

2016

SEVERE WEATHER PROTOCOL



Memphis Theological Seminary

4/13/2016

MEMPHIS THEOLOGICAL SEMINARY

SEVERE WEATHER PROTOCOL

In the event of the possibility of severe weather the security officer on duty will monitor the weather radio which will be provided. The officer on duty will also monitor local news weather alerts and alerts issued by the National Weather Service. The Director of Facilities and Safety shall also be in communication with the Security Personnel on duty. The Director shall communicate a developing situation to the Vice President of Operations and to the President of the Seminary

In the event a Warning is issued, the Director of Facilities and Safety and/or The Director of IT will issue a mass notification alert through the Everbridge System to all Students, Faculty and Staff. Security Staff on duty will provide immediate physical notification to the Professors who may be holding class first and students, faculty and staff who may be in the building.

The Director of Facilities and/or Security Staff on duty are required to notify the classrooms directly if possible. The information will be brief and direct to afford the Security Personnel the ability to notify others and provide for their own personal safety. If instructed you are not allowed to remain at a location. The CSA will notify you as soon as it is safe to move from the area of relocation. We ask you move quickly and safely and render aid to anyone who may need assistance. We will notify you as soon as the threat has been lifted

Founders Hall: Relocate to the Library. If the library is closed then relocate to the interior hallway near the water fountain and outside the interior library entrance.

Cumberland Hall: Relocate to the interior hallway near the restrooms and fire exit near C-104. Close as many interior doors as possible once you are in location to eliminate flying debris.

Hilliard Hall: Relocate to the downstairs hallway at the rear and sides of stairway.

Brown Shannon: If possible relocate to designated area in Founders Hall. If you are not able to relocate from Brown Shannon then you should sit in the area near the restrooms and place a cushion over your head to protect you from flying debris.

Commuter Housing: If possible will be notified via land line seek shelter in an interior room.

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The Security Official's job is to notify the Students, Faculty and Staff. Once that is accomplished it is the responsibility of the occupants of the Seminary to follow instructions. CSA's will move to the next building location to advise as many Students, Faculty and Staff as possible. Once they have notified the occupants then they will retreat to a safe location.