

Rutgers, The State University of New Jersey

EMERGENCY ACTION PLAN

During an emergency, proper action saves lives. For your safety, please familiarize yourself with these basic steps which pertain to students, faculty and staff on all University campuses.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are **not** expected to utilize these devices nor are they trained in their use due to the danger to their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and/or fire standpipe systems. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by Rutgers University Police Department (RUPD) Communications Center. Special hazards, such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; only fire hose connections are for fire department use only.

If you discover a fire or smell smoke, sound the building fire alarm by pulling the manual pull station and begin to evacuate the building. Know the locations of the manual fire alarm box stations and how they operate.. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire. Contact the RUPD's Communications Center using the Emergency or Non-Emergency numbers to report the incident.

RUPD Communications Center		
University Location	Emergency	Non-Emergency
New Brunswick/Piscataway	Obtain an Outside line then dial 9-1-1	732-932-7111
Newark	Obtain an Outside line then dial 9-1-1	973-972-4491 or 973-353-5111
Camden	Obtain an Outside line then dial 9-1-1	856-225-6111
Farms, Research Stations, & other University Facilities	Obtain an Outside line then dial 9-1-1	732-932-7111

1. Upon hearing a building fire alarm signal, which could be a bell, horn, or voice message immediately begin evacuation. Close doors behind you. Use the nearest safe exit, **DO NOT** use elevators. **Full**

evacuation of the building is required upon an activation of the fire alarm system. Once you have evacuated the building, re-entry is permitted only after approval from the appropriate emergency responder (e.g. Emergency Services, municipal Fire Department or other mutual aid responder).

2. In most emergency situations, you will be required to immediately evacuate the building. In circumstances where immediate evacuation may not be warranted (e.g. active shooter, shelter in place, bomb threat etc) you will be notified of what actions are necessary through established communication mechanisms. This may be via uniformed responders on the scene, 911 dispatcher, your supervisor, telephone, webpage, emergency text notification system, radio, television, or public address announcement.
3. When leaving the building, assemble in an area established by the specific evacuation plan for your building (if required), your supervisor, or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus. Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).
4. If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.
5. Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows.
6. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, call RUPD and give your exact location so the firefighters can be directed to you. If you require special assistance during an evacuation due to a physical disability, the University “Emergency Evacuation of Physically Handicapped Individuals” plan can be obtained at:
<http://rues.rutgers.edu/emergencyevachandicapped.shtml>.
7. During an emergency event, the appropriate emergency resources will be dispatched.

If you have any questions regarding this emergency action plan, please contact the following:

University Location	Department	Title	Phone Number
All	Rutgers University Emergency Services	Chief	732-932-4800
All	Rutgers Environmental Health and Safety	Director	848-445-2550
All	Rutgers Office of Emergency Management	Director	732-932-4880
New Brunswick	Rutgers University Police Department	Chief	732-932-3913
Newark	Rutgers University Police Department	Chief	973-353-5581 or 973-972-6393
Camden	Rutgers University Police Department	Chief	856-225-6009

Additional safety and health information can be obtained from the following university web sites:

University Location	Department	Website
All	Rutgers University Emergency Services	rues.rutgers.edu
All	Rutgers Environmental Health and Safety	rehs.rutgers.edu
All	Rutgers Office of Emergency Management	emergencymanagement.rutgers.edu
New Brunswick	Rutgers University Police Department	rupd.rutgers.edu
Newark	Rutgers University Police Department	nwkpolicerutgers.edu
Camden	Rutgers University Police Department	rupd.camden.rutgers.edu