

## **SAFETY**

Brite, in collaboration with Texas Christian University, complies with all requirements related to public safety, including those governed by the Clery Act and Title IX. See the section on Codes of Conduct for more information. Brite's annual campus safety report is included in the statistics found on TCU's Police Department website: [www.police.tcu.edu](http://www.police.tcu.edu)

### **Safety Policy**

It is the policy of the Divinity School to provide the safest possible environment for students, faculty, staff and the general public. Each member of the Divinity School and University family must accept the challenge of maintaining an accident-free environment.

The TCU University Safety Director has the responsibility for establishing and pursuing an effective safety program for the University. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures. Deans, unit and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures and ensure that equipment and facilities are maintained to desired standards.

### **Campus Security Authorities**

A member of the Brite community who is the victim of a crime or witnesses a crime on campus should report the crime to the TCU Police. In addition, members of the Brite community may report crimes to a Campus Security Authority. The Clery Act requires that Brite Divinity School select persons who are identified as Campus Security Authorities (CSA). Any CSA is obligated to report crimes of which they have knowledge that occur on campus or within the vicinity of campus (e.g., burglary, theft, sexual assault, intimate partner violence, hate crimes, etc.). The CSA's at Brite include the Academic Dean, the Associate Dean for Academic Affairs, the Director of Field Education and Supervised Ministry, and the Director of Housing. CSA's are obligated to report to the TCU Police Department information related to crimes against persons on campus. While they will respect the privacy of students or guests against whom a crime has been committed, Brite is obligated to report such activities. The Associate Dean of Common Life is a confidential pastoral presence and, therefore, is obligated to retain confidentiality

### **General Fire Safety**

All students should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. The Safety Director will make arrangements for training in the use of fire extinguishers if so desired.

The first person detecting a fire should:

1. Remain calm
2. If you see flames or smell smoke in campus housing or other buildings, activate the fire alarm (pull station) on your way OUT of the building. To activate, follow instructions on the box, usually by pulling lever down.
3. Call TCU Police (817-257-7777) who will notify the Fort Worth Fire Department and lead them to the correct location on campus..
4. Notify others in the immediate area. If time permits, ask that all doors, windows and openings be closed.
5. If circumstances warrant, a portable fire extinguisher may be used. If there is any doubt as to whether the fire can be contained with the use of the portable extinguisher, evacuate the building immediately.
6. Stand by to notify the police and/or Fire Department of information you may have about the fire. Inform the police and fire authorities if you believe anyone is still inside the structure. Do not reenter the building until fire officials indicate that it is safe for you to do so. For your own safety, please observe the following practices:

- a. Become familiar with all exits and stairwells in your building. In the event of a fire blocking your most direct route of egress, knowledge of the general floor plan will provide alternate exits for your use.
- b. Do not prop open fire doors. In the event of a fire, fire doors keep smoke and fire out of the fire escape stairwells.
- c. Use the stairway in case of a fire. Elevators should never be used due to possible electrical failure.
- d. Check closed doors for heat before entering an area. If they feel hot to the touch, use an alternate route.

DO NOT REENTER THE BUILDING UNTIL FIRE OFFICIALS INDICATE THAT IT IS SAFE FOR YOU TO DO SO.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to fire emergency actions.

### **Severe Storm and Tornado Procedures**

Texas Christian University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at any time during a given year, the typical tornado season for the Brite area is March through September.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for details related to violent weather and shelter information.

### **Emergency Actions for Severe Weather**

- Use your location's weather alert radio or television weather channel to monitor the approach and severity of the weather:
- Tornado Watch means weather conditions are favorable to the formation of tornadoes
- Tornado Warning means a tornado has been sighted in the area.
- If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
- If the City's All-Hazard sirens sound, then a tornado is on the ground and you should move to a shelter
- Close all doors and stay away from windows and other glassed areas.
- Avoid rooms (lecture halls, auditoriums, etc.) with large ceiling or roof spans, if possible
- If available, take a battery-powered radio and flashlight into the shelter. Computers in the shelter areas can be used to monitor weather sources over the internet.
- Remain in the shelter area until an all-clear is given or until you determine the storm system has passed.
- Reconvene employees/students when the emergency is past to account for all persons.

### **Shelters - Best areas:**

- Lowest floor level, basements if possible
- Interior restrooms, closets, alcoves, etc. without windows
- Interior hallways on the lowest ground floor
- Keep as many inside walls/door between you and the outside wall

***At Brite, in case of severe storm, go to the preferred shelter areas of the Divinity School (basement corridors/stairwell of the Moore Building or restrooms/corridor behind the restrooms on the first floor of the Harrison Building).***

The official source for information concerning possible or actual severe weather is the U.S. Weather Service. This information is broadcast continuously at 162.550 megahertz VHF-FM radio. TCU Campus Police and HVAC Control Center, along with many departments, have weather radios which are in constant use when severe weather is threatening.

All commercial radio stations are in constant receipt of this information and in turn broadcast the same to their listeners. Local radio stations include:

WBAP 820 – AM / KRLD 1080 – AM / KLIF 570 – AM

Additional resources for local weather information over the internet and television include:

KXAS, NBC Channel 5 <http://www.nbc5i.com/index>

WFAA, ABC Channel 8 <http://www.wfaa.com/>

CBS Channels 11/21 <http://cbs11tv.com/>

For more weather information, the TCU TV Cable System provides the following sources:

Channels 87 and 88 / Local Radar Images

Channel 12 Weather Station

Additional information and guidance available through the TCU office of Environmental Management and Safety website at <http://tcusafety.tcu.edu> .

### **Bomb Threats**

If you receive a bomb threat, notify the TCU Police Department at ext. 7777 or 817/257-7930 immediately. Notify the Dean's or President's office only after you have police in route.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to bomb threat procedures.

### **School Closing and Emergency Notification**

Brite participates in the TCU ALERT notification system. This system will send a text message to your cell phone in the event of a campus emergency or weather-related campus closure. Students should follow these steps to sign up for TCU Alert:

- Go to [my.tcu.edu](http://my.tcu.edu)
- Click on Student Center Click, then click on Student Center link
- Go to Personal Information
- Click on Home/Permanent phone number link
- Choose "Add a Phone Number"
- Enter cell phone number under the cellular category
- Save changes

### **Inclement Weather**

Days the Divinity School is officially closed because of weather conditions are designated as inclement weather days. When the Divinity School is officially closed, all students, faculty and staff members will be excused from reporting.

The decision to close the Divinity School will be made by the Dean on the day in question and will be communicated by a recorded phone message at Brite's main number (817) 257-7575, by email and on the Brite website. If you are signed up for TCU ALERT, the TCU ALERT Service will send a text message to your cell phone when the University closes due to inclement weather. There will be no notification by television or radio stations regarding Brite School closings. However, if you see or hear through those media that TCU is closed for the day, closing early, or starting classes late, you can be certain that Brite will at least do the same. You should be aware, however, that because Brite has many commuter students, Brite may close on occasions that the University does not.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for additional weather related information.