

# **EMERGENCY AND SAFETY PLAN**



***LDS BUSINESS COLLEGE***

***95 NORTH 300 WEST  
SALT LAKE CITY, UTAH 84101***

**Revised: 1 September 2011**

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## IMPORTANT NOTE ABOUT TELEPHONE NUMBERS

Telephone numbers listed in this document include the area codes because ten-digit dialing is required in Salt Lake City. For example, to call the LDS Church Global Security Operations Center (GSOC), you must dial 801- 240-2771 (do not dial a “1” before the area code unless you are calling from a different area code location). Five-digit dialing to Church headquarters telephones is available if you are using any desk set telephone in the LDS Business College Building. This requires dialing “2” followed by the four-digit extension. For example, to call GSOC using an LDS Business College desk set, you dial just 2-2771. If five-digit dialing is available for a phone number in this document when using an LDS Business College desk set telephone, that phone number will appear in brackets following the number in full ten-digit format.

### Purpose

The purpose of this Emergency and Safety Plan is to provide safety and security instructions and procedures pertaining to the LDS Business College campus building in order to promote and help ensure the safety and security of all building occupants, including students, employees, service missionaries, volunteers, and visitors.

### Personnel

Building Emergency Coordinator, Ryan Bateman.....	801-240-9333 [2-9333]
Cell .....	801-633-5152
Assistant Building Emergency Coordinator, Paul Mathews .....	801-240-9233 [2-9233]
Cell .....	801-885-7820
Global Security Operations Center (“GSOC” or Church Security) .....	801-240-2771 [2-2771]
Safety Coordinator, Joe Lyon.....	801-240-8791 [2-8791]
LDSBC Emergency Response Committee (Timely Notification Committee)	
Jerold M. Bryan.....	801-524-8102
Cell .....	801-599-5273
R. Brent Cherrington .....	801-524-8190
Cell .....	801-599-5091
Craig V. Nelson.....	805-524-8103
Cell .....	801-599-7915

### College Emergency Responders - Telephone Numbers

*All regular LDSBC employees, service missionaries, and volunteers are trained in emergency response procedures and all are, therefore, designated as College Emergency Responders (CER). The following list shows the names and telephone numbers of the full-time LDSBC employees according to the floor where their offices are located:*

#### 1<sup>st</sup> (Main) Floor

Bingham, Rachel.....	801-524-8129
McReynolds, Nichole.....	801-524-1940

## 2<sup>nd</sup> Floor

Armstrong, Kristene.....	801-524-8180
Badger, Karl.....	801-524-8180
Boman, Stacey.....	801-524-8126
Dansie, Jae.....	801-524-8178
Farris, Sean.....	801-524-8182
Fellows, Dawn.....	801-524-8156
Gomez, Lacey.....	801-524-8116
Honor Code Office.....	801-524-8157
Horne, Doug.....	801-524-8110
Johnson, Camille.....	801-524-8134
Juchau, Adrian.....	801-524-8158
O'Connor, Henry.....	801-524-8184
Paige, Jessie.....	801-524-1934
Peralta, Kim.....	801-524-8148
Ransom, Lori.....	801-524-8175
Richards, Renae.....	801-524-8144
Taylor, Tamra.....	801-524-8105
Tittle, Matt.....	801-524-8146

## 3<sup>rd</sup> Floor

Allen, Craig.....	801-524-8125
Baxter, Marki.....	801-524-8120
Brown, AnnaLaura.....	801-524-8181
Brown, David.....	801-524-8122
Gunnerson, Allan.....	801-524-8123
King, Judd.....	801-524-8115
Meredith, Doug.....	801-524-8121
Openshaw, Kristen.....	801-524-8177
Roberts, Bliss.....	801-524-8124
Sorenson, Sarah.....	801-524-8149

## 4<sup>th</sup> Floor

Asay, Steve.....	801-524-8147
Bell, Kathy.....	801-524-1953
Brown, Louise.....	801-524-8174
Lampropoulos, Cindy.....	801-524-8169
Ravneng, Bente.....	801-524-8118
Skene, Kathy.....	801-524-8118
Thompson, Barbara.....	801-524-1913

## 5<sup>th</sup> Floor

DuVall, Ken.....	801-524-1965
Finlinson, Kitt.....	801-524-8165
Little, Ralph.....	801-524-8131
Newman, Scott.....	801-524-8167
Schreiner, Bruce.....	801-524-8162

## 6<sup>th</sup> Floor

Henrie, Lynda.....	801-524-8236
Hepworth, Sue.....	801-524-8166

Lake, Marjean ..... 801-524-8163  
 Morgan, Tyler ..... 801-524-8161

7<sup>th</sup> Floor

Graham, Christine ..... 801-524-8168  
 Richards, Paul ..... 801-524-8139  
 Robbins, Leslie..... 801-524-8137  
 Weber, Matt ..... 801-524-8164

8<sup>th</sup> Floor

Hunsaker, Miles ..... 801-524-8108  
 Killpack, Dianna ..... 801-524-1959  
 McReynolds, Kevin ..... 801-524-8138  
 Merkle, Brett ..... 801-524-8132

9<sup>th</sup> Floor

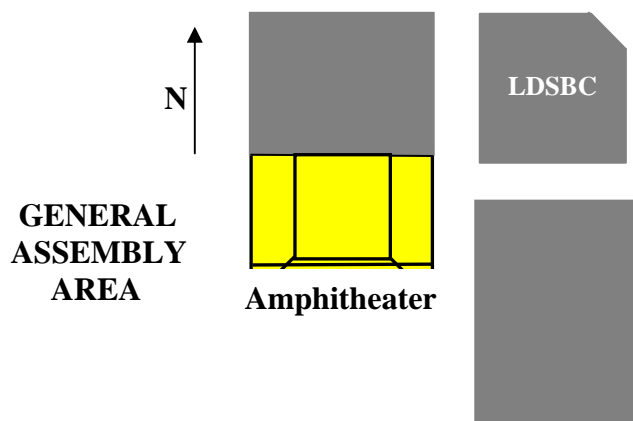
Burris, Todd ..... 801-524-8189  
 Kunzler, Kaleb ..... 801-524-8191  
 Manookin, Chad..... 801-524-8185  
 Olson, Andrew ..... 801-524-8187  
 Snow, Matthew ..... 801-524-8186  
 Tracy, Mike..... 801-524-8292  
 Wilkinson, Christopher ..... 801-524-8188

10<sup>th</sup> Floor

Brown, Carolyn..... 801-524-8160  
 Bryan, Jerry ..... 801-524-8102  
 Cherrington, Brent ..... 801-524-8190  
 Doran, Linda ..... 801-524-8171  
 Knight, David..... 801-524-8117  
 McGettigan, Glenn..... 801-524-8112  
 Nelson, Craig ..... 801-524-8103  
 Reitz, Chris..... 801-524-8109  
 Richards, J. Lawrence ..... 801-524-8106  
 Smith, Cathy..... 801-524-8106  
 Wisner, Bob ..... 801-524-8107

**Building-specific Information**

When required to evacuate the LDSBC campus building, occupants proceed directly to the General Assembly Area, which is the Triad Center amphitheater, located southwest of the LDSBC campus building and immediately south of Triad Building 3:



The building command post and operations center is the Fire Command Center, Main Floor, Room 147.

There are two evacuation routes to exit the LDSBC campus building: the west central stairwell and the east central stairwell.

## **Organizational Overview**

The Building Emergency Organization consists of the following:

- Building Emergency Coordinator (BEC), who is also the Facility Manager
- Assistant Building Emergency Coordinator (ABEC), who is also the Assistant Facility Manager
- Church Security Department (CSD)
- Global Security Operations Center (GSOC)
- Safety Advisor
- LDSBC Emergency Response Coordinator

During normal business hours the Building Emergency Coordinator or designee will supervise all emergency and safety activities in cooperation with the Church Security Department. The Assistant Building Emergency Coordinator will assume full responsibility in the absence of the Building Emergency Coordinator.

Outside of normal business hours, Church Security supervises all emergency activities in the LDSBC building. The Facility Manager will be notified by GSOC of any emergencies as soon as possible.

The Church Security Department (CSD) promotes a safe and peaceful environment in which the mission of LDSBC may be accomplished. It provides emergency response to first aid, CPR, fire, and panic alarms, and handles disruptive or threatening influences. CSD also establishes general security guidelines, policies, and procedures to be followed by all entities within the Church. It also conducts physical security surveys and secures the parking facilities assigned to LDSBC. Church Security assists with public relations to employees, visitors, and students at LDSBC and maintains the twenty-four hour Global Security Operations Center (GSOC).

The Safety Advisor from Church headquarters assists with establishment and review of procedures, training, building inspections, investigation and follow-up to eliminate deficiencies and other safety hazards.

The College Emergency Responders have responsibility for the occupants of affected floors and the authority, under the direction of the Building Emergency Coordinator, Assistant Building Emergency Coordinator and Church Security, for their safe conduct.

The Facility Manager has complete responsibility for the physical structure, oversight of all maintenance functions within the building, and coordination of all assistance from Headquarters Facilities Division personnel.

Control of an emergency situation for each floor, or building area, is accomplished through:

1. College Emergency Responders
2. Church Security, Building Emergency Coordinator, Assistant Building Emergency Coordinator and additional Headquarters Facilities personnel, as necessary
3. Response from outside agencies, such as Salt Lake City police and fire fighters
4. Building emergency public address systems
5. Electronic notification systems
6. Posted floor directional signs

## **DUTIES AND RESPONSIBILITIES OF THE COLLEGE EMERGENCY RESPONDERS**

**College Emergency Responders (All employees, service missionaries, and volunteers):**

- 1. Have responsibility for the occupants of the floor on which they are currently located.**
- 2. Take positions at the Floor Command Post of the floors they are on and assess and coordinate the response in emergency situations.**
- 3. Direct the evacuation of building occupants of the floor they are currently on and implement evacuation instructions and procedures.**

## **RESPONSIBILITIES OF THE COLLEGE EMERGENCY RESPONSE COORDINATOR**

The College Emergency Response Coordinator:

1. Makes a frequent inspection of area to maintain safety awareness and files a monthly emergency and safety inspection report with the Facilities Manager.
2. Provides each College Emergency Responder and phone installation with a copy of the "Emergency Response" card and the Church Security emergency number sticker for each telephone.

All LDSBC and Institute employees, service missionaries, and volunteers (“College Emergency Responders”) must be thoroughly familiar with:

1. The Emergency and Safety Plan
2. The location and operation of all available fire alarms
3. The location of the fire extinguisher on each floor
4. Basic handling and use of a fire extinguisher
5. All emergency exits and building evacuation routes

During an emergency, College Emergency Responders will identify themselves by wearing yellow vests while performing their duties. Each classroom and the workstation of each full-time employee are equipped with a yellow vest that employees can utilize when responding to an emergency situation.

## **Communications**

Communication is essential to the handling of any emergency situation. During an emergency situation it is important that communication lines remain available. During an emergency situation, use telephones only when absolutely necessary to give or receive appropriate information. Church Security personnel use hand held communication radios to assist with emergency communications. The building public address system is a part of the fire alarm control system and may be used to provide information to the entire building or

selected floors as necessary.

GSOC will notify the police and fire departments of all emergencies affecting the LDSBC campus building. The Building Emergency Coordinator, his assistant, or Church Security officers will assist and direct the police, fire, or other responders to the scene of the emergency.

## **Floor Command Post**

Each floor of the LDSBC campus building has a designated floor command post where College Emergency Responders meet to coordinate response efforts when emergency situations arise. The floor command post is located at the door to the west central stairwell exit on each floor. Upon becoming aware of an emergency situation requiring the evacuation of the building, the College Emergency Responders don yellow vests and proceed to the floor command post. The first College Emergency Responder to arrive at the floor command post becomes the floor Emergency Response Leader for the duration of that event. The Emergency Response Leader assigns the other College Emergency Responders as they arrive at the floor command post to search other floor areas and assist the leader in evacuating the floor.



Floor Command Post Location  
(One on each floor)

## **Training**

Training of the College Emergency Responders, which includes all LDSBC employees, service missionaries, and volunteers, is the responsibility of the LDSBC Emergency Response Coordinator in association with the Building Emergency Coordinator. The safety and security personnel based at Church headquarters receive training at locations in their own departments. The College Emergency Responders receive training to respond to the types of emergencies that may be encountered at the LDSBC campus building. The training consists of both theoretical and practical experience. Semiannually, in addition to evacuation drills, the emergency notification portion of the Safety and Security Plan is tested to confirm that

it will be effective in notifying the campus of an emergency situation should the need arise. The notification procedure consists of the following:

## Campus Notification Procedures

1. Upon becoming aware of a report of a possible emergency situation that could affect the campus, a College Emergency Responder notifies a member of the Emergency Response Committee (ERC) (aka “Timely Notification Committee”), and takes immediate steps to confirm the validity of the report by the most expeditious means available. If the College Emergency Responder and the ERC judge the report to be valid, or if the College Emergency Responder observes the situation first-hand, step 2 of the campus notification procedure is immediately initiated.
2. A member of the ERC or the College Emergency Responder who took the initial report notifies GSOC by calling 801-240-2771 [2-2771].
3. GSOC dispatches Church Security officers to the threat, requests additional resources as appropriate (911, SLC police, fire, etc.) performs building and area lockdown procedures, initiates electronic notification measures via the Everbridge system, and notifies all appropriate College and Church headquarters authorities.

## General Procedures

Emergency responses fall into two general categories: those requiring a building evacuation, and those requiring occupants to shelter in place inside the building.

A. In any emergency situation requiring evacuation, *immediately* take these actions:

1. **Pull** the nearest fire alarm station.
2. **Don** the yellow emergency response vest.
3. **Call and inform GSOC** of the emergency, 801-240-2771 [2-2771], or direct someone else to do so.
4. **Go** to the floor command post, which is west stairwell door, and with the assistance of other LDSBC employees, direct all occupants to leave the floor by either the west or east stairwell.
5. **Ensure** that the floor has been searched, including all offices and restrooms, and that everyone has left the floor. *NOTE: persons with physical disabilities are exempt from practice drills.*
6. **Accompany** all evacuees to the amphitheater and remain there until authoritative all clear notification is given.
- 7.



Fire Alarm Station  
(Three on each floor)

- B. For emergencies requiring occupants to remain in the building, follow the instructions for the specific situation that is taking place.

## **Procedures to Be Followed in Specific Situations**

### ***Active Shooter***

1. **Do not initiate a building evacuation.**
2. Activate the Building Lockdown control (Room 1023, 147, or 120) or request its remote activation when calling GSOC (step #3 following)
3. Immediately call 911 or GSOC at 801-240-2771 [**2-2771**], and, speaking calmly and clearly, request activation of the Building Lockdown control, and describe the emergency situation.
4. Be certain to say that you are calling from “LDS Business College”— GSOC is responsible for multiple locations and if you fail to adequately describe your location, critical time may be lost if responders are directed to the wrong location or building.
5. Stay on the line until you are told it is ok to hang up because there may be other critical information you will be asked to provide.
6. If you are in an office, classroom, or other closed room, lock the door, turn off the lights, and hide in a location not visible from the hallway. If you are in a class, assist your students to be calm and quiet.
7. Prepare to defend yourself in any way possible, including arming yourself and others with heavy objects.
8. Do not huddle together in groups—occupy separate locations to the extent possible to make it more difficult for a shooter to cause injury.
9. Remain hidden until all an clear signal is given by police authority.
10. Always immediately obey the commands of police authority. **Do not** approach police officers—keep your position and obey their commands. Always keep your hands open and visible to police officers at all times. Remember that police officers may not be able to know immediately which persons are victims and which are perpetrators. (See page 18 for CSD general lockdown procedure.)

### ***Bomb Threat***

1. Do not immediately initiate an evacuation unless you are certain the threat is real and immediate.
2. **Do not** touch or disturb suspicious objects.
3. If you receive a bomb threat by telephone, obtain as much information as possible from the caller, including detonation time, floor and location of the bomb, type and size, why it was placed in the building, and caller's voice type whether male or female.
4. Report any bomb threat (or suspicious activities or objects) to GSOC at ext. 2-2771 and follow their instructions.
5. If you observe a search or are told of a bomb threat, remain calm and wait for instructions.
6. If an evacuation is deemed necessary and the alarm system sounds, immediately initiate evacuation procedures. Direct everyone to take with them their personal items such as purses, coats, and book bags, so these items will not have to be examined and cleared during the subsequent bomb search.

### ***Bomb Explosion***

1. If a bomb explodes on an occupied floor without warning, initiate evacuation procedures and treat

the emergency the same as for a fire. Immediately evacuate those able to leave the building without assistance.

2. Contact GSOC at 801-240-2771 [2-2771] and provide information about the explosion, including the extent of the casualties and request assistance in treating and evacuating injured persons as necessary. Provide what information you can about possible structural damage to the building.

### *Civil Disturbance*

As a result of the high visibility of the Church, and its relationship to the Church, the College may be a target for disruptive actions. These actions may include orderly and peaceful demonstrations, riots, snipers, kidnapping, theft, arson, the taking of hostages, and other disruptive actions.

1. Immediately contact GSOC at 801-240-2771 [2-2771]. Assess the situation and relay as much information to GSOC as possible.
2. Encourage students and others to stay calm, avoid over reaction and confrontation.
3. Continue normal operations if possible and advisable.
4. If demonstrators or groups of disruptive persons enter the building, do not try to block or obstruct their entry—if that situation occurs, it will be handled by police or Church Security officers.
5. If you are inside, remain there and secure your immediate area by locking your classroom or office door, your desk, file drawers, and overhead bins.
6. Stay away from doors and windows.
7. If disruptive groups enter your immediate work area, log off the network and turn off your computer.
8. Do not leave the building unless directed to evacuate.

### *Earthquake*

1. Call GSOC 801-240-2771 [2-2771]. Advise GSOC that your location is LDS Business College.
2. Instruct students and others to stay under cover (such as a desks, tables, or doorways); move away from the windows, bookcases, etc., to avoid falling debris.
3. Remain calm and wait for instructions, either on the alarm annunciator system or by professional emergency responders. Do not evacuate initially until specifically instructed to do so. If communications are out and it becomes evident that the building is unstable and is unsafe, initiate an evacuation. Be aware that all occupants may be evacuating the building at the same time, so it may take longer to clear the building; remain calm, assist others who may need help, and be patient. **Do not** use elevators. Be ready for aftershocks.
4. Treat or assist injured people with first aid and CPR as needed and as your level of expertise permits. Don't move victims unless they are in immediate danger. If necessary, put out small fires with portable fire extinguishers located on your floor.
5. Avoid areas where structural damage may have rendered the building unsafe. Wait in a safe place for instructions. You and those with you could be there for several hours. Expect fire alarms and other protection systems to activate.
6. First aid may have to be administered to the injured until they can be attended to by trained medical professionals or transported to a hospital for treatment. Fire equipment may also be delayed due to blocked streets, communication failures or an overload of requests for their services throughout the city.
7. Do not flush toilets because sewer lines may not be intact.

## ***Fire***

1. Immediately activate the nearest fire alarm station and evacuate everyone on your floor.
2. Contact GSOC at 801-240-2771 [2-2771] and provide specific information about the fire, including the extent of the casualties.
3. Proceed to the amphitheater (the General Assembly Area) and remain there until further instructions are given by police or fire responder authority.



Fire Extinguisher  
(Two on each floor)



Fire Alarm Station  
(Three on each floor)

## ***Flooding***

1. There is a potential for flooding within the campus building. It may be caused by internal factors such as plumbing problems, or external sources related to weather phenomena. Quick response can prevent extensive damage to College property.
2. Call GSOC 801-240-2771 [2-2771] and provide as much information as possible about the flooding source.
3. Take action immediately to limit water damage. Move equipment and furniture as required, turn off and cover computers and other sensitive equipment with plastic sheeting, and assist with protecting vital records, information, and other items.

## ***Hazardous Materials Incident***

1. **Do not** approach the spill.
2. Call GSOC 801-240-2771 [2-2771] provide information and follow their instructions.
3. If the spill is outside of the building, remain inside the building until conditions allow for the safe evacuation of the area.
4. If the spill is inside the building, isolate and evacuate the affected area immediately. If the size or effect of the spill warrants, activate the fire alarm and initiate a floor evacuation.
5. Help keep others out of the area until help arrives.

## ***Medical***

1. Immediately call 911 or GSOC at 801-240-2771 [2-2771].
2. Be certain to say that you are calling from “LDS Business College”—GSOC is responsible for multiple locations and if you fail to adequately describe your location, critical time may be lost if responders are directed to the wrong building.
3. Stay on the line until you are told it is ok to hang up because there may be other critical information you will be asked to provide.

## ***Power Outage***

1. Call GSOC 801-240-2771 [**2-2771**], report the situation and follow the specific instructions they may have as it pertains to the incident and power loss.
2. In the event of a total or near-total loss of power to the building, it is essential for all building occupants to remain calm, especially if it is late evening or night. Offer reassurance to students and others in your area. Speak in a calm voice and offer appropriate assistance.
3. The LDSBC campus building is equipped with lighting fixtures that will provide reduced, emergency lighting for several hours, permitting safe evacuation if it becomes necessary. Campus (IP) telephones and computers will not be operative during a general power outage.
4. If it is determined that the loss of power is extensive and may last for an extended period of time, the administration of LDS Business College will notify the College community by the most expeditious or appropriate method and initiate an orderly evacuation of the building. Be sure to conduct a thorough search of your floor to ensure that everyone has left the floor before it is secured.

## ***Severe Weather***

1. If conditions such as major winter storms or other severe weather conditions warrant the closure of the College, the administration of LDS Business College will notify the campus community via the most expeditious means to suspend normal work operations, including cancellation of classes.
2. In the event of potentially destructive weather extremes, such as dangerously high wind conditions, occupants will be warned to move to an interior location of the building, away from exterior windows, and remain in the building.

## ***Threatening Person***

1. Do not confront or argue with persons who are behaving in a threatening manner.
2. Immediately call GSOC 801-240-2771 give the exact location and description of the situation.
3. Encourage others to avoid the immediate area and the person behaving in a threatening manner.

## ***Threatening Phone Call***

1. Write down the telephone number and name of the caller as this information appears on the telephone display and the time the call began. (If the call came in on an LDS Business College IP telephone, this information is stored in the phone and can be retrieved after the call ends.)
2. Remain calm and do not react emotionally to anything the caller says.
3. Make written notes during the conversation including the types and nature of any threats, names of persons the caller mentions, characteristics of the caller's voice, and any other information that may help identify the caller or assist during a later investigation.
4. Ask the caller's identity and to whom they wish to speak.
5. Do not give out any information about persons the caller threatens during the call.
6. If the caller's evident purpose is only to shock you with profane or abusive language or to lure you into an argument, terminate the call without comment.
7. Immediately report the call to GSOC at 801-240-2771[2-2771] as soon as the call is ended.

## **Floor Plan Diagram**

**A Floor Plan Diagram is posted on each floor, and includes the following information:**

- \* Location of fire alarms
- \* Location of fire extinguishers
- \* Location of emergency exits
- \* Exit routes from the floor
- \* Location of Floor Command Post



**Floor Plan Diagram**  
(One at each floor exit)

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## **Appendix**

### **Evacuation of Individuals with Disabilities**

#### **GENERAL INFORMATION**

People who live with disabilities will usually, but not always, know best what kind of assistance they will need. Be sure to ask how you may help before assisting. Many disabled persons do not use obvious aids and are not visibly restricted. However, they may have difficulty evacuating safely by themselves. These people might have heart or respiratory difficulties, back pain, or other internal conditions which are not outwardly evident. Be aware of students and other employees who may need assistance. Please remember that each emergency situation will be different and that it is important to use your best judgment while making use of any available resources.

In an emergency situation, you may need to call out, “Who needs help?” Be alert for those people unable to respond because of a hearing impairment or injury.

Our main focus in the following sections is on assisting individuals with mobility-related disabilities.

Keep in mind that practicing the evacuation techniques outlined in this document will improve your performance and confidence in a real emergency. However, safety of each individual is of the utmost importance. Never put anyone at unnecessary risk, either during a practice session or in a real emergency. Assist mobility-impaired individuals to a location at the floor command post and remain there with them, or assign a steward to remain with them, until assistance to evacuate arrives.

#### **WHEELCHAIRS**

Most literature states that the wheelchair should be left behind in an evacuation. Many individuals who regularly use a manual wheelchair disagree strongly with this assumption. A person’s wheel chair is their means of mobility and, without it, they need continuing support and assistance. Use your best judgment in an emergency situation as to whether it is advisable to abandon a wheelchair or not.

#### **Evacuation in a manual wheelchair (with two assistants)**

- To go down stairs, the stronger assistant should be in back of the wheelchair. The chair should be positioned facing down the stairs since their body weight will be tipped back.
- If the occupant of the wheelchair does not have a safety belt already attached, be sure to secure the occupant with a scarf, belt, rope, or whatever else may be available.
- If you remove the footrests, be sure they are taken also.
- The assistant in back of the wheelchair should tilt the wheelchair backwards by grasping the push handles, placing a foot on the tipping lever, and pushing down until the front wheels are well off the floor. The wheelchair should now be balanced and moveable on its rear wheels.
- The assistant in front of the chair should firmly grasp the frame of the wheelchair when it is tipped

back. Do not grasp the removable armrest or footrest unless they are locked securely. These may become detached.

- The assistant at the back of the wheelchair should stand with his or her feet apart for a wide balanced base of support. Then bend at the knees and lean back. This helps to control the downward motion of the wheelchair as it is being lowered one step at a time.
- The assistant in front helps control the downward motion. Do not lift, just guide the chair forward.
- Roll the large wheels over the edge of the step, controlling the forward and downward movement of the wheelchair against the edge of the step.
- Repeat for each step, repositioning and resting as necessary.

## **TRANSFERS TO AN ALTERNATE EVACUATION DEVICE**

A disabled person may be in a wheelchair and require transferring to another means of conveyance in an emergency. Before beginning the transfer, ask the wheelchair user what is the best way for them to transfer. If they don't know or are unable to communicate with you, then tell them clearly what you are planning to do. An alternate evacuation device may range from a commercial product, designed specifically for evacuation, to a standard fixed-arm, office side chair. If using a fixed-arm office side chair, many of the techniques discussed in the section on manual wheelchair evacuation are applicable.

During the transfer, use good body mechanics: bend at the knees, keep your back straight and stomach in. Keep the person you are transferring close to your body in order to maintain support and reduce back strain.

### **Two Person Cradle Transfer**

- Always position the person in the wheelchair next to the evacuation device before beginning the transfer. The wheelchair and the evacuation device should be positioned at a 45-degree angle to each other and far enough apart to allow room for the assistants to move freely between them.
- Lock the wheelchair in place. Remove the armrests and footrests, if time permits.
- The two assistants position themselves on each side of the disabled person. They then reach their arms behind the individual's back and grasp each other's forearm with their hands, to form a wristlock.
- The person being assisted places his or her arms firmly around both assistants shoulders. If the person being transferred has limited arm mobility, each assistant places the person's nearest hand over the assistant's head and rests it on their outside shoulder.
- The assistants place their free arm under the individual's thighs, grasping each other's wrist. Counting, "one, two, three, lift," both assistants lift, using their legs to carry the weight.
- Stepping together, move the disabled person forward from the wheel chair to the evacuation device and gently lower onto the device.

### **Two Person Fore and Aft Transfer**

This transfer is useful if one assistant is stronger than the other.

- Lock the wheelchair in place. Remove the armrests and footrests, if time permits.
- The stronger assistant stands behind the wheelchair and slides his or her arms under the armpits of the person to be evacuated. With the right hand, grasp the left wrist of the person in the wheelchair. With the left hand, grip the individual's right wrist. Cross arms, placing one arm on top of the other. This provides a strong lifting base and secures the arms of the person being lifted.
- The assistant in front should face the person in the wheelchair and position one hand under each thigh of the disabled person, holding securely.
- On a predetermined signal, both assistants lift vertically. The weight should be carried by the legs,

not the back.

- To complete the transfer, step to the side and lower the person into the evacuation device.

## **ONE PERSON CARRIES**

There are two basic methods for one person to carry a non-ambulatory individual:

### **Packstrap**

- Scoot the person to the front of the chair. With your back to the person, squat or kneel as close as possible. Place the individual's arms around your shoulders. Keeping your back straight, push up with your legs, assisting the person to stand. Use furniture or, at the stairs, the handrail to help keep your balance.
- The packstrap technique restricts the breathing of the person being carried and may precipitate leg spasms. This method is not recommended to transfer anyone over long distances.

### **Piggy-Back**

- Scoot the person to the front of the chair, keeping him or her in a sitting position. Stay close, with your back to the person, placing his or her hands around your shoulders.
- Wrap each of your arms around the person's legs. Your elbows should tuck under the thighs, with your wrists and hands at the knees.
- Stand slowly, using good body mechanics.
- The piggy-back technique causes less restriction of breathing. Lifting a person for the piggy-back might be easier at the top of a flight of stairs, where you can use the handrail for support.

### **One Person Drag**

This may be the choice of evacuation if the disabled person is already on the ground or unconscious, and there is no one else available to help you.

- Slide your arms under the armpits of the person to be evacuated.
- Grasp the person's right wrist with your left hand, and then grasp the left wrist with your right hand.
- Cross your arms and, as gently as possible, drag the person down the stairs head first.
- Try to lift the individual's body as far off the ground as possible, with only the person's feet on the ground as you drag.
- Move slowly in order to prevent injuring the person's feet.

## **CSD General Emergency Lockdown Procedure**

In the event an active shooter comes onto Church property, the Church Security Department (CSD) will attempt to preserve lives by engaging and containing the shooter and eliminating his contact with potential victims.

### **Specific Response will be as follows:**

#### **CSD OFFICERS WILL:**

1. Activate the building lockdown control which can be done in room 1023, 147, 110, or remotely by GSOC.
2. Request backup assistance from CSD and Salt Lake City Police Department (SLCPD) response.
3. Locate, engage, and contain the shooter until relieved by SLCPD.
4. Move people away from the shooter.
5. Lock down all accesses into buildings, parking, or grounds (except the location of the shooter) and make the emergency announcement over building PA systems or other verbal means if building management has not done so.
6. Assist in making emergency announcements if building management representatives are unavailable.

#### **GLOBAL SECURITY and OPERATIONS CENTER (GSOC) WILL:**

1. Ensure the building lockdown control is activated.
2. Dispatch CSD to the threat. Request SLCPD response.
3. Alert CSD officers to initiate lockdown procedures for all buildings and grounds (except the location of the shooter).
4. Activate the Everbridge Notification System: A single page, alerting security and designated building management representatives to use building PA systems, or other verbal means, to notify building occupants of the emergency.
5. Notify the Church Office Building (COB) Control Room of the emergency and request assistance for lockdown or moving people to safety, as needed.
6. Send the emergency notice via e-mail to all Church employees and service missionaries using the HR broadcast message address (provided to GSOC).

#### **BUILDING MANAGEMENT REPRESENTATIVES WILL:**

1. Ensure the building lockdown control is activated.
2. When notified, use building PA systems to notify building occupants of an emergency. Notification (may be pre-recorded or a pre-scripted message) will direct employees, patrons, students, and visitors to lock themselves in an office or other secured room and remain there until further notice.
3. Assist security in locking all accesses to their respective buildings.
4. Where possible, stand by at PA systems to provide communication updates to building occupants, as directed.

#### **COB CONTROL ROOM WILL:**

1. Notify all maintenance, grounds, and custodial crews of an existing emergency.
2. As directed by security, assist in locking down the building and moving people to safe locations.