

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Emergency Action Plan

Original Issue Date: Unknown

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**Issued by: Mel Dale, Esq.,
Director of Compliance and
Mailroom Operations**

**Approved by: Patricia Swannack
Vice President for Administrative Services**

I. POLICY

- A. This plan has been developed to comply with the OSHA Hazardous Waste Operations and Emergency Response Rule, as set forth in OSHA 29 C.F.R. 1910.120 (q), and 1910.38(a). This plan is designed to minimize hazards to workers at Monmouth University (the "University"). In the event of a fire, chemical spill, or other accident, University employees shall follow the procedures below, evacuate from the danger area and are not permitted to assist in handling the emergency except as specified in this and referenced plans.

- B. This plan applies to:
 - 1. Fire Emergencies;
 - 2. Bomb Threats;
 - 3. Chemical Spills; and
 - 4. Accidents and First Aid.

- C. FIRE EMERGENCIES
 - 1. The University Fire Evacuation Policy (Appendix A) outlines the procedures to be followed to evacuate students and employees from a campus building in the event of an emergency.
 - 2. The University Police must be notified immediately of such situations at x4444.
 - 3. The University Police shall notify the local fire department when appropriate to respond to fire and other emergencies on campus.
 - 4. The Fire Evacuation Policy, at a minimum, shall include the elements listed at OSHA 1910.38 (a) and (b), and shall be reviewed annually and updated as necessary.

D. BOMB THREATS

1. The Monmouth University Emergency Bomb Threat Procedures (Appendix B) outlines the procedures to be followed in connection with bomb threats directly received by the University or made known to the University community.
2. All employees should familiarize themselves with this procedure.
3. The University Police must be notified at x4444 as soon as possible after a bomb threat has been received.

E. CHEMICAL SPILL PROCEDURES:

1. Edison Science Building
 - a. In addition to the evacuation procedures outlined in the Fire Evacuation Policy above, *specific* chemical spill response procedures to be taken in the event of a chemical spill have been developed and are included in the University Chemical Hygiene Plan, available online through the Office of Compliance webpage (<http://www.monmouth.edu/resources/HR/compliance/default.asp>), for the Edison Science Building.
 - b. Hazardous chemical spills or leaks outside of those described in the Chemical Hygiene Plan, for which specific in-house response procedures have not been developed, may require the assistance of outside resources.
 - c. The University does not have personnel trained to respond to and/or clean-up hazardous chemical spills or leaks, except for the specific response procedures developed in the Chemical Hygiene Plan.
 - d. The appropriate Chemical Hygiene Officer (CHO) shall be responsible for complying with the specific requirements of his/her plan to include training, personal protection equipment, Safety Data Sheets (SDS), chemical inventory, and an annual update.
 - e. In the event of a chemical spill beyond the control of the person causing the spill, employees and students must evacuate from the danger area in accordance with the University's Fire Evacuation Policy and Chemical Hygiene Plan.
 - f. The individual(s) who causes, witnesses, or discovers the spill is responsible for prompt notification to the University Police at x4444.
 - g. The University Police shall follow the procedures listed in Section II of this policy, below.

- h. Any spill, as discussed above, must be immediately documented and reported by the responsible party, or the party who discovered the spill, to the Office of Compliance at ext. 5755. If the Office of Compliance is unable to be reached, the Director of Compliance and Mailroom Operations should be contacted directly at 908-803-9094. See Appendix C for reporting form.
- 2. Other Campus Areas
 - i. In the event of a spill or release of a hazardous substance, the person(s) responsible for the spill or release may respond, provided that the incident is within the control of the responsible party and the responsible party has the appropriate knowledge and training of the hazard and the appropriate personal protective equipment.
 - j. In the event of a chemical spill or release of a hazardous substance beyond the control of the person causing the spill, employees and students must evacuate from the danger area in accordance with the University Fire Evacuation Policy and Chemical Hygiene Plan.
 - k. The individual(s) who causes, witnesses or discovers the spill is responsible for prompt notification to the University Police at x4444.
 - l. The University Police will follow the procedures listed in Section II of this policy, below.

F. ACCIDENTS AND FIRST AID

- 1. In the event of an accident or incident requiring medical assistance, immediately notify the University Police at x4444.

G. RESEARCH ANIMALS ON CAMPUS

- 1. In the event of an emergency in the Edison Science building where our research animals are housed, the Director of Compliance and Mailroom Operations shall be notified and shall then notify both the Monmouth University veterinarian and Institutional Animal Care and Use Committee (“IACUC”) Chair.
- 2. Upon notice, the Monmouth University veterinarian shall follow the emergency procedures as established by IACUC.

III. PRE-EMERGENCY PLANNING AND COORDINATION WITH OUTSIDE AGENCIES

- A. The following are the ways in which the University will work with external emergency response authorities in the event of a fire, bomb threat, chemical spill, or accident requiring outside assistance:
1. The Monmouth University Chief of Police (“Chief”), or his/her pre-appointed alternate, is designated as the University’s Emergency Management Coordinator (EMC) for emergency situations.
 - a. The Chief, or his/her pre-appointed alternate, shall be responsible for coordinating all emergency response activities with outside agencies.
 2. In the absence of the EMC, or his/her pre-appointed designee, the Incident Commander shall serve as the point of contact.
 - a. The Incident Commander is the highest-ranking police department employee in charge on any given eight-hour work shift.
 3. The Emergency Management Coordinator and/or Incident Commander shall act as a liaison with the following external emergency response authorities:
 - a. West Long Branch First Aid Ambulance Service: (911 or 732-229-5000).
 - b. West Long Branch Fire: Monmouth County Dispatcher (911 or 732-577-8700).
 - c. West Long Branch Emergency Management Coordinator: (911 or 732-229-5000).
 - d. Long Branch Fire Department (732-222-1000).
 - e. Oakhurst Fire Department and Oakhurst First Aid (732-577-8700).
 - f. Emergency Planning, Monmouth University Police Department: (732-571-4444).
 - g. Monmouth University Health Center (732-571-3464).
 - h. Monmouth Medical Center Emergency Room 732-923-7386).
 - i. AWT Environmental Services (732-613-1660).
 4. A list of phone numbers for the above agencies and a copy of this Plan have been placed by the phones in the following locations:
 - a. Monmouth University Police Dispatch; and
 - b. Facilities Management Dispatch.
 5. Response to any of the mentioned situations will be as per the Incident Command System (ICS) and the National Incident Management System (NIMS).

IV. PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING AND COMMUNICATION

A. ROLES AND RESPONSIBILITIES

1. The following outlines the roles of key emergency response personnel at the University to include lines of authority, level of training, appropriate response, and methods of communication during an emergency:
 - a. The EMC, or his/her designee, shall coordinate emergency response operations at the University.
 - i. He/she shall act as a liaison between the University and external emergency response authorities during an emergency.
 - ii. In the event of his absence, the Incident Commander shall assume the duties of EMC.
 - b. The Incident Commander shall perform all necessary duties as required by the nature of the incident until relieved by either the EMC or external emergency response authorities.
 - c. The Director of Compliance and Mailroom Operations shall be the contact person for employees and outside agencies that have questions about emergency response at the University.
 - i. The Director of Compliance and Mailroom Operations shall also provide a copy of the Emergency Action Plan to employees upon request.
 - ii. He/she shall coordinate all training requirements, reporting requirements, contacts with outside agencies, and overall administration of the Emergency Action Plan.
 - iii. The Director of Compliance and Mailroom Operations shall, in addition, conduct and record critiques of all response actions.
 - d. The EMC, possible Incident Commanders, and the Director of Compliance and Mailroom Operations shall receive training to competently carry out their required duties as listed above and in addition have competency in the following areas:
 - i. know and be able to implement the Monmouth University Incident Command System;
 - ii. know how to implement the Monmouth University Evacuation and Emergency Action Plans;

- iii. be able to facilitate the Emergency Bomb Threat Procedure; and
- iv. be familiar with the Monmouth University Chemical Hygiene Plan.

B. JOB POSITIONS TO BE TRAINED AT AWARENESS LEVEL

1. These are individuals who, because of the nature of their job, may come across a chemical spill or leak.
2. These individuals shall be trained to know the emergency procedures, evacuation routes, and phone numbers of the University Police Department.
3. They shall be responsible for notifying authorities in the event of an emergency, shall be capable of securing any area where a spill/leak has occurred and shall know the procedures for evacuating the area.
4. These individuals shall be responsible for allowing only trained/authorized personnel into or near spill/leak areas until relieved by the proper authority and shall wait just outside the warm zone in a safe area.
5. These individuals shall be trained at the First Responders Awareness Level.
6. See Appendix D for a list of job positions, which will require training to be able to respond to spills/leaks at the Awareness Level.
 - a. Individuals in these positions are likely, because of their positions, to witness or discover a hazardous substance release and shall have training to initiate an emergency response sequence by notifying proper authorities and take no further action.
 - b. The individuals in these positions shall receive initial training upon initial employment with the University and refresher training annually.
 - c. A list of individuals trained, dates of refresher training, and an outline of the training program shall be maintained in the Office of Compliance.

V. EMERGENCY RECOGNITION AND PREVENTION

A. THE UNIVERSITY HAZARD COMMUNICATION PROGRAM REQUIRES:

1. Every container at the University to be labeled in accordance with OSHA and the New Jersey Right to Know container label requirements;
2. All potentially exposed employees to receive Hazard Communications (HazCom) training to interpret hazard warnings on labeled containers and SDS's;
3. All potentially exposed employees to receive HazCom training by their supervisor to be aware about the known hazards in their work areas;
4. Additional training for employees who are potentially exposed to new hazards in their work area or who require additional training to maintain competency in this area;
5. All current SDS's to be kept in the University online database;
6. Assurance that all SDS's can be accessed by all employees at all University computers;
7. When personal protective equipment is required, authorized employees to be trained in its proper use and maintenance; and
8. Standard operating procedures for proper handling and storage of hazardous substances have been implemented and are enforced as a method of emergency prevention.

VI. CRITIQUE OF RESPONSE AND FOLLOW-UP

- A. The Director of Compliance and Mailroom Operations shall perform an evaluation on the performance of employees involved in emergency situations through annual Emergency Response training.
- B. This Emergency Response training should include a simulation or detailed discussion of an emergency that could potentially happen at the University.
 1. After this simulation or detailed discussion, each employee's performance will be critiqued and suggestions made for improvement where necessary.
 2. The same type of follow-up meeting shall be held after any emergency situation covered by this plan at the University.

VI. ANNUAL REVIEW

- A. This plan shall be reviewed annually and updated as necessary.

4. receive training on the use of fire extinguishers;
 5. have thorough knowledge of the assembly area for each coordinator's building and assisting supervisors in accounting for all personnel at the assembly point;
 6. notify emergency personnel of anyone requiring evacuation assistance;
 7. assist emergency personnel as needed; and
 8. maintain and update the Fire Evacuation Information Plaque and insure that the poster is properly encased in the plastic holder and mounted appropriately in accordance with item #3 of this paragraph.
- D. The Vice President for Administrative Services, Director of Compliance and Chief of Police shall maintain a current list of building Emergency Coordinators.

III. Reporting Fire and Emergencies:

- C. If a fire is discovered, activate the nearest fire alarm and call the University Police at x4444.
1. Give your name; the location of the emergency; and the nature of the emergency.
 2. If the fire alarm does not work, or the building is not equipped with one, dial x4444 and notify occupants verbally of the emergency and the need to evacuate.
 3. You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building.
 4. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.
 5. Remember to close all doors when leaving as long as conditions permit.

IV. Evacuation Procedures:

- A. Evacuate via the nearest stairwell or street level exit.
- B. Do not use elevators.
- C. Each University building has a pre-designated assembly point.
- D. A plaque listing the emergency coordinator for each area of the building must be posted in each department.
- E. After you have left the building, go to the pre-designated assembly point and remain there.
 1. At the assembly point, supervisors will account for all personnel and report any that are unaccounted for to the University Police.

- F. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate.
- G. Special attention should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building.
 - 1. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell.
 - 2. Emergency personnel will attend to their evacuation.
 - 3. In the unlikely event that a person needing evacuation assistance must be evacuated before emergency personnel arrive, the person shall be asked to instruct as to the safest method of evacuation for him or her.
- H. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the "all clear" message.

V. Training:

- A. Each Department Head is responsible for training its employees on all elements of this Emergency Action Plan.
- B. New employees will be given this document during orientation by Human Resources and must receive training when first assigned to the department.
- C. Additional training is necessary when an employee's responsibilities under the plan change or when there are changes to the plan.
 - a. Additional training is available from the University Supervisor of Electrical and Fire and Safety.

VI. Residence Halls:

- A. The Associate Vice President for Student Services is responsible for establishing evacuation procedures for University students residing in residence halls, campus apartments and University sponsored housing.
- B. These procedures shall be in writing and made available to Conference and Event Services and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors. See Attachment 1.

VII. Conference and Event Services:

- A. The Director of Conference and Event Services is responsible for notifying groups who have contracted through them for space of the evacuation procedures for all areas they will be occupying.
- B. These groups must be notified of the evacuation procedures for the areas they will be occupying prior to the start of their event.

VIII. Fire Drills:

- A. The New Jersey Uniform Fire Code, as well as other State and local regulations and ordinances, require that the University conduct inspections and fire drills of campus buildings.
- B. These inspections and drills must conform to the regulatory requirements and must be properly documented.
- C. When discrepancies and/or violations occur, they must be identified and corrected.
- D. Violations include, but are not limited to:
 - a. failure of building occupants to exit a building;
 - b. disregard of fire alarms; and
 - c. disregard of a legitimate directive of police officers and other emergency personnel.

IX. Fire Prevention:

- A. The University prohibits, without prior approval, the use of open flames (i.e. Candles, incense, hot plates, etc) of any type, anywhere on campus, including sporting events.
- B. Exceptions to this Policy can be found listed on Attachment 2, included in this document.
- C. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Dean, Chief of University Police, Area Vice President and Department Head.

X. Postings:

- A. The Monmouth University Fire Evacuation Information Plaque shall be displayed in each department area within the building.

XI. Distribution:

- A. This Fire Evacuation Policy shall be distributed annually to all employees.

Attachment 1

PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS

- A. In an effort to ensure safety and promote fire safety awareness in the residence halls, the following guidelines for staff have been developed to assist with evacuating the residence halls in the event of a fire alarm activation and/or actual fire.
1. When an alarm is activated, contact the University Police at x4444.
 2. The Residential Life Staff should immediately proceed to exit the building via the nearest exit on their floor.
 - a. If possible and safety permits, the staff within the buildings, along with the staff on duty, should knock on the doors of the residents on their floor and direct the residents to exit the building.
 3. Never use the elevator. Close the door as you leave the area/room.
 4. The Head RA/RA should proceed to the front of the building and wait for the University Police to arrive.
 - a. If it has been determined by the University Police that there is no eminent danger, the staff can assist the police with monitoring the residents as they exit the building.
 5. While outside, the University Police and the Residential Life Staff should instruct all residents to remain at least 100 feet from the building.
 6. While assembled outside of the building, every effort should be made to determine if all residents have safely exited the building.
 - a. This should be coordinated by the Resident Life Assistant on duty, the Head Residential Life Assistant of the building, and the Area Coordinator of the building, if possible.
 7. Once the University Police have determined that the alarm is false and the system has been reset, the officers shall notify the Residential Life Staff and residents to re-enter the building.
 - a. It should also be noted that if the alarm was set off as a result of a prank, the University Police will investigate and prosecute if warranted.

Attachment 2

**MONMOUTH UNIVERSITY LIST OF EXCEPTIONS
REGARDING OPEN FLAMES**

- A. Lighted candles shall be permitted for ceremonies, religious functions, cultural events, or honorary groups provided they have the written approval of the University Chief of Police.
 - 1. Lit candles shall never be left unsupervised.
 - 2. Candles shall be securely fixed in sturdy, approved candleholders or glass enclosures. (i.e. Hurricane lamps, etc.)
- B. Open flames used in assembly areas holding more than fifty (50) people shall secure written approval of the University Chief of Police and be in compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.72.
- C. Any open flames utilized by Facilities Management personnel in furtherance of their assigned duties.
- D. Food service operations, such as portable cooking equipment, shall be placed on a non-combustive surface.
- E. Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- F. Tailgating at sporting events.
- G. Bonfires, with the prior approval of the West Long Branch Fire Marshall and University Chief of Police.
- H. Open flame barbeque grills or propane tank barbeques for specific University events, such as Homecoming, with the necessary University approvals.
 - 1. The storage of propane or barbeque grills in any University owned or sponsored housing for students is strictly prohibited.
 - 2. The storage of propane or barbeque grills inside a University building requires the written approval of the Monmouth University Chief of Police, and shall comply with NFPA 58.
- I. Pyrotechnic and open flame devices for special effects with the written approval of the Monmouth University Chief of Police.
 - 1. Consideration shall only be given for areas in which there are fire sprinklers.

Appendix B: Emergency Bomb Threat Procedure

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Emergency Bomb Threat Procedure

Original Issue Date: November 1997

Revision Date(s): August 29, 2012
September 13, 2004
February 1, 2006

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Issued by: William McElrath
Chief of Police

Approved by: President & Cabinet

I. Introduction

It is the policy of Monmouth University to ensure that all employees, students, contractors and visitors are protected from the possible risks associated with a bomb threat and/or a suspicious package. All bomb threats are taken seriously and appropriate evacuation measures may be taken. Nearly all bomb threats are false alarms, however all threats are taken seriously. All bomb threats (even if considered to be a hoax) must be reported to the police.

The purpose of this policy is to inform University personnel of the proper procedures to follow in the event of a bomb threat. All employees are required to familiarize themselves with these procedures.

Most bomb threats are received by telephone. These threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic, which could possibly result in the disruption of normal activities at a specific location(s). Terrorist or politically motivated bombers usually select targets that will bring publicity and political gain. Criminally motivated bombers usually select targets for reasons related to revenge, intimidation, extortion, etc.

In the event a bomb threat is received a command post will be established at Police Headquarters where authorized personnel will be stationed to direct operations.

Emergency coordinators will assist in coordinating the evacuation of their building or area. (According to the University's Fire Evacuation Policy there should be an emergency coordinator in each building - **Attachment A**). Employees should familiarize themselves with the location of the nearest emergency exit in your building. Each Department Head is responsible for accounting for his/her personnel. The building's Emergency Coordinator should identify himself or herself to the first responding police officer.

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

II. Receiving and Reporting a Threat

- A. Remain calm; call the University Police Department at 4444 and notify your department head.
- B. The Monmouth University Police Shift Commander or his/her designee will immediately notify the Major Crimes Unit of the Monmouth County Prosecutors Office.
- C. If possible obtain the following information by using the Bomb Threat Checklist (**Attachment B**):
 - a. 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 contact the University Police department from another phone. Give the name, phone number, and room number where the bomb threat was received so the person who received the call can be reached if needed.
 - b. Listen - Be calm and courteous. Do not interrupt the caller. 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/her attitude, and any 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.
 - c. The *most crucial information* you can obtain from the caller is *what time* will the bomb explode, *where* it is located, and the appearance of the bomb. Also ask if they placed the bomb, where they placed it and their name.
 - d. Activate an immediate trace.
 - 1. Depress the switch-hook slightly (just like you would to activate call waiting)
 - 2. Press ***99**
 - 3. Return to the caller for a moment and hang up
 - 4. Contact the Monmouth University Police Department at 732-571-4444 to report the call to the Dispatcher.
 - e. If the threat was left on a *voicemail*, notify the Police Department immediately and *do not delete* or forward the message.
 - f. **Do not** use two-way radios or cellular phones: radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.
 - g. Do not evacuate the building until police arrive and evaluate the threat.
 - h. **Do not activate the fire alarm.** This may cause unnecessary panic.

- i. The Police Shift Commander will respond and make a determination whether or not the fire alarm should be activated, if occupants should evacuate, and/or to search the building.

III. Suspicious Letter or Package:

- A. If you see a suspicious package ***do not*** touch or move it. Evacuate the area. Do not assume it is the only package.
- B. If the threat is received in writing, the letter or note should immediately be turned over to the University Police Department. The note should be handled as little as possible as it may be useful in an investigation.
- C. Be familiar with the following Letter and Parcel Bomb Recognition Points:
 1. Foreign mail, air mail, an unexpected delivery, and/or special delivery
 2. Restrictive markings, such as “confidential” or “personal”
 3. Excessive postage
 4. Hand written or poorly typed addresses
 5. Incorrect titles
 6. Titles but no names
 7. Misspellings of common words
 8. Oily stains or discoloration
 9. No return address
 10. Excessive weight
 11. Rigid envelope
 12. Lopsided or uneven envelope
 13. Protruding wires or tinfoil
 14. Excessive securing material, such as masking tape or string
 15. Visual distractions
 16. Strange Odor
 17. Strange Sounds

IV. Evacuation Procedure

Once the circumstances of the threat are assessed, a decision will be made whether or not to evacuate an area or building of the University. You should remain calm. Do as directed – do not waste time.

If you are directed to evacuate please do the following:

- A. **Take outdoor clothing, keys, handbag, briefcase, etc. with you if it can be done without delay. Evacuate via the nearest accessible exit. DO NOT RUN. DO NOT USE ELEVATORS.**
- B. **In classrooms, the faculty member** is responsible for immediately evacuating students from the building and ensuring that the classroom door is closed upon exiting.

- C. In **Science laboratories**, ensure that all burners, and/or open flames are turned off and gas jets are closed before leaving the classroom and the door is closed after you exit.
- D. Staff and personnel in **offices** should make sure that all doors are shut as they leave.
- E. In **Residential Buildings**, if safety and circumstances permit, upon exiting the building the **Residential Life staff (RA's)** should knock on the doors of the residents of their floor and direct the residents to immediately leave the building.
- F. Evacuees should stand a minimum of three hundred feet from the building or where directed. Each University Building has a pre-designated assembly point. Staff and students should gather at the assembly point as soon as possible for further direction.
- G. You are required to cooperate with emergency personnel.
- H. Individuals with physical disabilities may remain in a building during an emergency evacuation only if they are non-ambulatory, or when elevator assistance is essential for their evacuation and such individuals are located either above or below the ground floor. Please advise the appropriate emergency personnel if you require assistance. All other persons with disabilities should evacuate.

Once the area and/or building has been evacuated, Emergency Personnel and Facilities Management Staff will be posted at all possible entrance points to prevent people from inadvertently entering a hazardous area.

If a search is needed, this will be performed by emergency personnel, who have been trained to deal with these types of situations.

When the situation has been resolved, emergency/security personnel will direct employees and students when it is safe to re-enter the building or provide further direction.

Please Note: The University Office of Public Affairs (Ext. 3526) will handle any press inquiries. University personnel are not authorized to make any statement to the press or news media.

feet from the floor and at the point of exit from each floor(s) of the building within each coordinator's area of responsibility;

4. receive training on the use of fire extinguishers;
5. have thorough knowledge of the assembly area for each coordinator's building and assisting supervisors in accounting for all personnel at the assembly point;
6. notify emergency personnel of anyone requiring evacuation assistance;
7. assist emergency personnel as needed; and
8. maintain and update the Fire Evacuation Information Plaque and insure that the poster is properly encased in the plastic holder and mounted appropriately in accordance with item #3 of this paragraph.

D. The Vice President for Administrative Services, Director of Compliance and Chief of Police shall maintain a current list of building Emergency Coordinators.

III. Reporting Fire and Emergencies:

- A. If a fire is discovered, activate the nearest fire alarm and call the University Police at x4444.
 1. Give your name; the location of the emergency; and the nature of the emergency.
 2. If the fire alarm does not work, or the building is not equipped with one, dial x4444 and notify occupants verbally of the emergency and the need to evacuate.
 3. You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building.
 4. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.
 5. Remember to close all doors when leaving as long as conditions permit.

IV. Evacuation Procedures:

- A. Evacuate via the nearest stairwell or street level exit.
- B. Do not use elevators.
- C. Each University building has a pre-designated assembly point.
- D. A plaque listing the emergency coordinator for each area of the building must be posted in each department.
- E. After you have left the building, go to the pre-designated assembly point and remain there.

1. At the assembly point, supervisors will account for all personnel and report any that are unaccounted for to the University Police.
- F. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate.
- G. Special attention should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building.
1. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell.
 2. Emergency personnel will attend to their evacuation.
 3. In the unlikely event that a person needing evacuation assistance must be evacuated before emergency personnel arrive, the person shall be asked to instruct as to the safest method of evacuation for him or her.
- H. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the "all clear" message.

V. Training:

- A. Each Department Head is responsible for training its employees on all elements of this Emergency Action Plan.
- B. New employees will be given this document during orientation by Human Resources and must receive training when first assigned to the department.
- C. Additional training is necessary when an employee's responsibilities under the plan change or when there are changes to the plan.
- a. Additional training is available from the University Supervisor of Electrical and Fire and Safety.

VI. Residence Halls:

- A. The Associate Vice President for Student Services is responsible for establishing evacuation procedures for University students residing in residence halls, campus apartments and University sponsored housing.
- B. These procedures shall be in writing and made available to Conference and Event Services and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors. See Attachment 1.

VII. Conference and Event Services:

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- B. These groups must be notified of the evacuation procedures for the areas they will be occupying prior to the start of their event.

VIII. Fire Drills:

- A. The New Jersey Uniform Fire Code, as well as other State and local regulations and ordinances, require that the University conduct inspections and fire drills of campus buildings.
- B. These inspections and drills must conform to the regulatory requirements and must be properly documented.
- C. When discrepancies and/or violations occur, they must be identified and corrected.
- D. Violations include, but are not limited to:
 - a. failure of building occupants to exit a building;
 - b. disregard of fire alarms; and
 - c. disregard of a legitimate directive of police officers and other emergency personnel.

IX. Fire Prevention:

- D. The University prohibits, without prior approval, the use of open flames (i.e. Candles, incense, hot plates, etc) of any type, anywhere on campus, including sporting events.
- E. Exceptions to this Policy can be found listed on Attachment 2, included in this document.
- F. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Dean, Chief of University Police, Area Vice President and Department Head.

X. Postings:

- B. The Monmouth University Fire Evacuation Information Plaque shall be displayed in each department area within the building.

XI. Distribution:

This Fire Evacuation Policy shall be distributed annually to all employees.

ATTACHMENT B

Bomb Threat Checklist for Phoned Threats

Exact message received:

Name of person receiving call:	Time:	Date:
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Caller's Identity:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Approximate age:
Origin of call (if you can tell or ask):	<input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	<input type="checkbox"/> Internal (from within 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 noises:	<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"/> Party Atmosphere	<input type="checkbox"/> Bedlam <input type="checkbox"/> Animals <input type="checkbox"/> Other

QUESTIONS TO ASK:

1. When is the bomb going to explode? When will the device function? When will the release occur?
2. What is the material involved? How much material is involved?
3. Where is it right now?
4. What does it look like? What kind of device is it?
5. What will cause the device to function?
6. Did you place the device? Why? Are there additional devices?
7. What is your name? What is your address?

ATTACHMENT C

PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS

1. In an effort to ensure safety and promote fire safety awareness in the residence halls, the following guidelines for staff have been developed to assist with evacuating the residence halls in the event of a fire alarm activation and/or actual fire.
2. When an alarm is activated, contact the University Police at x4444.
3. The Residential Life Staff should immediately proceed to exit the building via the nearest exit on their floor.
 - a. If possible and safety permits, the staff within the buildings, along with the staff on duty, should knock on the doors of the residents on their floor and direct the residents to exit the building.
4. Never use the elevator. Close the door as you leave the area/room.
5. The Head RA/RA should proceed to the front of the building and wait for the University Police to arrive.
 - a. If it has been determined by the University Police that there is no eminent danger, the staff can assist the police with monitoring the residents as they exit the building.
6. While outside, the University Police and the Residential Life Staff should instruct all residents to remain at least 100 feet from the building.
7. While assembled outside of the building, every effort should be made to determine if all residents have safely exited the building.
 - a. This should be coordinated by the Resident Life Assistant on duty, the Head Residential Life Assistant of the building, and the Area Coordinator of the building, if possible.
8. Once the University Police have determined that the alarm is false and the system has been reset, the officers shall notify the Residential Life Staff and residents to re-enter the building.
 - a. It should also be noted that if the alarm was set off as a result of a prank, the University Police will investigate and prosecute if warranted.

ATTACHMENT D

MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES

- A. Lighted candles shall be permitted for ceremonies, religious functions, cultural events, or honorary groups provided they have the written approval of the University Chief of Police.
 - 1. Lit candles shall never be left unsupervised.
 - 2. Candles shall be securely fixed in sturdy, approved candleholders or glass enclosures. (i.e. Hurricane lamps, etc.)
- B. Open flames used in assembly areas holding more than fifty (50) people shall secure written approval of the University Chief of Police and be in compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.72.
- C. Any open flames utilized by Facilities Management personnel in furtherance of their assigned duties.
- D. Food service operations, such as portable cooking equipment, shall be placed on a non-combustive surface.
- E. Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- F. Tailgating at sporting events.
- G. Bonfires, with the prior approval of the West Long Branch Fire Marshall and University Chief of Police.
- H. Open flame barbeque grills or propane tank barbeques for specific University events, such as Homecoming, with the necessary University approvals.
 - 1. The storage of propane or barbeque grills in any University owned or sponsored housing for students is strictly prohibited.
 - 2. The storage of propane or barbeque grills inside a University building requires the written approval of the Monmouth University Chief of Police, and shall comply with NFPA 58.
- I. Pyrotechnic and open flame devices for special effects with the written approval of the Monmouth University Chief of Police.
 - 1. Consideration shall only be given for areas in which there are fire sprinklers.

Appendix C: Incident Report for Spills

MONMOUTH UNIVERSITY OFFICE OF COMPLIANCE INCIDENT REPORT – SPILLS

Date: _____

REPORTING PARTY

Last Name: _____ First Name: _____

Title: _____ Department: _____

Telephone: _____ Email: _____

INCIDENT DESCRIPTION

- Occurred
 Discovered

Location: _____ Time: _____

Material Involved: _____ Approximate Amount: _____ *Attach SDS sheet*

Weather conditions: _____ Source/Cause: _____

Transporting Vehicle or Container _____

Responsible party/company _____

Please answer the following questions to the best of your ability:

1. The number and type of injuries, if any _____
2. Was there any dangers/threats posed by the spill? _____
3. Was there any damage to roadway, property or other? _____
4. Were any local and/or state agencies notified? _____
5. If yes, which agency? _____
6. Did evacuation procedures occur? _____

Signature

Date

+++++
FOR OFFICE USE ONLY

NJDEP REPORT _____
office date time

Appendix D: Job Positions

THESE JOB POSITIONS ARE POSITIONS TRAINED AT FIRST RESPONDERS
AWARENESS LEVEL:

- A. UNIVERSITY POLICE:
 - 1. Chief
 - 2. Deputy Chief
 - 3. Captain
 - 4. Sergeants
 - 5. Corporal
 - 6. Patrol Officers
 - 7. Safety Officers

- B. FACILITIES MANAGEMENT:
 - 1. Vice President for Administrative Services
 - 2. Directors (Operations, Service Response)
 - 3. Fire & Safety Personnel
 - 4. Electricians
 - 5. HVAC
 - 6. Service Response Team Members
 - 7. General Maintenance Mechanics
 - 8. Mailroom Personnel
 - 9. Custodians (Edison Science Building)
 - 10. Plumbers

- C. AQUATICS:
 - 1. Supervisor of Aquatics
 - 2. Poolroom Staff

- D. SCIENCE/LABORATORY:
 - 1. Compliance Officer in accordance with the Chemical Hygiene Plan
 - 2. Faculty in accordance with the Chemical Hygiene Plan
 - 3. Support Staff in the Department of Biology and Chemistry in accordance with the Chemical Hygiene Plan
 - 4. Student employees in accordance with the Chemical Hygiene Plan

- E. ART & DESIGN DEPARTMENT:
 - 1. Compliance Officer
 - 2. Faculty and Instructors
 - 3. Support Staff

- F. BUILDING/CAMPUS PLANNING
 - 1. Associate Vice President
 - 2. Construction Manager