

# Emergency Response and Recovery Plan

For

Centenary University



## 2021-22

Rev 9/31/2021

ADOPTED OCTOBER 20, 2017

CENTENARY UNIVERSITY BOARD OF TRUSTEES



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## Section I – Executive Summary

### 1.1 PURPOSE

The Emergency Management and Recovery Plan (ERRP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### 1.2 SCOPE

This plan guides the emergency response of University personnel and resources. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management and Recovery Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System (Officer-in-Charge -OIC) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

The University will cooperate with the Office of Emergency Management, State, County and Municipal Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

### 1.3 MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. This response will often be the facilitation of municipal resources. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets Priority
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations



## 1.4 ASSUMPTIONS

This Emergency Management and Recovery Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An
- . This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

## 1.5 TYPES OF EMERGENCIES

There are three levels of emergencies:

- Level 1 – Minor Incident.
- Level 2 – Emergency.
- Level 3 – Disaster.

## 1.6 INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response management. While the use of the ICS is not part of the University Emergency Response Training, the Emergency Response Team (ERT) has been familiarized with the basic principles of ICS, particularly the unified command. The University will use similar principals with an Officer-in-Charge. This familiarization acknowledges that municipal responders will be utilizing ICS and can expect full cooperation from University officials.

## 1.7 DECLARATION OF AN EMERGENCY

A Condition of Emergency is placed into effect by the President of the University or in his/her absence, by the highest-ranking executive-level senior member of the Emergency Response Team who is available. Once a declaration of a Condition of Emergency has been invoked, the primary members of the Emergency Response Team and certain affected adjunct members are, for the duration of the emergency, relieved of normal, but non-emergency related duties (so as to concentrate more fully on the tasks at hand).



During a declared emergency all attempts will be made to set up an emergency command post (ECP) in field for most level 2 incidents and set an emergency operations center (EOC) for some level 2 incidents and all level 3 incidents utilizing on one the following locations to be decided based on the location and logistics of the emergency;

- President's House *rev 5/24/2018*
- The Library
- The Lackland Center

Other prior and non-emergency commitments assume the lowest priority.

The President of the University maintains executive control of the Emergency Response Plan. Ground-level operational implementation and direction of the plan is responsibility of the Emergency Response Coordinator (ERC), or appointed designee and the other members of the Emergency Response Team. University personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the University. The manner in which University personnel and equipment are utilized will be determined by the relevant members of the Emergency Response Team.

When a Condition of Emergency is declared, only registered students, faculty, and staff are authorized to be present on campus. Those who cannot present proper ID showing their legitimate business on campus will be required to immediately leave the campus. Unauthorized persons remaining on campus may be subject to arrest. In addition, only those faculty and staff members who have been assigned Emergency Response Team duties will be allowed to enter a disaster area.

Notifications and information pertaining to all emergencies will be sent via e2Campus, the mass communication system of the University, and email by a member(s) of the primary emergency response team.

## 1.8 OVERVIEW OF ORGANIZATION

The University's Emergency Response and Recovery Plan consists of three major elements:

- |                                |                    |
|--------------------------------|--------------------|
| • Primary Emergency Response   | <i>Appendix A</i>  |
| • Auxiliary Emergency Response | <i>Appendix B</i>  |
| • Emergency Response Recovery  | <i>Section 5.1</i> |

## 1.9 INDIVIDUAL ROLES

### Role of the President

- Give strong and visible presence to relay information to faculty, staff, students and general public.
- Inform Board of Trustees (BOT) on details of the incident as appropriate.
- Declare a Condition of Emergency, or if President is unavailable, the declaration shall be made by the next ranking administration official.



- Direct the Emergency Response Coordinator or another member of the ERT to activate the Emergency Notification System.

## **Vice President for Business/Chief Financial Officer**

- Give strong and visible presence to relay information to faculty, staff, students and general public
- Assist the President in any manner deemed appropriate or necessary.
- Make certain funds are available in necessary for emergency acquisitions

## **Vice President for Student Life** rev 12/15/2020

- Create and maintain an emergency plans appropriate for residential facilities. In consultation with the Vice President for Academic Affairs, determine what actions will be taken if the evacuated building cannot be reoccupied within a reasonable time (i.e., move activities to another building, release personnel for the day, etc.) and disseminate information to appropriate people.

## **Vice President for Academic Affairs** rev 12/15/2020

- During an emergency fulfill the President's responsibilities if the President unavailable.
- Give strong and visible presence to relay information to faculty, staff, students and general public.
- Assist the President in any manner deemed appropriate or necessary.

## **Vice President for University Advancement**

- In consultation with the President and members of the ERT, coordinate and provide information about the University's situation and response to the emergency to the University community and the general public.
- If necessary, establish and maintain, with the assistance of authorities, appropriate, restricted "press areas" to provide regular information updates to the media. In consultation with the ERT, coordinate and provide information to the media.
- Assist the Vice President/Dean of Students and the Residence Life staff with the provision of information to students and the families of students and staff.

## **Emergency Response Coordinator**

- Assist the Vice President/Dean of Students and the Residence Life staff with the provision of information to students and the families of students and staff.
- Ensure the emergency plans are updated, and that training and implementation are done correctly.
- Ensure that each party meets its responsibilities, as stipulated by the plan.

## **Dean of Students / (Designee)**

Between the Director and Assistant Director of Residence Life, one sleeps in their house every night of the year. The person who is on-call will affirm the decisions made by the resident director on duty and decide if the severity of a situation requires an escalation of response.



In those rare occasions when they are all elsewhere, the switchboard, Vice President/Dean of Students, Chief of Security, Executive Staff and President's office will be notified, and the On-Call proxy will be identified.

- Manage all student services.
- Provide information and communication to students and their families in coordination with the Office of University Relations. This includes the staffing of a phone number by a well-spoken, mature and knowledgeable staff member. This phone number is to be provided on the first page of the web site immediately upon the determination by the President or ranking Vice President that a condition of emergency exists.
- Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel.
- Provide and/or direct counseling and psychological support and services to students and other members of the University community dealing with immediate and longer-term emergency generated trauma.
- Assist other University units in field triage, evacuation, and cleanup or wherever the ERT identifies manpower needs.
- Provide alternate housing situations for resident students if necessary.

#### **Chief of Security**

- Activate the Emergency Notification System (ENS) for significant emergencies or dangerous situations or direct another member of the ERT to do so.
- Prepare logs and annual reports in compliance with Clery Act and the Higher Education Opportunity Act. Prepare records of all evacuation events, fire alarm, training sessions, etc. as required by the Acts. Maintain records for a period of the required period of time.
- Provide training for Campus Safety, Security Officers, Residence Life Staff and facilities, as stipulated in this manual. [In coordination with other campus emergency evacuation leaders.
- Create and implement a process in which security officers check doors daily. Notify facilities immediately if doors or locks are found dysfunctional.
- Coordinate annual familiarity visits with responding local fire and rescue stations. Ensure their knowledge of the layout of the campus buildings, and location of hazardous areas: e.g., labs.
- Determine, in coordination with the fire department officials, when to silence the alarm.
- Notify the Vice President for Student Life/Dean of Students (or his/her designee) of the ongoing situation.
- Assist the County Emergency Management with bomb searches as requested.
- Know where all emergency equipment is located.
- Establish coordination points directly away from the exit corridors of the buildings being evacuated and direct all actions necessary to ensure the safe, expeditious evacuation of the building, as well as being the point of contact for rescue workers.
- Take reports from officers, directors and or other officials as to the progress of the evacuation and any obstacles. Reassign personnel to other tasks, as needed.
- Implement crowd control measures, using officers, directors and assistants and other personnel as necessary.
- Notify Hackettstown Police and/or Fire Department of a significant emergency or dangerous situation...



- Determine, in coordination with the Hackettstown Fire Department, when the alarm can be silenced, and the building can be reoccupied. Notify all participating in the process of that ‘cleared’ condition, beginning with Vice President/Dean of Students.

#### **Director of Facilities**

- Know where all emergency equipment is located.
- Conduct periodic fire and safety inspections of buildings and related equipment including fire alarm systems and fire extinguishers.
- Ensure correct emergency evacuation diagrams are posted in all rooms.
- In each room, close windows, doors, turn off lights (unless otherwise instructed by Campus Security) and mark the doors with tape so that no one else wastes time checking areas that have already been checked.
- Know where all emergency equipment is located.
- Notify Chief of Security when the assignment is complete, if someone will not evacuate, or there is a serious problem in some location, such as inability to evacuate a person with disabilities.

#### **Health / Counseling Services**

- Provide and/or coordinate first aid, either at the Health Services facility or at alternate campus locations, as necessary.
- Provide psychological support to campus community in conjunction with other student affairs personnel
- Provide liaison services with area hospitals, re: medical records of students, lists and conditions of those hospitalized, etc., as needed. Treat minor injuries at Health Services, if necessary.

#### **Role of Faculty and Staff**

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use commonsense in determining a course of action.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

#### **Role of Students**

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they use frequently. Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the emergency Response Plan. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should proceed to assembly areas in an orderly manner when directed by emergency personnel or when an alarm sounds.



## Section II – PLAN ACTIVATION AND OPERATION

### 2.1 LEVEL OF RESPONSE

**Level 1 – Minor Incident.** A Minor Incident is defined as a local event with limited impact which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident or a limited power outage. The initial responders and/or Security typically handle the situation.

**Level 2 – Emergency.** Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot handle the situation. The Emergency Response Team is notified, and outside support services may be required.

**Level 3 – Disaster.** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other communitywide emergency. The event would likely disable University operations for at least 24 hours. In some cases large numbers of Student, Staff and Faculty casualties or severe property damage may be sustained. A Disaster requires activation of the Emergency Response Team. Most if not all Units respond, and outside emergency services will likely be involved.

Scope	Level - 1	Level - 2	Level – 3
<b>University Activities</b>	<ul style="list-style-type: none"> <li>Minimal and localized</li> <li>Most University activities not impacted</li> </ul>	<ul style="list-style-type: none"> <li>Significant</li> <li>University activities localized shutdown</li> </ul>	Very Significant <ul style="list-style-type: none"> <li>University activities shut down for a period of time</li> </ul>
<b>Faculty, Staff and Students</b>	<ul style="list-style-type: none"> <li>Site-specific localized impact</li> <li>Injuries possible</li> </ul>	<ul style="list-style-type: none"> <li>Site-specific or general impact with possible disruptions</li> <li>Injuries possible</li> </ul>	General impact with disruptions <ul style="list-style-type: none"> <li>Injuries and possibly fatalities are a serious concern</li> </ul>
<b>Media Coverage</b>	<ul style="list-style-type: none"> <li>None expected</li> </ul>	<ul style="list-style-type: none"> <li>Limited local coverage</li> </ul>	<ul style="list-style-type: none"> <li>Local, regional and possible national coverage</li> </ul>
<b>Public &amp; Government Concern</b>	<ul style="list-style-type: none"> <li>Limited</li> </ul>	Potential exists for government agencies to investigate	Potential exists for government investigations or hearings
<b>Emergency Response Team involvement</b>	<ul style="list-style-type: none"> <li>Probably none</li> </ul>	<ul style="list-style-type: none"> <li>Consulted as needed</li> </ul>	<ul style="list-style-type: none"> <li>Consulted regularly and actively involved</li> </ul>



## 2.2 REPORTING A THREAT

Every member of the University community has a responsibility to be vigilant of possible threats. If you are concerned about an individual or a dangerous situation, it is better to err on the side of caution by notifying the appropriate authorities than to remain silent. The University has resources with which to assess these situations and any individuals of concern. In the event you would like to submit a report during non-business hours, Security works, 24 hours a day on the main campus. If you have any questions, please contact Security.

- If you believe that an individual or situation poses an imminent threat to a member or members of the University community, please contact 9-1-1 or our security immediately at 908 852-1400 x-0.
- If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern to security or the Vice President for Student Life/ Dean of Students at (908) 852-1400.

## 2.3 PLAN NOTIFICATION AND ACTIVATION

### Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Security. Security serves on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police
- Local Police, Fire and Emergency Medical Services
- University communication systems
- Emergency telephone calls

Other entities, notably Facilities, will monitor developing weather systems. However such activity does not mitigate the responsibility of Security to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

## 2.4 EMERGENCY NOTIFICATION

### Electronic Notification

The Emergency Notification System, through [e2campus \(E2\)](#), will be used to send notices to the campus community if there is a significant emergency or dangerous situation posing an immediate threat to health and safety as well as weather related closures or delays. Appendix A lists the campus officials on the ERT who are involved in the process of determination of the emergency and dissemination of notice to the community. Once the ERT has determined that an emergency exists,



the Emergency Notification System will be activated as the primary system to notify the community, but the University website and email and/or voice mail can be utilized also. To learn more or to sign up for the system through e2campus, go to <http://www.centenaryuniversity.edu/cms/en/safety/e-2campus>.

The reports of emergency or dangerous situations can originate from first responders, students, employees, and other sources. Emergency or dangerous situations that are criminal in nature, will be considered confirmed if a police officer or University security officer observes the situation as it is occurring. For situations that are not directly observable by security, confirmation will be made by a member of the ERT. A member of the ERT will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus. To the extent it is practical and will not jeopardize any life or safety of the campus community, the ERT may consult with additional administrators and law enforcement officers.

The content of an emergency notification will depend on the situation and the notification method. However, the University will endeavor to include in each emergency notification the specific location of the emergency, description of the situation, such as dangerous situation or flood warning, and relevant safety instructions such as to shelter in place or evacuate. Since it is generally difficult in the initial stages of an emergency to include abundant information, the campus community should watch for these alerts and review the University's website where additional information will be provided as it becomes available.

Any member of the ERT who has determined that a significant emergency or dangerous condition is confronting the campus will initiate the emergency notification without delay. The security department shall be responsible for activating the siren at the Hackettstown campus. The University may, however, determine that notification will compromise efforts to assist a victim or to respond to an emergency in which case notification will be made as soon as safety allows. With the exception of emergencies that are readily contained to one specific campus facility or area, the University has decided not to provide segmented emergency notifications but will provide campus wide notification. This decision was based on the analysis of identified risks to the campus and to prevent accidental exclusion of a section of the campus population.

### **Audio Notification (sirens)**

In the event of a critical incident the University will utilize the assistance of sirens and/or alarms. There are two separate and distinctly different alarms indicating two separate and distinctly different responses;

- Outside campus wide alarm from the top of the Seay Building. This alarm is sounded for the purposes of a shelter in place (lockdown). Upon hearing this alarm all persons should follow the shelter in place protocols and for further instructions electronically.
- In building localized fire alarms. These alarms are unique and different in all buildings, but all indicate a potential fire and all persons should evacuate using the posted evacuation instructions.



**Warning**

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, Security is designated to maintain the University Communications with the authority for alert warning resources.

**Emergency Command Post**

In an isolated emergency (typically a Level 2 Emergency) ERT members will also be contacted and may also be present. The ECP will be a designated area near the site of the emergency but located a safe distance from the emergency site.

**Emergency Operations Center (EOC)**

In a campus-wide emergency (typically a Level 3 Disaster) all available members will be summoned to the Emergency Operations Center. The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Primary Emergency Response Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

**Emergency Operations Centers**

- President's Office rev 2/28/2018
- The Library
- The Lackland Center



## Section III – INCIDENT RESPONSE

### 3.1 INCIDENT RESPONSE PLAN

#### Purpose

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster occurs within the Centenary University campus or the general area that impacts academic and other operations. This plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage. This Incident Response Plan is designed for use by faculty, staff and other early responders. Incidents may include but are not limited to;

Hazardous Materials	Flooding & Water Damage
Bomb Threat	Hostile Intruder / Active Shooter
Civil Disturbance	Medical Assistance
Evacuation and Relocation	Reporting a Threat
Evacuation Plan for Persons with Disabilities	Snow, Ice, Severe Weather
Explosion	Tornado, Hurricane
Fire Evacuation	Workplace Violence

### 3.2 MEDICAL ASSISTANCE

Do NOT attempt to move a seriously injured person unless there is a life-threatening situation.

- Call 9-1-1 and/or security 908 852-1400 x-0
- If you are calling from a cell phone give your name, location, and phone number.
- Provide as much information as you can about the nature of the illness or injury, whether or not the victim is conscious, etc.
- Do not hang up until instructed to do so by the emergency operator.
- Return to the victim, administer first aid, and remain there until emergency personnel arrive.
- Defibrillators (AEDs) are located for use throughout the campus)

#### Defibrillator Locations Hackettstown Campus rev 8/242021

building	location
Reeves Student Activities Center	Right side entrance of gym lobby
Reeves Student Activities Center	Student Activities Center
Security	Office/vehicle
Seay Building	receptionist
Seay Building	Student Life Office
Lackland Center	Kitchen
Lackland Center	Lobby reception area
Lackland Center	Wood shop
Wellness Center	Exam room by waiting area

### 3.2A MEDICAL PANDEMIC – SEE APPENDIX M, page 165



### 3.3 HAZARDOUS RELEASE

#### Procedures to be followed

- If a hazardous substance is discovered on the campus, the individual shall immediately contact Security at 908 852-1400 and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
- Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
- Recipient immediately contacts security and advises him/her of the call and provides a detailed written text.
- Security will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions. The Emergency Response Team will be contacted.
- The Officer-in-Charge will direct that the affected area be evacuated and isolated.
- When necessary and as directed, Faculty and Staff will inform students of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected. They will move into a safe location as designated by officials on site.
- Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
- Security will be posted to ensure no one enters the isolated area until emergency personnel arrive, and the area is determined to be safe.
- All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once fire/HAZMAT authorities arrive, the Officer-in-Charge will assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The fire/HAZMAT authorities will notify the Officer-in-Charge when reentry to the isolated area can be made.
- If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
- A Shelter-in-Place order may be issued.
- Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance



### Outdoor Hazmat Release

- Report any HAZMAT release to 9-1-1 or Security 908 852-1400 ext. 0
- Distance yourself from the location of the incident and seek shelter indoors as soon as possible. An aboveground, interior room with the fewest doors and windows is best.
- Close all doors and windows, and seal preferably with plastic and tape or with towels, clothing, etc.
- Shut off air conditioners, fans and heating systems.
- Stay inside and monitor information sources ([e2campus](#), Centenary Web Site, etc.). Do not leave until advised that it is safe to do so, or you are instructed to evacuate.
- If exposed to a chemical agent or if you have trouble breathing, use a simple filter by covering your face and breathing through your clothing, a towel, etc.
- Do not eat or drink anything uncovered.
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible. Seal contaminated clothing in a plastic bag for disposal by appropriate authorities.
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent.

### Indoor Hazmat Release

- If you become aware of the release of a hazardous or possibly hazardous substance within a building, report the release to 9-1-1 or Security (908 852-1400 ext. 0) immediately.
- Exit the building. Avoid passing through the contaminated portion of the building while exiting. Inform others along your escape route of the hazard and need to evacuate.
- Meet responding security personnel and provide details such as location of the release, effects of the substance, etc.
- Once outside the affected building report your exposure to the emergency responders so that you can receive medical attention and/or be decontaminated.

If a release occurs within a University laboratory, follow the laboratory safety procedures.

### 3.4 BOMB THREAT OR SUSPICIOUS PACKAGE

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact Security at 908 852-1400 and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package, the location, and any specific characteristics.
- If a telephone call or information is received stating a bomb is on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, and any distinguishing characteristics of the caller's voice (including male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient immediately contacts Security and advises them of the call and provides a detailed written text. In addition to contacting the Officer-in-Charge, Security will call 911 advising local emergency service authorities of the situation (bomb threat or suspicious package) and



request local emergency service assistance. Local emergency service authorities should be provided any updated information upon arrival.

- Security will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest affected building.
- Once local emergency service authorities arrive, the Officer-in-Charge will coordinate and assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The local emergency services authorities will notify the Officer-in-Charge when reentry to the building is allowed.

### 3.5 CAMPUS DISTURBANCE OR DEMONSTRATION

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct University business normally.

#### General Guidance

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University
- Prevention of access to office, building, or other University facilities
- Threat of physical harm to people
- Threat or actual damage to University property

If any of these conditions exist, the Security Officer-in-Charge will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for Security to closely monitor the situation during nonbusiness hours,
- or a decision will be made to treat the violation of regular closing hours as a disruptive demonstration
- If there is an immediate threat of bodily harm or damage to property, Security will dial 911 for assistance and contact the Officer-in-Charge with an update of the situation.
- The local emergency services authorities will notify the University when normal operations can resume. Safety and security of innocent bystanders or occupants are the primary concerns.



### 3.6 FIRE / GAS EVACUATION

#### **FIRE ALARMS WILL SOUND LOCALLY INSIDE EACH BUILDING SEPERATELY AND MAY BE ACTIVATED BY ANYONE.**

In the event of fire, or the smell of smoke evacuate the building quickly and calmly.

- Activate the nearest alarm pull station as you leave the building.
- Employees, students and guests should not attempt to fight fires and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students are not allowed to alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.
- Once you have exited the building, stay out. Under no circumstance are you allowed to re-enter a building that is in alarm. Re-entry can only be made after an “all-clear” signal is given by the Fire Department and the fire alarm system is re-set.
- Respond to every alarm as if it were a real fire. Report information on false alarms to security.
- If conditions permit, close all doors as you leave in order to help contain the fire and smoke.
- If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor, where the air will be cleanest.
- Test doorknobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it’s cool, open it slowly. Slam it shut if smoke pours through.
- Use the stairs; never use an elevator during a fire.
- If you are trapped, call 9-1-1 and tell them your location. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.
- Hazardous equipment or processes, including laboratory experiments, should be shut down before leaving the building unless doing so presents greater hazard.
- **In the event of a gas leak do not activate the fire alarm or any other electronic equipment and evacuate the building immediately. Notification by knocking on doors and/or yelling should be made on the way to the closest exit.**

Each University building has a designated collection area as specified on *Appendixes C, F, G & H*. After you have left the building, go to the pre-designated collection area and remain there. If you are not aware of where the collection area is, stand at least 150 feet from the building.

Resident Students should report to the Reeves Gymnasium if available otherwise go to the designated collection area.

During an emergency, students and visitors who may not be familiar with the evacuation policy and plan must be informed of the requirement to evacuate. Special attention by other building occupants should be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.



### 3.7 EVACUATION AND RELOCATION

#### If you receive instructions to evacuate:

- Evacuate when directed to do so by emergency personnel or through *e2campus*. The evacuation may be done in stages to avoid traffic jams. Take only items needed for health and safety with you.
- Depending on the situation, you may be instructed to evacuate to locations either on or off campus by motor vehicle or on foot.
- For evacuations on foot, proceed as directed by emergency responders to assembly points or relocation sites. Assist mobility impaired persons or report their location to emergency personnel.
- In the event of an evacuation by motor vehicle, go to your vehicle when instructed to do so. Persons without access to private motor vehicles should go to an announced transportation staging area.
- Proceed to the designated assembly points or relocation sites announced in the emergency instructions. Obey the directions of traffic control personnel.

#### Evacuation

- Remain calm
- In a fire or fire alarm use stairwells – do NOT use elevators
- Follow the evacuation posted for the building

#### Relocation

- At the main campus, the Reeves Gymnasium will be used as a temporary shelter for persons displaced by the emergency incident.
- In the event that the gymnasium is unavailable, shelter will be set up in the Lackland Center Cafeteria.
- In the event off-campus relocation is necessary, shelter will be set up at the Trinity Methodist Church on Main Street.
- Coordination for transportation, assistance, equipment, and supplies will be determined at the relocation as needed.

### 3.8 EVACUATION FOR PERSONS WITH DISABILITIES

Students should inform the Disability Services Office (DSO) of their need for evacuation assistance. Once they have done this, DSO will inform Residence Life and/or Security who will discuss evacuation planning with them. If necessary student life and/or human resources will be contacted and coordinate any arrangements needed to be implemented on behalf of the university.



**Fire Evacuation Assembly Areas** rev 9/2018
**Hackettstown Campus**

location	assembly area
Anderson Hall	grass field behind Anderson
Bennett-Smith Hall	Founders parking lot
Brotherton Hall	quad area
Ferry Building	quad area
Founders Hall	Founders parking lot
Gymnasium & Pool	grass area between Lackland and gymnasium
Learning Center	quad area
Littell Center	grass area between Lackland and gymnasium
Lotte Hall	quad area
Reeves Hall	front lawn
Seay Building	front lawn
Smith Hall	front lawn
Taylor Library	grass field behind Anderson
Trevorrow Hall	quad area
Van Winkle Hall	quad area
Washabaugh Hall	grass field behind Anderson
Wellness Center	across the street

Resident Students are permitted to the Reeves Gymnasium for shelter if available otherwise go to the designated collection area.



### 3.9 HOSTILE INTRUDER / ACTIVE SHOOTER

An individual must use his/her own discretion during an event as to whether he/she chooses to run to safety or remain in place. However, best practices are listed below suggested by the **Department of Homeland Security**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

#### 1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### 2. Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### 3. Take Action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

#### When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

#### Information needed to be provided to Law Enforcement

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location



### 3.10 SHELTER IN PLACE (LOCKDOWN)

#### What is a 'lock down'? (SHELTER IN PLACE)

- A school lock down is a procedure which is initiated when school officials believe that there is a **credible threat** to student, faculty, and staff safety.
- Lock downs are used to protect students from school shooters, bomb threats, and other forms of violence, but they can also be used when police are engaged in an operation nearby, or when a natural disaster has been declared.
- The goal of a school lock down is to keep students, faculty, and staff safe, and while it may be frightening or disruptive, it is important to comply with the lock down for safety reason

#### In case of a “lock down” (Shelter in Place)

When a lock down is ordered, people are told to stay inside their classrooms, offices and/or residences and lock the doors. This is designed to prevent entrance from hallways and corridors. Windows will also be shut, locked, and covered with blinds to obscure visibility, and people are to stay away from doors and windows, sheltering in an area where they cannot be seen until a pre-authorized safety message via *e2Campus* has been delivered or the situation warrants immediate evacuation.

**AT THE HACKETTSTOWN CAMPUS THE LOCKDOWN SIREN IS A CAMPUS WIDE SIREN THAT IS LOCATED ON THE TOP OF THE SEAY BUILDING AND IS HEARD FROM THE OUTSIDE OF ALL BUILDINGS. THE SIREN MAY BE ACTIVATED BY THE SECURITY UPON NOTIFICATION OF A CRITICAL INCIDENT.**

The “lockdown” procedure will be initiated by a designated administrator of the University in accordance with the procedures on *section 1.7*. Notification will be made via the *e2Campus* mass notification system and the bell tower siren. The “lockdown” will be initiated in the event that a dangerous and probably armed individual is on campus or when an emergency incident occurs which necessitates the need for a “lockdown”. The siren will be sounded by security personnel based upon authorization or a perceived credible threat.



## LOCK DOWN (SHELTER IN PLACE)

1. Remain Calm.
2. Lock and deadbolt your door.
  - a) If you are not in a room at the time a “lockdown” is declared, enter the nearest room and lock and deadbolt the door.
  - b) Do not respond to anyone who may knock at the door.
3. Turn off the lights and pull down the shades.
  - a) Dark rooms are harder to see into.
  - a) Keep quiet.
4. Avoid making outgoing telephone calls.
  - a) Instructions may come by phone.
  - b) Emergent calls are exception (such as sighting of the shooter)
5. Move to a safe area within the room.
  - a) Keep out of sight.
  - b) Stay away from doors and windows.
  - c) Do not allow anyone to sit on the windowsills.
6. Permit no one to leave.

Prepare a list of those present in the room at the time of the “lockdown”. Also. List anyone else present who is not usually in the room during that period.
7. Ignore all bells and signals.

During a “lockdown”, ignore any bells or alarms unless prevailing conditions dictate otherwise (such as an active fire).

### **NOTIFICATION AT THE CONCLUSION OF THE “LOCKDOWN” WILL COME VIA THE MASS NOTIFICATION SYSTEM**

#### **3.11 WORKPLACE VIOLENCE**

Workplace violence is any physical assault, threatening, or intimidating behavior, or verbal abuse, perpetrated by anyone and occurring in the work setting.

- Any employee who perceives an immediate threat of bodily harm should contact the police or security immediately.
- Disengage and evacuate the area.
- Isolate the threatening individual if it is safe to do so.
- Notify the supervisor.
- Do whatever is responsible to keep other employees from potential harm.



**3.12 THREAT MATRIX**

Hazard	Likelihood of Occurrence		Severity		
	likely	unlikely	high	moderate	low
Bomb Threat		X			X
Civil Disturbance		X			X
Evacuation and Relocation	X			X	
Evacuation Plan Persons with Disabilities		X			X
Gas leak / Explosion	X				X
Fire Evacuation	X		X		
Flooding & Water Damage		X			X
Hazardous Materials		X			X
Hostile Intruder / Active Shooter		X			X
Medical Assistance	X			X	
Tornado, Hurricane		X		X	
Traffic Accident		X			X
Workplace Violence		X		X	



## Section IV – INCLEMENT WEATHER / NATURAL DISASTERS

### 4.1 INCLEMENT WEATHER POLICY

*In the event of extremely inclement weather, you may access this information as follows:*

- Check the University website for information at <http://www.centenaryuniversity.edu>
- Call Centenary University at (908) 852-1400 extension “0”. There will be a telephone recording regarding this information, or you may press “0” to speak with an operator.
- A telephone chain may be activated in your department to notify employees of this information.

The University will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations. When and how weather becomes inclement often makes this a challenge.

If the University closes, operates under a delayed opening schedule or an afternoon early closing, employees who are scheduled to work during that time will be paid for the time that the University is closed.

If the University has not announced a closing, delayed opening or afternoon early closing, those staff employees who choose not to report to work due to inclement weather are required to charge the absence to available vacation time, personal time or accrued compensatory time, if available. If no banked time is available, a salary deduction will be made.

Faculty should refer to the Inclement Weather Policy in the Faculty Handbook or, prior to an inclement weather announcement, contact the Office of Academic Affairs regarding academic responsibilities in the event of a closing, delayed opening or afternoon early closing due to inclement weather.

Residence Life Staff will remain on campus to provide necessary response to students and staff remaining on campus.

### 4.2 Natural Disasters

#### General Guidance

The Emergency Management and Recovery Plan defines weather monitoring and University overall response to weather related threats. Faculty and Staff activities focus on safety issues and, in certain cases, the protection of University assets. Faculty and Staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas.

### 4.3 Winter Storms

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe.
- There are no special on-campus safety guidelines for non- storm personnel and students.



- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released. (see section 4.8)

#### 4.4 Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
  - If outdoors, do not take shelter under a tree.
  - Avoid water fixtures, telephone lines, and any electrical conducting materials.
  - Stay inside buildings and off campus grounds.

#### 4.5 Tornadoes

- If a tornado is spotted or imminent take the following steps immediately:
  - Notification of a pending disaster will be announced using *e2Campus* and email
  - Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
  - Go to the interior area of a building.
  - Do not seek shelter in gyms, auditoriums, and other large open areas.
  - Take cover under a sturdy object.
  - Protect your head, neck, and face.
  - Stay away from windows and items that might fall.
- There is not a sufficient warning period to close the College or to effectively protect College assets. Therefore no special effort should be made to protect College assets; all attention should be directed towards life safety procedures.

#### 4.6 Hurricanes, Tropical Storms and Floods

- The College will be closed before travel conditions become dangerous and will not reopen until the environment is safe.
- There are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for wind and flooding prior to being released.

#### 4.7 Earthquakes

- If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.
- There is no warning period therefore all attention should be directed towards life safety procedures.



#### 4.8 Inclement Weather Preparation

- At the beginning of the winter season departments and the Emergency Response Team members should review the emergency Response Plan, the Inclement Weather Preparation Plan, and other relevant emergency plans.
- Security, facilities management, dining Services and others should confirm accurate and current telephone numbers for support vendors/responders such as water suppliers, emergency generator suppliers, fuel suppliers, food suppliers, snow removal contractors and others as needed.
- Dining Services should consider available supplies of food, water and supplies should extended shelter-in-place procedures be required.
- Facilities management should:
  - Arrange for adequate fuel supplies for vehicles, boilers and generators
  - Check grounds and remove dead limbs
  - Properly support weakly rooted trees
  - Clean up loose debris
  - Begin moving all loose equipment and materials.
  - Check roofs for loose debris
  - Make sure all storm & floor drains are clear



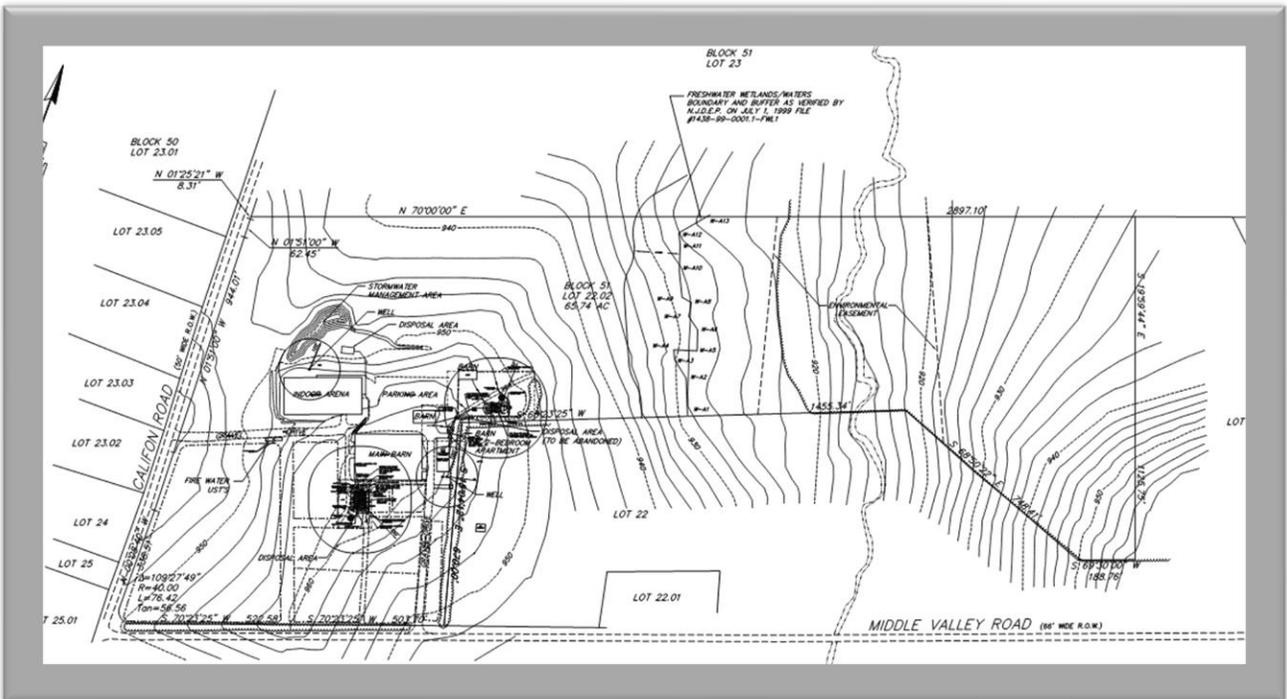
## Section V – ADDITIONAL CAMPUSES

### 5.1 Equestrian Center

Centenary University Equine Center  
40 Califon Road  
Long Valley, NJ 07853

**Washington Township Police 908 876-8300**

- Fire Evacuation Assembly Area.....Parking Lot
- AED location.....Main Barn Lounge



## 5.2 Parsippany Campus

Centenary University Parsippany Campus  
7 Campus Drive  
2<sup>nd</sup> Floor  
Parsippany, NJ 07054  
908 852-1400

**Parsippany Police 973 263-4300**

- Fire Evacuation Assembly Area.....Parking Lot
- AED location.....Cafeteria



5.3 Metroview Center – **Removed 05/31/2021**

