Pittsburgh Theological Seminary
Emergency and Crisis Communication Management Plan
COMMITTEE PLAN

(Updated 09/25/26)

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PURPOSE

The purpose of the Emergency Crisis Communication and Management Plan is to provide the Seminary community with a set of guidelines to be followed to help ensure the safety and security of its members. While no plan can be all inclusive, this document categorizes major events that could impact the Seminary community and outlines a standardized set of procedures for effectively dealing with such events.

This plan has been developed to help PTS deal with an emergency and communicate quickly and effectively during a time of crisis. Our primary goal is to protect the health and well-being of the members of the Seminary community, to protect Seminary property, and to prepare to resolve issues that may compromise focus on the Seminary's mission.

It is the responsibility of all faculty, staff, and students to become familiar with the Emergency and Crisis Communication Management Plan and to be prepared for emergencies. Part of your preparation should be to review this plan, at least annually, and to think through how you would respond to each type of type of crisis listed within. Vice Presidents have a special responsibility to ensure that the faculty and staff within their administrative units and areas of responsibility are prepared to respond appropriately during an emergency. In addition, students must be made aware of the procedures that they will be expected to follow during an emergency, including building evacuation plans.

TYPES OF CRISIS

Each crisis situation listed below is specifically addressed later in this Emergency and Crisis Communication Management Plan. See the section labeled "Dealing with Specific Crisis Situations" for complete directions.

Accidents Causing Personal Injury or Property Damage
Infectious Disease/Pandemic
Suicide Threats and Intervention
Drug Overdose/Poisoning
Weapons on Campus
Confrontational Person
Assault
Sexual Assault
Suspicious Person and Criminal Behavior
Acts of Violence/Armed Intruder/Active Shooter
Hostage Situation
Lockdown
Death on Campus
Suspicious Mail or Package
Bomb (or other) Threat
Fire or Explosion
Gas Leaks or Hazardous Material Spill
Biological Accidents
Utility Malfunction
Tornado
Large Group Disturbance

Demonstrations
Off-Campus Group Travel
Missing Person
Kidnapping
Child Abuse
Cyber Attack

CRISIS COMMUNICATIONS TEAM

Members of the Crisis Communications Team are individuals who occupy a position of leadership and have been trained in the plan.

Team Members

President
Vice President for Academic Affairs and Dean of Faculty
Vice President for Finance and Administration
Vice President for Strategic Initiatives and Continuing Education
Dean for Community Life and Formation
Dean of Enrollment Management
Senior Director of Advancement and Strategic Communications
Senior Director of Human Resources and Organizational Cultural
Director of Facilities
Director of Information Technology
Chief of Staff and Secretary to the Board
Legal Counsel

Members of this team are considered "on call" whenever a crisis develops. Others may be contacted if needed.

The President or other highest-ranking member of the President's Cabinet available during the period of emergency response shall authorize emergency actions, closures, and communications recommended by the Crisis Team. The ranking of responsibility is as listed above.

THINGS TO KNOW BEFORE A CRISIS

General Protocol

It is everyone's responsibility to report anything that looks like it might be an issue or looks like it could lead to a potential problem, including in the surrounding neighborhood. Trust your instincts. It is better to be wrong than to ignore warning signs of possible tragic events. To report an event call:

1. 911
2. Security guard (412-889-2208)

In any crisis situation do not take action that would place you in personal danger. Likewise those who have not been properly trained to respond to a particular type of emergency must limit their actions to contacting those who are trained and equipped to respond. After assessing the situation, call 911 as needed.

Security may be reached as they patrol the grounds by calling 412-889-2208 or by activating any emergency phone or button (located behind the chapel, at the Long Hall courtyard entrance, at the Long Hall visitor parking, at the front of Long Hall, and at the entrance to Calian Hall). The security guard's station is located in the loading dock area behind the dining hall, but the guard is usually on campus patrol.

Once an incident has been reported to Security (412-889-2208), it is then the responsibility of the Security Guard to contact the Facilities Director (412-924-1434), who will contact the correct person(s) to determine whether the Crisis Team needs to be assembled and/or the community needs to be notified via Shofar of an emergency in process and any recommended actions.

Be Prepared

Fires and Evacuations

Be aware of the closest exit to your office and/or current location. Plan an alternative route.

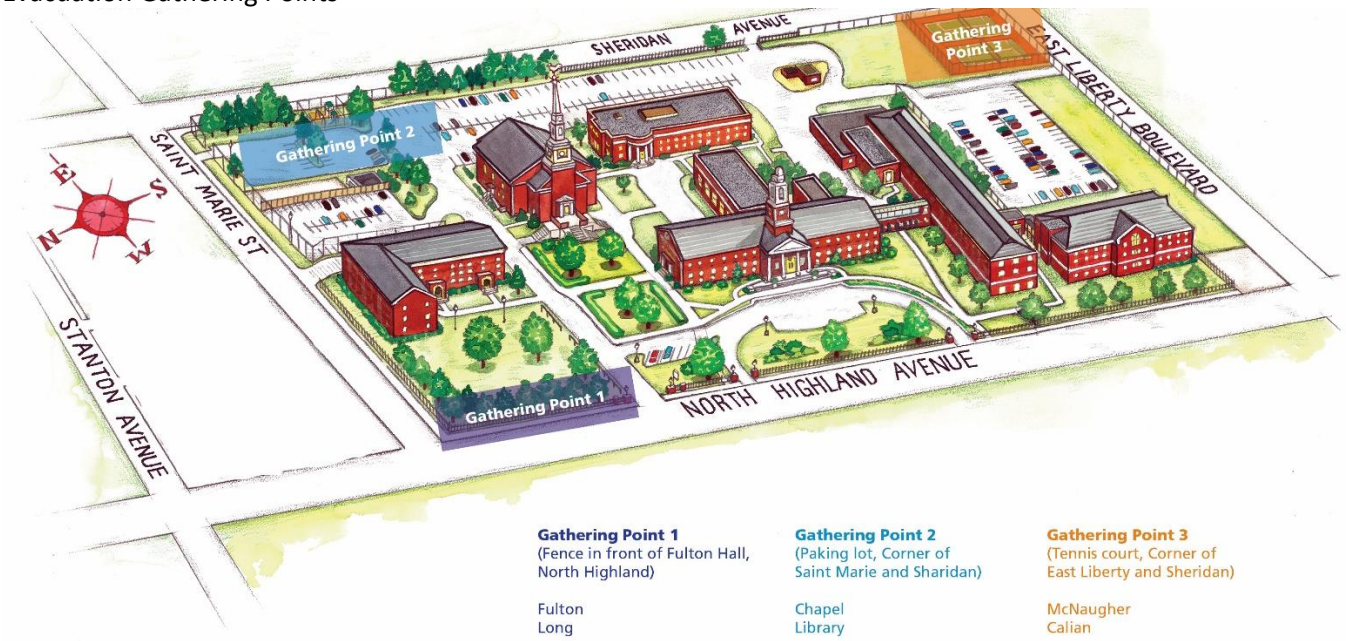
Know the location of the fire extinguisher closest to your office and/or classroom.

Read posted evacuation plans.

Evacuation Procedures

1. Do not ignore emergency alarms.
2. Immediately proceed toward the evacuation route and keep moving until you are safely away from the building (about 500 feet).
    a. Evacuation routes are posted near the door of all office, classroom, and meeting spaces.
    b. Never use an elevator.
    c. If needed, assist others out of the building. Ask for help before physically lifting or carrying someone to safety.
    d. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
3. The last person leaving a room should close the door and windows.
4. Faculty and instructors are responsible for dismissing any classes in session and directing students to leave the building and proceed away from the building. Faculty should take attendance as soon as practical and quickly notify a member of the Crisis Team of any discrepancies.
5. If the situation permits, the facilities personnel should search the building, following pre-determined routes, to ensure that the building has been completely evacuated.
6. Do not return to the building for any reason until instructed by safety personnel to do so.
7. If the entire Seminary community needs to evacuate for more than a few minutes, we will assemble at the three designated evacuation gathering points (shown below) until permission is given to return to campus.

Evacuation Gathering Points



First Aid

First aid kids are available in:

Hicks Chapel – Narthex
Long Hall – Reception Office
McNaugher Hall – Maintenance Office with Security, Kadel Dining Room
Barbour Library – Front Desk

Know the location of the closest Automated External Defibrillator (AED):

Long Hall – Outside Knox (near women's restroom)
Library – Main floor, opposite elevator
Chapel Auditorium Lounge – Near women's restroom
Calian Hall – Left of main entrance
McNaugher Hall – Ground floor; hallway intersection at the bottom of stairs near the breezeway
Fulton – Basement corridor outside laundry area

Naloxone is available at:

Barbour Library – Front Desk
Long Hall – Reception
Security

DEALING WITH SPECIFIC CRISIS SITUATIONS

Accidents Causing Personal Injury or Property Damage

1. Personal injury/medical emergency
    a. Assess the situation.
        i. If the victim is unconscious, call 911.
        ii. If the victim is conscious, ask them, "Are you okay?" and "What is wrong?"

iii. Keep the victim still and comfortable.
b. If in doubt, call 911.
c. Look for emergency medical ID, question witness(es), and give all information to the paramedics.
d. Give information as to the nature of the emergency and the exact location.
e. If needed and if trained, administer first aid/CPR or yell for assistance.
f. If needed, control serious bleeding by direct pressure on the wound.
g. AED machines are located
    i. Long Hall – Outside Knox (near women's restroom)
    ii. Library – Main floor, opposite elevator
    iii. Chapel Auditorium Lounge – Near women's restroom
    iv. Calian Hall – Left of main entrance
    v. McNaugher Hall – Ground floor; bottom of the stairs near the breezeway
    vi. Fulton – Basement corridor outside laundry area
h. Notify Security (412-889-2208).
i. Continue to assist the victim until help arrives.

2. Property damage
    a. Assess the situation.
    b. If in doubt, call 911.
    c. Give information as to the nature of the damage and the exact location.
    d. Notify Security (412-889-2208).
    e. Fire extinguishers are located on each floor inside each building.

Infectious Disease/Pandemic

Outbreaks of COVID-19, meningitis, hepatitis, H1N1, or other serious health problems that can cause an epidemic constitute a crisis situation for the campus community.

1. If you are infected:
    a. Report the incident to the Dean for Community Life and Formation (students) or Senior Director of Human Resources and Organizational Culture (employees).
    b. The Seminary will contact the local health department if necessary.
2. If a person on campus is infected:
    a. In consultation with the Health Department, the Seminary will assess the problem, determine the risks to the community, and, if needed, begin preventive measures to hinder the spread (if communicable disease). A quarantine may be necessary.
    b. PTS will notify affected parties (including the entire campus if necessary).
    c. The Office of Communications will coordinate any media releases that are necessary.
    d. Students and personnel in need of counseling services will be referred to the Dean for Community Life and Formation or Senior Director of Human Resources and Organizational Culture.
    e. If the situation warrants, the Seminary will consider closing the school. In this case, the Seminary's pending Academic Continuity Plan will be implemented.
3. Additional Resources
    a. Centers for Disease Control and Prevention: http://www.cdc.gov/
    b. Allegheny County Health Department: http://www.achd.net/

Suicide Threats and Intervention

If you encounter a person actively attempting to harm themselves or others, call 911. Without leaving the person and if able, enlist help from others and contact security (412-889-2208).

If you encounter someone expressing emotional distress or suicidal thoughts, you can get help right away by calling the Suicide & Crisis Lifeline at 988. Keep the person company as they speak to the operator and follow the operator's instructions.

In general, follow this guidance:

- Consider your own safety. If you feel safe, stay with the person, or ask someone you trust to stay with them, until help arrives.
- Talk about the situation as openly as possible. Tell the person that you don't want them to die or to harm another person.
- Show understanding and compassion. Don't argue with the person or deny their feelings. Arguing with the person may only increase their feeling of being out of control of their life.

Drug Overdose/Poisoning

In the event that you observe/suspect a drug overdose or poisoning, do the following.

Recognizing Opioid Overdose

Opioid overdose is life-threatening and requires immediate emergency attention. Recognizing the signs of opioid overdose is essential to saving lives. If a needle is present nearby or in the person, do not touch it. Call 911 immediately if a person exhibits ANY of the following symptoms:

- Their face is extremely pale and/or feels clammy to the touch
- Their body goes limp
- Their fingernails or lips have a purple or blue color
- They start vomiting or making gurgling noises
- They cannot be awakened or are unable to speak
- Their breathing or heartbeat slows or stops

1. Drug Overdose
    a. Check for responsiveness.
    b. As needed, call 911.
    c. Treat the person with naloxone to reverse opioid overdose
        i. Naloxone is available at
            1. Library front desk
            2. Reception
            3. Security
    d. If the person has stopped breathing or if breathing is very weak, begin CPR.
    e. Provide aftercare.
    f. Notify Security (412-889-2208).
2. Poisoning
    a. Call poison control (800-222-1222) if the substance is known or and/or potentially hazardous.
    b. If instructed, call 911.

c. Notify Security (412-889-2208).

Weapons on Campus

Pittsburgh Theological Seminary is a weapons-free campus. Some exceptions may apply as it relates to federal or certified individuals. Refer to the Seminary's Weapons Policy.

1. Weapon Found on School Property
    a. If a weapon is found on school property:
        i. Don't handle the weapon unless absolutely necessary.
        ii. Notify Security (412-889-2208), who will notify the police.
2. Weapon Suspected on a Person
    a. Possession of a weapon on school property is best handled by law enforcement personnel. Treat all weapon-related information (rumor) to be accurate and plan appropriately. Do not put anyone in harm's way.
    b. Consider the following: Type of weapon, age of suspect, mental state of suspect, victim risk factor, past history of suspect, suspected location of weapon (on person, elsewhere).
        i. As needed, call 911.
        ii. Notify Security (412-889-2208), who may notify the police.
        iii. Don't attempt to stop the suspect if flight from building is attempted.
    c. Avoid confrontation.
    d. The safety of the PTS community is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind.

Suspicious/Confrontational Person

If you encounter a person who looks suspicious and if you feel safe doing so, ask the person if they need any assistance. If you can help, help! For example, walking them to their intended destination if they are lost. If the person declines assistance and continues behaving suspiciously, get a safe distance away and call Security (412-889-2208).

If you witness another member of the community dealing with a confrontational person, offer assistance, which could include calling Security or 911 on their behalf.

If you are confronted in an aggressive manner:

1. Attempt to deescalate the situation.
    a. Things to do:
        i. Use the person's name.
        ii. Ask "May I help you?"
        iii. Speak slowly.
        iv. Use restatement for clarification.
        v. Ask to take notes.
        vi. Paraphrase.
        vii. Use "what" and "we."
        viii. Allow time for reflection.
        ix. Give options.
        x. Ask for their idea or solution.
        xi. Use simple words.
        xii. Maintain eye contact.

   b. Things not to do:
      i. Don't allow long waits.
      ii. Don't fake attention.
      iii. Don't roll your eyes.
      iv. Don't make false promises.
      v. Don't use jargon.
      vi. Don't disagree with someone – take their side.
      vii. Don't cut people off.
      viii. Don't get in a power struggle.
      ix. Don't raise your voice.
      x. Don't fail to document.
      xi. Don't lose your temper.
      xii. Don't ever meet an angry person one on one.
      xiii. Don't allow more than one person to talk.
      xiv. Don't argue.
      xv. Don't say "calm down."
2. Get help.
   a. Keep yourself in public view.
   b. Walk with the person to a public and populated space to continue the conversation and subtly alert other people you need assistance.
   c. Attempt to defuse the situation.
   d. If the situation does not calm down, notify Security (412-889-2208) or 911 if necessary.

Assault

1. Stay with the victim. Try to keep the victim calm and call for help.
   a. Call 911 if necessary.
   b. Notify Security at 412-889-2208. Security will stay with the victim until first responders are on the scene.
   c. When the police arrive, pass along any known information regarding names of suspects/witnesses.
2. If you have to handle any injury, do so with extreme care. If in any doubt, call 911.

Sexual Assault

An act of sexual violence is typically also a crime. Any victim of a crime is strongly encouraged to report the crime to the police. The Seminary will provide support for any person who wishes to report a crime to the police through the Title IX Co-Coordinators (Senior Director of Human Resources and Organizational Culture and Dean for Community Life and Formation). Victims of a crime often need additional support and guidance. In the case of a specific type of sexual violence called "sexual assault" (which includes attempted or completed rape, incest, fondling, and statutory rape), there are special resources available to support the victim and certain actions that should be taken to preserve evidence. If you have been sexually assaulted, it is not your fault. No matter the circumstances, it is not your fault. Being sexually assaulted is never your fault.

The Seminary offers the below information to help ensure that its students, and the Seminary community in general, have important information to bring any perpetrator to justice and are aware of resources that are available to victims.

1. Get to a safe place. Call campus security (412-889-2208) or 911.
2. Reach out for support.
    a. Contact a friend, trusted administrator, or call Pittsburgh Action Against Rape at 1-866-363-7273 (1-866-END-RAPE) if you are the victim of a sexual assault.
3. Get medical attention.
    a. Go to the nearest emergency room. Where there has been a sexual assault, ask to speak with an in-person advocate or contact Pittsburgh Action Against Rape at 1-866-363-7273 (1-866-END-RAPE).
4. Have evidence collected.
    a. If you choose to report the sexual assault or pursue legal options, physical evidence can be important. Forensic evidence can be collected up to 5 days after the assault. Valuable evidence may remain on your body or clothing.
    b. Try not to change your clothes.
    c. Try not to bathe, shower, eat, drink, brush your teeth, or go to the bathroom before going to the emergency room.
    d. In other crimes of sexual violence where the victim has been physically harmed, physical evidence is likewise important and should be preserved by calling the police and seeking treatment immediately at an emergency room.
5. Report the crime.
    a. Call 911 to contact Pittsburgh Police.
6. There are remedies outside of the criminal justice system.
    a. In cases of sexual assault where police do not conduct an investigation, the Seminary may still conduct its own investigation. Any student, staff member, or faculty member found to have committed sexual assault either by the courts or by the Seminary's internal review is subject to expulsion and/or termination.
7. Seek support from a mental health professional or victim's support group.
    a. Call Pittsburgh Action Against Rape at 1-866-363-7273 (1-866-END-RAPE) in an instance of sexual assault and the Women's Center and Shelter of Greater Pittsburgh at 412-687-8005 in other instances of sexual violence for further help.
8. In the case of a mental health crisis, seek immediate help.
    a. Call RESOLVE at 1-888-796-8226 (1-888-7-YOU-CAN) to obtain confidential telephone counselling or an evaluation on-site or at home by a mobile crisis team. RESOLVE also has a walk-in assessment center and crisis residential facility (no appointment needed) at 333 North Braddock Avenue, Pittsburgh, PA 15208. In addition to Western Psychiatric Institute and Clinic of UPMC (WPIC), certain area emergency rooms (including St. Clair Hospital and Forbes Regional Hospital) also have mental health professionals who can make an evaluation and assist in identifying the right level of mental health care and intervention.
9. Take advantage of counselling services offered through the Seminary.
    a. Employees are able to obtain free counseling via the Employee Assistance Plan (EAP), managed by the life insurance provider (currently Guardian) or the Board of Pensions for those on Board of Pensions Benefits.

Criminal or Suspicious Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

1. If you witness criminal or suspicious behavior notify Security (412-889-2208) or the police (911).
    a. Do not physically confront a suspicious person.
    b. Do not let anyone into a locked or card-accessed building or room.
    c. Do not put yourself at risk.
2. Provide as much information as possible to Security such as the following:
    a. What is happening
    b. Where is it happening
    c. Physical descriptions of the person(s)
    d. License plate numbers and vehicle descriptions
    e. Type of weapon(s) involved, if any
    f. If your safety is not in jeopardy, stay on the line until a security guard arrives. If a threat is imminent, vacate the area and notify others of the threat as you come in contact with them.
3. If you become aware of a crime after the fact:
    a. Do not disturb any evidence. Secure the scene.
    b. Notify Security (412-889-2208).
        i. Give information as to the nature of the emergency and the exact location.
        ii. Stay on the scene until Security arrives or until the situation is no longer safe.

Active Shooter/Acts of Violence/Armed Intruder

1. If you know or suspect an active shooter or armed intruder is present on campus:
    a. Run
        i. If you are able to flee the area of danger safely, you should run from the area as quickly as possible until you have reached a safe distance from the threat.
        ii. As soon as you are able to do so safely, call 911. Stay on the line until dismissed or until you deem that the situation is unsafe.
        iii. If possible notify Security (412-889-2208), and provide as much information as possible about the incident.
            1. Security will assemble the Crisis Team to discuss next steps.
            2. Facilities begins building lockdown procedures.
    b. Hide
        i. As soon as it is safe do so, notify 911 and if possible Security (412-889-2208) and provide as much information as possible about the incident.
        ii. If you are unable to flee safely from the area of danger, look for a location that provides safe cover, preferably a location that can be locked and provides good concealment from the threat.
        iii. If possible, barricade any doors and windows to help keep any suspect(s) from being able to access your location.
        iv. Turn off any lights, and silence any cell phones and electronic devices.
        v. As long as you are safe, remain hidden until either Security or law enforcement officers reach your location. When confronted by either Security or law enforcement officers allow them to see your hands so they can see you are not a threat. Listen carefully and follow any instructions that are given.

1. When they arrive, know that their main focus is finding the armed intruder. They will care for the wounded afterward.
2. Remain calm.
3. Put down items.
4. Raise hands with fingers spread.
5. Keep hands visible.
6. Make no quick movements.
7. Avoid pointing/screaming.
8. Follow instructions given.

c. Fight
   i. If you are unable to flee safely from the area of danger or find a safe location that will protect you from someone who is actively trying to cause death or serious physical injury, your only option might be to confront your attacker. This option should be considered as a ***last resort***.
   ii. If you are in a location with two or more people, talk to each other about what you will do to try to stop an attacker. Make sure to spread out; do not huddle together for mutual protection as it is much harder to harm a group of people who are spread out.
   iii. Find something you can use to throw at or strike an attacker with. Be prepared to attempt to subdue an attacker.
   iv. Since this is a life or death confrontation potentially, there must be a total commitment to take action against an attacker.

d. Follow instructions given via Shofar and other emergency announcements systems.
e. Do NOT:
   i. Leave the area to "see what is happening."
   ii. Confront or try to apprehend the intruder unless it is a ***last resort***.
   iii. Assume that someone else has called 911 or security (412-889-2208).

2. If you suspect an event involving an armed intruder may possibly occur on campus but is not imminent:
   a. Notify Security (412-889-2208)
   b. These pre-event threats might include
      i. Strange behavior
      ii. Statements
      iii. Notes
      iv. Death lists
      v. Website, blog, or social media posts
      vi. Videos
      vii. Weapons

Hostage Situation

If you witness a hostage situation, call 911. In the unlikely event that you are taken hostage, follow these procedures.

1. Stay calm.
2. Be patient. Time is on your side.
3. Follow instructions from your captor, and be alert.
4. Don't make mistakes that could jeopardize your well-being.
   a. Avoid drastic actions.
   b. Don't speak unless spoken to, and then only when necessary.

   c. Don't talk down to a captor, who already may be in an agitated state.
   d. If possible, maintain eye contact with the captor at all times but do not stare.
   e. Treat the captor in as friendly a manner as possible.
   f. Avoid speculating. Comply with instructions as well as you can. Avoid arguments.
5. Be observant. Try to remember all distinguishing characteristics of your captor (tattoos, scars, etc.). The personal safety of others may depend on your memory.
6. Be prepared to answer questions from the police via telephone should a line be patched through to your location.
7. Attempt to establish rapport with the captor. If medications, first aid, or the like are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

Lockdown

1. A lockdown involves staying inside a secure location and NOT evacuating until instructed to do so by Security or police. Note, lockdowns can happen for a variety of reasons, not only active shooter situations.
2. If there is a lockdown, the following steps must be taken:
   a. Facilities and/or IT begins the lockdown procedure.
   b. Try to remain as calm as possible.
   c. Immediately lock yourself and others into a secure room.
   d. Lock the windows and close blinds or curtains.
   e. Stay away from the windows.
   f. Turn off the lights and silence your devices. Stay quiet.
   g. If you're in a classroom, keep everyone together. If the door of the classroom swings out, and it cannot be locked, barricade the door with desks and other large items found in the classroom. If possible, cover any windows or openings that have a direct line of sight into the hallway.
   h. If you are not in a space that can be locked and/or barricaded, try to get to an office or other room that can be locked and/or barricaded.
   i. If you are outdoors, evacuate if possible. If not, lock yourself into a car.
   j. DO NOT sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus places them in potential harm as they attempt to exit.
   k. Do not leave your secure location until police or Security give you directions.
   l. External doors will be locked and cannot be opened, even with your PTS badge.
   m. The Crisis Team will use the Seminary's emergency communication channel to monitor the situation. The Crisis Team will communicate the beginning and end of a lockdown through Shofar, the Seminary's emergency alert system.

Death on Campus

If you discover or witness a death on campus

1. Call 911.
2. Notify Security (412-889-2208).
3. Remain on the scene until you provide a statement to law enforcement authorities. Encourage others that may be present at the scene to also remain until dismissed by law enforcement authorities.
4. Do not disturb the scene and prevent others from doing so.
5. If a death occurs in the residence hall or apartments, Security will close off the room/area until authorities arrive.

Suspicious Mail or Package

1. If you receive a suspicious letter or package:
    a. Do not try to open it.
    b. Isolate it.
    c. Notify Security (412-889-2208).
2. If you open a parcel containing suspicious material or alleged to contain suspicious material:
    a. Set it down and do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
    b. Vacate the area.
    c. Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
    d. Notify Security (412-889-2208).
    e. If the material is corrosive or presents an immediate danger, wash or rinse your hands.
    f. Stay at the scene to answer Security's questions. If anyone enters the closed area in which the suspicious letter or package is located, that person should also stay at the scene.
    g. Call 911 as necessary.
3. Some typical characteristics, which in combination may trigger suspicion, are:
    a. Restricted marking such as "Personal" or "Special Delivery."
    b. No return address or one that cannot be verified as legitimate.
    c. A city or state in the postmark that does not match the return address.
    d. Unusual weight based on size.
    e. Lopsided or odd shape, strange odors, oily stains, crystallization, protruding wires, rigid or bulky shape, excessive tape or string.

Bomb (or other) Threat

1. Receipt of a Threat
    a. Any person receiving a bomb threat by phone should ask:
        i. When is the bomb going to explode?
        ii. Where is the bomb located?
        iii. What kind of bomb is it?
        iv. What does it look like?
        v. Why did you place the bomb?
        vi. Who is calling, please? In some instances, the caller may unthinkingly reply with their name.
    b. If possible, keep talking to the caller and record the following:
        i. Number displayed on the telephone's caller ID (if available)
        ii. Time of call
        iii. Age and gender of caller
        iv. Speech pattern, accent, possible nationality, etc.
        v. Emotional state of the caller
        vi. Background noise
2. Immediately call 911 and if possible notify Security (412-889-2208).
3. Search
    a. Security will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects or packages and report the location to Security. Do not use your cell phone to report the location.

   b. DO NOT TOUCH THE SUSPICIOUS OBJECT OR PACKAGE.
   c. Do not open drawers or cabinets, turn lights on or off, or utilize two-way radios or cell phones.
4. Evacuation
   a. Security will determine if the building will need to be evacuated.
   b. Immediately proceed toward the evacuation route and keep moving until you safely are away from the building (about 500 feet).
   c. Evacuation routes are posted near the door of all office, classroom, and meeting spaces.
   d. Never use an elevator.
   e. If needed, assist others out of the building. Ask for help before physically lifting or carrying someone to safety.
   f. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

Fire or Explosion

If you observe a fire and excessive amount of smoke:

1. If possible, use available fire extinguishers to extinguish or contain the fire.
   a. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
2. If it is not possible to use a fire extinguisher or you are unable to contain the fire:
   a. Evacuate the area. Close doors and windows in the area to contain the fire.
   b. Pull the nearest fire alarm.
   c. Call 911.
3. If you cannot contain the fire or get out, do the following:
   a. If you are in an enclosed space and know/suspect a fire, feel the door and door knob for warmth. If the door is not hot, evacuate via the door. If the door is hot and if possible, evacuate via the window. If the door is hot and evacuation is not possible, stay where you are. Then, seal the bottom of the door with a garment, towel, etc. Ideally, wet the garment/towel. Find a way to alert someone to your location.
   b. If you become trapped in a building during a fire, find a room, preferably with a window (keep window closed as much as possible), and place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor, where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
4. Report the fire to Security (412-889-2208).

Gas Leaks or Hazardous Material Spill

1. Vacate the area and call 911 to report the leak. If that is not possible, pull a fire alarm.
   a. Before leaving, open doors to promote cross-ventilation.
   b. Give the location, material(s) involved, and the extent of any injuries, if known.
2. Call Security (412-889-2208).
3. Immediately remove any contaminated clothing and wash any part of the body contaminated by chemicals. Do not spread the contamination to clean areas.
4. Alert others to avoid the area.
5. Do not return to the contaminated area.
6. Wait for emergency personnel to arrive and direct them to the area of the leak.

Biological Accidents

1. Do not attempt to clean up this type of spill unless you have been properly trained. Spills of human blood and other body fluids are to be cleaned up by trained personnel.
2. Notify Security (412-889-2208).

Utility Malfunction

If an electrical power failure, gas line break or leak, heating or carbon monoxide emergency, or water main break occurs, the following procedures should be carried out:

1. If needed, call 911.
2. Notify Security (412-889-2208).
3. Additional Procedures
    a. If appropriate due to the life-threatening nature of a utility emergency, or if directed to do so, activate the building's fire alarm at a nearby pull-station to assist with evacuation of the building.
    b. Use the stairs! Do not use elevators. If you know people are trapped in an elevator:
        i. Instruct them to use the emergency phone in the elevator to call for help and follow the instructions from the operator.
        ii. Stay near passengers until Security or other assistance arrives, provided it is safe to stay in the building.
    c. Do not use open flame for lighting.
    d. Once outside, move at least 500 feet from the affected building.
    e. Keep the area clear for emergency vehicles and crews to perform their duties.
    f. Do not return to an evacuated building unless told to do so by Security.

Tornado

1. During a tornado:
    a. Facilities workers will immediately ensure that equipment is secure (i.e., shut off gas, water, high voltage, etc.)
    b. All persons should move to the nearest place of safety, where they should sit on the floor with their backs to a wall as far away from windows as possible. Remain in the safe location until notified.
        i. Chapel – move to auditorium
        ii. Long Hall – move to area outside Shak/Museum
        iii. Library – basement
        iv. McNaugher – basement
        v. Calian – basement
        vi. Fulton – basement
    c. If a tornado warning has been issued and you are outside:
        i. Look for a nearby safe structure in which to take shelter.
        ii. If you are on campus, go to the shelter area of the nearest building.
        iii. If you are in your car, get out of it. Never try to outrun a tornado.
        iv. If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.
2. After a tornado:
    a. Give first aid, if needed; do not move seriously injured people. Call 911 as needed.
    b. Stay calm and act cautiously.
    c. If you detect a gas leak, call 911 to report the leak as soon as possible and move away from the area.

d. Do not return to an evacuated building until instructed to do so by emergency workers.

Large Group Disturbance

The goal is to contain escalation until police arrive. If you encounter a large group disturbance:

1. If needed, call 911.
2. Call Security (412-889-2208).
3. Meet Security/police and escort them to the location of the disturbance.
4. Do not intervene unless you are certain you can do so without threatening your safety or the safety of others.
5. Encourage bystanders not to get involved.

Demonstrations

1. While recognizing that constructive protest and discussion of issues are vital in a seminary community, the Seminary also recognizes an obligation to maintain an atmosphere conducive to academic work and one that respects the private rights of all individuals.
2. If you observe a demonstration by members of the PTS community, be observant of the following protocol:
    a. Demonstration (peaceful)
        i. Almost all demonstrations that may occur will be peaceful and non-obstructive. If this is the case, those participating in the demonstration are to be left alone. DO NOT argue with those demonstrating. Keep the atmosphere calm and controlled, and keep opinions to yourself.
    b. Demonstration (hostile)
        i. If the demonstration becomes violent, DO NOT argue with those demonstrating, and maintain a safe distance.
        ii. Get to a safe location immediately and call 911 and then Security (412-889-2208).
3. If you observe a demonstration by those not directly affiliated with PTS, be observant of the following protocol:
    a. Report it to Security (412-889-2208). Demonstrations by these groups are handled on a case-by-case basis. If demonstrators are allowed to conduct their demonstration on campus, they may be directed to a designated area so as not to interfere with the normal operations of the Seminary.

Off-Campus Group Travel

1. Prior to travel, furnish the following to your administrative unit VP:
    a. Full names of each person traveling.
    b. Travel itinerary including airline, flights, dates, destinations, return information, and hotel accommodations.
    c. Emergency contact information for each traveler.
2. In the event of an emergency, address the needs of the person experiencing the emergency. Inform the Seminary's Chief of Staff and sponsoring group leader about the situation.
3. In the specific event of intercultural learning trips, refer to the World Mission Initiative Intercultural Trips Security Policy.

Missing Person

1. If you believe that a person has gone missing, check with that person's social networks.
2. Notify Security at 412-889-2208, who will call 911 if necessary.

3. Give police the following information:
    a. The person's name, age, general physical description and dress, and medical status and last time seen.
    b. The Seminary will have the person's information and photo available if possible.
4. Designee will notify the family of the situation and the steps taken.
5. Follow-up action will be determined by the police, school administration, and family.

Kidnapping

1. If you have any reason to suspect a kidnapping, call 911 and follow their instructions.
2. Be prepared to give the police the following information:
    a. The person's name, age, general physical description and dress, medical status, and time last seen.
    b. Any suspect information, vehicle information, and direction of travel.
    c. The Seminary will have the person's information and photo available if possible.
3. Notify Security at 412-889-2208.
4. If the situation warrants, the Seminary will be locked down and all outside doors will be secured.
5. A designee will notify the family to inform them of the situation and the steps taken.

Child Abuse

Pennsylvania State law dictates that all Seminary employees are mandated reporters of child abuse. They can be found guilty of a summary offense for not reporting abuse. Non-employees are encouraged to make a report if they suspect abuse. Report abuse or suspected abuse to the Office of Children, Youth, and Families (CYF) at 412-273-2000 or 1-800-932-0313.

1. After contacting CYF you must tell the Seminary President and/or the Vice President for Finance and Administration.
2. DO NOT INTERVIEW THE VICTIM. Write down any statements made by the victim and your observations of the victim.
3. DO NOT CALL PARENTS until directed by CYF Office or administration.
4. All school personnel who have had contact with the child during this time, received information of abuse/suspected abuse from the child, or received information of abuse/suspected abuse from other school personnel will record/document their observations and the information they have received and provide these to the authorities as required.
5. Further information concerning child abuse and reporting can be found at https://www.alleghenycounty.us/Human-Services/About/Contact/Child-Abuse.aspx and https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/FAQ_Mandated%20Reporter.pdf.

Cyber Attack

1. If you receive a suspicious e-mail, forward it to phishing@pts.edu.
2. If you find left behind equipment (e.g. phones, laptops, or USB drives), do not attempt to open/connect/use them. Turn them over to the Director of IT.
3. If you believe that your PTS account has been compromised (ex: unexpected account activity), immediately contact the Director of IT.
4. If you become aware of any type of cyber security event involving Seminary personnel, services, equipment, or data, you should immediately report this, along with any details you may have, to the Director of IT.
5. If you find a PTS OneCard, you should turn it in at the Reception Desk.

Reminders:

- Do not share login information with anyone.
- IT will never ask for it nor will IT ever ask you to reset your password via a link.
- You are required to change your password every 90 days.
- You will start to receive notifications 10 days in advance of expiration.
- Passwords must contain three of the following: upper case letter, lower case letter, number, and/or special character (!@#$%^&).
- PTS employees will not ask you via e-mail to purchase gift cards.