Dear Students,

I would like to review with you the procedures we have developed and some of the steps we have taken to contribute to the safety and welfare of the SAIS community in case of an emergency. We are located in an urban area that is also the national capital of the United States. With that come not only the challenges of any urban environment but also the potential for a terrorist type of incident. As a result, it is important for you to know about and understand the security measures we have in place for your protection.

Because we are in the District of Columbia and not in a traditional campus setting, we at SAIS are dependent on D.C. police, firefighters and other emergency response teams. The security guards at SAIS have been instructed to dial 911 or notify police and firefighters by any other means at the first sign of an emergency. After notifying city authorities, the guards will notify the Senior Associate Dean for Operations and Finance, or in my absence, any other dean so that the SAIS Incident Command Team (ICS) can be called together, if necessary, to assess and control the crisis. A presentation outlining the SAIS Emergency Preparedness Plan and Security Awareness, customized for student use, is available under the “Academic Continuity” section of the SAIS Insider Portal (JHU portal) and at the following link: http://portalcontent.johnshopkins.edu/bin/o/c/EmergencyPreparednessTraining_Students.pdf.

In the event of a crisis affecting any part of Johns Hopkins University, a resource you can access for important announcements is JHU’s emergency number at 410.516.7781 or 1.800.548.9004. (The same numbers can be used for inclement weather announcements.) The announcements will also be posted at http://esgwebproxy.johnshopkins.edu/notice/.

Another resource is the Johns Hopkins Emergency Alerts (JHEA) text-messaging system. JHEA allows us to send a text message directly to your cell phone in event of a major emergency involving an imminent potential threat to the safety of members of the SAIS community. This message will alert you to the existence of the emergency, provide you with information you need to know immediately, and direct you to other university resources (such as the Johns Hopkins emergency telephone hotline, JHU website or SAIS website) for more information and instructions. We strongly encourage you to sign up for JHEA. For instructions on enrolling in JHEA, please see the next page.

Other useful websites that will provide critical information for the Washington-area community include http://dcema.dc.gov (D.C. Homeland Security and Emergency Management Agency) and www.wtopnews.com (WTOP 103.5FM radio).
For emergency information specific to the SAIS community, we also will communicate via email, the SAIS Insider Portal, Facebook, Twitter the public address system located in the Nitze and Rome buildings and if necessary, due to loss of power, hand-posted fliers by the stairs.

Please also keep with you day and evening telephone numbers and email addresses for your family and other loved ones, so that you can contact and reassure them of your safety in the event of an emergency in Washington. We encourage you to share the contact information of a loved one with the school through ISIS by following the steps outlined on the next page. As always we ask that you remain alert to your surroundings and contact the Security Staff if you see or hear anything that raises your level of concern.

Students wanting to speak with someone to discuss difficulties experienced during or after a crisis should contact the following resources:

- SAIS Office of Student Life: 202.663.5705
- Johns Hopkins Student Assistance Program (JHSAP): 443.287.7000 or toll free at 1.866.764.2317

We will relay critical information to the SAIS community in the case of an emergency as it becomes available.

Sincerely,

Myron K. Kunka
Senior Associate Dean
Operations and Finance
JOHNS HOPKINS EMERGENCY ALERTS

In case of an emergency, it is essential that Johns Hopkins University be able to quickly and easily notify students, faculty and staff. As a supplement to email and webpages, Johns Hopkins uses a text-messaging based (SMS) emergency notification system.

To subscribe to Johns Hopkins Emergency Alerts text messages, you must follow these steps:

1. Open http://my.johnshopkins.edu and sign in using your JHED LID and password.
2. Click on the “myProfile” icon in the upper left-hand side of the page.
3. Click on the “Edit” link under “Emergency Alert: on the right.
4. Complete the Emergency Alert Information fields, accept the Terms of Service and click “Save”.

EMERGENCY CONTACT INFORMATION

Students should also provide the school with the contact information of a loved one in case of emergency. Please take a moment to enter this information into the Integrated Student Information System (ISIS) by following these steps:

1. Login to https://isis.jhu.edu with JEH LID and password.
2. Under the Personal Info menu, select “Emergency Contact”.
3. Enter the name, phone number, e-mail and mailing address of the person you have identified and click “Save”.
4. Repeat these steps as necessary to update information as it changes during the year.