

EMERGENCY ACTION PROCEDURES ADLER GRADUATE SCHOOL

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Updated 8/19/14

Emergency Numbers

Police, Fire, and Rescue (EMERGENCY)	911
Gas Emergency/Gas Odor – Center Point Energy	612-372-5050
Electric Emergency/Power Outage	1800-895-1999

Who to call from Adler Graduate School

Dan Haugen – President (home)	763-476-4011
Jim Jagodzinski – Bldg Manager/Maintenance	952-471-0133 or 952-212-2919
Kathy Bengston – Director of Finance (home)	763-229-6098

Fire Procedures/ Evacuation

If a fire is suspected or discovered:

1. Fire alarms will sound automatically - evacuate the building immediately.
2. Do not use the elevator during evacuation, use front or back stairways.
3. Assist any handicapped persons to evacuate the building.
4. Close all doors on the way out.
5. Call the fire department at **911** if they have not arrived.
6. Follow fire department instructions.
7. Extinguishers are located near the elevator, outside of classroom **208**, and in the kitchen area.
8. Alarms are checked annually in September and extinguishers are checked every February.

Severe Weather Procedures

If a tornado warning is issued

1. Alert all individuals to take cover in interior hallways or basement – away from windows.
2. A weather warning radio is located in the Media Center next to the computer monitor.
3. Assist any handicapped persons to take cover.
4. Wait for an “all clear” message from Adler staff to return to work areas.

School Closings

Email alerts will be sent regarding weather related closings. Also check the college website at:

www.alfredadler.edu

Medical Emergencies

1. Call **911** to report the medical emergency.
2. Follow the emergency first aid procedures (**Attachment A**).
3. First aid kits are located in the student kitchen above the sink and in the main copy room cabinet above the postage meter.

Bomb Threat

1. The President, Academic Vice President, or faculty member on-site will decide when to evacuate the building and when to re-enter the building. It is better to err on the side of safety!
2. Call the Police at **911** and report the threat.
3. Immediately following reporting to police, the person who answered the telephoned threat call should complete the [“ATF Bomb Threat Checklist”](#) on page 5.

Hostile Intruder

1. If time permits, report any hostile intruder immediately to any member of the Senior Administration (President, Vice President, Director of Finance).
2. The administration or faculty member on-site will make the decision to call the police as necessary.
3. Because the classroom doors have no locks, evacuation is the logical action if the intruder is armed with a lethal weapon. Get as far away, as soon as possible, using the exit on the opposite end of the building.
4. Notify the administration of any situation in which you suspect that an individual may become hostile and confrontational, or may be acting irrationally.

Media Communication in an Emergency

In an emergency situation, the Adler Graduate School’s official spokesperson to the media will be the President. In the President’s absence, the official spokesperson will be the Academic Vice President.

ATTACHMENT A

MEDICAL EMERGENCY / FIRST AID PROCEDURES (General)

The following situations require immediate attention. Proceed with first aid as follows:

Stoppage of Breathing – Ensure that patient has open airway. Give mouth-to-mouth or mouth-to-nose artificial respiration. **Call 911**

Severe Bleeding – Apply direct pressure over the wound, wearing vinyl gloves; apply pressure to nearest pressure point if necessary. Practice **Universal Precautions**, such as treating all blood and body fluids as if they were infected with a blood-borne pathogen. **Call 911**

Poisoning – Identify the poison taken or substance that touched the skin; write down the details; bring the container with label to a member of the Administration. **Call 911**

Head Injuries – Do not move the person. Follow general first aid procedures and observe the person. Do not apply direct pressure to head wound. **Call 911**

Insect Bites – Apply cold compress; observe for allergic response.

General First Aid Procedures

1. Keep injured person lying down.
2. Examine person; look for serious bleeding, stoppage of breathing, or poisoning.
3. Keep person warm.
4. DO NOT LEAVE the injured person.
5. DO NOT MOVE the injured person.
6. Make person comfortable; offer reassurance.
7. Notify member of the Administration.

