



POLICY ON EMERGENCIES

FIRE alarm stations and smoke detectors are located throughout all the facilities on campus. They are directly connected to the Hackettstown Fire Department and upon activation will automatically initiate a response from the Fire Department. Familiarize yourself with the location of the pull station nearest you in the event a fire emergency should occur. If this action is needed, please also immediately contact the Main Reception Desk by dialing "0" and alert the Telephone Operator about the situation.

In case of emergencies related to FLOODS, PLUMBING, POWER FAILURE, LEAKS, SPILLS, TELEPHONE OUTAGE, etc., contact Facilities as follows:

Daytime: Facilities, x2301 or x2302

Nighttime: Boiler Room x2304

For Emergency Calls, if you hear a telephone recording, hang up and Dial "0" for Operator.

For non-emergencies, please leave a message specifying the nature of the problem and the exact location. Facilities Department personnel will respond quickly.

In the event of HEALTH emergencies, immediately contact our Wellness Center x 2206 and your Supervisor, if feasible. The Wellness Center is open: Monday through Friday 9:00 a.m. - 5:00 p. m. x 2206. Should a health emergency occur when the Wellness Center is closed, contact the Main Reception Desk by dialing "0" and explain the situation to the Telephone Operator. The Telephone Operator will contact Security (x 2260) on campus and the local Rescue Squad (852-3300). The Rescue Squad will be met by Security and guided to the employee who is in need of help.

NOTE: While staff and faculty are encouraged to visit their personal physician with medical ailments other than emergencies, the Wellness Center will be of assistance if a problem occurs that cannot wait until the workday is over. The Wellness Center is also available to discuss different health issues and provide employees with informational material.