

# Emergency Preparedness



## Emergency Contacts

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson Hotline	773/533-FIRE
Office of the Building	312/781-2410
Security – 1 N. Dearborn	312/781-2557
Adler Security, 15 <sup>th</sup> floor	312/662-4455
Adler Security, 1 <sup>st</sup> floor entrance	x4643
Building Address	17 N. Dearborn, Chicago IL 60602

**KEEP THIS MANUAL IN A PLACE WHERE IT CAN BE EASILY ACCESSED.**

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## Introduction

Emergencies and disasters are unpredictable and they strike without warning. It is critical that all employees and students are aware of the appropriate response to take in the event of an emergency and know the safest way to evacuate the building.

The Emergency Preparedness Manual was written to educate employees and students and, where possible, help prevent emergencies from occurring at all. When it comes to life safety, you can never be "over prepared." By knowing this plan, employees and students will be prepared to act swiftly and work with the building staff to prevent tragedy.

### PRE-EMERGENCY PREPARATION

Preparation is the best defense against making hasty and uninformed decisions during an emergency. Expect the unexpected and make yourself ready:

**KNOW** the established emergency procedures for the building and campus.

**KNOW** who to contact in an emergency and how to reach them.

**KNOW** the layout of your floor.

**KNOW** the locations of fire extinguishers and how to use them.

**KNOW** at least two means of egress from your area.

**KNOW** the location of the nearest first aid kit.

**KNOW** the locations of physically challenged individuals who may require assistance during an evacuation.

**KNOW** the location of fire alarm pull stations.

## Clery Act

In compliance with the Jeanne Clery Act, the Campus Security Statistics Act, and the Higher Education Opportunity Act, the Adler School of Professional Psychology is required to provide a report of all crimes occurring on campus as well as crime statistics reported to local law enforcement for the area surrounding the campus. This report can be obtained from the Registrar's office or on the Adler website.

While the school strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Director at x4411 or the Adler Security Guard at x4455. ***In case of an emergency, the Chicago Police Department and Chicago Fire Department can be reached by dialing 911 from any phone.***

## Adler School's Mass Notification System

The Adler School has an emergency mass-notification system through Everbridge. This system will be used in the event of an emergency situation that requires the entire community to be informed of, such as evacuation, shelter-in-place, or call to stay clear of Campus. Emergency notifications are triggered by any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, taking into account the safety of the community.

The Mass Notification System uses several forms of communication to inform, instruct and update the Adler community. You may be contacted via text message, phone, or email and will be asked to confirm receipt of the message. It is extremely important that everyone maintains updated contact information with the Department of Human Resources or Student Affairs.

Students: Send updates to the Registrar's Office: [registrar@adler.edu](mailto:registrar@adler.edu).  
Employees: Send updates to Human Resources: [hr@adler.edu](mailto:hr@adler.edu).

A test of the system will be conducted once per semester.

## Immediate Emergency Notification Policy & Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Adler Community, designated authorities will, without delay, distribute an alert of notification to the Adler Community, unless issuing an alert will, in the judgment of first responders, compromise the efforts to assist victims, or contain, respond to or mitigate the emergency.

### *Following is the emergency notification procedure:*

- Confirmation of an incident that threatens the health or safety of the Adler community is conducted by the Office of Facilities and/or the Office of Student Affairs, in conjunction with the Emergency Operations team.
- Activation of the emergency notification systems is authorized by the Director of Facilities, AVP of Student Affairs, AVP of Marketing, AVP of Human Resources, VP of Finance and IT, VP of Administration, or the President.
- A message alerting the Adler community of the threat is crafted by authorities in the Office of Marketing & Communications, Office of Facilities, and/or the Office of Student Affairs.
- Activation of the emergency notification systems is initiated by the Director of Facilities, AVP of Marketing & Communications, AVP of Student Affairs, AVP of IT or their designated staff.
- Notification to neighboring institutions, local businesses and/or the media will be conducted by the AVP of Marketing & Communications or his/her designated staff.
- Immediate notification of a threat to the health and/or safety of Adler community members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include activation of the Everbridge Mass Notification System, postings throughout campus and/or the Adler website.
- Updates to any emergency situation on Campus may be found on our website [www.adler.edu](http://www.adler.edu) or at the Adler's main phone number (312) 662-4000.

### Emergency Operations Team

Facilities Director	312/662-4411
AVP of Student Affairs	312/662-4141
Associate Director of Student Affairs	312/662-4142
AVP of Human Resources	312/662-4415
AVP of Technology	312/662-4448
AVP of Marketing & Communications	312/662-4121
Director of Communications	312/662-4124
Registrar	312/662-4131
VP of Administration	312/662-4101
VP of Finance & IT	312/662-4401

## General Evacuation Information

If an emergency occurs that threatens the safety of the building occupants and an evacuation is ordered, the primary goal is to help the individuals in danger evacuate safely and quickly.

### Evacuation Procedures

- Building Management will sound the alarm on our floors
- You will be instructed via the building emergency speaker system to proceed to an exit
- Depending on the situation, Adler School's Mass Notification System will also be used to notify of an emergency and/or evacuation.
- Adler's Life Safety Team will help coordinate the evacuation
- Walk down the stairwell in a single file line – KEEP TO THE RIGHT and do not bring food or drink in any stairwell
- Life Safety Team will check all offices/areas and place a Post-it note on the door once a room is empty
- Listen and follow all directions from Fire Department personnel

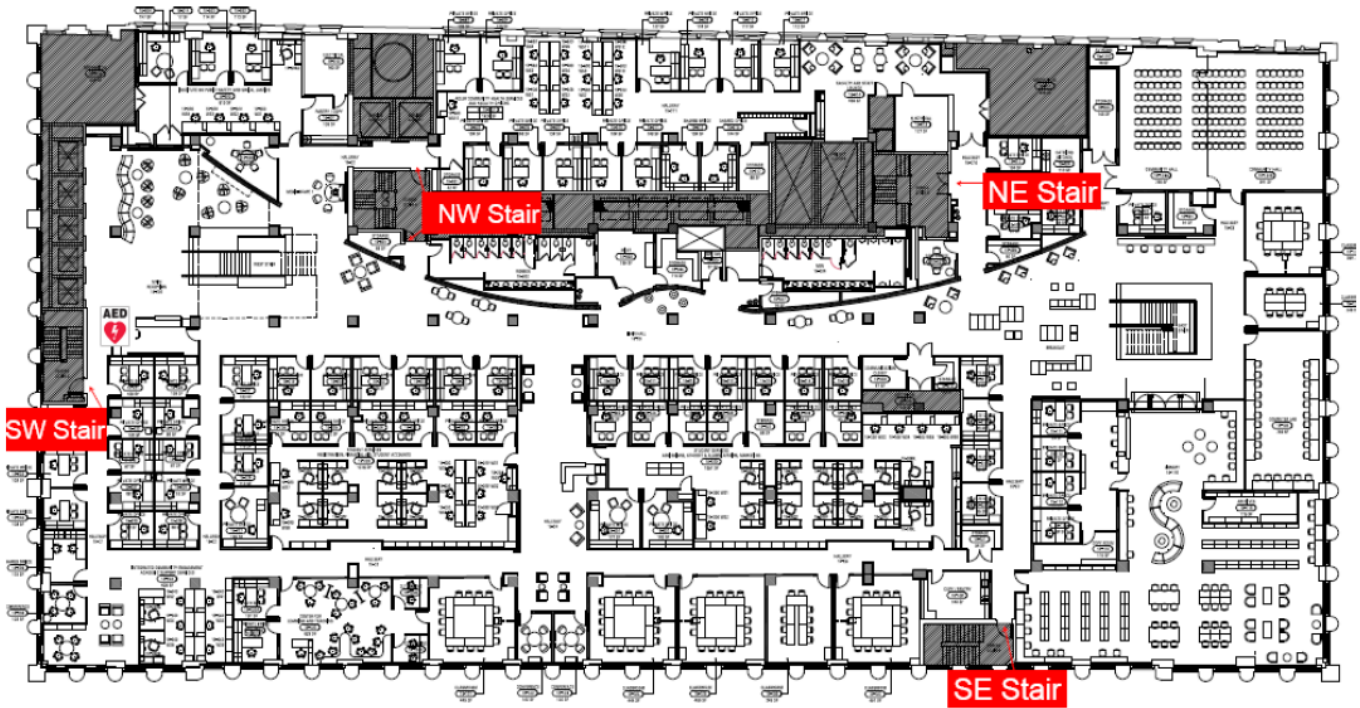
**RALLY POINT:** In the event of a full building evacuation where we are instructed to go to the ground floor, Adler employees and students should gather in Daley Plaza at the corner of Washington and Dearborn (SE corner) where we will await further instructions.

**IMPORTANT NOTE:** If you will require assistance during an evacuation, please notify Facilities, Human Resources and/or Student Affairs as soon as possible.

### GENERAL EVACUATION GUIDELINES and BEST PRACTICES

- DO NOT USE THE ELEVATORS.
- DO NOT BRING FOOD OR DRINK IN ANY STAIRWELL.
- DO NOT BREAK WINDOWS.
- DO NOT GO TO THE ROOF. Never go to the roof of any building during an emergency. The door will most likely be locked and emergency personnel cannot quickly get to the roof to rescue individuals.
- Always stay to the right within the stairwell to allow emergency personnel to pass. They will be going up to the emergency floor while you are going down to safety.
- Go down within the stairwell – DO NOT go up to higher floor (you would rarely deviate from this).
- If anyone ever feels as though their individual life safety is in imminent danger, use common sense and act accordingly.

**IN CASE OF EMERGENCY, KNOW YOUR EXITS!**



15TH FLOOR



16TH FLOOR

## Security Overview

- Adler School has a Security Guard on the 15<sup>th</sup> floor during Campus Hours which are 7am-10pm M-F and 7am-7pm on Sat/Sun except for Campus holidays.
- Adler School has a Security Guard in the first floor entrance (17 N. Dearborn) from 8am-4pm M-F except for Campus holidays.
- The Office of the Building of 1 N. Dearborn has a Security Guard in their first floor lobby 24/7.
- All faculty, staff and students enter campus by taking the elevators to the 15<sup>th</sup> floor. Adler's main reception is located off the elevators. Access to the 16<sup>th</sup> floor will be added under special circumstances and should be requested through Human Resources or Student Affairs.
- All faculty, staff and students are required to wear their ID Cardkey when on campus and must show their ID to the Adler Security Guard when entering campus.
- Faculty/Staff and Student ID Cardkeys allow access to campus during Campus Hours.
- The building elevators are open from 7am-6pm M-F. Outside of these hours, the building will put up stanchions directing your path to the 1<sup>st</sup> floor Lobby Security Desk and **you must swipe your ID Cardkey at this desk when entering and leaving the building. You will also need it to activate the elevators.**
- The Adler School Security Guard will conduct a final sweep of campus at the end of each day to ensure all students have vacated the space and are abiding by the campus hours policy.
- All guests must sign-in at the main reception area on the 15<sup>th</sup> floor where they will be issued a guest badge. If you are expecting a visitor to campus between 7am and 6pm M-F, please email Reception and Security with their name and arrival time ([facilities@adler.edu](mailto:facilities@adler.edu) and [security@adler.edu](mailto:security@adler.edu)).
- Students cannot bring a guest to campus outside of building elevator hours (after 6pm and before 7am M-F and all day Sa, Sun). *Note: Special exceptions will be made if a student wants to give a tour to an out-of-town family member or friend but the guest must be pre-approved and registered with Adler Facilities and Security by emailing [facilities@adler.edu](mailto:facilities@adler.edu) 48 hours in advance. The guest is not approved until the student receives a confirmation email. Students must accompany their registered guest into the building and check-in at the 1<sup>st</sup> floor building lobby Security desk.*
- Faculty/Staff can bring a guest to campus at any time but must accompany them into the building and campus if it is after building elevator hours.
- If you see someone on Campus without an ID or guest badge, please direct them to main reception or call Security at 312/662-4455 or x4455 from any campus phone

Following is the policy regarding ID Cardkeys all faculty/staff/students are expected to adhere to:

- All faculty, staff and students are required to wear their ID Cardkey when on campus and must show their ID to the Adler Security Guard when entering campus.
- If a student forgets their ID, he/she must check-in at the Adler Security desk by signing the Student check-in log and showing a valid photo ID to the Adler Security Guard who will verify active status and issue a temporary badge. Repeat occurrences will be reported to Student Affairs.
- The loss or theft of a cardkey should be reported to the Adler Facilities Department immediately so the card can be deactivated from the system ([facilities@adler.edu](mailto:facilities@adler.edu)).
- The ID cardkey is issued for the exclusive use of the individual named and may not be duplicated, loaned or used to allow any unauthorized person into a controlled area.
- The ID cardkey is property of the Adler School and will be returned upon request or at the time of inactive status.
- Full cooperation will be expected during any investigation concerning a security matter which might have occurred in a controlled area during a time when an individual's presence in the facility has been recorded by the system.
- Any abuse of cardkey privileges and/or non-compliance with this policy may result in the revocation of cardkey use and/or disciplinary action.

**Security is everyone's responsibility and we are all expected to abide by this policy to ensure a safe campus environment.**

## Fire Safety

If you smell smoke or see fire:

- **Call 911.** Calmly relate the nature of the emergency as you observe it. Answer all questions. Do not hang up until instructed to do so by 911 Operator.
- **If time permits, call One North Dearborn Security Desk** at 312-781-2557. Inform the security officer of the situation and that you have called 911.
- Notify Adler Security Guard at Extension 4455 who will then alert the Life Safety Team
- Close all doors leading to the fire as quickly as possible. This will help confine the fire until the fire department arrives.
- Life Safety Team will begin to lead everyone on your floor to the stairwells – **DO NOT USE THE ELEVATORS!** Members of the Life Safety Team might utilize whistles or other mobile communication devices to assist in alerting others of danger. However, if you do not have a whistle, do not be shy – shout as loudly as you can to alert others.
- Be familiar with the location of ALL stairwells so that if one is blocked, you know where the nearest alternative is located. There are four stairwells in this building.
- You will be instructed, via the building emergency speaker system, to proceed to a specific floor and to exit the stairwell onto that floor. The Chicago Fire Department recommends evacuating 2 floors above and 5 floors below the fire/emergency floor in all high rise office buildings. Exiting the stairwells is done to allow emergency personnel to use the stairs without interference.
- Remain in the designated area until further instructions are issued

If your clothes are on fire, immediately:

- STOP wherever you are
- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flames

If you are in a smoke filled area:

- Kneel on the floor
- Take short breaths through the nose
- Stay low (air is clearer near the floor)
- Crawl to the nearest exit
- Feel all doors before opening
  - If the doors are hot **DO NOT OPEN**
  - If doors are cool, open door slowly and stay behind the door.
  - If heat or pressure comes through the door, close the door immediately and tightly.



## Threats of Violence and Crime

### ACTIVE SHOOTER PROCEDURES

Response to an active shooter or violent person is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one active shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions from the Department of Homeland Security:

# HOW TO RESPOND

## WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

<b>1. EVACUATE</b>	<b>2. HIDE OUT</b>	<b>3. TAKE ACTION</b>
<ul style="list-style-type: none"><li>• Have an escape route and plan in mind</li><li>• Leave your belongings behind</li><li>• Keep your hands visible</li></ul>	<ul style="list-style-type: none"><li>• Hide in an area out of the active shooter's view.</li><li>• Block entry to your hiding place and lock the doors</li></ul>	<ul style="list-style-type: none"><li>• As a last resort and only when your life is in imminent danger.</li><li>• Attempt to incapacitate the active shooter</li><li>• Act with physical aggression and throw items at the active shooter</li></ul>

**CALL 911 WHEN IT IS SAFE TO DO SO**

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

**1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:**

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

### RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



## Threats of Violence and Crime, continued

### Concerning Behavior

On a college campus, sometimes behaviors of concern have gone unreported until a tragedy occurs, and then people come forward with bits of information that in retrospect may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. The Adler School of Professional Psychology is committed to a proactive approach and needs your help.

As a member of this community, if you observe any behavior that causes concern, it should be reported as follows:

- Students should report information to the AVP of Student Affairs.
- Employees should report information to the AVP of Human Resources.

### Crime

Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious or intoxicated persons and suspicious activities should be reported to the Security Desk at 312/781-2557, the Adler Security Guard at x4455 and the Facilities Director at x4411.

**If the situation is an emergency, immediately call 911.**

#### Crime Prevention Tips:

- Be aware of your surroundings.
- If you see a suspicious person on your floor, immediately contact security at x4455.
- Lock up all personal valuables, even if you'll "be right back."
- Lock your desk drawers, file cabinets and other storage spaces at the end of the day and take your keys with you.
- After hours and on weekends, be sure to check in and out at the Security Desk.

#### Urban Safety Tips:

- Always assume a state of awareness.
- Walk with confidence and with purpose.
- Avoid using a cell phone or headphones while walking the streets.
- Avoid walking in alleys and near construction sites.
- Avoid engaging in conversation with individuals soliciting food, money, etc. which may jeopardize your personal safety.
- Limit the carrying of valuables, personal identification, credit and debit cards.
- Carry wallets in the front pockets.
- When riding the bus, choose a stop that is well lit and populated.
- Know the bus or train schedule ahead of time, so you aren't forced to wait longer than necessary.
- Don't sleep on the bus or train. Remain alert.
- Remember to conceal any items of value, while traveling on buses and trains.
- Carry a cell phone.
- Practice the buddy system and travel with fellow students or friends, whenever possible.
- Never accept a ride or get too close to a car if someone is asking for directions.
- Trust your instincts, react and seek safe quarters at the first sign of danger.

## Severe Weather

When a severe weather watch is issued by the weather service, the Office of the Building will monitor storm conditions in preparation for a potential emergency. If conditions escalate to a warning, the building staff will initiate emergency procedures.

### Preparation for severe weather:

- Close all windows, blinds and curtains.
- Move loose items away from the windows to reduce flying debris if the window should break.

### Severe Weather Evacuation

- Security or the Office of the Building will contact the suite leader to give instructions for evacuation.
- The suite leader will then mobilize the searchers and stairwell monitors and evacuate all employees into the corridors and stairwells. Evacuation into these areas will help prevent injuries from flying glass and debris.
- Doors between outer offices and inner spaces should be closed.
- Turn off and unplug all computers, telecommunications equipment, office equipment and appliances to protect them from power surges.
- Wait for instructions from your suite leader before moving to a place of shelter.
- Never use the elevators during a weather emergency. If the power goes out, you will be trapped.
- During the evacuation, building security will tour each floor to help supervise and check on tenant needs.
- Stay in your place of shelter until notified it is safe to leave.

### EARTHQUAKE, POWER FAILURE, FLOOD

- Stay calm.
- In the case of an earthquake, safer places to be are under a desk or in a doorway.
- Stay away from windows.
- Stay off the elevators.
- If you notice any power failure, notify Building Management immediately at 312/781-2410 or Facilities at x4411. Yours may not be the only area affected.
- Pay close attention to emergency personnel and to instructions communicated over the building public address system.
- If you are instructed to evacuate, remember that emergency lighting will be available even in the event of power failure.

### TORNADO

There are two designations placed on a tornado. A **tornado watch** indicates that the conditions are right for a tornado. A **tornado warning** indicates that a tornado has been sighted in the immediate area.

#### Tornado Watch

- If you become aware of a tornado watch, notify Facilities at x4411 immediately. Please do not assume they already know.
- If you receive communication from your management or from Building Management about a tornado watch, you should do the following:
  - Close the window blinds, and then stay away from the windows.
  - Remain at your normal workstation, or as close as possible.
  - If you have a battery-powered radio, listen for weather updates.
  - If possible, remain in the building until the weather has cleared.

## Severe Weather, cont'd.

### Tornado Warning

- An alarm will be activated through the Building Fire and Life Safety System. Listen for instructions over the public address voice communication system.
- Move away from the perimeter of the building (windows). Close all doors.
- Emergency Response Team members should direct fellow employees and guests toward corridors, stairwells, and elevator lobbies.
- **Do not use the elevators!**
- Place your head close to your knees and cover your neck with your hands.
- Remain in the designated area until an “all clear” announcement has been made.
- If you cannot reach a corridor or lobby in time, proceed under a desk, table, or chair.
- Once the “all clear” has been announced and everyone has returned to his/her workstation or other designated area, Emergency Response Team members should account for all employees.
- If anyone has been injured, call 911 and alert Building Management immediately at 312/781-2410 and Adler Security at x4455.
- If any part of the building has been damaged in your area, notify Building Management immediately.

### **School Closing Notifications – WGN Emergency Closing Center**

Adler School is registered with the Emergency Closing Center, a service provided by Tribune Industries. Through this service, Adler School campus closings or late starts will be broadcasted on the WGN television and radio listings of school closings within the Chicagoland area. This service is available 24/7 and accessible online at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com).

## Medical Emergencies

In the event of an injury or accident in the building:

- Evaluate the situation as quickly as possible using all available information. Ask yourself:
  - Is the situation serious?
  - What kind of accident/illness is it?
  - Is the person coherent?
  - Is the person complaining of chest pains?
  - How many people are injured?
- If the patient is seriously hurt or too sick to assume responsibility for himself:
  - Call 911 for assistance.
  - Try to ensure that someone stays with the patient while you telephone for help.
  - Do not hang up until the dispatcher has all the information he/she needs.
  - Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
  - Calmly reassure the ill or injured person that help is on the way.
  - Notify Security immediately at x4455.
  - Do not attempt to move the ill or injured person or assist them without proper training.
- If the patient is coherent, let him decide what to do:
  - Rest for a short period
  - Call a taxi cab and go home

**Please note: First Aid kits are located at the 15<sup>th</sup> floor reception desk, 15<sup>th</sup> floor security desk, 1<sup>st</sup> floor security desk, and the Facilities and IT departments.**

## AED Program

AED stands for Automated External Defibrillator. It is a medical device which analyzes the heart's rhythm and if necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. In the event of a sudden cardiac arrest, the victim must receive CPR and early defibrillation in order to have the best chance of survival. For every minute defibrillation is delayed, the victim's chances of survival go down 10 percent. Our AED Program, including training, planning and the acquisition of Cardiac Science AEDs was created to enhance our emergency medical preparedness and help reduce premature cardiac death in our community.

Members of our Security and Life Safety Teams are trained and certified in AED/CPR. We have two AEDs on campus and they are located at:

1. 15<sup>th</sup> floor Security Desk – near the SW stairwell
2. 16<sup>th</sup> floor by the back double door of the IT/Facilities hub – near the NE stairwell

The emergency evacuation floorplans on page 6 show the AED locations.

## Bomb Threat

In the event of a bomb threat, the following steps should be implemented:

1. Stay calm.
2. Maintain communication with the caller, inquiring about their identity, location and description of the device.
3. Advise someone else to notify Adler Security at x4455, while talking with individual.
4. Try to make note of the exact wording of the threat and any other details about the caller.
5. Report details of the call to Adler Security or Building Management at 312/781-2410 who will assist in notifying the proper authorities.

## Suspicious Item

If a suspicious item is found:

1. Do not touch, move or disturb it. Avoid using cell phone or radio communication.
2. Using an office or campus phone, call Adler Security at x4455, then Facilities at x4411 who will notify the proper authorities.

Direct people away from the area until help arrives.