



William
Paterson
University
of New
Jersey



FACULTY & STAFF GUIDE FOR EMERGENCIES

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EMPLOYEE GUIDE FOR EMERGENCIES

INTRODUCTION

As a University faculty member or other employee of the University, you may find yourself in charge of a class, team or work group when an emergency occurs. Students or other staff members may also seek your advice and direction regarding an unusual occurrence or suspicious condition. This guide focuses on actions you should take before, during and after an incident or emergency. It also provides direction for addressing unusual or suspicious activities. By learning about these topics and thinking about these types of events in advance, you will gain the advantage of having knowledge which will improve your ability to survive an emergency.

During the first few minutes of an emergency, there will likely be a great deal of confusion. It is important for someone to step forward, take charge and control the situation. Emergency Services (police, fire and medical) will take at least a few minutes to respond or may be delayed in providing an immediate response. Your actions, particularly in the first few minutes of an incident, could have a significant impact on saving lives, reducing injuries and stabilizing the emergency.

HERE IS HOW YOU CAN HELP:

BEING PREPARED is crucial. Think about what you would do in a situation before it actually happens. Take the time from your daily routine to observe what is going on around you. Be aware of your surroundings as well as the people in the area and the activities which normally occur in that environment. Note the specific locations of exits, fire extinguishers, alarm boxes, telephones, and locked doors. Change your pattern and become familiar with various means of getting to and from the areas you generally use. Note the Emergency Evacuation Route Maps located in building corridors. Participate in a drill. Enhance your own skills and knowledge. Volunteer to be a warden, a trainer, crisis counselor, CERT member, and work with safety personnel. Obtain training in the use of a fire extinguisher, an AED, and routine first aid.

PLAN AHEAD Develop a plan for evacuating the locations you use on a regular basis. Determine the safest ways out of the building. Plan for the evacuation of disabled individuals. Develop a plan for securing your location and for sheltering its inhabitants in place. Determine how you would secure your area from an intruder; shelter yourself and coworkers or students from a severe storm, violent incident or other similar situation. Prepare a basic emergency pack. When developing practices and procedures within your department, consider the potential risks and the impact of disruptions. Advocate those which are responsible, minimize risks and provide for contingencies. Prepare for possible disruptions by developing business continuity and interruption plans for critical functions and activities.

IN AN EMERGENCY

- DO NOT PANIC
- BE CALM
- THINK AND REMEMBER THE ENVIRONMENT AND YOUR ACTION PLANS
- REPORT THE INCIDENT AND YOUR LOCATION TO AUTHORITIES
- ASSESS THE SITUATION
- COLLECT INFORMATION
- REFRESH THE PLAN FOR EVACUATING, SECURING OR SHELTERING IN PLACE FOR THAT LOCATION.
- IMPLEMENT THE PLAN
- STAY AWAY FROM THE AREA WHICH IS IMPACTED BY THE EMERGENCY OR INCIDENT.
- DO NOT ADD TO THE RISK OR COMMOTION.
- DESPITE YOUR CURIOSITY STAY AWAY FROM THE LOCATION OF THE INCIDENT.

WHAT TO DO:

- REPORT THE INCIDENT TO AUTHORITIES IMMEDIATELY

During an emergency, University Police should be contacted immediately by dialing **973 720 2300**. A 911 call from a cell phone on campus will go to the local Municipal Police Department. If that is the only option available, use it. If the phones do not work, try the phones in another building. Send a person to University Police located in the Public Safety Building. If you discover a fire, use the fire alarm pull box. This action will notify authorities immediately.

- GATHER INFORMATION

Try to determine the impact on the people in your immediate environment. Start asking questions. Determine the following:

How many people are in the group? Is there anyone in the group who has training, specific knowledge or expertise which would make them better equipped for addressing the situation?

What is the number and extent of injuries, if any? Do trapped or disabled people need to be rescued?

Will immediate evacuation of the building or work area be necessary?

Are there any fires, chemical or electrical hazards?

Do the telephones (landline and cell) work?

If there are intruders, how many? What is their description? Are there weapons? The Emergency Services (police, fire and medical) responders will need this information.

- KEEP A RECORD

You should establish a method to gather and record information concerning who is present and your activities. Assign someone to help you.

- INVOLVE OTHERS

Involving others will help to establish a more focused and less turbulent atmosphere. In a classroom or group setting, ask for volunteers. Some of the activities which may require assistance include:

- Keeping a written record of who is involved.
- Moving materials or debris.
- Assisting the injured with first aid.
- Checking the area for fires, blocked exits or other hazards.
- Checking to see if the telephones work.

- REASSESS YOUR PLAN

Based upon the information initially collected regarding the incident and conditions, determine whether your plan needs to be changed. Be prepared to make adjustments at any time as conditions may change during the event.

- EVACUATE/ SHELTER IN PLACE / SECURE THE LOCATION

Direct people away from hazards and risks such as damaged walls, windows, stairs and ceilings; broken glass; exposed electrical outlets; fires and chemical spills; downed power lines.

REPORT IN AFTER YOU ARE IN A SAFE LOCATION After evacuating, you should advise the Building Warden or the Public Safety Office of your status and those in your group. In addition, you should attempt to contact your superiors and your family and apprise them of your status. For employees who are a part of the University Emergency Plan, proceed to the EOC as soon as possible.

FACULTY AND STAFF GENERAL SAFETY INFORMATION

REDUCE THE OPPORTUNITIES FOR YOU TO BECOME A VICTIM

To help reduce your vulnerability, consistently practice preventive measures.

- 1. Be aware that you are a potential victim of a crime or incident. Observe your surroundings.**
- 2. Notify the University Police Department immediately (EXT 2300) if any person(s) or activity arouses your suspicion or imminent risk exists.**
- 3. Protect yourself when walking.**
 - Avoid walking alone at night unless absolutely necessary.
 - Use only well-lit, commonly traveled routes. Avoid shortcuts and isolated areas.
 - Walk purposefully and project a confident, assertive image.
 - Avoid potentially dangerous situations.
 - Have your door keys ready; carry your vehicle keys in your hand, not buried in your purse or back pocket.
 - Park near parking lot lights, not in secluded areas.

4. Protect yourself and your valuables in your office and work area.

- Lock your door, even if you are just going down the hall and intend on returning shortly. It takes a thief 10 seconds or less to enter an open room and steal your property. Secure valuables, such as briefcases, pocketbooks, etc. in lockable cabinets.
- Keep emergency numbers by your phone, such as Campus Police Extension **2300**.
- Lock doors and windows when you are alone. Notify Campus Police when you have entered or left a secured area. Do not let strangers enter secured premises.
- Do not lend your keys to others. Do not prop open outer office or building doors.
- Do not put your address or license plate number on your key ring.

5. Protect your auto.

- Always lock your vehicle. (Take the keys out of the ignition)
- Lock valuables in the trunk.

6. Protect yourself when driving.

- Look into your vehicle before entering it. Lock all the doors, roll up windows when inside.
- Never pick up hitchhikers.
- Make sure your cell phone is charged at all times. Program your cell phone with emergency numbers, such as 911, and ICE. (In **C**ase of **E**mergency)
- Drive to a police or fire station or an open place of business if you feel you are being followed.
- Do not stop to help the occupants of disabled vehicles. Call for assistance.

7. Do not leave property unattended.

- Do not leave property unattended in hallways, libraries, dining halls, academic buildings, offices, classrooms etc.
- Record the make, serial numbers and model of all valuables and engrave them with your name. This will increase the chances that any items recovered can be returned to you. Photograph and/or videotape your valuables. Inventory them on a regular basis.

8. Notify your Supervisor of threatening, intimidating or fear generating activities.

- Bring behavior or incidents of concern to the attention of your unit supervisor, or department chair who can facilitate assessment and action by appropriate University personnel.

9. Prepare for the unusual situation.

Being prepared is critical. Consider what you would do in a situation before it actually happens. Take the time from your routine to observe what is going on around you. Be aware of your surroundings as well as the people and activities which normally occur in that environment. During the course of your everyday activity note where exits, fire extinguishers, alarm boxes, telephones, locked doors are located. Develop a sense of being able to notice what is out of place.

GENERAL INFORMATION FOR A CAMPUS EMERGENCY

To report an EMERGENCY on campus, call University Police immediately at ext 2300, or use a Blue Light Emergency Phone or elevator phone.

In an emergency situation on the campus, your cooperation is very important. Please follow all directions provided by Campus Police or other authorities as their immediate goal is to address the emergency. In order to achieve this goal, order and logic must be applied to a potentially chaotic situation which may be the immediate after effect of an incident. While your priority might be to remove yourself from the campus or to relocate to another area, the priority of the public safety officials is to enable first responders and other necessary resources to gain access to the incident scene and to collect information which provides for an effective assessment of conditions. If you are part of an evacuation or relocation, listen and follow directions. It is important that you check in at the relocation or evacuation site.

Do not panic. Stay calm.

Calm others down and reassure them of their well-being and that emergency personnel are responding to the situation.

Do not leave the campus unless directed or advised to leave. It is important that we account for everyone.

Do not go to your vehicle and attempt to drive off campus until directed to do so by university authorities.

It is important that no vehicular traffic flow on and off of the campus until all emergency units responding to the incident are in place. Ambulances, fire trucks and other emergency vehicles will need to enter and exit the campus. The campus roads will open at the first opportunity to release people from the area. All areas must first be found to be safe.

CALL HOME!! If you might be expected to be at the incident scene, let your family and friends on campus know that you are okay and where you are.

Do not go to the area of the incident. Do not add to the risk or commotion. Despite your curiosity, stay away from the location of the incident.

If you are notified of an incident or activity, and advised of imminent danger, secure your location immediately. See the directions and guidance provided in this document regarding violent incidents. Follow the guidance provided under “Restricted Access – Buildings and Campus - Imminent Danger”

NOTIFICATION OF EMERGENCY CONDITIONS – Sign up for the University’s Emergency Notification System!

Methods of being informed during an Emergency:

1. Check your University e-mail.
2. Check the University home page for information and instructions.
3. Check your University voice mail, cell phone or text messages.
4. Contact ext. 2475 for brief recorded announcements.
5. Check your emergency alternate email.
6. Check media regularly utilized for weather related announcements.

OBSERVING CAMPUS CONDITIONS AND ACTIVITIES.

WE RELY UPON THE EYES AND EARS OF THE CAMPUS TO NOTE THE UNUSUAL.

IF YOU OBSERVE A CONDITION WHICH IS UNUSUAL OR OUT OF PLACE, REPORT IT TO CAMPUS POLICE.

You should call the University Police at Extension **2300** immediately if you make any of the listed observations listed below and feel uncomfortable about the condition or what you have observed:

1. Anyone acting in a strange or unusual manner.
2. Unauthorized persons in restricted areas.
3. Vehicles parked alongside of buildings or parked in an unusual manner.
4. Vehicles that have not moved for a lengthy period of time.
5. Strangers asking questions about operational matters.
6. Strangers taking photographs or videos of the campus.
7. Strangers walking or riding around the perimeters of buildings.
8. Unexpected or unexplained deliveries.
9. Packages or bags left unattended.
10. Envelopes delivered without postage.
11. Individual acting overly protective of a package, backpack or belongings.
12. Individuals in bulky clothing, more heavily attired than reasonably warranted by weather conditions.
13. Doors secured, exits blocked, obstructed or barricaded at an unusual time, or manner, or in a way which jeopardizes the safety of occupants.
14. If you feel threatened or fearful for yourself or others because of the actions or behavior of other individuals.
15. Strange odors, liquids, powders or other materials.

GUIDANCE FOR MEDICAL EMERGENCIES

In the event of an injury, illness or extreme medical condition call the University Police at Extension **2300** immediately. Provide the exact location of the injured person and the apparent injury or symptoms. University Police will respond to the scene, provide assistance and contact medical support services.

GUIDANCE ON FIRE ALARMS AND FIRE CONDITIONS

Always assume a fire alarm is a real alarm.

Evacuation Guidance

When a fire alarm activates, leave the building immediately and do not return to the building until permitted to do so by University Police or other University officials. If you are in a fire condition, avoid going to upper floors in the building. The stairways above the fire floor will act as a chimney and will fill with smoke and heat. If you are in a closed room, always check the temperature of the door prior to opening it. A hot door may mean the fire condition is in the immediate vicinity and could flash into your room when you introduce a new source of oxygen by opening the door. If the door is hot, contact University Police immediately and let them know where you are and the conditions at your location.

Attempt to seal the bottom of the door with clothing or other material. If water is accessible, soak the clothing in water prior to sealing the door. Position yourself low to the floor to avoid the smoke. Remember, a wet rag over your mouth and nose can help reduce the impact of smoke. If you do not have access to a telephone, do something to attract the attention of the rescuers. Remember, opening the window may feed oxygen to the fire. If need be, open or break the window to get rescuers attention. Wave a piece of clothing and shout to attract attention.

Do not remain in your room if you have an opportunity to exit the building safely. Become familiar with evacuation routes from all the buildings you visit. Knowing alternate evacuation routes are beneficial. Being familiar with your surroundings is helpful as well. If you've picked out landmarks, such as soda machines, tables, or other stationary items they can help you find your way out of a building should the lights go out or if exit signs are not visible because of smoke.

Once you have evacuated the building, go to the assembly area, and look for a Fire Warden, Supervisor or person in charge and notify them that you are out of the building. Do not leave the area until you have received direction to report to another area, are released, or permitted to go back into the building. If you leave without telling someone in charge, rescue workers may be endangered, while searching for you.

It is critical to listen to the directions given by authorities at the scene, and follow the directions in an orderly manner. If everyone is being directed to a location, go to that location so attendance can be taken. You may ask to leave afterwards; however, it is important that you are accounted for.

When you have accounted for yourself, **CALL HOME**. If there is a fire on campus, your family will be concerned. Call your home immediately and let them know that you are safe. Let your family know where you are and how they can contact you.

If your clothing catches fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over and over to smother the flames.

Guidance if you are Unable to Evacuate:

...If you are in a fire condition and cannot evacuate because you ***are trapped on a fire floor or in an area where you cannot evacuate*** the building safely and ***have access to a telephone*** or cellular telephone, call ext. **2300 or 911** and tell the dispatcher your name, the building, room number and describe the area where you are trapped. Seal the doors. Remember, a wet rag over your mouth and nose can help reduce the impact of smoke.

...If you are in a fire condition and cannot evacuate because you ***are trapped on a fire floor or in an area where you cannot evacuate*** the building safely, and ***do not have access to a telephone***, do something to get rescuers' attention. Remember, opening the window may feed oxygen to the fire. If it is the only option, open or break the window to get the attention of rescue personnel. Wave a piece of clothing and shout to attract attention. Seal the doors. Remember, a wet rag over your mouth and nose can help reduce the impact of smoke.

...If you are in a fire condition and cannot evacuate because you are ***trapped in a room***, attempt to seal the bottom of the door with clothing or other material. If water is accessible, soak the clothing in water prior to sealing the door. Keep low to the floor to avoid the smoke. Remember, a wet rag over your mouth and nose can help reduce the impact of smoke.

FIRES AT LARGE EVENT LOCATIONS

Prior to entering the event, if you are with other individuals, decide on a meeting place outside of the event where you can get together should an evacuation take place. Once you are inside the building or facility, observe the locations of the exits and note the exits that are not blocked or restricted. While doing this, think about what you would do if a fire started in certain areas of the event. How would you get out? What route would you follow? Note the exits and the "EXIT" signs. Remember, however, that in a fire it is possible that the signs will be above the smoke line and not very visible. Try to pick other markers that will help you find your way to the exit while on your hands and knees.

If there is a fire or other type of incident at the event, LEAVE IMMEDIATELY. Do not return inside. If a friend is not at the pre-arranged meeting place, report to the police and fire department that your friend was with you in the event and did not show up at the pre-arranged meeting place.

In response to a fire alarm, individuals using wheelchairs or other similar equipment should proceed to the nearest stair landing or the location designated as a shelter. Emergency personnel will assist with evacuations. Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. The individual may choose to wait until the heavy traffic has cleared before attempting the stairs.

PERSONS TRAPPED IN ELEVATORS

An emergency telephone is located in the control panel of each elevator. If the elevator stops or the door won't open, use the handset or telephone button located in the panel. The telephone is a direct line to University Police. You do not need to dial a number. University Police will provide assistance and contact appropriate personnel.

If the telephone does not work, push the emergency alarm located on the control panel. Do not attempt to leave the elevator via the emergency hatch.

Campus Police and Physical Plant Operations personnel are the only persons authorized to restart an elevator or remove persons from an elevator.

GUIDANCE REGARDING VIOLENT INCIDENTS

In an incident involving a person or persons on campus actively causing harm, or there is the threat of imminent danger or harm to any person, **CALL UNIVERSITY POLICE IMMEDIATELY AT EXTENSION 2300.**

- Do not attempt to deal with the situation yourself.
- Attempt to remove yourself from the immediate danger if possible.
- Try to remain calm. Once you have removed yourself from the apparent danger, **secure your location** and remain where you are until given further direction by University Police or other authorities.

If you are unable to remove yourself from the dangerous situation, and are still in the building, lock the door of your room, or facility. Remain there until notified by the University Police.

Identify objects which you could use to defend yourself and deter the threat from pursuing you at that location. If you are unable to remove yourself from the imminent threat and danger, be prepared to engage in combat with the aggressor

in an effort to neutralize the immediate threat to your life. While such action is a personal decision, active resistance to deliberate life threatening actions can improve chances for survival. Many commonly available articles can be used as weapons or missiles to disrupt or deter an attacker, among them shoes, keys, book bags, belts, pencils, books, telephones, etc.

If you see or hear something that suggests to you that a gun or other weapon is involved, call the University Police immediately. Provide as much detail as you can about the incident. Be sure to include a description of the person or persons involved, the potential threat including possible weapons, and the location or direction of flight taken by the actor(s), and the condition of any victims.

Do so when you have taken cover to the best of your ability.

Remember, the best time to deal with a violent incident is before it occurs. If you are aware that someone on campus has made a threat of violence toward another, it is your responsibility to contact University Police with that information as soon as possible.

If you are aware that someone on campus has illegal weapons, it is your responsibility to report this information to the University. It is William Paterson University policy, and New Jersey law, that guns or other weapons are prohibited on campus.

You are the eyes and ears of the University. Your observations and actions can help prevent a tragedy in our community.

COMMUNICATION FROM THE UNIVERSITY OF A CAMPUS EMERGENCY

Restricted Access - Buildings and Campus - IMMINENT DANGER

If it becomes necessary to restrict access among facilities on campus, that decision will be made by University Police in consultation with the President, and the University's Emergency Action Plans will be activated.

The campus community will be notified of the Restricted Access and Egress through the same means of communication used for notification of extraordinary events. You are urged to sign up for the Emergency Notification System and provide alternate means of contacting you in case of an emergency.

Efforts will also be made to communicate to occupants of those areas not immediately within the area of imminent danger through contact with building wardens. The wardens are expected to share and reinforce the restricted access message within their facility with those in the area who may not have received it.

When a situation requires implementation of restricted access, communication activity will include the use of the Emergency Notification System. The message

will be similar to the following: "EMERGENCY WPUNJ: IMMINENT DANGER REMAIN IN PLACE. EXIT AND ENTRY IS LIMITED." More detail may be provided depending on the nature of the event and the information available at that time. The message will imply present and imminent danger to students and staff. If this message is transmitted, students and staff must remain in their present interior building locations on campus pending further instructions from University Police or other authorities, and must follow the steps noted below. Similarly, those who may be outside must relocate to the nearest building, moving away from any location where there may appear to be a commotion, incident or event. Follow direction of University Police or other authorities. Do not hesitate or delay in following directions.

- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent. Do not use cell phones except for emergency notification to University Police at ext. **2300**. If the door cannot be locked, quietly and quickly attempt to implement a means of securing it, or create a barrier to protect yourself.
- Move to a location in the room on the same wall as the door, but at the opposite end which is not visible to someone looking through the door. If gunshots are heard lay on the floor and remain still.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked inside. If a classroom or office door is locked, go to the next closest unlocked room to take shelter.
- **DO NOT LEAVE THE SECURED ROOM UNTIL AN ALL CLEAR MESSAGE HAS BEEN ANNOUNCED ON THE EMERGENCY NOTIFICATION SYSTEM** or until you are directed to do so by Police or other University authorities, unless you are in imminent danger.
 - Do not attempt to leave the Campus unless directed by Police or other authorities to do so.
 - Do not dawdle or delay.
 - Listen carefully to the directions of the Police and follow directions immediately.

Faculty, staff and students who are off campus and receive the Restricted Access Procedures Message, must refrain from coming to the campus or contacting the campus until such time as a message is received indicating the University has resumed normal operations.

If a message is received which indicates the University is closed due to weather conditions, "non essential" personnel should refrain from coming to campus. Under that condition "Essential Services" staff are expected to report to work. If a

message is received which indicates that classes are cancelled, that information applies to students. Under that condition staff are expected to report to work.

GUIDANCE ON WEATHER AND WEATHER RELATED EVENTS

...General guidance

Weather situations are carefully monitored by numerous government agencies. When severe weather is predicted, you should take the warning seriously. Severe weather warnings are issued to protect the public.

Weather conditions will impact traffic and road conditions. New Jersey provides a real time web link for road conditions which can be accessed at <http://www.state.nj.us/transportation/commuter/trafficinfo/>.

Plan ahead. Become familiar with where to locate traffic information sources which are helpful for your geographic location and the roads and areas you travel through during your commute to and from the University. Be sure to save them among your favorite web sites, radio stations etc, so they are readily accessible during a weather event. Examine and plan alternate routes to and from the campus when the weather conditions are good. Be aware of the roads and environment on your travel route. Speak with your colleagues about alternate routes and methods which they may use to travel to and from the University.

Should current or predicted weather conditions forecast an emergency condition or hamper University operations, check the normal information outlets the University uses to transmit this type of information such as the Emergency Notification System, e-mail, the “snow line” 2475, your voice mail and the home page for announcements regarding University operations.

If you are on campus during a severe weather event, remain in a secure area. **Do not** evacuate a facility unless an alarm activates, an order is given by a University Official, or the situation could be life threatening if you remain in place.

NEVER touch or go near downed wires, even if you think they are safe.

Dress appropriately for the weather conditions. Check various media and informational resources for road and traffic conditions, and if traveling, allow adequate time to account for reduced speeds, traffic congestion and detours.

Make communication arrangements in advance with your students, colleagues, subordinates or supervisor regarding notification procedures if you will not be at work because of a weather condition or other situation. Some communication options for achieving this from on or off campus include the following: individual phone calls, using a telephone calling tree, modifying your voice mail to indicate you will not be present, or sending email or text messages.

... in a thunderstorm:

Avoid handling metal, electrical equipment, telephones, water faucets, sinks and bathtubs, since lightning can follow the wires and pipes. Be especially careful with televisions, radios and computer equipment. If a severe thunderstorm comes upon you quickly, seek cover immediately in a stable facility, and avoid taking shelter under trees or in gullies.

... in a tornado:

While this area is not known for tornado activity, it can and does occur sporadically. Move to a secure area away from windows. If there is a basement, seek refuge in the basement. If there is no basement, go to an interior room or hallway without windows. If you cannot find shelter, take cover in a ditch or other recessed area.

... in a flash flood:

Seek high ground. **Never** attempt to drive your vehicle through standing water. The force of water can wash a vehicle away, trapping occupants inside of the vehicle. Should you be caught in a large body of water and your vehicle stalls, **call the police immediately**. Do not exit the vehicle unless the water is continuing to rise to an unsafe level. When you leave the vehicle, you may be exposed to potentially harmful or lethal hazards Such as downed electrical wires that electrically charge the water. Sudden pressure changes in manhole/storm drain covers may release and, with great sudden force, suck water into the drain along with anything small enough to fit through the opening. It is important to respect the power of water. Exiting a vehicle could result in being swept away by the force of rushing waters. In gauging whether to evacuate the vehicle or not, assess the conditions and remember it is extremely difficult to open a car door when the water level reaches half way up the door.

... in winter weather:

Dress warmly and stay dry. Wear hats, scarves, and water-repellent coats. Dress in layers, and wear adequate and appropriate foot attire. Frequently, ice may develop under a snowfall and create a slippery condition. Good traction when walking is as important as good traction when driving. Observe the conditions when you are traveling, by foot or by car. Snow has a tendency to melt in daylight hours and refreeze as ice patches in the later hours. What might have been a clear path or road could have slippery ice conditions later in the day. The topography of the campus subjects it to a variation of wind and temperature conditions. A one or two degree difference can be the difference between water and ice. Remember that mittens are warmer than gloves. Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors.

Avoid overexertion. Take your time shoveling snow or pushing a car. Stretch before you go out and drink plenty of non-alcoholic, decaffeinated fluids.

Winter Car Safety:

Be sure to clear snow from your tail pipe before you start your car to prevent carbon monoxide poisoning. Avoid going out to your vehicle alone. Have a partner observe you as you remove ice and snow, in case of an accident. Keep a shovel, an ice scraper and some ice melting material in your car. Storing a spare blanket and gloves in the car in case you get stuck and need to keep warm isn't a bad idea. Make sure to clear your car of all the ice and snow on the vehicle. Ice and snow blowing from your vehicle represents a significant potential hazard to other drivers.

Check the tread condition on tires before the winter season and replace worn or misaligned tires to provide better traction. Fill up the windshield de-icer and verify antifreeze levels. Remember, all wheel and four wheel drives helps the car go but doesn't help it stop. Utilize common sense and good judgment. Check the condition of your vehicle's battery before cold weather sets in. Starting a vehicle in cold weather places more demand on a battery than starting it in mild temperatures.

Cooperate with University Police and Physical Plant in parking relocation activities which may go into effect during heavy snows. Your cooperation and assistance will aid in the snow removal efforts on the campus, improve safety and reduce the potential impact the conditions have on University operations.

... Nor' Easters/coastal storms/hurricanes

These can be exceptional storms consisting of very heavy rain/snow, very strong winds and flooding. Utilize various media options in order to remain up to date regarding weather conditions. When severe conditions are in the forecast, prepare your facilities and equipment to withstand those conditions and reduce personal risk. If you are responsible for areas which are prone to flooding or leaks, or exercise control over materials or equipment which may represent a risk in high winds, implement appropriate measures to reduce the risks. Such measures might include relocating equipment, elevating it, disconnecting electrical fixtures and connections, removing or securing materials which might be impacted by strong winds, and covering those items which may be damaged by leaks with plastic.

Frequently there are disruptions to utility services associated with significant storms. The information which follows is pertinent to storm related disruptions or other utility service interruptions and failures.

GUIDANCE REGARDING UTILITIES DISRUPTIONS:

...electrical failure

Check the hallway or surrounding area to see if the disruption is throughout the building, or if it is localized. If the disruption is limited to your room or immediate area, contact Physical Plant Operations at ext 2142, or if that office is closed University Police ext **2300**. If it appears that the failure is more extensive than the

local area, please relocate to an area in proximity to a building exit, then notify an authority or University Police.

Evacuate the building if so directed by University police or authorities, or if a fire alarm is activated. Report to the designated assembly area. Management personnel will provide guidance regarding potential relocations.

While University facilities contain emergency lighting systems, it is advisable to keep at least one flashlight available at your work location to provide an additional means of illumination for this type of incident.

DO NOT USE CANDLES or other means of lighting with an open flame. If you are told to leave your room, report directly to the assembly area designated by your Warden. Remember to take your room key, vehicle keys, cellular telephone and identification card and other items which you may need in the immediate future with you and **LOCK YOUR DOOR**. You may not be readmitted to the building to retrieve valuables or other items until the situation is resolved.

NEVER, under any circumstances, touch a downed wire.

... gas leaks... What should you do if you smell gas?

1. Douse any flames, cigarettes or lit materials.
2. Do **NOT** touch electrical switches or electronic equipment. Turning a light, alarm system or piece of equipment on or off can ignite escaping gas.
3. Call University Police at ext **2300** from a location away from the gas odor. Advise of the condition, concern and the location. University Police will respond, render assistance, provide direction and contact appropriate personnel.
4. Open doors and windows to evacuate the gas.

GUIDANCE REGARDING AN EXPLOSION

If there is an explosion:

1. Take shelter against or beneath your desk or a sturdy table.
2. Exit the building as quickly as possible.
3. Do not use the elevators.
4. Check for fire and other hazards.

...and if there is a fire...

1. Exit the building as quickly as possible.
2. Crawl on the floor through smoke-filled areas.
3. Use a wet cloth to cover your nose and mouth.
4. Use the back of your hand to feel the lower, middle, and upper parts of closed doors.
5. If the door is not hot, brace yourself against the door and open it slowly.

6. Do not open the door if it is hot. Look for another way out.
7. Use appropriate fire exits. Do not use the elevators.
8. If your clothing catches fire, do not run! **STOP, DROP and ROLL!**
9. Report to the previously designated assembly place or a building warden.
10. Do not go back into a burning building.
11. Call **2300 or 911**; **NEVER** assume the University Police know about a fire.

...and you are trapped in debris:

1. Shout to let someone know you are trapped and where you are, but keep your mouth and nose covered to avoid swallowing dangerous amounts of dust.
2. Avoid unnecessary movement so that you don't kick up dust or cause further collapse.
3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.
4. Tap on a pipe or wall so rescuers can hear you and attempt to locate your location.

General Comments regarding building evacuations and relocations:

Whenever a building is evacuated, the incident will be evaluated to determine if relocation is necessary and appropriate. If relocation is ordered, you will be advised of the relocation site and the means of conveyance to the site. Everyone must check in at the relocation site. Do not leave the campus without telling supervisory staff of your intentions and destination. If you do not intend to remain at the relocation site you **MUST** so inform the staff at the relocation site so that accurate records of the whereabouts of all individuals impacted by the activity can be maintained.

DEALING WITH CHEMICAL INCIDENTS

A chemical incident is the release of a toxic gas, liquid or solid that can poison people and the environment.

1. Watch for signs, such as a number of people suffering from watery eyes, twitching, choking and having trouble breathing or losing coordination.
2. The presence of many sick or dead birds, fish or small animals may also be cause for suspicion.
3. If you see signs of a chemical incident, quickly try to define the impacted area or where the chemical is coming from, if possible.
4. Take immediate action to get away from any sign of a chemical incident.
5. If the chemical is inside a building where you are located, try to get out of the building without passing through the contaminated area.
6. Another option is to move as far away from where you suspect the chemical release has occurred and "shelter-in-place." "Shelter in place" means to find a safe place to stay in the building out of the immediate danger and area of the chemical incident and wait for rescuers to reach you.

7. If you are outside when you see signs of a chemical incident, you must quickly decide the fastest way to get away from the chemical threat.
8. Consider whether you can get out of the area or if it would be better to go inside a building and follow your plan to “Shelter in place.”
9. If your eyes are watering, your skin is stinging, you are having problems breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.
10. Wash with soap and water, preferably cold water to prevent your pores from opening and allowing the chemical into your body. Do not scrub the chemical into your skin.
11. Seek emergency medical attention. Contact University Police as soon as possible at Ext **2300**.

EMERGENCY RESPONSE PROCEDURE FOR CHEMICAL SPILLS

In the event of a chemical spill the following WPU personnel must be informed immediately. These professionals will act as Emergency Chemical Spill Coordinators.

WPUNJ University Police Ext **2300**

Director/Associate Director Physical Plant Operations Ext 2142 / 2144

Safety Compliance Officer Ext 3417 / 2194

Chemistry and Physics Department Ext 2195

Biology Department Ext 2245

EMERGENCY PROCEDURE

All laboratories are equipped with emergency equipment including fire extinguishers, fire blankets, emergency showers, and eye wash stations. Some laboratories are equipped with acid, base (caustic) and mercury spill control kits. In case of fire, sound the FIRE ALARM and call University Police at ext **2300** immediately.

Evacuate the area. Make sure that you have planned an escape route in advance. If the fire is small, fight it. Use water to put out trash can fires. For other laboratory fires, use an appropriate fire extinguisher.

If clothes catch fire, wrap the individual in a fire blanket or use an emergency shower.

Use of emergency shower is recommended if a person has a large chemical spill on his or her body. Stand under the shower and pull the chain to activate the shower. All contaminated clothing should be removed and discarded as chemical waste.

Eye wash stations are used to cleanse and rinse chemical splashes in the eyes. Wash the eye(s) for a minimum of 15 minutes. Do not rub the eyes. Seek medical attention as soon as possible.

CHEMICAL SPILL RESPONSE PROCEDURE

In case of a chemical spill in a laboratory, the following procedures are to be implemented by the laboratory personnel present at the site of the spill:

Small Spill Clean-up

If laboratory personnel can safely handle the spill themselves (Small Spills – up to 300 ml and Medium Spills – 300 ml to 5 liters) using the spill control kit available within the laboratory, then they should clean up the spill.

- a. Evacuate all non-essential personnel from the site of the spill area. Identify substances and determine risk analysis.
- b. Select and wear the appropriate Personal Protective Equipment.
- c. If the spilled material is flammable, turn off ignition and heat sources.

- d. Leave fume hoods on and make sure all laboratory doors and inter-connecting laboratory doors are closed.
- e. Contain the spill to prevent further contamination.
- f. Consult the Material Safety Data Sheet (MSDS).
- g. Absorb or neutralize the spill with the proper material. Always work from outer edges of a spill and proceed towards the center.
- h. Dispose of all clean-up material as chemical waste in properly labeled containers in accordance with the WPUNJ Hazardous Waste Policy.

Large Spill Clean-up

If the laboratory personnel cannot handle the spill safely (*Large Spills -Spills of more than 5 liters*), due to the amount, hazard, the lack of supplies etc., the following procedure should be implemented:

1. Open lab fume hoods and leave the area immediately. Close lab doors as you leave.
2. Sound the Fire Alarm to evacuate the building.
3. Call the University Police at Ext 2300.
4. Call the Safety Compliance Officer at EXT. 3417/2193 or call the available Safety Committee member.
5. Account for all personnel in the immediate area following the evacuation. Do not let anyone leave the area until medical checkup or decontamination is completed.
6. Do not attempt rescues.
7. Check the MSDS to get all the information available for the spilled chemical.
8. Do not try to reenter the contaminated area until emergency personnel arrive on the scene and advise that reentry is permitted.
9. If the spill is not hazardous, try to contain the spill until emergency personnel arrive.

10. Provide all of the following information to the Emergency Response Personnel
 - a. Location
 - b. Chemical name/CAS#
 - c. Hazard analysis
 - d. Amount
 - e. Time that spill occurred
 - f. Gas, liquids, solids
 - g. Number and names of victims in proximity of incident
 - h. Number of persons contaminated or injured
 - i. Need for Medical Assistance (Ambulance)
 - j. Need for Emergency Response Team (Fire Department)
11. Assist Emergency Response Personnel in whatever way until the cleanup is complete.
12. Complete all necessary reports.
13. All clean up material should be disposed of as chemical waste in properly labeled containers in accordance with the WPUNJ Hazardous Waste Policy.
14. Report the incident to the proper WPU authorities.
15. Coordinate with University Police and Emergency Response Personnel notification to regulatory agencies as required by law.

Mercury Thermometer Spills

1. Wear gloves to avoid skin absorption when handling mercury spills.
2. Collect mercury and any broken glass into a plastic bag using wet paper towels or use Mercury Spill Clean-up Kit, if available.
3. Place the plastic bag into a small box labeled "Mercury" for safe and proper disposal as chemical waste.
4. Never pour mercury down the drain.

DEALING WITH BIOLOGICAL INCIDENTS

A biological incident is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can spread contagious diseases, others do not.

1. A biological incident may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, it is perhaps more likely that local health care workers will report a pattern of unusual illness.
2. You will learn of threatening or dangerous condition through the emergency channels in place on campus. Those methods of alerting the University community include the University Emergency Notification System, the University home page, e-mail, telephone announcements, and the campus radio station.

3. If you become aware of an unusual or suspicious release of an unknown substance nearby, it is wise to protect yourself.
4. Move away from the substance as quickly as possible.
5. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
6. Wash with soap and water and contact the authorities immediately.
7. In the event of a biological incident, public health officials may not immediately be able to provide information on what you should do. However, you should consult all methods of communications available to you at the University.

DEALING WITH A NUCLEAR BLAST

Should there be a nuclear blast:

1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of a blast and the resulting pressure wave. 2. If leaving the area safely is possible, do so.
3. If leaving the area safely is not possible, go inside a building and seek shelter.
4. **Shielding** - If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed and your exposure reduced.
5. **Distance** - The further away you are from the blast and the fallout, the lower your exposure.
6. **Time** - Minimizing exposure time will also reduce your risk.

DEALING WITH A RADIATION INCIDENT

A radiation incident or “Dirty Bomb” incident is the use of common explosives to spread radioactive materials.

1. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation exposure from such an incident act in a way which reduces exposure through shielding, distance and time.
2. **Shielding** – If you have a thick shield between yourself and the radioactive materials, the thick shield will absorb more of the radiation. Therefore, you will be exposed to less radiation.
3. **Distance** – The further away you are from the radiation, the lower your exposure.
4. **Time** – Minimizing exposure time will also reduce your risk.

Local authorities may not be able to provide information immediately on what is happening and what you should do. However, you should consult all methods of communications available to you at the University.

EMERGENCY EVACUATION PROCESS

FIRE – Emergency Procedures:

Plan ahead: Familiarize yourself with locations of fire extinguishers, fire exits and escape routes. Do not use elevators. Whenever a fire alarm sounds, day or night, the building is to be evacuated immediately.

Upon discovering a fire:

- Ring the building fire alarm. If the alarm fails to work, shout “FIRE” several times.
- Telephone University Police at Extension **2300** and report the fire –
- Describe the building, floor, area and intensity.
- Evacuate the building immediately. Do not attempt to fight a fire.
- Fire extinguishers are to be used only to clear an exit way. Remain calm.

Evacuation Procedures:

- Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. **DO NOT OPEN THE DOOR**. Go to your window and wait for rescue.
- If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly. Upon leaving the room, leave the lights on and door closed.
- If you cannot leave the room:
 1. Open the windows if there is smoke; if there is no smoke, keep the windows closed to prevent outside smoke from being drawn into the room.
 2. Seal cracks around the door with damp towels or other materials.
 3. If you are trapped, attempt to attract attention by hanging an object from the window, the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
- If smoke is severe, place wet cloth over your nostrils, and **REMEMBER** the area closest to the floor usually contains less smoke. Crawling may be the best means of seeing and moving.
- When evacuating:
 1. Walk quietly at a brisk pace. **DO NOT RUN**. Remain calm.
 2. Follow the exit route.
 3. Move in a single file along the wall upon which the exit is located.
 4. Do not re-enter the building until instructed to do so by a University official.

Suspicious Packages, Mail, or Activities

If you observe or receive a report of SUSPICIOUS ACTIVITIES, PACKAGES OR MAIL – report them immediately to University Police at Ext **2300**. Take direction from the Officer. Do not move or open the package or mail; if already opened, do not dispose of wrapping or envelope.

Bomb or Other Threats

If you receive a BOMB THREAT or other threat– if verbal, listen carefully, gather as much information and detail as possible, including location, time, background sounds, inflection and tone of voice, and immediately report it to University Police, Extension **2300**. If a threat is received in written, electronic or other form, immediately contact University Police at **2300**. Do not permit others to see, listen or touch the document. Take directions from the Officer.

Do not pull the fire alarm or use radios or cell phones unless directed to do so. For additional guidance or information, please contact the University Police Extension **2300** or view the emergency preparedness information on the website of the University Police.

Personal Hygiene and Infection Control

Good personal hygiene is a very effective way to reduce the transmission of disease, infections and other public health emergencies. You can protect yourself and others by:

- practicing good hand hygiene (e.g., washing with soap and water or alcohol-based hand sanitizers before eating and after using the bathroom, or after using them to cover your nose and mouth when you sneeze or cough.)
- covering skin trauma such as abrasions or cuts with a clean dry bandage until healed.
- avoiding sharing personal items (e.g., towels, razors) that come into contact with your bare skin; and using a barrier (e.g., clothing or a towel) between your skin and shared equipment such as weight-training benches;
- maintaining a clean environment by regularly cleaning frequently touched surfaces and surfaces that come into direct contact with people's skin.

Anxiety and Emotional Well Being

Day to day events can sometimes lead to anxiety, depression, fear, anger and feelings of loneliness. Any of the incidents covered in this guide can cause emotional or traumatic stress or other types of mental strain. William Paterson University provides excellent support services, readily available to assist faculty and staff during extraordinarily stressful times and events and periods of personal challenge.

Confidential appointments may be made by contacting CONCERN, the University's Employee Assistance Program provider, at 800-242-7371 or by contacting the University's Human Resources office directly at ext 2887. If you feel the need to speak with a counselor immediately, the University offers a Hot Line, available 24 hours a day, seven days a week. The Hot Line can be accessed at 973-540-0100; you must state that you are calling as a result of CONCERN or EAP. Alternatively, the University Police, extension **2300** can facilitate such arrangements as well.

On occasion you may observe behaviors or significant changes in a colleague's actions that raise your level of concern. While you may contact CONCERN EAP directly regarding this, it is highly recommended that the matter be brought confidentially to the attention of a supervisor and/or the office of Human Resources.

In case of a traumatic event on the campus or if circumstances warrant, the University's Emergency Management Plan calls for counselors to be available as soon as possible during and after an event to assist members of our community.

Things to have on hand for an emergency

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water; one gallon of water per person per day for at least three days, for drinking and sanitation.
- Food, at least a three-day supply of non-perishable food.
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers
- Can opener for food (if kit contains canned food)

- Local maps
- Prescription medications and glasses
- Important documents and records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket(s)
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented or color safe bleaches, or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil

For Any Campus Emergency

- Report the emergency immediately by dialing ext **2300**, University Police Department, from any campus telephone.
- Report location, nature and details of the emergency.
- Give your name and phone number.
- Be a good witness: Observe, report, and don't place yourself in danger.
- Be Vigilant
- Be Prepared
- Be Safe

For more information visit <http://ww2.wpunj.edu/police/>