

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 **732-571-4444**. Thank you for your cooperation.

The Monmouth University Police and Crisis Management Team

MONMOUTH UNIVERSITY EMERGENCY NOTIFICATION SYSTEM

Register at: 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 **notify.monmouth.edu** and register for Monmouth University Emergency Notification System. 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 Monmouth University Emergency Notification System, 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 EMail

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

Monmouth University Website

Allows students, faculty, and staff to receive emergency information on the University Web page and MU social media sites.

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 95.9 WRAT

FM 98.5 WBBO

FM 101.5 WKXW

FM 107.1 WWZY The Breeze

AM 1010 WINS

AM 1310 WADB

AM 1450 WCTC

Hawk TV (campus-wide)

TV News 12 New Jersey

Channel 4 WNBC News

MU social media sites

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)

Electronic sign 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 on a regular basis through scenario-based exercises, tabletops, and simple equipment operability checks.



Emergency Action Plan

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 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 ext. 4444 (732-571-4444).**

B. This plan applies to:

1. Fire Emergencies;
2. Bomb Threats;
3. Chemical Spills (*see Incident Report on page 85*); and
4. Accidents and First Aid.

C. FIRE EMERGENCIES

1. The University Fire Evacuation Policy 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 **ext. 4444 (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.

Fire Evacuation Policy

I. POLICY STATEMENT:

A. Employees are not required to fight fires and should evacuate the building they occupy immediately in the event of a fire. The University Police have primary responsibility for managing fire emergencies (until relieved by applicable fire department personnel) and must be notified immediately of such situations at their emergency number, **ext. 4444**, or if dialing from off campus, dial **732-571-4444**. Employees may use fire extinguishers to fight small, incipient stage fires (no larger than a wastepaper basket) only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

II. EMERGENCY COORDINATORS:

- A.** Each University Department Head must maintain a current copy of the Fire Evacuation Policy and Procedures and review the contents of this document with all employees in the department.
- B.** In addition, the Director of Compliance/Risk Manager must appoint at least two Emergency Coordinators for each building or group of buildings on campus. One of the Emergency Coordinators will serve as the primary emergency contact and the other(s) will serve as the back-up coordinator(s). All assigned emergency coordinators will be provided the same information and training.
- C.** A plaque or poster listing the emergency coordinators for each area of the building must be displayed in each department.
- D.** Emergency Coordinators shall receive annual training about their responsibilities which shall cover the following tasks:
1. Assist in the safe and orderly evacuation of the occupants of the building;

2. Serve as the first point of contact for questions about the emergency evacuation procedures;
 3. Ensure that a Fire Evacuation Information Plaque is posted inside every classroom and/or office, on the left side of the door jamb approximately 5 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 on a voluntary basis;
 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, as required, and ensure that the poster is mounted appropriately in accordance with item #3 of this paragraph.
- E.** The Vice President for Administrative Services, Director of Compliance/Risk Manager 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 **ext. 4444**.
 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 **ext. 4444** 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.** 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.
- E.** 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.
- F.** 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. The presence and location of these individuals should be reported to the emergency responders or University Police (**ext. 4444**).
 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.
- G.** 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 and Fire Evacuation Policy.
- B.** New employees will be provided instruction on where to obtain this document and given the Fire Evacuation

Factsheet attached to this policy during initial training by the Office of Compliance 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.
 - I. Additional training is available upon request from the Office of Compliance (compliance@monmouth.edu).

VI. RESIDENCE HALLS:

- A. The Associate Vice President for Student Life 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 Services and Special Events and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors. See "PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS".

VII. CONFERENCE AND EVENT SERVICES:

- A. The Senior Director of Conference Services and Special Events, or their designee 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:
 1. Failure of building occupants to exit a building;
 2. Disregard of fire alarms; and
 3. 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 in the section "LIST OF EXCEPTIONS REGARDING OPEN FLAMES".
- 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:

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

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 **ext. 4444**.
 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 imminent 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. In the event of inclement weather, University Police and Residential Life Staff shall make arrangements for those needing shelter to be moved quickly as possible to other areas of shelter.
8. Once the fire alarm has been cleared by the fire department or the University Police and the system has been reset, the officers shall notify the Residential Life Staff and residents to re-enter the building.
 - a. Anyone found remaining in the building, or reentering the building prior to the building being cleared by the fire department, are subject to University disciplinary charges as well as criminal charges.
 - b. 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.

MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES

- A.** Lighted candles shall be permitted for ceremonies, religious functions, cultural events, 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 noncombustive surface.
- E.** Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- F.** Tailgating at sporting events. However, the Monmouth University Police and/or representatives of local or state jurisdictions have the authority to stop or prevent unsafe acts or conditions.
- 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.

Consideration shall only be given for areas in which there are fire sprinklers.

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 ext. 4444 (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.:
- Pull the pin
- Aim low, pointing the extinguisher nozzle at the base of the fire
- Squeeze the handle to release the extinguishing agent
- Sweep 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.

Bomb Threat Procedures

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 Monmouth University Police Department (MUPD).

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 MUPD 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. 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 MUPD at **ext. 4444** and notify your department head.
- B. The MUPD 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:
 1. 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 MUPD 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.
 2. 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.
 3. 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.

4. If the threat was left on a voice mail, notify MUPD immediately and do not delete or forward the message.
5. 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.
6. Do not evacuate the building until MUPD arrives and assesses the threat.
7. Do not activate the fire alarm. This may cause unnecessary panic.
8. The MUPD 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.



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?

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 as a letter or in some other form of writing, upon discovery the letter or note should be immediately secured and the MUPD must be contacted at **ext. 4444**. The note should be handled as little as possible as it may be useful in an investigation. If the suspicious letter was not yet opened, do not open it. MUPD will collect the letter as is for further analysis.
- C. Be familiar with the following Letter and Parcel Bomb Recognition Points:
 - 1. Foreign mail, airmail, 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. 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. Further instructions will be provided by emergency responders; evacuees should stand a minimum of three hundred feet from the building or where directed.
- 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. Evacuees who have knowledge of the location(s) of individuals requiring evacuation assistance should contact or seek out the emergency responders and provide that information after they have evacuated. All other persons physically able to evacuate 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. Once evacuated, staff must not reenter the facility. 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 reenter the building or provide further direction.

Please Note: The Office of University Marketing and Communication (**732-571-3411**) will handle any press inquiries. University personnel are not authorized to make any statement to the press or news media.

V. 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. 4444** or **732-571-4444** 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 that 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.

Chemical Spill or Exposure Procedures

1. 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 (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 cleanup 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 **ext. 4444**.
 - g. All spills resulting in a potentially hazardous exposure shall be reported to MUPD at (**ext. 4444**) and the Director of Compliance at **732-263-5355**.
 - h. MUPD shall follow the procedures listed in Section II 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 **732-263-5355**. The Director of Compliance can also be reached during off hours through MUPD.

2. 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 **ext. 4444**.

c. All spills resulting in a potentially hazardous exposure shall be reported to the MUPD at (**ext. 4444**) and the Director of Compliance at **732-263-5355**.

d. MUPD will follow the procedures listed in Section II of this policy, below.



Accidents and First Aid

1. In the event of an accident or incident requiring medical assistance, immediately notify **MUPD at ext. 4444**.

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.

V. 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).

VI. 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/her 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 who 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 (**ext. 3526**). 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 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 appropriate emergency response phone numbers including how to contact the MUPD.
 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.
 - 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.
- THESE JOB POSITIONS ARE POSITIONS TRAINED AT FIRST RESPONDERS AWARENESS LEVEL:**
- A. MONMOUTH UNIVERSITY POLICE DEPARTMENT:**
1. Chief
 2. Captain
 3. Sergeants
 4. Corporal

5. Patrol Officers

6. Safety Officers

B. FACILITIES MANAGEMENT:

1. Vice President for Administrative Services

2. Directors (Operations, Service Response)

3. Director of Compliance/Risk Manager

4. Fire & Safety Personnel

5. Electricians

6. HVAC

7. Service Response Team Members

8. General Maintenance Mechanics

9. Mailroom Personnel

10. Custodians (Edison Science Building)

11. 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. Designated Support Staff

F. MUSIC AND THEATRE ARTS

1. Compliance Officer

2. Designated Faculty and Instructors

3. Designated Support Staff

G. BUILDING/CAMPUS PLANNING

1. Associate Vice President

2. Construction Manager

IV. 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. These procedures have been implemented and are enforced as a method of emergency prevention.

V. CRITIQUE OF RESPONSE AND FOLLOW-UP

A. The Director of Compliance/Risk Manager shall perform an evaluation of the understanding of employees trained in emergency response as part of the annual Emergency Response training. 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.** 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 evaluated 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

This plan shall be reviewed annually and updated as necessary.

Campus Lockdown

I: 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 which must be manually locked down utilizing conventional lock mechanisms.

II: 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/she believes that there is a significant potential of danger to people or property.

- B.** Upon completion of electronic lockdowns, 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 Services. They will coordinate notification to the President, the President's Cabinet, and other University officials as required.
- C.** The Monmouth University Police Department will notify members of the Monmouth University community via the University Emergency Notification System, which serves as the primary method of emergency notification.

- D.** Additional methods of emergency notification that may be utilized are:

- University voice mail
- University webpage
- University and other Email
- University radio station (WMCX)
- Police vehicles 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.** 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.

- F.** Possible actions to take in the event of a lockdown:

If indoors when the message is heard, students and employees will remain in their present locations pending further instructions and follow these steps:

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

with furniture, etc. Stay away from all windows and doors. Turn off all lights, lower your cell phone ringers and remain silent. If silence is necessary, do not use cell phones except for emergency notification to the University Police at 732-571-4444.

- 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.
 - 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.
 - No one should leave the secured room until an "ALL CLEAR" message has been announced on the emergency notification system.
 - 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.
- G.** Residential halls are secured 24 hours a day 7 days a week. If possible, members of the Office of Residential Life will make announcements to resident students that lockdown procedures are in effect. This will be in addition to the notification methods listed on above.
- 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 Services and Special Events 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 University Emergency Notification System, as well as other systems.
- 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 (or 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 that are recommended. 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: **RUN-HIDE-FIGHT**

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, move away from the immediate path of danger, and take the following steps:

1. Notify anyone you 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 **732-571-4444** 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.

5. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
 - Go to the nearest room or office.
 - Close and lock or barricade the door.
 - Turn off the lights.
 - Seek protective cover.
 - Keep quiet and act as if no one is in the room.
 - Do not answer the door.
 - Notify the Monmouth University Police Department at **732-571-4444** 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.
6. As a last resort, if unable to run or hide, you must fight back using whatever objects are available.

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.

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/co-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 Life and Leadership Engagement.
2. The University community may 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 general direction to a safe area.
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
 - Monmouth University Emergency Notification System voice mail
 - University e-mail
 - University radio WMCX 88.9 (FM)
 - Police vehicle public address systems and megaphones
 - University website
 - Electronic signs
 - Area media outlets
 - MU social media sites

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 will be directed to 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 Pier Village and The University Bluffs: Take Ocean Avenue to Cedar Avenue west. Follow University directions above.

From Monmouth Park Corporate Center: Take Route 36 west to the Garden State Parkway north.

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 Pier Village and The University Bluffs: Take Ocean Avenue to Cedar Avenue west. Follow University directions above for points south.

From Monmouth Park Corporate Center: Take Route 36 west to the Garden State Parkway 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 Pier Village and The University Bluffs: Take Ocean Avenue to Cedar Avenue west. Follow University directions from Cedar Avenue.

From Monmouth Park Corporate Center: Take Route 36 west to the Garden State Parkway south. Follow Garden State Parkway south to Route 195 west.

Assist persons with disabilities and those with special needs.

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

c. Secure all doors and windows.

d. Exit buildings to go to your vehicles.

Do not use elevators.

e. 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 Life and Leadership Engagement (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.

PIER VILLAGE AND THE UNIVERSITY BLUFFS APARTMENT RESIDENTS

The above evacuation procedures would apply to these students as well, with the following 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 at Monmouth University

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. They are **Consolidation** and **Shelter-in-Place**. Although seeking shelter would normally be for a short duration (4 to 12 hours), the University has food/water capability for sheltering the campus population for a 72-hour period.

PROCEDURES:

CONSOLIDATION PLAN

1. The decision to utilize any part of the Consolidation plan would be made by the University President or his/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, the Vice-President for Student Life and Leadership Engagement.
2. In the event of consolidation, those affected would be notified as to the appropriate action through one or more of the following means:
 - University Emergency Communication System
 - University voicemail

- University email
 - University Radio WMCX 88.9 (FM)
 - Police vehicle P.A. systems and megaphones
 - Monmouth University website
 - Electronic signs
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:
- The Samuel Hays Magill Commons (the Dining Hall)
 - The Rebecca Stafford Student Center
 - OceanFirst Bank Center

It should be noted that in utilizing this plan, the Samuel Hays Magill Commons (Dining Hall) would be the first building used, followed by the Rebecca Stafford Student Center. The last facility to be utilized would be the OceanFirst Bank 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 one of the above locations.
 - 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.
- c) The police department will further ensure that the building(s) involved are locked prior to leaving.

6. Once evacuation or assembly indoors has taken place, department heads, R.A.s, A.C.s, 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 persons, will assume responsibility for the structures where members are evacuated to, and will set up a command post inside their respective building(s). Upon consolidation being completed, they will meet with department heads, A.C.s and group leaders, and give them pertinent instructions. If consolidation is ordered, the following individuals must report to the below 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.

• **The Samuel Hays Magill Commons (Dining Hall)**

Mary Anne Nagy
Kathy Maloney

• **The Rebecca Stafford Student Center**

Shannon Killeen
Amy Bellina

• **OceanFirst Bank Center**

James Pillar
Vaughn Clay
Lu-Ann Russell

8. Once in their designated location, department heads, A.C.s and group leaders should keep an active roster of their group. They should further 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, communications 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 fact.

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 as to the appropriateness of releasing 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 formal 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, and flood)
2. The decision to utilize the Shelter-In-Place plan would be made by the University President or his/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, the Vice-President for Student Life and Leadership Engagement.
3. In the event of the utilization of the Shelter-In-Place plan, those affected would be notified by one or more of the following means:
 - University Emergency Communication System
 - University voicemail
 - University email
 - University Radio WMCX 88.9 (FM)
 - Police vehicle P.A. systems and megaphones
 - Monmouth University website
 - Electronic signs
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/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/she should begin the notification process of the campus population in the following order of priority:
 - a) A University Emergency Communication System message will be sent out.

- b) Police dispatch will notify patrol units to advise the campus population by P.A. system to immediately seek shelter, and to implement the Shelter-In-Place plan.
 - c) Contact with campus radio (WMCX) will be made advising 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 with Facilities Management will be made advising them 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 will be made with the University Vice-President for Administrative Services, Vice-President of Student Life and Leadership Engagement, and the Chief of Police.
 - f) The Office of Vice-President of 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 Regroup as well as one or more of the following means: University email, University voicemail, and University website.
6. The response of the campus population to the decision to Shelter-In-Place should be to immediately go indoors. Once inside members should:
- a) Shut all windows and doors.
 - b) Seal any gaps around windows and doors with wet towels, clothing, etc.
 - c) If possible, go to a room with no windows.
 - d) Monitor by radio, University email, and University voicemail the circumstances of the emergency.
 - e) Avoid using the building phone system except for emergency use. Emergency responders may be trying to get in touch with you. If you have a cell phone and call your family/friends, advise them that you are Sheltering-In-Place and not to attempt picking you up. Further advise them not to come to the campus until officials announce it is safe to do so.
 - f) Avoid the use of water until notified it is safe.
 - g) In the event 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 in 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, A.C.s and other designated leaders.
7. Different emergencies call for different responses. The following are basic courses of action to remember in specific Shelter-In-Place emergencies:
- a) During a **chemical release**, you should seek shelter in a room **above** ground level (most chemicals settle to the lowest level), preferably one without windows. You should also follow step #6 which is listed above.
 - b) During a **biological release**, you should seek shelter in an internal room, preferably one without windows. You should also follow step #6 which is listed above.
 - c) In the event of a **nuclear or radiological release**, stay indoors and go to a basement or other underground area if available. You should also follow step #6 which is listed above.
 - d) During a **tornado**, you should go to an underground room if one is available. If possible you should 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, while protecting 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. 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 lightening can cause serious damage.

8. Once notified of the “all clear”, those affected should:

- Open windows and doors.
- Turn on heating, air conditioning, or ventilation systems.
- Go outside and wait until the buildings have been vented.
- Remain outside until advised by University officials to go inside.

9. It is important to remember that during any emergency the ability to contact Police Headquarters may be compromised due to the volume of incoming calls. Unless your call is of an emergency nature, you are requested to contact the Emergency Information Telephone Line at **732-263-5900** to receive updated information as to what is taking place and what actions to take. This telephone line will be updated as the emergency situation unfolds. Naturally, if you need immediate assistance, you are requested to call the Police at **732-571-4444** or **dial 911**.



Civil Disorders

- Notify MUPD at ext. **4444**, **dial 911**, or **732-571-4444** from your cell phone.
- Advise the police of the disturbance size, leaders, and objectives if known.
- Leave or avoid the area of disturbance if you can do so 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 the many types of threats it can face, has instituted a policy recognizing that a wide variety of potentially dangerous situations may result in various security measures being implemented to safeguard the campus community. 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 policy to assist in minimizing injury and damage if a threatening event were to occur.

SECURITY 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: Is a heightened security level and will be utilized under the following conditions:

- when there is an elevation in the National Terrorism Advisory System that could potentially impact Monmouth University,
- when there is an on campus threat, event, or anticipated event, that could be better managed with an increase in security or a heightened awareness of those entering and exiting the campus.
- when security concerns dictate the immediate identification of the campus population.
- 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.

IMPLEMENTATION OF SECURITY LEVELS:

Security Level 1

1. All normal University business conducted.

Security Level 2

1. The Vice President of Administrative Services after consultation with the University President and the Chief of Police (or their designees) will be responsible for issuing the upgrade in security status.
2. The Vice President of Administrative Services and/or the Chief of Police shall advise the campus community of the need for the elevation of security levels, along with any security plans or changes to the normal operational status of the University. Notification could be made through voicemail, email, the University Emergency Notification System, University radio, University signage or some combination of these mechanisms.

3. Upon the conclusion of the need for enhanced security, the Vice President of Administrative Services and/or the Chief of Police shall advise the campus community of the return to our normal operational level (Level 1)..

Log on to the website for up-to-date information:

MONMOUTH.EDU/MUPD

Log on to Monmouth University's Police Department website at 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 of Police William McElrath at **732-571-4444**, or Vice President Mary Anne Nagy at **732-571-3417**. For the latest security level update, please visit the website.

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. **4444** or **732-571-4444** from any off-campus landline or cell phone.

