

# EMERGENCY RESPONSE PLAN



Security 973-290-4090  
[www.cse.edu](http://www.cse.edu)

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Convent Station, New Jersey

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## **A) EMERGENCY RESPONSE PLAN DEFINED**

### **1. What is an Emergency Response Plan (ERP)?**

An Emergency Response Plan is a standardized set of planned procedures that will enable the college to timely and efficiently mobilize and respond to a major emergency event as it arises. An Incident Command System approach is used to organize and efficiently deploy the College's resources, recognizing that local law enforcement and other municipal assistance will quickly be engaged to bring the incident to closure.

The ERP will have the flexibility to treat each incident differently based on its own unique circumstances, but still have a common overall approach. The goal is to return the College to normalcy as quickly as possible after the incident is under control, recognizing that the life, safety and emotional well-being of our students/faculty/staff is of highest importance.

A more detailed set of documents comprise what is referred to as the Emergency Operations Plan (EOP) and is available as a reference document to the ERP and others. A copy is available in the Director of Security's office.

### **2. What is an Incident Command System (ICS)?**

ICS is a well known structured approach for coordinating an emergency response by providing a common hierarchy for responders from multiple areas to be effectively and quickly deployed (College resources as well as outside agencies). ICS is used to organize and efficiently deploy the College resources, recognizing that local law enforcement and other municipal assistance will quickly be brought to engage and bring the incident to closure. ICS is also used when the College resources are needed for a long duration incident, or resources of the College are needed to address an issue that the President of the College deems necessary.

### **3. What Is the Response Sequence During an Emergency?**

- **Prior to event:** Training for potential emergency events before they happen provides the opportunity to most effectively handle an event when it does happen. It is imperative that key personnel of the College are identified in advance, trained and understand the tasks expected of them. Training of personnel is to be ongoing.

- **During the event:** Emergency responders will be expected to quickly react to an event based on their training and defined roles. Computers and related sensitive data should be collected, if safely possible, including security video to maintain a record of the event as it happens.
- **After the event:** Debriefing meetings and reports are vital to understand the issues leading up to the event, including how it can be avoided or mitigated in the future. The need for consultation may exist. There will be a need to communicate to all within the College community, as well as outside. Media coverage will also need to be addressed. Finally, a return to operational normalcy as quickly as possible must be accomplished and announced.

## **B) EMERGENCY RESPONDERS AND ROLES**

### **1. Response Teams Defined**

There are four groups of trained CSE individuals that will have primary emergency response responsibilities:

- a. CSE Cabinet
- b. Emergency Response Team (ERT)
- c. Marshals Team (MT)
- d. Residence Life Staff (RLS)

### **A. CSE Cabinet**

#### **Main Responsibility of Cabinet During/After an Emergency**

- Assumes overall authority for emergency response;
- Establishes Incident Command Center;
- Coordinates dialogue with municipal authorities, students/parents, CSE responders, press, Sisters of Charity, Academy of Saint Elizabeth (Academy), etc.;
- Charges and mobilizes appropriate Emergency Response Team actions;
- Deploys financial, human and capital resources as necessary;
- Assures student/faculty/staff physical and emotional needs are met during/after a crisis;
- Manages all College functions required to return to normal operations as quickly as possible.

## **President**

Chief Executive Officer of the College and overall Incident Commander, working closely with the Cabinet members as well as the Director of Security. The President will have oversight responsibility for all emergency response activities.

## **Vice President Academic Affairs**

Coordinates academic program closures or delay announcements; academic continuity planning, coordination assistance involving faculty and academic matters; next in charge if the President is not available. This position will be responsible for the continuity of educational operations during and after an event. Documenting the event is also charged to this position.

## **Vice President Student Life**

Coordinates all emergency responses involving students to assure their physical and emotional well-being. Responsible for coordinating medical assistance, identifying and arranging for additional resources needed (both onsite and offsite), coordinates all student needs for housing and food and handles all student issues. Also responsible for the Incident Action Plan for an incident that is long in duration.

## **Vice President Finance and Administration**

Oversees facilities shutdown when required; develops emergency business continuity plans, arranges food and shelter logistics for faculty and staff, handles all insurance claim matters and retention of essential records; arranges for vendor and payroll payments. After the event concludes, this position will be responsible for gathering financial information relating to the incident, restoring IT network applications and website stability, logistics, facility and classrooms brought back on-line, security, scheduling of planning meetings, reassignment of incident command personnel, incident status communications, and overall staffing. This individual is the next in charge if the President and Vice President Academic Affairs are not available.

## **Vice President Institutional Advancement**

This person is the designated public information official for the college and is responsible for all communications of the operation during and after the event. To assure consistency in messaging, this person, or his/her designee, is the sole person to communicate with parents, businesses, press, alumni and other identified constituencies. This position will be charged with obtaining

outside resources if the Incident Commander has a need for such additional services.

### **Vice President Enrollment Management**

Concerned with maintaining enrollment and retention of students. This position will be responsible for coordinating event demobilization plans, managing counseling issues under the direction of Student Life, and engaging other student related issues to minimize the permanent loss of students due to the event. This is primarily when the event is of long duration.

### **Cabinet Leader Hierarchy During Emergencies**

The following hierarchy is to be used when the designated Cabinet member is not available and decisions need to be made quickly. For example, if the President is unavailable, the next in line to be the cabinet commander is Vice President Academic Affairs.

#### **Line of Command:**

1. President
2. Vice President Academic Affairs
3. Vice President Finance & Administration
4. Vice President Student Life
5. Vice President Enrollment Management
6. Vice President Institutional Advancement

### **B) Emergency Response Team (ERT)**

#### **Members of Emergency Response Team**

- Cabinet members
- Director of Security - Chair of the Emergency Response Team
  - Supervises all security services personnel and coordinates Security Department response by the College. Assist with evacuation coordination, traffic control and serves as the Incident Command liaison between the emergency responder agencies and the College's Incident Command Post.
- Dean of School of Arts and Science
- Dean of School of Professional Studies
- Chief Information Officer
- Director of Counseling
- Director of Facilities

- Facilities Supervisor
- Director of Human Resources
- Director of Food Services
- Director of Residence Life
- Director of Marketing and Communications
- Director of Conference and Event Services
- Sisters of Charity - a member on the Emergency Response Team will be designated by the Sisters of Charity
- Academy - a member on the Emergency Response Team will be designated by the Academy Principal
- Others as Needed - other faculty/staff members can be appointed by the President or Security Director to assist with coordination of emergency services.

### **Main Responsibility of ERT During/After an Emergency**

- Assess, coordinate and plan the CSE response to significant campus situations and events, both in advance and as they are unfolding.
- At the direction of the Cabinet, provide overall institutional response actions to campus emergencies.
- ERT members will be assigned specific responsibilities as the event unfolds.
- Organize, direct and oversee members of the Marshals Team and Residence Life Staff during an emergency.
- Monitor training, planning and other response activities through regularly scheduled meetings and drill activities.
- Coordinate training and emergency drills.
- Develop and propose actions to Cabinet.
- Maintain and update CSE Emergency Response Plan (ERP).
- Meet to review and discuss emergency procedures, foster good working relationships between departments and campus groups, share mutually beneficial information, engage in training and debrief events/situations. Each team member is responsible for the development and maintenance of liaison relationships with the offices and agencies assigned to them.

## **C) Marshals Team (MT)**

### **Marshal Team Members**

- These are designated positions representing individuals who are normally inside their respective buildings during regular weekday working hours, therefore available to assist if an emergency arises.
- The Security Director maintains an up-to-date list of all Marshals, their locations and contact information including cell phone numbers.

### **Main Responsibility of MT During/After an Emergency**

- Provide additional expertise and resources to the Cabinet and ERT during an emergency.
- Assist in maintaining continuity of operations required to keep the College campus functioning during an event and/or to restore operations after event concludes.
- Marshals will receive training involving different event situations so they have an understanding of how to respond in time of crisis.
- To extent possible, Marshals should have knowledge/training of equipment available to them and their proper use (such as AEDs, contents of emergency cabinets in each building, etc.).

## **D) Residence Life Floor Marshal (RLFM)**

### **Main Responsibility of Residence Life Floor Marshal During/After an Emergency**

- Designated by the VP of Student Life or Director of Residence Life.
- Will be used only in the Residence Life buildings.
- For residence halls, Vice President of Student Life identifies and assigns RLFMs inside Founders and O'Connor Halls.
- Assist in maintaining continuity of operations required to keep the College campus running during an event, or to restore functioning after event concludes.
- RLFMs will receive prior training involving different event situations so they have an understanding of how to respond in time of crisis.
- To extent possible, RLFMs should have knowledge/training of equipment available to them and their proper use (such as AEDs, contents of emergency cabinets in each building, etc.).



## **C) EMERGENCY RESPONSE PROCEDURES**

### **1. Cabinet Mobilization Action Steps**

#### **Initial Reporting of Incident**

Any person observing an emergency should call both 911 and Campus Security (973-290-4090). Campus Security will immediately notify the Director of Security, who will then contact and mobilize the Cabinet members and coordinate the municipal response.

#### **Cabinet Response Steps**

##### **When Emergency First Becomes Known**

- Cabinet will immediately meet in the designated Incident Command Post, which will be the conference room in the President's office suite on the 3rd floor of Santa Rita Hall. If that location becomes unavailable for any reason, an alternate location will be identified, including Nevin House if an offsite location is required.
- Quickly assess the situation and decide how to best communicate the nature and extent of the emergency; determine the public message to be used and the media spokesperson for the event; develop and release a "Send Word Now" message; quickly disseminate other pertinent information to the affected campus community.
- Consider and ensure accuracy of information being released to minimize panic and the probability of misinformation being spread, but move quickly on communication since lives may be at stake.
- Quickly determine availability of staff resources on campus to respond, effective resource utilization is critical in the handling of any event and knowing who has the required capabilities for certain tasks is paramount.
- Notify the Sisters of Charity and the Academy.
- Notify members of the Emergency Response Team, Marshals and Residence Life Staff, also include notification to Fairleigh Dickinson and Drew Universities of the incident when appropriate.
- The Director of Security will serve as the initial point of contact with municipal resources converging onto the campus (i.e. fire, police, swat teams, EMS, etc.). Those resources will quickly set up their own command structure and move to neutralize the situation.

- Identify those who may be affected and need support, including friends, roommates, spouse, family, faculty, etc. Identify all communities that may be involved. Issues of confidentiality should also be identified and discussed.
- Notify appropriate departmental offices according to protocols. For example, if a student is a member of a community that has specialized incident protocols in place (i.e. Athletics, Residence Life, Wellness Center and Conference & Events Services) be sure to collaborate closely with that office.
- Assure appropriate services and facilities are provided (i.e. food, medical support, temporary housing, etc.).
- Retrieve and make available supplies from building emergency cabinets when needed.
- The Public Media Command Post will be identified by the public information officer immediately. Notification as to where it is located should be sent to the security officer at the security booth, the Cabinet, and the Director of Security. Discuss the process for public information dissemination. The Vice President for Institutional Advancement, or his/her designee, serves as the public information officer.
- Constantly discuss and evaluate what support services are required to enable resolution of the emergency as soon as possible.

### **When Emergency Has Subsided**

- Provide emotional support to affected individuals or witnesses through counseling services or the employee assistance program.
- Quickly act to return the operations of the College to normal, including maintaining the CSE website, Moodle and all other IT support systems required by faculty, students and staff.
- Conduct a post-emergency review with key participants of the Emergency Response Team to assess the event and the adequacy of current procedures.
- Be cognizant of possible post-emergency types of academic and personal support that might be needed through the Emergency Response Team members, or others.
- Maintain documentation of actions taken and event sequence.
- Consult with legal counsel and insurance companies as appropriate.
- If during the incident a serious injury or death occurs, refer to Student/Employee Death/Suicide procedures.

## **2. Confidentiality Protocols/Concerns**

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The members of the Emergency Response Team must adhere to the laws and standards governing the disclosure of information to third parties both internal and external to the College. Information is only disclosed on an administrative need to know basis and only according to the relevant statutes that govern such disclosure.

CSE Health Services and Counseling Services are governed by additional laws and ethical codes regarding the disclosure of information (medical and psychological records) to third parties of clients or patients under their care. Both agencies adhere to the relevant laws and ethical codes governing the practice of medicine and/or psychology. Generally, this means that neither department will disclose information to any external person or agency without specific consent except in cases of danger to self or others. Both departments however are able to receive information from others that may be helpful in dealing with a particular student client/patient. For particular legal/ethical codes governing these specific practices, contact the Director of each department.

## **3. Contacting Parents – Vice President Student Life**

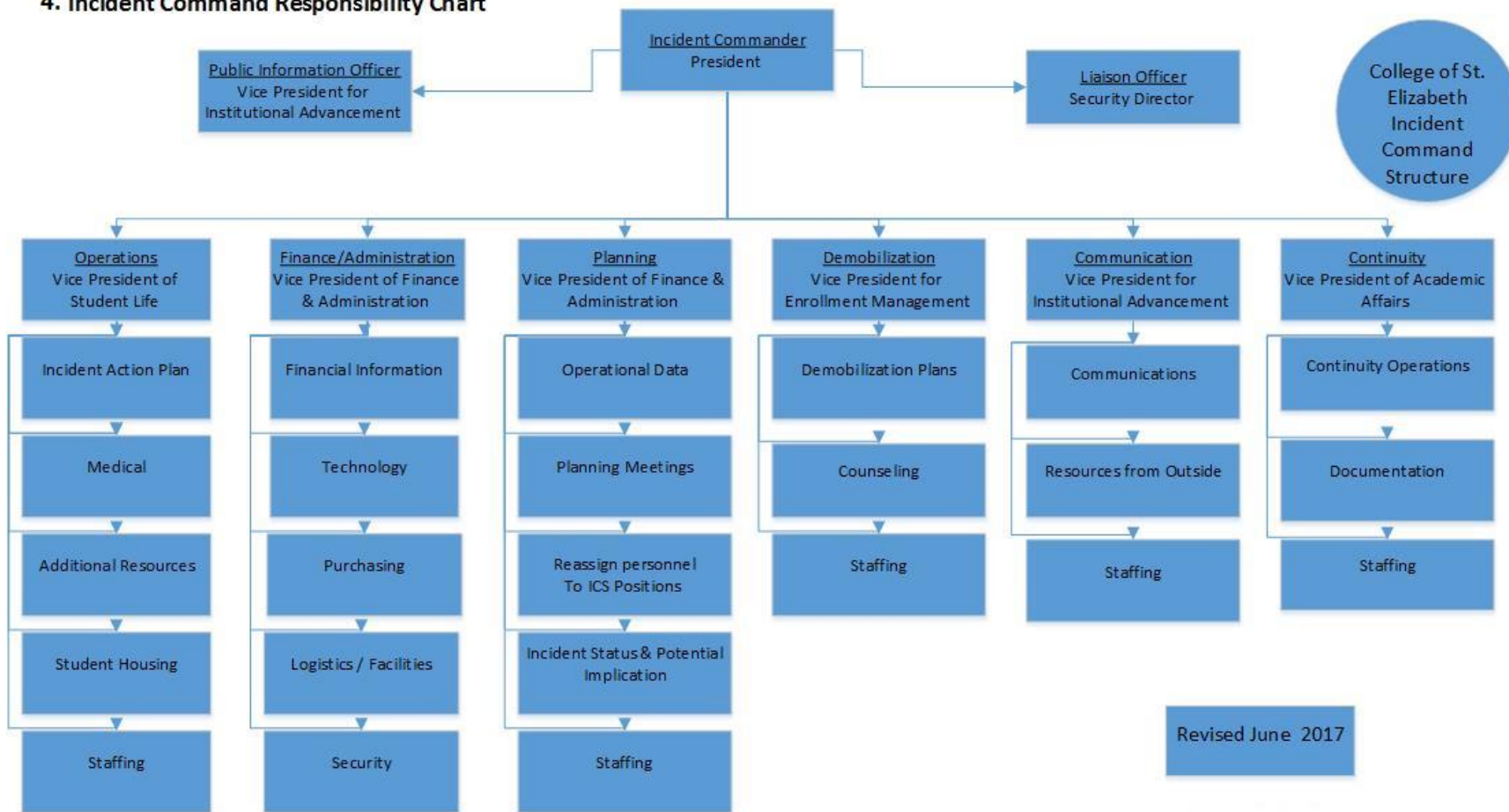
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The following guidelines represent examples of health and safety concerns significant enough to warrant involvement of the parent:

- Student gives permission to notify parent or guardian.
- Student is under 18 years of age.
- In our judgment, involvement of the parent could save a student's life.
- In our judgment, we are incapable of carrying out our "ethical care" responsibility to the student without involving the parent, and no other agency at our disposal is capable, able, or willing to do so.
- In our judgment, we believe the parent possesses valuable information that can lead to successful management of an otherwise unmanageable situation.
- In our judgment, we believe our credibility as a responsible institution/professional will be seriously compromised among those who hold us accountable if the situation involving the student leads to tragic consequences that we could foresee and that could have been averted by involving the parent.

While no guidelines or operating philosophy can fully account for all of the situations we might encounter, we should feel empowered to use the guidelines above and the professional judgment that comes through each of our professional lenses to guide our decision-making relative to contacting parents or guardians.

#### 4. Incident Command Responsibility Chart



## **5. Communications Methods (Timely Notice)**

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### **Initial Emergency Response:**

1. Use two-way radios, land line phone and cell phones to communicate with College of Saint Elizabeth Incident Command Post.
2. When appropriate, use “Send Word Now” to notify all staff, faculty, and students.
3. If appropriate, use two-way radios to send “word of mouth” emergency message to the MT, RLS and ERT (backup if Send Word Now fails).

### **Secondary Response:**

1. Send out a campus voice mail
2. Send out a campus email
3. Send out on social media (e.g., twitter)
4. Put a timely alert announcement on the CSE web site
5. Communicate with media eNewsRelease distribution or manual contact.
6. Campus Voice Mail
7. Campus Info Line
8. Campus Emergency Phones (red phones)
9. Other means available to the college can be used.

**Lockdown Announcement - Using Send Word Now:** When a faculty or staff member witnesses an extremely dangerous event, such as an active shooter or a person violently injuring others, he/she must notify the Police by calling 911. If possible, also contact Security immediately (973-290-4090).

Upon hearing it is an immediate threat to human life, Security must call one of the following individuals, to notify him/her to “*Send Word Now*” notification out to entire campus immediately.

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**Chief Information Officer**  
**Director of Web Services**  
**Director of Administrative Computing**  
**Any trained Cabinet member.**

The objective is to use “*Send Word Now*” to enact an immediate lockdown notice within seconds of being informed of an event requiring lockdown.

## **6. Emergency Communications - Public Information Officer**

Anyone witnessing a campus emergency should notify campus Security (973-290-4090) or police at 911. When directed by the Incident Commander (President), the Vice President Institutional Advancement will conduct an immediate assessment of the crisis to determine the public communication plan to be developed. Considerations will include the following:

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Determine if a Communication Emergency Exists by Answering the Criteria Below:

- Is the health or safety of the campus community threatened?
- Will the media, students, campus community and/or parents expect CSE to immediately address and communicate about the issue?
- Will silence be seen as indifference to the situation or as an affirmation of guilt?
- Are others speaking about the College issue, shaping the perception by the outside world?
- If you wait, will you lose the ability to shape the issue?

If you answer YES to any of these, the emergency communication plan should be enacted.

## Emergency Communication Plan - Sequence Protocol:

### 1) Prepare Statements

- VPIA will prepare statements for the campus community and parents which will be released via Send Word Now.
- Before release, statements are to be approved by the President and the College's attorney (when appropriate).

### 2) Release Send Word Now

- Once approved, statement will be given to the Director of Web Services or the Director of IT for distribution.
- Some statements may lend themselves to be prepared ahead of time, thereby expediting our ability release relevant information regarding the situation. (see samples in Section 11).

### 3) Release to Social Media Sites

- Director of Marketing to assist with public statements for social media (Facebook, Twitter, Instagram, etc.) based on above approvals.
- Director of Web Services/Social Media will upload to social media platforms, and monitor for comments.

### 4) Handle Press Call Inquiries

- VPIA and Director of Marketing will jointly handle all press calls. Statements to be reviewed with and approved by the President prior to release.

### 5) Coordinate Communications

- VPIA and Director of Marketing will jointly coordinate communication efforts with CSE campus security, local law enforcement, the Sisters of Charity and Academy, and others as appropriate.

### 6) Setup Communications Command Post for Press

- If an on-site location is required for the press, the specific location will be determined by the VPIA. Security must also be advised of designated press location.
- The press will not be allowed to enter College property past the Guardhouse.
- The VPIA and Director of Marketing will go to that location to make any public announcements to the Press.



- VPIA and Director of Marketing to work closely with Director of Web Services/Social Media.

#### 7) Press Conferences

- VPIA is the official campus spokesperson.

#### 8) Post-Event Analysis

- Internal review of the crisis should begin as soon as the issue is resolved. Areas to examine include communication, procedures and coordination of all parties.

### **7. Sample Communication Responses:**

#### SAMPLE STATEMENT FOR a Natural Hazard:

SEND WORD NOW: This is an emergency notification from the College of Saint Elizabeth. A flood has damaged XXX campus building, resulting in the cancellation of classes campus wide for DATE, TIME. As details emerge, information will be released via Send Word Now and also posted on the college website [www.cse.edu](http://www.cse.edu), and social media.

#### SAMPLE STATEMENTS for an Active Shooter:

SEND WORD NOW: This is an emergency notification from the College of Saint Elizabeth. An active shooter is in XXX Hall on campus. Lockdown for the entire Campus is in place. Run, Hide, Fight are the options you have. Put your cellular phone on silence. Shut and lock your doors. Stay away from windows and doors.

TWITTER VERSION: CSE alert. Active shooter on campus. Shooter is in XXX Hall. Lockdown in place. Run Hide Fight.

Follow up communication: Update, time, and news  
Update Time XXX.

The suspect in recent campus event has been apprehended. Please continue lockdown as we search for evidence.

Update Time YYY.

The weapon has been recovered. Lockdown lifted.

Update Time ZZZ

Classes to resume on normal schedule for XXX.

#### SAMPLE STATEMENTS for a Fire:

**SEND WORD NOW:** This is an emergency notification from the College of Saint Elizabeth. A fire has caused damage on the XXX floor of XXX building. There are no injuries. The Florham Park fire department is investigating the incident.

**TWITTER VERSION:** Fire on XXX floor of XXX building today. No injuries. Damage to bathroom, etc. under investigation.

#### SAMPLE STATEMENTS for a Death:

**SEND WORD NOW:** With deep sorrow, we report that a member of our campus community has died. A memorial service is being planned. Counseling assistance for the campus community will be available at the Wellness Center from XXXX to XXXX.

## **D. Emergency Situations and Procedures**

### **1. Evacuation**

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#### **General Procedure**

A decision to perform an evacuation will be made by the Cabinet.

- The College community will be directed to one of the following locations as necessary:
  - Another facility on campus grounds
  - A specific, designated location off-campus (could be a school, military place or regional evacuation center)
- The Cabinet will designate Marshals, Residence Life Staff, Emergency Response Teams members or other staff with coordinating the evacuation.

- The Cabinet may notify the Sisters of Charity, the Academy of Saint Elizabeth, Fairleigh Dickinson University and Drew University of the incident, as appropriate.
- The Marshals and Residence Life Staff will advise the campus community where to evacuate to and make every attempt to distribute maps, directions or instructions prior to any evacuation. College of Saint Elizabeth will also make all College owned vehicles available for use, if necessary.
- Based on the type of situation presented, it may be necessary to provide a general direction to a safe area. These directions would most likely send individuals to a generally secure area by traveling north, south, east or west.
- If emergency circumstances require evacuation of buildings and/or campus grounds, notification will occur via the “*Send Word Now*” Emergency Notification System, campus CCTV, email, and any other appropriate means listed in the Communications section of this document. If an evacuation must be expedited, the fire alarms may be activated, depending on the nature of the emergency.
- Instructions to community members should include directions to:
  - Log-off college network systems and shut down all computers;
  - Secure all doors and windows;
  - Gather all personal belongings;
  - Assist handicapped individuals;
  - Exit building stairs (do not use elevators).
- Members of the campus community who do not have transportation should be directed to assemble in Saint Joseph Hall or other designated area until transportation is secured.
- Registrar will provide lists of all classes occurring in each building and Marshals will carry staff lists to account for employees.
- Faculty members will have class list to assist Marshals to ensure students are accounted for.
- Marshals and Residence Life Staff will conduct a sweep of the facilities and alert emergency responders of any hazards and/or handicapped individuals present.
- Arrangements will be made by the Cabinet to evacuate remaining members of the campus, such as Emergency Response Team, Residence Life Staff, Marshals, etc...
- Cabinet will maintain an Incident Command Post on campus, or at another designated location. The Cabinet may interface with external agencies.

Additional support responsibilities will be assigned to staff as needed or required.

- Cabinet will maintain communication with campus community until a return to campus is permitted.

**Evacuation Procedures - Campus Buildings** After an evacuation has been called for, the designated building marshal, Residence Life Staff and ERT member will help direct evacuation procedures.

***Non-residential Building Evacuation Meeting Areas:***

Henderson Hall (front)	Front Lawn of Saint Joseph Hall
Henderson Hall (rear)	Lawn behind Santa Rita Hall
Mahoney Library	Front lawn of O'Connor Hall
Saint Joseph Hall	Lower Saint Joseph Parking Lot
Santa Maria Hall	Front of Annunciation Center
Santa Rita Hall	Behind the Academy Building on lawn
Annunciation Center	End of walkway in front of Santa Maria Hall

Evacuation Procedures - Residence Life Buildings- In the residence halls the Director of Residence life or his/her designee will oversee the evacuation of the residence halls. In preparation for any emergency evacuation, each floor should assign a secondary and tertiary Floor Marshal in command in case a Residence Life Staff member is unavailable or assisting with the emergency and unable to conduct the roll call. Every Floor Marshal should be equipped with an accurate floor roster, highlighter and instructions on how to conduct roll call during an emergency evacuation.

- If an emergency occurs, Community Assistants should immediately knock on all doors on their floor or wing and assist any physically challenged residents while they exit the building.
- All residents should report to their designated meeting spots (which are listed below) and wait for their Community Assistant.

**Residence Hall Evacuation Meeting Areas:**

Founders Hall 1 <sup>st</sup> floor	Stone driveway on the Academy side
Founders Hall 2 <sup>nd</sup> floor	Telephone pole on the Academy side
Founders Hall 3 <sup>rd</sup> floor	Driveway of the Sisters of Charity

	Convent side
Founders Hall 4 <sup>th</sup> floor	Entrance to Santa Rita parking lot
O'Connor Hall 1 <sup>st</sup> floor	2 <sup>nd</sup> set of steps in front of Santa Maria
O'Connor Hall 2 <sup>nd</sup> floor	1 <sup>st</sup> set of steps in front of Santa Maria
O'Connor Hall 3 <sup>rd</sup> floor	Stop sign in front of Mahoney Library
O'Connor Hall 4 <sup>th</sup> floor	Front doors of Mahoney Library

Note: meeting areas are subject to change depending on type of emergency.

- The Community Assistants on duty should notify the Resident Coordinator of Residence Life on duty or Director of Residence Life as well as call Security and let them know they are evacuating the building. Once everyone has been called, the Community Assistants on duty should collect all of the guests' forms of identification at the receptionist desk.
- Once everyone is safely out of the building, Community Assistants should go to their designated assembly area with their floor roster and take roll call of their floor members. The Community Assistant on duty should await further instructions from the Resident Coordinator, the Director of Residence Life or a fire official.
- Community Assistants should be prepared to report who is missing on their floors to the Resident Coordinator or Director of Residence Life. Residents should wait at their meeting spots for further instructions.
- The fire/police department or College administration will determine when it is safe to allow residents to return to the building.
- The College facilities department may do a building walk through to check all stairwells and building systems to make sure it is safe to return.
- The Director of Residence Life will reset all doors prior to letting anyone into the building.
- The Community Assistants should help in controlling traffic as the residents return to the building. Community Assistants should ask residents to show their identification cards. If they failed to bring it with them, instruct them to move to the end of the line and try to determine the identification of the individual after everyone else is back in the building.
  - If deemed necessary, and after the event is over, the Resident Coordinator or Director of Residence Life may assemble residents in a lounge area for a brief meeting regarding response to the emergency.

Residence Life staff (not students) should complete an incident report and submit it to the Office of Residence Life immediately.

## **2. Active Shooter/Barricaded Subject/ Dangerous Person/Lockdown:**

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### **General Procedures**

Active Shooter Definition: An active shooter is a person who desires to be actively engaged in killing or attempting to kill people, usually with firearms in a populated location, such as a college campus. Frequently, there is no pattern or method to the selection of their victims as the shooter is determined to kill as many persons as rapidly as possible before a law enforcement intervention occurs.

Barricaded Subjects(s)/Sniper Definition: This is an incident in which a person takes refuge at a location and either uses or threatens use of force to repel attempts to apprehend them. This situation is different from a hostage situation only in that a hostage has not been taken, but it may result in demands being made to the authorities.

Hostage situation: Exists when a person or person(s) takes control of and holds another person(s) against their will, by means of physical force or threat of harm.

Dangerous Persons on Campus: Is anyone who has not been identified or confirmed as having a legitimate purpose on campus. A person who has intent on criminal, dangerous or life-threatening behavior.

The following security measures should be taken:

- Faculty/staff/students should attempt to leave the facility or room safely, if at all possible.
- Faculty/staff/students should immediately determine if their present location has a door lock so it can be secured. If so, lock yourself in the room and await police.
- If in a locked room, conceal yourself and turn off all lights

- If unable to lock the room, faculty/staff/students should secure and barricade themselves in the room, turn off all lights, conceal themselves as best they can and await police.
- Try to remain as calm as possible and instruct everyone to be quiet.
- If communication is available, call 911 for police and then call security stating your location and the number of people with you.
- Do not sound the fire alarm as this would signal to other occupants to evacuate the building, thus placing them in potential harm as they attempted to exit.
- Secure doors and windows to the extent possible.
- Stay away from the windows and door windows once secured.
- Turn off lights and all audio equipment. Put cell phones on vibrate.
- Keep rooms as secure as possible until police officers arrive and give you directions.
- When police arrive, stay where you are, do not approach them and wait for instructions.
- Stay out of open areas and try to get to an office that can be locked. If for some reason you are caught in an open area such as a hallway or lounge, you must decide quickly what you are going to do. Run, Hide or Fight may be your only options.
- If your decision is to hide, make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims. If you think you can safely make it out of the building by running, then you may do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this may be your only option. If you are caught by the intruder and are not going to fight back, obey all commands.
- Once the police arrive, obey all commands. This may involve your being handcuffed or keeping your hands in the air. The police need to verify that you're not the intruder. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

### **ERT Response:**

- President's Cabinet will initiate an Incident Command Post (ICP) on campus or at a remote location. The Cabinet will interact with emergency personnel through the Incident Command Post liaison.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available. Issue lockdown notification to building marshal as appropriate.
- College of Saint Elizabeth Incident Command may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate of the incident.
- Additional support responsibilities will be assigned to staff as needed which may include but are not limited to:
  - Security, Residence Life Staff and Marshals to initiate lockdown/evacuation procedures.
  - Communications and Marketing will establish a media center to initiate communications plans in conjunction with emergency responders.
  - Coordinate onsite family response plan which includes setting up a remote family care center.
  - Coordinate and provide mental health services.
  - Assist emergency responders with triage and medical services.

### **Director of Security:**

If the Director of Security is on campus during this event he/she should:

- Ensure that the notification protocols for the police and the Emergency Response Team are being followed.
- Proceed to a location near the scene to be in contact with the security rover vehicle so as to direct them on next steps.
- Proceed to the location of the emergency agency Incident Command Post and participate as the College Incident Command System liaison.
- Maintain communications with the Incident Command System and security to ensure the proper actions and correct communications are made.
- Determine if additional security personnel are needed from the security vendor.

### **Security Booth Officer:**



It is likely that the first security officer to be made aware of the incident will be the Security Booth Officer who will receive a phone call from someone on campus or witness the first police response. A proper response by the officer is necessary to support a rapid response from the police.

- Get all the information you can from the caller, realizing that the person may be in danger and also very emotionally wrought by what he/she has experienced.
- Notify the police immediately if they were not called and provide as much information as you can.
- Notify the security rover and the Director of Security and follow the Emergency Response Procedures as outlined.
- Contact the President of the College or the next person in the chain of command if the President cannot be reached immediately.
- Learn the location of the unified agency Incident Command Post and refer all responding emergency personnel to that site.
- Refer any calls from the media to the public information officer (PIO) area as determined by the College of Saint Elizabeth Incident Command Post. Any media members arriving on campus must be kept at the security booth area until a College of Saint Elizabeth public information officer arrives.
- Do not make any statements to the press.

### **Security Officer (Rover):**

- Respond to the general area of the reported incident and wait there for the responding police units.
- Refrain from entering the building or exposing him/herself to danger.
- Listen and observe what is happening and communicate that to the responding police and to security; also describe the building interior to the officers.
- Direct persons fleeing from the building to a safe location, where their identity can be confirmed and important information about the incident collected.
- Direct any media to a location away from the emergency area and selected by the College Incident Commander.
- If requested, assist in preserving any evidence and barricading the area as a crime scene.
- Develop a system for collecting and securing personal belongings once the scene has been released by the police.
- Assist police with crowd or traffic control as requested.

## **Lockdown:**

A lockdown condition could be declared by the College and/or in conjunction with local law enforcement agencies, when a dangerous situation exists on or near campus that requires students, faculty or staff to immediately seek the safety of their residence hall rooms, offices, classroom or other secure space to reduce their exposure to the event. There may be situations when an entire building is locked down, or even all buildings are placed in lockdown mode. This will be communicated if it applies.

### **If a lockdown is declared:**

- Seek secure space immediately, including your residence hall room, for students living on campus.
- Lock your room where possible, including barricading the door from the inside if the condition warrants.
- Turn off all lights, stay away from windows, conceal yourself, and place cell phone on vibrate only.
- Stay non-emotional, quiet, and respond only to requests made by people you know to be College or law enforcement officials.
- Stay in your lockdown location until notified the situation is cleared.

## **14. Airplane Crash on Campus**

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### **General Procedures**

Given the close proximity of the Morristown Airport to the campus, the following emergency procedures have been established:

- Call 911, then call Campus Security who will call the Director of Security, who will then notify the College President or his/her designee.
- Cabinet will establish an Incident Command Post on campus, or at a remote location. The Incident Command Post will interface with external agencies through the College Incident Command Post Liaison.
- The College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available.
- Additional support responsibilities will be assigned to staff as needed which may include, but are not limited to:
  - Security will assist the police with securing the campus and building perimeter.

- Emergency Response Team trained personnel to initiate emergency response procedures through the Incident Command System structure with the Florham Park Fire Department.
- Residence Life Staff and Marshals to initiate shelter in place/evacuation procedures until threat is mitigated.
- Coordinate onsite family response plan.
- Coordinate media members and messages for the press.
- Coordinate and provide mental health services.
- Assist emergency responders via the Incident Command Post with triage and medical services.
- Essential Personnel Policy may be enacted depending on the incident circumstances.

#### **4. Bio-Hazard, Chemical, Environmental, Radiological Threat**

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##### **General Procedures**

##### **Anthrax or Anthrax Type Powder:**

- Leave questionable item in place, exit the room, close off area.
- Do not open any suspicious looking mail.
- Wash hands and face with soap and water
- If necessary, request use of an emergency overhead shower located in the Saint Joseph Hall basement. Change clothes, place contaminated clothes aside for future collection and disposal.
- Call 911, then call campus security who will contact the Director of Security who will then notify the President of the College or his/her designee, and Facilities.
- Cabinet may establish an Incident Command Post on campus, or at a remote location. The Incident Command Post will interface with external agencies through the College Incident Command Post liaison.
- The College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available.
- Initiate emergency communication plan if needed via *Send Word Now*.
- Residence Life Staff and Marshals to initiate lockdown/evacuation procedures if instructed to do so.

##### **Gas Leak or Chemical Spill:**

Gas leaks or chemical spills may occur as a result of accidents in campus buildings or on roadways adjacent to the campus. Report suspected gas leaks or suspicious odors to Security who will notify the Director of Security and the Facilities Director. Security will contact the President of the College or his/her designee and local authorities. Emergency plans will be communicated with the campus via *Send Word Now* system.

- Evacuate immediate area.
- Turn off all handheld radios, cell phones, computers and wireless devices.
- Cabinet may consult with emergency personnel, Marshals, Residence Life Staff and Emergency Response Team on campus and members of the fire and police departments in regards to evacuating the building, campus or initiating shelter-in-place plans.
- The College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Determine the exit evacuation route and assembly area that will be used in the event of evacuation.
  - If evacuation is necessary:**
    - Follow fire alarm procedures to account for all students and staff.
    - Remain in designated areas until notified all clear.
  - Facilities and staff members will turn off heating, air conditioning and ventilation systems to prevent the spread of toxic fumes.
  - Isolate, identify, and record students and staff that could have been exposed or contaminated.
  - Vice President Student Life will coordinate with Director of Residence Life, Director of Communications and Director of Food Services, as necessary.
  - Emergency Response Team Officer may have to contact the NJDEP.

### **Incidents in the Vicinity of Campus:**

- Identify incident, immediately contact Security who will contact Director of Security. Security will contact the President of the College or his/her designee.
- Circumstances surrounding the incident will determine whether people should remain in the building or be evacuated.
- In certain situations, the Cabinet may be required to initiate immediate action prior to any response from local emergency personnel.
- The decision whether to evacuate or not will depend on the Cabinet's assessment of the situation and consultation with local emergency personnel. At that time, the campus community will be notified via the *Send Word Now* system.

- The Cabinet and emergency personnel will determine the exit evacuation route and the assembly area that will be used in the event a decision is made to evacuate. During evacuation, Marshals and Residence Life Staff will provide exact evacuation route to follow in order to avoid toxic substances. Security will assist in evacuation.
- The College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Account for all students, faculty and staff at the assembly point.

### **Radiological Threat:**

If the explosion or radiological release occurs inside, get outside immediately and seek safe shelter.

If the explosion or radiological release occurs outside, the following process should be adhered to.

- Seek shelter indoors immediately in the nearest undamaged building.
- When necessary shelter is not available, move as rapidly as possible to an area that is safe, upwind and away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.
- Listen for official instructions and follow directions.

Once indoors:

- If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery powered radio and take them to the shelter.
- Seek shelter immediately, preferably underground or in an interior room of a building, placing as much distance and dense shielding as possible between you and the area where the radioactive material may be.
- Seal windows and external doors that do not fit snugly with tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity or from blast effects of a nearby explosion. Listen for official instructions and follow directions.

### **After a Radiological Event:**

After finding safe shelter, those who may have been exposed to radioactive

material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from a radiological event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from such an event will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

Within 15 minutes of an event in which there is an environmental discharge, liquid, spill or gas release, Facilities will:

- Contact the police, and Security:
  - Security will notify the President, and, if required, the Sisters of Charity and the Academy.
  - The police will notify the County Prosecutor Environmental Unit and they, in turn, will notify the State of NJ DEP.
  - Documentation is required so please keep a record of all events.

## **5. Health Issues - Including Cardiac Arrest, Communicable Disease, Pandemic/Extreme Flu-Like Symptoms**

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### **General Procedures for someone in need of medical attention**

- Designate a person to call 911 and then call Security.
- If needed and someone is certified, start CPR/AED treatment as necessary.
- Report the following information to 911 and Security:
  - Location of the ill person
  - Name of the ill person
  - Symptoms of the ill person
- Notify Security of same information so they can escort emergency responders to correct location.
- Keep all curious personnel away from the area.

- A designated College of Saint Elizabeth employee should stay at the emergency scene to assist, relay any instructions or information, and complete a College of Saint Elizabeth incident report.
- Notify Residence Life.
- Possible notification to parents or guardians.
- Notification to Health Services, if student.
- Notification to Human Resources, if employee.
- Notification to Sisters of Charity, Academy, FDU and Drew University if appropriate.

### **AED Locations (10):**

- Saint Joseph Hall (2) - lower and upper lobby areas
- Santa Rita Hall - lower level, opposite elevator door
- Annunciation Center - lower level, near coat room and vending machines
- Founders Hall - next to receptionist desk at main entrance
- O'Connor Hall - front entryway
- Henderson Hall - lower level across from mailroom door
- Mahoney Library – 1<sup>st</sup> floor near entrance across from help desk
- Santa Maria Hall – 1<sup>st</sup> floor near Suite 13
- Security Rover vehicle

### **General Procedures for Communicable Diseases:**

- Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt on campus and spread rapidly, given the close proximity of large numbers of persons.
- Concerns regarding the presence of a communicable disease on campus should be reported immediately to the Director of Health Services.
- In the event physical symptoms appear, which seem to indicate that a serious communicable disease may be present on campus, the Health Services Director will report that information to the State's Department of Health.

Director of Health Services will coordinate the medical response and will notify and advise as appropriate:

- Education about the illness to affected constituencies
- Residence Life Department

- Morris County Health Department and/or Morristown Medical Center
- Coordinate follow-up medical assistance
- Contact the Nursing Department at College of Saint Elizabeth, the NJ College Health Association, Sisters of Charity and or other emergency services such as Red Cross to determine if they can provide additional assistance
- Assist with College of Saint Elizabeth student health insurance coverage claims.

### **General Procedures for Flu Pandemics:**

The College must take pandemic and extreme flu-like conditions very seriously; they can result in a life-or-death situation for campus community members.

If you become aware of, or come in contact with a person who suffers from flu-like symptoms including, but not limited to:

- Fever greater than 100.5 degrees
- Cough and cold symptoms
- Body aches

During a period of pandemic or severe, wide-spread, contagious flu outbreaks (i.e. H1N1, Noro Virus or swine flu) the following steps should be taken:

- Immediately contact the Wellness Center if students are involved. If it is closed, or the sick individual is not a student, contact the primary care physician.
- If a person other than yourself is sick, remain at a safe distance from the individual to reduce the chance of the flu virus being spread to yourself or others.
- Thoroughly wash your hands with soap and water to avoid contamination.
- An individual having flu-like symptoms will usually be sent home to their primary care physician until they are well enough to return to the College.

The Director of Health services has the primary responsibility for interfacing with local/state/federal authorities regarding the spread of pandemic or extreme flu symptoms. In collaboration with the Cabinet, this will include identifying legal authority, decision makers, trigger points and thresholds to institute community containment measures such as closing (and re-opening) the College. The Cabinet and Director of Health services will also identify and review the College's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction and provision of healthcare on



campus. Consideration must also be given to creating a continuity of operations plan for maintaining the essential operations of the College including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

The Director of Health Services and the Cabinet will also work with the local health department to discuss an operational plan for healthcare and other mental health and social services to meet the needs of the College and community during and after a pandemic. This will include the development of a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

## ***6. Civil Disturbances, Demonstrations, Public Protests or Riots***

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When information is received that students are planning a demonstration, **the policies delineated in the Student Handbook must be followed.** However, if an unauthorized demonstration is in progress, or if a planned demonstration becomes disruptive, the Emergency Response Team members will meet to plan and implement strategies to minimize the behavior that is disruptive, destructive, or unsafe. If necessary, local police will be summoned. The Emergency Response Team will notify and invite appropriate offices to convene in order to develop strategies aimed at decreasing the chances of the protest and demonstration escalating. The Cabinet may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for each incident. If there is a protest by non-members of the College community, security must be notified. Security will advise the protestors that they are on private property and that they do not have a right to protest on campus. If they choose to continue to protest the local police department will be called. If two protests are being held which involve CSE students with conflicting viewpoints being expressed, both protest groups will be allowed to protest as long as the protest remains peaceful and follows the policies of the Student Handbook. Also, the two conflicting protest groups will be required to protest in separate areas. If one or both parties become destructive, violent, or violates the student handbook guidelines regarding demonstrations, the protest will be terminated.

**Post-Public Protests, Demonstrations, or Riots**, the policies delineated in the Student Handbook must be followed.

### **Disruptive Demonstrations**

Participants in demonstrations must realize the College will take measures to ensure that such events do not become disruptive. Whenever a demonstration

appears in jeopardy of becoming disruptive, the College reserves the right to take any of the following measures:

- Employ verbal persuasion to deter demonstrators from engaging in unacceptable behavior.
- Terminate the demonstration prior to its scheduled time of conclusion.

To ensure that a public demonstration does not become a disruption, the College reserves the right to undertake some or all of the following measures:

- Use of persuasion to deflect demonstrators from engaging in unacceptable behavior.
  - Termination of the demonstration or protest with or without the assistance of campus security and/or local police.
  - Revocation of the privilege to protest on campus in the future for a specified period of time.
  - Use of College disciplinary processes including summary suspension, where appropriate. Participants in disruptive demonstrations must be aware that the College will take all measures it deems necessary to prevent disruption of its affairs, restore order, and protect the rights of the members of the community, including civil and criminal litigation.
  - Policies delineated in the Student Handbook must be followed.
  - Impose disciplinary penalties including fines and summary suspension, when appropriate
  - Initiate civil and/or criminal litigation
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- **7. Fire**

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### **General Procedures**

The following is basic survival information adapted from National Fire Protection Association (NFPA) publications:

- If you see a fire or smell smoke, immediately call 911, then call Security at (973) 290-4090 who will then call the Director of Security. Security will also contact the College President or his/her designee. Residence Life Staff in O'Connor Hall and/or Founders Hall must also be notified by Security.
- When calling 911 or Security, give clear and exact information concerning the fire's location.

- Activate the nearest fire alarm pull unit in the building.
- If you are trained to do so, and without endangering yourself in any way, use an extinguisher to contain the fire. Use the correct fire-fighting method as trained. Fire extinguishers are located throughout all campus buildings. If the fire is too large, leave the building and call 911, then call Security to let them know you called 911 and where the fire is located.
- If a fire alarm sounds in one of the College buildings, remain calm. Leave immediately by the nearest fire exit, closing doors behind you. Do not run. Use the stairs and do not use the elevators. Go to designated evacuation area.
- If in a burning building, stay low to the ground. Heat and smoke will rise. Hot air can scorch your lungs and smoke may contain toxic fumes. Take short breaths and, if possible, cover your face with a damp cloth and breathe through your nose. Be certain of the nearest escape route and proceed to exit the building. Do not enter an area where there is evidence of smoke, fire or heat.
- Check doors before opening them. If a door or a doorknob is hot, do not open it. If it is cool, open it carefully, keeping your head to one side to avoid any blast of hot air.
- People in wheel chairs or others with physical handicaps which prevents them from exiting down stairs, should be taken to the nearest stairwell. The location and safe evacuation of the person in the stairwell is coordinated with building marshals and emergency responders.
- If your clothing catches fire: stop, drop, and roll to extinguish the flame.
- Once you safely escape a fire, do not go back inside the building.
- Notification will be sent to the campus community to make them aware of the situation.

**Fire Evacuation – Non-Residential**

The designated Marshal will direct their area evacuation:

- When a fire alarm sounds, the lead Marshal will collect the bullhorn and a vest. The Marshals will instruct persons in their assigned area to evacuate the building using the nearest safe exit.
- Faculty should collect their class list and escort students out of the building, following the instructions of the Marshal. Once safely outside, review the class list and account for each student.

***Non-residential Building Evacuation Meeting Areas:***

Henderson Hall (front)	Front Lawn of Saint Joseph Hall
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Henderson Hall (rear)	Lawn behind Santa Rita Hall
Mahoney Library	Front lawn of O'Connor Hall
Saint Joseph Hall	Lower Saint Joseph Parking Lot
Santa Maria Hall	Front of Annunciation Center
Santa Rita Hall	Behind the Academy Building on lawn
Annunciation Center	End of walkway in front of Santa Maria Hall

**Fire Evacuation - Residential**

Residence Life Staff will coordinate the response and will notify:

- Vice President of Student Life.
- Director of Residence Life, Assistant Director of Residence Life and/or Resident Coordinator.
- As appropriate, contact the following offices so they can offer support and assistance to the victim(s):
  - Director of Counseling Services - Immediate emergency assistance for those affected by the fire and follow-up debriefing.
  - Director of Health Services – Morristown Medical Center, Student Insurance, medical assistance.
  - Contact Vice President Finance and Administration and Director of Facilities for services, utility restoration, and property damage assessment assistance, coordination of replacement furniture and insurance claims.

**Fire Evacuation Preparation – Residence Life:**

In preparation for any emergency evacuation, each floor should assign a secondary and tertiary Floor Marshal in command in case a Residence Life Staff member is unavailable or assisting with the emergency and unable to conduct the roll call. Every Floor Marshal should be equipped with an accurate floor roster, highlighter and instructions on how to conduct roll call during an emergency evacuation.

- If an alarm or emergency occurs, the Community Assistants should immediately knock on all doors on their floor or wing and assist any physically challenged residents while they exit the building.
- All residents should report to their designated meeting spots (listed below) and wait for their Community Assistant. Community Assistants should report to the reception area.

**Residence Hall Evacuation Meeting Areas:**

Founders Hall 1 <sup>st</sup> floor	Stone driveway on the Academy side
Founders Hall 2 <sup>nd</sup> floor	Telephone pole on the Academy side
Founders Hall 3 <sup>rd</sup> floor	Driveway of the Sisters of Charity Convent side
Founders Hall 4 <sup>th</sup> floor	Entrance of Santa Rita parking lot
O'Connor Hall 1 <sup>st</sup> floor	2 <sup>nd</sup> set of steps in front of Santa Maria
O'Connor Hall 2 <sup>nd</sup> floor	1 <sup>st</sup> set of steps in front of Santa Maria
O'Connor Hall 3 <sup>rd</sup> floor	Stop sign in front of Mahoney Library
O'Connor Hall 4 <sup>th</sup> floor	Front doors of Mahoney Library

Note: meeting areas are subject to change dependent on type of emergency.

- The Community Assistants on duty should page the Assistant Director of Residence Life or Director of Residence Life as well as call Security x4090 and let them know the alarm is sounding and the fire department will be responding. Once everyone has been called, the Community Assistant on duty should collect all of the guests' forms of identification at the receptionist desk.
- Once everyone is out of the building, the Community Assistants should go to their designated assembly area with their floor roster and take roll call of their floor members. The Community Assistants on duty should review the alarm panel and await further instructions from the Director of Residence Life, Assistant Director of Residence Life, or fire official.
- When the Community Assistants get the all clear, they should leave their assembly areas and return to the building and report their account of who is missing on their floors to the Director of Residence Life, Assistant Director of Residence Life, Resident Coordinator or fire official. Residents must wait at their meeting spots for further instructions.
- The Assistant Director of Residence Life, Director of Residence Life or Resident Coordinator will meet fire officials and escort them to the area where the alarm/emergency is.
- The fire/police department will determine when it is safe for residents to return to the building.

- The Assistant Director of Residence Life, Director of Residence Life or Resident Coordinator on duty will reset all doors prior to letting anyone into the building.
- The Community Assistants should help in controlling traffic as the residents return to the building. Community Assistants should ask residents to show their identification cards. If they failed to bring it with them, have them wait until everybody else is in the building and then try to ascertain their identities through some other means.
  - If deemed necessary, the Assistant Director of Residence Life or Director of Residence Life may assemble residents in a lounge area for a brief meeting regarding response to the alarm/emergency.
- Community Assistants should complete incident reports and submit to the Office of Residence Life immediately.

## **8. Food-Borne Illness**

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### **General Procedures**

Nausea, vomiting, cramps, and diarrhea often characterize a food-borne illness. It is sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating at the College should be reported to the Director of Health Services and the Director of Human Resources. If the Director of Health Services is not available, contact the Vice President Student Life. It is important to provide the following information when reporting a possible food-borne illness:

- Name, address, and telephone number of person with symptoms.
- Location where the suspected food was ingested and what exactly was eaten.
- Whether anyone else eating with the person who is now ill also ate the same items, and whether they are also experiencing symptoms (names and a contact method should also be provided).
- What else was eaten the same day by the ill person and where.
- Whether the person who is ill has any known food allergies.

If, after examination of the information provided, it appears a food-borne illness is present, the Director of Health Services will make all appropriate notifications to proper agencies. The Chief Information Officer or his/her designee, will use *Send Word Now* to inform the College community and if deemed necessary, for timely notification to students and employees. Actions supervised by the College Health Services/Wellness Center and Dining Services will be

undertaken to learn its cause and to correct the condition. Persons who are symptomatic should report to Health Services/Wellness Center in Founders Hall during the day (or the Morristown Medical Center Emergency Room, 100 Madison Avenue, 973-971-5000, in the evenings) from which they may be referred for further medical evaluation and treatment.

### **Students in Health Services**

Director of Health Services will notify:

- Vice President Finance and Administration, Vice President Student Life, Director of Food Services and the Director of Residence Life.
- Morris County Health Department and the Emergency Department at Morristown Medical Center.
- Coordinate follow-up medical assistance.
- Contact the Nursing Department at College of Saint Elizabeth, the NJ College Health Association, Sisters of Charity and or other community emergency services such as Red Cross, to determine additional assistance for victims.
- Determine and assist with College of Saint Elizabeth student health insurance coverage.

## **9. Missing Person**

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### **General Procedures**

If student is missing notification should be made to the following:

- Vice President Student Life
- Security
- Police Department
- Human Resources (if employee)
- Missing student's designated emergency contact.

Director of Residence Life will:

- Coordinate with law enforcement and provide appropriate access to student's room, if investigation is initiated.
- Identify students who may need additional assistance and support.

When student is located, Vice President of Student Life will notify appropriate personnel. Location of student may also necessitate mobilization of additional procedures (e.g., serious injury, illness or hospitalization, etc.).

## **10. Nearby Emergencies**

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### **General Procedures**

Nearby emergencies shall be categorized as local nearby and regional nearby emergencies. It is expected that in most situations, the College of Saint Elizabeth will be made aware of such emergencies by the Florham Park or Morris Township Police Departments.

*Local Emergencies* shall be defined as emergencies within a 10-mile radius of the campus, such as, but not limited to, NJ Transit Rail, Morristown Airport, Routes 287, 24, 78, 80, Madison Avenue, Morristown Medical Center, and/or nearby schools (Academy of Saint Elizabeth, Fairleigh Dickinson University, Drew University, etc.).

- Call Security officer who will call the Director of Security. Security will notify the President of the College or his/her designee.

*Regional Emergencies* shall be defined as emergencies affecting nearby major cities, such as Newark, Jersey City and New York City.

- Call Security who will call the Site Director of Security. Security will notify the President of the College or his/her designee.

### **Student or Employee:**

- Cabinet may maintain an Incident Command Post on campus, or a designated remote location. The College of Saint Elizabeth Incident Command Post will interface with emergency personnel through the College of Saint Elizabeth Liaison and the Incident Command Post.
- The College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate of the incident.
- The nature of the emergency will be ascertained (chemical spill, hostage situation, fire, etc.) in collaboration with emergency agencies.
- The police will inform the College of Saint Elizabeth Incident Command Post as to whether it is necessary to stay indoors, prepare for an early dismissal, or any other course of action, as needed.



- Actions may include a potential campus lockdown, shelter-in-place of students and staff, or a campus evacuation.
- Timely notifications/warnings will be disseminated to campus constituencies through established communications vehicles, as information becomes available.
- Additional support responsibilities will be assigned to staff as needed which may include but are not limited to:
  - Security, Residence Life Staff and Marshals to initiate lockdown/evacuation procedures.
  - Director of Communications to establish media command post nearby (in conjunction with emergency responders) and initiate communications plan.
  - Director of Counseling Services to coordinate and provide mental health services.
  - Director of Health Services to assist emergency responders with triage and medical services.

## **11. Pathogens / Spilled Body Fluids**

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### **General Procedures Response**

All body fluids (blood, vomit, urine and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses. Personnel must be trained and familiar with safe clean up and disposal procedures of body fluids.

### **Notification procedure:**

- Call security officer who will contact the Director of Security, Director of Facilities and notify the President of the College or his/her designee.

Proper protection and clean-up procedure is required by a trained individual. That individual will:

- Put on gloves and appropriate personal protective wear; personal protective equipment.
- Avoid getting another person's body fluids in your eyes, mouth, open sores, or wounds.
- If exposed, rinse the area immediately, wash with soap and water, and report the exposure to Campus Security x4090.
- Clean up spilled fluids with a germicidal disinfectant or with a freshly made solution of one part bleach to nine parts water.

- Once finished, remove gloves properly and follow proper hand washing practices.
- Refer to Blood Borne Pathogen Exposure Control Plan for more information about related exposure and clean-up issues.
- File an incident report with the Vice President Finance and Administration who will take further action, if necessary.

## **12. Death: Student/Employee**

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The impact of a student/employee death whether by suicide, accident or natural cause can have a profound effect on faculty, staff and students. The sudden and usually violent death by suicide is particularly difficult for a college community. Regardless of the cause of death, but particularly in the case of suicide, the actual event may trigger reactions of denial, numbness, shame, guilt, anger and at times post-traumatic stress symptoms. Unresolved grief feelings can produce blame and resentment. Immediate and ongoing support within the College is crucial to faculty, staff and/or students' successful resolution of grief. Without an organized plan of action, the sudden and overwhelming nature of the event can throw the system into temporary chaos thereby losing the opportunity for timely crisis intervention.

The Cabinet may convene to discuss the situation, and where appropriate, will activate the Student Consult Team (SCT) or notify the Human Resources Office, who will work collaboratively with the Cabinet.

### **Procedures to Follow:**

Anyone with knowledge of the death of a member of the CSE community should contact the President's Office and provide as much detail as possible, including:

- Full name of individual
- Relationship to the college
- Cause of death (if known)
- Funeral arrangements
- Next of kin/guardian contact information

### ***Student Death/Suicide on Campus (Business hours or after hours):***

If discovered on campus, the FIRST call is to Florham Park Police (911), followed by an immediate call to campus security (X4090). The Police Department will make notification of the death to the family.

Under no circumstances should any information regarding the suicide attempt/death be announced (orally or electronically) or discussed without the prior approval of the President or her/his designee.

Once the President's Office or her/his designee has been notified,

- The Security Director will contact the Vice President for Student Life (VPSL) or her/his designee.
- The VPSL or her/his designee will contact:
  - Members of the Cabinet and the President (if not previously notified personally).
  - Marketing and Communications for any public information/announcement.
  - Police, parents/legal guardians or spouse to provide assistance as needed. Note: Contact with the family and/or access to area where death occurred will only occur after local authorities have notified the family of the death and requested or permitted access to the location.

At the appropriate time (determined by the President or her/his designee), the President's Cabinet will contact:

- Legal Counsel (if deemed appropriate);
- Campus Community;
- Registrar's Office (responsible for making adjustments in enrollment and academic records);
- Business Office (which will arrange for possible refunds and eliminate account receivables and coordinate with the Financial Aid Office);
- Alumni Office (which will adjust records and mailings).

The VPSL or her/his designee will also:

- Contact the family (once notification is made) to offer condolences and aid relatives who may come to campus (e.g., secure accommodations, on-campus memorial, return of library books, removal of belongings, complete financial aid paperwork etc.).
- Schedule and coordinate a follow-up meeting to assess or debrief the handling of the particular situation, as needed.
- In consultation with the President, write letters of condolence to relatives and provide a separate letter about practical details such as the need to contact appropriate federal and state agencies, the need for a certified death certificate to settle financial affairs and/or enclosing refund check (if appropriate).
- Serve as liaison to medical examiner/morgue.
- Notify Campus Ministry, EOF, International and Multicultural Affairs, as appropriate.

- Collaborate with Wellness Center as appropriate (records release, health insurance coverage etc.).
- Coordinate with Residence Life for packing, removal of personal items and housekeeping services.
- Coordinate with Campus Security and Facilities as needed.
- Coordinate with Counseling Services for grief counseling and trauma services using the services of campus mental health professionals or referral to off-campus specialists.

### **Days Following Death (On or Off-Campus-student):**

- VPSL or her/his designee, Counseling Services and Campus Ministry coordinate small group sessions for campus community to express feelings about the death. Special attention will be provided to those people who were close to the deceased, who have experienced loss recently, are expressing signs and symptoms of depression, have suicidal ideation themselves, or lost someone through suicide in the past.
- VPSL or her/his designee will speak to family members about their wishes for an on campus memorial service. Campus Ministry will make arrangements. Counseling Services will provide emotional support to the campus community surrounding those services and events.
- VPSL or her/his designee attends to family regarding the campus memorial events.
- If a family member requests a posthumous degree, coordinate with the VPAA to determine eligibility and, if eligible, arrange for awarding the degree per our Posthumous Degree Policy.
- All information released to media will be coordinated by Communications and Marketing in consultation with the President's Cabinet. Identities of victim or details surrounding the event are NEVER to be revealed to the media or the public unless instructed to do so by the Cabinet.

### **Death of International Student**

- The VPSL or her/his designee will consult with the Director of International Multicultural Affairs about special considerations when the deceased is an international student. These include language, culture, customs, religious practices, BCIS, SEVIS and Embassy contacts, availability of family members to handle arrangements, etc.

### ***Death of an Employee while at work***

Following emergency actions, the Director of Human Resource or her/his designee will, as appropriate:

Contact the spouse or next of kin to offer condolences and provide assistance – only after notification to the family has occurred by local authorities (police, hospital etc.).

- Gather co-workers to announce the incident.
- Work with Communications and Marketing to notify the campus community of the situation.
- Contact Campus Ministry to arrange for on campus service.
- Contact College insurance carrier to make notification.
- Contact affected internal departments so they can take appropriate actions.
- Coordinate packing and removal of personal items.
- Coordinate public information with Communications and Marketing
- Provide information to faculty/staff regarding Employee Assistance Program (EAP).

*Days Following Death of an Employee:*

The Director of Human Resources or her/his designee, notifies the following offices:

- Payroll;
  - Information Technology (email, cellphone, ID);
  - Facilities (clean office space);
  - Vice President of Administration and Finance to cancel credit card account, if appropriate;
  - Security.
- The Director of Human Resources or her/his designee, in consultation with Counseling Services and the EAP plan small group sessions for campus community to express feelings about the death. Pay attention to those people who have experienced loss recently, are expressing signs and symptoms of depression, have suicidal ideation themselves, or lost someone though suicide in the past.
  - Director of Human Resources or her/his designee will speak to family about their wishes for memorial service. Campus Ministry will make arrangements. Counseling Services will provide emotional support surrounding those services.
  - Director of Human Resources or her/his designee attends to family follow-up regarding campus memorial event.
  - All information released to media will be coordinated by Communications and Marketing in consultation with the Director of Human Resources or her/his designee. Identities of victim or details surrounding the event are

NEVER to be revealed to the media or the public unless instructed to do so by the President or her/his designee.

### **13. Suspicious Package/Devices and Bomb Threats**

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#### **General Procedures:**

If a Suspicious Package is observed, do not touch it or move it. Call Security or call the Police. Security will notify the President of the College or his/her designee. You should not do anything to change the environment where the item/package/device is located (including turning on light switches, changing thermostats, using telephones/cell phones, radios, or smoking). No attempt should be made to touch the device. Notes or messages left at the scene should not be handled, moved or removed. The area should be cleared by all persons until the next steps are decided.

Bomb Threats are more common than a suspicious package. If you receive a telephone bomb threat do the following:

- Note whether the “caller ID” shows the number from which the call has emanated (if your phone is so equipped).
- Try to have a second person call 911 about the call you are on.
- Keep the caller on the line as long as possible. Ask him/her to repeat any messages.
- Listen closely and fill out as much information as possible in the “Bomb Threat Checklist”. Accent, slow, fast, questions asked, how much time?
- If you were unable earlier, upon termination of the call, notify 911, then Security who will call the Director of Security. Security will notify the President of the College or his/her designee. Evacuation decisions are based on the information provided by the caller, so a detailed completion of the Bomb Threat Checklist is crucial. In all cases, the Cabinet will consult with emergency agencies to determine whether to evacuate.
- Turn off all handheld radios, cell phones, computers and wireless devices. The device trigger may be tuned to one of these commonly used frequencies.
- Do NOT use the fire alarm.
- Threatening messages received via email or print mail should not be

destroyed, altered or deleted. Notify the Director of Security who will contact the Vice President Finance and Administration and await further instructions.

### **ERT Response:**

- Cabinet may decide to maintain an Incident Command Post on campus, or a remote designated location. The College of Saint Elizabeth Incident Command Post will interface with emergency personnel through the college liaison, who is the College of Saint Elizabeth Director of Security.
- College of Saint Elizabeth Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available.
- Additional support responsibilities will be assigned to staff as needed.

## **14. Utility Failure**

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### **General Procedures:**

- Whether an emergency condition exists alone, or in conjunction with another emergency situation, one or more campus utilities may cease to function. These include water, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported to the College of Saint Elizabeth Facilities Department, located in Santa Maria Hall at x4331, x4333, and/or x4479. After hours, utility failures should be reported to Security, x4090 who will contact the appropriate Facilities personnel. Facilities will notify the Sisters of Charity Physical Plant and the Vice President Finance and Administration. For electrical outages, Facilities will also immediately notify the Office of Information Technologies to allow for the shutdown of data center services.
- Generally, the loss of one or more such utilities for a brief period of time can be tolerated. College of Saint Elizabeth will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding the College, may result in a decision to temporarily close College operations. The campus community will be notified through available means if that is the case. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a

quick evacuation of affected areas will take place supervised by the building marshal (refer to building evacuation plans).

- Longer delays in service restoration may lead to the Cabinet instituting the Essential Personnel Policy.
- When asked to evacuate, follow the previously outlined procedures. Emergency lighting is available throughout the buildings in the event electricity is cut off.

In the event of an emergency condition, or such a condition that requires the immediate shut off of any campus utilities, the following procedure should take place:

**During Normal Business Hours:**

Contact the Facilities Department:

Director of Facilities

Office: ext. 4479

Cell: 973-943-1241

Supervisor of Facilities

Office: ext. 4333

Cell 973-650-7720

The Facilities Department will then take appropriate action in shutting off the required utility.

**During Non-Business Hours:**

Contact Security who will notify Facilities personnel and the Director of Security.

**Facilities will notify appropriate members of Emergency Response Team,** who will work collaboratively in conjunction with the Cabinet for the proper response.

- Communicate with the Facilities Department and coordinate restoration plans with local service providers.
- Notify and update affected campus constituencies until the situation is resolved.
- Coordinate response plans with other planning groups which will likely include Residence Life, Registrar, Academic Deans, Facilities, IT, Security and local authorities.
- Convene the *Emergency Response Team* as necessary to take appropriate follow-up actions.



## **Residence Life - Power Outage**

- All available Community Assistants should report to the reception area of their respective buildings.
- Community Assistant notifies the Director of Residence Life as well as Facilities and Security to make them aware of the situation. The Director of Residence Life will then alert Vice President Student Life and make necessary arrangements with Security and/or Facilities.
- Community Assistants, Residence Life Coordinators and Assistant Director of Residence Life / Director of Residence Life will conduct rounds ensuring the safety of the residents as well as informing them of the situation. During rounds, Community Assistants will touch base with any physically challenged students and make necessary arrangements as well as check the elevators to ensure that no one is stuck inside. At the conclusion of each round, the Community Assistants will inform the Residence Life Coordinator or the Assistant Director of Residence Life / Director of Residence Life of any upset student or problematic situation.
- If power outage lasts more than 8 hours, Security may be asked to do a "Fire Watch" in Founders and O'Connor Halls.
- When power is restored, Assistant Director of Residence Life / Director of Residence Life or Residence Life Coordinator will re-alarm all doors and contact police to restore connection.

## **15. Weather Emergencies-Including Hurricanes and Tornadoes,**

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### **General Procedures – Cabinet Response**

The most likely weather emergencies the College will face are hurricane, tornado, blizzard or flood. In each case, given current technologies, adequate warning is likely to be available to the campus community. The College closing procedure will be implemented when it appears health or safety could be dangerously compromised.

- Weather emergencies will be communicated through voicemail, the College of Saint Elizabeth website ([www.cse.edu](http://www.cse.edu)), *Send Word Now*, use of Marshals, and on the College Information Line, 973-290-INFO (4636).

The Director of Facilities will pass on weather information from the National Weather Service for any severe weather conditions anticipated during a regular class day to the Cabinet and the Director of Security. If dangerously high winds occur during class times, Marshals and other staff members will instruct everyone to move away from windows and to take refuge in interior offices or hallways. The Cabinet will establish an Incident Command Post if extreme, unanticipated conditions occur which need additional response. When the extreme weather has passed, an announcement will be made that the situation has expired and operations are back to normal. The methods of communication are stated in the paragraph above. In all instances, everyone should use care and good judgment in making a decision about traveling to and from campus.

One of the environmental emergencies the College could face is a hurricane. Hurricanes can occur at any time between July and November but normally there is some advance warning of its path and intensity for preparedness. New Jersey is considered a moderate risk for this.

### **General Procedures for Hurricanes:**

*The following guidelines will be enacted:*

- The decision to evacuate or close buildings due to an impending hurricane will be made by the Cabinet.
- The President's Cabinet may designate Emergency Response Team members, Marshals, Facilities, Residence Life or other staff to coordinate such an evacuation or closure.
- The decision to evacuate buildings will be communicated via the emergency notification system and by emergency radio notification in those selected buildings.
- The campus will receive specific instructions for the evacuation.

- If emergency circumstances require evacuations, notifications may occur via the “*Send Word Now*” mass notification system or any other means available.
- Instructions to campus community members should include directions to:
  - Gather all personal belongings
  - Close all windows and turn off all unnecessary electrical/electronic devices
  - Assist handicapped individuals
  - Exit buildings via stairs(do not use elevators)
- Residence Life Staff members will have lists of residents in each building and will verify that everyone is accounted for.
- The Cabinet may assemble an Incident Command Post on campus, or at another designated location. The Cabinet will interface with external emergency personnel as the situation dictates. Additional support responsibilities will be assigned to staff as needed.
- Once the emergency event is over, instructions will be given for a return to buildings.
- Facilities may perform a building walk through to reset systems and check structural integrity, HVAC systems, and any other damage from the hurricane before allowing the community back into the buildings.
- Be alert for notification if you are considered an “Essential Personnel” for this emergency.
- Before leaving your office area, check that all windows are closed and locked. Also make sure your electrical and electronic devices have been powered down and shut off.
- When power outages occur on campus, eventually the phone system, computer servers, and cable access will be lost. The College of Saint Elizabeth website will be used to provide storm related information to the campus community via the “*Send Word Now*” mass notification system.

### **General Procedures for Tornadoes:**

Tornadoes are formed by severe thunderstorms. They consist of winds up to 300 miles per hour. Tornadoes can cause serious damage and destruction. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., tornadoes may create fires or other hazards. The National Weather Service issues tornado warnings. The goal is to minimize personal injury, loss of life and property damage through proactive measures.

**Tornado Watch:** These conditions are determined by the National Weather Service which transmits the watch information. Remain alert for an approaching

storm. Watch the sky and stay tuned to National Oceanic and Atmospheric Administration (NOAA) Weather Radio, local radio or television for additional information.

**Tornado Warning:** A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.

### **Safe Area and Preparation**

#### **A Safe Area is:**

- A basement of an existing building away from glass.
- Lowest Level of an existing building away from glass.
- Interior corridor lower level of a building with masonry walls and no glass.
- Avoid building corners, outside walls and windows.
- Avoid vehicles, trailers or anything mobile in nature.

#### **Be Prepared to:**

- Listen to a NOAA Radio (located in Emergency Cabinets).
- Watch for approaching storms.
- Look for: dark often greenish sky; large hail; large, dark low-lying cloud (especially if rotating); loud roar similar to a freight train.
- Take shelter immediately.

### **Procedures:**

**Tornado Watch** – Upon hearing this Watch information, the designated facilities person will contact the President of the College or his/her designee to notify them and proceed to make an emergency announcement via *Send Word Now* to all members of the campus community. Each person receiving this information will be responsible for notifying those in the immediate area, or their designated building marshal to move people to the nearest safe location in that building.

**Tornado Warning** - Upon hearing this warning information, Facilities or Security will contact the President of the College or his/her designee to notify them and proceed to make an emergency announcement via *Send Word Now* to all members of the campus community, that there is a tornado warning until XX time and to take appropriate shelter. All responsible personnel hearing the announcement will work quickly to notify co-workers. Building Marshal to move people to the nearest safe location in that building.

Notification will include the following information or instructions:  
The College is under a tornado watch until \_\_\_\_\_.

If outside, proceed to the nearest building safe area.  
Stay tuned for further information.

Emergency Response Team, Residence Life Staff and Marshals will:

- Direct all occupants to stay in the building and proceed in a quick and orderly manner to the nearest safe area in the building.
- Instruct occupants not to leave the building.
- Provide assistance to persons with disabilities.
- Accompany occupants to the nearest safe area in the building.

Building Occupants will:

- Proceed to the nearest safe area in the building via the quickest route.
- Move quickly and in an orderly manner so that all may arrive safely.
- Calmly remain standing in the shelter area if seats are not available.
- Remain in the safe area until tornado warning expires, has passed or receive "all clear".

If you are in the open:

- Attempt to reach shelter, such as a building with a basement.
- If there is no time to escape or find shelter, lie flat in a ditch or depression (face down hands over head).
- Do not try to outrun a tornado on foot or in a vehicle.
- Watch for flying debris.

Trouble areas and places to avoid:

- All building outside walls, corners, elevators and windows.
- Any low-lying area that could flood.
- Vehicles should not be used for a shelter.
- Building areas with a large roof span (gymnasium, performance hall).

**Resident students:** Follow specific residence emergency guidelines for a tornado warning. Residents with a weather radio should bring the radio to the safe area and monitor for the expiration or continuation of the warning.

