Email
- Website posting
- Twitter
- Informacast
- Self-initiated (e.g. hearing gunshots)
- Verbal notification

### RESPONSE TO A CAMPUS LOCKDOWN

- Lock exterior doors to your building if possible.
- If in a classroom, lock the door, turn off all lights, remain quiet, silence cell phones, and line up all students along a wall away from any doors or windows.

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- If in a hallway or other common area, proceed to the nearest classroom or other room that can be secured with a locking door.
- If you are outside on campus, leave the grounds immediately if it is safe to do so. If it is not safe to leave campus grounds, seek shelter in a building or room that can be locked.

### ACTIVE SHOOTER

An active shooter is defined as one or more people who are actively engaged in the act of shooting people with a firearm. Past occurrences tell us that the shooter will continue to shoot people until they commit suicide or are stopped by law enforcement.

Remember to **RUN-HIDE-FIGHT**

- If you are in the vicinity of an active shooter, **RUN** away if it is safe to do so.
- If you cannot run away, **HIDE** from the shooter. Lock the door of your room, remain quiet, and silence cell phones.
- If the shooter finds you, be prepared to **FIGHT** to save your life.

### CRIMINAL ACTIVITY

Report any criminal activity to Campus Police immediately at (502) 897-4444. If you observe a crime in progress or behavior that you suspect is criminal, call Campus Police and provide as much information as possible, to include:

- What the person is doing
- The location
- Physical description of person involved
- Whether weapons are involved
- Vehicle description, including license plate number if possible
- Direction of travel when last seen

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### **EARTHQUAKE**

- If inside, stay inside and take cover under a sturdy desk or table, under an interior door frame or in an interior corner away from shelves and windows
- If outside, stay outside and move away from buildings and power lines. In earthquakes, most injuries occur as people are entering or leaving a building.
- If in a vehicle, stop as quickly as safety permits, but stay in the car until the shaking stops.
- If you are trapped in fallen debris, try to stay calm and alert rescuers to your location by calling out or giving some other audible signal.
- When the shaking stops, evacuate the building quickly and be prepared for aftershocks.

### **FIRE EMERGENCIES**

- Every building has a Building Emergency Action Plan (BEAP). These can be located on the SBTS Campus Police webpage under Emergency Procedures.
- Upon hearing a fire alarm, all occupants must exit the building.
- Upon the discovery of a fire, explosion, or smoke in a building, activate the nearest fire alarm and notify occupants of possible danger. Exit the building immediately and call Campus Police.
- If a fire alarm sounds, close the door to your office or room as you proceed to the nearest exit. If smoke hampers your egress, find an alternate exit or crawl along the floor.
- Do not use the elevator as smoke will fill the elevator shaft and endanger occupants.
- If you encounter other people who seem to be confused about the alarm, advise them of the situation and encourage them to evacuate the building.
- Proceed to a pre-designated assembly area away from the entrance of the building so as not to impede fire department access. Faculty members are encouraged to be accountable for the students in their classes.

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- Do not re-enter the building until instructed to do so by the Louisville Fire Department or Campus Police.
- If you become trapped in a building during a fire, place an article of clothing outside the window to alert rescue crews to your location. If no window is available, stay near the floor where air may be less toxic.

### **EXPLOSION**

- Evacuate the area of the explosion. When you reach a safe area, call Campus Police at (502) 897-4444.
- Consider the possibility of additional explosions.
- Stay away from windows, mirrors, overhead fixtures, electrical equipment and large, heavy, unstable objects.
- Comply with directions from fire and police officials.
- Do not move seriously injured persons unless they are in obvious immediate danger.
- Open doors carefully and watch for falling objects.
- Do not use elevators.
- Do not use open flames such as lighters and candles.
- Position yourself upwind from smoke and fumes if possible.

### **MEDICAL EMERGENCY**

- Call Campus Police at (502) 897-4444. You may also call 911.
- Do not move a seriously injured person unless he or she is in a life-threatening situation.
- Render first-aid if possible.
- Do not leave the injured person except to summon help.
- When reporting a medical emergency, provide the following information:
  - Type of emergency
  - Location of the victim
  - Condition of the victim
  - Any dangerous conditions
- Have someone stand outside the building to flag down the ambulance when it reaches the vicinity.



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### **SUSPICIOUS MAIL**

- Call Campus Police immediately at (502) 897-4444.
- Do not open or shake the package.
- Do not carry the package to show someone else.
- Warn others of the package.

Characteristics of suspicious mail may include:

- Excessive postage
- Powdery or oily substance in or on package
- Poorly written or poorly typed address
- Fake return address
- Marked with threatening language or symbols

### **TORNADO & SEVERE THUNDERSTORM**

#### **“WATCH”**

A tornado or severe thunderstorm watch means conditions are right for a tornado or severe thunderstorm to develop. Continue normal activities but also continue to monitor the situation.

#### **“WARNING”**

A tornado or severe thunderstorm warning means that a tornado or severe thunderstorm has been spotted or picked up on radar. The below guidelines should be followed in the event of a tornado or severe thunderstorm warning:

- Notify building occupants of the severe weather warning.
- If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes. Report injuries/damage to Campus Police at (502) 897-4444.
- If it is a tornado warning, you should seek shelter in the basement or lowest level of the building or a small interior room/hallway on the lower floor. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection. Avoid areas with windows and exterior doors.

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- Campus Tornado Shelter Maps are located on the SBTS Campus Police webpage under Emergency Procedures.
- After danger has passed, immediately report injuries/damage to Campus Police at (502) 897-4444.
- Immediately exit a badly damaged building and do not attempt to return to the building unless directed to do so by Campus Police or the local emergency response units.
- Do not attempt to turn utilities or equipment on or off. Call Campus Police at (502) 897-4444 or the Facilities Department at (502) 897-4703.

## **UTILITY FAILURES**

### **POWER OUTAGE**

- Do not attempt to use elevators.
- Do not use candles or other open flame devices as a light or heat source.
- Report the power outage to Campus Police at (502) 897-4444.

### **FLOODING/PLUMBING FAILURE**

- Do not use electrical equipment.
- Avoid contact with water.
- Evacuate the affected area.
- Notify Campus Police as soon as possible at (502) 897-4444 or the Facilities Department at (502) 897-4703.

### **GAS LEAK**

- Do not use cell phones or other electrical equipment.
- Do not switch lights on or off.
- Evacuate the building.
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### **HAZARDOUS MATERIAL SPILL**

- Call Campus Police at (502) 897-4444 or 911.
- Do not walk in or touch the substance.
- Avoid inhaling the fumes or smoke.
- Turn off space heaters or open flames.
- If spill is inside, evacuate the building, notify others, and close doors behind you.

Many chemicals are odorless, so the absence of odor does not mean the substance is harmless.