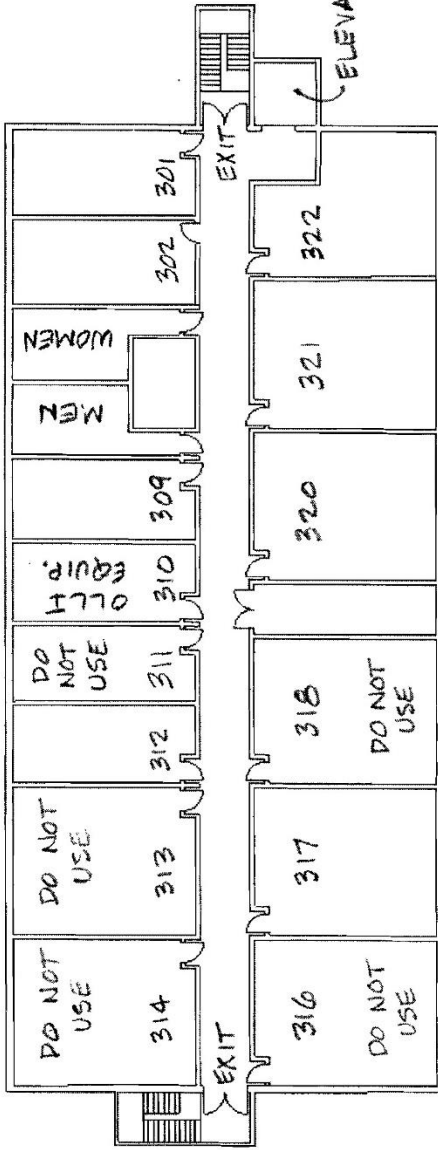
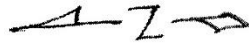
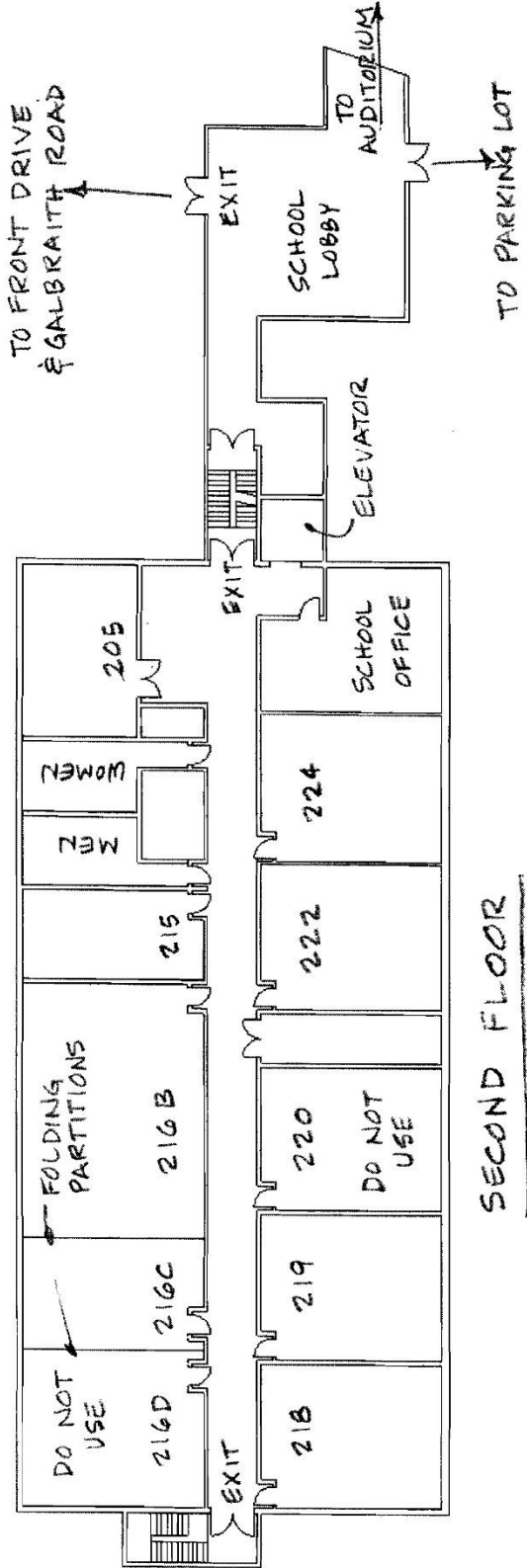


**ADATH ISRAEL FLOORPLAN**



THIRD FLOOR



SECOND FLOOR

# Adath Israel Campus (ADI)

## Security and Rules

- Adath Israel is a secure building. You must enter through the school doors for all classes.
- The school doors are unlocked beginning 15 minutes before each class time until 15 minutes after each class session begins. For admittance outside those times, ring the bell, and show your OLLI lanyard/name badge for admittance.
- All OLLI participants must wear their OLLI lanyards/name badges at all times at ADI.
- The Adath Israel facility is a KOSHER facility. NO FOOD OR DRINK (other than plain water) may be brought into the building. This is a condition of OLLI's lease. For a medical exemption, please call the OLLI office at 513-556-9186.
- Parking—DO NOT park in spaces that are RESERVED. They are clearly marked.
- Please do not call Adath Israel to inquire whether classes are being held. Call the OLLI office at 513-556-9186.
- If you require anything special for your classroom, please work with Jim Finley; he is OLLI's classroom and AV manager at ADI. His office is Room 309. Or call the OLLI office at 513-556-9186.
- Please only use AV equipment that belongs to OLLI. Do not assume that equipment in a classroom is yours to use. Other groups rent the facility, and we cannot risk damaging equipment that is not OLLI's.
- Lost and Found – Please see Jim Finley in Room 309.
- Please be observant. If you see something suspicious or unusual, please notify Jim Finley or an ADI staff person.
- Placards regarding emergency procedures are posted in every classroom.

# Adath Israel Campus (ADI)

## Fire and Tornado Procedures

### **Fire Emergency**

If you discover, fire, smoke or potentially toxic fumes:

1. Pull the lever on any Red Alarm box in the hall
2. Call 911
3. Call Dara Wood, ADI Education Director at 519-6772

Evacuation Procedure:

1. Close windows, doors and lights
2. Direct class members out the door in an orderly manner
3. Ask able class members to assist classmates who will have difficulty evacuating. If unable to assist, send someone to find a First Responder
4. Lead class out of building via the nearest exit to the parking lot side of the building
5. Take the GO BAG with you
6. Class members should not try to drive off the property as they may impede incoming emergency vehicles.

### **Tornado Emergency**

When warning siren sounds:

1. Close windows
2. Direct class to the hallway
3. Go to the lowest level of the building if possible
4. If not possible, stay in the hallway away from doors
5. Remain there until All Clear is sounded

## **ADI Active Shooter/Dangerous Intruder Protocol**

### **ALICE**

**Alert:** Use Plain Language and complete information, be direct

**Lockdown:** Barricade the Room, Silence mobile devices, turn off lights, prepare to counter or evacuate

**Inform:** Communicate the shooter's location in real time. Call Director of Education (first so can announce lockdown to whole school) and 911 (preferably at same time with an assistant calling)

**Counter:** If shooter confronts you Create Noise, movement, distraction with intent of reducing the shooter's accuracy

**Evacuate:** When safe to do so, leave the danger zone  
If you hear gunshots – follow active shooter protocol

\***Alert** ADI Education Director-Dara immediately – **Cell 513-519-6772**, clearly describe what you saw or heard and where it came from.

Simultaneously have a student **call 911** to alert police department.

\*Directions will be given over the walkie talkies and PA system – follow those directions for lockdown or evacuation.

\***Lockdown** classroom – slide **Bearcade** under door and put pin through to floor OR put **Sleeve** over door mechanism. Cover the window with the magnet – put the green magnet on opposite side if all are ok, put red magnet if someone is hurt or shooter is in the room. Turn off lights, lock door, move all students against wall out of sight – crouched down and quiet –, and close window shades, and if able to pull items to help protect you or use to fight back.

\***Inform:** stay online with 911 and Dara to report any changes in real time

\***Counter:** If shooter confronts you, create noise, distraction, throw things at them, etc. If you flee, run in jagged pattern so harder to hit you.

\***Evacuate** – determine if you can safely evacuate. If you can run in zigzag unpredictable pattern.

\*If the fire alarm sounds during a lockdown, no one should evacuate unless it has been verified that there is an actual fire or they have been advised to evacuate by law enforcement or the Education Director.

\*Classroom and office doors should not be opened for any reason, even if someone knocks on the door or someone needs to use the restroom

\***Evacuation:** if safe to evacuate – leave the building and head to the parking lot.

If you hear police commands, listen and walk with hands above your head (and empty, do not hold any objects in your hands).

**Communication: Treat all information as confidential, do not speak with press, parents, or others during or after the incident.** Express they need to speak to The Education Director ONLY. Share all pertinent information with Police and Fire safety personnel and the Director of Education or the Synagogue Administrator.