

Emergency Response and Recovery Plan

For

Felician University



2022/2023

Updated June 2022
Approved by the Board of Trustees
June 1, 2022



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Section I – Executive Summary

The Felician University Emergency Response and Recovery Plan (ERRP) is intended to establish policies, procedures, guidelines, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. In addition, the plan is a tool to keep the University community informed in the event of a death on campus, computer virus alerts, and community situations that affect the University.

1.1 SCOPE

This plan guides the emergency response of Felician University’s personnel and resources. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Response and Recovery Plan is consistent with established practices relating to coordination of emergency response and is reviewed twice each year barring any emergency, which will initiate an immediate review. Accordingly, this plan incorporates the use of interagency coordination, promotes the use of common emergency response terminology, and facilitates the flow of information between responding agencies. In addition, since an emergency may strike without warning, this plan is designed to be flexible and assist the University community in answering three basic questions:





“What should I do?”

This plan describes the overall operational concepts relative to readiness for emergency response and recovery.

“How should I do it?”

This plan describes the Incident Command System (ICS) and the National Incident Management System/ Standardized Emergency Management System (NIMS), which is the management system used to cope with an emergency.

“What should I know?”

This plan outlines the general actions and information necessary to managing emergency response situations.

This plan is an all-hazard approach to emergency management and covers natural disasters, technological disasters, and national security crises.

The University will cooperate with the Offices of Emergency Management, State, County and Municipal Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

1.2 PLAN PRIORITIES

Felician University will respond to an emergency situation in a safe, effective, and timely manner. This response will often be the facilitation of municipal resources. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

1.3 ASSUMPTIONS

This Emergency Response and Recovery Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.





- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be community-wide. Therefore, it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

1.4 CATEGORIZATION OF EMERGENCIES

There are three levels of emergencies:

- Level 1 – Minor Incident.
- Level 2 – Emergency.
- Level 3 – Disaster.

Level 1 – Minor Incident. A Minor Incident is defined as a local event with limited impact which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident or a limited power outage. The initial responders and/or Security typically handle the situation.

Level 2 – Emergency. Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot handle the situation. The Emergency Response Team is notified, and outside support services may be required.

Level 3 – Disaster. Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other communitywide emergency. The event would likely disable University operations for at least 24 hours. In some cases, large numbers of Student, Staff and Faculty casualties or severe property damage may be sustained. A Disaster requires activation of the Emergency Response Team. Most if not all Units respond, and outside emergency services will likely be involved.

1.5 DECLARATION OF AN EMERGENCY COMMAND

A Condition of Emergency is placed into effect by the President of the University or in his/her absence, by the highest-ranking executive-level senior member of the Emergency Response Team who is available. Once a declaration of a Condition of Emergency has been invoked, the primary members of the Emergency Response Team and certain affected additional members are, for the duration of the emergency, relieved of normal, but non-emergency related duties (so as to concentrate more fully on the tasks at hand).

During a declared emergency, all attempts will be made to set up an emergency command post (ECP) in field for most level 2 incidents and set an emergency operations center (EOC) for some





level 2 incidents and all level 3 incidents utilizing a location to be decided based on the location and logistics of the emergency.

Other prior and non-emergency commitments assume the lowest priority.

The President of the University maintains executive control of the Emergency Response Plan. Ground-level implementation and direction of the plan is the responsibility of the Vice President of Student Affairs, the Director of Safety and Security, or appointed designee and the other members of the Emergency Response Team (defined in Appendix 3 and 4). University personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the University. The manner in which University personnel and equipment are utilized will be determined by the relevant members of the Emergency Response Team.

When a Condition of Emergency is declared, notifications and information pertaining to the emergency will be sent via the Omnilert emergency messaging app (a product of e2Campus), the Emergency Notification System (ENS) of the University and email by a member(s) of the primary emergency response team. **It is important to note that during an emergency, only registered students, faculty, staff, and authorized visitors are approved to be present on campus.** Those who cannot present proper ID showing their legitimate business on campus will be required to immediately leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

Designated Command Post Locations

INCIDENT LOCATION	PRIMARY COMMAND POST	ALTERNATE COMMAND POST
All Rutherford Campus Buildings and Quad	Little Theater and Montross Lot	White House/Student Affairs
Little Theater/Radio Station	WaRC	Elliot Lower Level
Lodi Buildings and Grounds (other than Obal)	Goya Dining Hall	Breslin Theater
Obal Hall	Kirby Hall	Library

Note: Only those faculty and staff members who have been assigned Emergency Response Team duties will be allowed to enter a disaster area.

1.6 OVERVIEW OF ORGANIZATION

The University’s Emergency Response and Recovery Plan consists of three major elements:

- Primary Emergency Response Team *Appendix 3*
- Auxiliary Emergency Response Team *Appendix 4*
- Emergency Response Recovery *Section II - IV*





1.7 INDIVIDUAL ROLES

Role of the President

- Give strong and visible presence to relay information to faculty, staff, students and general public.
- Inform Board of Trustees (BOT) on details of the incident as appropriate.
- Declare a Condition of Emergency, or if President is unavailable, the declaration shall be made by the next ranking administration official.
- Direct the Emergency Response Team members to activate the Emergency Notification System.

Vice President of University Public and Community Relations and Communications

- During an emergency fulfill the President's responsibilities if the President is unavailable.
- In consultation with the President and members of the ERT, coordinate and provide information about the University's situation and response to the emergency to the University community and the general public.
- If necessary, establish and maintain, with the assistance of authorities, if necessary, appropriate, restricted "press areas" to provide regular information updates to the media. In consultation with the ERT, coordinate and provide information to the media.
- Discuss events with the Office of University Advancement and create a public response.

Vice President for Student Affairs and Dean of Students

- Create and maintain emergency plans appropriate for residential facilities.
- In consultation with the Vice President for Academic Affairs and the Vice President of University External Relations and Communication, determine what actions will be taken if the evacuated building cannot be reoccupied within a reasonable time (i.e., move activities to another building, release personnel for the day, etc.) and disseminate information to the appropriate people.
- Activate the Emergency Notification System (ENS) for significant emergencies or dangerous situations or direct another member of the ERT to do so.
- Provide information and communication to students and their families in coordination with the Office of External Relations and Communication. This includes the staffing of a phone number by the Administrative Assistant to the Vice President for Student Affairs. This phone number is to be provided on the first page of the web site immediately upon the determination by the President or ranking Vice President that a condition of emergency exists.
- Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel.
- Provide and/or direct counseling and psychological support and services to students and other members of the University community dealing with immediate and longer-term emergency generated trauma.





- Assist other University units in field triage, evacuation, and cleanup or wherever the ERT identifies the workforce needed.
- Provide alternate housing situations for resident students if necessary.

The Vice President for Student Affairs and Dean of Students will affirm the decisions made by the On-Call Administrator (OCA) on duty and decide if the severity of a situation requires an escalation of response.

Vice President for Business and Finance

- Give strong and visible presence to relay information to faculty, staff, students and general public
- Assist the President in any manner deemed appropriate or necessary.
- Make certain funds available if necessary for emergency acquisitions

Vice President of Academic Affairs

- Give strong and visible presence to relay information to faculty, staff, students and general public.
- Assist the President in any manner deemed appropriate or necessary

Director of Safety and Security

- Create and implement a process in which security officers check doors daily. Notify facilities immediately if doors or locks are found dysfunctional.
- Determine, in coordination with the fire department officials, when to silence the alarm.
- Notify the Vice President of Student Affairs/Dean of Students (or his/her designee) of ongoing situations.
- Assist the County Emergency Management with bomb searches as requested.
- Know where all emergency equipment is located.
- Establish coordination points directly away from the exit corridors of the buildings being evacuated and direct all actions necessary to ensure the safe, expeditious evacuation of the building, as well as being the point of contact for rescue workers.
- Take reports from officers, directors and or other officials as to the progress of the evacuation and any obstacles. Reassign personnel to other tasks, as needed.
- Implement crowd control measures, using officers, directors and assistants and other personnel as necessary.
- In conjunction with University Personnel Notify Local Police and/or Fire Departments of a significant emergency or dangerous situation.

Director of Community Rights and Responsibilities

- Oversee the preparation logs and annual reports in compliance with the Clery Act and the Higher Education Opportunity Act. Prepare records of all evacuation events, fire alarm, training sessions, etc. as required by the Acts. Maintain records for a period of the required period of time.





- Provide training for Residence Life Staff and Floor/Building Marshals, as stipulated in this manual. [In coordination with other campus emergency evacuation leaders.]
- Coordinate annual familiarity visits with responding local fire and rescue stations. Ensure their knowledge of the layout of the campus buildings, and location of hazardous areas: e.g., labs.
- Determine, in coordination with the local fire departments, when the alarm can be silenced and the building can be reoccupied.
- Notify all participating in the process of that ‘cleared’ condition, beginning with Vice President of Administration and Compliance and Dean of Students.

Director of Facilities

- Know where all emergency equipment is located.
- Conduct periodic fire and safety inspections of buildings and related equipment, including fire alarm systems and fire extinguishers.
- Ensure correct emergency evacuation diagrams are posted in all rooms.
- In each room, close windows, doors, turn off lights (unless otherwise instructed by University Security) and mark the doors with tape so that no one else wastes time checking areas that have already been checked.
- Know where all emergency equipment is located.
- Notify the Security Manager when the assignment is complete, if someone will not evacuate, or if there is a serious problem in some location, such as inability to evacuate a person with disabilities.

Health and Counseling Services

- Provide and/or coordinate first aid, either at the Health Services facility or at alternate campus locations, as necessary.
- Provide psychological support to campus community in conjunction with other Student Affairs personnel
- Provide liaison services with area hospitals, re: medical records of students, lists and conditions of those hospitalized, etc., as needed. Treat minor injuries at Health Services, if necessary.

Role of Faculty and Staff

Felician faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the faculty and staff should read and be familiar with emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly and use commonsense in determining a course of action.

All faculty and staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

In case of an emergency call:





Role of Students

Every Felician student should familiarize themselves with the emergency procedures and evacuation routes in buildings they use frequently. Faculty, staff and students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Emergency Response Plan. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should proceed to assembly areas in an orderly manner when directed by emergency personnel or when an alarm sounds.

Section II – PLAN ACTIVATION AND OPERATION

As stated above in section 1.4, there are three categories of emergency: Level 1 being a minor incident, Level 2 being an emergency, and Level 3 being a Disaster. Accordingly, there are appropriate responses to each.

2.1 LEVEL OF RESPONSE

Level 1 – Minor Incident. A Minor Incident is defined as a local event with limited impact which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident or a limited power outage. The initial responders and/or Security typically handle the situation.

Level 2 – Emergency. Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot handle the situation. The Emergency Response Team is notified and outside support services may be required.

Level 3 – Disaster. Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other communitywide emergency. The event would likely disable University operations for at least 24 hours.

In some cases, large numbers of student, staff and faculty casualties or severe property damage may be sustained. A disaster requires activation of the Emergency Response Team. Most if not all units respond and outside emergency services will likely be involved.

Scope	Level - 1	Level - 2	Level – 3
University Activities	Minimal and Localized	Significant	Very Significant





	<ul style="list-style-type: none"> • Most University activities not impacted 	<ul style="list-style-type: none"> • University activities localized shutdown 	<ul style="list-style-type: none"> • University activities shut down for a period of time
Faculty, Staff and Students	<ul style="list-style-type: none"> • Site-specific localized impact • Injuries possible 	<ul style="list-style-type: none"> • Site-specific or general impact with possible disruptions • Injuries possible 	<ul style="list-style-type: none"> • General impact with Disruptions • Injuries and possibly fatalities are a serious concern
Media Coverage	<ul style="list-style-type: none"> • None expected 	<ul style="list-style-type: none"> • Limited local coverage 	<ul style="list-style-type: none"> • Local, regional and possible national coverage
Public & Government Concern	<ul style="list-style-type: none"> • Limited 	<ul style="list-style-type: none"> • Potential exists for government agencies to investigate • Local police, Office of Emergency Management 	<ul style="list-style-type: none"> • Potential exists for government agencies to investigate • Local police, Office of Emergency Management
Emergency Response Team involvement	<ul style="list-style-type: none"> • Probably none 	<ul style="list-style-type: none"> • Consulted as needed 	<ul style="list-style-type: none"> • Consulted regularly and actively involved

2.2 REPORTING A THREAT

Every member of the Felician University community has a responsibility to be vigilant of possible threats. If you are concerned about an individual or a dangerous situation, it is better to err on the side of caution by notifying the appropriate authorities than to remain silent. The University has resources with which to assess these situations and any individuals of concern. In the event you would like to submit a report during non-business hours, Security works 24 hours a day on the Rutherford campus. If you have any questions, please contact Security at [\(201\) 559-3561](tel:2015593561).

- In the event of an on-campus emergency requiring immediate notification and response by police, fire, or emergency medical service agencies, please dial 911 and University security immediately at: [\(201\) 559-3561](tel:2015593561). All 911 calls from Felician University are answered by either the Lodi or Rutherford Police Department Communications Center.
- If you do not believe that harm is not imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the





community, you should report the concern to security ([\(201\) 559-3561](tel:2015593561)), the Dean of Students at ([\(201\) 559-3564](tel:2015593564)), or via the Omnilert app tip.

2.3 PLAN NOTIFICATION AND ACTIVATION

Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Security. Security serves on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police, Local Police, Fire and Emergency Medical Services
- University communication systems
- Emergency telephone calls

Other entities, notably the Vice President of Academic Affairs and Facilities, will monitor developing weather systems. However, such activity does not mitigate the responsibility of Security to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.). **It is important to remember in the event of an emergency, please dial 911 and University Security immediately at ([\(201\) 559-3561](tel:2015593561)).**

2.4 EMERGENCY NOTIFICATION

Electronic Notification

The Emergency Notification System, through Omnilert, will be used to send notices to the campus community if there is a significant emergency or dangerous situation posing an immediate threat to health and safety as well as weather related closures or delays.

Primary Communication: If the President declares a campus state of emergency, communication* to the campus community will occur in the following ways, initiated simultaneously by those designated below.

1. Email to all users – sent by the President or by the Vice President of Administration and Compliance or Vice President for University Advancement and Communication, if the President is unavailable
2. Phone message to the entire campus system (using speaker phone capability wherever feasible) – sent by University Security

In case of an emergency call:





3. Website message on the home page – posted by AVP for Information Technology or their designee
4. Door-to-door communication via notification of Building Marshals, Resident Directors, and Resident Assistants – initiated by University Security
5. Emergency Alert System – [Omnilert](#). To register, please click here <http://felician.edu>

*The content of this message will be determined by the President in consultation with the Emergency Response Team. The President will have several, pre-crafted messages on hand to consider in the determination of an appropriate emergency message. Once notified, the VP of Student Affairs will assist with the creation of subsequent messages.

Secondary Communication: The President and members of the president's staff will inform other important constituencies about the emergency via telephone, email or other methods, as necessary. These groups include the leadership of the Felician Sisters, the School for Exceptional Children, Immaculate Conception High School and neighbors who live near or adjacent to the campuses, and the Board of Trustees.

The reports of emergency or dangerous situations can originate from first responders, students, employees, and other sources. Emergency or dangerous situations that are criminal in nature, will be considered confirmed if a police officer or University security officer observes the situation as it is occurring. For situations that are not directly observable by security, confirmation will be made by a member of the ERT. A member of the ERT will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus. To the extent it is practical and will not jeopardize any life or safety of the campus community, the ERT may consult with additional administrators and law enforcement officers.

The content of an emergency notification will depend on the situation and the notification method. However, the University will endeavor to include in each emergency notification the specific location of the emergency, description of the situation, such as dangerous situation or flood warning, and relevant safety instructions such as to shelter in place or evacuate. Since it is generally difficult in the initial stages of an emergency to include abundant information, the campus community should watch for these alerts and review the University's website where additional information will be provided as it becomes available.

Emergency Command Post (ECP)

In an isolated emergency (typically a Level 2 Emergency) ERT members will also be contacted and may also be present. The ECP will be a designated area near the site of the emergency but located a safe distance from the emergency site.

Emergency Operations Center (EOC)

In a campus-wide emergency (typically a Level 3 Disaster) all available members will be summoned to the Emergency Operations Center. The primary EOC will be continuously



maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Primary Emergency Response Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

Section III – INCIDENT RESPONSE

3.1 INCIDENT RESPONSE PLAN

Purpose

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster occurs within Felician University campuses or the general area that impacts academic and other operations. This plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage. **Note the following:**

If the campus emergency is declared, you will receive instructions to seek shelter:

- Go indoors immediately.
- Get inside a room that can be locked or barricaded.
- Quietly monitor **Omnilert** and the **Felician University website** for further instructions and updates.
- Evaluate the situation. If the threat is a hostile intruder, **call 911**, plan what action your group would take if the intruder attempts to enter the room.
- If you know the location of the intruder within your building and you can safely escape from the building, get out and go to a safe location.

If the fire alarm in your building activates or you detect a fire:

- Immediately exit the building through the nearest fire exit. Use an alternate fire exit in case the nearest is blocked by fire or smoke.
- If the fire alarm is not ringing, activate it at a pull station as you exit the building and notify 911 once you are outside.
- Proceed to the Assembly Point for your building and await instructions from emergency personnel (security, police, firefighters, building fire safety personnel, residence hall, staff, etc.).
- If you are mobility impaired and cannot use stairs, go to a marked fire stairwell and report your location to 911. Ask people exiting past you to notify emergency personnel of your location.
- If you cannot evacuate from your room due to heavy smoke/fire conditions in the hallway, use an alternate escape route such as a ground floor window, if one is available. If not, stay inside the room, seal the door to block the smoke (use wet





towels, duct tape, etc.), report your location to 911, and signal emergency personnel through a window.

If you receive instructions to evacuate:

- Evacuate when directed to do so by emergency personnel or through Omnilert. The evacuation may be done in stages to avoid traffic jams. Take only items needed for health and safety with you.
- Depending on the situation, you may be instructed to evacuate to locations either on or off campus by motor vehicle or on foot.
- For evacuations on foot, proceed as directed by emergency responders to assembly points or relocation sites. Assist mobility impaired persons or report their location to emergency personnel.
- In the event of an evacuation by motor vehicle or University transportation, go to your vehicle when instructed to do so. Persons without access to private motor vehicles should go to an announced transportation staging area.
- Proceed to the designated assembly points or relocation sites announced in the emergency instructions. Obey the directions of traffic control personnel.

REMEMBER: Report emergency situations or suspicious activities you observe to 911 and University Security.

This Incident Response Plan is designed for use by the University community and other early responders. Incidents may include but are not limited to;

Medical Assistance	Fire Evacuation
Hazardous Materials	Flooding & Water Damage
Bomb Threat	Hostile Intruder / Active Shooter
Civil Disturbance	Reporting a Threat
Evacuation and Relocation	Snow, Ice, Severe Weather
Evacuation Plan for Persons with Disabilities	Tornado, Hurricane
Explosion	Workplace Violence

3.2 MEDICAL ASSISTANCE

DO NOT attempt to move a seriously injured person unless there is a life-threatening situation.

- Call 911 and University Security ([201-559-3561](tel:201-559-3561)).
- If you are calling from a cell phone, give your name, location, and phone number.
- Provide as much information as you can about the nature of the illness or injury, whether or not the victim is conscious, etc.
- Do not hang up until instructed to do so by the emergency operator.





- Return to the victim, administer first aid if able, and remain there until emergency personnel arrive.
- Defibrillators (AEDs) are located for use at specific areas at each campus

Defibrillator Campus Locations

Building	Location
RUTHERFORD CAMPUS	
Student Center	Lobby and Gym
Castle	Reception Desk
Martin Hall	First Floor Hall
Sammartino	First Floor Hall
WaRC	Office
Milton	Wellness Center
Elliot	Security Office
LODI CAMPUS	
Kirby Hall	Lobby
Obal Hall	Lobby
Library	Main Floor





3.3 HAZARDOUS MATERIALS (HAZMAT) RELEASE

An incident involving the release of hazardous nuclear, biological or chemical agents can occur as the result of accidents or terrorist attacks. It may affect only a single building, a portion of the campus, the entire campus or the entire region.

Procedures to be followed

- If a hazardous substance is discovered on the campus, the individual shall immediately contact 911 and Campus Security at (201-559-3561) and should provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
 - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - Recipient immediately contacts Security and advises him/her of the call, and provides a detailed written text.
 - Security will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions. The Emergency Response Team will be contacted.
 - Contracted HAZMAT services should be contacted:

Stericycle

Address:
28161 N. Keith Drive
Lake Forest, IL 60045

General Phone Number: 866-783-7422
Emergency Response Number: 877-577-2669

United Enviro Systems, Inc.

Address:
P.O. Box 524
Chester, NJ 07930

General Phone Number: 973-927-1488

Contact: James Monticello
Cell Number: 973-945-9216

In case of an emergency call:





- The Officer-in-Charge will direct that the affected area be evacuated and isolated.
- When necessary and as directed, faculty and staff will inform students of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected. They will move into a safe location as designated by officials on site.
- Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to ensure the isolated area is evacuated.
- University Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once fire/HAZMAT authorities arrive, the Officer-in-Charge will assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The fire/HAZMAT authorities will notify the Officer-in-Charge when reentry to the isolated area can be made.
- If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
 - A Shelter-in-Place order may be issued.
 - Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance

Outdoor Hazmat Release

- Report any HAZMAT release to **911** and Security ([201-559-3561](tel:201-559-3561)).
- Distance yourself from the location of the incident and seek shelter indoors as soon as possible. An above ground, interior room with the fewest doors and windows is best.
- Close all doors and windows, and seal preferably with plastic and tape or with towels, clothing, etc.
- Shut off all air conditioners, fans and heating systems.
- Stay inside and monitor information sources ([e2Campus](#), [Felician website](#), etc.). Do not leave until advised that it is safe to do so or you are instructed to evacuate.
- If exposed to a chemical agent or if you have trouble breathing, use a simple filter by covering your face and breathing through your clothing, a towel, etc.
- Do not eat or drink anything uncovered.
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing and seek medical attention as soon as possible. Seal contaminated clothing in a plastic bag for disposal by appropriate authorities.
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent.



Indoor Hazmat Release

- If you become aware of the release of a hazardous or possibly hazardous substance within a building, immediately report the release to 911 or Security ([201-559-3561](tel:201-559-3561)).
- Exit the building. Avoid passing through the contaminated portion of the building while exiting. Inform others along your escape route of the hazard and need to evacuate.
- Meet responding security personnel and provide details such as location of the release, effects of the substance, etc.
- Once outside the affected building, report your exposure to the emergency responders so that you can receive medical attention and/or be decontaminated.

If a release occurs within a University laboratory, follow the laboratory safety procedures.

3.4 BOMB THREAT OR SUSPICIOUS PACKAGE

- If a suspicious package (e.g., a package, suitcase, knapsack, etc., whose appearance and/or location appears implausible) is discovered on the campus, the individual making the discovery shall immediately contact University Security ([201-559-3561](tel:201-559-3561)) and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package, the location, and any specific characteristics.
- Do not inspect or touch any suspicious items.
- Leave the threatened facility or area of the suspicious device and go to a place that is out of the line of sight to the threat location and provides shielding (for example, place another building between you and the threat location).
- Go to an assembly area as directed by emergency services personnel.
- If a telephone call or information is received stating a bomb is on the campus:
 - Recipient should write down the call as precisely as possible, noting time of call, length of call, and any distinguishing characteristics of the caller's voice (including male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
 - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient should immediately contact University Security ([201-559-3561](tel:201-559-3561)) and advise them of the call details. The Officer-in-Charge will call 911 advising local emergency service authorities of the situation (bomb threat or suspicious package) and request local emergency service assistance. Local emergency service authorities should be provided with any updated information upon arrival.
- Security will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest affected building.



- Once local emergency service authorities arrive, the Officer-in-Charge will coordinate and assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The local emergency services authorities will notify the Officer-in-Charge when reentry to the building is allowed.

3.5 CIVIL DISTURBANCE OR DEMONSTRATION

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business normally.

General Guidance

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University
- Prevention of access to offices, buildings, interior-university roads, or other University facilities
- Threat of physical harm to people
- Threat or actual damage to University property

If any of these conditions exist, the University Security and University Official will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance. In the event of violent civil disorder, it is important to take protective action.

- Seek shelter indoors and monitor information sources.
- Stay away from doors and windows.
- Do not interfere with people creating the disturbance or with authorities on the scene
- Follow the instructions of security and law enforcement personnel.

3.6 EVACUATION AND RELOCATION

When **Evacuating** a building:

- Remain calm.
- In a fire or fire alarm use stairwells - DO NOT USE ELEVATORS.
- Follow the evacuation posted for the building.





Relocation

- Obal Hall, the cafeteria, on the Lodi Campus and the Gymnasium on the Rutherford Campus will be used as temporary shelters for persons displaced by the emergency incident.
- In the event that the Gymnasium is unavailable, shelter will be set up in the Student Center on the Rutherford Campus.
- In the event off-campus relocation is necessary, shelter will be set up on the Campus not impacted.
- Coordination for transportation, assistance, equipment, and supplies will be determined at the relocation as needed.

3.7 EVACUATION FOR PERSONS WITH DISABILITIES

All individuals with disabilities (students and University employees) should contact the Students with Disabilities Office, ext. 3190, to register with that office. The Students with Disabilities Office personnel will develop an individualized plan to deal with the special needs of individuals with disabilities in the event of an emergency evacuation.

3.8 Explosion

Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. If you suspect that an explosion has occurred:

- Immediately evacuate the building as quickly and calmly as possible.
- Activate the nearest alarm pull station as you exit.
- In the event of fire or smoke, refer to the Fire Evacuation procedures.
- University personnel will defer to emergency responders.

3.9 FIRE EVACUATION

**FIRE ALARMS WILL SOUND LOCALLY INSIDE EACH BUILDING SEPERATELY AND
MAY BE ACTIVATED BY ANYONE.**

In the event of fire, or the smell of smoke or gas, evacuate the building quickly and calmly.

- Activate the nearest alarm pull station as you leave the building.
- Employees, students and guests should not attempt to fight fires and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students are not allowed to alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.
- Once you have exited the building, stay out. Under no circumstances are you allowed to reenter a building that is in alarm. Reentry can only be made after an "all clear" signal is given by the Fire Department and the fire alarm system is reset.





- Respond to every alarm as if it were a real fire. Report information on false alarms to Public Safety.
- If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor where the air will be the cleanest.
- Test doorknobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Slam it shut if smoke pours through.
- Use the stairs; never use an elevator during a fire.
- If you are trapped, call 911 and tell them your location. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.
- Hazardous equipment or processes, including laboratory experiments, should be shut down before leaving the building unless doing so presents a greater hazard.

Each University building has a designated collection area. After you have left the building, go to the pre-designated collection area and remain there. If you are not aware of where the collection area is, stand at least 150 feet from the building. At the collection area, supervisors need to account for their personnel and immediately report to the Fire Department and/or Security any people that are unaccounted for.

During an emergency, students and visitors who may not be familiar with the evacuation policy and plan must be informed of the requirement to evacuate. Special attention by other building occupants should be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.

Fire evacuation routes are posted on each floor in each building.

Fire Evacuation Assembly Points LODI CAMPUS

Location	Assembly area
Child Care Center/Nursing Resource Center	Grassy area on Main St
Kirby Hall	Grassy area between Library and Kirby Hall/Grassy area on Main St.
Lodi Library	Grassy area between Library and Kirby Hall
Obal Hall	Grassy area by parking lot/Grassy area between Library and Kirby Hall





RUTHERFORD CAMPUS

Location	Assembly area
Sammartino Hall	Grassy area toward BMA/Montross sidewalk
Blessed Mary Angela Hall	Sidewalk on West Passaic
The Castle	Grassy area east of Martin Hall/Montross sidewalk
Educations Commons (Ed Commons)	Lot D (Montross Ave) near Little Theater
Elliott Terrace Residence Hall	Grassy area inside campus, opposite the WaRC/Wood St. sidewalk
Joal and Joe Job Gymnasium	Grassy area inside campus near Martin Hall/Volleyball Court
Little Theater	Lot D by neighbor's fence
Milton Court Residence Hall	Lot C by red fence/Wood St. sidewalk
Montross Classrooms/Labs	Lot D by neighbor's fence
Sister Theresa Mary Martin Hall	Grassy area inside campus, near WaRC/Montross sidewalk
Student Center Building	Grassy area inside campus near Castle/Lot C tree line

3.10 HOSTILE INTRUDER / ACTIVE SHOOTER

An individual must use his/her own discretion during an event as to whether he/she chooses to run to safety or remain in place. However, best practices are listed below suggested by the **Department of Homeland Security**:

If outside when a shooting occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run into it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from Security and/or police.

If the suspect is outside the classroom or office

- Stay inside the classroom/office
- Immediately close and lock the outside door to the room.
- If possible close the blinds, turn off the lights, remain quiet and move behind available cover. Stay in the hidden corner of the room (10%) on the same wall as that of the door, away from doors or windows, and do not peek out to see what may be happening.
- If possible and safe to do so, report the location of the assailant.





If you are in the immediate vicinity of the assailant these events have shown us you are likely going to be a victim. Under these circumstances as a last resort and only when your life is in imminent danger:

Attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter.

When Law Enforcement Arrives:

- Remain calm and follow instructions,
- Put down any items in your hands (i.e., bags, jackets),
- Raise hands and spread fingers,
- Keep hands visible at all times,
- Avoid quick movements toward officers such as holding on to them for safety,
- Avoid pointing, screaming, or yelling,
- Do not stop to ask officers for help or direction when evacuating.

Information needed to be provided to Law Enforcement:

- Location of the active shooter,
- Number of shooters,
- Physical description of shooters,
- Number and type of weapons held by shooters,
- Number of potential victims at the location.

3.11 LOCKDOWN

What is a 'lock down'? Shelter in place and lockdown are two different things. Lockdown is more common when a shooter or imminent threat is within the building. This requires at a minimum locking the door and getting into the 10% of the room. Shelter in place is more common when there is a possible threat that does not seem imminent. The doors are locked and no one is free to leave their rooms but you are still able to conduct regular activity within that room).

- A school lockdown is a procedure which is initiated when school officials believe that there is a **credible immediate threat** to student, faculty, and staff safety.
- Lockdowns are used to protect students from school shooters, bomb threats, and other forms of violence, but they can also be used when police are engaged in an operation nearby, or when a natural disaster has been declared.
- The goal of a school lockdown is to keep students, faculty, and staff safe, and while it may be frightening or disruptive, it is important to comply with the lockdown for safety reason.



In case of a “lockdown”

When a lockdown is ordered through emergency messaging, people are told to stay inside their classrooms, offices and/or residences and lock the doors. This is designed to prevent entrance from hallways and corridors. Windows will also be shut, locked, and covered with blinds to obscure visibility, and people are to stay away from doors and windows, sheltering in an area where they cannot be seen until a pre-authorized safety message via Omnilert has been delivered or the situation warrants immediate evacuation.

ALL staff should have the training and ability to initiate a lockdown when the threat is imminent. Time is of the essence and most of these incidents end within six minutes. Allowing all staff members to have the capability of locking room(s) down will dramatically increase survivability.

LOCKDOWN Procedure

1. Remain Calm.
2. Lock and deadbolt your door.
 - a. If you are not in a room at the time a “lockdown” is declared, enter the nearest room and lock and deadbolt the door.
 - b. Do not respond to anyone who may knock at the door.
3. Turn off the lights and pull down the shades.
 - a. Dark rooms are harder to see into.
 - a. Keep quiet.
4. Avoid making outgoing telephone calls.
 - a. Instructions may come by phone.
 - b. Emergent calls are an exception (such as sighting of the shooter)
5. Move to a safe area within the room. The 10% of the room away from the door.
 - a. Keep out of sight.
 - b. Stay away from doors and windows.
 - c. Do not allow anyone to sit on the windowsills.
6. Permit no one to leave.

Prepare a list of those present in the room at the time of the “lockdown”. Also, list anyone else present who is not usually in the room during that period.
7. Ignore all bells and signals.

During a “lockdown”, ignore any bells or alarms unless prevailing conditions dictate otherwise (such as an active fire).





NOTIFICATION AT THE CONCLUSION OF THE “LOCKDOWN” WILL COME VIA THE MASS NOTIFICATION SYSTEM (Omnilert) OR IN PERSON BY A FIRST RESPONDER

3.12 WORKPLACE VIOLENCE

Workplace violence is any physical assault, threatening, or intimidating behavior, or verbal abuse, perpetrated by anyone and occurring in the work setting.

- Any employee who perceives an immediate threat of bodily harm should contact the police or security immediately.
- Disengage and evacuate the area.
- Isolate the threatening individual if it is safe to do so.
- Notify the supervisor.
- Do whatever is responsible to keep other employees from potential harm.





Section IV – INCLEMENT WEATHER / NATURAL DISASTERS

4.1 INCLEMENT WEATHER POLICY

In the event of extremely inclement weather, you may access this information as follows:

- For information, check the [University website](#) as well as your mobile device for an Omnilert notification.
- Call the Information Center at [201-559-6000](#). There will be a telephone recording regarding this information.
- A telephone chain may be activated in your department to notify employees of this information.
- You may also check with the following radio and television stations which will be notified of a closing or a delayed opening (Appendix 3).

The University will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations. When and how weather becomes inclement often makes this a challenge.

If the University closes, operates under a delayed opening schedule or an afternoon early closing, those staff employees who choose not to report to work due to inclement weather are required to charge the absence to available vacation time or personal time, if available. If no banked time is available, a salary deduction will be made.

Faculty should refer to the Inclement Weather Policy in the Faculty Handbook or, prior to an inclement weather announcement, contact the Office of Academic Affairs regarding academic responsibilities in the event of a closing, delayed opening or afternoon early closing due to inclement weather. Residence Life staff will remain on campus to provide any necessary response to students and staff remaining on campus.

4.2 COMMUNICATIONS PLAN FOR WEATHER AND/OR EMERGENCY CONDITIONS

The Weather and/or Emergency Communications Plan is as follows:

- The VP of Academic Affairs (Dr. Michael Markowitz) and the Chief of Safety & Security (Gary Boesch) will monitor conditions.
- At 5:30am, the VPAA and the Presidential Cabinet will confer and formulate a recommendation regarding campus closings and/or class cancellations, and transportation issues in the event of emergency and/or inclement weather.
- The VPAA will call the University President (James Crawford) to inform him of the recommendation.

In case of an emergency call:





In case of inclement weather and/or emergency, an announcement is posted on the homepage of the University website and an alert message is sent through E2Campus, stating that the entire University will be open and conducting all business and academic activities on-line or virtually. Only essential employees, as needed, may come to the Lodi and Rutherford campuses.

- The VPAA will contact via group text and email, the AVP of IT (Chris Finch), the Director of Facilities (Meggan O’Neill), the VP of Enrollment Management (Priscilla Klymenko), the VP for Student Affairs and Dean of Students, and the VP of External Relations and Communications (Maura DeNicola).
- The AVP of IT will send out an E2Campus text alert and post an emergency message on the homepage of the University website.
- The VP of Enrollment Management will post the emergency message to the University’s main switchboard number.
- The VP of ER and Communications will contact predetermined local media and authorities.

Off-site locations will be open or closed depending upon conditions in those geographic areas as determined by the administration of each location.

James Crawford	University President	C (571) 319-2702
crawfordj@felician.edu		
Michael Markowitz	VP of Academic Affairs	C (215) 510-1085
MarkowitzM@felician.edu		
Gary Boesch	Director of Safety & Security	C (201) 248-4624
boeschg@felician.edu		
Chris Finch	AVP of IT	C (973) 453-5872
finchc@felician.edu		
Janel Owens	VP of Student Affairs (Interim)	C (718) 290-4894
Owensj@felician.edu		
Priscilla Klymenko	VP of Enrollment Management.	C (201) 390-2487
klymenkop@felician.edu		
Maura DeNicola	VP of ER and Communications	C (201) 248-4125
denicolam@felician.edu		
Meggan O’Neill	Director of Facilities	C (201) 575-1823
oneillm@felician.edu		
Tom Truchan	VP of Finance and Business	C (908) 403-0034
truchant@felician.edu		





4.3 Natural Disasters

The Emergency Management and Recovery Plan define weather monitoring and University's overall response to weather-related threats. Faculty and Staff activities focus on safety issues and, in certain cases, the protection of University assets. Faculty and Staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas.

4.4 Winter Storms

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe.
- There are no special on-campus safety guidelines for non-storm personnel and students.
- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released. (See section 4.8)

4.5 Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
 - If outdoors, do not take shelter under a tree.
 - Avoid water fixtures, telephone lines, and any electrical conducting materials.
 - Stay inside buildings and off campus grounds.

4.6 Tornadoes or Hurricanes

- A tornado or hurricane watch means conditions are right for the development of such a storm. A tornado or hurricane warning means that a storm is likely.
- If a tornado is spotted or imminent, take the following steps immediately:
 - Notification of a pending disaster will be announced using Omnilert and email.
 - Evacuate all temporary structures. Proceed immediately to a structurally secure building.
 - Go to the interior area of a building.
 - Do not seek shelter in gyms, auditoriums, and other large open areas.
 - Take cover under a sturdy object.
 - Protect your head, neck, and face.
 - Stay away from windows and items that might fall.
- Stay informed. Information will be broadcast to the University community via Omnilert, the University website, voicemail and the media outlets set forth in Appendix 3.
- Secure the area. At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down. Close windows.
- Shelter or evacuate. Depending on the nature of the weather incident, an order will be issued to either shelter in place or evacuate the campus. More specific instructions



pertaining to the individual nature of the incident will be forthcoming. Stay informed and follow the directions issued by public safety officials.

4.7 Floods and Water Damage

- Serious water damage can occur from a number of sources: river overrun, broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.
- If a water leak occurs, call Security at 201-559-3561.
- Advise the dispatcher of the location and severity of the leak. Indicate whether any valuables, art collections, or books are involved or are in imminent danger.
- Security will notify the appropriate authorities and dispatch officers to assist.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger from electricity, evacuate the area.
- When moving through wet or flooded areas, use caution to avoid slipping.
- Remove all University vehicles from flood prone parking lots and areas.

4.8 Earthquakes

- If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake. Also, be prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.
- There is no warning period therefore all attention should be directed towards life safety procedures.

4.9 Inclement Weather Preparation

- At the beginning of the winter season, departments and the Emergency Response Team members should review the emergency Response Plan, the Inclement Weather Preparation Plan, and other relevant emergency plans.
- Security, Facilities Management, Dining Services and others should confirm accurate and current telephone numbers for support vendors/responders such as water suppliers, emergency generator suppliers, fuel suppliers, food suppliers, snow removal contractors and others as needed.
- Dining Services should consider available supplies of food, water and supplies should extended shelter-in-place procedures be required.
- Facilities Management should:
 - Arrange for adequate fuel supplies for vehicles, boilers and generators
 - Check grounds and remove dead limbs

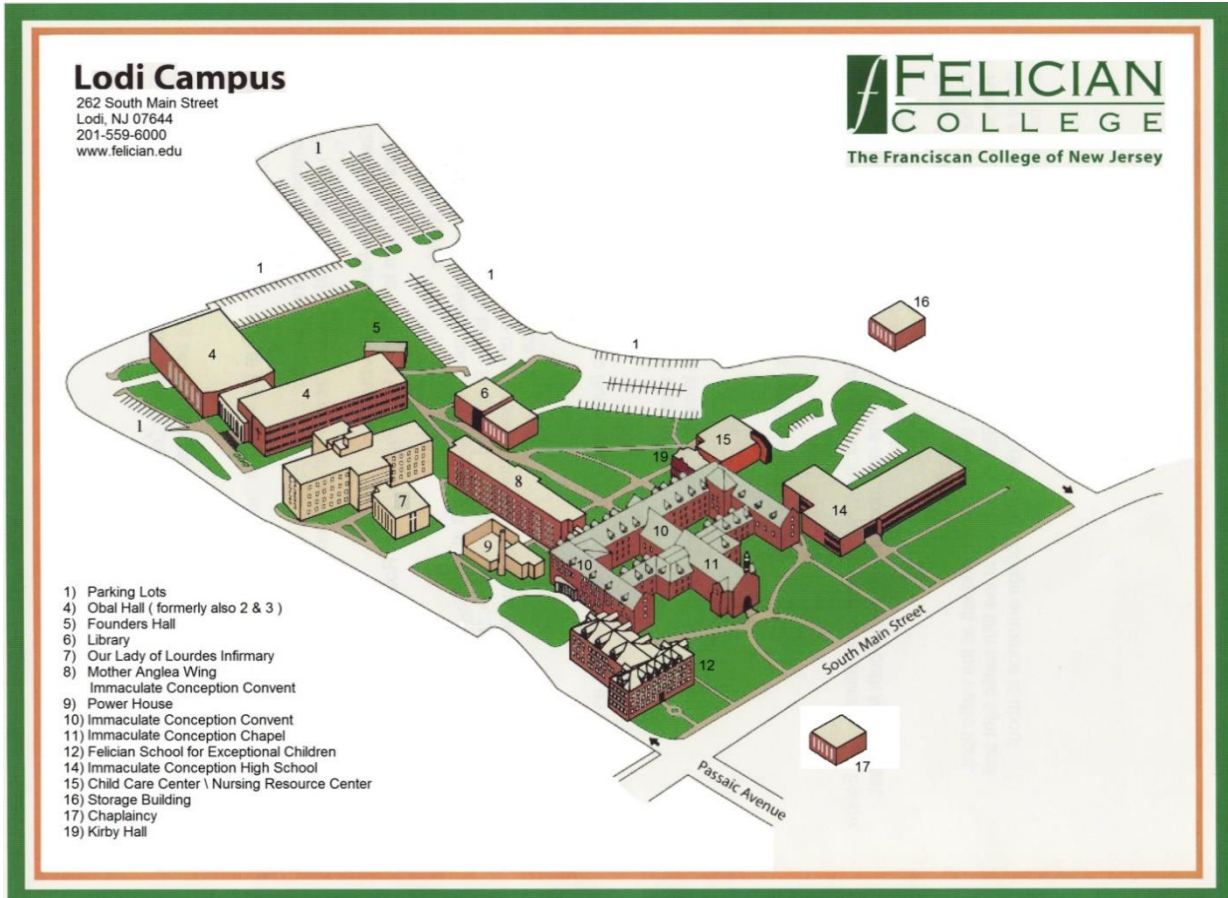


- Properly support weakly rooted trees
- Clean up loose debris
- Begin moving all loose equipment and materials.
- Check roofs for loose debris
- Make sure all storm & floor drains are clear





Appendix 1



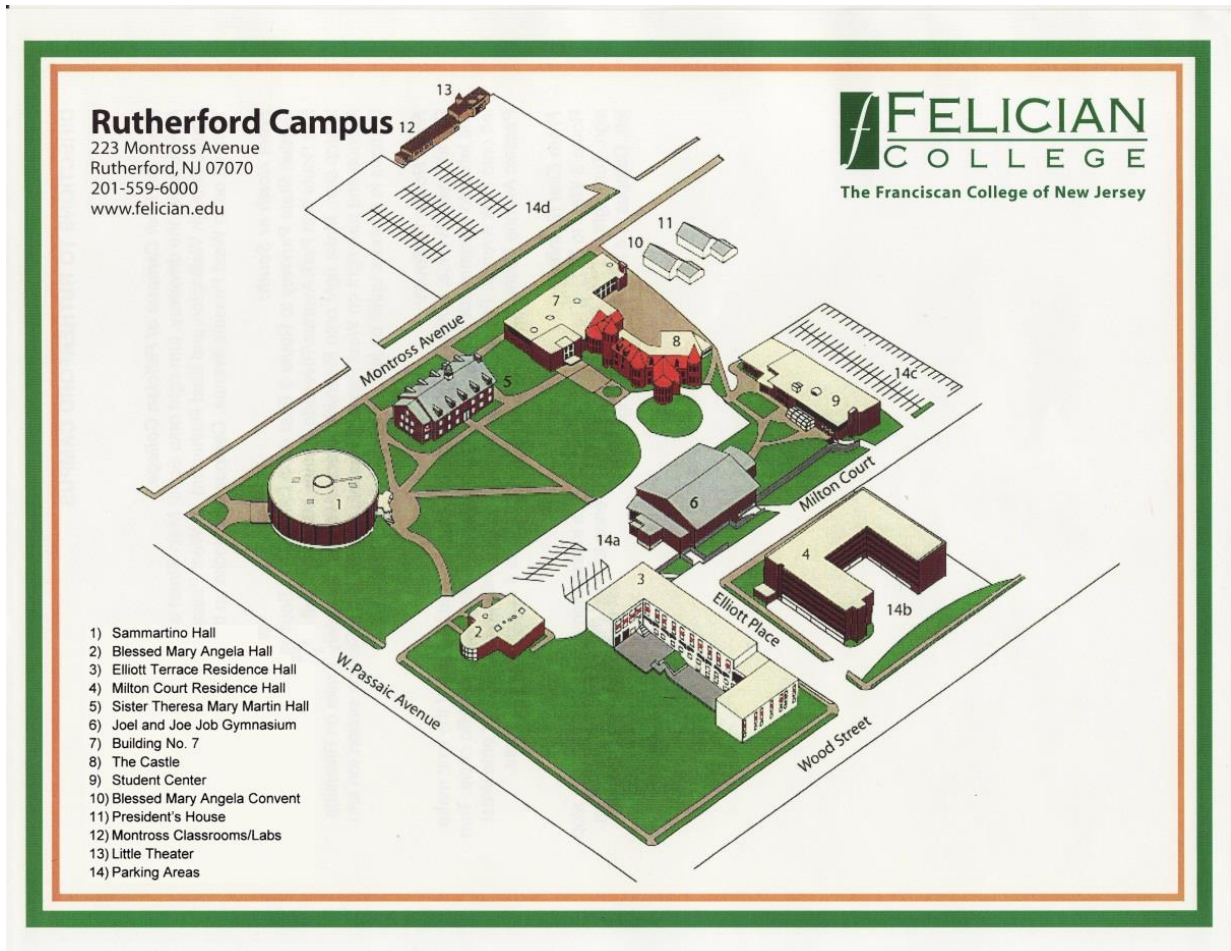
Felician University
262 South Main Street
Lodi, NJ 07644

In case of an emergency call:





Appendix 2



Felician University
One Felician Way
Rutherford, NJ 07070

In case of an emergency call:





Appendix 3

The Primary Members of the Felician University Emergency Response Team (ERT) are:

Title	Name	Telephone
President	James Crawford III	(201) 355-1420, Rutherford, (201) 559-6020 Lodi
Vice President Student Affairs and Dean of Students	Janel Owens	(201) 559-3541
Executive Director of Safety and Security	Gary Boesch	(201) 559-3042
Vice President for Academic Affairs	Dr. Michael Markowitz	(201) 559-6096
Vice President of Finance	Tom Truchan	(201) 559-6094
Vice President of University Public and Community Relations and Communications	Maura DeNicola	(201) 559-1433
Director of Facilities Operations	Meggan O'Neill	(201) 559-3609

In case of an emergency call:





Appendix 4

Auxiliary Members of the Emergency Response Team

Title	Name	Telephone
Associate Vice President of Student Life	TBD	(201) 559-3512
Administrative Assistant to the Vice President of Enrollment Management and Marketing	Stasi Webber	(201) 355-1447
Director of Residence Life	Laura Pierotti	(201) 559-3504
Director of Community Rights and Responsibilities	Dr. Tara Brugnoni	(201) 559-3082
Director of Counseling Services	Sharon McNulty	(201) 559-3587
Senior Manager, Buildings and Grounds (Rutherford)	Dave Lopez	(201) 559-3558
Maintenance Supervisor (Lodi)	Tad Tyszka	(201) 559-6018)
Interim Executive Director of Mission Integration	Ingrid Dul	(201) 559-6192
Director of Health Services	Carolyn Lewis	(201) 559-3584
Director of Food Services	Richard Freudenfels	(201) 559-3555
Assistant Director of Residence Life	Alexis Smith	(201) 559-1462
Resident Director of Residence Life	Eva Fontanez	(201) 559-3187

In case of an emergency call:





Depending on the situation, the Resident Directors defined above as well as the following auxiliary members of the ERT may be consulted or called to action:

External Emergency Contacts:

Lodi Police Department: (973) 473-7600
Rutherford Police Department: (201) 939-6000
Lodi Fire Department contact: (973) 365-4026
Rutherford Fire Department contact: (201) 460-3011
Lodi Office of Emergency Management Coordinator: Robert Cassiello: (973) 365-4005
Rutherford Office of Emergency Management Coordinator: Michael Tarantino: (201) 460-3111

Appendix 5

Local Hospitals

St. Mary's Hospital
350 Boulevard
Passaic, NJ 07055
973-365-4300

Hackensack University Medical Center
30 Prospect Avenue
Hackensack, NJ 07601
551-996-2000

Meadowlands Hospital Medical Center
55 Meadowlands Pkwy
Secaucus, NJ 07094
201-392-3100

St. Joseph's University Medical Center
703 Main Street
Paterson, NJ 07503
973-754-2000

The Valley Hospital
223 North Van Dien Avenue
Ridgewood, NJ 07450
201-447-8000

In case of an emergency call:





New Bridge Medical Center
(Formerly Bergen Regional Medical Center)
230 East Ridgewood Avenue
Paramus, New Jersey 07652
201-967-4000

In case of an emergency call:





Appendix 6

Media News Outlets

Radio Stations:

92.3
95.5
97.5
98.3
100.3
102.7
103.5
106.7

Television Stations:

- News channel 4
- Fox 5
- News12NJ

In case of an emergency call:





Appendix 7

Death Notification

Department of Safety and Security in conjunction with Residence Life:

- Call Town of Lodi or Rutherford Police “911” (Lodi/Rutherford Police are in charge of the scene until they formally release it). The police will investigate and have authority to keep University Personnel away from the scene.
- Help people move out of the area. (Do not allow anyone to enter the area or touch the victim or any property. Do not conduct searches. If someone inadvertently enters or leaves the scene before police arrive, this should be reported to police as soon as they arrive.)
- Find an alternate (short-term) place for the roommate to reside. Compile a complete list of the (limited) items, including clothing, that the roommate removes from the room.
- Lock the room.

The Vice President of Student Affairs/Dean of Students will contact the following and keep them informed of the situation:

- President of the University.
- Vice President of University Advancement and Communication (external publicity).
- The President will decide when and how to inform the Chairman of the Board of Trustees.
- Verify the student’s identity, address and University affiliation.
- Notify the parent or guardian.
- Monitor the incident and coordinate actions that help the community return to normalcy.
- Verify status of notification of kin.
- Determine who else has a need to know and keep those people informed.
- Ask Counseling Services to immediately (within the hour) provide crisis and grief support services in an appropriate place.
- Secure the personal property of the deceased for later disposition to the family.
- Consult with the Executive Staff, as appropriate.
- Begin the process as cited in the “off-campus death of student” plan.

Off-Campus Death of Student

The following procedure is to be utilized in the event of the off-campus death of a currently enrolled Felician University student. Anyone who becomes aware of the death of a student should contact the Vice President of Student Affairs/Dean of Students as soon as possible. In all student deaths, the Vice President of Enrollment Management, Student Affairs, Compliance will assume responsibility for the following tasks:

In case of an emergency call:





Immediate Steps:

- The death should be verified via local police agency, county medical examiner, funeral home, newspaper obituary or family member.
- The enrollment status of the deceased student will be verified and a check will be made to identify other students with the same or similar names.
- The Administrative Assistant with the Vice President of Student Affairs/Dean of Students will gather as much data as possible regarding cause of death, time of death, memorial arrangements, student involvement on campus, etc.
- If necessary, the Vice President of Student Affairs/Dean of Students will make notification of the death as appropriate to family members and roommates.
- The Vice President of Student Affairs/Dean of Students and the Vice President of University Advancement will be notified immediately of the student's death and provided with as much information as is available.
- As soon as possible, Dean of Students will notify the following (by telephone) of the student's death.
 - The Director of Safety and Security
 - Residence Life staff (if student currently lived on campus or did recently).
 - Health Services and Counseling Services.
 - Current faculty members of the student.
 - Current campus employer of the student.
 - Specific staff/groups that the student has been involved with (Athletics, Academic Support Services, International Programs, etc.).
- If the deceased student lived in the residence halls.
 - All building residents will be notified by Residence Life staff.
 - The student's roommate will be notified in person.
- Information about memorial services will be made available from the Director of Residence Life and Resident Assistants.
- The Office of Residence Life will coordinate broadcast e-mails to students and to faculty/staff with notification of the death and information about visitation and funeral arrangements.
 - An appropriate Residence Life staff member will contact the family to: Offer condolences.
 - Determine if the family has any immediate needs from the University (i.e., gather items from residence hall room, notifying other students, etc.
 - Gather information about funeral, visitation, and memorial arrangements.
- The Director of Residence Life will be designated as the Campus contact to assist family members who may come to Campus.
- If appropriate, Residence Life staff members will help to arrange transportation for other students to funerals and memorial services.
- A Residence Life staff member will attend the visitation, funeral or memorial service if it is held within a reasonable distance.





- When appropriate, counseling or crisis intervention services may be offered to campus groups. The Counseling Center will coordinate these services and may contact the Emergency Team.

Appendix 8

Pandemic Response Plan

I. Overview of a Pandemic

Due to the possibility of a pandemic flu or other potentially deadly communicable diseases being spread to members of the University community, the University must be prepared to respond to an active case of a pandemic outbreak within its community and must be prepared to defend against the spread of such disease on campus. Should a pandemic occur, the University shall establish and activate a Pandemic Response Team comprised of select personnel.

Proper planning in a pandemic outbreak is essential in adequate response. It will reduce the transmission of disease, decrease mortality rates, decrease serious medical complications, help to maintain essential services, and reduce the social, educational, and financial impact.

This appendix to the University's Emergency Response Plan is attached to serve as a basis for a larger pandemic plan to be established at the time of the event, based on all available information and best practices promulgated at that time. This outline and a more detailed plan to be established by committee in the event of a pandemic will utilize references and models set forth by the World Health Organization (WHO), Department of Homeland Security, Centers for Disease Control and Prevention (CDC), American College Health Association (ACHA) and Department of Health and Human Services (DHHS).

II. Determination of a Pandemic

To facilitate quick and adequate response during a pandemic, it is critical that all those responsible for managing the incident response be knowledgeable about what to do and in what order. To facilitate these actions the World Health Organization (WHO) and the US Government have developed specific phases to help guide world-wide planning and response for pandemic influenza. Both the WHO and US Guidelines are predicated on three major phases (i.e., Interpandemic/postpandemic period, Pandemic Alert Period, and Pandemic Period) with varying levels of action within each period.

Felician University will guide all campus-wide actions on three levels of response.

In case of an emergency call:





Level 0- Pre-Event Planning

Level 1. Confirmed cases of human-to-human transmission.

Level 2. Suspected/Confirmed cases in North America.

Level 3. Confirmed cases in local region/suspected cases on campus.

The University may activate their pandemic plan in the event that it is determined that there is a Response 1 Level or higher by the WHO and/or local or state authorities. There are many assumptions that can occur and influence the response of a pandemic (See Appendix C).

Critical Incident Command

In order to create a coordinated and successful response, Felician University shall utilize the Incident Command System (ICS).

The Incident Command System will consist of, in part, members of the following members of the President's Cabinet:

- Executive Assistant to the President and Secretary to the Board of Trustees
- Vice President of Administration
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President of Finance/CFO
- Vice President for Enrollment Management
- Vice President for Institutional Advancement
- Vice President of University Advancement and Communications
- Vice president of Technology and Innovation
- Director of Health Center (Advisory Role during Pandemic)
- Chief Information Office
- Director of Safety and Security

III. Protocols

Prevention measures are essential in the control of outbreak of illnesses on any college campus. Educating the community about pandemic flu/viruses is a key factor in prevention.

a. Prevention Team

Prevention Teams will be assembled to help promote proper protocols regarding virus containment.

In case of an emergency call:





b. Personal Hygiene

Proper promotion will occur to advise employees, students, and visitors of the most up to date information in accordance with the proper authorities.

c. Workplace/Environmental Cleaning

During a pandemic, The Facilities Department will implement additional measures to minimize the transmission of the virus through environmental sources.

d. Social Distancing

In the event of a pandemic outbreak, the University will recommend ways to increase social distances (the space between people) in classrooms such as moving desks farther apart, leaving empty seats between students, holding outdoor classes, and using distance learning methods.

e. Cancelling Classes

This decision will be made together with local and state public health officials to determine when there is a possibility of closure due to a pandemic. The length of time classes should be suspended will depend on the severity and extent of illness.

f. Managing Employees, Students and Visitors Who Become Ill While on Campus

When symptoms are detected, they should be reported to the immediate supervisor. The supervisor should immediately contact the Office of Human Resources and their physician. Students should contact their professors and the Health Center. The Health Center will implement a telephone triage and contact tracing system.

g. Mass Immunization

If immunizations become available during a Pandemic, the Health Center will work with local and state health departments to develop a mass immunization plan for campus.

IV. Team/Departmental Responsibilities in Pandemic Response

In case of an emergency call:





Academic Affairs

1. Make necessary preparations for remote learning should the University cancel in-person classes and buildings for non-essential workers. Instruct faculty and students in the use of communication tools that are available for remote learning.

University Safety and Security Department

1. Update all policies and procedures related to Emergency situations.
2. Determine departmental essential personnel.
3. Contract with essential vendors and stock necessary supplies.
4. Set up training on emergency plans.
5. Set up training on respiratory protection in collaboration with Health Center.
6. Assure all communication equipment is updated and functioning properly.
7. Update phone lists.
8. Establish effective lock down procedures.

Human Resources

1. Assist departments in identifying essential skills and the number of essential personnel needed to maintain each department's operations and services.
2. Develop a University wide skills inventory to identify employees who have skills outside the scope of their normal employment that could be used in the event of crisis, e.g., emergency response training, CPR.
3. Establish effective communication strategies for reporting employee absences, developments in paid time off policies and/or return to work guidelines, commuting or telecommuting options, cancellation of events or services, and other information.
4. Coordinate the effort to update all employee personal data, including emergency contact and beneficiary information.
5. Stay in close communication with benefit plan providers to monitor any specific changes to benefit plan coverage or provider practices related to a pandemic.

In case of an emergency call:





6. Cross train all members of the Human Resources department and provide guidelines for all departments to do the same to support business continuity as absenteeism increases.

Information Technology

1. Review response plans of other University offices and consult with department managers to identify essential business operations and services (payroll, accounts payable, direct deposit, student billing and collections, student registration, grade processing and admissions).
2. Identify and document core systems and services needed as cited in those plans, as well as any others necessary to support Information Technology operations.
3. Identify essential personnel needed to maintain core systems and services.
4. Verify that all vendor contacts for support and maintenance are current and available.
5. Ensure that each member of the Information Technology Team can perform all necessary work from an off-campus location.
6. Determine and communicate how University students, faculty and employees will be able to contact IT personnel when assistance is needed during the event.
7. Develop training plan for faculty, staff, and students to utilize technology from home (Zoom)

Residence Life

1. The Director of Residence Life will work with the Vice President of Student Affairs, Associate V.P. of Student Affairs, the Health Center, and designated members of the President's Cabinet to establish a modified housing policy and or evacuation policy based on best practices at the time of the event.

Health Center

Level 1

1. Implement infection control policies and procedures that help limit the spread of influenza on campus (promotion of hand hygiene, cough/sneeze etiquette).

In case of an emergency call:





2. Procure, store and provide sufficient and accessible infection prevention supplies (soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
3. Encourage students, faculty and staff to get annual influenza vaccine.
4. Post personal and family protection and response strategies on University web (www.flu.gov). Use Parents Portal to assist with communicating.
5. Post pandemic virus/influenza fundamentals on University web (signs and symptoms of influenza, modes of transmission).

Level 2

1. All tasks identified in Level 1.
2. Provide the community with the CDC travel recommendations.
3. Health Center will monitor individual(s) with flu-like symptoms and will notify administration, if there is a large increase.
4. Instruct ill students, staff and faculty to stay home (unless seeking medical care).
5. Provide vaccinations (if available) to eligible students, faculty and staff. Follow CDC, state and local health authority's guidelines.
6. Set up Telephone Triage Protocol for Influenza/Viruses (see Appendix E protocol).
7. Assess services for health visits. If services are being burdened, develop a plan to cancel all preventative visits in order to provide treatment for ill students.
8. Develop influenza tracking system to monitor illnesses on campus.
9. Engage in trainings offer by DHHS/CDC/ACHA to address current pandemic concerns and to assist in preparation.





Level 3

1. All tasks included in Level 1 & 2
2. Implement a Telephone Triage Protocol to screen all influenza-like patients.
3. Assist Residence Life with quarantining and isolation protocols.
4. Work with IT to update all web postings/resources to reflect current conditions.
5. Update Phone Line (create an Influenza Line) to reflect current conditions on campus and to offer information.
6. Work with Local and State Department of Health to implement any recommended strategies.

Facilities Department

1. The Director of Facilities will work with the appropriate department heads to establish a modified cleaning schedule to focus on virus contamination.

PANDEMIC COMMUNICATIONS PLAN

Goals

- Provide reassurance and information about personal safety.
- Communicate action steps taken by the University.
- General information.

Messages

- Health
- Academic Impacts
- Resident Life Impacts
- Business/Operational Impacts
- Human Resource Policies and Resources
- Environment/Community Health

Messengers / Communicators

- James Crawford III, University President
- Janel Owens, VP Student Affairs/Dean of Students/Safety and Security
- Maura DeNicola, VP External Relations/Public Relations Officer

In case of an emergency call:





- Alyssa Molarz, Communications Specialist
- Joanne Santiglia, Communications Specialists
- Gary Boesch, Director of Safety and Security
- Carolyn Lewis, MSN, Director of Health Services
- Sharon McNulty, LPC, Director of Counseling Center

Media

- Website
- Email
- Emergency Texting System
- Social media
- Press releases

Message Development and Approvals

- Public Relations/Communications Office
- Senior Leadership/Pandemic Assessment Team
- Subject Matter Expert

Lodi Office of Emergency Management – Contact Information

Robert Cassiello – OEM Coordinator 973-332-1380

Marcel Wurms – Deputy OEM Coord. 201-757-9666

If unavailable, contact the administrative line of the Police Department at 973-473-7600 Ext 8110

Rutherford Office of Emergency Management -Contact Information

Jennifer Galarza- **Administrative Officer of Health** 201- 460-3020
healthdept@rutherfordboronj.com

Michael Tarrantino- Office of Emergency Management 201- 460-3072

Robert Kakoleski - Borough Administrator 201- 460-3004

