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In case of an emergency call:
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, promote the use of common emergency response terminology, and facilitate 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 TYPES OF EMERGENCIES

There are three levels of emergencies:

- Level 1 – Minor Incident.
- Level 2 – Emergency.
- Level 3 – Disaster.
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 addition 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 Enrollment Management, Student Affairs, Compliance or appointed designee and the other members of the Emergency Response Team (defined in Appendix 1 and 2).

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 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.

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
- Auxiliary Emergency Response Team
- Emergency Response Recovery

In case of an emergency call:
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 Administration and Compliance
- During an emergency fulfill the President’s responsibilities if the President unavailable.
- Create and maintain an emergency plans appropriate for residential facilities.
- In consultation with the Vice President for Academic Affairs and the Vice President of University Advancement 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 appropriate people.
- Activate the Emergency Notification System (ENS) for significant emergencies or dangerous situations or direct another member of the ERT to do so.

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 are available in 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.

Vice President for University Advancement and Communication
- 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 the public response.

In case of an emergency call:
911
Dean of Students
- Manage all student services.
- Provide information and communication to students and their families in coordination with the Office of University Advancement. This includes the staffing of a phone number by the Administrative Assistant to the Vice President Enrollment Management, Student Affairs, Compliance. 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 manpower needs.
- Provide alternate housing situations for resident students if necessary.

The 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.

Security Manager
- 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 Enrollment Management, Student Affairs, Compliance/Dean of Students (or his/her designee) of the ongoing situation.
- 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
- Prepare logs and annual reports in compliance with 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 Campus Safety, University Security Officers, 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 Security Manager when the assignment is complete, if someone will not evacuate, or 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.).

**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 commonsense 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.

**Community Emergency Liaisons**

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

Office of Emergency Management Coordinator: Robert Cassiello: (973) 365-4005

Office of Emergency Management Coordinator: Paul Dansbach: (201) 460-3111
Section II – PLAN ACTIVATION AND OPERATION

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.

<table>
<thead>
<tr>
<th>Scope</th>
<th>Level - 1</th>
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<tbody>
<tr>
<td>University Activities</td>
<td><strong>Minimal and Localized</strong></td>
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<tr>
<td></td>
<td>• Most University activities not impacted</td>
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<tr>
<td>Faculty, Staff and</td>
<td><strong>Site-specific localized impact</strong></td>
</tr>
<tr>
<td>Students</td>
<td>• Injuries possible</td>
</tr>
<tr>
<td>Media Coverage</td>
<td><strong>None expected</strong></td>
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<tr>
<td>Public &amp; Government</td>
<td><strong>Limited</strong></td>
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<tr>
<td>Concern</td>
<td><strong>Potential exists for government</strong></td>
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<tr>
<th>Level - 2</th>
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<tbody>
<tr>
<td><strong>Significant</strong></td>
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<tr>
<td>• University activities localized shutdown</td>
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<tr>
<td><strong>Site-specific or general impact with possible disruptions</strong></td>
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<tr>
<td>• Injuries possible</td>
</tr>
<tr>
<td><strong>Limited local coverage</strong></td>
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<tr>
<td><strong>Potential exists for government</strong></td>
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<th>Level – 3</th>
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<tr>
<td><strong>Very Significant</strong></td>
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<tr>
<td>• University activities shut down for a period of time</td>
</tr>
<tr>
<td><strong>General impact with Disruptions</strong></td>
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<tr>
<td>• Injuries and possibly fatalities are a serious concern</td>
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<tr>
<td><strong>Local, regional and possible national coverage</strong></td>
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<tr>
<td><strong>Potential exists for government</strong></td>
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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 each campus. If you have any questions, please contact Security.

- 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. 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 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 and the Dean of Students at (201) 559-3564.

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) 5593561.

2.4 EMERGENCY NOTIFICATION

Electronic Notification
The Emergency Notification System, through e2campus (E2), 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
3. Website message on the home page – posted by AVP for Information Technology or designee
4. Door-to-door communication via notification of Building Marshals, Resident Directors, and Resident Assistants – initiated by University Security
5. Emergency Alert System – e2campus. To register, please click here.

*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 Enrollment Management, Student Affairs, and Compliance, and Vice President for University Advancement and Communication 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 [e2Campus](https://www.e2campus.com) and the [Felician University website](https://www.felician.edu) 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 persons exiting past you to notify emergency personnel to 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.

In case of an emergency call:
If you receive instructions to evacuate:

- Evacuate when directed to do so by emergency personnel or through e2Campus. 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 the 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:

<table>
<thead>
<tr>
<th>Medical Assistance</th>
<th>Fire Evacuation</th>
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</thead>
<tbody>
<tr>
<td>Hazardous Materials</td>
<td>Flooding &amp; Water Damage</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Hostile Intruder / Active Shooter</td>
</tr>
<tr>
<td>Civil Disturbance</td>
<td>Reporting a Threat</td>
</tr>
<tr>
<td>Evacuation and Relocation</td>
<td>Snow, Ice, Severe Weather</td>
</tr>
<tr>
<td>Evacuation Plan for Persons with Disabilities</td>
<td>Tornado, Hurricane</td>
</tr>
<tr>
<td>Explosion</td>
<td>Workplace Violence</td>
</tr>
</tbody>
</table>

Felician University
Pandemic Plan
2020

I. Overview of 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.

The objective of this document is to provide guidance to University faculty staff and students in the event of an influenza/virus pandemic. This plan includes both an overview of pandemic and subsequent protocols to be followed. Even though this
document is written for influenza/virus it can also be used in the event of other public health emergencies or outbreaks. This plan is meant to be reviewed and practiced through drills on a regular basis.

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.

Coordinated pandemic influenza/virus planning must occur across the University:
- Administration
- All University Facilities
- All University departments, units and offices essential to protect the health and security of persons and University structures.

This plan is an appendix to the University’s Emergency Response Plan. In many instances, the response will follow the Emergency Management plans that are already established. This document addresses the specific variations of those plans that are pertinent during a pandemic outbreak or public health emergency. This plan also utilizes 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).

The goals of this plan are to:
1. Identify prevention strategies.
2. Utilize collaborative networks between public health and healthcare services in the surrounding communities.
3. Define relationships, responsibilities and communication between Felician officials and public health and safety organizations at both the local and state levels.
4. Assure appropriate authorities are in place and understood in the event of an emergency.
5. Obtain any necessary support in advance of an emergency.
6. Focus on specific actions that are essential in a public health emergency.
   a. Define operations structure for these types of emergencies.
   b. Implement policies and procedures for distributing vaccines or monitoring of vaccines or other pharmaceuticals (such as other medications necessary or deemed appropriate).
c. Utilize communication plans for effective interactions with media, medical community, student, faculty, staff, and local and state agencies.

d. Develop prevention and mitigation strategies.
   i. Implement plans to increase personnel to assist with providing essential services or functions.
   ii. Disseminate information and prevention strategies to community. This includes medical recommendations and information about other resources.
   iii. Follow Incident Command Structure to address campus closure, cancellation of events, suspension of academic classes and other social distancing strategies.

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 worldwide planning and response for pandemic influenza. As indicated in Appendix B, both the WHO and US Guidelines are predicated on three major phases (i.e., Interpandemic/Post pandemic period, Pandemic Alert Period, and Pandemic Period) with varying levels of action within each period.

The following phases have been determined by the WHO and each have a corresponding response level.

The phases are:

a. Alert/Standby (WHO Phases 1-3): A virus with pandemic potential present somewhere in the world.
   Response Level 0 = Passive Surveillance

b. Limited Services (WHO Phase 4): Effective but limited transmission of a virus with pandemic potential from one person to another anywhere in the world but still highly localized.
   Response Level 1 = Active Surveillance

   Response Level 2 = Health Response

d. Full Services (WHO Phase 6): increased and sustained effective transmission human to human.
   Response Level 3 = Full Scale Activation

In case of an emergency call:
e. Recovery/Preparation for Next Wave: A dramatic reduction in new reported cases of illness.

To further simplify and focus the local response, Felician University will guide all campus-wide actions on three levels of response (Appendix B).

**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 will 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, emergency responders within federal, state, county and municipal agencies use concepts and operational systems within the National Response Framework (NRF). The NRF was designed to address all hazards or threats to the United States. The overriding principles are prevention/mitigation, preparedness, response and recovery. To accomplish this, the NRF uses the National Incident Management System (NIMS), which has guided this plan. The command structure utilized within NIMS is the Incident Command System (ICS).

In the event of a crisis incident, the Vice President of Administration will notify the University President or her designee, who will convene the Incident Command Center.

The Incident Command Center will consist of 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, Denise and Innovation
- Director of Health Center (Advisory Role during Pandemic)
- Chief Information Office

Depending on the phase of a pandemic, following state or local agency recommendations, the Incident Command Center can recommend that a Pandemic Assessment Team be established. The Director of the Health Center will be the liaison between the Incident Command Center and the Pandemic Assessment Team.
The Pandemic Assessment Team will include the following members or representatives:

- Associate Vice President of Student Affairs
- Director of Counseling Center
- Residence Life
- Director of Facilities
- University Safety and Security
- Dean, School of Education
- Technology Services - Assistant Vice President
- Academic Departments (Nursing)
- Executive Director of Marketing
- Communications Coordinator
- Dean of Instructional Design and Technology
- Controller

The Pandemic Assessment Team will work within the guidelines from the Incident Command Center. For effective overall coordination, The Incident Command Center will be responsible for the overall management of any pandemic incident. Responsibilities of team members are predetermined, and all departments will be prepared to respond.

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. The table in Appendix A explains the difference between seasonal influenza and pandemic influenza and identifies key factors important for responding to outbreaks.

a. Prevention Team

A Student Prevention Team will be assembled utilizing various student leaders. They include Resident Assistants, Athletes, Orientation Leaders, Student Government Leaders. The Health Center’s Director will direct all implementation strategies within this group. Some specific prevention strategies may include:

1. Bulletin Boards with Prevention Messages

2. Dissemination of Stay Home if You are Sick Messages

3. Hand-Washing and Personal Hygiene Messages
   Messages will be disseminated about the practice of good hand hygiene including washing your hands with soap and water, especially after coughing or sneezing. The use of alcohol-based hand cleaners will also be
recommended. University Communications Coordinator will review and post.

4. Vaccine Promotion, if applicable.

b. Personal Hygiene

On declaration of a pandemic the Pandemic Assessment Team and Student Prevention Team will put up notices all around campus, advising employees, students, and visitors not to come to campus if they have influenza symptoms. Employees should be advised not to come to work when they are feeling unwell, particularly if they are exhibiting any influenza symptoms. Inform employees of the differences in symptoms between the common cold, the annual flu, and pandemic flu/virus. Unwell employees should also be advised to see a healthcare professional and not return to campus until well.

Students will be asked to go home if they have influenza/virus symptoms. In the event that a pandemic is predicted to affect this area, communications will be sent to all residential students to inform them of the possibility of being sent home in the event of an influenza/virus illness. This will give them ample notice to make preparations in advance (see previous sample communication Appendix E). Residential students will also be asked to make an emergency evacuation plan in the event of campus closure.

c. Workplace/Environmental Cleaning

During a pandemic, The Facilities Department will implement additional measures to minimize the transmission of the virus through environmental sources, particularly hard surfaces (e.g., sinks, handles, railings, desktops, keyboards and counters). Transmission from contaminated hard surfaces is unlikely but influenza/viruses may live up to two days on such surfaces. Facilities will procure, store and provide sufficient and accessible infection prevention supplies (soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. Employees and students should be reminded not to share cups, dishes, and cutlery and to ensure that they are thoroughly washed with soap and hot water after use. Remove all magazines/papers from waiting rooms and common areas (such as, break rooms, and kitchens). Among other things, planning should identify the basic hygiene practices (including hand hygiene, see Appendix F) to be followed by personnel. Personnel should also be trained in protocols for use of specific cleaning supplies, use of
personal protection equipment, and proper methods for waste disposal. Hand sanitizing stations will be placed in high traffic areas and will be monitored to ensure that they are refilled as necessary.

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. The Incident Command Center and the Pandemic Assessment Team will work with these 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

In the event of a pandemic, Administration, Safety and Security, the Health Center and Human Resources will monitor the WHO (http://www.who.int/en/), CDC (http://www.cdc.gov/) and New Jersey Department of Healthy https://www.nj.gov/health/ websites for the most current advice.

Employees and students who have symptoms of influenza-like illness should stay home for 7 days after symptoms begin or until they have been symptom-free for 24 hours, whichever is longer. In the cases of the coronavirus the student should remain home for 14 days. At the onset of influenza-like symptoms, employees should contact their supervisor. 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 system to screen students for influenza (See attached screening tool Appendix F) and to give recommendations.

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.

Considerations for mass immunization plan:
1. The Jobs Gymnasium will be the designated site for mass immunization clinics. In the case of COVID-19 pandemic, small controlled groups will be designated on a timed schedule.
2. The Department of Nursing will provide support for this initiative by allowing their supervised nursing students to help with administration. All students will be trained and supervised by Nursing Faculty.

3. The prioritizing of at risk-populations will be done according to the CDC recommendations.

4. Priority would be established for first responders and healthcare providers to be vaccinated as soon as possible. Then vaccinations would be made available to students, staff and faculty.

IV. Team/Departmental Responsibilities in Pandemic Response

Incident Control Unit

**Level 1**
1. Director of Health Center will update the President, V.P. of Administration, the V.P. of Student Affairs, Director of Safety and Security and other pertinent administrators on all WHO, CDC, ACHA and local/state recommendations.


3. Notify the Pandemic Assessment Team that the pandemic outbreak is being monitored and to remain on standby to respond.

4. Make recommendations and approval for purchasing of equipment which may be needed to respond.

**Level 2**
1. All Tasks included in Level 1.

2. Appoint Incident Commander.

3. Assemble Pandemic Assessment Team.

4. Notify Residence Life to communicate with students about emergency procedures.

**Level 3**
1. All tasks included in Level 2.


3. Work with Academic Affairs to plan for distance learning.
4. Continue to monitor the progression of pandemic.

5. Meet with Pandemic Assessment Team Leader to close communication loop between two groups.


7. Communicate with Community and Local/State Officials.

**Academic Affairs**

**Pre-Event Planning**

1. Instruct faculty in the use of communication tools that are available for use off campus.
   a. VPN, Zoom, D2L and other communication tools
      i. Threaded discussions - asynchronous
      ii. Chat platforms - synchronous
   b. Any future communication tools

2. Include threaded discussion training during currently scheduled D2L training.

3. Have faculty members develop a communications plan that should be included in the syllabus that outlines both short- and long-term absences for their courses.

4. Determine how to digitize a faculty member’s course content so that it can be accessible during a closure period.
   a. Avenues that can be pursued are:
      i. Conduct an inventory of all University resources that can be used to digitize a faculty member’s course content.
      ii. Train faculty members how to upload digitized content into D2L
      iii. Support the initiative through an awareness campaign (i.e., departmental meetings)
      iv. Instruct faculty members to upload course content into D2L in preparation for a closure period.

**Level 1**

1. Host training sessions for faculty in the use of D2L with a focus on threaded discussions. Encourage the use of this solution for all faculty.
2. Encourage faculty to begin digitizing content for delivery that may not have been completed at this juncture
**Level 2**

1. All tasks identified in Level 1.

2. Encourage faculty to inform students of communication plans in the event of a University shut down.

3. Have faculty explain expectations to students and to direct students to available online content.

4. Monitor D2L system and target faculty that do not have any content digitized.
   a. Offer specialized training to these faculty members in digitizing materials and communicating online.
   b. Assist faculty in the digitizing of materials.

**Level 3**

1. All tasks identified in Level 1 & 2.

2. Begin using discussion boards in D2L to keep communication open between faculty and students.

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**University Safety and Security Department**

**Pre-Event Planning**

1. Update all policies and procedures related to Emergency situations.

2. Determine departmental essential personnel.


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.
Level 1
1. Develop policy on transporting individuals to hospital in conjunction with Health Center.

2. Assess respiratory protection plan and resources. Who needs protection?

3. Receive respirators and training on respiratory protection from Health Center and OEM.

Level 2
1. All tasks identified in Level 1.

2. Essential employees will be notified about possible response.

3. Implement policy on transporting individuals to hospitals.


5. Supply radios, phones and vehicles if required.

6. Arrange for additional medical waste pickups.

Level 3
1. All tasks identified in Level 1 & 2.

2. Incident Commander will work with Pandemic Assessment Team to ensure that all units are prepared for response to outbreak and possible closure.

3. Provide additional support to Health Center in the event of influx of patients.

4. Distribute masks, gloves and other essential items to key personnel.

Human Resources

Pre-Event Planning

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.

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.

**Level 1**

1. Partner with Health Center and other University offices to communicate important facts about the flu virus and appropriate steps to be taken to minimize the risk of infection for all, such as personal hygiene, environmental hygiene, general wellness habits, limiting travel, and social distancing.

2. Distribute lists of essential personnel.

3. Set up centralized employee communication process for reporting absences and begin to monitor trends in absenteeism in consultation with the Health Center.

**Level 2**

1. All tasks included in Level 1.

**Level 3**

1. All Tasks included in Level 1 & 2.

2. Continue to monitor trends in absenteeism in consultation with Health Center and Pandemic Assessment Team to identify any growing hazards.

3. Communicate any developments in pay practices, paid time off policies and/or return to work guidelines, commuting or telecommuting options, cancellation of events or services, and other information.

Things to be considered by Human Resources:
- Create and distribute guidelines for departmental identification of essential personnel in conjunction with Vice President of Administration.
- Develop University-wide skills inventory

**In case of an emergency call:**
• Work with IT and other University offices to develop communication systems and to explore telecommuting options
• Implement employee data update process
• Contact benefit plan providers regarding their and our flu/virus pandemic planning
• Implement cross-training in HR and develop guidelines for departments
• Work with state officials on a contingency telecommuting policy

**Information Technology**

The purpose of this plan is to ensure that Information Technology services and support required of other University offices, including other groups within Information Technology, are available during a catastrophic event as identified by Incident Command Center.

**Pre-Event Planning**

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 event.

7. Develop training plan for faculty, staff and students to utilize technology from home (Zoom)

**Level 1**

1. Convene a meeting with Incident Command Center and identify a team member for Pandemic Assessment team.
2. Meet with key personnel to review guidelines and emergency response procedures.

3. Distribute guidelines to all team members

4. Review remote access procedures.

5. Verify necessary logistics to implement level 2 procedures.

Identify web master to develop web page to share information with community. This will take place after approval from the President, Incident Command Center and Vice President of Enrollment and the Vice President of Advancement.

6. All health information will be reviewed by the Director of the Health Center. Resources from WHO, CDC, DHHS, and local/state sponsored sites will be provided.

7. Contact key vendors providing on-site service and support to determine their emergency protocols.

8. Participate in regular on-going meetings with Pandemic Assessment Team and other departments as they relate to pandemic plans

**Level 2**

1. All tasks identified in Level 1.

2. Convene a team meeting of all key personnel to identify plans and strategies in response to pandemic. Review of communication procedures should be conducted.

3. Assign areas of responsibility to prepare for response.

4. Update web pages to reflect current information as deemed appropriate by Incident Command Center and Pandemic Assessment Team.

5. Prepare for remote access. Periodic testing should be conducted.

**Level 3**

1. Convene a team meeting of all key personnel to review all pandemic plans. Review communication procedures.

2. Meet with individual personnel to ensure operating systems are prepared.
3. Notify Felician community of technology resources available in the event of pandemic including remote access.

4. Ensure essential business procedures and services are completed. Provide support as required.

5. Follow directives from the President, Incident Command Center and Pandemic Assessment Team.

**Residence Life**

**Level 1**

1. Work with Health Center to develop a quarantining policy.

2. Train essential personnel on risks and response (The Health Center, Nursing Department, can assist with this training).
   - a. Residence Assistants (RAs) will be trained in prevention. Also, there will be delegated RAs that are members of the Student Prevention Team.
   - b. Residence Life staff will coordinate communication plan for quarantining and emergency evacuation plan

3. A member from Residence Life team will be appointed to Pandemic Assessment Team.

4. Identify rooms and or buildings for quarantining or holding areas for students that are being sent home

5. **Food will be dropped off and left for any persons quarantined**

6. Assist Student Prevention Team in spreading messages of prevention in residence halls.

7. Purchase necessary supplies such as extra cleaning agents in order to prepare for future levels.

8. Identify all students that are not a drivable distance from campus. Contact these students to ensure that they have an emergency plan in place in the event of evacuation.
Level 2
1. All tasks identified in Level 1.

2. Devise letter as directed by the Pandemic Assessment Team and Incident Control Center addressed to parents and students which will outline the University’s protocol for sending students home in the event of a pandemic outbreak or if an individual student has influenza-like illness.

3. Develop cleaning protocols in the residence halls in the event that a student who has influenza has been sent home.

4. Provide necessary supplies to Residence Life staff.

5. Identify all students that are not a drivable distance from campus. Following direction from Incident Command Center, contact these students to ensure that they have an emergency plan in place in the event of evacuation and make provisions for students who are unable to return home.

Level 3
1. All tasks identified in Level 1 & 2.

2. Prepare rooms for quarantined students.

3. Identify a Residence life command center (Residence Life Office). This can be an area where staff can conduct trainings, get supplies and organize evacuation plans.

4. If students start to evacuate, consolidate vacant spaces to create completely open spaces.

5. Ensure essential personnel are notified and are available to work.

6. Work with Dining Services to deliver food to quarantined students.

Center for Digital Design & Online Learning

Using Brightspace During University Closures (Faculty Preparedness)
In the event of an unexpected campus closing during emergencies, or inclement weather make sure you are prepared to connect with your students via the Learning Management System (Brightspace) to avoid losing class time.
1. Make plans for communicating with your students, make sure all your students from all of your classes on ground or online are uploaded to the class list in Brightspace. If there is are students missing contact the Center for Digital Design & Online Learning Immediately with the 5 digit Brightspace code devitar@felician.edu

2. The quickest way to communicate with your students is through the announcements tool in Brightspace. (there will also be a record kept on the announcements page of your message).

3. Be prepared to adjust assignments accordingly in the LMS.

4. Make sure your zoom account is activated through your course (if you are listed as the Faculty Member) for assistance contact Ansu Mathew mathewa@felician.edu

5. Synchronous Tool in Brightspace – Zoom is fully integrated.

6. If the student(s) do not have access to a camera for the zoom meeting they can call in using a land line or a cell phone. If neither is an option, you can use the chat function within Brightspace.

7. Asynchronous Tools in Brightspace: lecture/reading postings, writing assignments, quizzes and discussion boards

8. Remember the 24/7 Brightspace Helpdesk is always available to assist you and your students Phone Number 1-877-325-7778 Email helpdesk@d2l.com

**Need Help? Contact Us!**
Rebecca DeVita devitar@felician.edu Online Coordinator, Center For Digital Design & Online Learning

Ansu Mathew Mathewa@felician.edu Junior Instructional Designer, Center For Digital Design & Online Learning

Deanna Valente valented@felician.edu Associate Dean, Center For Digital Design & Online Learning
March Workshops

Instructional Technology / Brightspace Workshops Emergency Preparedness
[link]

24/7 Brightspace (D2L) Helpdesk information:
Phone Number: 1-877-325-7778

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<tr>
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<tr>
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<td>03/12/2020</td>
<td>1 – 2pm</td>
<td>Via Zoom</td>
<td>How to create quizzes in Brightspace (can be used for Mid Terms)</td>
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<td>Friday 03/13/2020</td>
<td>Facilitated by: Ansu Mathew, &amp; Deanna Valente</td>
<td>Via Zoom</td>
<td>Turnitin for assignments</td>
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Summary: The Discussions tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

RSVP TO: Ansu Mathew Mathewa@felician.edu

You will learn:
- How to enable Turnitin for assignments

RSVP to: Ansu Mathew Mathewa@felician.edu

Faculty Connection Link: https://site-
Friday 3/13/2020 1pm-2pm
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
How to utilize
Summary: Zoom is an easy to use video conferencing program that allows multiple participants, audio and video sharing, screen sharing, whiteboard access, record meetings etc. RSVP TO: Ansu Mathew Mathewa@felician.edu

Friday 3/13/2020 2 – 3 pm
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
3 Quick Tools to Get You Teaching a Course in D2L’s Brightspace
Summary: 3 Quick Tools To Get You Teaching a Course in D2L’s Brightspace
Getting ready to teach a course, but not familiar with Brightspace? Learn how to post a welcome announcement, syllabus, and style instructions in under ten minutes with these three fast tutorials. Select the following images to continue to each tutorial.
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Monday 3/16/2020 9am-10am
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
How to create quizzes in Brightspace (can be used for Mid Terms)
Summary of Presentation: The Quiz is a tool used to evaluate the progress and/or knowledge retention of users. Any type of multimedia can be integrated directly into a quiz. The questions may or may not be selected randomly and may or may not be the same for each user. The questions are then graded, either manually or automatically.
RSVP TO: Ansu Mathew Mathewa@felician.edu

Date & Time Presenter Location Topic
Monday 3/16/2020 11-12pm Facilitated by: Ansu Mathew, & Deanna Valente Via Zoom How to utilize zoom for classrooms

Summary: Zoom is an easy to use video conferencing program that allows multiple participants, audio and video sharing, screen sharing, whiteboard access, record meetings etc.
RSVP TO: Ansu Mathew
Monday 3/16/2020 1-2pm
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
3 Quick Tools to Get You Teaching a Course in D2L’s Brightspace
Summary: 3 Quick Tools To Get You Teaching a Course in D2L’s Brightspace
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RSVP TO: Ansu Mathew Mathewa@felician.edu

Monday 3/16/2020 EVENING 5:00-6:00 PM
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
How to utilize zoom for classrooms
Summary: Zoom is an easy to use video conferencing program that allows multiple participants, audio and video sharing, screen sharing, whiteboard access, record meetings etc.
RSVP TO: Ansu Mathew Mathewa@felician.edu

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<td>9am-10am</td>
<td><a href="mailto:Mathew@felician.edu">Mathew@felician.edu</a></td>
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<tr>
<td>Tuesday 3/17/2020</td>
<td>Facilitated by: Ansu Mathew, &amp; Deanna Valente</td>
<td>Via Zoom</td>
<td>How to create quizzes in Brightspace (can be used for Mid Terms)</td>
</tr>
</tbody>
</table>
RSVP TO: Ansu Mathew
Mathewa@felician.edu

Wednesday 03/18/2020
12 to 1pm
Facilitated by: Ansu Mathew, & Deanna Valente
Via Zoom
How to Create online discussions

Summary: The Discussions tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.
<table>
<thead>
<tr>
<th>Date &amp; Time</th>
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<th>Topic</th>
<th>Summary of Presentation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Facilitated by:</td>
<td>Via Zoom</td>
<td>How to create quizzes in Brightspace (can be used for Mid Terms)</td>
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</tr>
<tr>
<td>3/18/20</td>
<td>Ansu Mathew, &amp;</td>
<td></td>
<td></td>
<td>Summary of Presentation: The Quiz is a tool used to evaluate the progress and/or knowledge retention of users. Any type of multimedia can be integrated directly into a quiz. The questions may or may not be selected randomly and may or may not be the same for each user. The questions are then graded, either manually or automatically. RSVP TO: Ansu Mathew <a href="mailto:Mathewa@felician.edu">Mathewa@felician.edu</a></td>
</tr>
<tr>
<td>1-2pm</td>
<td>Deanna Valente</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>Facilitated by:</td>
<td>Via Zoom</td>
<td>How to utilize zoom for classrooms</td>
<td>Summary: Zoom is an easy to use video conferencing program that allows multiple participants, audio and video sharing, screen sharing, whiteboard access, record meetings etc.</td>
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<td>3/18/20</td>
<td>Ansu Mathew, &amp;</td>
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<tr>
<td>EVENING</td>
<td>Deanna Valente</td>
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<tr>
<td>5-6:00 PM</td>
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<tr>
<td>Thursday 3/19/2020 12-1pm</td>
<td>Facilitated by: Ansu Mathew, &amp; Deanna Valente</td>
<td>Via Zoom</td>
<td>3 Quick Tools to Get You Teaching a Course in D2L’s Brightspace</td>
<td>Summary: 3 Quick Tools To Get You Teaching a Course in D2L’s Brightspace Getting ready to teach a course, but not familiar with</td>
</tr>
<tr>
<td>Thursday 3/19/2020 1-2pm</td>
<td>Facilitated by: Ansu Mathew, &amp; Deanna Valente</td>
<td>Via Zoom</td>
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The Quiz is a tool used to evaluate the progress and/or knowledge retention of users. Any type of multimedia can be integrated directly into a quiz. The questions may or may not be selected randomly and may or may not be the same for each user. The questions are then graded, either manually or automatically.

RSVP TO: Ansu Mathew Mathewa@felician.edu

In case of an emergency call:
### Thursday
**3/19/2020**
**EVENING**
**6:30-7:30 PM**

**Facilitated by:** Ansu Mathew, & Deanna Valente  
**Via Zoom**

**3 Quick Tools to Get You Teaching a Course in D2L’s Brightspace**

**Summary:** 3 Quick Tools To Get You Teaching a Course in D2L’s Brightspace  
Getting ready to teach a course, but not familiar with Brightspace? Learn how to post a welcome announcement, syllabus, and style instructions in under ten minutes with these three fast tutorials. Select the following images to continue to each tutorial.

**RSVP TO:** Ansu Mathew Mathewa@felician.edu

### Friday
**3/20/2020**
**9am-10am**

**Facilitated by:** Ansu Mathew, & Deanna Valente  
**Via Zoom**

**How to utilize zoom for classrooms**

**Summary:** Zoom is an easy to use video conferencing program that allows multiple participants, audio and video sharing, screen sharing, whiteboard access, record meetings etc.

**RSVP TO:** Ansu Mathew
### How to create quizzes in Brightspace (can be used for Mid Terms)

**Summary of Presentation:**
The Quiz is a tool used to evaluate the progress and/or knowledge retention of users. Any type of multimedia can be integrated directly into a quiz. The questions may or may not be selected randomly and may or may not be the same for each user. The questions are then graded, either manually or automatically.

**RSVP TO:** Ansu Mathew

Mathewa@felician.edu

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### Discussions tool

**Summary:** The Discussions tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers.

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Center for Digital Design & Online Learning

Students: Zoom in Brightspace

*Zoom* is an online meeting tool with microphones, cameras, screen sharing, and a whole lot more that can create an opportunity for active learning with real time conversations. As we move to online instructions for the next two weeks please follow the instructions below to be sure you attend your online course meetings during the times you would be meeting with your regular on ground class until 3/28/20.

1. Once within one of your Brightspace courses click on the More menu in the navbar and choose *Zoom*.

Then select your meeting: CLICK JOIN
In case of an emergency call:

In case of an emergency call:
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).

2. Procure, store and provide sufficient and accessible infection prevention supplies (soap, alcohol-based hand hygiene produces, tissues and receptacles for their disposal).

3. Encourage students, faculty and staff to get annual influenza vaccine.


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 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.

University Advancement/ Communications
Review response plans of University offices and consult with all Vice Presidents to identify communications essential to advise the Felician University Community business operations and services (payroll, accounts payable, direct deposit, student billing and collections, student registration, grade processing and admissions)

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
• Dr. Anne Prisco, University President
• Maura DeNicola, VP University Advancement / Public Relations Officer
• Joanne Santiglia / Jeff Shelly, Communications Specialists
• Francine Andrea, VP Administration / Incident Commander
• Dr. Ronald Gray, VP Student Affairs / Dean of Students
• Dr. Sylvia McGeary, VP Academic Affairs / Faculty Liaison / Online Learning
• 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

**Moments**

**Level Zero (0): Pre-Event Planning**

• Maintain Crisis Communications Plan

**Level One (1): Confirmed Cases of Human-to-Human Transmission**

• Monitor Media from the World Health Organization (WHO), the Centers for Disease Control (CDC), the American College Health Association, NJDOH and other government and university organizations.
• Key Messages
  - Awareness
  - International Study and Travel Restrictions
  - Prevention
• Internal Communications
  - Awareness and travel message from Dr. Prisco to Students, Faculty and Staff
  - Prepare prevention materials from WHO and the CDC
  - Prepare possible questions/answers from Pandemic Assessment Team meeting – for internal use only
• Media Relations
  - None at the time
• Website and Social Media
  - President’s awareness and travel message on [www.felician.edu](http://www.felician.edu)

**Level Two (2): Suspected/Confirmed Cases in North America**

• Monitor Media from the World Health Organization (WHO), the Centers for Disease Control (CDC), the American College Health Association, NJDOH and other government and university organizations.
• Key messages
  - Awareness
  - Prevention
- Possible Impacts
  • Internal Communications
    - Email message from Dr. Prisco to Students/Faculty/Staff/Board
    - Video message from Dr. Prisco to Students/Faculty/Staff
    - Prevention Materials from the CDC as flyers and posters
    - Possible questions/answers from Pandemic Assessment Team meetings – for internal use only
  • Media Relations
    - None at this time
  • Website and Social Media
    - Post message from Dr. Prisco to Students/Faculty/Staff
    - Post video message from Dr. Prisco to Students/Faculty/Staff
    - Post prevention materials from the CDC and NJDOH
  • Community Relations
    - Prevention flyers and posters throughout campuses

Level Three (3): Confirmed Cases in Local Region/Suspected Cases on Campus
  • Monitor Media from the World Health Organization (WHO), the Centers for Disease Control (CDC), the American College Health Association, NJDOH and other government and university organizations.
  • Key messages
    - Awareness
    - Prevention
    - Academic Impact
    - Resident Life Impact
    - Business/Operations Impact
    - Human Resource Policies and Resources
    - Environment/Community Health
  • Internal Communications
    - Email message from Dr. Prisco to Students/Faculty/Staff/Board
    - Video message from Dr. Prisco to Students/Faculty/Staff
    - Communications Message to Students/Faculty/Staff
    - Letter from Dr. McGeary on Academic Impact
    - Letter from Dr. Gray on Resident Life Impact
    - Message from Student Health Center
    - Message from Counseling Center
    - Prevention Materials from the CDC as flyers and posters
    - FAQs for Students/Faculty/Staff
    - Memo from Human Resources on Work from Home Policy
    - Possible questions/answers from Pandemic Assessment Team meetings – for internal use only
  • Media Relations
    - Press Release on Academic and Resident Impacts
  • Website and Social Media
    - Message from Dr. Prisco to Students/Faculty/Staff

In case of an emergency call:
- Video message from Dr. Prisco to Students/Faculty/Staff
  - Communications Update on Academic and Resident Life Impacts
- Letter from Dr. McGeary on Academic Impact
- Letter from Dr. Gray on Resident Life Impact
- Message from Student Health Center
- Message from Counseling Center
- Prevention Materials and Links to the CDC, NJDOH and other pertinent information

- Emergency Texting System
  - Communications Update on Academic and Resident Life Impacts
  - Prevention materials from the CDC and NJDOH

- Community Relations
  - Prevention flyers and posters throughout campuses

OPERATIONAL POLICIES AND PROCEDURES DURING PANDEMIC EVENT

Students Living in University Housing

Students who live in housing (on-campus, off campus at the AVE and the Hotel) must return home or be authorized to remain on campus if they meet the following criteria for their Virtual on-line learning through the designated period. The University settings present unique challenges during a pandemic because of the density of students living and studying in close quarters. We are focused on decreasing the potential health risk to the University community following the CDC guidelines, state and county guidelines, the Office of Emergency Management and the World Health Organization (WHO).

We understand that, for a variety of reasons, some students cannot return home. We will authorize individual students to ensure they can remain on campus. Residence Life and Dining Services will continue to be available for those approved to remain in housing using following criteria to guide decisions:

- A student who faces housing insecurity (homelessness or a precarious living situation).
- A student who faces financial insecurity.
- A student previously certified “independent for the purposes of financial aid”.
- An international student.
- A student who is working on campus.
- A Resident Assistant (RA);
- A student currently in Nursing Clinicals or Student Teaching.
- A student who faces food insecurities.

A Student whose home is beyond 150 miles from the University.
The University Residence Life Guest policy is rescinded during this time; visitors will not be allowed in the residence halls.

Students who must remain in Felician University-provided housing during this time must register with the Office of Residence Life (ORL) by clicking here.

Students can email The Vice President of Student Affairs, grayr@Felician.edu with questions.

**Dining Services Schedule During Pandemic**

- **Monday through Friday** will be as follows:
  - Rutherford Dining Hall will be 9:00 a.m to 11:00 a.m. for Breakfast
  - 11:00 a.m until 4:00 p.m for lunch
  - 4:00 p.m until 6:30 p.m. for dinner

- **Saturday and Sunday**
  - 10:30 a.m until 3:00 p.m Brunch
  - 3:00 p.m until 6:00 p.m

**Safety and Security Office**

**The Office of Safety and Security will continue with full staffing during the pandemic period.**

**Human Resources Policies during Pandemic**

**Academic Affairs**

Academic Deans must know the faculty on campus each day in their offices teaching their classes as a matter of safety and security.

**Education Commons/Library**

- The Felician University Library will be open during the following hours – 8:30am -10pm.
- Students will be asked to space themselves when using library computers
- Library staff will be diligent in wiping down keyboards and mice
- Huddle rooms will not be available

**Center for Digital and On-Line Learning**

Workshops for faculty scheduled for training to ensure Virtual On-Line education is delivered

- Support for faculty and students will be on-going, online
- **Faculty Connections** in Brightspace includes all instructions for online synchronous classrooms. The Monday Memo will reiterate all that has already gone out to faculty this week.

**504 Accommodations and Faculty Instruction**

Faculty are to provide extra time on online tests and or assignments for those students who have provided faculty members with their accommodations. Questions on how to extend time for a student (s) are on Brightspace or contact the Digital design and Online Learning or Carolyn Kehayan at kehayanc@felician.edu.

Please contact Carolyn with any other questions regarding students with disabilities. Carolyn Mitchell Kehayan
SCHOOL OF NURSING
- The Nursing Resource and Simulation Center on Rutherford campus and the Parsippany location will be closed.
- All clinicals will be cancelled either by our clinical partners (Atlantic Healthcare System) or by the School of Nursing – Associate Deans will work closely with course coordinators to ensure that ATI resources, including virtual simulations will be utilized in lieu of brick and mortar clinicals.
- All faculty will offer synchronous classes via Brightspace and Zoom

SCHOOL OF EDUCATION
- Student Teachers and Field Experience students are not being given access to the online classes in their assigned schools. The attached letters explain the actions of the School of Education in support of the students.
- Discussion among the 23 Deans of SoEs is on-going and informed by state and local government announcements
- The SoE Lab Pre-School will close beginning Monday, March 16 and follow Felician University protocol for re-opening and/or notifying families of extended closure. (see attached letter)

University Policy and Protocol for Campus Meetings
All meetings on campus during a pandemic shall be no more than 50 people per meeting. Attendance and phone numbers must be taken to ensure the location and access to all in attendance if reporting to the Department of Health is required. Large gatherings must be limited to 250 persons.

International and Domestic Travel
Utilizing CDC Guidance all university faculty and staff international travel will be suspended. The University will continually monitor Federal and State guidance prior to reinstatement. All University domestic travel must be approved by the respective Vice President.

Information Technology Guidance for Employees working from Home and on Campus

Contact Information for Emergency Management Lodi, Rutherford
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

Brian O’Keefe - Administrative Officer of Health 201-460-3020
健康部联系信息：healthdept@rutherfordboronj.com
Michael Tarrantino - Office of Emergency Management 201-460-3072
Robert Kakoleski - Borough Administrator 201-460-3004

In case of an emergency call: 911
Appendix A

### Annual Flu / Pandemic Flu

<table>
<thead>
<tr>
<th><strong>ANNUAL FLU</strong></th>
<th><strong>PANDEMIC FLU</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Occurs every year during the winter months.</td>
<td>Occurs three to four times a century and can take place in any season.</td>
</tr>
<tr>
<td>Affects 5-20 percent of the US population.</td>
<td>Experts predict an infection rate of 25-50 percent of the population, depending on the severity of the virus strain.</td>
</tr>
<tr>
<td>Globally, kills 500,000-1 million people each year; 36,000-40,000 in the US.</td>
<td>The worst pandemic of the last century — the — Spanish Flu of 1918 — killed 500,000 in the US and 50 million worldwide.</td>
</tr>
<tr>
<td>Most people recover within a week or two.</td>
<td>Usually associated with a higher severity of illness and, consequently, a higher risk of death.</td>
</tr>
<tr>
<td>Deaths generally confined to at risk groups, such as the elderly (over 65 years of age); the young (children aged 6-23 months); those with existing medical conditions like lung diseases, diabetes, cancer, kidney, or heart problems; and people with compromised immune systems.</td>
<td>All age groups may be at risk for infection, not just at-risk groups. Otherwise fit adults could be at a relatively greater risk, based on patterns of previous epidemics. For example, adults under age 35 (a key segment of the US workforce) were disproportionately affected during the 1918 epidemic.</td>
</tr>
<tr>
<td>Vaccination is effective because the virus strain in circulation each winter can be fairly reliably predicted.</td>
<td>A vaccine against pandemic flu may not be available at the start of the pandemic. New strains of viruses must be accurately identified and producing an effective vaccine could take six months.</td>
</tr>
<tr>
<td>Annual vaccination, when the correct virus strain is used, is fairly reliable and antiviral drugs are available for those most at risk of becoming seriously ill.</td>
<td>Antiviral drugs may be in limited supply, and their effectiveness will only be known definitively once the pandemic is underway.</td>
</tr>
</tbody>
</table>
# Appendix B

## Pandemic Response Phases

### International, Federal, and Response Phases

<table>
<thead>
<tr>
<th>World Health Org. Phases</th>
<th>US Government Phases</th>
<th>Response Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INTER-PANDEMIC PERIOD</td>
<td>INTER-PANDEMIC PERIOD (Response Level)</td>
</tr>
<tr>
<td><strong>INTER-PANDEMIC PERIOD</strong></td>
<td>Phase 0. New domestic animal outbreak in at-risk country.</td>
<td>Level 0. Preparedness planning, training, and exercising of the response plan.</td>
</tr>
<tr>
<td><strong>Phase 1.</strong> No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</td>
<td><strong>Phase 0.</strong> New domestic animal outbreak in at-risk country.</td>
<td></td>
</tr>
<tr>
<td><strong>Phase 2.</strong> No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.</td>
<td><strong>Phase 1.</strong> Suspected human outbreak overseas.</td>
<td></td>
</tr>
<tr>
<td><strong>PANDEMIC PERIOD</strong></td>
<td><strong>Phase 3.</strong> Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</td>
<td><strong>Phase 4.</strong> Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</td>
</tr>
<tr>
<td><strong>Phase 0.</strong> New domestic animal outbreak in at-risk country.</td>
<td><strong>Phase 1.</strong> Suspected human outbreak overseas.</td>
<td><strong>Level 1.</strong> Confirmed cases of human-to-human transmission.</td>
</tr>
<tr>
<td><strong>Phase 1.</strong> Suspected human outbreak overseas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phase 2.</strong> Confirmed human outbreak overseas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 1.</strong> Confirmed cases of human-to-human transmission.</td>
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In case of an emergency call: 911
**Phase 5.** Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible substantial pandemic risk.

**Phase 2.** Confirmed human outbreak overseas.

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

| **PANDEMIC PERIOD** | **Phase 6.** Increased and sustained transmission in general population. | **PANDEMIC PERIOD** | **Phase 3.** Widespread human outbreaks in multiple locations overseas. **Phase 4.** First human case in North America. **Phase 5.** Spread through the United States. **Phase 6.** Recovery and preparation for subsequent waves. | **PANDEMIC PERIOD** | **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. |

In case of an emergency call:

[Image of 911 Emergency number]
Appendix C

ASSUMPTIONS: PANDEMIC INFLUENZA
1. A virus with pandemic potential anywhere represents a risk to populations everywhere.
2. As shown during 1918-1919, an influenza pandemic may create several waves of acute health crises with each wave lasting for approximately three months.
3. An influenza pandemic might not follow traditional seasonal influenza patterns.
4. The first wave of a pandemic could have the greatest health consequences.
5. The first pandemic outbreak of influenza would most likely not occur in the United States.
6. Once a confirmed pandemic influenza case is reported in the United States, federal and state officials will respond quickly to isolate and control; this plan assumes those attempts may be unsuccessful, resulting in impact to the University.
7. The University may be expected to provide health care services needed by its students during a pandemic.
8. During a pandemic, individuals may seek health care services closest to their residence.
9. University resources may be considered community and state assets in responding to a pandemic.
10. Vaccines may not be available for the first six months following specific identification of the virus causing the pandemic.
11. Antivirals may be in limited supply or of limited effectiveness throughout the pandemic and subject to use restrictions imposed by state and federal authorities.
12. Based on National (CDC) estimates during a severe pandemic:
   a. 35% of Students, Staff and Faculty may be ill
   b. 15% of Students, Staff and Faculty may require treatment
   c. there may be a 2% mortality rate
13. Health care workers and other essential service providers may anticipate an infection rate similar to the general population.
14. Absenteeism may reach as high as 40% due to personal illness, family caretaking responsibilities or voluntary absenteeism due to concerns of contracting influenza.
15. Utilization of limited University health care resources may be subject to a priority needs protocol set by state or federal authorities.
16. International and domestic travel may be restricted.
17. Social distancing strategies including the imposition of quarantine and isolation may be necessary.
18. Quarantine and isolation strategies will most likely be voluntary and require serious community efforts to be effective.
19. Personal protective equipment may be needed to be available on a wide basis, especially for those exposed to greater health risks than the general public. Personal protective equipment may be in short supply during a pandemic and subject to priority needs protocols.
20. Internal and external communications will need to be intensified, coordinated and rapid.
21. Decisions may need to be made rapidly using limited or incomplete information.
22. Services providing for fundamental human needs may be in short supply.
23. During each wave of contagion, there may be significant economic disruption, including inventory shortages, shipment delays, and reduced business activities.
24. There may be widespread circulation of conflicting information, misinformation, and rumors, highlighting the need for coordinated communications.

In case of an emergency call:
25. Most students are likely to leave campus to return to their families.
26. Contagious employees will come to work, both asymptomatic and symptomatic, who feel compelled to work. Steps will need to be taken to minimize this risk.
27. Closure of the campus or suspension of classes may occur through a variety of ways including a joint decision involving the University, New Jersey Department of Health and the County Office of Emergency Management; unilateral order from the Governor of New Jersey or from a public health agency.
28. At Response Level 1, Incident Command Center and Pandemic Assessment Team, including persons with medical knowledge and experience, will be activated to plan how best to inform and educate the University community and provide available resources to mitigate the impact of a pandemic.
29. All public information will be coordinated and disseminated by University Advancement Office as a part of the Pandemic Assessment Team with assistance from other University departments and/or personnel. The Incident Command Center will include the Communications Coordinator assignment to disseminate information to the public.
30. Effective communications are a critical element within all aspects of this plan. The audiences for communications are varied and diverse, including University faculty, staff and students; family members of these groups; local media; city and county community members; other higher education institutions in the State; and the general public.
31. After the first wave has passed, resumption of normal activities in private and public sectors may be difficult. There will be grieving for the deceased and concerns over the potential for the next pandemic wave (particularly in the event that an effective vaccine is not developed during the first wave).
SAMPLE HEALTH ALERT

H1N1 Alert

As you may know, flu can be spread easily from person to person. Therefore, we are taking steps to prevent the spread of flu/virus at Felician University for as long as possible but, we need your help to accomplish this.

We are working closely with the local and state health department to monitor flu conditions and make decisions about the best steps to take concerning our institution. We will keep you updated with new information as it becomes available to us.

For now, we are doing everything we can to keep our institution operating as usual. Here are a few things you can do to help:

- **Practice good hand hygiene** by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.

- **Practice respiratory etiquette** by covering your mouth and nose with a tissue when you cough or sneeze. If you don’t have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.

- **Know the signs and symptoms of the flu.** A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever: if the person feels very warm, has a flushed appearance, or is sweating or shivering.

- **Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever** (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Don’t go to class or work.

- **Talk with your health care providers about whether you should be vaccinated for seasonal flu.** Also, if you are at higher risk for flu complications, you should consider getting the vaccine. People at higher risk for flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes). For more information about priority groups for vaccination, visit “http://cdc.gov/h1n1flu/vaccination/aicp.htm”.

In case of an emergency call:
If this year’s virus/flu season becomes more severe, we may take the following additional steps to prevent the spread of the virus:

- **Allow students, faculty, and staff at higher risk for complications to stay home.** These students, faculty, and staff should make this decision in consultation with their health care provider.

- **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.

- **Extend the time sick students, faculty, or staff stay home or in their residence.** During severe flu conditions sick people should stay home for at least 7 days, even if they feel better sooner. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away. **If it is suspicion of the coronavirus, the person or persons must quarantine for 14 days.** Symptoms of virus/flu include fever or chills and cough or sore throat. In addition, symptoms of virus/flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.

- **Move Classes to a Virtual/online Delivery or Suspend Classes.** This decision will be made together with local and state public health officials. The length of time classes should be suspended will depend on the goal of suspending classes as well as the severity and extent of illness.

- **Residential Students** - If you are a residential student and become ill with flu like symptoms, you may be asked to leave the residence halls. Please plan in advance along with any family and friends that in the event that you become ill that you will be able to recover off campus. Also, in the event that school does close, please make an emergency evacuation plan so that you know who will be picking you up and/or where you will be staying. If you are not able to return home or go somewhere else to stay please notify residence hall as soon as possible.

**In order for us to monitor if there is an outbreak in our community we encourage anyone in the university community (including faculty, staff and students) that is experiencing flu like symptoms to fill out a volunteer registry form which will be located on our Health Alert webpage. Please note this is anonymous and for tracking purposes only.**

For the most up-to-date information on flu/virus, visit [www.flu.gov](http://www.flu.gov), or call 1-800-CDC-INFO (232-4636).

For more information about flu in our community and what our institution is doing, visit [ww2.wpunj.edu](http://ww2.wpunj.edu). We will notify you by email, continually update information on our university webpage, text message from E2Campus or can call the health alert hotline NEED A NUMBER for any additional changes to our institution’s strategy to prevent the spread of flu/virus on campus.
### Table 1: Hand Hygiene and Personal Protection

#### Hand Hygiene

The most important thing you can do to keep from getting sick is wash your hands.

- Hand washing is the single most important measure to reduce the risks of transmitting infection from one person to another.
- Hand washing with soap and water, alcohol-based hand sanitizer or antiseptic hand wash should be performed regularly. Hands should be dried thoroughly, preferably using disposable tissues or towels. Use disposable towel to turn off water and to open door.
- Hand washing and drying should always be done after coughing, sneezing or handling used tissues or touching objects, materials or hard surfaces that may be contaminated by someone else with the infectious illness.
- Hand-to-face contact such as that which can occur during, eating, and normal grooming presents risks because of the potential for transmission of influenza from surfaces contaminated wet droplets. Hand washing should occur before and after these contacts or any other activity that involves hand-to-face contact.

<table>
<thead>
<tr>
<th>Protection Measure</th>
<th>Where Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand hygiene, cough etiquette, ventilation</td>
<td>Everyone, all the time</td>
</tr>
<tr>
<td>Organizational Policies of protection based upon job descriptions during normal operations (nurses, officers, maintenance etc.)</td>
<td>Departmentally guided protocols to be followed depending on risk and duties</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Everyone, whenever practical</td>
</tr>
<tr>
<td>Protective Barrier</td>
<td>In situations, where regular work practice requires unavoidable, relatively close contact with the public.</td>
</tr>
<tr>
<td>Disposable Surgical Mask</td>
<td>Workers in community or health care setting who are caring for the sick (including first responders).</td>
</tr>
<tr>
<td>Disposable particulate respirator mask (N95)</td>
<td>Health care workers participating in direct close contact patient care.</td>
</tr>
<tr>
<td>Protection, gloves, gowns/aprons</td>
<td>To be used when there is a high risk of contact with respiratory secretions, blood/bodily fluids especially health care providers.</td>
</tr>
</tbody>
</table>
Appendix G

University
Health Center

Triage Protocol for Possible Pandemic Flu/Virus Cases

1. If a student saying they have a fever, cough and/or sore throat, the patient call will be transferred to a Nurse for a phone triage.

2. The nurse will triage the patient on the phone asking the following questions:
   a. How long have they been sick?
   b. Do they have a fever, and did they take their temperature?
   c. Do they have a cough and/or sore throat?
   d. Are they having difficulty breathing?
   e. Have they been in close contact within the past 7 days with a person who is confirmed case of influenza virus?
   f. Have they travelled to a community within the United States or internationally where there one or more confirmed cases of influenza virus?
   g. Do they reside in a community where there one or more confirmed cases of influenza virus?

3. If the patient has a documented fever with a cough and/or sore throat and have answered yes to questions E, F, or G then they will be instructed to come to the health center. If they are too sick to walk, they will be instructed to call campus police. (All other patients that answer no to e, f, and g will be given a routine appointment.)

4. Once a patient arrives, a mask will be put on the individual as a precaution. During the entire visit the Health Center Staff will wear a mask when taking care of this individual.

5. If a case is then suspected and the person does not require care at an acute care facility, this patient will then be instructed to go home on voluntary isolation for a minimum of 14 days. If a patient requires hospitalization, the police will be called for transport.

6. If there is/are suspected cases, the Department of Health and the State Department of Health will be notified.

In case of an emergency call:
Required Equipment

To respond to a pandemic disease, the University minimally needs the following equipment:

1. One Hundred N95 Particulate Respirators to allow responders to approach and transport the infected; 35 of these to be distributed to resident assistants

2. Various pieces of medical equipment as established by the Director of Health & Wellness

3. Box of flares for use by officers controlling traffic

4. Flashlights for use by officers to control evening traffic

5. Pens, pads, name tags for Human Resources to register volunteers

6. Standard radio equipment for communication by officers arranging transport

7. Police vehicles to attend to access roads

8. One hundred basic face masks for volunteers

9. Two hundred pairs of gloves for responding staff and volunteers

10. Keys and key cards to secure buildings

11. Bottled water for staff and volunteers

Dining Service
Coronavirus Plan

A. Immediate Actions:
I. In-service on proper Hand washing, Personal Hygiene, Sneeze & Couch etiquette

II. Implement Compass Program “Take 5” a highly visual time-based cleaning program. The last 5 minutes of every hour the staff will stop and ensure the predetermined locations are cleaned then return to station. This program is in addition to normal cleaning policies and assigned tasks.

III. Order & Receive Delivery: additional Sanitation supplies
a. Single Use Gloves- Pot Sink detergent, Dish Machine detergent & Food Contact Surfaces Chemical  
b. To-Go Boxes & Cutlery Kits

B. Service Options
I. Dining Hall seating area closed  
a. Provide To-Go boxes, cutlery kits & cups to limit gatherings.  
b. Operate Dining Hall with open times- students can come and go as they like.  
c. All stations would stay open

II. Quarantine Conditions  
a. Ensure staff has documentation labeled “Essential Personnel” for traveling  
b. Work with Student Affairs to utilize Google Docs to have student’s selection from a pre-determined menu with Drop and Go process time to limit exposure.  
   i. Menu needs to be created and Online ordering process

Felician University and Chartwells  
**PANDEMIC CRISIS FEEDING PLAN**

**General Information**

**Description of Services**  
Chartwells will be responsible for planning and preparing for emergency foodservice operations. In addition, beverage and snack rooms will be provided if required per the building.

**Chain of Command**  
See graphic at right.

**Base of Operations**  
Felician University Rutherford

In case of an emergency call:
Suggested Meal Period Delivery Times

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>10:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Evening drop off</td>
</tr>
<tr>
<td>Snack Pantry</td>
<td>Monday, Wednesday, Friday</td>
</tr>
</tbody>
</table>

External Communications

Communications requests will be directed to:

**University Communications Lead Rick Freudenfels**
Director of Dining
Richard.freudenfels@compass-usa.com

Chartwells Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Freudenfels</td>
<td>Director</td>
<td><a href="mailto:Richard.freudenfels@compass-usa.com">Richard.freudenfels@compass-usa.com</a></td>
<td>201-559-3555</td>
</tr>
<tr>
<td>Pablo Galano</td>
<td>Executive Chef</td>
<td><a href="mailto:Pabo.galano@compass-usa.com">Pabo.galano@compass-usa.com</a></td>
<td>201-559-3556</td>
</tr>
<tr>
<td>Frank Zuniga</td>
<td>Executive Chef</td>
<td><a href="mailto:Evans.zuniga@compass-usa.com">Evans.zuniga@compass-usa.com</a></td>
<td>201-559-3556</td>
</tr>
<tr>
<td>Shannon Porto</td>
<td>Supervisor</td>
<td><a href="mailto:Shannon.porto@compass-usa.com">Shannon.porto@compass-usa.com</a></td>
<td>201-559-3556</td>
</tr>
</tbody>
</table>

Timelines & Procedures

**Estimated Daily Meal Requirements**
See [Appendix A] at end of document.

**Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Action Step</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency orders authorized</td>
<td>Approval sent to vendors</td>
<td>University Director of Dining</td>
</tr>
<tr>
<td>Crisis Feeding Plan activation</td>
<td>Activate defined steps with dining team</td>
<td>University Director of Dining</td>
</tr>
<tr>
<td>On-campus meal deliveries</td>
<td>MRE, fresh foods, bottled water, and fresh fruit delivered to residential locations</td>
<td>Chartwells Executive Chef</td>
</tr>
<tr>
<td>Crisis dining schedule established</td>
<td>Management schedule assigned</td>
<td>University Director of Dining</td>
</tr>
<tr>
<td>Food ordering available</td>
<td>72 hours’ notice required for first food order to be available for distribution.</td>
<td>Chartwells Executive Chef</td>
</tr>
</tbody>
</table>

Appendix A

Residential Hall

<table>
<thead>
<tr>
<th>Building</th>
<th>Capacity</th>
<th>Total Meals (3 meals/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milton Court</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upper-class Residential Halls

Elliot Residence Hall

Upper-class Halls Total

Total First Year & Upper-class

In case of an emergency call:

911
**Sample Weekly Menu**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal Cup</td>
<td>Fruit Cup</td>
<td>Oatmeal Cup</td>
<td>Cereal Cup</td>
<td>Fruit Cup</td>
<td>Oatmeal Cup</td>
<td>Cereal Cup</td>
</tr>
<tr>
<td>Yogurt Cup</td>
<td>Bagel</td>
<td>Danish</td>
<td>Croissant</td>
<td>Muffin</td>
<td>Scone</td>
<td>Yogurt Cup</td>
</tr>
<tr>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
<td>Whole Fruit</td>
</tr>
<tr>
<td>Egg Sausage Cheese on Bagel</td>
<td>Bacon Egg Cheese on Bagel</td>
<td>Egg Bites with Bacon/Chesse</td>
<td>Egg Bites with Mushroom/Swiss</td>
<td>Egg Bites w/Spinach &amp; Feta</td>
<td>Egg White Bites w/ Parm &amp; Broccoli</td>
<td>Egg Sausage Cheese on Bagel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PB &amp; J</td>
<td>Chicken Caesar Wrap</td>
<td>Buffalo Chicken Sandwich</td>
<td>Smoked Turkey</td>
<td>Corned Beef Sandwich</td>
<td>Roast Beef Sandwich</td>
<td>Grilled Chicken Sandwich</td>
</tr>
<tr>
<td>Turkey BLT</td>
<td>Italian</td>
<td>Cuban</td>
<td>Vegan Sandwich</td>
<td>Caprese on Ciabatta</td>
<td>Honey Turkey Sandwich</td>
<td>Italian</td>
</tr>
<tr>
<td>Chicken Caesar Salad</td>
<td>Greek Salad</td>
<td>Cobb Salad</td>
<td>Chef Salad</td>
<td>Cajun Shrimp Salad</td>
<td>Tuna Salad on Mixed Greens</td>
<td>Arugula Steak Salad</td>
</tr>
<tr>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
<td>Ramen Noodle Cup</td>
</tr>
<tr>
<td>Campbell Chicken Noodle</td>
<td>Campbell Chicken w/Rice</td>
<td>Campbell Tomato Soup</td>
<td>Campbell Vegetable Soup</td>
<td>Campbell Cream Of Chicken</td>
<td>Campbell Chicken Noodle</td>
<td>Campbell Tomato Soup</td>
</tr>
<tr>
<td>Brownie</td>
<td>Cookie</td>
<td>Cereal Bar</td>
<td>Brownie</td>
<td>Cookie</td>
<td>Cereal Bar</td>
<td>Brownie</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dinner</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Parm with Penne</td>
<td>Country Style Meat Loaf</td>
<td>Roast Turkey Dinner</td>
<td>Beef Pot Pie</td>
<td>Chicken Alfredo</td>
<td>Stuffed Shells</td>
<td>Spaghetti and Meatballs</td>
</tr>
<tr>
<td>Thai Green Curry Bowl</td>
<td>Vegetarian Stew</td>
<td>Mac and Cheese Bowl</td>
<td>Lasagna</td>
<td>Enchilada</td>
<td>Chicken Pot Pie</td>
<td>Chicken Fingers</td>
</tr>
<tr>
<td>Chicken Caesar Salad</td>
<td>Greek Salad</td>
<td>Cobb Salad</td>
<td>Chef Salad</td>
<td>Cajun Shrimp Salad</td>
<td>Tuna Salad on Mixed Greens</td>
<td>Arugula Steak Salad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Snack</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Granola Bar</td>
<td>Granola Bar</td>
<td>Granola Bar</td>
<td>Granola Bar</td>
<td>Granola Bar</td>
<td>Granola Bar</td>
<td>Granola Bar</td>
</tr>
<tr>
<td>Oreo</td>
<td>Lorna Doone</td>
<td>Grandmas Cookies</td>
<td>Chips Ahoy</td>
<td>Oreo</td>
<td>Lorna Doone</td>
<td>Grandmas Cookies</td>
</tr>
<tr>
<td>Cheese Its</td>
<td>Baked Lays</td>
<td>Smart Food Popcorn</td>
<td>BBQ Lays</td>
<td>Doritos Ranch</td>
<td>Stacy's Pita Chips</td>
<td>Doritos Regular</td>
</tr>
</tbody>
</table>

In case of an emergency call:

Campus Security: (201) 559-3561 * Lodi Police Department: (973) 473-7600 * Rutherford Police Department: 201-939-6000
3.3 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).
- 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

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>iii Gymnasium</td>
<td>Located in Athletic training facility</td>
</tr>
<tr>
<td>Rutherford Security Office</td>
<td>Located behind the security desk</td>
</tr>
<tr>
<td>Information Desk Lodi</td>
<td>Located at the desk</td>
</tr>
</tbody>
</table>

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 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

- 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 assure 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.
Campus Security: (201) 559 3561 * Lodi Police Department: (973) 473 7600 * Rutherford Police Department: 201 939 6000

- 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, report the release to 911 or Security (201-559-3561) immediately.
- 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) 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 will 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”.

In case of an emergency call:
Recipient immediately contacts University Security (201-559-3561) and advises them of the call, and provides a detailed written text. 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 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 those persons 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 individual 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 unaccounted for personnel.

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 Assembly Points
**LODI CAMPUS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Assembly area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Center/Nursing Resource Center</td>
<td>Grassy area on Main St</td>
</tr>
<tr>
<td>Kirby Hall</td>
<td>Grassy area between Library and Kirby Hall/Grassy area on Main St.</td>
</tr>
<tr>
<td>Lodi Library</td>
<td>Grassy area between Library and Kirby Hall</td>
</tr>
</tbody>
</table>

In case of an emergency call:
RUTHERFORD CAMPUS

<table>
<thead>
<tr>
<th>Location</th>
<th>Assembly area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obal Hall</td>
<td>Grassy area by parking lot/Grassy area between Library and Kirby Hall</td>
</tr>
<tr>
<td>Sammartino Hall</td>
<td>Grassy area inside campus by peace pole/Montross sidewalk</td>
</tr>
<tr>
<td>Blessed Mary Angela Hall</td>
<td>Sidewalk on West Passaic</td>
</tr>
<tr>
<td>The Castle</td>
<td>Grassy area inside campus by peace pole/Montross sidewalk</td>
</tr>
<tr>
<td>Educations Commons (Ed Commons)</td>
<td>Lot D (Montross Ave) near Little Theater</td>
</tr>
<tr>
<td>Elliott Terrace Residence Hall</td>
<td>Grassy area inside campus by peace pole/Wood St. sidewalk</td>
</tr>
<tr>
<td>Joal and Joe Job Gymnasium</td>
<td>Grassy area inside campus by peace pole/Volleyball Court</td>
</tr>
<tr>
<td>Little Theater</td>
<td>Lot D by neighbor’s fence</td>
</tr>
<tr>
<td>Milton Court Residence Hall</td>
<td>Lot C by red fence/Wood St. sidewalk</td>
</tr>
<tr>
<td>Montross Classrooms/Labs</td>
<td>Lot D by neighbor’s fence</td>
</tr>
<tr>
<td>Sister Theresa Mary Martin Hall</td>
<td>Grassy area inside campus by peace pole/Montross sidewalk</td>
</tr>
<tr>
<td>Student Center Building</td>
<td>Grassy area inside campus by peace pole/Lot C tree line</td>
</tr>
</tbody>
</table>

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
- If possible, close and lock the outside door to the room.
- Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, 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.

In case of an emergency call:

911
If the suspect is within close proximity
- Lie motionless and pretend to be unconscious
- Do not attempt to apprehend or interfere with the suspect except for self-protection. An individual must use his/her own discretion about when he or she must engage a shooter for survival.

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 SHELTER IN PLACE (LOCKDOWN)

What is a 'lock down'? (SHELTER IN PLACE)
- A school lockdown is a procedure which is initiated when school officials believe that there is a credible 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” (Shelter in Place)
When a lockdown is ordered, 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 e2Campus has been delivered or the situation warrants immediate evacuation.
The “lockdown” procedure will be initiated by a designated administrator of the University in accordance with the procedures on section 1.5. Notification will be made via the e2Campus mass notification system or in the event of a system failure a horn will sound. The “lockdown” will be initiated in the event that a dangerous and probably armed individual is on campus or when an emergency incident occurs which necessitates the need for a “lockdown”. The horn will be sounded by security personnel based upon authorization or a perceived credible threat.

**LOCKDOWN (SHELTER IN PLACE) 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 exception (such as sighting of the shooter)
5. Move to a safe area within the room.
   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 (E2CAMPUS)**

**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.

In case of an emergency call:
• 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 E2Campus 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 necessary response to students and staff remaining on campus.

4.2 COMMUNICATION PLAN FOR WEATHER/EMERGENCY CONDITIONS

For decisions regarding school closings due to weather and other conditions, the goal is to make the decision in a judicious, timely manner, and to disseminate message notifications as quickly as possible.

The Emergency Communication Plan for Felician University is as follows:

- Vice President of Academic Affairs monitors conditions.
- At 5:30am, Vice President of Enrollment Management, Student Affairs, Compliance and Vice President of Academic Affairs confer
- Vice President of Academic Affairs calls the President with a recommendation regarding campus closings and/or class cancellations, and transportation issues in the event of inclement weather, etc.
• A decision to cancel classes or delay the opening will be made by 6:00am and announced promptly afterwards.
• In the event that phone and internet are not available please use local media (Appendix 4) for updates and information.

**VP Enrollment Management & Student Affairs will contact:**
• Assistant Vice President of Information Technology (IT), who will send out E2Campus text alerts and post a message to the University website. If Assistant Vice President of Information Technology is unavailable, the Systems Administrator will serve as his backup.
• Administrative Assistant to Vice President Enrollment Management, Student Affairs, Compliance will put the message on the main University phone number.
• Transportation Manager
• Vice President of Finance
  o Director of Facilities
    ▪ Rutherford and Lodi Campus Maintenance Supervisors
  o Security

**Vice President of Academic Affairs will contact:**
• Office of University Advancement
• Once contacted, Office of University Advancement contacts television stations:
  o News channel 4
  o Fox 5
  o News12NJ

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

**Assistant Vice President of Information Technology will update the University website as needed and Administrative Assistant to Vice President Enrollment Management, Student Affairs, Compliance will update main University outgoing message.**

**4.3 Natural Disasters**

The Emergency Management and Recovery Plan defines weather monitoring and University 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 e2Campus 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 e2Campus, 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.

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

In case of an emergency call:
- Make sure all storm & floor drains are clear
Section V – CAMPUS LOCATIONS

5.1 Lodi Campus

Felician University
262 South Main Street
Lodi, NJ 07644
201-559-3561

Lodi Police Department: (973) 473-7600

- Fire Evacuation Assembly Area.....................
  Child Care Center/Nursing
  Resource Center.............................Grassy area on Main St
  Kirby Hall......................................Grassy area between Library & Kirby Hall/Grassy area on
                                         Main St.
  Lodi Library..................................Grassy area between Library and Kirby Hall
  Obal Hall.....................................Grassy area between Library & Kirby Hall near parking lot

- AED location....................................Information Desk, Obal Hall
5.2 Rutherford Campus

Felician University
One Felician Way
Rutherford, NJ 07070
201-559-3561

Rutherford Police Department: (201) 939-6000

- Fire Evacuation Assembly Area
  - **Sammartino**: Grassy area inside campus by peace pole
  - **Blessed Mary Angela Hall**: Sidewalk on West Passaic
  - **The Castle**: Grassy area inside campus by peace pole
  - **Educations Commons**: Lot D (Montross Ave) near Little Theater
  - **Elliott Terrace Hall**: Grassy area inside campus by peace pole/Wood St.
  - **Joel and Joe Job Gymnasium**: Grassy area inside campus by peace pole
  - **Little Theater**: Lot D by neighbor’s fence
  - **Milton Court Hall**: Lot C by red fence/Wood St. sidewalk
  - **Sister Theresa**: Grassy area inside campus by peace pole
  - **Mary Martin Hall**: Grassy area inside campus by peace pole/Lot C
  - **Student Center Building**: Grassy area inside campus by peace pole/Lot C

- AED location

  JJ Gymnasium
  Rutherford Security Office

In case of an emergency call:
APPENDIX I

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
Office of Emergency Management Coordinator: Robert Cassiello: (973) 365-4005
Office of Emergency Management Coordinator: Christopher Seidler: (201) 460-3111
The Primary Members of the Felician University Emergency Response Team (ERT) are:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Anne Prisco</td>
<td>(201) 355-1420, Rutherford, (201) 559-6020 Lodi</td>
</tr>
<tr>
<td>Vice President of Administration and Compliance</td>
<td>Francine Andrea</td>
<td>(201) 559-6082</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td>Dr. Sylvia McGeary</td>
<td>(201) 559-6096</td>
</tr>
<tr>
<td>Vice President of Finance</td>
<td>Tom Truchan</td>
<td>(201) 559-6094</td>
</tr>
<tr>
<td>Vice President of University Advancement and Communication</td>
<td>Maura DeNicola</td>
<td>(201) 559-1433</td>
</tr>
<tr>
<td>Vice President of Students Affairs, Dean of Students</td>
<td>Dr. Ronald Gray</td>
<td>(201) 559-3541</td>
</tr>
<tr>
<td>Sr. Director of Facilities</td>
<td>Meggan O’Neill</td>
<td>(201) 559-3609</td>
</tr>
<tr>
<td>Security Manager</td>
<td>Myesha Hines</td>
<td>(201) 559-3561</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Karl Haviland</td>
<td>(201) 559-6180</td>
</tr>
<tr>
<td>Assistant Vice President, Information Technology</td>
<td>Chris Finch</td>
<td>(201) 559-6084</td>
</tr>
</tbody>
</table>

In case of an emergency call:
APPENDIX 2

Auxiliary Members of the Emergency Response Team

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President, Student Affairs</td>
<td>Patrick Dezort</td>
<td>(201) 559-6029</td>
</tr>
<tr>
<td>Administrative Assistant to the Vice President</td>
<td>Stasi Papandreou-Webber</td>
<td>(201) 559-6082</td>
</tr>
<tr>
<td>of Administration and Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>Laura Pierotti</td>
<td>(201) 559-3504</td>
</tr>
<tr>
<td>Director of Community Rights and Responsibilities</td>
<td>Dr. Tara Brugnoni</td>
<td>(201) 559-3082</td>
</tr>
<tr>
<td>Director of Counseling Services</td>
<td>Sharon McNulty</td>
<td>(201) 559-3587</td>
</tr>
<tr>
<td>Maintenance Supervisor (Rutherford)</td>
<td>Dave Lopez</td>
<td>(201) 559-3558</td>
</tr>
<tr>
<td>Maintenance Supervisor (Lodi)</td>
<td>Artur Kraszewski</td>
<td>(201) 559-6018</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Andrew Fellows</td>
<td>201-678-8461</td>
</tr>
<tr>
<td>Director of Health Services</td>
<td>Carolyn Lewis</td>
<td>(201) 559-3584</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Richard Freudenfels</td>
<td>(201) 559-3555</td>
</tr>
<tr>
<td>Residence Director</td>
<td>Emilie Casiano</td>
<td>(201) 559-3189</td>
</tr>
<tr>
<td>Residence Director</td>
<td>Jeremy Glover</td>
<td>(201) 559-2105</td>
</tr>
</tbody>
</table>

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:

In case of an emergency call: 911
APPENDIX 3

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

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

In case of an emergency call:

911
Appendix 4

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 5

Death Notification

Residence Life On-Duty Staff:

- 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 Enrollment Management, Student Affairs, Compliance 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 coordinating actions that help the community return to normalcy.
- Verify status of notification of kin.
- Determine who else has a need to know and keeping 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 Enrollment Management, Student Affairs, Compliance 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 county coroner, police agency, 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 Administration and Compliance 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 Administration and Compliance will make notification of the death as appropriate to family members and roommates.
- The Vice President of Administration and Compliance 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.
  - 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.