



NEW JERSEY INSTITUTE OF TECHNOLOGY
EMERGENCY AND CONTINUITY OF OPERATIONS PLAN

September 7, 2019

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Joel S. Bloom
President

MEMORANDUM

To:

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New Jersey Commission on Higher
Education
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Acting Commissioner
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PO Box 091
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From: Joel S. Bloom, EdD
JM
President, NJIT

Date: November 15, 2017

This memorandum certifies that on September 21, 2017 the governing board of New Jersey Institute of Technology adopted an institutional Emergency Operations Plan (EOP) dated September 7, 2017. In accordance with P12011 c.274 a copy of the plan is attached.

Questions may be directed to Andrew P. Christ, Vice President for Real Estate Development and Capital Operations.

Attachment

cc: Andrew P. Christ, Vice President for Real Estate Development and Capital Operations

RECORD OF CHANGES

Section and Page Numbers(s)	Date of Change
Adoption by Board of Trustees	May 23, 2012
Annual Review and Update	August 4, 2017
Adoption by Board of Trustees	September 21, 2017
Updated by PSD for ALICE Compliance: IX. Emergency Procedures, Section B.1, Page 31	September 7, 2019

1. MISSION STATEMENT

It is the mission of New Jersey Institute of Technology to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following:

- Protect lives and reduce chances of injury or death
- Protect university assets and minimize the loss of data and research
- Maintain the public image and reputation of the university
- Minimize the critical decisions to be made in a time of crisis
- Restore general campus operations

To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

II. POLICY STATEMENT

The purpose of this policy is to formalize New Jersey Institute Technology's emergency management and continuity of operations planning process and provide guidelines for the developing, maintaining and exercising its Plan. This policy provides for:

- Identification of essential functions, programs and personnel
- The response to emergency scenarios and disasters
- Delegation of authority and the lines of succession during an emergency scenario or disaster
- The recovery of time sensitive processes in accordance with pre-established recovery time objectives
- The restoration and ultimate return to a permanent operating environment

The University's emergency planning workgroup will identify applicable risks, assess operations, processes, and functions, and as economically justified, formally develop strategies and plans to manage those risks in an emergency management and continuity of operations plan.

The University will systematically address risk mitigation, crisis management, crisis communication, technology recovery, business process recovery and restoration, plan exercising, personnel training and awareness, and plan maintenance.

III. EMERGENCY MANAGEMENT, UPDATES AND TESTING

A. GOVERNANCE

The Provost and Dean of Students and the Vice President for Real Estate Development and Capital Operations are responsible for the university emergency management and continuity of operations program. The Chief of Police/ Director of Public Safety, Director, Environmental Health and Safety and the Director, Risk Management are responsible for establishing the scope of emergency and continuity planning, provide guidance for university-wide emergency planning, and ensuring compliance with this policy.

Departmental management is responsible and accountable for developing and implementing their department/unit's crisis management and continuity plans. Although the execution of the plan may be delegated, the ultimate responsibility for continuity solution design, implementation, and maintenance resides solely with these senior managers.

B. PROGRAM UPDATES

The Emergency Operations Plan will be reviewed and updated by university personnel at least annually. Per NJ P.L. 2011, c.214 the university Board of Trustees will review and update the plan for resubmission to the required New Jersey State agencies every five years. If an incident should occur, these procedures will be immediately reviewed and updated if found necessary.

C. TESTING: EMERGENCY PREPAREDNESS AND EQUIPMENT

Emergency equipment and systems are checked and tested regularly as follows:

- Fire alarms in all residence halls are tested 2 times a semester. These are full fire drills with complete evacuation once during AM hours and once during PM hours. Response and evacuations are recorded.
- All emergency call boxes on-campus are tested once a year during student occupancy.
- Emergency lighting in all residence halls are checked monthly at a minimum.
- Fire and safety “walk troughs” are conducted of campus facility throughout the academic year. This program is conducted through the Office of Environmental Health and Safety.
- Fire pumps in Residence Halls and fire extinguishers on-campus are inspected on an established schedule with an outside vendor to insure operability.
- Emergency Generators are tested/exercised monthly to insure operability.

IV. MAJOR EMERGENCY GUIDELINES

A. PURPOSE

The basic emergency procedures outlined in this guide are intended to protect lives and property through effective use of university and campus resources. The procedures contained within this plan apply to New Jersey Institute of Technology. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designee may declare, a state of emergency and these contingency guidelines may be implemented.

B. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by New Jersey Institute of Technology in Newark, New Jersey.

C. DEFINITIONS OF EVENTS AND EMERGENCY RESPONSE LEVELS

The President or a designee serves as the overall Emergency Director during any **DISASTER or MAJOR EMERGENCY (Level 2)**. The following definitions are provided as guidelines to assist in determining the appropriate response:

MINOR EMERGENCY (Level 1): Any incident, potential or actual, which does not seriously affect the overall functional capacity of the university. Dial 9-1-1 (State location as NJIT and Address) for all Emergencies. Use university extension 3111 or dial 973-596-3111 from an outside telephone line for all other assistance and information.

MAJOR EMERGENCY (Level 2): Any incident, which does or may disrupt the overall operations of the university. Outside emergency services may be required. Dial 9-1-1 (State location as NJIT and Address) for all Emergencies. Use university extension 3111 or dial 973-596-3111 from an outside telephone line for all other assistance and information.

DISASTER: Any event or occurrence, which seriously impairs or halts the operation of the university. Personnel casualties and severe property damage may be sustained. Outside emergency resources may be essential. In all cases of disaster, the NJIT Department of Public Safety will activate an Emergency Operation Center located at Public Safety.

D. ASSUMPTIONS

The Emergency Response Plan is based upon a realistic approach to problems likely to be encountered on campus during an emergency or disaster. The plan is intended to comply with all federal, state, local and university policies and regulations.

Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night.
2. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the University. Therefore, town, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected up to 72 hours, or even longer, depending on the severity of the affected area(s).
4. A major emergency may be declared if information indicates that such a condition is developing.

F. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President or a designee as follows:

- During any campus major emergency or disaster, the ranking police officer on duty shall place into immediate effect the appropriate procedures necessary to safeguard people and property, and maintain educational facilities. The ranking officer will contact the Chief of Police/ Director of Public Safety to review the situation. The Chief of Police/Director of Public Safety shall immediately consult with the President or designee and the Chief Strategy Officer regarding the emergency.
- In the absence of the President, the following hierarchy will be used to contact designees:
 1. Provost and Senior Executive Vice President for Academic Affairs
 2. Vice President for Real Estate Development and Capital Operations
 3. Senior Vice President for Finance and Chief Financial Officer

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave campus.

Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable New Jersey Law.

In the event of fires, storms, an earthquake, aftershocks, or major disaster occurring on or about the campus, or which involves University property, NJIT Public Safety Supervisors and Police Officers will be dispatched to report and investigate the extent of any damage to University property.

G. UNSCHEDULED CLOSING PROCEDURES

Introduction

In the event of adverse weather, fire, chemical spill, bomb threat or other condition which may threaten the safety of members of the university community, the Provost and Senior Executive Vice President for Academic Affairs or the Vice President for Real Estate Development and Capital Operations may order a closing, delayed opening, or early dismissal of the university, or specific buildings in consultation with the Provost. The need to close the university or delay opening will generally be based on one or more of the following factors:

- a. Safety
- b. Security
- c. Weather Conditions
- d. Physical Plant Conditions

Official notification to faculty, staff, students and administrative personnel that the university will close or delay opening will be given pursuant to the procedures that follow:

Evacuations and Closing of Campus Building

In the event there is a need to evacuate one or more buildings, the building fire alarm system and/or the Campus Wide Notification System may be activated. Public Safety will search the building to assure compliance with the evacuation procedure. As the situation dictates, appropriate campus departments listed in Table 1 will be contacted and kept apprised of the situation:

G. UNSCHEDULED CLOSING PROCEDURES (Continued)

Table 1: Department Notification List

- President's Office
- Provost's Office
- Office of Strategic Initiatives
- Human Resources
- Dean of Students and Campus Life

Unscheduled Closing before the Start of the Business Day

- a. A recommendation to close the university before the start of the business day will be made prior to 6 AM and for evening classes prior to 2 PM.
- b. The recommendation to close or delay the opening of the university will be made by the Senior Executive Vice President and Provost, or his designee.
- c. Chief of Police/Director of Public Safety or his designee will proceed to notify the Chief Strategy Officer, who will implement the communications plan, including the Campus-Wide Notification System, NJIT.edu, NJIT social networks, and other channels.
- d. A decision to close the university on succeeding days will be made in the same manner.
- e. A decision to close the university cancels all day (but not evening) classes and will apply to all members of the faculty, staff, students and administrative personnel with the following exceptions:
 - Operations and Maintenance Staff of Physical Plant
 - Public Safety & Security
 - Environmental Health and Safety
 - Custodial Services
 - Food Services
 - Student Life
 - Residence Hall Staff
 - Other administrative staff by prior arrangements or collective bargaining agreement

G. UNSCHEDULED CLOSING PROCEDURES (Continued)

- f. In the event of an unscheduled closing or delayed opening, the Chief of Police/Director of Public Safety or the Vice President for Real Estate Development and Capital Operations will assign the dispatcher on duty to call appropriate campus departments. Departments in turn will notify individuals of the decision.
- g. In the event of an unscheduled closing, the Chief Strategy Officer, who will implement the communications plan, including the Campus-Wide Notification System, NJIT.edu, NJIT social networks, and other channels.
- h. It is recommended that units/departments maintain current contact information to alert personnel if needed.

Unscheduled Closing During Business Hours

In the event of an unscheduled closing during the business day, personnel will be notified via email, telephone and Campus Wide Notification as required.

Early Dismissal - (University Not Closed)

This procedure will supplement the regular procedure for unscheduled closing of the university and applies only to an EARLY DISMISSAL due to adverse weather conditions, fire or other conditions. The Senior Executive Vice President and Provost or his designee may order such early dismissal and it will be stipulated that the university is not closed.

Personnel will be notified via email, telephone or CWNS as required. The following will be the exceptions from the early dismissal, **University Not Closed**.

- Operations and Maintenance Staff of Physical Plant
- Public Safety & Security
- Environmental Health & Safety
- Custodial Services
- Food Services
- Student Life
- Residence Hall Staff
- Other administrative staff by prior arrangements or collective bargaining agreement

Time Charged

As noted above, the effective time of a closure will be part of the announcement. Personnel who leave prior to the announced time shall be charged for early departure.

V. CAMPUS EMERGENCY RESOURCE TEAMS AND DELEGATION OF AUTHORITY TO MAINTAIN ESSENTIAL FUNCTIONS

In the event of an emergency, Campus Police shall immediately begin contacting all necessary members of the Campus Emergency Resource Team(s). Since a University cannot anticipate all disasters, it is important to have a general response protocol that defines certain roles and can call on additional resources as needed.

CAMPUS EMERGENCY RESOURCE TEAMS

A. EXECUTIVE RESPONSE TEAM AND LINE OF SUCCESSION

The Executive Response Team is normally called into action by the university President or designee.

The group is comprised of the senior management team and various other individuals as needed. The senior management team consists of the following individuals is displayed in the order of succession

- President
- Provost and Senior Executive Vice President for Academic Affairs
- Senior Vice President for Finance and Chief Financial Officer
- Senior Vice President for Technology and Business Development
- Vice President for Real Estate Development and Capital Operations
- Vice President for Development and Alumni Relations
- Vice President for Human Resources
- General Counsel and Vice President, Legal Affairs
- Chief Strategy Officer
- Dean of Students and Campus Life
- Associate Dean of Students
- Director, Policy and Partnerships

Depending on the nature of the emergency or disaster, the following individuals may also assist the Executive Response Team:

- Academic Deans
- Associate Provost for Information Services & Technology and Chief Information Officer
- Chief of Police and Director of Public Safety
- Director of Environmental Health and Safety
- Associate Vice President for Communications, Marketing and Branding
- Director, Risk Management

The Executive Response Team will determine which, if any, specific Operational Response Team(s) will be called into action and will coordinate information among those teams.

Executive Response Team Prioritization Criteria:

- A. Protect human lives and prevent/minimize personal injury;
- B. Protect the environment;
- C. Prevent/minimize property damage, to include University (i.e. structures, animals, and research data) and private property; and
- D. Restore normal operations.

B. OPERATIONAL RESPONSE TEAMS

Operational Response Teams have been organized based upon key operational functions at the university. Keep in mind that not all incidents require the activation of all Operational Response Teams.

Academic Team

- Senior Vice President for Academic Affairs and Provost (Chair)
- Senior Vice Provost, Academic Affairs & Student Services
- Dean Albert Dorman Honors College
- Dean Ying Wu College of Computing
- Dean College of Science and Liberal Arts
- Dean College of Architecture and Design
- Dean Martin Tuchman School of Management
- Dean College of Newark College of Engineering
- Associate Provost for Information Services & Technologies and Chief Information Officer
- Dean of Students
- Other staff as needed

Communication Team

- Chief Strategy Officer (Chair)
- Associate Vice President for Communications, Marketing and Branding
- Senior Director Events and Conference Services
- Director Web Services, Design, and Usability
- Director Social and Digital Media Services
- Editorial Manager
- Integrated Communications Analyst
- Other staff as needed

Financial Impact Team

- Senior Vice President for Finance and Chief Financial Officer (Chair)
- Provost and Senior Vice President for Academic Affairs
- Vice President for Human Resources
- Vice President for Development and Alumni Affairs
- Associate Vice President Accounting and Treasury Management
- Director, University Budgeting and Financial Planning
- Director, Risk Management
- Other Staff as needed

Human Resource Team

- Vice President for Human Resources (Chair)
- Director, University Budgeting and Financial Planning
- Assistant Vice President Human Resources
- Assistant Vice President Human Resources
- Other staff as needed

Information Technologies Team

- Associate Provost for Information Services & Technologies and CIO
- Executive Director, Core Systems and Telecommunications
- Executive Director, Digital Learning and Technology Support
- Director, University Information Systems
- Director, Academic and Research Computing Systems
- Director, Media and Technology Support Services – (secondary)
- Director, Digital Learning – (secondary)
- Director, Research Information Systems – (secondary)
- Director, Student Information Systems – (secondary)
- Other staff as needed

Legal Issues

The General Counsel and Vice President, Legal Affairs and the Deputy General Counsels shall provide input to the Executive Response Team on University legal matters.

Insurance Issues

The Director, Risk Management acts as the liaison with the insurance broker, insurance carriers and claims adjusters in the event of a University loss and coordinates the insurance program with business continuity planning programs.

Campus Operations Team

- Vice President Real Estate Development and Capital Operations (Chair)
- Associate Vice President Facilities Services
- Associate Vice President Design and Construction
- Assistant Vice President Facility Systems
- Dean of Students and Campus Life
- Director, Residence Life
- Assistant Vice President and Director of Athletics
- Other staff as needed

Research Operations Team

- Senior Vice President for Research (Chair)
- Senior Vice President for Research and Development
- Academic Deans
- Associate Vice President for Facilities Management
- Director of Sponsored Programs
- Director of Grants and Contract Accounting

Student Affairs Team

- Dean of Students and Campus Life (Chair)
- Director, Psychological Services
- Director, Student Life
- Director, Residence Life
- Director, Greek Life
- Assistant Vice President and Director of Athletics
- Manager of Food Service Operations
- Other staff as need

Public Safety Team

- Deputy Chief of Police, Chief of Police/Director of Public Safety (Chair)
- Associate Vice President for Facilities Services
- Dean of Students and Campus Life
- Associate Dean of Students
- Lieutenants/Shift Commander(s)
- Director of Environmental Health and Safety
- Chief Strategy Officer
- Other staff as needed

The following illustrates identified emergency functions and area(s) of responsibility for activated Operational Response Teams.

<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Academic	Class schedule and other course-related issues	Determines any alterations to academic class schedule
Academic	Study abroad programs	Communicates with students and services to students studying abroad.
Communication	Media Liaison	Provides spokesperson to liaison with news media
Communication	Community Information	Prepares and releases all approved media information
Communication	External Information	Responsible for all stakeholder communications
Communication		Updates and maintains Web site and communication channels
Communication		Monitors media coverage

<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Financial Impact	Risk Management	Coordinates and provides liaison to University insurance carriers Assists in identifying recovery resources
Financial Impact	Emergency Resource Funds	Provides assistance in completing insurance claim form.
Financial Impact	Damage/Recovery Document	Allocates and tracks funding needed for procurement of emergency supplies, material and staffing
Human Resources	Employment	Arranges for the collection of various damaged and recovery of documentation forms, receipts, photo and films
Human Resources	Employment	Provides current roster of personnel
Human Resources	Employment	Provides emergency contact information for notification of next-of-kin
Human Resources	Employment	Tracks, records, and reports all on-duty time for personnel working during the event
Human Resources	Employment	Ensures that personnel time records and other related information are prepared and submitted to payroll
Human Resources	Employment	Assists employees in job related disruptions (i.e. relocations, schedule changes)
Human Resources	Employment	Hires temporary workers as needed.

<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Human Resources	Employment Benefits	Assists employees in coping with resulting trauma and injuries Coordinates medical treatment with Workers' Compensation healthcare provider Next-of- kin notification
Information Technology	Management Information	Coordinates recover of University records from Banner Software Suite
Campus Operations	Damage Assessment	Guides emergency and insurance inspectors to check on damages.
Campus Operations	Procurement	Makes emergency purchase of supplies and materials excluding food accommodations. Also coordinates the distribution of these supplies and materials
Campus Operations	Repairs	Directs crews to make repairs and temporary restorations
Campus Operations	Utilities	Restoration of essential services
Research Operations	Continuity Assessment	Determines issues affecting research on campus due to emergency Determines financial impact of lost research time

<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Research Operation	Continuity of Operations	Develop actions to be taken to continue research activities during recovery period
Student Affairs	Parent/Student Notification	Liaison with parents
Student Affairs	Housing/Shelter (Also Greek fraternities and sororities)	Coordinate housing operations including temporary sheltering
Student Affairs	Dining	Coordinate with food service vendor to provide campus dining services
Public Safety	External Emergency Response	Contact and coordinates external emergency respond agencies.
Public Safety	Traffic	Directs and coordinates existing and alternate traffic patterns
Public Safety	Perimeter Watch	Establishes and Maintains perimeter of closed off areas.
Public Safety	Hazardous Materials	<p>Department of Environmental Health and Safety:</p> <ul style="list-style-type: none"> • Evaluates the status and condition of hazardous material • Evaluates the sanitary condition of University Plant and Property

VI. EMERGENCY OPERATIONS PLAN DISTRIBUTION

Copies of the plan approved by the university Board of Trustees are distributed to university Senior Administrators, the Department of Public Safety and Department of Environmental Health and Safety. University personnel and students can obtain copies via the password protected Highlander Pipeline on the NJIT Webpage. In addition, copies are provided to the local City of Newark Police and Fire Departments and the City of Newark Office of Emergency Management as well as the New Jersey Department of Environmental Protection.

In accordance with New Jersey Public Law 2011, c. 214, a copy is submitted to the New Jersey Secretary of Higher Education, New Jersey Office of Emergency Management, New Jersey Department of Health and Senior Services and the New Jersey Office of Homeland Security & Preparedness.

VII. UNIVERSITY EMERGENCY NOTIFICATION SYSTEM

A. NOTIFICATION TO THE UNIVERSITY COMMUNITY

The NJIT Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the NJIT campus. All emergencies should be immediately reported to NJIT Department of Public Safety via any of the following methods: **Dial 9-1-1 (State, NJIT and your address location) for all Emergencies.** Dial 3111 from any “campus” telephone; 973-596- 3111 from outside extensions for all other assistance and information. (Exclude “blue light” telephones are located across the campus.)

Upon being notified of an emergency on campus, the NJIT Department of Public Safety will immediately dispatch Police Officers to the reported emergency. A Police Officer verifying that a legitimate emergency or dangerous situation exists on campus will accomplish confirmation. Upon confirmation, the police officer will notify the duty sergeant or ranking police supervisor on duty. Confirmation does not necessarily mean that all of the pertinent details are known or even available.

The duty sergeant or ranking police supervisor on duty will, without delay and taking into account the safety of the NJIT community, determine the content of the notification and initiate the Campus Wide Notification System. The content of the notification will be constructed in a manner to give out pertinent information regarding a confirmed threat to campus safety, and if necessary, the steps students, faculty, and staff should take to help ensure their own safety from that particular threat. The only reason NJIT will not immediately issue a notification for an emergency is if in the professional judgment of police officials that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications will be made via the Campus Wide Notification System. At times, this system may be supplemented through use of other communications channels or equipment. To accomplish a building evacuation, the building fire alarm system may be utilized. Information in the emergency notification will be updated and/or amended as necessary to reflect the status of the incident in order to ensure the safety of the campus community.

The Campus Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students and employees via text message, phone, and email. Participation in the Campus Wide Notification System is voluntary and NJIT students, faculty, and staff are strongly encouraged to register via <http://www.njit.edu/campusnotifications>.

B. CAMPUS-WIDE NOTIFICATION SYSTEM (CWNS)

The Campus-Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students, faculty and staff via text message, phone and email. The CWNS complements other communication channels such as broadcast emails, the NJIT website, postings across campus, and local media. The CWNS is used only for situations such as delayed openings or closings caused by weather or potential, imminent threats to the safety of the university community.

NJIT students, faculty and staff can opt to participate in the system by providing phone numbers and e-mail addresses to which the CWNS can send text messages, voicemail and e-mail. All contact information in the CWNS is confidential and will not be shared with other NJIT offices or third parties, except when responding to an emergency. Only the Department of Public Safety and the Office of Strategic Initiatives are permitted to initiate campus-wide notifications. For more information, please visit us on the web at **www.njit.edu/campusnotifications**.

C. OTHER SOURCES

1. NJIT Website (www.njit.edu)
2. NJIT social media channels
3. NJIT publications
4. External news media
5. Telecommunications
6. Signage

VIII. EMERGENCY ASSISTANCE ON CAMPUS

A. ON-CAMPUS PROCESS

Special emergency telephones connected directly to the university police dispatcher are located throughout the 45-acre campus in buildings and parking lots and at fraternity and sorority houses in the Greek Village.

Dial 9-1-1 (State, NJIT and your address location). Dial 3111 from campus telephones or 973-596-3111 from cell phones for all other assistance and information.

The caller should provide:

- The location of the incident.
- His or her identity.
- The nature of the incident.
- The type of assistance needed, such as police, ambulance or fire department.

In a medical emergency, do no more for the victim than your qualifications and experience permit.

In the event of a fire, call for help and spread the alarm while evacuating.

In reporting a crime, be prepared to provide as much information as possible including:

- A physical description of the suspect.
- The direction in which the suspect fled.
- A description of the suspect's vehicle, if known.
- Do not disturb the crime scene under any circumstances.

For additional information about crime incidents and safety concerns, check the Student Vector Blotter, Department of Public Safety Crime Log or the Department of Public Safety's website, www.njit.edu/publicsafety/.

B. IMPORTANT ON- CAMPUS TELEPHONE NUMBERS

Emergency Public Safety Telephone (from campus telephone) 9-1-1

Emergency Public Safety (from landlines and cell phones) 9-1-1

For all other Assistance and Information x3111

Campus Center Information Desk x3605

Counseling Center x3414

Dean of Students x3470

Employee Assistance Program x3293

Environmental Health & Safety x3059

Residence Life x3039

Main Campus Number 973-596-3000

IX. EMERGENCY PROCEDURES

This section contains procedures to be followed during specific types of emergencies.

A. General

- A1. Building Evacuation Procedure
- A2. Campus Area Evacuation/Relocation
- A3. Public Safety Department Emergency Response

B. Specific Emergencies

- B1. Active Shooter Incident
- B2. Animal Issues
- B3. Civil Disturbances
 - B3.3 Violent, Disruptive Demonstration
 - B3.1 Peaceful, Non-Obstructive Demonstration
 - B3.2 Non-Violent, Disruptive Demonstration
- B4. Criminal/violent behavior
 - B4.1 Hostage situation
 - B4.2 Workplace Violence
- B5. Fire Safety/Fire Response
- B6 Manmade disasters
 - B6.2 Terrorism
 - B.6.2.1. General
 - B.6.2.2. Chemical/Biological/Nuclear
 - B.6.2.3. Bomb Threats
 - B.6.2.4 Chemical/Radiologic Spills
- B7. Natural disaster
 - B.7.1. Severe Weather
 - B.7.2 Utility failure
- B8. Pandemics and Infectious Disease
- B9. Pathogenic micro-organism

A. GENERAL EMERGENCY PROCEDURES

A1. BUILDING EVACUATION PROCEDURES

1. All building evacuations will occur when an alarm sounds and/or upon notification by the Department of Public Safety or other emergency response personnel.
2. When the building evacuation system (i.e., fire alarm) is activated during an emergency, leave by the nearest marked safe exit and alert others to do the same.
3. DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, AND/OR EARTHQUAKE.
4. Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University or responding emergency response official (i.e. police, firefighter).

Persons with Disabilities

Persons with disabilities who may need assistance in evacuating should select a “buddy” in advance of a situation for various campus locations (i.e., residence halls, specific academic buildings). The “buddy” should be familiar with the disability, comfortable, and confident in his /her ability to safely evacuate both. In the event the ‘buddy’ cannot safely evacuate his/her partner, then she/he should guide his/her partner to the nearest safe area (i.e. stairwell landing, classroom) and notify responding emergency response officials. There are chairs currently on the campus (contact Public Safety) for assisting in the emergency evacuation of persons with mobility disabilities.

A2. CAMPUS AREA EVACUATION/RELOCATION

1. The President or designee will announce evacuation of all or part of the campus grounds.
2. All persons are to immediately vacate the area in question and relocate to another part of the campus grounds as directed by NJIT Public Safety personnel or emergency responders.
3. The significance of the emergency may affect the entire campus and warrant campus-wide evacuation. Should evacuation of the entire campus become necessary, all community members may be directed to assemble at off-campus sites designated by NJIT Public Safety Personnel or emergency responders. Reasonable efforts will be made to provide transportation arrangements (i.e. buses, carpooling, and University vehicles). It may become necessary to arrange walking provisions, depending upon the severity of the emergency/disaster or lack of available transportation.
4. Mutual aid response protocols provide for assistance by the Public Safety operations at the nearby campuses of Rutgers University – Newark and Essex County College or other venues as dictated by circumstances.

A3. PUBLIC SAFETY DEPARTMENT EMERGENCY RESPONSE

Outlined below are the major steps taken by Public Safety Department when notified of a real or potential major on-campus incident. These steps are taken from the Standard Operating Procedures of the Public Safety Department.

Examples of Major Incidents:

- Bomb Threats
- Fire
- Smoke Condition
- Gas Leak
- Environmental Release

Response Steps:

Regardless of the type of major incident, the following steps apply:

1. **Initial Assessment:** Any event must be initially evaluated for appropriate response measures.
2. **Life Safety Assurance:** Any threat to the lives of safety of individuals will be addressed immediately.
3. **Population Welfare:** Action must be taken to shelter and care for the affected population.
4. **Protection of Property:** Action must be taken to limit and control property damage.
5. **Recovery:** Action must be taken to return to normal operations and fully recover. This phase may include post-incident evaluation, investigations into property damage and injuries.

The responses are listed generally in priority order, although it is likely that several will occur concurrently.

- Dispatch officers to area.
- Field officers report conditions.
- Supervisor makes decisions on course of action.
- Establish a command post in Public Safety or other appropriate location.
- Notify senior administrative staff of the incident and actions taken.
- Block off the affected area (s)/building(s) from pedestrian traffic.
- Assign officers to assist in evacuation and secure area.
- Utilize bullhorns, police vehicle PA systems, building PA/fire alarm system to direct actions personnel should e.g., evacuate building or remain inside the building.
- Communicate with other NJIT departments including Physical Plant, NJIT Hazmat Materials and Response Team.
- Communicate with outside agencies including Newark Police Department and Fire Departments, Newark Office of Emergency Management and Essex County Office of Emergency Management.
- Notify university community through use of an email Blast; activate the Campus-wide Notification System and postings on the university web site.
- Block off surrounding city streets to vehicle and pedestrian traffic if necessary.
- Maintain all communications until the situation is resolved, providing updates and resolution information.
- Return campus to normal operations.

B. SPECIFIC EMERGENCIES

B1. ACTIVE SHOOTER INCIDENT

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when someone begins to shoot at people in the area: Take immediate cover, (behind something hard that will stop bullets) preferably inside a building, circumstances permitting. Do not run in a straight line, **Dial 9-1-1 (State, NJIT and your address location).**

If you are unable to leave without jeopardizing your safety, initiate LOCKDOWN, Dial 9-1-1 and say exact location and that you are on NJIT campus:

- Lock all doors (if possible)
- Barricade doors
- Cover windows
- Turn off lights
- Prepare to counter if attacker enters the room
- Stay away from windows and doors
- No unnecessary noise
- Implement A.L.I.C.E protocols

A.L.I.C.E was developed by police SWAT officers as a means of safeguarding civilians from an active shooter until a shooter is finally stopped by law enforcement personnel.

For more information on A.L.I.C.E. contact NJIT Police at 973-596-3111. NJIT Police provides faculty and staff with online training year round and offer blended in person ALICE training to all students, faculty and staff.

A= Alert

- Use clear plain English when Alerting.
- Use details such as exact locations, if known.
- Use building PA Systems, CWNS, loudspeakers or other available mass notification device.

L = Lockdown

- Doors to call classrooms should be locked, if possible.
- Use belts, power cords or ropes to tie door handles to chairs, desks, etc. to secure doors that cannot be locked.
- Barricade entry points with chairs, desks & furniture.
- Darken room
- Move away from windows and doors.
- Prepare to counter if gunman enters the room.
- Remain quite

- Even if a gunman intends to break through locked doors, everything done to delay him buys you time.
- Darken rooms. The shooter will probably be coming from a well-lit area so his eyes may not be adjusted for seeing well in dark.
- Spread out around the room, have students standing and prepared to move, make noise, distract and swarm.
- Depending on the additional information, be prepared to evacuate to a Rally Point

I = Inform

- Updated information is critical; those on campus and first responders need to know everything about the threat.
- Officers and computer members will be using surveillance cameras, phoned in reports from reliable sources, personal observations, etc. track the movement of the shooter and broadcasting information the community and police dispatchers.

C = Counter

- Counter, refers to the final option that community members employ to gain control of a violent person who has gotten into the room armed with a deadly weapon. The use of distraction devices (books, bags, phones notebooks....) are thrown at the gunman's face as to interfere with his ability to shoot accurately. While he is distracted, community member may either evacuate or swarm the gunman and pin him to the floor. (Secure any weapons away from suspect)
- This means community members may have to swarm a gunman using bodyweight, outnumbering, and gravity to hold him/her down until police arrive.

E = Evacuate

- Evacuate or getting away from danger is the preferred option for everyone to take should a gunman enter a facility.
- The rally point is the reunification point where all will be sent to reunite with family members and/or medical personnel.
- NO CARS may be used to evacuate.
- When evacuating have nothing in your hands, keep your hands in clear sight (not behind your head), and follow all instructions of law enforcement.

Contacting Authorities: NJIT Public Safety Department: **Dial 9-1-1 for Emergencies** and 973-596-3111 or ext. 3111 for all other assistance and information.

What to Report:

- Assailant(s) location, number of suspects, shooters identity if known.
- Race/gender, clothing description, physical features of suspect(s).

- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location – building name and office/room number.
- Number of people at your specific location.
- Injuries, number injured and the types of injuries.

B2. ANIMAL ISSUES

Call the NJIT Public Safety Department, **Dial 9-1-1 for Emergencies** only (wild, domestic animals or bats in a building or residence hall). The police will either remove the animal or call animal control. Dial ext. 3111 or 973-596-3111 for all other assistance and information.

Insect issues contact NJIT Physical Plant Department at 973-596-3121.

B3. CIVIL DISTURBANCE OR DEMONSTRATIONS/RIOTS OR DISRUPTION

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists because of the demonstration:

1. INTERFERENCE with normal operations of the University
2. PREVENTION of access to office, building, or other University place
3. THREAT of physical harm to persons or damage to University Physical Plant

If any of these conditions exist, Dean of Students and Campus Life, Associate Dean of Students, and the Chief of Police/ Director of Public Safety should be immediately notified. They will be responsible for contacting and informing the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

B3.1. PEACEFUL, NON-OBJSTRUCTIVE DEMONSTRATION

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrator(s) are asked to leave, but refuse to leave by regular facility closing time:

- (1) Arrangements will be made by the Chief of Police/ Director of Public Safety and/or Dean of Students and Campus Life to monitor the situation during non-business hours, or
- (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2 below).

B3.2 NON-VIOLENT, DISRUPTIVE DEMONSTRATION

In the event, that a demonstration blocks access to University Physical Plant or interferes with the operation of the University:

- a. Demonstrators will be asked to terminate the disruptive activity by the Chief of Police/Director of Public Safety.
- b. The Senior Incident Commander may have with them a photographer with video recording equipment to document the proceedings.
- c. The Chief of Police/Director of Public Safety or designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- d. If the demonstrators persist in the disruptive activity, University Police Personnel will advise them that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension, expulsion, or possible intervention. Except in extreme emergencies, the President will be consulted before such actions are taken.
- e. Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.
- f. After consultation with the President, Chief of Police/Director of Public Safety, Provost and Senior Executive Vice President, and Dean of Students and Campus Life, the need for an injunction of civil authorities will be determined.
- g. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

B3.3 VIOLENT DISRUPTIVE DEMONSTRATION

In the event that a violent demonstration in which injury to person(s) or property occurs or appears eminent, the President, Director of Public Safety, and Dean of Students and Campus Life will be immediately notified:

- a. During regular office hours:
 - a. The Provost and Senior Executive Vice President, the Dean of Students and Campus Life, Chief of Police/ Director of Public Safety and Vice President, REDCO will be summoned to the scene, if safe, or asked to report to a designated location.
 - b. The Senior Incident Commander may have with them a photographer with video recording equipment to document the proceedings.
 - c. The Chief of Police/Director of Public Safety will determine if and when arrests are to be made.
 - d. NJIT Department of Public Safety will provide sufficient officers to contain the demonstration. Should an insufficient number of officers be available, the Director of Public Safety will request assistance from the local police department or nearby colleges and universities in accordance with mutual aid protocols.
- b. After regular office hours:
 - a. NJIT Public Safety will be notified immediately of the disturbance.
 - b. Public Safety will investigate the disruption and report findings to the Chief of Police/Director of Public Safety and Vice President for Real Estate Development and Capital Operations.
 - c. The Vice President for Real Estate Development and Capital Operations will:
 - c1. Report the circumstances to the President. Notify key administrators and if possible, the administrator for the area of the demonstration.
 - c2. Notify the parents/guardians of any students arrested or hospitalized because of demonstration. Parents/guardians may also be notified in the event of reported injuries sustained in the demonstration.

In the event of pending or actual violent disruptive demonstrations, Public Safety and/or Police will make reasonable attempts to notify bystanders to clear the area (i.e., voice commands, bull horn, and/or public address system). Additional communication attempts to the NJIT community may be made via the Campus-wide Notification System, email blasts or the Office of Strategic Initiatives may employ other means.

B4. CRIMINAL/VIOLENT BEHAVIOR

GENERAL

- a. Everyone is asked to assist in making each campus a safe place by being alert to suspicious situations and promptly reporting them. Surveillance cameras installed serve as additional crime prevention and detection tools.
- b. If you are a victim or witness to any on-campus offense, AVOID RISKS and contact Public Safety immediately.
- c. Notify Public Safety by dialing **9-1-1 for all Emergencies** and ext. 3111 or 973-596-3111 for all other assistance and information. Report the incident, including the following:
 - nature of the incident
 - location of the incident
 - description of the person(s) involved
 - description of the property involved
- d. Please stay on the telephone until Public Safety advises you to hang up.
- e. If you observe a criminal act or a suspicious person on campus, immediately report the incident to Public Safety.
- f. Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.
- g. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

B4.1 HOSTAGE SITUATION

- a. If you discover a situation where someone is being held against their will, call NJIT Public Safety Department by **dialing 9-1-1 for Emergencies** and ext. 311 or 973-596-3111 for all other assistance and information.
- b. Ensure your own safety, do NOT communicate, apprehend or pursue intruder.
- c. Note distinguishing features for investigation afterwards.
- d. The Emergency Response Team will isolate off area and Students/Staff/Faculty in the surrounding area will be asked to leave the building via nearest possible exit. Move away from the building to areas designated by the Emergency Response Team.
- e. DO NOT re-enter the building until a member of the emergency response personnel have given an “all clear.”

If you are Taken Hostage and Held Against Will

- The initial 45-60 minutes are considered the most dangerous.
- Remain calm as this may help calm other hostages and increase probability of their safety.
- Follow instructions. Stay alert and stay alive. You need to be able to react quickly to changes in the situation. Expect the unexpected.
- Be observant and provide information to the emergency responders afterwards.
- Avoid heroism and drastic action.
- Do not speak unless spoken to and only when necessary.
- Do not talk down to the hostage taker. An argumentative statement could increase the agitated state of the hostage taker.
- Do not expect the hostage taker to behave rationally. Do nothing to aggravate the person.
- Avoid appearing hostile.
- Avoid speculating about the outcome of the situation.
- Try to maintain eye contact but do not stare. Try to face the hostage taker at all times.
- If possible, sit on the floor with your back to the wall away from a door.
- If medications, first aid or rest room privileges are needed, request them.
- When you can, try to rest.

B4.1.2. WORKPLACE VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or student. It may be an angry spouse or relative of an employee or student. It also may be someone without any relationship to the victim. The violence may be a random act or something planned to gain public attention. The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence.

Emergency Procedures

a. Immediate Threat

- Call the Department of Public Safety by **dialing 9-1-1 for Emergencies**
- Get out of the area and away from the immediate threat.

b. Violence Committed

- Call the Department of Public Safety by **dialing 9-1-1 immediately** if a person commits an act of violence against you or another person.

c. Intimidating Situation

- Call the Department of Public Safety by **dialing 9-1-1** if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written, gestures, expressions). Call 973-596-3111 or ext. 3111 for all other assistance and information.

Non-emergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor or refer to the Department of Human Resources Workplace Violence Policy that can be accessed via the University Website at www.njit.edu/humanresources.

B.5 FIRE SAFETY/FIRE RESPONSE

1. What to do when a smoke or fire alarm sounds:

- a. Leave the building immediately and proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible.
- b. Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel have given an “all clear.”
- c. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT, open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another stairwell.
- d. If you are unable to evacuate your room, **DIAL 9-1-1 for Emergencies**. Dial ext. 3111 FROM CAMPUS PHONES OR 973-596-3111 FROM PUBLIC PHONES FOR ALL OTHER ASSISTANCE AND INFORMATION. If possible, seal the bottom edge of the door with a coat or jacket (wet if possible). If your window opens, hang an object (e.g. coat, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

2. What to do when smoke or fire is seen:

- a. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells or by doors leading directly to the outside. If possible, confine the fire by closing the door to the room.
- b. Evacuate the building, and then **DIAL 9-1-1 FOR EMERGENCIES**. DIAL ext. 3111 FROM CAMPUS PHONES OR 973-596-3111 FROM PUBLIC PHONES for all other assistance and information. To report a fire, give the following information:
 - i. Your name, telephone number and the location that you are calling from.
 - ii. The location of the emergency (e.g. Library, first floor, etc.)
 - iii. Describe the situation (e.g. smell of smoke, open flames, etc.)
 - iv. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
 - v. Hang up only after the Emergency Operator has done so, or told you to.

B.5 FIRE SAFETY/FIRE RESPONSE (Continued)

- c. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.
- d. Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel have given an "all clear."

In the event of a fire, the University does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and comfortable in extinguishing an incipient stage fire, you may attempt to extinguish the fire with a fire extinguisher if ALL of the follow conditions are met:

- The fire alarm has been activated and all occupants have been evacuated;
- If the fire is small (waste basket size) and has not spread from its originating point;
- You have the correct type of extinguisher; and
- Your exit is clear and you can extinguish the fire with your back to the exit door.
- **Dial 9-1-1 for Emergencies.**

B6. MANMADE DIASTERS

Man-made disasters have an element of human intent, negligence, or error; or involving a failure of a man-made system. This is opposed to natural disasters resulting from natural hazards.

This section contains procedures to be followed during specific types of emergencies.

B6.2 Terrorism

B.6.2.1. Terrorist Incident – Chemical, biological, radiological and nuclear defense (CBRNE)

B.6.2.2. Bomb Threats

B.6.2.3. Identifying and Handling Suspicious Mail

B.6.2.4 Chemical Spills

B.6.2.5 Radiological Spills/Releases

B6.2.1 TERRORISM – CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR DEFENSE (CBRNE)

Terrorism is defined by the Federal Bureau of Investigation as “The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) are frequently employed by terrorists and can be categorized into five groups using the acronym CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive.

Chemical Agents

Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals, or plants. Severity of injuries depends on the type and amount of the chemical agent used, and the duration of the exposure.

Biological Agents

Biological agents are bacteria, viruses, or toxins that have illness-producing effects on people, livestock, and crops.

Radiological Agents

Radiological agents are radiological material dispersed by an explosion or other dispersal method.

Nuclear Agents

Nuclear agents involve the detonation or threatened detonation of a fission type nuclear weapon.

Explosive Agents

Explosive devices are the most commonly used category of WMD agents. They can deliver a wide range of incendiary and explosive effects, including providing for the dispersal of the other categories of WMD.

It is the policy of the NJIT Department of Public Safety to develop, maintain, and update an emergency management operations plan in accordance with federal and state law in coordination with the City of Newark Office of Emergency Management. Copies of the plan will be retained at the Department of Public Safety and all command level personnel will familiarize themselves with the plan.

B6.2.1 TERRORISM – CBRNE (Continued)

Local Preparations for a CBRNE Attack

First responders in the Newark region have been trained to recognize the effects resulting from a CBRNE attack, and to respond accordingly. Unified training is organized through the City/County/University Emergency Operations Center.

Local hospitals, as well as other regional hospitals, have decontamination facilities and personnel trained to treat the effects of CBRNE agents.

Instructions on what to do in the event of a CBRNE attack, including, if applicable, evacuation procedures and the location of shelters and treatment facilities, will be disseminated through the State, City, County and University Public Information Officers.

NJIT Operations

- The President of the New Jersey Institute of Technology bears ultimate responsibility for the management of any emergency, man-made or natural, which threatens people and property within the University. The President may delegate the authority, for the coordination of emergency management efforts to a department heads trained in emergency management operations.
- The Chief of Police/Director of Public Safety (DPS) will designate other Public Safety Personnel and emergency services personnel to serve on the Local Emergency Management Committee (LEMC) and to serve as advisors and resources in the event of a disaster or unusual occurrence.
- The Chief of Police/Director of Public Safety (DPS) is responsible for managing the Public Safety emergency management operations. The DPS is responsible for mobilizing the department and other emergency services personnel in the event of a disaster or unusual occurrence.
- The Chief of Police/Director of Public Safety will be responsible for placing essential emergency management personnel on stand-by when there is prior warning of a natural or man-made disaster or unusual occurrence. Personnel placed on stand-by are required to keep the department advised of their whereabouts and are required to respond when notified to do so.

B6.2.1 TERRORISM – CBRNE (Continued)

- The department's Dispatchers may be utilized to make these notifications.
- The Chief of Police/Director of Public Safety (DPS) or his designee will be responsible for notification to the Newark Office of Emergency Management in the event there are mass injuries and casualties. The Office of Emergency Management will assist in activating medical response plans.

Communication Requirements

- Coordinate with Newark Communications to insure radio channel availability for all agencies involved in the operation. Agencies should have the capability to communicate with each other as well as with field command posts and the Emergency Operations Center (EOC).
- Request police mutual aid, fire, and emergency medical services as required.
- Once a disaster or unusual occurrence has been brought under control the Chief of Police/ Director of Public Safety will be responsible for coordinating with other NJIT departments along with mutual aid agencies to de-escalate and clean-up.

B.6 2.2. BOMB THREATS

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT. Clear the area and call Public Safety for emergencies by **dialing 9-1-1**. Dial ext. 3111 or 973-596-3111 for all other assistance and information.

Any person receiving a phone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place this bomb?
- What is your name?

Keep the caller talking as long as possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of caller
- Background noise

Report the incident immediately to NJIT Department of Public Safety. The Public Safety dispatcher will then notify the following:

- City of Newark Police Department
- Chief of Police/Director of Public Safety
- Vice President for Real Estate Development and Capital Operations

NJIT Public Safety and/or local police personnel will conduct a detailed bomb search. The university community will follow the directions of the emergency responders.

When a bomb threat report has been received, evacuate the building in an orderly fashion. Walk quickly to the nearest marked exit and alert others to do the same.

B.6 2.2. BOMB THREATS (Continued)

DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, OR ALARM ACTIVATION.

DO NOT PANIC OR CAUSE OTHERS TO PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building or as directed by emergency response officials. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University or responding emergency response officials.

Do not reenter the building or area until authorized by local emergency responders.

B.6.2.3. IDENTIFYING AND HANDLING SUSPICIOUS MAIL

If you are suspicious of a mail item, (i.e. letter, package, etc.) and are unable to verify the contents with the addressee or sender:

- Do not open
- Treat it as suspect
- Isolate it
- Call NJIT Public Safety Department by dialing 9-1-1 for Emergencies or ext. 3111 or 973-596-3111 for all other assistance and information.

Suspicious mail may have the following characteristics:

- Type of mail – Foreign, Priority, Special Delivery
- Restrictive Endorsements – Confidential, Personal, To Be Opened by Addressee Only
- Postmark city different from return address
- Fictitious, unfamiliar or no return address
- Excessive postage (usually postage stamps)
- Visual Distractions - Fragile, Rush, Handle with Care
- Address to title only (i.e., Vice President)
- Wrong title with name
- Poorly typed or handwritten address
- Misspelled words
- Rigid or bulky
- Protruding wires, screws or other metal parts
- Strange odor
- Oily stains or discoloration on wrapping
- Lopsided package or uneven envelope
- Excessive Binding Material – masking, electric or strapping tape, string or twine

Mail that may have a light coating of a powdery substance:

- Wash your hands with soap and water
- Notify your immediate supervisor and NJIT Public Safety
- Ensure that all persons who have touched the letter/package wash their hands with soap and water
- List the names and contact information for all persons who have touched the letter/package
- Isolate the package and follow the instructions of NJIT Public Safety and Emergency Services Personnel

B.6.2.3. CHEMICAL OR RADIATION SPILL/RELEASE

- Any release of hazardous chemical or radioactive material should be reported immediately to the Department of Public Safety **by dialing 9-1-1 (State, NJIT and your address location)** or ext. 3111 or 973-596-3111.
- When reporting, be specific about the nature of the involved material and the exact location. Please stay on the telephone until Public Safety advises you to hang up.
- The Department of Public Safety will notify the NJIT Director of Environmental and Health Safety and Hazardous Materials Response Team.
- The NJIT Hazardous Materials Response Team will assess the situation (Level I or Level II) and make recommendations to contact local fire department, who in turn will contact the necessary specialized authorities and medical personnel.
- The NJIT Hazardous Materials Response Team will contain or remediate the spill/release if possible depending upon assessment.
- The Department of Public Safety will initiate appropriate on-campus notifications (i.e. Physical Plant, Dean of Students and Campus Life, Director of Health & Environmental Safety, Principal Investigator/ Lab Manager), who in turn will notify others, as needed.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of fire department personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Remain in the vicinity and provide the name(s) to the responding fire department.
- Required first aid and clean-up by specialized authorities should be started at once.
- If an emergency exists, activate the building alarm.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked safe exit and alert others to do the same.
- DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, OR ALARM ACTIVATION.
- DO NOT PANIC OR CAUSE OTHERS TO PANIC.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

B.6.2.4. CHEMICAL OR RADIATION SPILL/RELEASE (Continued)

- A Field Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Public Safety or responding emergency response officials.
- The Director of Environmental Health and Safety will manage the safe and proper disposal process of the chemical or radiologic material.

B7. NATURAL DIASTERS

This section contains procedures to be followed during specific types of emergencies.

B.7.1. Severe Weather

B.7.2 Flood Emergency

B.7.3 Snow Emergency

B.7.4 Utility Failure

B7.1 SEVERE WEATHER

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other listed occurrences.

In case of a weather-related emergency such as hurricanes, tornadoes, lightning or floods, the following response protocol will be followed.

When the Public Safety Office receives a notice from the National Weather Bureau or other official venue that severe weather is imminent, they will contact the Vice President for Real Estate Development and Capital Operations who will assess the situation and advise the President of the University.

Students and staff will be notified of any actions through the Campus-Wide Notification System and their resident staffs and departments.

The following Administrative Response Teams may meet to respond to the crisis:

- | | |
|-------------------|--------------------------------------|
| – Academic | – Office of Information Technologies |
| – Communications | – Student Affairs |
| – Human Resources | – Physical Plant |
| – Public Safety | |

The NJIT Department of Public Safety will secure the campus and will notify Physical Plant of any potential hazards.

Appropriate Physical Plant staff will remain on campus to attend to all Physical Plant needs and to assist other response committees.

B7.1 SEVERE WEATHER (Continued)

The Student Affairs Response Team will notify Physical Plant to meet the housing and meal needs of students on campus. Campus Activities will prepare student leaders and will arrange activities for students remaining on campus. The Dean of Students and Campus Life will coordinate with St. Michael's Hospital medical staff for any student(s) needing resulting health precaution/attention services.

The Communications team will work with other University officials to incorporate a communication plan for students, parents, and media. The Academic Committee will make a recommendation to the President regarding the class schedule.

The Human Resources Department will make a recommendation to the President regarding staffing and will work with the Student Affairs Committee to meet the needs of employees who may be stranded.

The NJIT Executive Response Team will meet throughout the crisis to monitor events and to make decisions regarding the operations of the University.

B7.1.2 FLOOD EMERGENCY

Public Safety will notify the appropriate University officials of any anticipated or actual campus floods. Public Safety and/or Physical Plant will cordon off any potential/actual flood locations using available cones, barricades, and/or caution tape.

1. The President, or designee, shall make the decision for the evacuation of Physical Plant.
2. The Chief of Police/Director of Public Safety shall determine the need to order an evacuation of vehicles from the parking lots.
3. DO NOT RETURN TO THE EVACUATED AREA unless told to do so by the University or responding emergency response officials.

The university community can keep apprised of the situation through these additional resources

1. Campus-Wide Notification System
2. NJIT Website at www.njit.edu
3. NJIT social media channels
4. NJIT Main phone number: 973-596-3000

B7.1.3 SNOW EMERGENCY

Efforts will be made to avoid a general closing of the University during snowstorms. However, there may be times when extreme snow or ice conditions force cancellation of classes, and a general closing of the University.

1. School closure will be declared by the Provost and Senior Executive Vice President or appointee, who in turn will notify the senior administration.
2. Notification will be made to the campus community.
3. Essential personnel may be expected to work through their normal duty hours or as instructed.

The University community can keep apprised of the situation through these addition sources.

1. Campus-Wide Notification System
2. NJIT Website at www.njit.edu
3. NJIT social media channels
4. NJIT Main phone number: 973-596-3000

B.7.4. UTILITY FAILURE

Examples of utility failure that may occur are electrical outage, plumbing failure/flooding, natural gas leak, steam line break, ventilation problems and/or elevator failure.

Any calls or complaints concerning loss of or problems with electricity or gas should be immediately referred to Physical Plant during normal business hours at 873-596-3123. After normal business hours, Public Safety at 973-596-3111 who will contact Physical Plant personnel.

If there is potential danger to you or other occupants:

- Call NJIT Public Safety at **9-1-1 for Emergencies (State, NJIT and your address location) or ext. 3111 or 973-596-3111** for all other assistance and information.
- In a situation where a building needs to be evacuated, please proceed out of the building to areas directed by Public Safety Personnel.
- Turn off equipment, machines and computers.
- Assist disabled persons as needed.
- Do not use elevators.
- Stay at the designated evacuation area until the fire department or NJIT Public Safety Supervisor has given the “all clear” to re-enter the building.

If there is significant power outage, Public Safety dispatcher will contact the Associate Vice President for Facilities Management and the Chief of Police/ Director of Public Safety, Environmental Health and Safety Department.

The Information Technologies Response Team may meet to determine actions to be taken with regard to computer operations and services.

In cases of prolonged or intense heat warnings due to weather conditions, the Executive Response Team will be altered and appropriate action will be taken to accommodate conditions on campus.

B8. PANDEMICS AND INFECTIOUS DISEASE

To facilitate quick and adequate response during a pandemic, the University will guide all campus-wide actions on three levels of response:

Minor Emergency: On-Campus: a localized, limited impact event quickly resolved with internal resources. Coordination with NJIT Health Services and local hospital and City of Newark Health Department.

Major Emergency: A major emergency affecting City of Newark and/or County of Essex, NJ may affect mission-critical or life-safety functions on-campus. Coordination with NJIT Health Service and City, State, Federal organizations as required. Presumes that there is limited support from City and County Government.

Disaster: Statewide emergency affecting mission-critical or life-safety functions on-campus. Coordination with NJIT Health Service and City, State, Federal organizations as required.

At the Disaster level, the response needs to address two durations of time:

Emergency of a short-term duration affecting campus operations for a short period measured in days or weeks.

Emergency of a long-term duration affecting campus operations for a long period measured in months.

At the Major Emergency Level and Disaster, the types of responses will depend upon the nature of disease. A threat of a pandemic virus may require protocols that differ from what would be required for an infectious disease.

The primary operational goal is to protect the safety and well-being of our students, faculty and staff by minimizing the spread of the disease. The secondary goal is to ensure the ability to continue the essential functions of each college, school and center.

B8. PANDEMICS AND INFECTIOUS DISEASE (Continued)

The following Responses Team should meet to respond to the crisis:

- Executive Response Team
- Academic Team
- Communications Team
- Financial Impact Team
- Human Resources
- Public Safety
- Research
- Information Technologies
- Student Affairs

Additional Support:

- NJIT Counseling Center
- Food Service Contractor
- Purchasing
- Department of Environmental Health and Safety
- Residence Life

B9. PATHOGENIC MICROORGANISM

In the event of a spill involving biohazards such as human blood, other potentially infectious materials (i.e. human body fluids), and microorganisms notify the Department of Public Safety by **dialing 9-1-1 for Emergencies (State, NJIT and your address location)** or ext. 3111 or 973-596-3111 for all other assistance and information.

The Public Safety dispatcher will than notify the Director of Environmental Health and Safety at ext. 3059 or 973-596-3059 who will implement the event response

It is the responsibility of the Principal Investigator and laboratory supervisor to ensure that

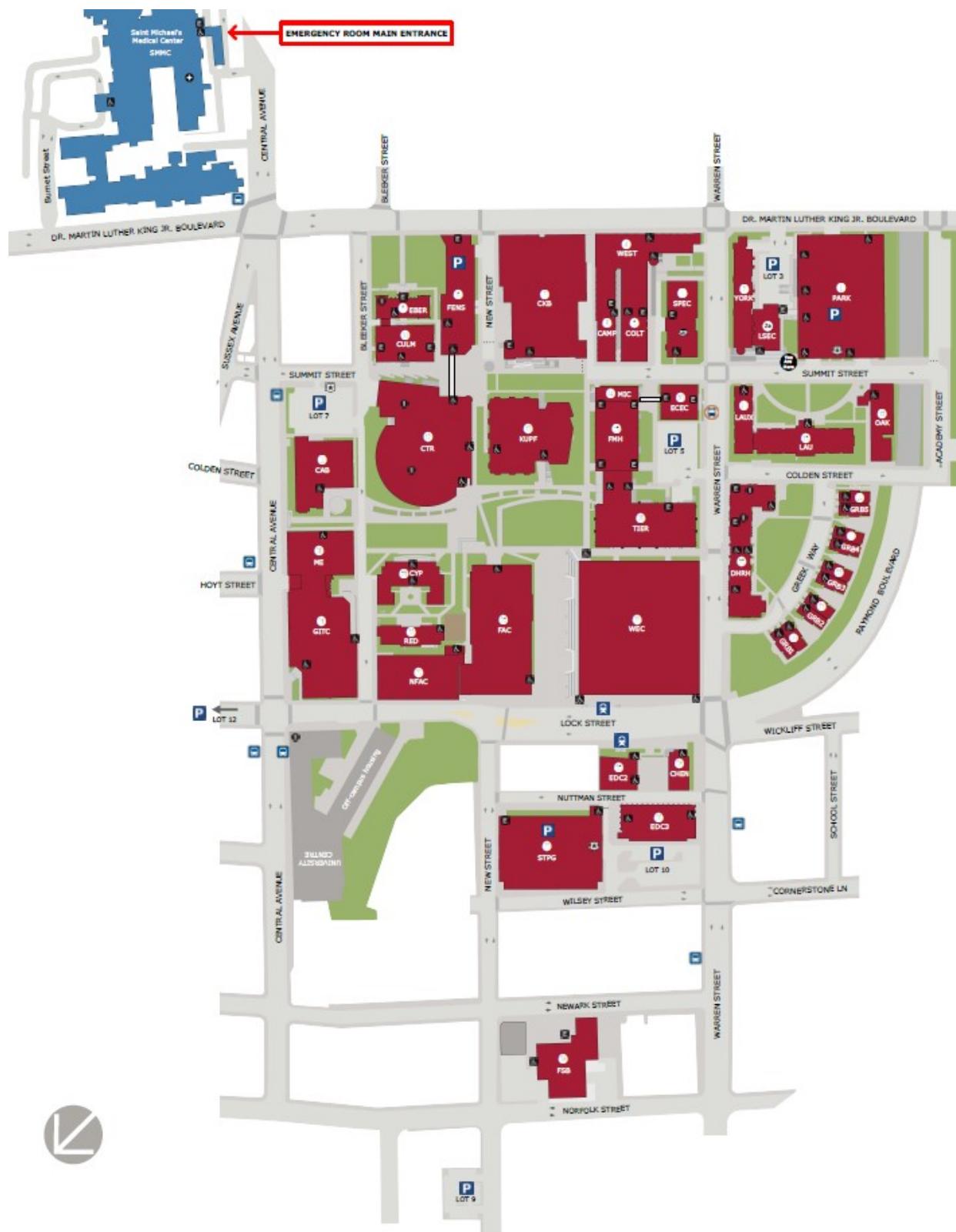
1. An appropriate spill response plan approved the Director of Environmental Health and Safety for all laboratories has been developed;
2. Each individual in their lab is familiar with it; and
3. Appropriate disinfectant, personal protective equipment and waste containers are readily available.

The Director of Environmental Health and Safety will oversee the cleanup and safe disposal of the material

APPENDIX

Campus Map Newark, New Jersey
Crisis Communication Policy
NJIT Emergency Closing Policy

CAMPUS MAP



Map Legend

Building By Name	Building #	Abbreviation	Building By Number	Building #	Abbreviation
Campbell Hall	6	CAMP	Parking Deck/Student Mall	1	PARK
Campus Center	12	CTR	York Center	2	YORK
Central Avenue Building	11	CAB	Life Sciences & Engineering Center	2a	LSEC
Central King Building	7	CKB	Specht Building	3	SPEC
Colton Hall	5	COLT	Weston Hall	4	WEST
Council for Higher Ed in Newark Building	34	CHEN	Colton Hall	5	COLT
Cullimore Hall	10	CULM	Campbell Hall	6	CAMP
Cypress Residence Hall	29	CYP	Central King Building	7	CKB
Dorman Honors Residence Hall	25	DHRH	Fenster Hall	8	FENS
Eberhardt Hall	9	EBER	Eberhardt Hall	9	EBER
Electrical and Computer Eng. Center	16	ECEC	Cullimore Hall	10	CULM
Enterprise Development Center 2	35	EDC2	Central Avenue Building	11	CAB
Enterprise Development Center 3	36	EDC3	Campus Center	12	CTR
Faculty Memorial Hall	15	FMH	Kupfrin Hall	13	KUPF
Facilities Service Building	38	FSB	Microelectronics Center	14	MIC
Fenster Hall	8	FENS	Faculty Memorial Hall	15	FMH
Fleischer Athletic Center	28	FAC	Electrical and Computer Eng. Center	16	ECEC
Greek Way 05-07	20	GRB1	Laurel Residence Hall Extension	17	LAUX
Greek Way 09-11	21	GRB2	Laurel Residence Hall	18	LAU
Greek Way 13-15	22	GRB3	Oak Residence Hall	19	OAK
Greek Way 17-19	23	GRB4	Greek Way 05-07	20	GRB1
Greek Way 21-23	24	GRB5	Greek Way 09-11	21	GRB2
Guttenberg Information Technology Center	31	GITC	Greek Way 13-15	22	GRB3
Kupfrin Hall	13	KUPF	Greek Way 17-19	23	GRB4
Laurel Residence Hall	18	LAU	Greek Way 21-23	24	GRB5
Laurel Residence Hall Extension	17	LAUX	Dorman Honors Residence Hall	25	DHRH
Life Sciences & Engineering Center	2a	LSEC	Tiernan Hall	26	TIER
Mechanical Engineering Center	30	ME	Wellness & Events Center	27	WEC
Microelectronics Center	14	MIC	Fleischer Athletic Center	28	FAC
Nalmoli Family Athletic Center	33	NFAC	Cypress Residence Hall	29	CYP
Oak Residence Hall	19	OAK	Mechanical Engineering Center	30	ME
Parking Deck/Student Mall	1	PARK	Guttenberg Information Technology Center	31	GITC
Redwood Residence Hall	32	RED	Redwood Residence Hall	32	RED
Science & Technology Park Garage	37	STPG	Nalmoli Family Athletic Center	33	NFAC
Specht Building	3	SPEC	Council for Higher Ed in Newark Building	34	CHEN
Tiernan Hall	26	TIER	Enterprise Development Center 2	35	EDC2
Wellness & Events Center	27	WEC	Enterprise Development Center 3	36	EDC3
Weston Hall	4	WEST	Science & Technology Park Garage	37	STPG
York Center	2	YORK	Facilities Service Building	38	FSB
Colleges	Building #	Abbreviation	Student Services	Building #	Abbreviation
Albert Dorman Honors College	25	DHRH	Admissions & Enrollment Planning	8	FENS
College of Architecture & Design	4	WEST	Advising Success Center	8	FENS
Ying Wu College of Computing Sciences	31	GITC	Athletics & Physical Education	28	WEC
College of Science & Liberal Arts	10	CULM	Bookstore	12	SPEC
Newark College of Engineering	31	GITC	Bursar	1	PARK
Martin Tuchman School of Management	11	CAB	Campus Information Desk	12	CTR
Academic Units	Building #	Abbreviation	Career Development Services	8	FENS
Aerospace Studies	15	FMH	Copy Center & Mail Room	10	CULM
Architecture & Design	4	WEST	Counseling Center	6	CAMP
Biological Sciences	5	COLT	Dean of Students	12	CTR
Biomedical Engineering	8	FENS	Educational Opportunity Program	6	CAMP
Chemistry & Environmental Science	26	TIER	Financial Aid	1	PARK
John A. Reif, Jr. Dept. of Civil &	5	COLT	First Year Students	12	CTR
Environmental Engineering			Graduate Studies	8	FENS
Computer Science	31	GITC	Health Services	28	FAC
Drama/Theatre	13	KUPF	International Students and Faculty Services	8	FENS
Helen and John C. Hartmann Dept of	16	ECEC	Learning Center	13	KUPF
Electrical & Computer Engineering			Learning Center	7	CKB
Engineering Science	5	GITC	Library	11	CAB
Engineering Technology	5	GITC	Pre-College Programs	6	CAMP
History	10	CULM	Registrar	1	PARK
Humanities	10	CULM	Residence Life	29	CYP
Information Systems	31	GITC	Administrative Departments	Building #	Abbreviation
Information Technology	31	GITC	Admissions & Enrollment Planning	8	FENS
Management	11	CAB	Accounting, Budgeting & Accounts Payable	8	FENS
Mathematical Sciences	10	CULM	Alumni Association of NJIT	9	EBER
Mechanical and Industrial Engineering	30	ME	Alumni Relations	9	EBER
Otto H. York Dept. of Chemical, Biological and Pharmaceutical Eng.	26	TIER	Benefits	8	FENS
Physical Education	28	WEC	Continuing Professional Education	8	FENS
Physics	26	TIER	Development	9	EBER
Transportation	31	GITC	Facilities Service	38	FSB
Student & EDC Parking	Faculty & Staff Parking	Food Services	12	CTR	
• Lot 9 (Open as Needed)	• Lot 3	Human Resources	8	FENS	
• Lot 10	• Lot 5	New Jersey Innovation Institute	8	FENS	
• Lot 12 (Open as Needed)	• Lot 7	New Jersey Innovation Institute Lab	7	CKB	
• PARK	• Lot 9 (Open as Needed)	Office of the President	8	FENS	
• STPG	• Lot 10	Office of the Provost	8	FENS	
Pre-Arranged Visitor Parking	• Lot 12 (Open as Needed)	Parking & Identification Services	17	LAUX	
• Lot 7	• FENS Parking Level 2	Phonathon	8	FENS	
• PARK	• FSB	Public Safety	1	PARK	
• STPG	• PARK	Purchasing & Office Services	8	FENS	
Reserved Faculty & Staff Parking	• STPG	Real Estate Development & Capital Operations	8	FENS	
• FENS Parking Level 1	• PARK (60-PSA Faculty Spaces in Lower Level one)	Research	8	FENS	
NJIT Map Legend		Special Events	9	EBER	
Book Store	Entrance	Strategic Communications	8	FENS	
Building Bridge	Entrance Handicap	University Advancement	9	EBER	
Public Bus Stop	Medical Office	University Counsel	8	FENS	
College Town Shuttle Bus Stop	Parking	University Information Systems	31	GITC	
Crosswalk	Public Safety				
Dining	Light Rail Station				
Emergency Phone	24/7 Staff				

Catastrophic Emergency Protocols
New Jersey Institute of Technology

Principles Which Guide Action

A catastrophic emergency is a crisis situation that involves and affects everyone at the University. The emergency may be one of random violence (e.g., hostage situation; sniper), natural disaster (e.g., tornado), or environmental disaster (e.g., gas explosion; building collapse), but it will, by its nature, directly involve large numbers of people and require large scale efforts to manage.

The effects of a catastrophic emergency differ from those of other crises in that the impact is overwhelming, the campus response involves virtually everyone, the media involvement is sudden, intense, and persistent, and administrators are quickly thrust into high profile by the media attention. A temporary suspension of bureaucratic procedures and rules may be necessary as usual activities are superseded by other goals.

Media involvement is immediate and constant. The desire for public information may be felt as intrusive and insensitive, however, the public eager for information includes family members and colleagues of each person in the campus community.

Keeping the entire campus community, the families of students and employees, and the adjacent local community fully informed is of utmost importance. Frequent, accurate information and consistent sources of communication are imperative. Rumor control, prevention of panic, and organization of emergency responses are dependent on these communications.

11 IMMEDIATE ACTION

The Emergency Response Team: The Emergency Response Team (ERT) while representing campus constituencies should be small enough to make immediate, decisive decisions. Each member of the Team will have specifically designated areas of responsibility. The leader of the ERT will be the President or his designee. The ERT will include representatives from: the Offices of the President, Senior Vice President for Administration and Treasurer, Public Safety, and the Office of Communications. Additional personnel will be added as may be appropriate to the nature of the emergency

Any member of the ERT who learns of a catastrophic emergency will contact Public Safety who will contact the President's Office and others relevant to the situation. All members of the ERT will immediately gather at Information Central at the Public Safety Office.

NEW JERSEY INSTITUTE OF TECHNOLOGY

EMERGENCY CLOSING POLICY

A. The university may officially close its operations, from time to time, in whole or in part following procedures outlined in the Contingency Plans for Emergency Closing, in response to unusual conditions such as inclement weather or unanticipated occurrences emanating from internal or external factors and rendering the university, or a part thereof, unfit for regular operations. The authority to close operations is vested in and restricted to the Senior Executive Vice President and Provost or his designee.

B. An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by said authority or eight hours from the time the closing is declared, whichever first occurs.

C. When the closing is effected, all employees covered by the declaration shall be released from reporting at work and shall be compensated at their regular rate of pay for such released period. All employees directed to report or remain at work during an emergency closing, and only such employees, shall be considered essential services personnel for the period in question and, if of the legal category of personnel eligible for overtime, shall receive double their regular rate of pay for that period of actual work reporting during the university declared emergency closing.

D. When an emergency closing is regional to a building, area or part thereof and the university provides alternative work site for affected individuals, those employees are expected to remain at the alternative work site and will receive their regular rate of pay for the regular shift(s) worked at the alternative work site.

E. As a general rule, essential services personnel as described above are:

1. Physical Plant personnel involved in restoring, readying, and/or ensuring an accessible work environment.
2. University Public Safety Personnel.
3. Residence Life personnel.
4. Specific circumstances and operational needs may dictate express designation, on a case-by-case basis, of other personnel. Those designated employees are then governed by those reporting and pay parameters of essential services personnel.

F. When an employee is otherwise absent from the university in a pre-approved (or otherwise authorized) paid leave, and accordingly charged paid accrual of an appropriate benefits bank, and an emergency closing is effected on the same day as the pre-approved paid absence, only that time (on an hour-for-hour charge, for those eligible for overtime, or a half-day charge for all others) that the university is open for regular reporting from such individual, had he/she not been on an approved leave, will be charged from the pre-approved or otherwise authorized paid benefits bank.

G. When the university is not closed in accordance with this and/or other official policy and regulation or when an otherwise acceptable excused absence from employment in accordance

with controlling policy is not properly utilized, all employees are expected to report to work in a timely fashion. Failure to report, due to serious weather conditions or other real impediment, shall result in the subject employee utilizing his/her choice of either available administrative day accrual or vacation accrual to account for the absence.

H. In the event of a non-reporting, due to inclement weather or other real impediment making it virtually impossible to report, non-exempt personnel will be charged accrued time on an hour- for-hour exchange of absence and paid accrual. Exempt personnel shall be charged the nearest half day of paid accrual for the absence as rounded to the half day.