

# **Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act Report**

October 1, 2011

The Art Institute of Seattle (hereafter referred to as AiS) is providing the following information to all of its employees and students as part of our commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1990. Questions about any of the information provided in this report should be referred to the Dean of Student Affairs, The Art Institute of Seattle, 2323 Elliott Avenue, Seattle, Washington 98121, (206) 239-2299.

## **The Art Institute of Seattle's Safety and Security Policies**

### **A. Reporting Criminal Actions or Other Emergencies**

Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment and are encouraged to report all criminal acts or other emergencies promptly and accurately. It is the policy of AIS that all criminal acts or other emergencies occurring on the school campus be properly documented, and reported to local authorities as required by law. Anyone who is a witness to, informed of, or the victim of a crime (in addition to dialing 9-1-1) can report criminal activity or other emergencies occurring on campus by contacting a security officer. In the South Campus security officers can be reached at (206) 571-2706 on the 6<sup>th</sup> Floor or (206) 571-5880 on the 7<sup>th</sup> Floor; or (206) 571-2458 for the North Campus Alaskan Way entrance or (206) 571-2703 for the North Campus Elliott Ave entrance, or by calling the main number at (206) 448-0900.

The Seattle Police Department can be reached by dialing 9-1-1 for emergencies or (206) 625-5011 for non-emergency reports.

Criminal activity might include, but is not limited to: Arson, Burglary, Motor Vehicle Theft, Aggravated Assault, Robbery, Sexual Offenses: forcible & non-forcible, Criminal Homicide: murder & non-negligent manslaughter and negligent manslaughter.

AiS staff with security responsibilities, including the Dean of Student Affairs, Director of Student Housing Operations, Assistant Directors of Student Housing Operations, the Dean of Academic Affairs, The Director of Student Development, Property Management, Security Staff, the Director of Financial Services, or the President, will assist as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of AiS staff. Criminal activity is documented by the completion of an Accident/Injury/Crime Incident Report Form and on the Property Manager's daily log.

Crimes reported to campus staff with security responsibilities will be included in the annual disclosure of crime statistics. Victims/witnesses can ask to report a crime on a voluntary and confidential basis to the Student Support Services Coordinator. In these circumstances necessary data will be reported while attempting to not disclose the victims/witnesses names, unless there is an endangerment of life or reporting is otherwise required by law.

Campus crime statistics are compiled on a yearly basis from daily records maintained by the Property Management, Director of Student Housing Operations, Assistant Directors of Student Housing Operations, Dean of Student Affairs and Student support Services Coordinator. All parties are knowledgeable about the reporting categories and locations. Data from local law enforcement is also included when applicable in an effort to ensure that all crimes are reported. The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act Report is updated annually and incorporates the last three year's statistics. The draft report is reviewed by the Education Management Corporation's legal consultant and finalized prior to distribution to all employees and students. The AiS Crime Report is then posted on its internet site at:

[http://www.artinstitutes.edu/seattle/pdf/Crime\\_Report.pdf](http://www.artinstitutes.edu/seattle/pdf/Crime_Report.pdf)

Distribution notices of the posted report with an attached direct link to the crime report occurs by mass email to current students and to employees. New students and employees receive notice of the report in their orientation

sessions. Paper copies are also readily available upon request in the Student Affairs Office, 5<sup>th</sup> Floor North Campus.

## **Safety Procedures:**

### **Missing Person Notification Policies and Procedures**

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Student Support Services Coordinator or the Dean of Student Affairs. It is the policy of The Art Institute of Seattle that the Office of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Office of Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Office of Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of Seattle can designate during their orientation, or at anytime with the Registrar's Office, a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Office of Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Office of Student Affairs not be able to locate a person reported missing within twenty-four (24) hours of the report, the Office of Student Affairs would then notify the designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone the student trusts to aid officers in determining his or her whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Office of Student Affairs will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

### **College Policy on Reporting of Fires:**

Any member of the community who becomes aware of any active or past fire must notify a student affairs professional staff or safety committee member immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must

leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from the fire department and/or an authorized student affairs professional staff or safety committee member. No occupant will re-enter a building until clearance is given by the fire department and/or an authorized student affairs professional staff or safety committee member.

### ***Campus***

2323 Elliott Avenue, and 2600 Alaskan Way, and 55 Bell Street

A fire alarm will sound on location in the event there is a fire in 2323 Elliott Avenue and 2600 Alaskan Way. Students should become familiar with the building evacuation plans. For serious emergencies necessitating the immediate notification of students, staff, and faculty AiS utilizes the AlertFind emergency notification system. AiS students and employees are strongly recommended to sign-in to their AlertFind accounts in order to prioritize and update contact information and select their preferred contact methods. The AlertFind System is tested at least twice per year to ensure its proper functioning. AiS students and employees may sign-in to their accounts or gain more information at:

<http://www.artinstitutes.edu/seattle/StudentLife/AlertFind.aspx>

In the event of a fire alarm or other emergency requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Attempt to stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from nearest faculty or staff member for exiting your area. Exit building using stairwells only.
3. After exiting, immediately head away from the building and garage.
4. Clear the front entrance to the building by moving at least 100 feet North or South along Elliott Avenue. Do not cross Elliott Avenue.
5. Do not reenter the building or garage until the "All Clear" is given by faculty or staff.

### ***School Sponsored Housing Fire Evacuation Policy***

The Cornelius, 306 Blanchard Street, The Lenora Apartment Building, 211 Lenora Street

#### **Prohibited Items in School Sponsored Housing:**

Items prohibited in the campus houses include, but are not limited to:

- candles, incense, open flames
- open heating coils
- hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

#### **Community Responsibilities**

Additionally, all members of the school sponsored housing community are required to:

1. Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Office of Student Affairs or fire officials during a drill or an actual alarm. In 2010, there were 2 Fire Drills held in the Cornelius and Lenora Apartment buildings
2. Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to Student Housing Office or to the Office of Student Affairs.
3. Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
4. Know the location of the fire alarms and how to activate them.
5. Know where the nearest exits are and be prepared to use an alternative exit, if necessary.
6. Plan how you would escape through each of these exits in case of a fire.
7. Know the location of the fire stairwells.
8. Never use an elevator to evacuate a building.

- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

**What should I do if I discover a fire?**

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

- Attempt to stay calm
- Pull the nearest fire alarm. If there is no nearby fire pull station, call 911 Public Safety at x800 or by cell phone at (413) 585-2490.
- Exit the building immediately; notify those in the immediate area of the danger.
- Never use the elevator; use the stairways.
- Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
- Once outside clear the front entrance to the building by moving at least 100 feet East (Cornelius) or South towards Stewart Street (Lenora). Avoid crossing the street if possible.
- Follow the instructions given by the Student Affairs Officials and the Seattle Fire Department personnel.

**School Sponsored Housing Fire Safety and Sprinkler Systems**

Below is a listing of housing fire safety systems

**The Art Institute of Seattle Residential Fire Systems**

<b>Building</b>	<b>Smoke Detectors</b>	<b>Heat Detectors</b>	<b>Carbon Monoxide Detectors</b>	<b>Sprinkler System</b>
Lenora Apartments	In each unit and throughout the Building	Throughout the Building	X	Throughout the Building
Cornelius Apartments	In each unit and throughout the building	X	X	Throughout the Building

***Campus and School Sponsored Housing Earthquake Procedures***

In the case of an earthquake, observe the following procedures:

- Attempt to stay Calm. Immediately move away from windows or glass.
- Get under a desk or table if possible until the shaking stops. Cover your head and avoid placing yourself in proximity to falling objects
- DO NOT leave the building until the shaking stops.
- Follow directions from building personnel for building evacuation

**B. Security and Access to Campus Facility**

It is the policy of AiS that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the School and Student Conduct Policies. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host.

All students, staff, and faculty are required to visibly wear photo identification badges when on campus. New badges are issued by the Technology Department on the Ground Floor of the North Campus. Visitors on campus

are required to sign in at the reception desk to receive a visitor badge. Security officers are authorized to stop and inquire when seeing anyone without a badge and unauthorized individuals may be escorted from the building.

Campus staff with security responsibilities include Dean of Student Affairs, Director of Student Housing Operations, Assistant Directors of Student Housing Operations, the Dean of Academic Affairs, The Director of Student Development, the Property Management, Security Staff, the Director of Financial Services, or the President. In some combination, one or more of these persons are on campus in the South Campus Monday - Thursday from 6:30 a.m. until midnight, Friday from 6:30 a.m. – 5:00 p.m., Saturday from 8:00 a.m. – 4:00 p.m.; in the North Campus Monday – Thursday from 6:00 a.m. – 11:30 p.m., Friday from 6:00 a.m. – 10:00 p.m., Saturday 8:30 a.m. – 7:00 p.m., and Sunday 9:30 a.m. – 7:00 p.m. The AiS security desks are located by the by the Sixth and Seventh floor elevators of the South Campus, and in the North Campus by the First floor elevators of the Elliott Avenue entrance, and near the Technology Center on the Alaskan Way level entrance. Closed circuit security cameras, which monitor portions of the campus, are recorded at these locations. The Institute reception staff are available near the main entrance of the South Campus in the 6<sup>th</sup> Floor Gallery from 7:30 a.m. to 10 p.m. Monday – Thursday and 7:30 a.m. – 5:00 p.m. on Friday and from 9:00 a.m. – 4:00 p.m. on Saturday. In the North Campus, an Academic Affairs Administrative Assistant is located near the Alaskan Way entrance from 8:00 a.m.– 5:00 p.m. Monday – Friday in the North Campus. Exterior lighting is located around the AiS facilities and in the parking garage. Security attendants should be notified of any security concerns.

The school sponsored housing buildings have electronic exterior security access doors. Resident students are assigned keys to the security doors of their apartment building upon move-in to their apartments. The Lenora also has security key access elevators. Students are required to follow all security requirements issued by the building in which they are living, and to become aware of security measures specific to their respective building.

### **C. Campus Law Enforcement**

At least one campus staff member with security responsibilities is on campus during business hours. Persons contracted as security personnel at AiS represent the school and are instructed to enforce campus security policies. Such persons have the authority to evict unauthorized persons from the campus premises but do not have arrest authority. Security personnel maintain a positive working relationship with the Seattle Police Department (SPD) and the State police. The SPD is notified of actual and suspected criminal activities, including trespassing. AiS security personnel periodically contact SPD serving AiS's jurisdiction and the State Police. The purpose of this working relationship is to ensure that AiS is aware of all the criminal offenses and arrests that have occurred on or near the AiS campus so that incidents can be properly reported in the criminal statistics and that AiS can, when warranted, make timely warning reports on crimes which represent a continuing threat (See section D).

Security staff will assist, as appropriate, with the reporting of incidents. Students/staff should contact the nearest Security Desk officer (located on the sixth and seventh floors of the South Campus, and on the first and ground floors of the North Campus), or Student Affairs or Housing staff member immediately, in the case of an incident. Contacted personnel will inform the appropriate security, staff member or the police. School sponsored housing staff members have security responsibilities and will act accordingly.

### **D. Programs to Inform Students and Employees about Campus Security, Crime Prevention, and Crisis Response**

New students are given information on campus security, crime prevention and crisis response during orientation. Each quarter crime prevention and safety awareness programs are offered and open to students and employees to attend. Appropriate personnel from AiS Student Affairs Office, Security staff and/or local community resources facilitate workshops. All new AiS employees are instructed on crime awareness and prevention during their orientation. Both student and employee orientation programs include a description of the campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency. Students and employees are encouraged to be responsible for their own safety and be aware of the security needs of others.

Employees are requested to review AiS's Employee Handbook regarding Standards of Conduct and Safety where

sections addressing Crime Awareness and Campus Security and Student Conduct Policy can be found. A crisis response plan containing information on the procedures to follow in differing emergency scenarios is available on the campus share drive and other key locations for access by the campus community.

In addition to the annual campus security report, students and staff are notified of specific security concerns if/when they arise throughout the year and appropriate measures are taken to assure continued safety. When warranted, the campus community is notified via email and /or bulletin board notices or notices read by instructors to the students in their classes. Employees are also notified when appropriate via "The Easel," the bi-weekly employee newsletter.

#### **E. Sexual Assault Programs and Procedures**

New students are provided information on sexual assault awareness, prevention and procedures during orientation. Sexual Assault awareness is also discussed during the crime prevention and safety awareness programs held each quarter (open to students, staff and faculty). Safety workshops include crime prevention strategies and tips, educational information on awareness of rape, acquaintance rape, and other sex offenses and prevention of sexual offenses. In addition, sexual assault awareness brochures are made available outside the Student Affairs Office in the resource area.

Should a sexual offense occur, the procedure is the same as reporting other crimes on campus, for both students and staff. Contact the nearest Security Desk officer (located on the sixth floor of the South Campus, and on the first and ground floors of the North Campus), or Student Affairs or Housing staff member immediately, in the case of an incident. Contacted personnel will inform the appropriate security, staff member or the police. School sponsored housing staff members also have security responsibilities and will act accordingly. Serious crimes, such as sexual assault, should be reported to the police immediately. Campus Security can assist a student or employee in reporting a crime to authorities at their request. In addition Student Affairs staff members, including school sponsored housing staff, are available to help make appropriate referrals for necessary services such as counseling, emotional support groups, crisis programs, hospitals, or sexual assault services (i.e., Harborview Sexual Assault Center, King County Sexual Assault Resource Center and community counselors).

All evidence should be preserved in the event of a sexual assault; clothing kept, the area of offense unaltered, and the victim should avoid trying to wash or clean prior to any medical examination.

AiS will make reasonable arrangements to change a student's academic and/or School Sponsored Housing assignment after an alleged offense if requested by the victim. In cases of an alleged sexual offense, the Dean of Student Affairs will determine whether the situation will be referred to local law enforcement and the degree to which the situation will be handled internally. AiS's disciplinary process includes procedures for addressing situations of this nature. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding (at the discretion of the Dean of Student Affairs or his delegate). Both will be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. For this purpose, the outcome of a disciplinary proceeding means only AiS's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions which may be imposed following a final determination of a disciplinary proceeding regarding sexual assault, acquaintance rape, or other forcible or non-forcible sex offenses may include suspension or expulsion.

#### **F. Information Regarding Registered Sex Offenders**

The Seattle Police Department, Sexual Assault Unit, Sex and Kidnapping Offender Details Office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public by calling 206-684-5332.

#### **G. Drug and Alcohol Policies**

In keeping with Section 120(a) through (d) of The Higher Education Act of 1965, as amended, which contains the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug-Free Schools and Campuses" publication, Drug Prevention Policy is provided to all AiS students and employees annually. This publication includes AiS's policy regarding the use, possession, or sale of illegal substances and alcohol,

disciplinary action; descriptions of the illegal sanctions and health risks; and availability of counseling and community treatment programs.

In accordance with Federal and State drug laws, AiS employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs. Possession or use of alcohol by persons under the state legal drinking age is strictly prohibited. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

AiS's contracts with the Wellness Corporation to offer a counseling referral service called the Student Assistance program that provides at no extra cost to students short-term treatment programs and assessments. Faculty and Staff have access to a similar Employee Assistance Program through their employee benefits program. Both the student and employee programs can also provide referral information for students, staff or faculty requiring long-term treatment programs.

#### **H. Off-Campus Student Organizations**

AiS has no off-campus student organizations.



# Crisis Management Plan

*Updated May 2011*

# CRISIS MANAGEMENT MANUAL

## TABLE OF CONTENTS

### ***INTRODUCTION***

GENERAL GUIDELINES	iii
EMERGENCY PHONE NUMBERS	p. 1

### ***ON CAMPUS RESPONSE PLANS:***

#### **Biohazards**

Contact with Body Substances	p. 2
Exposure to Body Substances	p. 3
Bio-Chemicals	p. 4

#### **Bomb Threat** p. 5

#### **Crimes Against Person**

Hostage	p. 7
Physical Assault	p. 9
Sexual Assault	p. 10
Theft	p. 11
Violent Incident on Campus	p. 12
Weapon on Campus	p. 14

#### **Death**

Employee	p. 16
Student	p. 17
International Student	p. 18
Student's Family Member	p. 19

#### **Incidents Involving Substance Abuse**

Overdose	p. 20
Under the Influence	p. 21

#### **Inclement Weather** p. 22

#### **Earthquake**

Disaster Plan	p. 23
---------------	-------

#### **Environmental**

Hazardous Materials Leaks/Spills	p. 25
----------------------------------	-------

#### **Evacuation**

Emergency Plan	p. 26
Emergency of Disabled	p. 27
Emergency Contingencies: Relocation	p. 28

#### **Fire** p. 30

<b><u>International Relations/Situations</u></b>	
Fall of Foreign Government/War	p. 31
Natural Disaster in a Foreign Country	p. 32
<b><u>Mechanical Failure</u></b>	
Elevator Breakdown	p. 33
Elevator Cable Breakage	p. 34
Emergency Procedure for Power Outage	p. 35
<b><u>Medical Emergency</u></b>	p. 36
<b><u>Influenza Pandemic</u></b>	p. 38
Appendix	p. 41

## **General Crisis Response Guidelines**

This manual was developed to provide guidelines to assist staff and faculty in crisis situations at The Art Institute of Seattle. By following these procedures, we can ensure that incidents are handled in a professional and consistent manner.

These procedures will be reviewed annually and revised as needed by the Executive Committee of the College. Review of the procedures should also occur following any implementation of the procedures.

Do not hesitate to call 9-1-1 in matters of life and death or if you are uncertain about the severity of a situation.

Security should be contacted concerning all security and safety related issues as soon as possible.

The nature of an incident will determine which AiS employees respond. This may include Security, the President, the Executive Committee, the Director of Property Management and the Safety Committee. Others will be called upon as the situation dictates.

The President, and/or the Executive Committee members are the only ones to have contact with the media regarding crisis incidents. All inquiries by media should be directed to these individuals. Students and staff should be advised not to talk with the media.

In most cases, Incident Report Forms should be completed by Security and filed with the Director of Property Management, Director of Human Resources, and Director of Administrative and Financial Services.

## EMERGENCY PHONE NUMBERS

Fire/Medic/Police                    9-1-1  
Police Non-emergency                206-625-5011  
AiS Security                            North & South Campus – 253-820-4997 or 253-217-5316

Dir. of Property Management x2201 or cell phone: 206-280-7892

Janitorial Staff (cell phones)  
    South Campus                    206-234-6987  
    North Campus                    206-234-6991

Student Support Coordinator:        Jeff Roth        x2309 or x2290  
Back up                                Karen Ehnat    x2308 or 2290

Student Assistance Program            **1-800-326-6142**

**NOTE:** All employee extensions can be reached outside of the school by dialing the prefix “206-239-xxxx”

### Executive Committee

		<u>Office</u>		<u>Cell</u>
President	Elden Monday	x2314	Cell	425-241-1997
Director of Administrative & Financial Services	Greg Woodard	x2275	Cell	206-235-1075
Senior Director of Admissions	Liane Soohoo	x2222	Cell	323-605-5951
Director of Career Services	Jim McGuire	x2302	Cell	206-375-5905
Dean of Academic Affairs	Scott Carnz	x2320	Cell	206-447-1692
Director of Human Resources	Natasha Oilar	x2311	Cell	206-418-9717
Dean of Student Affairs	Megan Kijewski	x2299	Cell	206-719-7089

### **Other Emergency Contacts:**

Director of Property Management	Glynn McCarter	x2204	Cell	206-856-9442
---------------------------------	----------------	-------	------	--------------

## **Contact with Body Substances**

**CRISIS:** Employee or student has accidental exposure to blood, vomit or other potentially infectious substances either by skin that has become detached from a body part, mucous membrane contact (oral cavity, etc.), accidental skin punctures, or lacerations from potentially contaminated instruments.

### **CRISIS MANAGEMENT OUTLINE:**

- Follow medical emergency procedures as necessary.
- Wear protective gloves available in first aid kits.
- Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- Call Janitorial Staff to clean up area if necessary
- Complete an Accident/Injury Report Form. (See Appendix)

## Exposure to Body Substances

**CRISIS:** Employee or student is exposed to blood, vomit or other potentially infectious substances.

### **CRISIS MANAGEMENT OUTLINE:**

Universal precautions will be observed by all AiS employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precautions is that all blood and the defined body fluids are considered to be infectious.

- Latex glove use is required with any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10 second hand wash. Gloves are located in all first aid kits. (See Appendix for locations.)
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact custodial staff for clean-up
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- Call janitorial staff to dispose of bloody gauze, gloves and clean-up materials in a plastic bag and tie the bag securely. Dispose directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call janitorial staff for removal and disposal in a “sharps container.” Hypodermic needles should be handled carefully with tongs and gloved hands. Janitorial staff will place the needle(s) in the “sharps container” located in janitorial supply rooms.
- An Accident/Injury Report Form should be completed, if appropriate. (See Appendix)

## **Exposure to Biochemicals**

**CRISIS:** Employee or student is exposed to a biological agent, such as Anthrax, potentially causing infection in the skin, gastrointestinal system, or the lungs.

### **CRISIS MANAGEMENT OUTLINE**

- If you detect a package or letter of suspicious origin, handle with care and do not shake or bump the material.
- The suspicious material should be isolated in a plastic bag or covered with anything such as clothing or a trash can. Do not remove the material from the original container.
- Leave the room and close the door or section off the area.
- Wash hands with soap and water immediately.
- Contact the Director of Property Management and/or your supervisor and/or Security.
- List all people who were in the room.
- Place all items worn at the time in plastic bags and keep them available for law enforcement.
- If deemed appropriate, using a dust mask and latex gloves, the suspicious article will be removed to an area on the 5<sup>th</sup> floor of the parking garage.
- Property Management and/or Security will make an initial determination if the package contains suspected harmful materials and will contact the local authorities.
- If directed by authorities, the observer will shower with soap and water and place all items worn at the time in plastic bags available for law enforcement.

For AiS facilities at the North Campus, the suspicious piece of mail should be handled following the above procedures and taken to the loading dock of the Seattle Trade and Technology Center and for IDT, the outdoor parking lot. Property Management and Security should then be contacted to make a determination if the package contains suspected harmful materials.

### **Do Not Panic**

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into chafed skin, swallowed, or inhaled as a fine aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

## **Bomb Threat**

**CRISIS:** A bomb threat is called into the school or a possible bomb is located on the premises.

### **CRISIS MANAGEMENT OUTLINE:**

#### *Bomb Threat Received by Telephone:*

- All bomb threats should be taken seriously.
- The person receiving the phone call should remain calm and attempt to keep the caller on the phone as long as possible to collect as much relevant information as possible. If possible, alert another employee of the situation so that they can call 9-1-1 while the caller is still on the line.
- Listen to the caller and ask the following questions:
  - ◆ “Where is the bomb located?”
  - ◆ “When will it explode?”
  - ◆ “What does the bomb look like?” (contents, size, shape, color etc.)
  - ◆ “What kind is it?”
  - ◆ “What will make it go off and when?”
  - ◆ “Why are you doing this?”
  - ◆ “Who are you?”
- Listen for any characteristic that could describe the caller’s voice (age, sex, accent), mannerisms, and emotional state. Also listen for background noise (traffic, music, other voices, etc.)
- Immediately call 9-1-1 after disconnecting from the caller. Give your name, location and telephone number to the police. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you receive the call, etc.
- Contact the AiS President. In the President’s absence or if unable to reach the President, contact another Executive Committee member.
- The President, or designee, will contact Security and/or the Director of Property Management, and/or other Executive Committee members (see emergency contact list).
- Inform your supervisor or Department Director of the situation.
- Campus authorities will make decision regarding building evacuation and use of My Campus Alert notification system to notify AiS community.
- A search team of designated AiS personnel may be organized to look for a potential bomb on the premises.
- The Director of Property Management will work with Security to notify all parking garage attendants of the situation.
- If instructed to evacuate, do not use the fire alarm system as it could set off a bomb. Key personnel will go to classrooms and offices and notify people to evacuate. Follow regular evacuation procedures. (See “Emergency Evacuation Procedures”)
- If evacuated, no one is allowed back into the building until the authorities have deemed the property safe.

- A public statement, if deemed necessary, will be developed by the President.
- An Incident Report Form is written and filed by Security.

*Suspicious Package Observed:*

- If you spot a suspicious object, package, etc. report it to Security. Under no circumstances should you touch or move it.
- Evacuate the immediate area and Security will cordon-off the area in the vicinity of the package.
- If the owner of the package or object can not be located, follow steps 5 through 15.
- Wait for trained police squad to examine and dispose of device.

# Hostage

**CRISIS:** An employee, student or visitor is taken hostage on campus.

## **CRISIS MANAGEMENT OUTLINE:**

Do NOT attempt to apprehend or interfere with the hostage taker(s).

### *During the crisis:*

- Call 9-1-1.
- Security and the AiS President, or designee, are notified immediately. The President, or designee, will notify the Executive Committee. Security will notify the Director of Property Management.
- The police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it. An appropriate message will be sent to AiS Community via My Campus Alert notification System.
- The AiS President or a designee elects an AiS liaison. All communications with the authorities will be made with this person. This person will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with any authorities' directives. This may include Security, Executive Committee, and Key Management Group members.
- The Director of Property Management provides a copy of the floor plan of the building to the police.
- If the situation involves an assailant on the grounds, key personnel may go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The President will instruct the front desk receptionists on how to respond to phone calls about the situation.
- The President will handle all media inquiries. Staff, faculty and students will be instructed not to talk with the media.

### *Once the immediate crisis is resolved:*

- For those indirectly affected by the incident, dismissal from the building may occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be de-escalated by a crisis response team and given time to talk prior to dismissal. The Student Assistant Program will be contacted to assist.
- If injuries and/or deaths are involved:
  - A. Family members of all casualty victims are notified as soon as possible. The Dean of Student Affairs will coordinate this communication.
  - B. Follow procedures under “ Medical Emergency” and/or “Death of a Student/Employee”

- Human Resources will set up a phone extension providing information to those that are calling for information.
- Review security measures.
- An Incident Report Form is completed and filed. (See Appendix)
- Board of Trustees, Corporate, and Corporate Legal Counsel are advised of the situation.
- Faculty and staff should identify and refer those students at high risk for depression to the Student Support Coordinator and to the Student Assistant program. These may include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who may have witnessed or come upon the scene of death.

Long-term:

- Periodic mandatory debriefing meetings with those directly affected by the incident by outside resources.
- Continued identification of high-risk students and referrals to Student Assistant Program.
- Provide ongoing instructions for students and employees who will be giving testimony or dispositions.

## Physical Assault

**CRISIS:** A physical assault (defined as an assault with intent to inflict bodily harm) occurs on campus.

### **CRISIS MANAGEMENT PLAN:**

- If you are a witness/victim of an assault:
  - 1) Do not attempt to interfere/apprehend the assailant
  - 2) Call Security directly or by going to the 6th floor reception desk (South Campus) or Ground or 1<sup>st</sup> floors North Campus; or Student Affairs (North Campus). 9-1-1 should be called immediately if the situation is dangerous or escalating.
  - 3) Follow Medical Emergency section procedures if warranted
- Security will gather information, inform the Director of Property Management, and complete an Incident Report Form. (See Appendix)
- Campus authorities can assist a student in reporting violations at the student's request. The Student Assistant program and Student Support Coordinator are available to assist and in providing counseling, emotional support, and referrals to local hospitals and other services.
- If the alleged perpetrator is a student, Security should immediately inform the Dean of Student Affairs for further investigation and disciplinary action.
- If deemed necessary, a public statement will be developed by the President's office.

### **Long Term/Preventative:**

- Ongoing awareness of the school's policies on physical assault and the school environment.
- Early intervention and referral to the Student Assistant Program for counseling, education, etc. of students displaying inappropriate behaviors for conflict resolution and anger issues.

## Sexual Assault

**CRISIS:** A sexual assault occurs on campus.

### **CRISIS MANAGEMENT OUTLINE:**

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant. Call 9-1-1 immediately.
- The person assaulted or who knows of the incident contacts Security directly or by going to the 6th floor reception desk (South Campus) or Ground or 1<sup>st</sup> floors North Campus; or Student Affairs (North Campus)). 9-1-1 should be called immediately.
- Security will gather information, notify the Director of Property Management and complete an Incident Report Form.
- Campus authorities can assist a student in reporting violations at the student's request.
- If the alleged perpetrator is a student, Security will immediately inform the Dean of Student Affairs for further investigation and disciplinary action.
- The Student Support Coordinator is available in the Student Affairs Office to assist and to help with referral services to the Student Assistant Program for counseling, emotional support, and referrals to local hospitals, crisis programs, and sexual assault programs.
- Depending on the nature and the circumstances of the incident, with input from the Executive Committee may prepare a statement.

### **Long Term/Preventative:**

- Ongoing training on sexual assault awareness, prevention, and procedures for staff, faculty, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sex offenses.

## Theft

**CRISIS:** Personal items are taken from a classroom or office on school property.

### **CRISIS MANAGEMENT OUTLINE:**

- As soon as a theft is discovered on campus and the item is not located in either Lost and Found locations (Registrar's Office, Library, Culinary), report it to Security. Ask janitorial staff to check in trash cans inside and outside the school.
- If the victim chooses, he or she is encouraged to file a report with the Seattle Police Department at (206) 625-5011.
- Security will complete an Incident Report Form which is filed with the Director of Property Management.
- The victim will check back at both Lost and Found locations. If the item is found, the victim will notify Security.

## Violent Incident on Campus

**CRISIS:** A violent incident such as gunfire or stabbing occurs on campus.

### **CRISIS MANAGEMENT OUTLINE:**

Do NOT attempt to apprehend or interfere with the assailant(s).

- 9-1-1 is called by the first person aware of the incident.
- Security and the President, or designee, are notified immediately. The President, or designee, will notify the Executive Committee. Security will notify the Director of Property Management.
- The police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it.
  - If the situation involves an assailant on the grounds an My Campus Alert message will be sent to the AiS community. In addition police and or key personnel may go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The President or a designee appoints an AiS liaison to communicate with the authorities. This person will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with any authorities' directives. This may include Security, Executive Committee members, the Director of Property Management, and Department Directors.
- The Director of Property Management provides a copy of the floor plan of the building to the Police.
- The President's office will instruct the front desk receptionists on how to respond to phone calls regarding the situation.
- The President's office will handle all media inquiries. Staff, faculty and students will be instructed not to talk with the media.

### **Once the immediate crisis is resolved:**

- For those indirectly affected by the incident: dismissal may occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be de-escalated by a crisis response team and given time to talk prior to dismissal. The emergency services personnel and/or the Student Support Coordinator can arrange for the teams. (See Appendix)
- If injuries and/ or deaths are involved:
  - A. Family members of all casualty victims are notified as soon as possible. The Dean of Student Affairs will coordinate this communication.
  - B. Follow procedures under "Medical Emergency" and/or "Death of a Student/Employee."
- Set up phone extension (softbox) providing information to those who are calling for information.

- Review security measures.
- An Incident Report Form is completed and filed, including names of all witnesses.
- Board of Trustees, Corporate, and Corporate Legal Counsel advised of the situation.
- Faculty and staff should refer those students at high risk for depression to the Student support Coordinator and The Student Assistant Program. These may include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who may have witnessed or come upon the scene of death.

Long-term:

- Periodic mandatory debriefing meetings with those directly affected by the incident by outside resources.
- Continued identification of high-risk students and referrals to the Student Support Services Coordinator.
- Provide ongoing instructions for students and employees who will be giving testimony or dispositions.

## Weapon on Campus

**CRISIS:** Student, employee or visitor has a weapon, such as a gun or knife, on campus.

### **CRISIS MANAGEMENT OUTLINE:**

**Cautionary note:** Any situation involving a weapon is potentially dangerous. Therefore it is best to report the situation immediately as follows and proceed with caution:

*Not Immediately-Threatening Situation:* Possession of weapon is noted, perhaps seen in a person's pocket.

- Individual aware of the weapon possession reports the situation to Security immediately.
- Security will immediately inform the Dean of Student Affairs/ or other Executive Committee member of the situation and determine together best course of action to confront the individual suspected of having a weapon. The police will be called if the situation warrants it. Director of Property Management and Public Relations are notified.
- If the individual is a student or employee, s/he will be approached and asked to remove the weapon from the premises. If the person is a visitor, s/he will be escorted out of the building by Security.
- If the individual refuses to remove the weapon from the premises, Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Dean of Student Affairs, if a student, or by the appropriate Department Director if an employee. If the visitor was here visiting a student or employee, their host will be subject to disciplinary review by the Dean of Student Affairs or his designee.

*Threatening situation:* A weapon is shown in a menacing manner or situation appears in any way dangerous

**Caution:** Do not attempt to apprehend or interfere with the person holding the weapon!

### *During Crisis:*

- Attempt to retreat discreetly and assist others to do so likewise.
- As soon as is safely possible, call 9-1-1. Provide them with your name, location, and information about the situation including type of weapon, physical description and mental state of person with weapon.
- Security and the President, or designee, are notified immediately. The President, or designee, will notify the Executive Committee and the Director of Public Relations. An My Campus Alert message is sent to the AiS community immediately. Security will notify the Director of Property Management.
- The police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it.

- If the situation involves an assailant on the grounds, police and or key personnel may go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The President or a designee appoints an AiS liaison to communicate with the authorities. This person will wait by the building entrance to meet and guide the emergency personnel.
- All communications with the authorities should be through a designated liaison determined by the President or Executive Committee member. All media communications will be through the President's office.

Once the immediate crisis is resolved:

- The Student Support Coordinator should be contacted to work with the Student Assistant Program to assist those involved in the incident as needed.
- If injuries or death result, follow the procedures under "Medical Emergency" (page 27) and "Death of a Student/Employee" (page 15-18).
- Incident Report Form completed, including the names of all witnesses.
- Follow-up disciplinary action will be taken by the Dean of Student Affairs if a student and by the appropriate Department Director.
- If appropriate, the Board of Trustees, Corporate Office and Legal Counsel advised of the situation.

## Death of a Student

**CRISIS:** An AiS student dies.

### **CRISIS MANAGEMENT OUTLINE:**

It is imperative that the death of a student, regardless of the cause, be addressed immediately once it comes to the attention of any employee of AiS. In situations involving violence or suicide, extra attention should be given to students at high-risk for depression.

- Staff, faculty or administrator who learns of the death will immediately notify the Dean of Student Affairs and the Student Support Coordinator. The President and Dean of Academic Affairs will also be notified.
- The Dean of Student Affairs will follow the steps outlined in “Dean of Student Affairs Procedures.”
- A public statement may be developed by the Executive Committee in consultation with EDMC CS; this may include a memo to all faculty, staff, and students.
- If at all possible, close friends of the deceased should be notified by the appropriate staff prior to general announcements to students. (See appendix for sample announcements).
- An Academic Director, accompanied by a Student Affairs Representative, will make announcements in the students’ classes.
- Faculty and staff should identify and refer students at high risk for depression to the Student Support Coordinator and the Student Assistant Program. These may include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who may have witnessed or come upon the scene of death.
- A degree of confidentiality should be adhered to in order to avoid rumors and speculation.
- The Student Support Coordinator will speak with identified high-risk students and refer to the Student Assistant program or other necessary services as warranted.
- Debriefing sessions, separate for employees and students, may also be provided if the death is unexpected.

## Death of an Employee

**CRISIS:** An AiS employee dies.

### **CRISIS MANAGEMENT OUTLINE:**

- Person aware of employee's death immediately notifies appropriate Department Director.
- Department Director (usually the supervisor of the deceased) notifies the corresponding Executive Committee member.
- The Executive Committee member notifies the Director of Human Resources, the Director of Public Relations and the President's Office.
- The President's Office sends flowers or other remembrance to the family.
- The Director of Human Resources, immediately prepares memo to faculty and staff regarding employee's death. In some instances, this memo may also be distributed to AII. (See appendix for sample announcements.) Depending upon the circumstances, a public statement may also be prepared.
- If the deceased was a faculty member, the Academic Director attends each of the classes taught to notify students of the instructor's death. The Student Support Coordinator may be asked to accompany the AD.
- The employee's Department Director notifies the Director of Technology to deactivate the voicemail and email of the deceased. Confidential/sensitive information is removed from the office/locker and any personal items that could upset the family are removed prior to the family picking up belongings.
- Company property is retrieved from the employee's home by the Department Director of the deceased or the Director of Human Resources.
- The Director of Human Resources notifies insurance plans, gathers information for the family of the deceased including life insurance, retirement plan beneficiary and distribution process.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- The Director of Human Resources works with The Employee Assistant Program to provide assistance and support for employees and staff.
- If the death is sudden, unexpected, the result of violence or suicide, group debriefings may be warranted. The Student Support Coordinator may work with the Director of Human Resources to make arrangements for these meetings.

## **Death of an International Student**

**CRISIS:** An international student dies. International students are defined as non-immigrant, visa-holding students. These students have a permanent residence outside the country.

### **CRISIS MANAGEMENT OUTLINE:**

- The Dean of Student Affairs will notify the Director of Student Development and International Student Advising.
- The Director of Student Development and International Student Advising will notify the consulate to establish standard procedures.
- Determine if the consulate can contact the parents. If not, the AiS President or designee will notify the parents. Have a translator available at the time of the call, preferably an outside agent (Academy of Languages Translations and Interpretation Services 206-521-8601 or Seattle Language Academy 206-325-4109) or staff member if necessary.
- If it is a holiday or weekend, the consulate may be closed. If this is the situation, the AiS President or designee should call the family directly.
- The Director of Student Development and International Student Advising should be aware of the cultural responsibilities for identification, autopsy and disposition of the body if the consulate or parents are not available to complete these tasks.
- The Director of Student Development and International Student Advising will check the student's insurance coverage in their International Student Affairs file for repatriation coverage. The Dean of Student Affairs or designee must call Health plans (800-633-7867) to confirm need for payment and should work with the President to inform parents of the existing coverage.
- Follow all other procedures for "Death of a Student." (page 17).

## Death of a Student's Family Member

**CRISIS:** Information that a student's family member has died or is dying is received at school.

### **CRISIS MANAGEMENT OUTLINE:**

*Per phone call:* If a phone call with information about a family member's death, or impending death, is made to the school:

- Forward the call immediately to the Office of Student Affairs.
- A Student Affairs staff person will gather information about the family member from the caller and immediately refer to the Student Support Coordinator.
- The Student Support Coordinator will then contact the student and assist him/her with calling the appropriate person to get the information privately.
- The Student Support Coordinator will offer resources to the student for emotional assistance, including the Student Assistance Program. The Student Support Coordinator may also assist the student with making arrangements for getting home, etc.
- The Student Support Coordinator will notify the student's Academic Director.

*In-person notification:* If a family member comes to the school to notify a student of the death, or impending death, of a family member:

- Arrange for the notification to occur in a private office. Ask the family member if having the Student Support Coordinator available is desired. If so, contact the Student Support Coordinator to meet with the student/family.
- Notify the appropriate Academic Director of the situation.
- The Student Support Coordinator or AD may refer the student to the Student Assistant Program for further support.

*If the student is an international student:*

- In many countries and cultures, the death of a family member is a major family event that will require all the time and attention of the student, often requiring the student to withdraw from school and return at a later date.
- If the student has an established relationship with an International Student Advisor, the Advisor may be the person who notifies the student of the family member's death.
- The International Student Advisor will determine the financial impact on the student, if any, and inform the Dean of Student Affairs. The student may need assistance (food, lodging, tuition, work permission, etc.) until the situation stabilizes.
- The International Student Advisor will refer the student to the Student Support Coordinator, the Student Assistance Program, to friends, and to community resources that can be of help.
- Follow all the other procedures listed above.

## Incidents Involving Substance Abuse: Overdose

**CRISIS:** The person is having medical complications due to an overdose of substances either legal or illegal.

### **CRISIS MANAGEMENT OUTLINE:**

- Anyone observing a drug overdose should call 9-1-1 for immediate medical assistance. Provide the operator with address, phone number, and if able to ascertain, what drug was taken, how much, how long ago, and symptoms.
- Follow the procedures for “Medical Emergency.”
- Those observing the situation complete an Incident Report to be turned in to the Dean of Student Affairs for follow-up, if a student or the appropriate Department Director if an employee.
- The Dean of Student Affairs will take disciplinary action if the incident involves a student or if an employee, by the appropriate Department Director and Human Resources.
- If deemed necessary, a public statement will be developed by Executive Committee in consultation with EDMC CS.

### **Long Term/Preventative:**

- Ongoing training for staff, faculty, housing staff, and students on AiS’ Drug-Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among college students.
- Making appropriate and timely referrals to employee assistance program and other relevant resources

## **Incidents Involving Substance Abuse: Under the Influence**

**CRISIS:** A person is acting drunk, high, or impaired while on school property.

### **CRISIS MANAGEMENT OUTLINE:**

- In all cases an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the Student Support Coordinator should be contacted to help determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the obvious influence of substances should not be permitted to stay in the building. They should be asked to leave by the staff or faculty member observing the impairment. The staff or faculty member observing the individual should ask the person to leave. If the individual is cooperative but appears to be potentially dangerous to him/herself or others due to the impairment, contact the Student Support Coordinator. The Student Support Coordinator will call someone (family, roommate, friend, etc.) to escort them home. If no one is available, or if the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete an Incident Report Form (see Appendix) in as much detail as possible and submit copies to their Department Director and to the Dean of Student Affairs if the impaired is a student. The Department Director and/or the Dean of Student Affairs will determine who else needs to be involved to handle the problem based on the nature of the situation.
- The Dean of Student Affairs may take disciplinary action if the incident involves a student. If an employee, the appropriate Department Director may take action.
- The Student Support Coordinator may be utilized in appropriate situations to help to refer the student to the Student Assistance program or other community resources.

### **Long Term/Preventative:**

- Ongoing training for staff, faculty, housing staff and students on AiS's Drug-Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among college students.

## **Inclement Weather Notification**

**CRISIS:** There is a major snowstorm in the metro area and Washington State Emergency Services has issued an advisory travel warning. The school must be closed for the day or delayed in opening.

### **CRISIS MANAGEMENT OUTLINE**

- The President or designee will contact the local news media, Executive Committee, and Director of Property Management.
- The Executive Committee will contact their department managers and property management will contact the building janitorial and security companies.
- Faculty, staff, and students should listen to KIRO-710 AM radio, KIRO Channel 7 TV, or go to [www.schoolreport.org](http://www.schoolreport.org) and check Report of Emergency School Messages. The Art Institute of Seattle is a member of the Public School Emergency Communications System (PSECS).

## **Earthquake Disaster Plan**

**CRISIS:** Since AiS is located in a major earthquake zone, it is conceivable that AiS could experience an earthquake that would force displacement of residents for a period of time as well as students, faculty, and staff.

### **CRISIS MANAGEMENT OUTLINE:**

#### *During the Earthquake:*

- If indoors, stay there. Get under a desk or table, crouch in a corner covering the head and facing outwards, away from windows, glass and outside walls. Do not use elevators. Do not rush for the doors. Move away from display and book shelves containing objects that could fall.
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses/underpasses and power lines. Stay in your vehicle until the shaking is over.
- After the shock subsides, go to the ground floor of the building, and wait for further instruction.
- Proceed calmly to exits. Choose your exits carefully. Follow emergency evacuation procedures.
- Dress for possible prolonged time outside.
- Do not re-enter the building until advised to do so.

#### *After the Earthquake (0-48 hours):*

- AiS Safety Committee and designated personnel will find ways to communicate (with bullhorns or other means) to tell people to remain where they are, keep calm, and avoid upsetting others by using positive language and speaking in a calm manner.
- Announcements will also contain information such as not using stairways or elevators and to remain calm if the electricity goes out or a fire alarm sounds.
- Do not use the phones unless it is a medical emergency.
- Designated safety representatives will check on students with disabilities by doing a thorough classroom/restroom/hallway/deli check.
- If injuries are reported, attempt to contact emergency services (9-1-1). If phone service is interrupted, immediately contact those with CPR/First Aid training to assist the injured parties. If possible, transport injured parties to local hospital by ambulance and rescue squads.
- Bullhorns are located in the Dean of Students Office, NC, Facilities Office, and Culinary Faculty Workroom and in Human Resources, SC.
- The Director of Property Management and designated Safety Committee members will check for safety - gas, water, sewage breaks; check for downed electric lines and shorts; turn off appropriate utilities; check for building damage and potential safety problems during after shocks.

- Clean up dangerous spills.
- Wear shoes.
- Turn on radio and listen for instructions from public safety agencies.
- Don't use the telephone except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" if evacuation or relocation of people is necessary.
- Using media statements prepared by the President's office, provide information to parents on the relocation sites for students and reassure them that everything is under control.

*After the Crisis (48+Hours):*

- Use email and voicemail for announcing programs that help ease emotional distress.
- Continue public service related programs for two weeks following the earthquake using campus and off campus media.
- Arrange for counseling services for those students/faculty/staff who may have lost a friend or a significant other and/or utilize bereavement services arranged by the Student Support Coordinator.
- The President or Executive Committee representative will hold an All School Meeting as soon as possible to thank everyone, give accurate information, get suggestions, reassure everyone, and provide the next steps.

## **Hazardous Materials Leaks/Spills** (Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

**CRISIS:** A gas cylinder or other chemical container spills or begins leaking, and these materials present a clear danger anyone within the premises or to other building occupants, the following steps should be taken:

### **CRISIS MANAGEMENT OUTLINE:**

- Confine the fumes or fire by shutting the room door.
- Suspected gas leaks or suspicious odors should be reported to the Director of Property Management, Campus Security or dial 9-1-1 (dial 9 first if using a campus phone). Give your name, department, and location of the emergency.
- Suspected gas leaks in the North Campus should be reported to Wright Runstad Real Estate Services at 206-224-1203.
- If evacuation is necessary, sound the building fire alarm so evacuation can begin.
- Evacuate the building by following the Emergency Evacuation Plan (page 26).
- Do not reenter the building until instructed to do so by authorized personnel.

## Emergency Evacuation Plan

**CRISIS:** A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus buildings (South Campus at 2323 Elliott Avenue, North Campus at Seattle Trade and Technology Center at 2600 Alaskan Way, and IDT at 55 Bell Street).

### **CRISIS MANAGEMENT OUTLINE:**

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from nearest safety committee, faculty or staff member for exiting your area. Exit building using nearest stairwells only.
- Physically challenged individuals are to wait at the top of the stairwell (“Area of Rescue”) for authorized emergency personnel to assist them. A near-by staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts. (See “Evacuation of Physically Challenged”)
- After exiting, immediately head North or South from the buildings and/or garages.
- Clear the front entrance to the building by moving at least 100 feet North or South along Elliott Ave. *Do not cross Elliott Avenue.*
- Do not reenter the building or garage until emergency personnel give the “All Clear”.
- Emergency evacuation routes are posted at all locations. Each area of each building will have a designated safety committee member to check that all offices, classrooms, and restrooms are evacuated.

## Emergency Evacuation of Physically Challenged

Any physically challenged faculty, staff and students are encouraged to file an emergency status card with their Department Director, Director of Property Management, and the Dean of Student Affairs.

In the event of an emergency, occupants of wheelchairs and other persons with mobility impairment should observe the following Emergency Evacuation Plan:

*If you can move to the exit and have persons to assist you:*

- Move to the exit stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.
- If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with the person while one person should inform the arriving Fire Department of the location. Make sure that the door is securely closed.
- Wait with the assistants for further instructions. The Fire Department will send fire fighters to assist if evacuation is necessary.
- If the person is waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter the floor to allow others to pass and the stairwell to clear.
- If there are too many individuals to wait on the landing, an area of rescue should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below.
- Assistants should **not** attempt to carry a physically challenged person down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then carry this person down the stairs to safer areas.
- If there is no one available to wait with the person, or they are unable to leave the area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

*If you are not able to leave the floor, observe the following survival rules:*

- Use towels or clothing to block openings around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the Venetian blinds erratically.
- If smoke or fire enters your area, call 9-1-1 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside, and will hamper rescue efforts below.

## Emergency Evacuation Contingencies: Relocation

**CRISIS:** The crisis is such (fire damage, explosion, earthquake, no power, etc.) that students can not return to the campus building following evacuation.

### **CRISIS MANAGEMENT OUTLINE:**

#### *Short-term (0-48 hours):*

- If there are injuries, immediately transport injured parties to local hospital via ambulances and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team, determined by the Director of Property Management and Director of Public Relations, will, as much as possible, maintain a list of students and employees transported from the site by emergency personnel.
- Establish an Information Center on site where information can be gathered and dispersed. Under the direction of the Director of Public Relations, the center will be staffed by Department Directors and if needed, Student Affairs staff. If additional support is needed, employee volunteers will be used.
- Create and distribute an information sheet with instruction to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until additional instructions are received, learn the location and check in with the information center, go home etc.). Use bullhorns when necessary, but as sparingly as possible, so as not to diminish the effect.
- Depending on the condition of the building, set up a “Retrieval Unit.” This would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with AiS employees.
- Make phones available to enable evacuees to call home/family.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, the Director of Property Management will hire additional security to maintain watch over damaged buildings to protect any salvageable property.

#### *If the emergency is such that evacuees can not get home:*

- If the Emergency Services (fire, police) responded to the crisis, they may provide resources for emergency needs, including contacting the Red Cross (206-323-2345). If needed, call 9-1-1 for additional resources.
- Student Affairs and Department Directors will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, school-sponsored housing community spaces, and local hotels/motels. Encourage those who live within walking distance to provide temporary housing for those who can not get home immediately.
- For those evacuees who can not get home, have them report in at the Information Center. Require them to give their name, social security number, home address/phone, and emergency contact information and record where they will be temporarily staying. This information may be used to account for the whereabouts of all evacuees.
- The Director of Property Management will establish a voicemail box/information line with updates and information.



## Fire

**CRISIS:** A fire is discovered in one of the campus buildings.

### **CRISIS MANAGEMENT OUTLINE:**

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and if the fire is small, you may wish to fight it with a fire extinguisher or a building fire hose (see locations on floor plans in appendix). Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- Call 9-1-1 or Security at 206-491-3473 (South Campus) or 206-491-9450 or 206-794-5296 (North Campus). Give your name, location, telephone number, and location of fire.
- If the fire is large, very smoky, or rapidly spreading, immediately sound the building fire alarm (see locations on map). Evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- If time permits, collect valuables and lock files and office doors before leaving. Walk; do not run, to the nearest stairway exit. Follow Emergency Evacuation Plan (page 26).
- If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, go to the nearest stairway landing, shout for help and wait there until help arrives. When fire alarms sound, do not use elevators. An elevator may become inoperative and you may be trapped.
- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

## **Fall of Foreign Government/War**

**CRISIS:** Governments which declare war against other countries, which are invaded by an aggressor country, or which are overthrown by its own people create difficult situations for their citizens who are temporarily studying abroad.

### **CRISIS MANAGEMENT OUTLINE:**

- The International Student Advisor will contact the student's Consulate and the U.S. Immigration and Naturalization Service, if possible, to determine student options for returning home or remaining in the U.S., respectively.
- The International Student Advisor will contact students who are directly affected by this event to ask about their concerns, to answer questions and to determine if they are safe (i.e. are others directing negative sentiments at these students).
- The International Student Advisor will find out financial impact on students, if any and notify the Director of Student Affairs. Students may need assistance (food, lodging, tuition, work permission, etc.) until the situation stabilizes. The Dean of Student Affairs will work with the Executive Committee to determine level of support and assistance.
- The International Student Advisor and The Student Support Coordinator may set meetings with students to review what is happening and how they are impacted. Relay information to the Director of Student Affairs and President.
- The International Student Advisor will inform the Executive Committee of students attending AiS from the affected countries in case the media contacts the school or school officials wish to talk with students regarding their situation.

## Natural Disaster in a Foreign Country

**CRISIS:** Natural disasters in the home country of the AiS international student(s) can be defined as the city, town or community that has been altered or damaged to the point where it severely impacts the student's family, finances, or ability to stay and study in the U.S. Examples include widespread flooding, earthquake, major fire, tropical storm, etc.

### **CRISIS MANAGEMENT OUTLINE:**

- The International Student Advisor will contact all students from the country experiencing the disaster by mail/phone to find out if they are impacted.
- The International Student Advisor will hold a group meeting with students from that country if large numbers of students are impacted.
- The International Student Advisor will determine financial impact on students, if any, and report that to the Dean of Student Affairs.
- The Dean of Student Affairs will work with the Executive Committee to determine the level of support and assistance.
- The International Student Advisor will work with the Dean of Student Affairs to make international news reports by radio or TV, phone calls, faxes and email available students as needed.
- The International Student Advisor will advise students to contact their consulate for additional information, services, or news reports.
- Any inquiries from the media will be handled by the President.
- Optional: Organize students to actively help out country members (donations, etc.).

**CRISIS:** A natural disaster occurs in the local Seattle area. This could be much more problematic due to communication systems which may not be available.

### **CRISIS MANAGEMENT OUTLINE:**

- The International Student Advisor will inform international students about emergency services and safety information in the area, as well as local consulate information.
- The International Student Advisor will work with international students to ensure that they are connected to resources and familiar with the safety procedures.

## **Elevator Breakdown**

**CRISIS:** The elevator has stopped operating and people are trapped inside.

### **CRISIS MANAGEMENT OUTLINE:**

- The people trapped should use the emergency phone located inside the elevator to direct-dial to the repair service.
- Individuals aware of the situation should immediately inform Security and property manager, who should follow-up to ensure that repair personnel are in route.
- Security will contact management personnel to assist with calming those inside the elevator informing them that repair has been notified and that the elevator will be repaired shortly. Instruct those trapped not to try to pry the doors open or otherwise crawl out of the elevator.
- The elevator is repaired.

## **Elevator Cable Breakage**

**CRISIS:** An elevator cable breaks and the elevator car, with people inside, drops from the top of the building to the bottom. Injuries may be involved.

### **CRISIS MANAGEMENT OUTLINE:**

#### *Short Term (0-48 hours):*

##### *South Campus:*

- Call the Seattle Police/Emergency Services notifying them of the situation (call 9-1-1) immediately. The Director of Property Management is also notified immediately at 953-7122/cell phone (or ext. 2201). A management representative should go to the floor where the elevator has stopped and tell the people to use the emergency phone inside the elevator which immediately connects with the elevator repair emergency service. The representative will assure the trapped individuals that help is on the way and to remain calm. Staff will keep the area clear so emergency personnel can come and go as necessary. A designated school representative should meet emergency services at the school entrance.
- The Director of Property Management will immediately contact the elevator repair service to insure they are responding and will inform the Executive Committee of the situation. She will also call the Seattle Trade and Technology Center management personnel if elevator cable breakage occurs in North Campus. The remaining elevators are keyed off or shut down (if in North Campus, by the Chief Engineer of the Seattle Trade and Technology Center).
- The Dean of Student Affairs may contact The Student Support Coordinator and the Student Assistance Program for support.
- Management staff will attempt to keep people calm in the lobby and other common areas of the building.
- The President will inform staff/faculty not to talk to any media representatives. If fatalities are involved refer to procedures related to Death of Student/Employee. When injuries are involved, the Dean of Student Affairs will help facilitate communication with the family.
- Repairs are made to damaged elevator car.
- President (or Executive Committee representative) will prepare a statement for the public and for AiS internal communication.
- All elevator work orders from the past year are reviewed to see what problems occurred with the elevator in the previous semester. Director of Property Management will determine when the elevator will be operable again. The Seattle Trade and Technology Center management personnel will determine when the elevator will be operable again, if in North Campus.
- The facility does not need to be evacuated.

#### *Long Term (48+ Hours):*

- Staff will review elevator cable breakage procedures (see “Short Term 0-48 hours”) to determine any necessary modifications of disaster plan.

## Emergency Procedures for Power Outages

**CRISIS:** All power is down severing computer and phone operations. Hallways, offices, stairwells, and classrooms are dark and the elevator is inoperative.

### **CRISIS MANAGEMENT OUTLINE:**

- Notify the Director of Property Management (South Campus), or Chief Engineer (North Campus-Seattle Trade Center) (See Emergency Contacts, page 2).
- The Director of Property Management will determine if anyone is trapped in the elevators.
- The designated individuals above will determine whether this is a building-related or city-related outage.
- The Director of Property Management will alert the Executive Committee once the power outage has been determined to be long term. The President, in consultation with Executive Committee, will determine whether or not to close the school.
- The internal school phone system will be suspended in the event of a power outage. Pay phones may be operable as well as direct lines from fax machines.
- A supply of battery-operated lights (lanterns, flashlights, etc.) will be dispensed to building personnel assigned by management staff. These employees will remain in hallways directing students and other personnel up darkened hallways and stairwells to various meeting rooms.
- Students will be asked to curtail their movement and cautioned not to use open element sources of light.
- AiS personnel will check on all disabled, ill, or injured students who might require special assistance.
- It may be determined to evacuate the building. The Executive Committee will contact Director of Public Relations to determine a communications plan.
- The Director of Property Management will inform the Executive Committee when power is restored.

\* Flashlights are located at the 6th floor Reception Desk (South Campus), Student Affairs (North Campus), Safety Committee members, Maintenance Technician, and Director of Property Management's office.

## Medical Emergency

**CRISIS:** Employee or student is experiencing a serious or life-threatening injury or illness on campus or in apartment complex.

### **CRISIS MANAGEMENT OUTLINE:**

Evaluate the situation and determine the gravity of the situation.

#### *For extremely serious or life-threatening:*

- Employees should request emergency medical assistance immediately for any person on AiS property who requests or demonstrates a need for medical attention. Emergency assistance will be provided for any of the following reasons, or for any other reason that there appears to be a need for medical assistance: heart attack symptoms; loss of consciousness; convulsions; acute shortness of breath; apparent or suspected broken bones; severe cuts, bruises, or heavy bleeding from any cause; severe dizziness or disorientation; choking.
- The employee detecting the need for medical assistance should call or assign someone to call 9-1-1 from the nearest phone. Try to have the following information when making the call: sex, age, general type of injury, location of injury, if the person is unconscious, location of the injured person, the address where you want the aid unit to go, and your name/phone number.
- Security should be notified of the situation and told what and where the emergency is so they can assist in directing the medics upon arrival. If possible, have someone wait by the entrance to meet and guide the arriving emergency crew.
- If the person needing assistance is a student, the Registrar Office should be notified immediately in order to obtain any medical history data or emergency notification information provided to AiS by the student.
- The employee aware of the medical emergency situation should notify his or her Department Director or any Executive Committee member.
- Do not move the person if there appears to be a head, neck or back injury, if s/he is unable to walk or is unconscious, or if the injury is due to a fall. If the person needing assistance can not or should not be moved, employees should seek, whenever possible, to move other people out of the area or re-routing traffic, as appropriate. Keep the person calm and as comfortable as you can.
- If the person can be moved, carefully assist them to the 7th floor faculty room (South Campus) or 5<sup>th</sup> floor Employee Lounge (North Campus) to give them more comfort and privacy.
- Stay with the person needing assistance until the medics arrive. Only trained and designated AiS personnel should administer medical assistance to persons on AiS property. A list of qualified employees is posted in each facility's employee lounge, on student bulletin boards, and in the Security Log book. All employees should follow the procedures for "Body Substances" if blood, vomit, or other bodily fluids are involved.
- If needed, contact parent, guardian or partner of student, or partner/relative of employee.
- Personal property left on AiS property and belonging to the injured or ill person should be secured by the instructor or staff member assisting and taken to the Lost and Found area in the Registrar's office or the Library, where it will be properly recorded and stored.

- The AiS employee initiating the emergency medical treatment request will complete Accident/Injury Report Form (see Appendix) and will include all pertinent information and names of witnesses. The employee should submit the report to the Office of the President within 24 hours of the incident. Copies also are submitted to Director of Human Resources for personnel files, the Dean of Student Affairs (if injured person is a student) and the Director of Property Management.
- The President should be notified of situation if appropriate.

*Serious situations but not life-threatening:*

- If the person can be moved, carefully assist them to the 7th floor faculty room (South Campus) or Employee Lounge (North Campus) to give them more comfort and privacy.
- Only trained and designated AiS personnel should administer medical assistance to persons on AiS property. A list of qualified employees is posted in each facility's employee lounge, on student bulletin boards, and in the Security Log book. All employees should follow procedures for "Exposure to Body Substances" precautions if blood, vomit or other bodily fluids are involved.
- Determine if there is a friend or family member who can take them for medical assistance. If not, call a taxi at 622-6500. If the ill or injured person is an employee who uses alternative transportation (does not drive to work in their own car), the Director of Human Resources will provide cab vouchers. For faculty, staff, and students who need medical assistance that does not require an ambulance, cab vouchers are available from the IDT shop, Property Management, Human Resources, Student Affairs, Director of Culinary, and Director of Evening Programs.
- Depending on the person's medical insurance, send them to the appropriate emergency room or acute care clinic. This will generally be Harborview Hospital or, if a Group Health member, the urgent care clinic at Virginia Mason Emergency. See appendix for list of local clinics and emergency rooms. Call the clinic/ER to notify them of what type of situation is coming. (See Appendix.)
- If an injury is involved, the AiS employee assisting the injured party will complete the Accident/Injury Report Form and include all pertinent information and names of witnesses. The employee should submit the report to the Office of the President within 24 hours of the incident. Copies also are submitted to Director of Human Resources for personnel files, the Dean of Student Affairs (if injured person is a student) and the Director of Property Management.

*For Disaster-Related Injuries to Several Employees or Students:*

- Immediately call 9-1-1 and note: a) the approximate number with serious injuries who will need on-site treatment beyond the abilities of first-aid trained personnel and b) the approximate number with serious injuries who will need transportation to hospital or emergency relief center.
- Follow all other procedures for emergency medical assistance.

\* First aid kits are located in the following areas:

*South Campus:* Education Office, Front Reception Desk, Student Financial Services, Registrar, Reception Desk, Deli, Photo Cage, Property Management..

*North Campus:* Library, Culinary Faculty Workroom and kitchens, Student Affairs, Education (AW level), Sewing room.

# Influenza Pandemic

**CRISIS:** New Strain of Influenza virus outbreak with little or no resistance from humans

**Definition:** A world-wide outbreak of a new flu virus that spreads rapidly from one country to another and is easily passed from person to person. This type of flu outbreak would mean that humans have little or no immunity to the disease and a vaccine is not available or in short supply.

**CRISIS MANAGEMENT OUTLINE:** Management plan is detailed below by level of urgency: (i.e. Potential threat, Medium-Level Urgency, Severe-Emergency) equating to World Health Organization (WHO) 6 Phase System (See Appendix).

The college EC will monitor the World Health Organization's (WHO) 6 Phase Pandemic Alert System to determine college's course of action as noted below:

**Potential Threat** (WHO Phase 3 -- A new strain of animal influenza virus infects humans, but there have not been human-to-human infections; WHO Phase 4 -- The new virus passes from person to person, but transmission is limited and confined to a certain location):

- EC will review and update as necessary crisis management plan. EC will discuss and begin to initiate communication to community about potential threat and existence of crisis management plan.
- Director of Human Resources and Dean of Student Affairs, with assistance from Directors of Communication and Property Management, will lead an educational awareness campaign on healthy habits and initiate community involvement in reducing germ flow on campus.
- EC will continue to monitor and assess potential threat in relation to county, state, and federal, pandemic preparation planning.
- At Phase 4, key college supplies should begin to be stockpiled
- At Phase 4, College EC should begin to determine \*essential services and telecommuting options for staff in preparation for potential Phase 5/6 alert.
- At Phase 4, Director of Property Management will ensure an increase in the disinfection of facilities by custodian crew (i.e., elevators, buttons, door knobs/handles, countertops, keyboards/mouse, telephones, etc.)

**Medium-level Urgency** (WHO Phase 5 -- There is frequent transmission of the virus between people in a particular place, but it hasn't spread to the rest of the world):

- Statement prepared from President's office defining level of alert to community and potential effect, including reminder to AiS Community to check with [WWW.SchoolReport.org](http://WWW.SchoolReport.org) each day to ensure that school is open.
- Supervisors, with support from Director of Human resources, will enforce "if sick" please stay home policy. A doctor's note will be required for an employee out sick to return to work. Dean of Student Affairs will enforce similar policy with students
- Dean of Academic Affairs should work with Director of Technology to have back-up plans in place if School is asked to close (i.e., Web based/online instruction; pre-recorded instruction courses on DVD/ CD, MP3; as well as mailed lessons & assignments). Dean of Academic Affairs will prepare community for a potential halt to classes.

- Dean of Students will limit or suspend all community/ social events on campus.
- The president will take the lead to open and maintain dialog with the King County Local Health Officer to ascertain the County's intentions to implement social distancing strategies.
  - Potential King County Social Distancing Strategies Directly affecting AiS:
    - Restrict Public Transit to essential travel
    - Close Public and Private Schools and child care centers
    - Implement measures to limit social interaction at libraries, colleges, and universities
- The President and EC will discuss implementation of essential services

**Severe-Level Emergency (Phase 6 - Pandemic. The virus is widespread worldwide):**

- The president will confer with King County Local Health Officer to ascertain the County's intentions and timelines for implementing community containment and social distancing strategies
- New statement prepared from President's office defining level of alert to community and potential effect (include reminder to AiS Community to check with [WWW.SchoolReport.org](http://WWW.SchoolReport.org) each day to ensure that school is open if applicable)
- In accordance with King County public safety decree, when AiS is asked to close, the President and College EC will communicate through emergency channels (email, telephone/ cell phone) to monitor/provide essential services.

## APPENDIX

Accident/Injury Report Form	p. 41
Emergency Communication Tree	p. 42
Crisis Management Services Providers	p. 43
Student Assistance Program	p. 44
Consulates Customer Service	p. 45
Incident Report Form	p. 46
Local Hospitals and Clinics	p. 47
Accommodations/Hotels	p. 50
World Health Organization	p. 52

# The Art Institute of Seattle

## Accident/Injury Report Form

Please report all accidents/injuries to the Human Resource Department

### Employee/Student Information

Injured Person's Name	EIN/Student ID	SSN
Department	Job Title	Phone Number
Address		City, State, Zip

### Accident/Injury Information

Date of Incident	Time of Incident	Campus Location <input type="checkbox"/> North   <input type="checkbox"/> South	Specific Location of Incident on Campus
Describe in detail how this incident occurred			
Please indicate the part of the body injured		List any eyewitnesses to the accident/injury	
List who was notified of the accident/injury and when			
Action Taken and/or Treatment (if applicable)			

### Reporting Information

Name of person initiating the report (please print)	Phone number
---	--------------

### Signature

Signature of Injured Person	Date Filed
-----------------------------	------------

Cc: Human Resources  
Property Management  
Director of Administrative and Financial Services

# The Art Institute of Seattle:

## Emergency Communication Tree

### **Executive Committee Members:**

Elden Monday – President – 206-239-2314 office, 425-241-1997 cell

Dr. Scott Carnz – Dean of Academic Affairs – 206-239-2320 office, 206-447-1692 cell

Megan Kijewski – Dean of Student Affairs – 206-239-2299 office, 206-719-7089 cell

Liane Soohoo – Senior Director of Admissions – 206-239-2222 office, 323-605-5961 cell

Greg Woodard – Director of Administrative and Financial Services – 206-239-2275 office, 206-235-1075 cell

Natasha Oilar – Director of Human Resources – 206-239-2311 office, 206-418-9717 cell

Jim McGuire – Director of Career Services – 206-239-2302 office, 206-375-5905 cell

### **Safety Committee Members:**

Jack Snowden – Director of Game Art & Animation – 206-239-3063 office, 425-890-0214 cell  
[jasnowden@aii.edu](mailto:jasnowden@aii.edu)

Jim Morrison – Security Supervisor – 253-820-4997

Bonita Bilton – Administrative Assistant, Student Affairs – 206-239-2290 office, [bbilton@aii.edu](mailto:bbilton@aii.edu)

Mark Honscke – IDT Shop Supervisor – 206-239-2328, [mhonschke@aii.edu](mailto:mhonschke@aii.edu)

Megan Kijewski – Dean of Student Affairs – 206-239-2299 office, [mkijewski@aii.edu](mailto:mkijewski@aii.edu)

Peg Lynch – Administrative Assistant, President's Office – 206-239-2315, [plynch@aii.edu](mailto:plynch@aii.edu)

## **CRISIS MANAGEMENT SERVICE PROVIDERS**

The counselors can arrange for group debriefing and counseling with these organizations.

### **Virginia Mason Center –Separation and Loss Services**

Contact: Laura Jeffs  
(206)223-6398

### **Grief and Transitioning Counseling**

Contact: Jinny Tesik  
(206)362-9094

### **Director of Employee Assistance Program, Family Services**

Contact: Kevin Host  
(206)654-4145  
Goes on site when suicide or other crucial incidents happen in the workplace

### **Greif and Loss Counselor**

Contact: Beverly Bridge  
(206)441-3556

### **Crisis Clinic**

(206)461-3222

### **Red Cross**

(206)323-2345



# THE WELLNESS CORPORATION

Building a Better World - One Organization at a Time

## **TO CONTACT YOUR STUDENT ASSISTANCE PROGRAM, CALL: 1-800-326-6142** **FACTS ABOUT YOUR STUDENT ASSISTANCE PROGRAM**

**WHAT IS THIS BENEFIT?** The Student Assistance Program is a pre-paid benefit that provides short-term counseling and when needed, referral services to enrolled students of The Art Institute.

**DOES IT COST ME ANYTHING?** Absolutely not. The Art Institute pays for this program. It is therefore a free service to you.

**WHO PROVIDES THE STUDENT ASSISTANCE PROGRAM?** Student Assistance Program services are provided through *The Wellness Corporation*. Licensed counselors staff the Student Assistance Program. These counselors respond quickly to your request for help in a caring, respectful, and confidential manner.

**WHY WOULD I USE THE STUDENT ASSISTANCE PROGRAM?** People seek Student Assistance Program counseling for help with relationship difficulties, school problems, alcohol or drug use, domestic violence, or emotional problems such as depression and anxiety... any concern that keeps them from being healthy. Many people consult the Student Assistance Program just to be reassured that what they are experiencing is a typical response to a concern such as academic problems, work problems or stress at home. The Student Assistance Program does not replace or prevent you from accessing the mental health benefits of your own medical insurance.

If you are experiencing problems with credit card debt or other financial difficulties, the Student Assistance Program can help you get started with American Consumer Credit Counseling. You will get help recovering your financial health, setting up emergency budgets, negotiating with creditors or considering the personal bankruptcy process.

Wellness Student Life Balance Resource and Referral services will provide The Art Institute students with information on becoming a parent, locating child and/or elder care, school-aged decisions, special needs, college preparation and planning, relocation services, and a host of other topics. This information is available telephonically, and packets of related information may be sent as well.

In addition, articles, tip sheets, videos, health appraisals, wellness assessments, financial calculators and quick reference links can be found at: <https://artinstitutes.personaladvantage.com> First-time users on the life balance website will need to register by clicking on the left button to create a User Name and Password...this is only required one time. Your Company Name is: Ai Student Upon successful registration, you will be granted full access to the site.

**HOW OFTEN CAN I USE THE STUDENT ASSISTANCE PROGRAM?** Enrolled students have up to four (4) counseling sessions with a Student Assistance Program clinician per problem, per year.

**ARE THESE SERVICES CONFIDENTIAL?** Yes! No one will know you use the Student Assistance Program unless you tell him or her. Information you discuss with a Student Assistance Program counselor remains private unless you sign a release of information, permitting the Student Assistance Program to contact a specific person. Only in rare instances does the law require a licensed counselor to notify an outside party. These situations occur when there is a serious threat to self or others or the abuse/neglect of a child, elder or disabled person.

**HOW DO I CONTACT THE STUDENT ASSISTANCE PROGRAM?** *You just need to call! To schedule an appointment, **Beginning Oct. 1, 2009** call The Wellness Corporation's toll-free number during regular business hours, Monday -Thursday 8:30 AM - 6:00 PM and Friday 8:30 AM - 5:00 PM. We are available 24 hours a day, including weekends and holidays, for emergencies.*

**TO CONTACT YOUR STUDENT ASSISTANCE PROGRAM, CALL: 1-800-326-6142**

## **Consulates Customer Service**

**Phone Number: 1.703.351.0992**

**Web information: [info@passportvisasexpress.com](mailto:info@passportvisasexpress.com)**

**AiS Student Code of Conduct  
Incident Report**

*Dean of Student Affairs Use*  
Date Received: \_\_\_\_\_  
Keep \_\_\_\_\_ Delegate: \_\_\_\_\_

Return completed form to Dean of Student Affairs office North Campus, 5<sup>th</sup> Floor or by email to jrobson@aii.edu.  
Contact the Dean of Student Affairs office at 206-239-2290 for help with this form or for further information.

Incident Date: _____	Type of Incident: _____
Incident Time: _____	Incident Location: _____

People  
Involved (Name) \_\_\_\_\_ Relationship \_\_\_\_\_ Address / Contact Info \_\_\_\_\_ Telephone # \_\_\_\_\_  
*A (accused) V (victim)*  
*W (witness) O (other)*  
1.  
2.  
3.  
4.  
5.

Reporter's Name: _____	Faculty _____ Staff _____ Student _____
Reporter's Telephone #: _____	Date of this Report: _____

Briefly describe alleged incident/facts (use back or add page as necessary):

# Local Hospitals and Clinics

Seattle.King Co.Health Dept.  
S.W. Office..White Center  
10820 8th Avenue, S.W.  
Seattle , WA 98146  
Phone : (206) 344-6020  
Day/Hrs : Mon (12pm.6:30pm), Tue.Fri 8am.4:30pm)

Aradia Women's Health Center  
112 Boylston Ave., East  
Seattle , WA 98122  
Phone : (206) 323-9388  
Day/Hrs : Mon.Tues.Wed.Fri10am.6pm; Thurs. 10am.7:30pm

Carolyn Downs Family Medical  
Center  
1422 34th Avenue  
Seattle , WA 98122  
Phone : (206) 324-0402  
Day/Hrs : Mon.Tue, Fri (9am.1pm & 2pm.5pm), Thu (10am.1pm & 2pm.5pm)

Country Doctor  
500 19th Avenue East  
Seattle , WA 98112  
Phone : (206) 461-4503  
Day/Hrs : Mon.Tue, Thu.Fri(9am.5pm), Wed (1pm.5pm & 6:30pm.9pm)

45th Street Clinic  
1629 North 45th Street  
Seattle , WA 98103  
Phone : (206) 633-3350  
Day/Hrs : Mon.Fri (9am.5pm), Tue, Thu (6pm.8:30pm)

High Point Community Health Ce  
6554 32nd Avenue, Southwest  
Seattle , WA 98126  
Phone : (206) 935-8150

Day/Hrs : Mon.Wed, Fri (8:30am.5pm), Thu (8:30am.2:30pm)

Holly Park Medical Clinic  
3800 South Myrtle  
Seattle , WA 98118  
Phone : (206) 725-5704  
Day/Hrs : Mon, Wed.Thu (8:30am.4:15pm), 4:45pm), Sat (12:30pm.3:15pm)

Pacific Medical Center  
Indian Clinic  
1131 14th AvenueSouth  
Seattle , WA 98144  
Phone : (206) 324-9360  
Day/Hrs : Mon.Tue, Thu.Fri(9am.5pm), Wed (9am.8pm)

International District Communi  
Health Center  
416 Maynard Street South  
Seattle , WA 98104  
Phone : (206) 461-3235  
Day/Hrs : Mon.Fri (8:30am.1pm & 2pm.5pm), Sat (9am.12pm)

Odessa Brown Clinic  
2101 East YeslerWay  
Seattle , WA 98104  
Phone : (206) 329-7870  
Day/Hrs : Mon.Fri (8am.5pm)

Pike Market Community Clinic  
1931 1st Avenue  
Seattle , WA 98101  
Phone : (206) 728-4143  
Day/Hrs : Mon.Fri (8:45am.5pm)

Pioneer Square Neighborhood  
Health Station  
206 3rd Avenue, South  
Seattle , WA 98104

Phone : (206) 223-3540  
Day/Hrs : Mon.Fri (8am.4pm)

Ranier Vista Community Health  
Center  
3006 South Oregon Street  
Seattle , WA 98108  
Phone : (206) 723-6151  
Day/Hrs : Mon.Fri (8:30am.5pm) Sat (10am.4pm)

Seattle Gay Clinic  
Country Doctor Clinic  
500 19th Avenue East  
Seattle , WA 98108  
Phone : (206) 461-4540  
Day/Hrs : Sat (12pm.3pm)

## Accommodations

### Seattle Visitors and Convention Bureau Hotel Hotline: 1-800-535-7071

Shuttle Express: 206/622-1424, 1-800-487-RIDE  
Door-to-door service from SeaTac Airport 24 hrs a day

Airport Express: 206/626-6088  
Shuttle to downtown hotels from SeaTac Airport

*Some hotels offer special discounts. Identify yourself as an Art Institute visitor when making reservations.*

#### **Near the Airport:**

Comfort Inn SeaTac  
19333 Pacific Highway, South  
Seattle, WA 98188  
(exit 152 from I-5)  
206/878-1100,  
1-800-221-2222

Days Inn Town Center  
2205 Seventh Avenue (at  
Battery)  
Seattle, WA 98101  
206/448-3434,  
1-800-225-7169

Hawthorne Inn  
2224 Eight Avenue (at  
Battery)  
Seattle, WA 98121  
206/624-6820,  
1-800-437-4867

#### **Near Art Institute of Seattle:**

Best Western Loyal Inn  
2301 Eighth Avenue (at  
Denny)  
Seattle, WA 98121  
206/682-0200, 1-800-528-  
1234

Edgewater Hotel  
Pier 67  
2411 Alaskan Way  
Seattle, WA 98121  
206/728-7000,  
1-800-624-0670  
*within walking distance to AIS*

Holiday Inn Express  
226 Aurora Avenue  
Seattle, WA  
206/441-7222,  
1-800-HOLIDAY

Red Lion Inn  
1415 Fifth Avenue (b/w Pike  
& Union)  
Seattle, WA 98101  
1-800-325-4000

Hampton Inn  
19445 International Boulevard  
Seattle, WA 98188  
206/282-7700,  
1-800-426-7866

Homewood Suites  
206 Western Avenue, West  
Seattle, WA 98101  
206/623-1900  
1-800-CALL-HOME

Days Inn Town Center  
2205 Seventh Avenue (at  
Battery)  
Seattle, WA 98101  
206/448-3434,  
1-800-225-7169

Hampton Inn  
700 Fifth Avenue, North  
Seattle, WA 98109  
206/282-7700,  
1-800-426-7866

Hotel Seattle  
315 Seneca Street  
Seattle, WA  
206/284-5110,  
1-800-426-2439

Howard Johnson Express Inn  
2500 Aurora Avenue  
Seattle, WA  
206/284-1900,  
1-877-284-1900

Kings Inn Motel  
2106 Fifth Avenue  
Seattle, WA 98121  
206/441-0703  
1-800-546-4760

Mayflower Park Hotel  
Fourth and Olive Way  
Seattle, WA  
1-800-426-5100

Ramada Inn Downtown  
2200 5<sup>th</sup> Avenue  
Seattle, WA 98101  
206/441-9785  
1-800-2-RAMADA

Sheraton Seattle Hotel and Towers  
1400 Sixth Avenue  
Seattle, WA 98121  
206/621-8300  
1-800-648-6440

Sixth Avenue Inn  
2000 Sixth Avenue  
Seattle, WA 98121  
206/441-8300  
1-800-648-6440

Warwick Hotel  
401 Lenora Street (at Forth)  
Seattle, WA  
206/443-4300  
1-800-426-9280

Westin Hotel  
1900 Fifth Avenue (at Stewart)  
Seattle, WA  
206/728-1000  
1-800-228-3000

**For students on their own looking for something inexpensive:**

The Green Tortoise Youth Hostel  
Backpacker's Guesthouse  
1525 Second Avenue  
Seattle, WA 98101  
(between Pike St. and Pine St.)  
206/340-1222  
*Must have airline, bus or train ticket*

International Youth Hostel  
84 Union Street  
Seattle, WA  
206/622-5443