

Rutgers, The State University of New Jersey

EMERGENCY ACTION PLAN AND ANNEXES

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Rutgers, The State University of New Jersey

EMERGENCY ACTION PLAN

During an emergency, proper action saves lives. For your safety, please familiarize yourself with these basic steps which pertain to students, faculty and staff on all University campuses.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices nor are they trained in their use due to the danger of their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and others are provided with fire standpipe systems. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by a campus's respective Rutgers University Police Department (RUPD) Communications Center. Special hazards, such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; only fire hose connections for fire department use exist.

If you discover a fire or smell smoke, sound the building fire alarm and begin to evacuate the building. Know the locations of the fire alarm stations and how they operate. Immediately activate the fire alarm station if the alarm is not already sounding. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire. Contact the RUPD's Communications Center using the preferred or alternate numbers to report the emergency.

RUPD Emergency Communications Center			
Campus	Preferred Number (Campus Phone)	Alternate Number (Outside Line)	Emergency Number (Outside Line)
New Brunswick/Piscataway	Obtain an Outside line then dial 9-1-1	732-932-7111	9-1-1
Newark	Dial 5111	973-353-5111	9-1-1
Camden	Dial 6111	856-225-6111	9-1-1
Farms, Research Stations, & other University Facilities	Obtain an Outside line then dial 9-1-1	9-1-1	9-1-1

1. Upon hearing a building fire alarm signal, which is a bell, horn, or voice message immediately begin evacuation. Close the doors behind you. Use the nearest safe exit, but **DO NOT** use elevators. **Full evacuation of the building is required upon an activation of the fire alarm system.** Once you have evacuated the building, re-entry is permitted only after approval from the appropriate emergency responder. (Emergency Services, municipal Fire Department or other mutual aid responder).
2. In most emergency situations, you will be required to immediately evacuate the building. In circumstances where immediate evacuation may not be warranted, such as an active shooter, shelter in place, bomb threat etc; you will be notified of what actions are necessary through established communication mechanisms. This may be via uniformed responders on the scene, 911 dispatcher, your supervisor, telephone, webpage, emergency text notification system, radio, television, or public address announcement (see attached guideline for general provisions).
3. Leave the building and assemble in an area established by the specific evacuation plan for your building (if required), your supervisor, or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus. Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).
4. If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.
5. Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows, where applicable.
6. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, call RUPD and give your exact location so the firefighters can be directed to you. If you require special assistance during an evacuation due to a physical disability, the University “Emergency Evacuation of Physically Handicapped Individuals” plan can be obtained at: <http://rues.rutgers.edu/emergencyevachandicapped.shtml>.

7. Always use the preferred or alternate emergency access numbers to reach RUPD in an emergency. You could also activate the 9-1-1 telephone system. To utilize 9-1-1 from a university centrex telephone system, first obtain an outside line as you normally would to dial an outside telephone number, and then dial 9-1-1. The alternate RUPD emergency numbers; New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111

8. During an emergency event, the Department of Emergency Services, RUPD and municipal emergency departments, as necessary, will be responsible for rescue and emergency medical aid.

If you have any questions regarding this emergency action plan, please contact the following:

Campus	Department	Title	Phone Number
All	Rutgers University Emergency Services	Chief	732-932-4800
All	Rutgers Environmental Health and Safety	Director	732-445-2550
All	Rutgers Office of Emergency Management	Director	732-932-4880
New Brunswick	Rutgers University Police Department	Chief	732-932-8407
Newark	Rutgers University Police Department	Chief	973-353-5581
Camden	Rutgers University Police Department	Chief	856-225-6009

Additional safety and health information can be obtained from the following university web sites:

Campus	Department	Website
All	Rutgers University Emergency Services	rues.rutgers.edu
All	Rutgers Environmental Health and Safety	rehs.rutgers.edu
All	Rutgers Office of Emergency Management	emergency.rutgers.edu
New Brunswick	Rutgers University Police Department	rupd.rutgers.edu
Newark	Rutgers University Police Department	nwkpolice.rutgers.edu
Camden	Rutgers University Police Department	rupd.camden.rutgers.edu

REPORTING AN EMERGENCY

Immediately report emergency situations occurring in or near your facility (such as fire, explosion, storm damage, hazardous material spills, chemical odors, flooding, accidents, injuries, criminal or suspicious activities, etc.) to your campus's RUPD Communications Center or by using a campus emergency telephone.

RUPD Emergency Communications Center			
Campus	Preferred Number (Campus Phone)	Alternate Number (Outside Line)	Emergency Number (Outside Line)
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Farms, Research Stations, & other University Facilities	Obtain an Outside line then dial 9-1-1	9-1-1	9-1-1

When reporting an incident include as much of the following information as possible:

- Location of emergency
- Nature of the emergency
- Status of the emergency condition (i.e., in progress or completed)
- Any immediate threat(s) to life
- Need for medical or other assistance
- Description, location or direction of travel of suspect(s), description of motor vehicle(s) involved, presence of weapons
- Any danger to emergency responders
- Other information that would aid the emergency response

Stay on the telephone until released by the dispatcher. If you are in a position of safety, you may be asked to maintain observation and report developments until the arrival of emergency response personnel. You may be given emergency instructions by the dispatcher.

ACTIVE SHOOTER SITUATION

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter situation is defined as any incident in which a person or persons armed with a deadly weapon is ***actively and presently*** employing the weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Call RUPD or 9-1-1.

If you are in a building when someone begins to shoot at people in the area:

- If possible (without compromising your safety) **EXIT immediately** and call RUPD or 9-1-1.
- If leaving would jeopardize your safety, secure your immediate area, by:
 - Locking and barricading doors
 - Turning off lights
 - Closing blinds and/or locking windows
 - Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
 - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets). This may protect you from bullets.
 - Do not stand by doors or windows

Contacting the Authorities:

- Call 9-1-1
- The alternate RUPD phone numbers are:
 - New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1.
- Program these numbers into your cell phone so you will have them in the event of an emergency

What to Report:

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location – building name and office/room number.
- Number of people at your specific location.
- Injuries, number of persons injured and types of injuries.

Un-Securing an area:

- Remember, the shooter will not stop until they are stopped by an outside force.
- Consider the risks before un-securing (unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

REPORTING SUSPICIOUS ACTIVITY

The university, like any other community in our nation, is at risk of terrorism or other threats to life and property. Vigilance is a key protective measure that can help reduce risk. All members of the university community, when on and off campus, are urged to be attentive to their surroundings, notice suspicious behavior or circumstances and to report their observations to authorities in a timely fashion.

REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING

When noticing something that you feel may be suspicious:

- Place your observation into context. Is there a plausible explanation that would account for the activity you observe? Does this explanation convince you that there is no potential for a threat to public safety?
- Do not attempt to rationalize your suspicions.
- In other words, if it does not look right or if you have any feeling that the actions or circumstances you observe are suspicious, report your observations immediately.
- Suspicious activities on campus should be reported to the Rutgers University Police Department (RUPD). If the suspicious activity is in progress and poses an immediate threat Call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or 9-1-1.
- Suspicious activities observed off campus should be reported to the appropriate municipal police department or by contacting the New Jersey State Office of Homeland Security & Preparedness in one of the following methods:
 - 24-hour, toll-free tip line: 866-4-SAFE-NJ (866-472-3365)
 - E-mail: tips@njhomelandsecurity.gov
 - Online report form <http://www.state.nj.us/njhomelandsecurity/tips.html>

When reporting suspicious behavior or circumstances be prepared to include as much of the following information as possible:

WHO?	Describe who you feel is involved in suspicious activity.
WHAT?	Describe the suspicious activity. Indicate if there is an immediate threat to persons nearby or to responding officers (such as an unattended package, an individual acting strangely, the presence of weapons, hazardous materials, etc.)?
WHEN?	Indicate if the activity is in progress. Give the time(s) that the activities occurred.
WHERE?	Give the location of the suspicious activity and the location of the suspect(s).
WHY?	Indicate why the activity is suspicious. If known, tell what might be the target of the activity.

Please include any other information that would aid the responders.

**Remember, if you see suspicious activity or packages while visiting
Rutgers University, pick up the phone and report it.
It's our job to check it out and to keep you safe! Stay alert. Be aware. Speak up**

INTRUDER/SUSPICIOUS PERSON

If you encounter someone in your building who is behaving in a way that seems suspicious to you, such as trying to hide, enter unauthorized offices, or attempting to conceal a weapon **call 9-1-1**. Be prepared to provide their description and location.

If an armed or threatening intruder comes in to your facility **report it immediately and take protective actions**. Rutgers University maintains an open campus which creates unique challenges when encountered by unfamiliar or suspicious persons.

If you see an armed intruder and you are in an office or classroom:

Leave the building immediately

- If you are not able to leave immediately lock all doors or move to a secure area.
- Call RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).
- Remain calm; give an accurate description of the person or person(s). Note clothing, height, weight, gender, and any other descriptive information that is particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Do not draw attention to yourself; turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Keep classroom or office secure until police arrive and provide further instructions.

If you are caught in an open or exposed area and you cannot get into a secure area or office you must decide upon a course of action:

Run If you can safely make it out of the area, then **RUN**. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Hide If you are not able to leave, look for a safe and secure hiding area. Once in place remain calm and alert. Stay hidden; await emergency personnel and follow their instructions.

If the intruder is causing death or physical injury to others and you are unable to run or hide:

Play Dead you may choose to assume a prone position and lay as still as possible.

Fight **If you are confronted by someone who is causing death or physical injury to others and you are unable to get away** your last option is to **fight back**. Work together with other trapped persons. This is extremely dangerous, however depending on your situation this could be your only option to survive.

BOMB THREAT

- Keep the caller on the line as long you can and attempt to obtain as much information as possible.
- Ask for the message to be repeated to confirm it. Write down all information received.
- If possible, record the message.
- Possible questions to ask the caller include:
 - *When is the bomb going to explode?*
 - *Where is the bomb located?*
 - *What kind of bomb is it?*
 - *What does it look like?*
 - *Why was the bomb placed there?*
- Ask for the location of the bomb and the time of possible detonation.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain the caller's identity.
- Pay particular attention to background noises, which may give a clue as to the location of the caller.
- Report the threat immediately to RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).
- Wait for instructions from emergency responders (e.g., Police Dispatchers, Police, Bomb Squad, etc.).
- Do not activate the fire alarm, unless instructed to do so by emergency responders.
- If found, do not touch or handle the suspicious package.
- DO NOT USE cellular phones or two-way radios near package.

MEDICAL EMERGENCIES

Do not move a seriously injured person unless they are in a life threatening situation.

Request an Ambulance

In the event of a serious injury or illness, immediately call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or dial 9-1-1.

Give as much information as possible; including:

- Nature and severity of the illness or injury
- Victim's location
- Is victim conscious, breathing, bleeding?
- If chemicals or radioactive materials were involved, provide as much detail as possible.

Send someone to the building entrance to meet the ambulance.

The university maintains automated external defibrillator (AED) at Athletic and Recreation Facilities on all campuses. University first responder vehicles (RUPD and RUES) are also equipped with automated external defibrillator.

It is recommended that only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact Rutgers University Emergency Services at 732-932-4800

Minor Injuries or illnesses

For employee with injuries and illness contact:

- New Brunswick/Piscataway Campuses
Occupational Health - 732-932-8254 or visit <http://occhealth.rutgers.edu/index.html>
- Newark Campus
Health Services - 973-353-5231 or visit <http://health.newark.rutgers.edu/>
- Camden Campus
Health Services - 732-225-6005 or visit <http://healthservices.camden.rutgers.edu/>

For students with injuries and illness contact:

- New Brunswick/Piscataway Campuses
Health Services - 732-932-7402 or visit <http://health.rutgers.edu/>
- Newark Campus
Health Services - 973-353-5231 or visit <http://health.newark.rutgers.edu/>
- Camden Campus
Health Services - 732-225-6005 or visit <http://healthservices.camden.rutgers.edu/>

PSYCHOLOGICAL CRISIS/SUICIDE THREAT

If someone around you is experiencing a PSYCHOLOGICAL CRISIS or is THREATENING SUICIDE:

- A psychological crisis exists when someone is threatening harm to themselves or others, or is out of touch with reality. The crisis may be manifested as paranoia, extreme anger, sadness, agitation, hallucinations, delusions, uncontrollable behavior, and/or complete withdrawal.
- If you come into contact with someone experiencing a psychological crisis that appears to be potentially dangerous (individual is aggressive, hostile, has a weapon, is threatening others or otherwise unmanageable) do NOT attempt to handle the situation alone—contact RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).

If someone is contemplating suicide:

- Remain calm and encourage others do the same.
- If the threat is immediate or imminent, call RUPD or 9-1-1.
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns.

An agreement between Rutgers University and the University Behavioral Healthcare (UMDNJ) has been reached which allows the Rutgers Emergency Services Supervisors to provide immediate intervention for students in crisis on the New Brunswick/Piscataway Campuses. The Rutgers Emergency Services Supervisor will perform a psychological screening in an effort to expedite the admittance process and provide psychological support/services when indicated.

If counseling assistance is needed:

- New Brunswick/Piscataway Campuses call 732-932-7884 or visit <http://rhscaps.rutgers.edu>
- Newark Campus call 973-353-5805 or visit <http://psyacs.newark.rutgers.edu/>
- Camden Campus call 856-225-6005 or visit <http://healthservices.camden.rutgers.edu/psychservices/psychinfo-services.html>
- Faculty and Staff call 732-932-3020, ext. 4010 or visit <http://uhr.rutgers.edu/fas/EmployeeCounseling.htm>

Other Centers providing the Rutgers' community after hour services:

New Brunswick/Piscataway Campuses: UMDNJ's University Behavioral Health can be called direct at 732-235- 5700.

Newark Campus: UMDNJ Psychiatric Emergency Room can be contacted at 973-972-6134.

Camden Campus: Kennedy can be contacted at 856-428-HELP (4357)

CRIMINAL/CIVIL DISTURBANCE/HOSTAGE

If you witness or experience VIOLENT or CRIMINAL BEHAVIOR:

- If you are a victim or a witness to any offense on or near campus or observe a criminal act or suspicious person on campus, report it to the RUPD – 9-1-1(New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).
- Note details and supply the dispatcher with any helpful information.
- Everyone can help make the campus a safe place by promptly reporting suspicious or criminal activity.

If a CIVIL DISTURBANCE or RIOT is in progress:

- Keep a safe distance from any crowd activities that appear unsafe.
- Secure your area—lock doors, windows.
- Avoid confrontation with crowd participants.
- If police are not already present, report it to RUPD by calling 911 and reporting details of the event.

If you are involved in a HOSTAGE SITUATION:

- The initial capture phase presents your best opportunity to escape; so if possible, avoid becoming a hostage in the first place.
- Should you be taken hostage, your primary goal is to **stay alive**.
- As quickly as possible, try to assess the intent of the hostage taker (i.e., financial gain/ransom, terrorist/political motives, or to cause harm), this will help in deciding the best course of action.
- If taken as a hostage, attempt to gain control over panic reactions and maintain a calm and clear-headed composure. Hostages who are hysterical or overly emotional draw attention to themselves. Control impulsive behavior and avoid overt resistance.
- Comply with the hostage taker(s) instructions. Attempt to calm other hostages.
- Do not antagonize or threaten the hostage taker(s).
- Eye contact may appear to be a challenge to the captor's domination, especially in the early stages.
- Be observant; note the hostage taker(s) descriptions, speech and behaviors.
- As time passes, attempt to show the hostage taker(s) your humanity by fostering communication on nonthreatening topics such as family or interests, but avoid political, religious and other potentially sensitive issues.
- Be aware for possible escape opportunities, but attempt an escape **ONLY** if you are reasonably certain that remaining a hostage will likely lead to your being injured or killed.
- If there is a rescue attempt, follow the instructions of the emergency responders (i.e., lie down, keep still, identify yourself), if you are unsure what to do, stay low and ensure that the emergency responders can see your empty hands. The rescuers will need to be able to separate the hostages from the hostage takers.

ANIMAL INCIDENTS/NUISANCE WILDLIFE

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious health consequences. In fact, wild animals - alive or dead - can spread disease and may pose potential physical hazards. Contact includes exposure of a person's eyes, nose, mouth and non-intact skin (cut, scratched, burned, etc...) to animal blood or saliva. It also includes a bite, scratch or kick from a wild animal.

Notification Procedures:

RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111):

- In the event of an injury or any other physical contact with an unknown or wild animal
- If an animal is showing aggression or unusual behavior.
- If you had any bat exposure or encounter.
- When an animal is injured or inside a non-residential building after normal work hours

Student Health or Occupational Health (New Brunswick 732-932-7402, Newark 973-353-5231, Camden 856-225-6005, Occupational Health 732-932-8254):

- In the event of an injury or any other physical contact with an unknown or wild animal
- Any bat encounters

Facilities (New Brunswick 848-445-1234, Newark 973-353-5441, Camden 856-225-6000):

- When an animal is injured or found inside a non-residential building during normal work hours (Monday - Friday, 8:30am to 4:30pm)

Housing (New Brunswick 732-932-1001, Newark 973-353-1037, Camden 856-225-6471):

- When an animal is injured or found inside a residential building during normal work hours (Monday - Friday, 8:30am to 4:30pm)

Bat Exposure: If you think you have been in one of following situations, call Student Health.

- Being bitten by a bat
- Sleeping individuals awakening to find a bat in the same room, (not just in the house)
- Young children playing alone and unobserved in a room with a bat
- Incapacitated individuals (including intoxicated individuals) with one of these types of exposure

The following tips can help prevent people from being injured, or to minimize the injury, by an animal and/or other wildlife:

- DO NOT ATTEMPT TO REMOVE OR DISTURB THE ANIMAL OR WILDLIFE!
- Do not come into contact with it. Tell others to vacate the area if a dangerous animal may still be nearby.
- Be prepared to give your name, location and if possible, the species or type of animal/wildlife involved. Keep track of names and contact information for anyone else that may have been exposed to the animal.
- If a wild animal, such as a bat or a raccoon, is inside of a building, try to isolate it in a room by closing doors behind it and keeping others away.

WORKPLACE VIOLENCE

Rutgers University Policy ([60.1.13](#)) prohibits workplace violence. Specifically, the University will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property. Individuals who violate this policy may be removed from Rutgers property and are subject to disciplinary and/or personnel action up to, and including, termination and/or criminal prosecution.

Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by faculty, staff, student employees, or others.

Examples of workplace violence include, but are not limited to:

- Intentional physical contact for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
- Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or, using oral or written statements specifically intended to frighten, coerce, or cause distress) where such behavior would be interpreted by a reasonable person as being evidence of intent to cause physical harm to individuals or property.
- Possessing any firearm, imitation firearm, or any components which can readily be assembled into a firearm or other weapon, as defined by the Laws of New Jersey (NJSA 2c:39-6).

Reporting Workplace Violence:

- **General Reporting Responsibilities:** Any member of the University community who has been subject to workplace violence or who has witnessed workplace violence should promptly notify the appropriate university official. Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is imperative that all University employees take this responsibility seriously.
- **Report Imminent or Actual Violence:** Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should call RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).
- **Report Acts of Violence Not Involving Weapons or Injuries to Persons:** Any person who is the subject of, or witness to, a suspected violation of this policy should report the incident to his or her supervisor or, in lieu thereof, to the appropriate Designated University Representative listed below:
 - Camden: Associate Chancellor for Administration and Finance
 - Newark: Associate Chancellor
 - New Brunswick: Office of Labor Relations
- **Law Enforcement Agencies:** All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

False Reports: Employees who intentionally file false reports pertaining to workplace violence will be subject to penalties, up to, and including: disciplinary action, termination and criminal prosecution.

SHELTERING IN PLACE

An emergency situation such as a hazardous materials release outside of building, major storm, terrorism incident, etc. may require that university personnel take shelter in their facility:

- Identify safe areas within the facility (preferably interior, windowless rooms) in which to take shelter when the threat is occurring outside of the building and the safest place is inside of the building. Ideally this occurs well before the need, i.e. do this today.
- DO NOT use basement areas during a hazardous materials release incident due to the potential hazards that are often located in basement areas.
- In the event of hazardous materials incidents requiring sheltering in place, close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems.
- Establish a “duty desk” for the facility to monitor communications, handle requests from building occupants, coordinate the distribution and use of resources, etc.
- Departments that wish to stock emergency equipment and supplies for use in emergency sheltering situations in their facilities should consider the items listed below. In planning for such a situation remember that very few emergencies requiring sheltering would last more than 24 hours.
 - Bottled water, one gallon per person per day (replace every 6 months)
 - Flashlights with extra batteries
 - AM/FM radio with extra batteries
 - First aid kit
 - Personal hygiene items
 - Disinfectant and household chlorine bleach
 - Non-perishable food in cans or sealed metal or plastic containers (replace every 6 months) and utensils/paper plates, etc.
 - Plastic buckets with tight lids (for use as emergency toilet)

SEVERE THUNDERSTORMS AND LIGHTNING

If you are caught outdoors in a severe thunderstorm or when lightning threatens:

1. Immediately seek shelter in a substantial building.
 - DO NOT seek shelter under trees during thunderstorms.
 - DO NOT seek shelter in unprotected open structures such as picnic pavilions, rain shelters or bus stops.
 - If a substantial building is not available, a metal-topped vehicle with the windows up is your next best choice.
2. Avoid contact with metal fences, metal bleachers, or metallic structures.
3. Avoid using the telephone or any electrical appliances. Use phones ONLY in an emergency.
4. Do not take a bath or shower during a thunderstorm.
5. Wait 30 minutes or more after hearing the last thunder before leaving the safe location

If Caught Outdoors and No Shelter Is Nearby:

- Find a low spot away from trees, fences, and poles that is not subject to flooding.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie down. If you are swimming, get out of the water immediately.

REMEMBER: *If you can hear thunder, you are close enough to be struck by lightning.*

Once you have taken shelter indoors, you should monitor a weather radio, commercial radio/television station, internet or other weather service provider. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions. In an emergency call RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).

New Brunswick/Piscataway Campuses utilizes Lighting Detection Systems to detect and announce the proximity of lightning. The Lighting Detection System covers the large recreation and athletic fields, stadium and the golf course on the Busch and Livingston Campuses. The system will activate an audible horn alarm to announce the proximity of lightning. All activities on the fields **SHALL** be suspended and everyone must locate appropriate cover until the storm has passed.

UTILITY OUTAGES

In many instances, utility outages will be for a short duration of time. Emergency lighting and alarm systems will operate for a period of time to safely guide your way out of a building. Status of utility interruptions can be found at:

New Brunswick <http://www.fms.rutgers.edu/interruption/inter.asp>
 <http://campusstatus.rutgers.edu/>
Newark <http://www.newark.rutgers.edu/campusstatus/>
Camden <http://www.camden.rutgers.edu/>

In the event of a longer outage, additional information will be provided using established communication mechanisms, as the circumstances dictate. The following instructions may be given during a utility outage:

Power Outage

- Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- Turn off lights, appliances, window air conditioners, and other energy users to reduce power requirements for restoration.
- Notify your supervisor and call Facilities Maintenance.
- Do not light candles or use other types of flames for lighting.

Water Failure

- Notify your supervisor and call Facilities Maintenance.
- Discontinue any work with hazardous materials in areas where the emergency shower and/or eyewash stations are disabled due to water failure.
- Turn off all water-cooled operations.

Gas Leak

- Evacuate the area immediately.
- Contact RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111)
- DO NOT turn electrical devices on or off; and DO NOT plug or unplug any device, as this may create a spark.
- Notify your supervisor and call Facilities Maintenance.

Sewage/Drainage Failure

- Notify your supervisor and call Facilities Maintenance on your campus.
- If backup is large, evacuate the area.

FIRE EVACUATION PLAN

In an effort to increase emergency preparedness in our buildings, Fire Evacuation Plans have been developed for these buildings and each residence hall. The New Jersey Uniform Fire Code (NJUFC) requires that each occupant review the plan and become familiar with the requirements contained.

The Fire Evacuation Plans contain information on what to do in case of a fire in your building and should be reviewed by all employees and students. To access the Fire Evacuation Plan for the building to which you are assigned, please visit <https://halflife.rutgers.edu/fireplans/> and log in with your RU NetID and Password

Upon hearing a building fire alarm signal, which is a bell, horn, or voice message immediately begin evacuation. Close the doors behind you. Use the nearest safe exit, but **DO NOT** use elevators. Full evacuation of the building is required upon an activation of the fire alarm system. Once you have evacuated the building, re-entry is permitted only after approval from the appropriate emergency responder. (Emergency Services, municipal Fire Department or other mutual aid responder).

Leave the building and assemble in an area established by the specific evacuation plan for your building (if required), area designated by your supervisor, or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus. Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).

If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.

Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows, where applicable.

During an emergency event, the Department of Emergency Services, RUPD and municipal emergency departments, as necessary, will be responsible for rescue and emergency medical aid.

If you have any questions regarding Fire Evacuation Plan, please contact Rutgers University Emergency Services at 732-932-4800 or visit rues.rutgers.edu

FIRE PREVENTION PLAN

Under the authority of the New Jersey Division of Fire Safety, The Rutgers University Department of Emergency Services' Fire Safety Division is charged with the responsibility of enforcing the provisions of New Jersey Uniform Fire Code, and is the authority having jurisdiction with respect to fire safety regulations, policies and procedures. The Fire Safety Division is staffed with State certified fire inspectors who regularly inspect all University premises to assure compliance with fire safety regulations, test fire protection systems and equipment, and conduct employee training programs to familiarize staff with fire hazards and procedures to be followed in an emergency. Furthermore, employees are apprised of the fire hazards of the materials and processes with which they work during state-mandated Right-to-know training.

Effective July 1, 1994, by action of the Rutgers Board of Governors, smoking is prohibited in all University buildings and within University-owned motor vehicles, thus eliminating the health and fire hazard associated with the use of smoking materials. A permit system for control of welding and cutting is in place within the Facilities organization to control this potential fire hazard. All other hazards are regulated through the inspection procedures.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Employees are not expected to utilize these devices nor are they trained in their use due to the danger of their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and others are provided with fire standpipe systems. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored at the respective University Police Department stations. Special hazards, such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; only fire hose connections for fire department use exist.

The University's Fire Safety Division is staffed by Fire Safety Inspectors, Fire Safety Specialists, Fire Officers and Fire Alarm System Specialists. Fire safety inspections generate formal, written Notices of Violation, which are issued to the individual responsible for the correction of an observed fire hazard. Reinspections are established and are conducted. There is a process that is followed for granting extensions of time for hazard abatement, as well as handling uncorrected cited hazards.

All fire protection systems are inspected at the frequencies required by the Uniform Fire Code. These include automatic sprinkler systems, standpipe systems, fixed suppression systems, fire alarm systems, emergency power generators, fire pumps, fire extinguishers and fire hydrants.

The Fire Safety Division is empowered, by New Jersey Regulation, to order the abatement of cited fire hazards, to assess penalties for non-compliance, and to issue punitive closing notices and vacate buildings where uncorrected hazards exist.

For further information regarding fire safety, to request assistance in developing office fire safety plans, or to schedule a fire safety training session contact the Fire Safety Division at New Brunswick at 732-932-4800 or rues.rutgers.edu .

FIRE EXTINGUISHER USE GUIDELINES

Employees and students are not expected to fight fires. In the event of a fire, you should alert others and immediately evacuate the building.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices to fight fires because of the potential danger to their personal safety, which could result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

However, a fire extinguisher may be utilized to clear a safe path to an exit or to "shoot your way out" of a building if you are trapped. Before using a fire extinguisher, you should know how to properly select and operate one. It is important to use the right kind (Class) of extinguisher for the fire. The following letters identify the classes of fire extinguishers:

Class A	For ordinary combustible solids including paper, wood, coal, rubber, and textiles such as wastebaskets, small pieces of furniture, etc. A pressurized water fire extinguisher.
Class B	For flammable and combustible liquids, including gasoline, diesel fuel, alcohol, motor oil, grease, and flammable solvents. Typically, a dry chemical fire extinguisher and can be used on all three Classes if it is rated as an ABC fire extinguisher.
Class C	Electrical equipment. A carbon dioxide fire extinguisher.

If you find yourself trapped and required to "shoot your way out" or to clear a safe path to an exit, the following are guidelines on how to use the extinguisher:

P.A.S.S - Use of a Fire Extinguisher

PULL	Holding extinguisher upright, twist the pin to break the plastic safety seal. Pull the pin completely out.
AIM	Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire not the flames. This is important – in order to put out the fire, you must extinguish the fuel.
SQUEEZE	Squeeze the handle. This releases the extinguishing agent.
SWEEP	Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Watch the fire area. Back away if fire breaks out again repeat the process.

If possible, do not attempt to extinguish any fire without calling for help and pulling the fire alarm.

- Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.
- Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.
- Remember: Aim at the base of the fire, not at the flames!

Don't turn your back on it! Back away from the fire, watching it to make sure that it does not reignite.

CHEMICAL SPILLS

First, you must decide on whether to evacuate the immediate area of the spill. If you find yourself in a situation where you cannot safely control the spill, the safest action is to evacuate the area.

Evacuation

- If the spill is contained within an operating fume hood, evacuation is not necessary.
- If the spill is outside of an operating fume hood but within your lab, evacuation is usually not necessary since the laboratories are generally under negative pressure with respect to surrounding areas.
- If the spill is outside a laboratory, if you spill a Particularly Hazardous Substance, or you have reason to believe that a spill in the laboratory may escape into the surrounding areas, please do not hesitate to pull a fire alarm if you feel the need for building-wide evacuation.

Personal Contamination

- If a spilled material has contacted any part of your body, start first aid measures immediately. Shout for help and move directly to the nearest eyewash or safety shower. Disrobe promptly if clothing is involved.
- If eyes or skin are involved flush with an emergency eyewash and/or safety shower for a minimum of 30 minutes. Other persons should assist (you will need help with eye flushing) and should contact RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) as soon as possible to obtain medical assistance

Spill Cleanup

If you have the appropriate laboratory training, you can clean up a chemical spill yourself. Make a determination on whether a cleanup can be handled or if assistance is required. Generally, the spill can and should be cleaned up by laboratory personnel if the material is of low hazard (low corrosivity and toxicity) and if one gallon or less has been spilled. REVIEW THE APPROPRIATE MATERIAL SAFETY DATA SHEETS and use the following guidelines based on the size of the spill.

Small Spill

ASSESS spill size, chemical type and available cleanup equipment.
EVACUATE the immediate area.
WARN other personnel.
WEAR appropriate PPE.
CLEAN UP spill using appropriate spill kit if trained to do so.
CONTAIN spilled material in a sturdy plastic bag or sealed drum. Apply a hazardous waste label and contact REHS for disposal.

Large Spill

ATTEND to injured persons, seek appropriate medical attention.
EVACUATE area/building.
EXTINGUISH ignition and heat sources.
PREVENT spill from spreading.
CONTACT REHS for assistance. After hours call RUPD.
FILE a formal incident report.

If you require any more information, contact REHS at 732-445-2550

RADIOLOGICAL SPILL

When an incident occurs, the worker must first make a judgment as to whether the incident is a minor or major incident. The chart below will help you to make the determination as to a minor or major incident. When in doubt, call REHS.

Notifications

The proper response to an emergency depends upon a thorough understanding of the magnitude of risks, priorities for action and the application of common sense. When calling REHS or the police to report a spill, the following information should be provided:

- Location of incident
- Authoree
- Name and telephone number of person reporting
- Persons contaminated or exposed, estimate of amount on skin
- Radionuclide involved
- Amount of radioactivity
- Volume of released material
- What steps have been taken so far?

In the event of a spill or emergency call RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111):

Emergency Procedures for Radiation Incidents

Minor Incident:

- < 100 uCi of Radioactive Material (RAM)
- No personal contamination
- Localized contamination
- No spread of RAM outside licensed areas
- Proper tools and knowledge available for clean up

Laboratory Guidelines

- Stop source of the spill
- Warn other personnel
- Survey and mark the affected areas
- Minimize exposures
- Notify Authoree or designee
- Begin cleanup
- If area cannot be cleaned, notify REHS at 732-445-2550
- Document incident in laboratory survey book

Major Incident:

(Any of the following conditions)

- > 100 uCi of Radioactive Material (RAM)
- Skin and/or clothing contamination is involved (any quantity)
- Airborne RAM is thought to be present
- Large areas are contaminated
- Contamination has spread outside licensed areas
- Personal injury or fire
- * Anytime you are unsure of what to do, or how to do it

Laboratory Guidelines:

- Treat life threatening injuries first
- Evacuate and lock (or post) laboratory if airborne or fire hazard exists
- Perform first aid, if applicable
- Remove contaminated clothing
- Measure and record amount of contamination on skin with applicable meter and wash area gently with warm water and soap
- Warn other personnel
- Notify REHS at 732-445-2550 and Authoree
- If after hours, call RUPD
- Try to prevent the spread of contamination, if possible
- Await the arrival of REHS

ON THE JOB INJURY/ILLNESS

Reporting

Employees who are injured or become ill on the job due to work related activities, must immediately notify their supervisor of their injury or illness. The supervisor must then complete the first page of the Employer's First Report of Accidental Injury [Secure Online Form requires a RU NetID] by the end of the employees' work shift. The remaining pages of the form must be completed within five (5) working days of the date of the accident.

For assistance in investigating or reporting an accident, please contact REHS at 732-445-2550.

Online Form - <https://halflife.rutgers.edu/accident/>

Treatment

If treatment is required, employees on the New Brunswick Campuses must visit Occupational Health Department at the Hurtado Health Center and their supervisor must be notified. Employees on Camden or Newark campuses must go to their respective Student Health Center. If closed, the employee must go to the nearest hospital emergency room and contact their university health center on the next business day for further treatment. All work related injury/illness medical expenses are covered by the University through its Workers' Compensation insurance carrier. If an employee decides to seek treatment on their own and bypasses the health center, they are responsible for paying their medical bills.

<http://policies.rutgers.edu/PDF/Section40/40.3.1-current.pdf>

Injury to Students or Public

If an injury occurs to students or members of the general public and is witnessed by an employee, then the employee must complete the Injury Report Form for Students or Public and forward it to Risk Management.

Injury Report Form for Students or Public:

http://riskmanagement.rutgers.edu/PDFForms/Inj_Stu_Pub.pdf

IDENTIFYING AND HANDLING SUSPICIOUS MAIL

If you are suspicious of a mail item, (i.e. letter, package, etc) and are unable to verify the contents with the addressee or sender:

- Do not open
- Treat it as suspect
- Isolate it
- Call the RUPD – 9-1-1 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111).

Suspicious mail may have the following characteristics:

- Type of mail – Foreign, Priority, Special Delivery
- Restrictive Endorsements – Confidential, Personal, To Be Opened By Addressee Only
- Postmark city different from return address
- Fictitious, unfamiliar or no return address
- Excessive postage (usually postage stamps)
- Visual Distractions - Fragile, Rush, Handle with Care
- Address to title only (i.e., Vice President)
- Wrong title with name
- Poorly typed or handwritten address
- Misspelled words
- Rigid or bulky
- Protruding wires, screws or other metal parts
- Strange odor
- Oily stains or discoloration on wrapping
- Lopsided package or uneven envelope
- Excessive Binding Material – masking, electric or strapping tape, string or twine

Mail that may have a light coating of a powdery substance:

- Wash your hands with soap and water
- Notify RUPD and your immediate supervisor
- Ensure that all persons who have touched the letter/package wash their hands with soap and water
- List the names and contact information for all persons who have touched the letter/package
- Isolate the package and follow the instructions of RUPD and Emergency Services Personnel

For additional information visit: <http://www.usps.com/cpim/ftp/posters/pos84.pdf>

EMERGENCY COMMUNICATION & CONTACT INFORMATION

The university's emergency notification system utilizes many different and overlapping mechanisms to provide time-critical information to the Rutgers community, as no single mechanism is sufficient to provide blanket notification. Methods include email, website announcements, TV, radio, and text messaging to cell phones, as well as low-tech mass communications such as electronic signs, bullhorns, and police car speaker systems.

As with all emergency planning, our notification systems are regularly tested and upgraded. The key goal is to notify as many subscribers as possible in as short a time as possible. To update your personal emergency notification information, go to <https://personalinfo.rutgers.edu>.

During an emergency, campus status pages will feature important information and updates about the campus status (e.g., class cancellations, office closings, etc.) for Rutgers and campus specific announcements are made, campus status information will also be available through:

Campus	By Phone	Website	TV
New Brunswick	732-445- INFO(4636)	http://campusstatus.rutgers.edu/ http://ruinfo.rutgers.edu/	RU-TV 3
Newark	973-353-1766	http://www.newark.rutgers.edu/campusstatus/	
Camden	856-225-1766	http://www.camden.rutgers.edu/resources/campus-closing-information	

Or via these local media outlets (class cancellations only):

Radio Stations:	WHTG	1410 AM - Monmouth/Ocean Counties
WCBS 880 AM - New York City	WBBO	106.5 FM - Monmouth/Ocean Counties
WINS 1010 AM - New York City	WBHX	99.7 FM - Monmouth/Ocean Counties
WCTC 1450 AM - New Brunswick	WWZY	107.1 FM - Monmouth/Ocean Counties
WMGQ 98.3 FM - New Brunswick	WKMK	98.5 FM - Monmouth/Ocean Counties
WRSU 88.7 FM - New Brunswick	Television:	
WRNJ 1510 AM - Hackettstown	WCBS	- Channel 2
WBUD 1260 AM - Trenton	WNBC	- Channel 4
WKXW 101.5 FM - Trenton	News 12	- NJ Channel 12 - Cablevision
WKYW 1060 AM - Philadelphia	News 12	- NJ Channel 12 - Comcast

Many of these stations also provide school closing information on their websites. Please note that these announcements are for classes only and usually will not include specific times. These announcements DO NOT refer to office closings unless specified. Please do not telephone the stations as they will not give out information over the phone.

Please do not call the Rutgers Police regarding possible weather related delays, cancellations, or closures. During inclement weather conditions, it is vitally important that they be able to receive emergency calls. Also, please refrain from calling the radio and television stations. They will not give out information over the telephone anyway, and a large volume of calls can tie up their phone lines at critical times too.

Emergency Public Safety Numbers

**For any Emergency Dial
9-1-1
or Obtain an Outside line then dial
9-1-1**

-Alternate Public Safety Numbers-

New Brunswick Campuses

(732) 932 -7111

or 2-7111 from any Campus Phone

Newark Campus

(973) 353-5111

or 5111 from any Campus Phone

Camden Campus

(856) 225-6111

or 6111 from any Campus Phone

Farms, Research Stations or Off-Campus

9-1-1

or Obtain an Outside line then dial **9-1-1**

RUTGERS

Administration and Public Safety (For more emergency information please visit emergency.rutgers.edu)

Program the Alternate Public Safety Numbers into Your Cellular Phone

IMPORTANT UNIVERSITY TELEPHONE NUMBERS				
Emergency Numbers	New Brunswick Piscataway	Newark	Camden	Farms, Research Stations, & other University Facilities
Preferred Number (Campus Phone)	Obtain an Outside line then dial 9-1-1	Dial 5111	Dial 6111	Obtain an Outside line then dial 9-1-1
Alternate Number (Outside Line)	732-932-7111	973-353-5111	856-225-6111	9-1-1
Emergency Number (Outside Line)	9-1-1	9-1-1	9-1-1	9-1-1
Non Emergency Numbers				
Rutgers University Police Department	732-932-8407	973-353-5581	856-225-6009	732-932-8407
Rutgers University Emergency Services	732-932-4800	732-932-4800	732-932-4800	732-932-4800
Rutgers Environmental Health and Safety	732-445-2550	973-353-5131	856-225- 6327	732-445-2550
Rutgers Office of Emergency Management	732-932-4880	732-932-4880	732-932-4880	732-932-4880
Student Health Services	732-932-7402	973-353-5231	732-225-6005	732-932-7402
Occupational Health	732-932-8254	732-932-8254	732-932-8254	732-932-8254
Risk Management	732-932-7300	732-932-7300	732-932-7300	732-932-7300
Facilities Maintenance	848-445-1234	973-353-5441	856-225-6000	848-445-1234
Parking and Transportation	732-932-7744	973-353-1839	856-225-6137	732-932-7744
Counseling Centers	732-932-7884	973-353-5805	856-225-6005	732-932-7884