

Emergency Management



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EMERGENCY MANAGEMENT

INTRODUCTION

This section is a handy reference guide to emergency management at Monmouth University. It is being distributed by the Monmouth University Crisis Management Team and the Monmouth University Police Department. It has been written in coordination with the West Long Branch Office of Emergency Management. Although it is difficult to anticipate every kind of emergency situation that could occur, these plans can act as a guide in most situations. Please take the time to familiarize yourself with these plans and leave a copy of these plans in a convenient location. If you have any questions, or need further information, contact Chief of Police William McElrath by calling 732-571-3472. Thank you for your cooperation.

The Monmouth University Police and Crisis Management Team

Blackboard/Connect®

Register at: <http://notify.monmouth.edu>

In an effort to keep all members of the Monmouth University community apprised of the latest school closings and important emergency information, community members are **required** to visit

<http://notify.monmouth.edu> and register for Blackboard/Connect®. This service allows the University to send emergency alerts to students, faculty, and staff. You can receive these alerts on your mobile and home telephones. Communication during crisis situations is an important part of the University's response to emergency situations. It is key to the health and safety of the campus community that they be given important information in as timely a manner as humanly possible. It is also important to note the redundancy of our communication systems, as any one system may be compromised due to weather, malicious intent, or normal wear and tear.

Communication between police dispatch, the campus community, and first responders is a key to the successful resolution of any incident or emergency on or near the campus. We ask that you review and familiarize yourself with these systems. Please also note the important requirement to sign up for Blackboard/Connect®, which is our primary emergency notification resource.

It is only with knowledge of the emergency communication system that you can take advantage of it in time of need.

ADDITIONAL NOTIFICATION METHODS

Classroom Notification

All classrooms are equipped with phones that can be simultaneously contacted by the University police. These phones will be utilized to give emergency information and directions/instructions during an emergency.

Monmouth University Voice Mail

Enables students, faculty, and staff to receive alerts via University phone.

Monmouth University E-Mail

Enables students, faculty, and staff to receive alerts via University e-mail.

Monmouth University Web Page

Allows students, faculty, and staff to receive emergency information on the Web page.

Area Media Outlets

Enables students, faculty, and staff to receive alerts via radio and television stations.

FM 88.9 WMCX The X

FM 92.7 WOBN

FM 94.3 WJLK

FM 98.3 WMGQ

FM 98.5 WKMK

FM 101.5 WKXW

FM 107.1 WWZY The Breeze

AM 710 WOR

AM 1010 WINS

AM 1310 WADB

AM 1450 WCTC

Hawk TV (campus-wide)

TV News 12 New Jersey

Channel 4 WNBC News

Police Unit PA Systems

Enables students, faculty, and staff to receive alerts via police department vehicles.



Electronic Sign (Larchwood Entrance)

Enables students, faculty, and staff to receive alerts via electronic sign when entering the non-resident lot.

Electronic Sign (Norwood Entrance)

Enables students, faculty, and staff to receive alerts via sign on Norwood Avenue.

Electronic Sign (Quad by Student Underpass)

Double-sided display board allows students, faculty, and staff to receive alerts via electronic sign when entering/exiting underpass.

Electronic Sign (Woods Theatre)

Enables students, faculty, and staff to receive alerts via sign on Cedar Avenue.

NOTE: For any emergency or weather-related information, call the Monmouth University Emergency Hotline at: 732-263-5900. The University tests all its emergency notification and response procedures at least once annually through scenario-based practicals, tabletops, and simple equipment operability checks.

CAMPUS LOCKDOWN

PURPOSE

In the event that a situation occurs involving dangerous intruders or other such incidents that could result in harm to individuals or University property, the Campus Lockdown protocol will be put into effect. These procedures are meant to be general guidelines for actions to help maximize the safety and well being of all participants. Specific threats may require additional action or intervention.

It is important to note that this policy references two types of buildings: card access and non-card access buildings. Card access buildings are buildings that can be electronically locked down from the Dispatch Center located in Police Headquarters. Non-card access buildings are buildings that must be manually locked down with conventional lock mechanisms.

POLICY

In the event that an emergency situation occurs and it becomes necessary for the University to activate the lockdown procedure, the following actions will be taken:



- A.** The University police shift commander will have the authority to initiate a lockdown of the University or any part thereof if he or she believes that there is a significant potential of danger to people or property.
- B.** The Monmouth University Police Department will notify members of the Monmouth University community via the Blackboard/Connect® emergency communications system, which will serve as the primary method of emergency notification.
- C.** Upon completion of electronic lockdown, the University police dispatcher will notify the Chief of Police, or in his absence, the next highest ranking University police officer. The dispatcher will then notify the Vice President for Administrative Services and the Vice President for Student and Community Services. They will coordinate notification to the President, the President’s Cabinet, and other University officials as required.
- D.** Additional methods of emergency notification that may be utilized are:
 - Classroom notification
 - University voice mail
 - University Web page (Hawk Safety Alerts)
 - University and other e-mail
 - University radio station (WMCX) 88.9 FM
 - Police vehicle public address systems and megaphones
 - University electronic signs
 - Area media outlets

The broadcast notification message will include the term “lockdown” and will briefly describe the nature of the emergency and what actions members of the University community should take.

E. Possible actions to take in the event of a lockdown are as follows: If indoors when the message is heard, students and employees will remain in their present locations pending further instructions and follow these steps:

- 1.** Close and lock doors. If a door(s) cannot be locked it should be secured by other means, i.e., block it with

furniture, etc. Stay away from all windows and doors. Turn off all lights, lower your cell phone ringers or put on vibrate, and remain silent. If total silence is necessary, turn off and do not use cell phones—except for emergency notification to the University Police at **732-571-3472**.

- 2.** Move to a location in the room on the same wall as the door, but at the opposite end so you are not visible to someone looking through the door. Everyone should remain on the floor if gunshots are heard.
 - 3.** Students and employees in hallways or other open areas must proceed immediately to a classroom or office where they can lock themselves in. If a classroom or office door is locked, go to the next available room to take shelter.
 - 4.** No one should leave the secured room until an “ALL CLEAR” message has been announced on the emergency notification system.
 - 5.** If outdoors when the message is heard, students and employees should seek shelter in the nearest building. If the building(s) are secured, you should immediately take cover behind the closest point of cover.
- F.** The police dispatcher will lockdown all the University buildings that are on the card access system. This action will secure all card access doors and deny entry to all individuals except employees who have authorization to that building or specific room.
- G.** Residential halls are secured twenty-four hours a day, seven days a week. If possible, members of the Office of Residential Life will make announcements to resident students that lockdown procedures are in effect.
- H.** All entrances to the University shall be blocked, and motorists/pedestrians will be denied access. If necessary, the University Police Department shall utilize assistance from surrounding municipal police departments to achieve this goal.
- I.** Special attention should be paid to classes that are outside of a building and other outdoor areas such as

the athletic fields. Instructors, coaches, counselors, or those in charge of a particular outside activity should direct those individuals under their supervision to a safe interior location.

J. Outside groups utilizing the campus will be briefed by Conference and Event Services personnel on all emergency management procedures.

K. When the University Police are confident that the threat(s) which necessitated the activation of the lockdown procedure have been neutralized, they will issue the “ALL CLEAR” signal to the University community via the Blackboard/Connect® emergency communication system, as well as via all other systems previously mentioned.

L. Please note that some other threats may override the above suggested lockdown procedures, such as a confirmed fire or intruder inside a specific building.

M. It is important to know that experts and officials advise that there is no single, absolute response or direction that will secure everyone’s safety. Every situation is considered unique and complex depending on numerous factors. These procedures represent some best general practices. For this reason, the best or appropriate lockdown procedures to follow in a given situation may vary. It is important that you remain calm and only deviate from suggested procedures when circumstances indicate that following the procedure is reducing your safety level.



ACTIVE SHOOTER

WHAT TO DO IN THE EVENT OF AN ACTIVE SHOOTER

Active shooter situations are always unpredictable, but there are things that should be immediately done to protect oneself. If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

1. **Notify** anyone you may encounter to exit the building immediately.
2. **Evacuate** to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
3. **Call** the Monmouth University Police Department at **732-571-3472** or dial **911**. Provide each dispatcher with the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Number of weapons (if known)
 - Type of weapons (i.e., handgun, rifle) if known
 - Identification or description of shooter(s)
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
4. **Take cover.** Individuals not immediately impacted by the situation should take protective cover and stay away from windows and doors until notified otherwise

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. **Go** to the nearest room or office.
2. **Close** and lock the door.
3. **Turn off** the lights.
4. **Seek** protective cover.
5. **Keep quiet** and act as if no one is in the room.
6. **Do not** answer the door.

7. Notify the Monmouth University Police

Department at **732-571-3472** or dial **911** if it is safe to do so. Keep cell phones on vibrate.

Provide each dispatcher with the following information:

- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Number of weapons (if known)
- Type of weapons (i.e., handgun, rifle) if known
- Identification or description of shooter(s)
- Number of persons who may be involved
- Your exact location
- Injuries to anyone, if known

Wait for police to assist you out of the building.

The Monmouth University Police (MUPD), along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the MUPD will evaluate the situation to determine the best course of action to ensure the safety of the members of the University community. The MUPD will convey to the members of the University community information regarding the incident.

The MUPD provides an informational course for the University community in response to Active Shooter situations throughout the year. If interested, please contact the MUPD.



BOMB THREAT PROCEDURES

The following procedures should be followed in the event you receive a phone call, a verbal or physical threat, or suspicious mail or package.

RECEIVING AND REPORTING THE THREAT

Remain calm, call the University Police Department at ext. **3472** or **732-571-3472** from your cell phone or off campus, and contact your department head as well. Obtain the following information by using the Bomb Threat Checklist (see page 46).

- If your phone has a caller ID display, copy the numbers and/or letters. Do not hang up the phone. If possible, have another person listen in on the conversation. Immediately have someone call the University Police Department from another phone. Give the name, phone number, and room number where the bomb threat is received so the person receiving the call can be reached, if needed.
- Listen, be calm and courteous, do not interrupt the caller, and obtain as much information as you can. Take notes on exact phrases or statements. Note the time the call is received, the sex and accent of the caller, his or her attitude, and background noises that can help identify where the caller may be located (bells, talking, traffic, etc.). Try to keep the caller on the line as long as possible.
- The most crucial information you can obtain from the caller is the time that the bomb will explode, where it is located, and the appearance of the bomb. Also ask the caller for his or her name, if they placed the bomb, and where they placed it.



- Activate an immediate trace.
 1. Depress the switch-hook slightly (the same way you activate call waiting).
 2. Press *99.
 3. Depress the switch-hook again.
 4. Return to the caller for a moment and hang up.
 5. Contact the Monmouth University Police Department at ext. **3472** or **732-571-3472** to report the call to the dispatcher.
- Do not use two-way radios or cellular phones because radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm. This may cause unnecessary panic.

QUESTIONS TO ASK

1. When will the bomb explode?
2. What is the material involved?
3. How much material is involved?
4. Where is it right now?
5. What does it look like?
6. What kind of device is it?
7. What will cause the device to function?
8. Did you place the device?
9. Why did you place the device?
10. Are there additional devices and where are they?
11. What is your name?
12. What is your address?



Do not touch or move a suspicious package. Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, strange odors, or sounds. Do not assume it is the only package. Be familiar with letter and parcel bomb recognition points, which can be found on Monmouth University's Web site.

If the threat is received in writing, the letter or note should be turned over to the University Police Department who, in turn, will relay the note to the proper authorities. The note should be handled as little as possible as it may be useful in an investigation.

If the threat was left on a voicemail, notify the Police Department immediately and do not delete or forward the message.

HANDLING OF SUSPICIOUS UNOPENED PACKAGES OR ENVELOPES

At any time a package or envelope is received that appears suspicious, these instructions should be followed. Notify your supervisor and call the University Police at ext. **3472** or **732-571-3472** from your cell phone.

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others, or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled the package or letter. Give this list to the University Police upon their arrival.



BOMB THREAT CHECKLIST *checklist*

Exact message received _____

Name of the person calling _____ Time _____ Date _____

Caller's Identity	<input type="checkbox"/> Male <input type="checkbox"/> Adult	<input type="checkbox"/> Female <input type="checkbox"/> Juvenile	Approximate Age:
Origin of call	<input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	<input type="checkbox"/> Internal (from within the building)
Vocal Characteristics	<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Pleasant	<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other
Speech	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred	<input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Other
Language	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Foul <input type="checkbox"/> Other
Accent	<input type="checkbox"/> Local <input type="checkbox"/> Not Local	<input type="checkbox"/> Regional <input type="checkbox"/> Foreign	<input type="checkbox"/> Other
Manner	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Belligerent <input type="checkbox"/> Righteous	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent
Background noise	<input type="checkbox"/> Machinery <input type="checkbox"/> Trains <input type="checkbox"/> Street <input type="checkbox"/> Office Machines	<input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Bedlam	<input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Animals <input type="checkbox"/> Other

EVACUATION

In the event of an emergency requiring the complete evacuation of Monmouth University, the following guidelines will be followed:

1. The decision to evacuate the University would be made by the University President or his or her designee in consultation with the chair of the crisis management team, and in conjunction with the Borough of West Long Branch, Office of Emergency Management. In the absence of the University President, the following chain of succession will be utilized: the Vice President for Administrative Services and the Vice President for Student and Community Services.
2. The University community will be directed to one of the following locations:
 - a. A specific, designated location, off campus. This could be a school, military base, or regional evacuation center. In the event of an evacuation, the University Police Department will advise the campus community where to evacuate to, and will make every attempt to distribute maps and/or directions prior to any evacuation beginning.
 - b. Based on the type of situation presented, it may be necessary to provide the general direction to a safe area. These directions would most likely direct individuals to reach a secure area by traveling north, south, or west.
3. In the event of an evacuation, the University population would be notified as to the appropriate action through one or more of the following means:
 - Classroom notification
 - Blackboard/Connect®
 - University voice mail
 - University e-mail
 - University Radio WMCX 88.9 (FM)
 - Police vehicle public address systems and megaphones
 - University Web site
 - Electronic signs
 - Area media outlets

4. Understanding that circumstances requiring a full campus evacuation are difficult to define at this time, it is hard to estimate what evacuation routes may be available and/or effective. The University, in making this plan, would make it a priority to route individuals through main thoroughfares, which should be monitored by state, county, and local emergency personnel. You might also consider alternate routes if you are familiar with the area. Once off campus, members might also be directed by outside law enforcement to a different route. At this point, you would be obligated to follow their directions.
5. Those without access to transportation are encouraged to establish a personal contact/buddy system in order to assist them in evacuating the campus. You should establish a pre-arranged location to meet.
6. It is very difficult to predict everything that might happen under such circumstances. The important thing is to remain calm and follow the directions of law enforcement, emergency personnel, and key campus personnel.

IMMEDIATE ACTION TO BE TAKEN UPON NOTICE OF AN EVACUATION

1. If time is critical, students and staff bypass step #2 (below) and immediately begin evacuating the campus. All non-resident students should return to their vehicles and evacuate the campus upon notice of an evacuation.
2. Time and situation permitting, all resident students will report to their residential facility, and employees/staff will report to their offices. Under the supervision of Residential Administrative staff and department heads they will then:
 - a. Gather personal belongings: keys, wallets, purses, medications, extra clothing as weather conditions dictate, and emergency phone numbers, as well as any personal survival kit (if in possession of one).

SUGGESTED EVACUATION ROUTES

To points north:

From University: Take Cedar Avenue west to Monmouth Road. Continue on Monmouth Road to Route 36. Turn left onto Route 36 west and follow Route 36 west to the Garden State Parkway north.

From Fountain Gardens, Pier Village, and Diplomat: Take Ocean Avenue to Cedar Avenue west. Follow University directions above.

To points south:

From University: Take Cedar Avenue west to Monmouth Road. Continue on Monmouth Road to Route 36. Turn left onto Route 36 west and follow Route 36 west to the Garden State Parkway south.

From Fountain Gardens, Pier Village, and Diplomat: Take Ocean Avenue to Cedar Avenue west. Follow University directions above for points south.

To points west:

From University: Take Cedar Avenue west. This will turn into Monmouth Road. Continue on Monmouth Road to Route 36. Turn left on 36 west and follow to the Garden State Parkway south. Follow Garden State Parkway south to Route 195 west.



From Fountain Gardens, Pier Village, and Diplomat: Take Ocean Avenue to Cedar Avenue west. Follow University directions from Cedar Avenue.

b. Assist persons with disabilities and those with special needs.

Those individuals who are concerned with their ability to participate in the evacuation should contact the University police now. The University police will maintain a list of these individuals and in the event of an evacuation, make arrangements for a caretaker to assist them.

c. Log off University network systems and shut down computer.

d. Secure all doors and windows.

e. Exit buildings to go to your vehicles. **Do not use elevators.**

f. Those students, faculty, and staff willing to transport individuals without rides should drive to the Rebecca Stafford Student Center, which will be the assembly point for those without transportation.

3. University personnel will ensure that all members of the campus community are evacuated. **Those members of the campus community who do not normally have transportation available to them should have pre-arranged plans to secure a ride with a roommate, co-worker, or friend. Those unable to locate their pre-arranged ride, or are unable to make immediate arrangements to obtain a ride, should assemble in the Student Center.**

Under the direction of the Vice President for Student and Community Services (or designee), Human Resources and Student Services administrators (Director of Student Activities and Student Center Operations, Assistant Directors of Student Activities, etc.) will staff the Student Center and perform the following functions:

a. Contact the West Long Branch Office of Emergency Management (732-229-5000 or 732-229-1756) and advise the Office of Emergency Management of the emergency transportation needs.

b. Stand by to assist and record the names of individuals who accept transportation through the Office of Emergency Management.

If the Office of Emergency Management cannot supply transportation, the previously listed Human Resources and Student Services administrators should:

1. Triage those in need of transportation into geographic areas they will be traveling to.
2. Greet those volunteers offering rides and make arrangements for them to transport those without rides who are from the same geographic area.
3. Time permitting, document those members who have accepted alternate transportation, and with whom they accepted transportation.
4. The University Police Department will direct vehicles off campus to their recommended evacuation routes.
5. Members of the Monmouth University Police Department, Residential Life, and Facilities Management will conduct a search to make sure that the entire campus has been evacuated and buildings secured. Arrangements will then be made to evacuate any remaining members of the Residential Life staff, Facilities Management staff, and University Police personnel still on campus.
6. Once at the designated evacuation location, or in an area considered outside the evacuation zone, evacuated members should contact those family members on their personal emergency list.



7. After a successful evacuation, all members of the University community will be under the control of Emergency Management and/or Red Cross workers at a designated shelter or safe area. International students, and students unable to return to their homes or designated meeting places because of their proximity to the disaster, should make their status known to Emergency Management/Red Cross personnel so that arrangements can be made for shelter and food.

FOUNTAIN GARDENS, PIER VILLAGE, DIPLOMAT RESIDENTS

The above evacuation procedures would apply to these students as well, with the below added procedures:

1. Because of the inability of students to walk to the Student Center, it is imperative for those students without transportation to arrange for a pre-arranged ride in the event of an evacuation.
2. If pre-arranged rides cannot be obtained, the student should immediately contact the University Police to determine evacuation arrangements

EMERGENCY SHELTER

Taking shelter can be a critical element in protecting the campus community in times of emergency situations. Sheltering at Monmouth University will take two forms, **Consolidation** and **Shelter-in-Place**. Although seeking shelter would normally be for a short duration (four to twelve hours), the University has food/water capability for sheltering the campus population for a seventy-two hour period.

CONSOLIDATION PLAN

1. The decision to implement any part of the consolidation plan would be made by the University President or his or her designee in consultation with the chairperson of the crisis management team. In the absence of the University President, the following chain of succession will be utilized: the Vice President

for Administrative Services and the Vice President for Student and Community Services.

2. In the event of consolidation, those affected would be notified as to the appropriate action through one or more of the following means:

- Classroom notification
- Blackboard/Connect®
- University voice mail
- University e-mail
- University Radio WMCX 88.9 (FM)
- Police vehicle public address systems and megaphones
- University Web site
- Electronic signs
- Area media outlets

3. In the consolidation plan, the University would house the campus population (or parts of the campus population) in any, or all, of the following three buildings in the below order of utilization:

- Samuel Hays Magill Commons (the dining hall)
- Rebecca Stafford Student Center
- Multipurpose Activity Center

4. The decision to consolidate into any/all of the above buildings might be for any of the following reasons, as well as those not mentioned:

- a. An electrical blackout, or emergency situation on the North Campus, requiring a movement of that particular campus population to the above facilities. Campus police and Residential Life personnel will notify students as to which of the above facilities they would report to.
- b. A fire/smoke/dangerous condition in a residential life facility requiring the evacuation of that facility to the dining hall and/or other location(s).
- c. The emergency evacuation of any campus building, requiring that those individuals evacuated be given shelter.
- d. The need to move any outdoor campus activity (sport camp, picnic, etc.) to a secure indoor location due to an emergency situation.

5. Upon evacuation of any building, normal crisis management procedures will be in effect regarding assembly points and head counts of individuals. Furthermore, whenever possible:

- a. When the affected building is a residential life facility, police personnel and Residential Life staff will search the affected building(s) to ensure that everyone has been evacuated.
- b. When the affected building is a building other than a residential life facility, police personnel and Facilities Management personnel will search the affected buildings to ensure that everyone has been evacuated.

The Police Department will further ensure that the building(s) involved are locked and secured prior to leaving.

6. Once evacuation or assembly indoors has taken place, department heads, RAs, RLAs, and appropriate group leaders will be advised to proceed to their designated consolidation locations. All groups should be kept separate and intact.
7. Members of the crisis management team or other designated University officials will assume responsibility for the structures to where members have been evacuated and will set up a command post inside their respective building(s). Upon consolidation being completed, they will meet with

WHERE TO GO

CONSOLIDATION LOCATIONS AND GROUP LEADERS

Samuel Hays Magill Commons
Mary Anne Nagy • Susan O'Keefe

Rebecca Stafford Student Center
Grey Dimenna • Kathy Maloney • Petra Ludwig

Multipurpose Activity Center
James Pillar • Paul Dement • Franca Mancini

WHERE TO GO



department heads, RLAs, and group leaders and give them pertinent instructions. If consolidation is ordered, the listed individuals must report to the listed consolidation locations. If any of the consolidation locations are not or cannot be used, the individual(s) should report to an open consolidation location.

8. Once in their designated location, department heads, RLAs, and group leaders should keep an active roster of their group. They should keep their group together. A member of each group should respond to the building command post and receive information on food, sleeping arrangements, medical treatment, communication options, and hygiene arrangements.

There may be incidents where contaminated water is an issue. If this is the case, signs will be immediately posted advising the campus population of this information.

9. If parents or guardians respond to pick up a juvenile being sheltered, proper identification of the parent/guardian must be obtained for each juvenile taken from the location. The head of each sheltered group is responsible for making sure this documentation is carried out. Any questions regarding the release of a juvenile to a responding adult should be forwarded to the highest ranking University official on scene.
10. Once consolidated, any adult wishing to leave must be signed out of the facility and removed from active rosters.

11. All evacuated members will be prohibited from returning to their evacuated facility until approval is given.

SHELTER-IN-PLACE PLAN

1. Although evacuation of the campus is the University's planned response to most serious emergency situations where advance notice is given, there are situations where evacuation might not be effective. Sheltering-in-place is the use of any classroom, office, residential facility, or building for the purpose of providing temporary shelter for any of the following reasons:

- Hazardous Material Release
- Chemical Truck Overturning
- Chemical Train Derailment
- Chemical Facility Accident
- Pipeline Rupture
- Terrorist Attack
- Release of Biological Agents
- Release of Chemical Agents
- Radiological Release
- Weather-Related Incidents (tornado, hurricane, flood)

2. The decision to implement the Shelter-In-Place Plan would be made by the University President or his or her designee in consultation with the chairperson of the crisis management team. In the absence of the University President, the following chain of succession will be utilized: the Vice President for Administrative Services and the Vice President for Student and Community Services.
3. In the event of the implementation of the Shelter-In-Place Plan, those affected would be notified by one or more of the following means:
 - Classroom notification
 - Blackboard/Connect®
 - University voice mail
 - University e-mail
 - University Radio WMCX 88.9 (FM)
 - Police vehicle public address systems and megaphones

- University Web site
 - Electronic signs
 - Area media outlets
4. Certain emergency conditions might necessitate shutting down the HVAC and exhaust systems. If Facilities Management personnel are readily available, they will shut down the needed HVAC and exhaust systems. If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.
 5. Many shelter-in-place emergencies do not permit the luxury of consultation regarding the implementation of this plan. Time permitting, the decision to shelter-in-place would be made by the University President and his or her designee in consultation with the chairperson of the crisis management team. Every attempt should be made by the University Police to follow this procedure. If, in the opinion of the ranking, on-duty police supervisor, a dangerous situation required the immediate implementation of the Shelter-In-Place Plan, he or she should begin the notification process of the campus population in the following order of priority:
 - a. A Blackboard/Connect® message will be sent out.
 - b. Police dispatch will notify patrol units to advise the campus population by PA system to immediately seek shelter and to implement the Shelter-In-Place Plan.
 - c. Contact with the campus radio station will be made to advise them to begin broadcasting the implementation of the Shelter-In-Place Plan, the reason, and the need to stay indoors until further notice.
 - d. Contact will be made with Facilities Management to shut down the HVAC and exhaust systems on campus (if appropriate). If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.
 - e. Contact with the University Vice President for Administrative Services, Vice President for Student and Community Services, and the Chief of Police.
 - f. The Office of the Vice President for Administrative Services will notify the campus population of the implementation of the plan, and the need to remain indoors, as well as other pertinent information. They will make this notification by Blackboard/Connect® as well as one or more of the following means: University e-mail, University voice mail, University Web site, radio station, e-signs, police PA megaphones, and classroom notification.
 6. Should the decision be made to implement the Shelter-In-Place Plan, the campus population should immediately go indoors. Once inside, members should consider the following options depending on the nature of the emergency and what directions are given:
 - a. Shut all windows and doors.
 - b. Seal gaps around windows and doors with wet towels, clothing, etc.
 - c. If possible, go to a room with no windows.
 - d. Monitor by Blackboard/Connect®, radio, University e-mail, and University voice mail the emergency circumstances and what actions to take.
 - e. Avoid using the building phone system except for emergency use. Emergency responders may be trying to get in touch with you. If you are in touch with family/friends, advise them they will not be permitted on campus until further notice.
 - f. Avoid the use of water until notified it is safe.
 - g. In the event of hazardous material contamination (chemical, biological, radiological), it is very important to separate those individuals who have been exposed. If possible, select a room in which those contaminated individuals might stay until emergency assistance and decontamination can take place.
 - h. Remain in the shelter until University officials notify you that it is safe to leave.
 - i. It is important to remain calm and follow the recommendations of police personnel, administrators, RLAs, and other designated leaders.

7. Different emergencies call for different responses. The following are basic courses of action to remember during specific shelter-in-place emergencies:
- a. During a chemical or hazardous materials release, you should seek shelter in a room above ground level (most chemicals settle to the lowest level), preferably one without windows, then follow step #6.
 - b. During a biological release, you should seek shelter in an internal room, preferably one without windows, then follow step #6.
 - c. In the event of a nuclear or radiological release, stay indoors and go to a basement or other underground area if available. Again, then follow step #6.
 - d. During a tornado, you should go to an underground room if possible, or take refuge in a small interior room, closet, or hallway. In a multiple-story building, go to the lowest floor and stay in interior rooms away from windows and doors. Go to the center of the room and avoid corners (they attract debris). You should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck. You should also avoid sheltering in places with a wide-span roof such as auditoriums or gymnasiums. Lastly, you should not seek shelter in a vehicle.
 - e. During a flood, seek shelter above water level and

do not touch electrical equipment if you are wet or standing in water.

- f. During a hurricane, you should stay indoors and away from glass doors and windows. If possible you should take refuge in a small interior room, closet, or hallway. In a multiple-story building, go to the first or second floors and stay in interior rooms away from windows. Lastly, you should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck.
- g. Although electrical storms are common occurrences, and you would not normally be notified of shelter-in-place plans, you should be aware of the following:
 - Seek shelter indoors (or in a vehicle) immediately.
 - Avoid showering or bathing, as plumbing/ bathroom fixtures conduct electricity.
 - Avoid using a corded phone except for emergencies. Cordless and cell phones are safe to use.
 - Unplug appliances and other electrical items such as computers. Power surges from lightning can cause serious damage.
8. Once notified of the “all clear,” those affected should:
 - a. Open windows and doors.
 - b. Turn on heating, air conditioning, or ventilation systems.
 - c. Go outside and wait until the buildings have been vented.
 - d. Remain outside until advised by University officials to go inside.

CIVIL DISORDERS

- Notify MUPD at ext. **3472**, dial **911**, or **732-571-3472** from your cell phone.
- Advise the police of the disturbance size, leaders, and objectives if known.
- Leave or avoid the area of disturbance if it can be done safely.
- Do not confront protestors and/or participants.
- Secure your room and/or office from damage.



CAMPUS SECURITY

CAMPUS SECURITY LEVELS POLICY

The University, in recognizing various threats it can face, has instituted a policy defining various security levels, and a response to these different types of threats. These threats can be related to environmental, medical, haz-mat, political, weather related, or other circumstances that may interfere with the safety of the campus community, and orderly functioning of the University. At Monmouth University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. Although every possible emergency situation can never be adequately planned for, the University has formulated the following Security Levels to assist in preventing dangerous occurrences, and minimizing injury and damage if a threatening event were to occur.

SECURITY LEVELS *levels*

Security Level 1

Will be utilized when there is no apparent threat and normal University business is being conducted as usual. Security Level 1 will be the standard operating level of the University.

Security Level 2

Will be utilized under the following conditions:

- when there is an elevation in the National Terrorism Advisory System, but there is no specific threat to the Monmouth County area.
- when there is an on-campus event, or anticipated event, that could be better managed with an increase in security levels.

Security Level 3

Will be utilized under the following conditions:

- when there is a heightened level of security specific to the Monmouth County area, requiring a heightened awareness of those entering and exiting the campus.
- when there is an on-campus event, or anticipated event, requiring an increased awareness of those entering and exiting the campus.

Security Level 4

Will be utilized under the following conditions:

- when security concerns dictate the immediate identification of the campus population.

- when there is an on-campus event, or anticipated event, requiring an increased level of security on the North Campus.

Security Level 5

Will be utilized when there is a major event requiring not only the closing of the University, but also the consideration of Shelter-In-Place or evacuation of the University Community.



SECURITY LEVELS

IMPLEMENTATION OF SECURITY LEVELS

Security Level 1

1. All normal University business conducted.
2. All entrances/exits open.
3. All security booths will be staffed during day shift, Monday through Friday.
4. University security personnel will conduct spot checks to make sure that all vendors have photo ID.
5. All gasoline and oil deliveries will take place prior to 0730 hours.

Security Level 2

1. The Vice President of Administrative Services or his/her designee will be responsible for issuing the upgrade in security status. At this level there will be increased police presence.
2. All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, e-mail, and campus radio.

3. The Chief of Police or his/her designee will be responsible for implementing security plans necessitating the elevation to Security Level 2.

Security Level 3

1. The University President or his/her designee will be responsible for issuing the upgrade in security status.
2. All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, e-mail, and campus radio. If these methods are not available, the police department will make the necessary notifications, and plans to follow, through patrol vehicle PA systems and megaphones.
3. The Police Department will immediately contact Aramark Food Service and advise them of the elevation in security levels. A request should be made for the stockpiling of one week's worth of canned (or preserved) food and water.
4. All security booths will be manned during day shift, Monday through Friday. During the night and midnight shifts, as well as during weekends, holidays, and school closing days, there will be limited access

to the University. Limited access will be through the staffed Larchwood and Lot 16 security booths. The North Campus will be accessed as usual, but there will be an attendant and marked patrol unit inside the entrance gate. All other entrances and exits will be closed off. Monmouth University will conduct additional patrols at the Esplanade and the Fountain Garden Apartments.

5. Facilities Management and uniformed and non-uniformed personnel will be required to visibly display ID badges at all times.
6. All vendors will be checked for ID and vehicle and driver information recorded.
7. All visitors will be requested to show a photo ID, and identifying information obtained and recorded, prior to entering the main campus. They will further be questioned as to their business on campus.
8. Unauthorized vehicles (no valid decal or temporary parking permit) will be prohibited from being left idling alongside University buildings.
9. Vehicles without approved permits and/or decals will be immediately investigated and, when appropriate, towed.
10. All areas of the University containing hazardous materials (e.g., laboratories, gasoline filling stations, facilities for the storage of hazardous materials, etc.) will be securely locked unless an approved member of the University is actively on scene and supervising the operation.
11. All package deliveries will be made to the Mail, Shipping and Receiving Department. The intended receiver of the package will be contacted and will be required to respond and sign for the item prior to receiving it.
12. Police will be contacted concerning any suspicious packages or containers, especially those found in unlikely or sensitive locations, such as near air intake/HVAC systems or enclosed spaces.
13. Police and Facilities Management personnel will conduct periodic inspections of building facilities and HVAC systems for irregularities. These inspections will be documented.

Log on to the Web site for up-to-date information:

Log on to Monmouth University's Police Department Web site at www.monmouth.edu/mupd to familiarize yourself with the University's emergency policies and procedures.

If you have any questions regarding the University's policies, you may contact Vice President Patricia Swannack at 732-571-3546, Chief William McElrath at 732-571-3472, or Vice President Mary Anne Nagy at 732-571-3417. For the latest security level update, please visit the Web site.

In addition, if you see anyone acting in a suspicious manner or any unauthorized individuals, or vehicles in unusual areas, you should immediately contact the police department at ext. 3472 or 732-571-3472 from any off-campus land line or cell phone.

14. Law enforcement vehicles will be parked randomly near entrances/exits and key buildings.
15. All scheduled public events will be reviewed by the Department Head responsible for the event and by the Police, as to their necessity, risks involved, and the need for further security measures. If deemed necessary, certain campus activities might be curtailed during this security level. If differences arise as to the need to cancel an event, the University President or his/her designee will resolve it.
16. The nature of the event will be assessed to determine if any student or group of students is at risk, and appropriate security measures will be taken.

Security Level 4

Will include all elements of Security Level 3 in addition to those listed below:

1. All students and non-police and facility management employees will be required to possess and display ID badges when requested in order to enter campus and while on campus.
2. All students and visitors will be required to show identification when entering/exiting the North Campus. Their names and vehicle information will be recorded.

Security Level 5

1. The University President or his/her designee will be responsible for the elevation in Security status. The University will be closed while under Security Level 5. A determination will be made by the University President to utilize the Shelter-In-Place or University Evacuation plan.
2. All members of the University Community will be immediately notified by voice mail, e-Mail, or campus radio of the closing, or may call the University Emergency Information telephone line (732-263-5900). If these methods are not available and you are on campus, the police department will make the necessary notifications through patrol vehicle PA systems and megaphones.

3. All University Entrances/Exits will be closed and access limited to vital support and/or emergency services. An employee list will be prepared indicating employees identified as follows:
 - a. Emergency employees who are required to report to work.
 - b. Employees who, depending on the situation or type of crisis, might be required to work. A determination will be made by the University as to the type of event that would require different responses, and a number for employees to call for information.
 - c. Employees who would not be required to show up at work.

NOTE: *In utilizing the above Security levels there is nothing to prohibit the partial use of a level. For example: if a hurricane was poised to strike the area, Security Level 2 might be utilized with specific precautions from Security Level 3.*

safety

