

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.

RUPD Emergency Communications Center			
Campus	Preferred Number (Campus Phone)	Alternate Number (Outside Line)	Emergency Number (Outside Line)
New Brunswick	Obtain an Outside line then dial 9-1-1	732-932-7111	9-1-1
Newark	Dial 80 or 5111	973-353-5111	9-1-1
Camden	Dial 8 or 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, 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:

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	http://rues.rutgers.edu
All	Rutgers Environmental Health and Safety	http://rehs.rutgers.edu
All	Rutgers Office of Emergency Management	http://emergency.rutgers.edu
New Brunswick	Rutgers University Police Department	http://publicsafety.rutgers.edu/rupd
Newark	Rutgers University Police Department	http://nwkpolice.rutgers.edu/
Camden	Rutgers University Police Department	http://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.

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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 you 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

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 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.