APPENDIX 2

UNIVERSITY EMERGENCY ACTION PLAN

(PROCEDURES FOR RESPONDING TO VARIOUS EMERGENCY CONDITIONS)
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Rutgers University

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.

<table>
<thead>
<tr>
<th>RUPD Emergency Communications Center</th>
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<tbody>
<tr>
<td><strong>Campus</strong></td>
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<tr>
<td>New Brunswick/Piscataway</td>
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<tr>
<td>Newark</td>
</tr>
<tr>
<td>Camden</td>
</tr>
<tr>
<td>Farms, Research Stations, &amp; other University Facilities</td>
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</tbody>
</table>

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, RUPD, 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 forces, 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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Rutgers University Emergency Services</td>
<td>Chief</td>
<td>732-932-4800</td>
</tr>
<tr>
<td>All</td>
<td>Rutgers Environmental Health and Safety</td>
<td>Director</td>
<td>732-445-2550</td>
</tr>
<tr>
<td>All</td>
<td>Rutgers Office of Emergency Management</td>
<td>Director</td>
<td>732-932-4880</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>Rutgers University Police Department</td>
<td>Chief</td>
<td>732-932-8407</td>
</tr>
<tr>
<td>Newark</td>
<td>Rutgers University Police Department</td>
<td>Chief</td>
<td>973-353-5581</td>
</tr>
<tr>
<td>Camden</td>
<td>Rutgers University Police Department</td>
<td>Chief</td>
<td>856-225-6009</td>
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Additional safety and health information can be obtained from the following university web sites:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>All</td>
<td>Rutgers University Emergency Services</td>
<td>rues.rutgers.edu</td>
</tr>
<tr>
<td>All</td>
<td>Rutgers Environmental Health and Safety</td>
<td>rehs.rutgers.edu</td>
</tr>
<tr>
<td>All</td>
<td>Rutgers Office of Emergency Management</td>
<td>emergency.rutgers.edu</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>Rutgers University Police Department</td>
<td>publicsafety.rutgers.edu/rupd</td>
</tr>
<tr>
<td>Newark</td>
<td>Rutgers University Police Department</td>
<td>nwkpolice.rutgers.edu/</td>
</tr>
<tr>
<td>Camden</td>
<td>Rutgers University Police Department</td>
<td>rudp.camden.rutgers.edu/</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>RUPD Emergency Communications Center</th>
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<tbody>
<tr>
<td><strong>Campus</strong></td>
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<tr>
<td>Camden</td>
</tr>
<tr>
<td>Farms, Research Stations, &amp; other University Facilities</td>
</tr>
</tbody>
</table>

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.
SHELTERING IN PLACE

An emergency situation such as a hazardous materials release, 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
- DO NOT use basement areas during a hazardous materials release incident
- Close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems in the event of hazardous materials incidents requiring sheltering in place
- 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)
IDENTIFYING AND HANDLING SUSPICIOUS MAIL

If you are suspicious of a mailing and unable to verify the contents with the addressee or sender:

• Do not open
• Treat it as suspect
• Isolate it
• Call the RUPD

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

Other suspicious mail may have the following characteristics:

• Type of mail – Foreign, Priority, Special Delivery
• Restrictive Endorsements – Confidential, Personal, To Be Opened By Addressee Only
• Visual Distractions - Fragile, Rush, Handle with Care
• Postmark city different from return address
• Fictitious, unfamiliar or no return address
• Excessive postage (usually postage stamps)
• Address to title only (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
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.
- Ask for the location of the bomb and the time of possible detonation.
- Pay particular attention to background noises, which may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments.
- Report the threat immediately to RUPD.
- Wait for instructions from emergency responders (e.g., Public Safety, Dispatcher, Local Police, Bomb Squad, etc.).
- Do not activate the fire alarm.
- Do not touch or handle the suspicious package, if found.
- Avoid the use of cellular phones or two-way radios near package
UTILTY 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 light 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 information may be used 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
- 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.
ACTIVE SHOOTER INCIDENT

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when an event occurs:
- Take immediate cover, preferably inside a building, circumstances permitting

If you are in a building when an event occurs:
- If possible without compromising your safety, leave building and call RUPD or 9-1-1.
- If the location of an Active Shooter does not permit you to leave, secure immediate area:
  - Lock and barricade doors
  - Do not stand by doors or windows
  - Turn off lights
  - Close blinds
  - Block windows
  - Turn off radios and computer monitors
  - Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets). Cover may protect you from bullets
  - Silence cell phones

Un-securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- Know all alternate exits in your building

Contacting Authorities:
- Call 9-1-1
- Program the alternate RUPD numbers into your cell phone
  - 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, continue to call by dialing 9-1-1 or by using the recall function on your phone.

What to Report:
- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries, number injured, types of injuries
- Assailant(s) location, number of suspects,
- race/gender, clothing description, physical features,
- Type of weapons (long gun or handgun), backpack, shooters identity if known, separate explosions from gunfire, etc
INTRUDER/SUSPICIOUS PERSON

If an armed or threatening intruder comes on to your facility it is very important that faculty, staff and or students report it immediately and take protective actions. Rutgers University maintains an open campus in the middle of a residential and city setting, creating unique challenges when dealing with this type of situation.

Rutgers University recommends the following procedures.

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

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or 9-1-1.
- Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police or Safety & Security arrive and give directions.

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

- **Hiding** - Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.

- **Running** - If you think you can safely make it out of the area, then do so. 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.

- **Playing Dead** - If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

- **Fighting** - Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous, but depending on your situation this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.
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, hallucinations, delusions, uncontrolled behavior, and/or complete withdrawal.
- If you come into contact with someone experiencing a psychological crisis that appears to be potentially dangerous (individual is unduly aggressive, hostile, has a weapon, or otherwise unmanageable) do NOT attempt to handle the situation alone—contacting your campus’s RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or dialing 9-1-1.

On the New Brunswick Campuses RUEMS has partnered with Residence Life, Student Health Services and University of Medicine and Dentistry Behavioral Health, to provide Emergency Behavioral and Emotional Health Services to the Rutgers Community. The EMS supervisors will perform a screening with the assistance of the UMDNJ facility on the Busch Campus

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

If the person needs counseling assistance:

- New Brunswick Campuses call (732) 932-7884 or visit http://www.rci.rutgers.edu/~rccc/
- 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 Campuses, UMDNJ Behavior Health can be called direct at 732-235-5700.
Newark campus UMDNJ Psychiatric Emergency Room can be contacted at (973)972-6134.
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 dialing 9-1-1.

Give as much information as possible regarding:
- Nature of the illness or injury
- Victim's location
- Is victim conscious, breathing, bleeding?
- Victim’s injuries
- 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.

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 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 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/
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 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 the next day for further treatment. If an employee decides to seek treatment on their own and bypasses the health center, they are responsible for paying their medical bills.

Absence from Work

Full Time Full Benefits employees kept out of work by an Authorized University Physician (AUP) for a work related illness or injury are entitled to I-time for up to 13 weeks per accident, pending approval by Risk Management. Employees out for more then 13 weeks can receive full salary by using their sick or vacation time. If they do not elect to use their sick or vacation time they then will be paid the statutorily required Temporary Total Disability (TTD) Salary Continuation Benefit by the Rutgers Workers Compensation Administrator based on the State Average Weekly Wage. If the AUP returns the employee back to work on Alternate Duty and the department can accommodate the employee with the restrictions, the employee must return to work or the days missed will be charged to his/her vacation time only. If the employee has no vacation time available, the employee will be put on a leave of absence without pay.

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
CRIMINAL/CIVIL DISTURBANCE/HOSTAGE

If you witness or experience VIOLENT or CRIMINAL BEHAVIOR:

- If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, report it to your campus's RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or 9-1-1.
- 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 or call 911 and report details of the event.

If you are involved in a HOSTAGE SITUATION:

- Remain calm and be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don’t make mistakes that could hazard your well-being.
- Don’t speak unless spoken to and only when necessary. Don’t talk down to the captor, who may be in agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions the best you can. Avoid arguments. Expect the unexpected.
- Displaying a certain amount of fear can possibly work to your advantage. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor.
- If medications, first aid or restroom privileges are needed by anyone, tell the captor.
WORKPLACE VIOLENCE

Rutgers University 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, without specific written authorization from the Division of Public Safety, irrespective of whether the individual possesses a valid permit to carry the firearm or a valid firearms purchaser identification card.

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.
- Reporting Imminent or Actual Violence: Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or 9-1-1
- Reporting 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 disciplinary action up to, and including, termination.
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 (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111) or dial 9-1-1.

Rutgers University utilizes Lighting Detection Systems to detect and announce the proximity of lighting. The Lighting Detection Systems 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 lighting. All activities on the fields are suspended and everyone must locate appropriate cover until the storm has passed.
FIRE EXTINGUISHER USE GUIDELINES

Employees 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 due to the danger of their personal safety, which would result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

A fire extinguisher may be utilized to clear a safe path to an exit or "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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>For ordinary combustible solids including paper, wood, coal, rubber, and textiles such as wastebaskets, small pieces of furniture, etc. A pressurized water fire extinguisher.</td>
</tr>
<tr>
<td>Class B</td>
<td>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.</td>
</tr>
<tr>
<td>Class C</td>
<td>Electrical equipment. A carbon dioxide fire extinguisher.</td>
</tr>
</tbody>
</table>

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. Anytime you are unsure about handling the spill yourself, be safe and 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 and emergency eyewash or/and safety shower for a minimum of 30 minutes. Other persons should assist (you will need help with eye flushing) and should contact RUPD 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/should be cleaned up by laboratory personnel if the material is of low hazard (low corrosivity and toxicity) and are a gallon or less. REVIEW THE APPROPRIATE MATERIAL SAFETY DATA SHEETS and use the following guidelines.

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

<table>
<thead>
<tr>
<th>Small Spill</th>
<th>Large Spill</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSESS</strong> spill size, chemical type and available cleanup equipment.</td>
<td><strong>ATTEND</strong> to injured persons, seek appropriate medical attention.</td>
</tr>
<tr>
<td><strong>EVACUATE</strong> the immediate area.</td>
<td><strong>EVACUATE</strong> area/building.</td>
</tr>
<tr>
<td><strong>WARN</strong> other personnel.</td>
<td><strong>EXTINGUISH</strong> ignition and heat sources.</td>
</tr>
<tr>
<td><strong>WEAR</strong> appropriate PPE.</td>
<td><strong>PREVENT</strong> spill from spreading.</td>
</tr>
<tr>
<td><strong>CLEAN UP</strong> spill using appropriate spill kit if trained to do so.</td>
<td><strong>CONTACT REHS</strong> for assistance. After hours call RUPD.</td>
</tr>
<tr>
<td><strong>CONTAIN</strong> spilled material in a sturdy plastic bag or sealed drum. Apply a hazardous waste label and contact REHS for disposal.</td>
<td><strong>FILE</strong> a formal incident report.</td>
</tr>
</tbody>
</table>
### 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 during normal business hours (Mon - Fri 8 am to 4:30 pm), REHS should be contacted at 732-445-2550. After business hours, call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111, Camden 856-225-6111):

### Emergency Procedures for Radiation Incidents

#### Minor Incident: Laboratory Guidelines
- **< 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
- **> 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
  - Personnel injury or fire
- 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

#### Major Incident: Laboratory Guidelines
- **> 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
  - Personnel injury or fire
- **Anytime you are unsure of what to do, or how to do it**
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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>By Phone</th>
<th>Website</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Brunswick</td>
<td>732-445-INFO(4636)</td>
<td><a href="http://campusstatus.rutgers.edu/">http://campusstatus.rutgers.edu/</a></td>
<td>RU-TV 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://ruinfo.rutgers.edu/">http://ruinfo.rutgers.edu/</a></td>
<td></td>
</tr>
<tr>
<td>Newark</td>
<td>973-353-1766</td>
<td><a href="http://www.newark.rutgers.edu/campusstatus/">http://www.newark.rutgers.edu/campusstatus/</a></td>
<td></td>
</tr>
<tr>
<td>Camden</td>
<td>856-225-1766</td>
<td><a href="http://www.camden.rutgers.edu/resources/campus-closing-information">http://www.camden.rutgers.edu/resources/campus-closing-information</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Telephone</th>
<th>Television:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBS</td>
<td>880AM - New York City</td>
<td>News 12 NJ Channel 12, Cablevision systems</td>
</tr>
<tr>
<td>WINS</td>
<td>1010AM - New York City</td>
<td>WCBS - Channel 2</td>
</tr>
<tr>
<td>WCTC</td>
<td>1450AM - New Brunswick</td>
<td>WNBC - Channel 4</td>
</tr>
<tr>
<td>WRSU</td>
<td>88.7 FM - New Brunswick</td>
<td></td>
</tr>
<tr>
<td>WRNJ</td>
<td>1510AM - Hackettstown</td>
<td></td>
</tr>
<tr>
<td>WKXW</td>
<td>101.5FM - Trenton</td>
<td></td>
</tr>
<tr>
<td>WKYW</td>
<td>1060AM - Philadelphia</td>
<td></td>
</tr>
</tbody>
</table>

Please refrain from calling 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.
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

<table>
<thead>
<tr>
<th>Preferred Number (Campus Phone)</th>
<th>New Brunswick Piscataway</th>
<th>Newark</th>
<th>Camden</th>
<th>Farms, Research Stations, &amp; other University Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain an Outside line then dial 9-1-1</td>
<td>Dial 80 or 5111</td>
<td>Dial 8 or 6111</td>
<td>Obtain an Outside line then dial 9-1-1</td>
<td></td>
</tr>
<tr>
<td>Alternate Number (Outside Line)</td>
<td>732-932-7111</td>
<td>973-353-5111</td>
<td>856-225-6111</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Emergency Number (Outside Line)</td>
<td>9-1-1</td>
<td>9-1-1</td>
<td>9-1-1</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Rutgers University Police Department</td>
<td>732-932-8407</td>
<td>973-353-5581</td>
<td>856-225-6009</td>
<td>732-932-8407</td>
</tr>
<tr>
<td>Rutgers University Emergency Services</td>
<td>732-932-4800</td>
<td>732-932-4800</td>
<td>732-932-4800</td>
<td>732-932-4800</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>732-932-7402</td>
<td>973-353-5231</td>
<td>732-225-6005</td>
<td>732-932-7402</td>
</tr>
<tr>
<td>Risk Management</td>
<td>732-932-7300</td>
<td>732-932-7300</td>
<td>732-932-7300</td>
<td>732-932-7300</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>732-932-7744</td>
<td>973-353-1839</td>
<td>856-225-6137</td>
<td>732-932-7744</td>
</tr>
<tr>
<td>Counseling Centers</td>
<td>732-932-7884</td>
<td>973-353-5805</td>
<td>856-225-6005</td>
<td>732-932-7884</td>
</tr>
</tbody>
</table>