2012 Annual Security Report:
Emergency Response and Evacuation Policy and Procedures

The American Academy of Acupuncture and Oriental Medicine (AAAOM) 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 AAAOM, AAAOM will initiate procedures to notify the campus community of the emergency in as expeditious a manner as possible. AAAOM 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 AAAOM's responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

AAAOM's Emergency Management Team consists of the following administrative personnel:
- President (Dr. Changzhen Gong);
- Campus Security Officer (Dr. Yubin Lu);
- Chief Operating Officer (Leila Nielsen).

The Emergency Management Team, as individuals and as a group, are in charge of confirming a significant emergency situation, determining AAAOM'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 any 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 911 or delegating someone to call 911 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 AAAOM 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 911. Administrative personnel on-site should contact the President as soon as possible if he is not on campus at the time of the emergency situation.

When an emergency-response public agency such as the fire department or police department is on campus 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 AAAOM 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 AAAOM 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 AAAOM 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 Procedures:**
Once a year, the Chief Operating Officer 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 AAAOM students and staff will be promulgated in the following manner:

Over a one- to two-week period, the Chief Operating Officer or delegated administrative person will visit every regularly-held academic class 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 practitioners, supervisors, interns, observers and front desk receptionists will be given an instruction sheet explaining emergency evacuation procedures from the clinic. The Chief Operating Officer or delegated administrative person 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 Campus Emergency Response and Evacuation Handbook.

**Emergency Response and Evacuation Procedures Test, September 2012:**
During the time period September 14 – 25, the Chief Operating Officer or delegated faculty member informed all AAAOM students in first-floor and upstairs classrooms as to the closest emergency exit from their classroom and the protocols for evacuating the building or seeking safety in severe weather.

Over the time period of September 14 – 25, the Chief Operating Officer issued an information sheet to all clinic personnel regarding emergency evacuation procedures, and subsequently contacted and tested a majority of all clinic personnel on their understanding of evacuation procedures.

September 26, 2012