

Triangle Bible Institute (TBI) Policy

Policy Number: 201-16

Policy Title: EMERGENCY MANAGEMENT PLAN

Responsible Officer: Executive Director

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

It is the policy of Triangle Bible Institute (“the Institute”) to coordinate and direct appropriate resources towards an effective response to, and recovery from any emergency that may place the Institute and members of the Institute Community at physical risk. This effort is dependent upon the development of a comprehensive *Emergency Management Plan*, supplemented by specific plans from satellite campuses, departments and divisions. The *Emergency Management Plan* is administered and maintained by the Executive Director in coordination with Trustees at Star Ministries who is authorized to carry out its execution.

This policy delineates a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires individual TBI satellite campuses, departments and divisions to designate facility/building coordinators who are trained and provided the authority to modify emergency procedures and commit resources for emergency preparedness, response, and recovery, as necessary. The Institute’s *Emergency Management Plan* is to be updated annually and conforms to pertinent federal, state, local and other guidelines and regulations.

II. RATIONALE

Without adoption of this policy Triangle Bible Institute could be at-risk of violating the *Emergency Response and Notification Guidelines* of the Higher Education Opportunity Act (HEOA) established by the U.S. Department of Education. This policy complies with the HEOA Guidelines and with the provisions of the *Jeanne Clery Act* (<http://clerycenter.org/summary-jeanne-clery-act>). Additionally, TBI benefits from having the *Emergency Management Plan* in place to ensure a systematic response to and recovery from major incidents or catastrophic events.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all entities of TBI. The following key TBI stakeholders are engaged in the implementation of this policy; electronic copies of the TBI-EMP shall be made available to them annually:

- Pastor of Star Ministries
- Deans and Directors
- Star Ministries’ Executive Offices
- VA Department of Public Safety
- Prince William County Public Safety
- PoluliWeb provider
- Trustees, Star Ministries
- All Students
- Student Organizations

IV. DEFINITIONS

Department of Homeland Security - Virginia (DHS-VA): The Commonwealth of Virginia's lead agency responsible for administering the emergency management plan for the state of Virginia.

Office of Emergency Management (EM) – Prince William County Virginia: The team responsible for providing oversight, coordination, and leadership for the promotion of activities and services relating to TBI's *Emergency Management Plan*. During an emergency event, this team also serves in the emergency operations center as the group responsible for carrying out response strategies and tactics, deploying resources, and initiating the recovery process.

Triangle Bible Institute - Emergency Management Plan (TBI-EMP): The *Triangle Bible Institute's Emergency Management Plan*, or TBI-EMP, is the controlling document that establishes and outlines the plan for preparedness, prevention, mitigation, response and recovery related to major emergencies.

Levels of Operation: The TBI-EMP is based on four levels of management escalation requiring specific response from the University according to the emergency incident. Levels of Operation are:

- Level 1 – Day-to-day, normal operations.
- Level 2 – A short-term, minor incident that can be resolved quickly and impacts one department.
- Level 3 – An incident that may impact multiple departments and may be of a longer duration than Level 2. The Pastor of Star Ministries, and Executive Director are engaged in responding to Level 3 emergencies.
- Level 4 – An incident that impacts major operations of TBI, and may go on for an undetermined period of time. The Human Resources official, The Pastor of Star Ministries and the Executive Director are engaged in responding to Level 4 emergencies.

National Incident Management System (NIMS) – a network administered by the Federal Emergency Management Agency, U.S. Department of Homeland Security that supports emergency preparedness through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action.

Policy Group: The Executive Director, and senior-level leadership make decisions, as appropriate, in response to emergency events. This group decides on what and when to communicate to the TBI Community after consultation with the law enforcement, and public safety officials.

Institute Community: Students, faculty, staff and others authorized to be on Triangle Bible Institute campuses, such as vendors, volunteers, and consultants.

V. POLICY/PROCEDURES

The Executive Director along with Star Ministries Trustee shall oversee the development of the TBI-EMP and ensure that it is consistent with established best practices. The TBI-EMP shall incorporate the use of NIMS to facilitate coordination between responding agencies, and other responders in the development, implementation and execution of its emergency response plans. The TBI-EMP shall be developed and evaluated annually through recurring exercises designed to test the proficiency of the EMT in carrying out all aspects of the *Emergency Management Plan*. The

results of these exercises shall be provided to the Pastor of Star Ministries, Executive Director, Human Resources Official, and with local public safety officials.

VI. INTERIM POLICIES

There are no interim policies.

VII. SANCTIONS

Nothing in this policy shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the TBI-EMP. Failure to identify EMT members or comply with the development of the TBI-EMP and its implementation may result in jeopardizing Public Safety depending upon the severity of infractions.