

Emergency Preparedness Guide

Introduction

Adler Graduate School is committed to creating a safe and secure environment for all students, faculty, and staff. The College Emergency Preparedness information has been developed to assist the College in meeting this goal. All students and employees are encouraged to regularly review the information provided and become familiar with suggested recommendations concerning disasters or emergencies that may impact the College Community.

The recommendations are developed to minimize the negative effects resulting from an emergency. Please read these guidelines thoroughly and become acquainted with its contents. Keep this information in a visible and accessible place for immediate reference. Once you are familiar with the information, you will be better prepared to protect yourself, your co-workers and students

In today's society, we must be more vigilant of surrounding influences that can affect the safety of our community. Medical emergencies, disasters, accidents, injuries, and crime can occur at any time without warning. It is our goal that by working together we can be pro-active to emergencies in a timely manner.

When incidents occur on campus that pose an ongoing threat, the College releases Safety Alerts. Safety Alerts are posted on the College Website, www.alfredadler.edu, and on posters around campus.

If you have any questions about a unique situation that is not covered in these materials or need additional information, contact the Building and Grounds Committee at BNG@Alfredadler.edu.

Bomb Threats

If you receive and/or overhear a bomb threat, immediately call 911. You should complete the Bomb Threat Checklist as thoroughly as possible and provide it to responding emergency personnel.

Do not activate a fire alarm for a threat unless directed by emergency personnel.

Threats may be communicated in a number of ways such as a written note, telephone, or electronic communication. Please follow the guidelines set forth above. Additionally, the following measure should be taken:

- **WRITTEN THREATS** – Anyone receiving a bomb threat in writing should handle the correspondence as little as possible to maintain as evidence.
- **EMAILED THREATS** - Persons receiving bomb threat via email should leave the message on the computer. The person receiving the email should remain at the computer and not allow anyone to interfere and/or tamper with the message until emergency personnel arrive.
- **OTHER THREATS** – Anyone receiving a bomb threat in person and/or overhearing such a threat should obtain the following information, if possible and practical: the name of the suspect, time and location of the threat, witnesses, exact wording of the threat, and any other relevant information.

Evacuation:

- If circumstances require that evacuation efforts are necessary, staff personnel will direct those affected to appropriate locations.
- If an evacuation is taking place, turn off all cell phones and leave immediate area (at least 300 feet).

Clearance:

Buildings may be re-entered only after clearance is given by College Security or emergency personnel.

Bomb Threat Checklist:

QUESTIONS TO ASK CALLER:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Where are you at?

EXACT WORDING OF THE THREAT:

Other Identifying Characteristics:

Number at which call is received:

Time: _____ Date ____/____/____

CALLER VOICE:

- Calm Nasal Angry Stutter Excited
- Lisp Slow Raspy Rapid Deep
- Soft Ragged Loud Clearing throat
- Laughter Deep breathing Crying
- Cracking voice Normal Disguised
- Distinct accent Slurred Familiar
- Whispered

BACKGROUND SOUNDS:

- Street noises Factory machinery
- Crockery Animal noises Voices
- Clear PA System Static Music
- Local House noises Long distance
- Motor Office machinery

THREAT LANGUAGE

- Well-spoken (educated) Incoherent
- Taped Foul Irrational
- Message read by threat maker

Evacuations & Shelter in Place

Building Evacuation

- Leave the building swiftly using the nearest safe exit.
- Do not use elevators, unless authorized to do so by police, fire, or other emergency personnel.
- Once outside, proceed to a clear area away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until you are informed by emergency personnel that you may enter the building.

Evacuation Procedures for Individuals with Disabilities

- If you are permanently or temporarily disabled, please inform Accessibility Resources (bng@alfredadler.edu) or Students Success Services to help determine an action plan based upon your specific needs. Persons who cannot leave a building on their own should go to safest stairwell and call 911 to request assistance from responding emergency personnel or request another evacuee to notify responding emergency personnel.
- Individuals assisting a disabled person should exit the building and notify emergency personnel of the exact location of the individual needing assistance.

Campus Evacuation

- The evacuation of all or part of the campus will be announced and depending upon circumstances, directed by staff personnel, Facilities Services or administrators. All persons may be asked to immediately vacate the site in question and persons may be directed to relocate at a specific site.

Shelter in Place

- One of the instructions you may be given in an emergency is to “shelter in place”. This means to seek immediate refuge and remain there during an emergency.
 - Remain sheltered until you are advised it is safe to leave by emergency personnel.
 - If safe to do so, go to www.alfredadler.edu for the latest information.
- If the emergency involves a hazardous material select a small interior room with no or few windows and take refuge there.
 - Close windows and apply duct tape if advised to do so.
- If the incident involves a violent offender shelter in place or consider evacuating if it is safe to do so.
 - Turn off lights and silence phones.
 - Block entry to your hiding place and, if possible, lock the door.
 - Hide.
 - Call 911.
- Lock downs cannot be implemented on campus. Our facilities and their use by large variety of students, staff and visitors do not make lock-down procedure practical. In situations where a high school might call for a lock-down, our campus may call for “shelter in place”.

Explosions

- Report any explosions by calling **911** immediately
- If necessary, or when directed to do so, activate the building fire alarm.
- **During and/or after a building explosion:**
 - Do not use the elevators.
 - Stay low to the floor and exit the building as quickly as possible.
 - Stay below any smoke at all times.
 - When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door – seek an alternate escape route.
- Assist the disabled to the safest stairwell landing and notify emergency personnel of their location.
- **After the Explosion:**
 - If you are trapped in debris, remain calm and minimize your movements so that you do not kick up dust.
 - Cover your mouth with a piece of cloth or clothing.
 - Tap on a pipe or wall so that rescuers can hear where you are.
 - Shout only as a last resort, as shouting can cause a person to inhale dangerous amounts of dust.

IMPORTANT: Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Fire Procedures

- Should you see or smell smoke, immediately pull the nearest fire alarm, leave the building, and call **911** from a safe area. Be prepared to give the following information:
 - Location of fire
 - Building and room number (if known)
 - Your name and telephone number
 - Stay on the line until the dispatcher releases you
- The person reporting the fire should remain in the vicinity outside the building to supply information, upon request, to responding emergency personnel.
- Always take fire alarms seriously. When a fire alarm has been activated, everyone is to evacuate the building immediately.
- **NOTE:** Persons who do not leave the building when a fire alarm is sounding may be subject to disciplinary action and/or possible criminal charges.
- Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open doors slowly and check for smoke.
- Do not attempt to put out a fire if you are endangering your own safety or the safety of others.
 - Do not use elevators. Power may fail causing the elevator to stop between floors or elevator doors may open onto the fire floor.
 - Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.
 - Immediately notify emergency personnel of any person left in the building along with their locations.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is available. Shout at regular intervals to alert emergency personnel of your location.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by responding emergency personnel.

Know the location of fire extinguishers and exits.

Hazardous Materials

In the event of an environmental spill involving hazardous chemicals or other materials, follow these guidelines:

- Evacuate the affected area of the spill immediately. Use judgment depending on the nature and quantity of spilled material.
- Small containable spills:
 - Call **911** immediately for police and/or fire department if emergency response is necessary.
- Large spills:
 - Email bng@alfredadler.edu
 - Call **911** immediately for emergency assistance.
- Remove the victims from the spill area to fresh air, if possible to do so without endangering yourself.
- Do not endanger your own life by entering areas with toxic gases.
- Inform others not to enter the affected area.
- Do not return to the area until notified by emergency personnel that it is safe to do so.

Medical Emergencies

Medical Emergency

If you are involved in or witness any medical emergency, immediately call 911. Be prepared to provide the following information to the dispatcher:

- Nature and type of injury, if known.
- Current location of the person (i.e., building, room number).
- If safe to do so, remain with the individual until help arrives; try to keep the individual still. Do not attempt to move a seriously injured person (unless a more serious injury or life-threatening situation may result).
- Send someone to meet emergency personnel outside and direct them to the person's location.
- Provide any assistance to emergency medical personnel at the scene upon request.

Exposure Control Plan

Immediate treatment for an individual exposed to blood and/or body fluids is to thoroughly wash the exposed area with non-abrasive antibacterial soap and running water. In the event of exposure, notify the Buildings and Grounds Committee, (bng@alfredadler.edu)

Communicable Disease Protocol

If you believe a student or colleague has contracted a contagious disease that may pose a health risk to others, notify the College Buildings and Grounds Committee, (bng@alfredadler.edu), or Administration (President, Vice President, HR, Student Success Director or Program Chair). If you believe you have a communicable disease, please stay home, seek medical attention and notify the Administration (President, Vice President, HR, Student Success Director or Program Chair), or the local health department: For more information, call Hennepin County HSPHD-Epidemiology at (612) 543-5230 or call your local health department.

Disease/Terrorism Protocol

The Hennepin County Public Health Services (Public Health) has the authority and responsibility to respond to a mass disaster or terrorism act. All College employees may be needed and should remain in Hennepin County in the event of a mass disaster. If there is a disaster call 911

Suspicious Packages/Mail

General Guidelines for Handling Suspicious Mail

- 911 if you perceive an immediate risk of a dangerous situation.
- Isolate all suspicious packages and seal off the immediate area. If possible, place the envelope or package in a plastic bag or some other container to prevent leakage. All personnel should leave the room. If possible, turn off air flows, such as fans or air conditioning.
- If necessary, employees processing mail should wear protective gloves.
- If you have identified a suspicious package, DO NOT handle, shake or empty it. Do not carry it to other areas or show it to other people. If anything spills out, DO NOT try to clean it up.
- Cover any spilled contents immediately. You can use clothing, paper, or a trash can. Do not remove the covering materials from the spill. DO NOT cover with wet objects.
- Direct all persons who have touched the mail to wash their hands with soap and water. After hands are washed, wash/rinse face for a period of time. Make a list of anyone who has handled or come into contact with the mail. Include contact information and provide this to the responding EMS personnel and College Security.
- As soon as practical, employees who have come in contact with any contamination should shower and place all clothing in plastic bags. The clothing should be made

available to the police responding to the reported incident. Contain the potentially impacted individuals to ensure that they receive proper medical attention. Names and contact information of those that may have been contaminated should be obtained and given to public health officials.

- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape).

Things to Look for When Inspecting Mail

- Origination postmark or name of sender is unusual, unknown, or no return address is given; if given, it can't be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- Excessive or inadequate postage.
- Addressed to title only or incorrect title; addressed to someone no longer employed at Adler Graduate School.
- Misspellings of common words or names.
- Restrictive marking, i.e., "PERSONAL, EYES ONLY," or "SPECIAL DELIVERY."
- Rub-on block lettering
- The letter is lopsided, unusually thick or contained in an uneven envelope.
- Excessive weight; the letter or package seems heavy for its size.
- Damaged envelope(s) or packages.
- Stiffness or springiness of contents; protruding wires, aluminum foil or components; oily outer wrapping or envelope; feels like it contains powdery substance (when checking, do not bend excessively).
- Oily stains, discoloration; package/letter emits an odor, particularly almond or other suspicious odors.
- Crystallization or powdery substances on wrapper.
- Ticking sound.

Things to Look for When Opening Mail

- Powders
- Soil
- Sand
- Liquids of any kind, any color
- Oily or soapy residues
- Sticky or adhesive
- Flakes
- Crystals
- Fibers

Utility Failure

Utility failures include electrical power outage, disrupted cable service, interrupted telephone service, unavailable water or heat. In the event of a major utility failure, follow these guidelines:

- ✓ Evacuate the building if an emergency exists.
- ✓ Call **911** immediately if there is potential danger to occupants of the affected buildings and/or risk of serious damage to the building.

During Business Hours

- ✓ Notify bng@alfredadler.edu immediately.

After regular business hours and/or during weekends:

- ✓ Notify bng@alfredadler.edu immediately.

Violent Behaviors and Active Shooters

Weapon on Campus

- Immediately call 911
- Wait for police/security to arrive.
- Do not confront the person with the weapon.
- No effort should be made to intervene.

Active Shooter

- **Run:** If safe to do so, get away from the threat. Move quickly and get as far away as you can.
- **Hide:** If you cannot run from the threat, hide, preferably in a locked or barricaded space. Silence phones and turn off lights. Prepare to fight.
- **Fight:** If you are being attacked, or are about to be attacked, fight back with all of your energy. Attack with improvised weapons or throw objects. Keep moving.
- Call 911 if safe to do so.

Hostage Witness

1. If hostage-taker is unaware of your presence, do not intervene.
2. Call 911.
3. Stay on the phone with police if requested and safe to do so.
4. Do not enter the hostage scene and advise others not to enter the area.
5. Follow police directions upon arrival at the scene.

Hostage - If You Are Taken Hostage

- Follow the instructions of the hostage taker.
- Do not panic. Calm others if they are present.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue.

It is imperative that all faculty, staff, and students be proactive in the prevention of potentially violent situations. Members of the College community are encouraged to report all incidents of threats, physical assaults, violent encounters, etc., to the Local Police Department and or call 911

Shelter in Place

In the event of an active shooter or violent incident College officials may notify the campus community to shelter in place. This means to seek immediate refuge and remain there during an emergency.

- Remain sheltered until you are advised it is safe to leave by emergency personnel.
- If safe to do so, go to www.alfredadler.edu for the latest information.
- Turn off lights and silence phones.
- Block entry to your hiding place and if possible, lock the door.
- Hide.
- Call 911

Lock downs cannot be implemented on campus. Our facilities and their use by large variety of students, staff and visitors do not make lock-down procedure practical. In situations where a high school may call for a lock-down procedure, our campus may call for shelter in place.

Severe Weather

Go to the lowest level of the building away from windows, follow route posted in hallways. In the event of potentially severe weather, it is recommended if possible follow weather updates on a smart phone.

Severe Weather Announcements

- Public warning signal (radio, TV; there will be no siren unless there is danger of tornado).
- Tune in weather application on smart phone or to local commercial broadcast station:

Severe Thunderstorm Watch	Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.
Severe Thunderstorm Warning	Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.
Tornado Watch	Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.
Tornado Warning	A tornado has been sighted or indicated by weather radar. Take shelter immediately.

Severe Weather Information

- Tornado warning signal (3-5 minutes steady blast on Civil Defense Siren), also alert will be disseminated to College Security from National Severe Weather System.
 - *Periodically the City of Minnetonka and Hennepin County will test the Tornado Sirens.*
- Tornado warning announcement, if possible, will be broadcast on the campus phone intercom system.
- All persons should proceed to pre-designated tornado shelter areas. If possible, track weather on a weather application on your smart phone.
- Evacuate to the shelter areas – don't be sightseers!
- Lock your areas when evacuating to prevent thefts. Take your personal valuables.

Weather Closings

Class cancellations

Cancellation of classes means only that classes are not in session — the campus remains open. Morning announcements will typically be made by 6:00 a.m. and afternoon/evening announcements will typically be made by 2:00 p.m.

Campus closure

In extreme emergency conditions, the campus may be closed, and all functions ceased with the exception of those functions considered essential to the well-being of students and those functions deemed essential to the protection of life and property.

Employees, with the exception of weather or other emergency essential employees, are excused from work with pay unless the work can be done remotely.

Notification of campus closure will be placed on the Adler Graduate School [College Website](#) and email notices sent to students and staff. Announcements will be provided for broadcast to local and regional media — as listed under "Class cancellations".

Each supervisor will develop procedures to inform their employees with hearing impairments of campus closure.

Morning announcements will typically be made by 6:00 a.m. and afternoon/evening announcements will typically be made by 2:00 p.m.

Road Conditions Hotline

The Department of Transportation "511" telephone service and website exists to inform travelers of weather-related road closures as well as up-to-the-minute metro-area traffic reports. (For employees traveling out of state, the "511" traffic information system exists in many other states, as well as in most of the nation's metropolitan areas.)

To use the "511" road and traffic information service by telephone, simply dial 5-1-1 and say the name of a city or say "menu" and select from the options. The options allow you to choose route reports for traffic on specific highways, get regional or transit reports, get weather reports, or leave a comment.

To get up-to-the-minute metro-area traffic reports and statewide road conditions on the Internet, visit <http://www.511mn.org>. The site also provides more details about using the "511" road and traffic telephone service.

The Department of Transportation urges drivers to avoid using a cell phone while driving.

Resources

- AMERICAN RED CROSS
 - <http://www.redcross.org>
- FEDERAL BUREAU OF INVESTIGATION
 - <https://www.fbi.gov>
- FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION
 - <https://www.fema.gov>
- HOMELAND SECURITY
 - <https://www.dhs.gov>
- MINNESOTA HOMELAND SECURITY & EMERGENCY MANAGEMENT
 - <https://dps.mn.gov/divisions/hsem/Pages/default.aspx>
- NATIONAL INCIDENT MANAGEMENT SYSTEM
 - <https://www.fema.gov/national-incident-management-system>
- NATIONAL WEATHER SERVICE
 - <http://www.weather.gov>
- SECRET SERVICE
 - <http://www.secretservice.gov/index.shtml>
- UNITED STATES FIRE ADMINISTRATION
 - <http://www.usfa.fema.gov>
- HENNEPIN COUNTY HEALTH SYSTEM
 - <https://www.hennepin.us/residents/health-medical/public-health>
- Minnetonka Police Department
 - <https://eminnetonka.com/police>
- Minnetonka Health Department
 - <https://eminnetonka.com/health-department>