# Emergency Preparedness

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## Emergency Contacts

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

Clergy 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 aware of an emergency notification such as evacuation, shelter-in-place, or call to stay clear of Campus. Emergency notifications are triggered by a broad range of potential threats, taking into account the safety of the community — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus.

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
Employees: Send updates to Human Resources: 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 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

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!
Security Overview

- Adler School has a Security Guard on the 15th 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 15th floor. Adler’s main reception is located off the elevators. Access to the 16th 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 1st 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 15th 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 and 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 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 1st floor building lobby Security desk.
- Faculty/Staff can bring a guest to campus any time during Campus Hours 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).
- 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 to help you plan a strategy for survival. Keep in mind, the entire area is still a crime scene.

If active shooter is inside the building:
- Flee or Shelter in Place – the decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- If sheltered, secure the room you are in by locking or barricading the door and window using available material. Remain silent, silence radios and cell phones.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure; or if you can, safely exit the building. Warn others if possible.
- Call 911 if possible, and alert police to the active shooter’s location.
- DO NOT PULL FIRE ALARM.
- If sheltered, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

If active shooter comes into classroom or office:
- There is no right answer for this scenario – your response must be based on variables related to the situation, shooter and your own intuitions and common sense. The decision to flee or seek shelter inside the room can only be made by you.
- Try to remain calm; it will aid you in decision making.
- Call 911 if possible, and alert police to the active shooter’s location.
  - If you can’t speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- Negotiating may work
- “Playing dead” may work
- Attempting to overcome the suspect with force is always the last resort which should only be considered in extreme circumstances. Only you can decide if this is something you should do.
- If sheltered, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

If caught outside in the open:
- Hide behind something and wait for emergency personnel.
- If not in immediate danger, flee the area to exit the building but do not run in a straight line.
- Call 911 when safely away.
- If you cannot hide or flee, lie on the floor and be still, be quiet and wait for help.
- Attempting to overcome the suspect with force is always the last resort which should only be considered in extreme circumstances. Only you can decide if this is something you should do.
- If sheltered or lying still, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

When Police Arrive:
- Wait for “All Clear” signal from recognized authority and follow directions of uniformed police.
- Put your hands in the air to show you are not a threat.
- If you know where the active shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify authorities of their location.
- Do as the officers tell you.
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.
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:
  o Is the situation serious?
  o What kind of accident/illness is it?
  o Is the person coherent?
  o Is the person intoxicated?
  o Is the person complaining of chest pains?
  o How many people are injured?

• If the patient is seriously hurt or too sick to assume responsibility for himself:
  o Call 911 for assistance.
  o Try to ensure that someone stays with the patient while you telephone for help.
  o Do not hang up until the dispatcher has all the information he/she needs.
  o Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
  o Calmly reassure the ill or injured person that help is on the way.
  o Notify Security immediately at x4455.
  o 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:
  o Rest for a short period
  o Call a taxi cab and go home

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

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.