

Emergency Response and Evacuation Procedures Concordia Theological Seminary (CTSFW), Fort Wayne, Indiana

Reason for Policy

In accordance with regulations from the U.S. Department of Education, every Title IV institution of higher education must have and disclose emergency response and evacuation procedures in the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees.

Emergency Response

CTSFW Public Safety is responsible for responding to all emergency situations in the appropriate manner. Depending upon the nature of the incident, other local or federal agencies may also be involved in responding to the incident. Public Safety will also conduct an annual test to evaluate the emergency plans and evacuation procedures of the institution.

All members of the CTSFW community are notified on an annual basis that they are required to report to Public Safety and the Dean of Students Office any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Public Safety has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that CTSFW immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the CTSFW Community About An Immediate Threat

Any reports or information regarding the possibility of an emergency situation must be reported to CTSFW Public Safety and the Dean of Students Office. If Public Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all students and Seminary employees, a warning message will be sent to the appropriate segment of the community. Public Safety, in consultation with the CTSFW administration, will take into account the safety of the community, determine the content of the notification and initiate the CTSFW notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to local police and fire departments), compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Seminary community, the Seminary has an emergency notification system for communicating information quickly. The Seminary emergency notification system will be activated in the event of an immediate threat to the Seminary campus community. The Seminary emergency notification system communicates to the Seminary community by means of emails, text messages, telephone calls and voice mails. The Seminary will also post updates as needed during a critical incident on the Seminary website at www.ctsfw.edu.

In order to be included in the Seminary emergency notification system, all members of the Seminary community are required to register their contact information at www.ctsfw.edu/EmergencyNotification.