Chicago Theological Seminary

Emergency Action Policy

Updated September 2026

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Emergency Action Plan

Overview

Purpose

Chicago Theological Seminary is committed to protecting students, employees, tenants, and guests (all parties) in the event of an emergency. The purpose of this program is to establish action plans to prepare people in the event of an emergency. These plans will be developed, approved by management, and communicated to all employees and students.

This document includes procedures for evacuation as well as specific procedures for the following types of emergencies:

1. FIRE
2. SEVERE WEATHER
3. MEDICAL
4. EXTENDED POWER LOSS
5. BOMB THREAT
6. ACTIVE SHOOTER

Emergency Reporting

CTS will rely on local emergency services for response to most emergency situations. These services will be briefed on potential company emergencies. The **Program Coordinator** will coordinate visits with emergency service providers to ensure they are familiar with the facility and the company emergency action plans as described here.

Emergency Contacts

On-Site Company Emergency Services			
Service	**Contact Person**	**Phone Number**	
Program Administrator	VP of Finance & Administration/Karen Walker	(773) 896-2441	
Program Coordinator	Director of Facilities and Events/Shauna Warren	(773) 896-2445	
Reception	Front Desk Staff	(773) 896-2400	
Local Emergency Services			
Service	**Contact Person**	**Phone Number**	**Location**
Emergency	Police Department Fire Department	911	7040 S. Cottage Grove Avenue (police)
Emergency	University of Chicago: Department of Safety and Security	(773) 702-8181	6054 South Drexel Avenue, Chicago, IL 60637

Warning and Evacuation Alarms

CTS must communicate emergencies and evacuation warnings with the use of distinct alarm devices. In areas with high noise, a visual alarm may accompany the audible alarm.

Locations of Emergency Action Plans

Emergency maps will be posted on each floor in multiple locations. In addition, the emergency action plans will also be posted and distributed as follows:

• Posted at reception desks on the 1st floor • Saved to the Shared Drive on CTS intranet and MyCTS	• Posted in the Simplex Harrell fire alarm panel • Shared electronically with new employees and students at orientation, as well as current tenants • Sent to each employee electronically

Program Evaluation and Training

The **Program Administrator** will review this program at least annually. The program will also be reviewed if conditions change. All parties who are affected by changes in the emergency action plan will be trained on the changes. The company will establish a basic training program for all parties. Regular employees and tenants of the building will have no extra responsibilities other than following the directions of the emergency plan and participating in drills. Supervisors and emergency assistants will receive advanced training on the procedures for emergency evacuation as detailed below:

Emergency Action Plan Personnel

Emergency Action Plan Program Administrator: Karen Walker
Emergency Action Plan Coordinator: Shauna Warren

Employee / Position	Critical Operation
EAP Coordinator	Direct people to the evacuation area, gather information, coordinate with emergency personnel and give all clear when it is safe to return to the building
The South Desk Receptionist	Remove folder containing names and contact information for staff, faculty and students. Initiate roll call to determine if any personnel are missing
VP of Finance & Administration	Coordinate with Office of Finance & Administration to initiate text/email procedure
Office of Finance & Administration	Initiate text/email procedure for informing CTS community

Current Assignments as of September 2025:

Emergency Assistant	Job Title
Karen Walker	VP of Finance & Administration
Shauna Warren	Director of Facilities & Events/EAP Coordinator

Evacuation Procedures

1. When evacuating, please move to the nearest exit and proceed to the assembly area. Refer to maps in this document and posted in multiple areas on each floor. Site personnel should know at least two evacuation routes.

Work Area	Exit Routes
1st Floor	North Exit(by Reception); South Exit (by Reception); East Exit (by elevators); Northeast Exit (by Stairwell); Southeast Exit(by Stairwell)
2nd - 4th Floor and Basement	Northeast stairwell to first floor, then use Northeast Exit; Southeast stairwell to first floor, then use Southeast Exit

2. **Meet in the assembly area: Past the south entrance parking lot to the field on the barrier of the property**
3. The South Reception desk staff will remove folder containing names and contact information for staff, faculty, and students. Reception desk staff will initiate roll call to determine if any personnel are missing. Missing employees will be reported to the EAP Coordinator.
4. The Office of Finance and Administration will initiate emergency text and email communication to the CTS community.
5. The EAP Coordinator will coordinate with local emergency services and the fire department to determine if it is safe to return to work. All employees must remain outside until there has been an announcement that it is safe to reenter.

Emergencies

1. FIRE

When fire is discovered:

- Activate the nearest fire alarm.
- **CALL 911** to notify the local Fire Department.
- Call University of Chicago, (773) 702-8181 to inform them of the emergency situation.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- If using a fire extinguisher, remember the **P.A.S.S.** acronym: **P** = PULL the pin on the fire extinguisher. **A** = AIM the extinguisher nozzle at the base of the fire. **S** = SQUEEZE or press the handle. **S** = SWEEP from side to side until the fire appears to be out.

EVACUATE!

Upon the sounding of the fire alarm (audio and/or visual), occupants must:

1. Leave the rooms they are currently in and close the door behind them.
2. If able, place a post-it (sticky) note on the outside of the door near the handle when all have left the room.
3. Exit the building using the nearest exit and designated escape routes per the above evacuation procedures and proceed to the Assembly Area.

ASSEMBLY AREA
Past the south entrance parking lot to the field on the barrier of the property

2. SEVERE WEATHER AND NATURAL DISASTERS

TORNADO

1. Employees who identify a severe weather event by sighting or the media will alert the EAP Coordinator.
2. The Office of Finance & Administration will initiate emergency text and email communication to the CTS community.
3. When a warning is issued by sirens or other means, employees will move to the designated STORM SHELTER as described below and shelter-in-place.
4. **Meet in the storm shelter: the basement hallway area, staying away from outside walls and windows**.
5. Use your arms to protect your head and neck.
6. The South Reception desk staff will remove the folder containing names and contact information for staff, faculty, and students. Reception desk staff will initiate roll call to determine if any personnel are missing. Missing employees will be reported to the EAP Coordinator.
7. Remain sheltered until the tornado threat is announced to be over.

STORM SHELTER
Please move to the SOUTHEAST STAIRWELL and proceed to the basement hallway. Stay away from outside walls and windows. Refer to maps in this document and posted on each floor. Please note: a yellow container of survival supplies is located in the CTS storage area of the basement.

FLOOD

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended evacuation routes per the evacuation procedures above.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If a car stalls, abandon it immediately and climb to higher ground.

BLIZZARD

If indoors:

- Stay calm and await instructions from the EAP Coordinator or the designated official. Stay indoors!
- If there is no heat:
    - Close off unneeded rooms or areas.
    - Stuff towels or rags in cracks under doors, cover windows at night.
    - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
    - Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors: Find a dry shelter. Cover all exposed parts of the body.

3. MEDICAL EMERGENCY

1. Call 911
2. Call University of Chicago, (773) 702-8181 to inform them of the emergency situation.

Provide the following information:

1. Nature of medical emergency,
2. Location of the emergency (address, building, room number),
3. Your name and phone number from which you are calling.

Perform these tasks:

- **Do not move the victim unless absolutely necessary.**
- Attempt first aid ONLY if trained and qualified.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
    1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
    2. Clear the air passages using the Heimlich Maneuver in case of choking.
    3. In the case of a heart attack, the AED can be utilized. AED equipment is located on the 1st floor by the main bathrooms (across from the elevators).

4. EXTENDED POWER LOSS

- Call University of Chicago, (773) 702-8181 to inform them of the emergency situation.

In the event of extended power loss to the facility, the EAP Coordinator or EAP Administrator will work with the University of Chicago to determine which precautionary measures should be taken. These measures include:

- Notifying the IT Department if extended power loss occurs
- Turning off unnecessary electrical equipment and appliances in the event that power restoration would surge, causing damage to electronics and affecting sensitive equipment (with the assistance of the IT Department).

For freezing temperatures, the EAP Coordinator or Administrator should turn off and drain the following lines in the event of a long-term power loss. This includes the Fire sprinkler system, standpipes, potable water lines and toilets. The EAP Coordinator or Administrator will work with the University of Chicago to make this determination.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

5. TELEPHONE BOMB THREAT

Most bomb threats are received by phone and should be considered serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist below:

CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female ____ Unknown ____Adult ____ Juvenile ____

APPROXIMATE AGE: _____

ORIGIN OF CALL: Local/Long Distance _____ Cell Phone _____

VOICE CHARACTERISTICS/SPEECH/LANGUAGE

___ Loud	___ Fast	___ Excellent
___ High Pitch	___ Distinct	___ Fair
___ Raspy	___ Stutter	___ Foul
___ Intoxicated	___ Slurred	___ Good
___ Soft	___ Slow	___ Poor
___ Deep	___ Distorted	_____ Other
___ Pleasant	___ Nasal	

ACCENT/MANNER/BACKGROUND NOISES

___ Local	___ Angry	___ Street
___ Foreign	___ Irrational	___ Traffic
___ Race	___ Incoherent	___ Trains
___ Not Local	___ Emotional	___ Animals
___ Region	___ Laughing	___ Quiet
___ Calm	___ Factory	___ Voices
___ Rational	___ Machines	___ Airplanes
___ Coherent	___ Music	___ Party
___ Deliberate	___ Office	___ Atmosphere
___ Righteous	___ Machines	

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour ____ Time Remaining
- Where is it located? Building Area
- What kind of bomb? _____
- What kind of package?_____
- How do you know so much about the bomb?___
- What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

- Did the caller appear familiar with the building (by his/her description of the bomb location)?
- Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

After the call is completed:

- Notify your supervisor and EAP Coordinator immediately.
- Call 911
- Call University of Chicago, (773) 702-8181 to inform them of the emergency situation.
- If directed by the University of Chicago and/or police, evacuate the building according to the evacuation procedure listed above and proceed to the assembly area.

6. ACTIVE SHOOTER/VIOLENT ACTS

A violent acts emergency exists when any person(s) enters CTS and threaten or make visible any controlled weapon that can harm, kill, or maim CTS students, staff, faculty, tenants or visitors. Refer to "Active Shooter- How to Respond" manual from Department of Homeland Security for more advanced directives.

If a violent act emergency occurs:

1. Try to notify 911 if it is safe to do so.
2. Try to call University of Chicago, (773) 702-8181 to inform them of the emergency situation.
3. The EAP Coordinator will work with the VP of Finance to inform all parties of the emergency (if safe to do so) and will coordinate with the Office of Finance & Administration to send email/text alerts to the CTS community.
4. **EVACUATE IF POSSIBLE** per the evacuation procedures above and proceed to the Assembly Area.
5. If not, **HIDE** behind a locked door or large object where you can't be seen and remain quiet.
6. **Silence cell phones**
7. If safe to do so, an employee trained in first aid will respond to any medical emergencies until more advanced help arrives. They will coordinate with emergency services to assist the employee(s).
8. After evacuation, the South Desk Receptionist will take roll to determine if any employees are missing. Missing employees will be reported to the EAP Coordinator.
9. The EAP coordinator will coordinate with local emergency services and the fire department to determine if it is safe to return to work. All employees must remain outside as directed until there has been an announcement that it is safe to reenter.

For more detailed information regarding an active shooter scenario, please review this active shooter training video: https://youtu.be/5VcSwejU2D0