

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Emergency Action Plan

Original Issue Date: Unknown

Revision Date: March 17, 2020

Page 1 of 13

**Issued by: Michael Wunsch, MS
Director of Compliance/Risk Manager**

**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 with OSHA 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 incident, 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.

***PLEASE NOTE:** This policy applies to all parts of the University *except* Monmouth Park Corporate Center (“MPCC”). In the event of an emergency at the MPCC, dial 911. On campus, contact MUPD at x4444 (732-571-4444).

- B. This plan applies to:
1. Fire Emergencies
 2. Natural Gas Leaks
 3. Bomb Threats
 4. Chemical Spills
 5. Accidents and First Aid
 6. Maintenance Emergencies; and
 7. Research Animals on Campus

C. FIRE EMERGENCIES

1. The University Fire Evacuation Policy (Appendix A) outlines the procedure to be followed to evacuate students and employees from a campus building in the event of an emergency.

2. The Monmouth University Police Department (MUPD) must be notified immediately of such situations at x4444 (732-571-4444).
3. MUPD shall notify the local fire department of the emergency.
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. NATURAL GAS LEAKS

1. Monmouth University utilizes natural gas in various buildings on campus. Natural gas is an odorless fossil fuel that will burn and can explode under certain concentrations and proper air mixtures, and if a source of ignition is introduced. Natural gas is odorized by the chemical Mercaptan, which smells like garlic, rotten eggs or a skunk. Sources of ignition can be in numerous forms, such as a light switch, gas-burning appliances, telephone, electric motor, cigarette lighter, automobile engine or anything that can produce a spark or flame.
2. Employees shall follow the University Fire Evacuation Policy (Appendix A) to evacuate students and employee if there is a report of a suspected natural gas leak. Do not activate the nearest fire alarm or use a phone inside of the building.
3. MUPD must be notified immediately of such situations at 732-571-4444 once outside.
4. When a gas leak is reported outside of a building, MUPD will make a determination if any of the buildings in the surrounding area should be evacuated. The decision will be based on wind and distance away from any known source of a gas leak.
5. MUPD shall notify the local fire department and New Jersey Natural Gas (NJNG). Aside from emergency responders, no one shall be allowed to enter the building that has been evacuated until NJNG “clears” the building for re-entry.

E. 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. MUPD must be notified at x4444 as soon as possible after a bomb threat has been received.

F. CHEMICAL SPILL OR EXPOSURE PROCEDURES:

1. The University Hazard Communication Program Requires:
 - a. Every container at the University to be labeled in accordance with OSHA and the New Jersey Right to Know container label requirements;
 - b. All potentially exposed employees to receive Hazard Communications (HazCom) training to interpret hazard warnings on labeled containers and SDSs;
 - c. All potentially exposed employees to receive HazCom training by their supervisor to be aware about the known hazards in their work areas;
 - d. 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;
 - e. All current SDSs to be kept in the University online database;
 - f. Assurance that all SDSs can be accessed by all employees at all University computers;
 - g. When personal protective equipment is required, authorized employees to be trained in its proper use and maintenance; and
 - h. Standard operating procedures for proper handling and storage of hazardous substances. These procedures have been implemented and are enforced as a method of emergency prevention.
2. Exposures/Spills at Edison Science Building or Spills Requiring Outside Resources
 - 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 (<https://www.monmouth.edu/administrative-services/documents/2018/04/chemical-hygiene-plan.pdf>), 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 **ANY** 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, discovers, or has any other relevant information regarding the spill is responsible for prompt notification to MUPD at x4444.
 - g. All spills resulting in a potentially hazardous exposure shall be reported to MUPD at x4444 and the Director of Compliance/Risk Manager at x5355.
 - h. MUPD shall follow the procedures listed in Section III of this policy, below.
 - i. 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 x5355. The Director of Compliance/Risk Manager can also be reached during off hours through MUPD. See Appendix C for reporting form.
3. Minor Spills or spills occurring at other Campus Areas
- a. In the event of a minor 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.
 - b. In the event of any 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 as described above and in accordance with the University Fire Evacuation Policy and Chemical Hygiene Plan. Appropriate notifications must then be made to the MUPD at x4444.
 - c. All spills resulting in a potentially hazardous exposure shall be reported to the MUPD at x4444 and the Director of Compliance/Risk Manager at x5355.
 - d. MUPD will follow the procedures listed in Section III of this policy, below.

G. ACCIDENTS AND FIRST AID

1. In the event of an accident or incident requiring medical assistance, immediately notify MUPD at x4444, or request that another person do so.
 - a. Provide MUPD with the nature of the emergency, the specific location, number of victims, and any pertinent information
 - b. Stay at the emergency scene to relay instructions to other, if the scene is safe and secure.
 - c. Do not move the individual unless his/her location is potentially dangerous.
 - d. Reassure the victim and keep them quiet and comfortable.
 - e. Keep all interested employees and students away from the area.
2. MUPD will notify the Vice President for Administrative Services and the Director of Compliance/Risk Manager if the medical emergency involves faculty or staff. Human Resources will be contacted to coordinate notification of family members if necessary. An emergency involving students, the Vice President for Student Life and Leadership Engagement will be contacted and coordinate notification of family members if necessary.

H. MAINTENANCE EMERGENCIES

1. Maintenance emergencies include issues or events such as a loss of electrical power, rushing water from broken pipes, complete lack of water and the lack of heat or air conditioning. Contact Facilities Management at x3425 (732-571-3425) and provide pertinent information including your name, telephone number, location of the emergency and the nature of the emergency. After normal business hours, contact MUPD at x4444.

I. RESEARCH ANIMALS ON CAMPUS

1. In the event of an emergency in the Edison Science building where research animals may be housed, the Chief of the MUPD and the Director of Compliance/Risk Manager shall be notified. The Director of Compliance/Risk Manager shall then notify the Monmouth University veterinarian and the Institutional Animal Care and Use Committee (“IACUC”) Chair.
2. Upon notice, the Monmouth University veterinarian shall initiate the emergency procedures as established by IACUC and update the Director of Compliance/Risk Manager, as necessary.

II. TRAINING

- A. All Monmouth University employees shall be training in the elements of the University's Emergency Action Plan by the Director of Compliance/Risk Manager. The plan will be reviewed with each employee covered by the plan:
1. When the employee is initially assigned to the job;
 2. When the employee's responsibility under the plan change; and
 3. When the plan has changed.

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 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: (732-222-4624 and 732-222-9517).
 - 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. Veolia Environmental Services: (800-431-2387 or 973-347-7111).
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 above mentioned situations will be as per the Incident Command System (ICS) and the National Incident Management System (NIMS).

IV. PERSONNEL ROLES, LINES OF AUTHORITY 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/Risk Manager shall be the contact person for employees and regulatory agencies/authorities that have questions about emergency response and environmental health and safety concerns at the University. Any media or public inquiries shall be immediately referred to the MU Office of Communications and University Relations (x3526). University personnel are not authorized to make any statement to the press or news media.
 - i. The Emergency Action Plan shall be available on the University website. The Director of Compliance/Risk Manager 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 regulatory and external agencies, and overall administration of the Emergency Action Plan.

- iii. The Director of Compliance/Risk Manager shall, in addition, conduct and record critiques of all response actions and exercises in conjunction with the EMC
- d. The EMC, possible Incident Commanders, and the Director of Compliance/Risk Manager 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 Hazard Communication and Chemical Hygiene Plans.

V. CRITIQUE OF RESPONSE AND FOLLOW-UP

- A. The Director of Compliance/Risk Manager shall, in addition, conduct and record critiques of actual response actions and exercises in conjunction with the EMC.
- B. A follow-up meeting shall be held after any emergency situation covered by this plan at the University. Each employee's performance will be evaluated and suggestions for improvement will be made where necessary.

VI. ANNUAL REVIEW

This plan shall be reviewed annually and updated as necessary.

APPENDIX A
(See MU Fire Evacuation Policy Revised July 2017)

APPENDIX B

(See MU Emergency Bomb Threat Procedure Revised October 2014)

Fire Evacuation Policy Factsheet

IF YOU DISCOVER A FIRE OR SMOKE CONDITION:

- **Activate** the nearest **Fire Alarm**.
- **Notify** anyone nearby of the **emergency** and tell them to **evacuate**.
- **Follow instructions** of **Bldg. Emergency Coordinator or Res. Life Staff**.
- **Turn off** electrical, gas, and hazardous equipment, if you can do so safely.
- **Close the doors** on your way out, if you can do so safely.
- **Evacuate** using the **nearest exit**. Follow the **EXIT** signs.
- Do not use elevators!
- Go to the **Assembly Point**. Do not reenter the building until the “all clear” message is given.
- If you activated the alarm **or** have important information about the fire:
 - Call MUPD at x4444 (732-571-4444) or 911 from safe location
 - Tell them your name
 - Information about the fire
 - Any persons that require evacuation assistance
 - Where you can be reached for more information (i.e., location and phone #)



FIRE EXTINGUISHERS – Remember...

- You are not required to fight a fire.
- Always **activate** the **Fire Alarm** before you use the Fire Extinguisher!
- **Evacuate immediately if there is any danger** from smoke, heat or flames.
- Use **fire extinguishers to fight SMALL**, non-spreading fires only and, **ONLY** if you've been trained.

(Small fire = a fire no larger than a wastepaper basket!)
- Remember **P.A.S.S.:**
 - **P**ull the pin
 - **A**im low, pointing the extinguisher nozzle at the base of the fire
 - **S**queeze the handle to release the extinguishing agent
 - **S**weep from side to side at the base of the fire until it appears to be out
- **Report** any used/discharged Fire Extinguishers to Facilities Management or MUPD.



ATTACHMENT B

Bomb Threat Checklist for Phoned Threats

Exact message received:

Name of person receiving call:	Time:	Date:
---------------------------------------	--------------	--------------

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"/> Cell Phone	<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? Where are you? What is your address?

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. Did spill enter any drains/sewers? Was it absorbed into soil/ground? _____
5. Were any local and/or state agencies notified? _____
6. If yes, which agency? _____
7. Did evacuation procedures occur? _____

Signature

Date

+++++

FOR OFFICE USE ONLY

NJDEP REPORT _____
office

_____ date

_____ time