



## American Academy of Health & Wellness

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# 2020 Annual Security Report: Emergency Response and Evacuation Policy and Procedures

The American Academy of Health and Wellness (AAHW) acknowledges the necessity of formulating and implementing emergency response and evacuation procedures, in accordance with the Higher Education Opportunity Act (Public Law 110-315).

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees of AAHW, AAHW will initiate procedures to notify the campus community of the emergency in as expeditious a manner as possible. AAHW will, without delay, and taking into account the safety of the community, determine the content of the emergency-situation notification and initiate the notification system, unless the notification will, in the professional judgment of AAHW's responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

AAHW's Emergency Management Team consists of the following administrative personnel:

- President (Dr. Xiping Zhou);
- Campus Director (Leila Nielsen);
- Campus Safety Officer (Michelle Jones).

The Emergency Management Team is in charge of confirming a significant emergency situation, determining AAHW's response to that situation, determining the content of any notification sent out to the campus community or wider community in regard to the emergency situation, and initiating the school's emergency notification system.

As soon as one of the Emergency Management Team becomes aware of a current or potential emergency situation, that person will address immediate dangers by:

- Warning people within earshot to leave the building (or to take cover in the designated severe-weather location in the event of a severe-weather emergency).
- Calling 9-1-1 or delegating someone to call 9-1-1 immediately if the situation requires intervention by a public agency.
- Taking immediate steps to warn everyone in the campus building in person and/or delegating other people to go to specific campus areas and warn people in those areas.

When the immediate measures outlined above have been achieved, or if the dangerous situation is potential rather than immediate, the Emergency Team member on-site will contact and consult with the other members of the Emergency Management Team in

regard to an ongoing emergency response. If AAHW students are to be notified via email or phone message of an emergency situation, the Emergency Management Team will decide on the content of the message and initiate the notification process. In a situation where public agencies such as news media would be notified, the Emergency Management Team would also decide on the content of information released to outside agencies.

Notwithstanding the emergency-situation protocol outlined above, in the event of any dangerous situation which presents an immediate threat to the health and/or safety of people on campus, the person who first perceives the threat should take immediate steps to warn or notify everyone on campus and take the initiative to call 9-1-1. Administrative personnel on-site should contact any Emergency Management Team members who are not on campus at the time of the emergency situation as soon as possible.

When an emergency-response public agency such as the fire department or police department is on campus or in the Roseville Professional Building in response to an emergency situation, the Emergency Management Team will fully cooperate with that agency and follow the instructions of public agency personnel. Emergency Team members will assume responsibility for interfacing with AAHW students and employees on behalf of the public agency as necessary.

#### **Notification of Students and Staff in an Emergency Situation:**

A list of all current AAHW students and staff members including their email addresses and telephone numbers is maintained by the school Registrar and updated each trimester. A copy of this list is kept on the computers of the Emergency Management Team. In the event of an emergency situation, any member of the Emergency Management Team can send a mass email to AAHW students and staff, advising them of the situation and conveying the message that has been agreed to by the Emergency Management Team. As time allows, telephone calls will be placed to students or staff who do not have email access.

#### **Testing Emergency Response and Evacuation: Standard Procedures**

Once a year, in coordination with complying with the USDE-mandated Campus Safety & Security Report, the Campus Security Officer or delegated staff member will conduct an orientation to emergency evacuation procedures. Because the entire student body is not in the school at one time, and because the clinic area and the school area function differently from each other, it is not in the best interests of the school community to have a one-time testing event once per year. Emergency response/evacuation awareness on the part of AAHW students and staff will be promulgated in the following manner:

- Over a one- to two-week period, the Campus Security Officer or delegated staff will visit regularly-held academic classes in the school area to explain the correct evacuation procedures in the event of a fire, severe weather, or unspecified emergency.
- Over a one- to two-week period, all clinic personnel including, supervisors, interns, observers and front desk receptionists will be given an instruction sheet explaining emergency evacuation procedures from the clinic. The Campus

Security Officer or delegated staff will then speak personally to clinic personnel to make sure they understand the instructions and confirm the orientation by obtaining clinic personnel signatures.

- Documentation of emergency evacuation orientation will be kept in the Emergency Response and Evacuation section of the Campus Security Handbook.

**Emergency Response and Evacuation Procedures 2020:**

At AAAOM, due to the COVID-19 emergency, AAAOM classes and clinic moved largely on-line. Therefore, in-person classroom evacuation instruction was not conducted in the fall trimester of 2020.

Clinic emergency evacuation instruction was postponed until the beginning of Winter, 2021 trimester, and was conducted the week of January 4 – 11, 2021.