

Rutgers, The State University of New Jersey

EMERGENCY ACTION PLAN AND ANNEXES

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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	nwkpolice.rutgers.edu
Camden	Rutgers University Police Department	rupd.camden.rutgers.edu

REPORTING AN EMERGENCY

Immediately report emergency situations occurring in or near your facility (such as fire, explosion, storm damage, hazardous material spills, chemical odors, flooding, accidents, injuries, criminal or suspicious activities, etc.) to the RUPD Communication Center or by using a campus emergency telephone.

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

When reporting an incident include as much of the following information as possible:

- Location of emergency (you should also indicate that you are at Rutgers University as part of your location)
- Nature of the emergency
- Status of the emergency condition (i.e., in progress or completed)
- Any immediate threat(s) to life
- Need for medical or other assistance
- Description, location or direction of travel of suspect(s), description of motor vehicle(s) involved, presence of weapons
- Any danger to emergency responders
- Other information that would aid the emergency response

Stay on the telephone until released by the dispatcher. If you are in a position of safety, you may be asked to maintain observation and report developments until the arrival of emergency response personnel. You may be given emergency instructions by the dispatcher.

ACTIVE SHOOTER SITUATION

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter situation is defined as any incident in which a person or persons armed with a deadly weapon is *actively and presently* employing the weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Dial 9-1-1.

If you are in a building when someone begins to shoot at people in the area:

- If possible without compromising your safety, **EXIT immediately** and Dial 9-1-1.
- If leaving would jeopardize your safety, secure your immediate area by:
 - Locking and barricading doors
 - Turning off lights
 - Closing blinds and/or locking windows
 - Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
 - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets).
 - Do not stand by doors or windows
 - Do not huddle in masses.
 - A plan must be made with the occupants of a room if the suspect(s) should enter.

Contacting the Authorities:

- Call 9-1-1, The alternate RUPD phone numbers are:
New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1
- Program these numbers into your cell phone so you will have them in the event of an emergency

What to Report:

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location building name and office/room number.
- Number of people at your specific location.
- Injuries, number of persons injured and types of injuries.

Un-Securing an area:

- Remember, the shooter will not stop until they are stopped by an outside force.
- Consider the risks before un-securing(unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

If you are approached by police officers, keep your hands visible. Do not run up to them if you see them approaching. They are trained to handle active shooters in certain situations. An initial team of police officers will be trying to stop the shooter and will not be stopping to assist others at this time.

REPORTING SUSPICIOUS ACTIVITY

The university, like any other community in our nation, is at risk of terrorism or other threats to life and property. Vigilance is a key protective measure that can help reduce risk. All members of the university community, when on and off campus, are urged to be attentive to their surroundings, notice suspicious behavior or circumstances and to report their observations to authorities in a timely fashion.

REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING™

When noticing something that you feel may be suspicious:

- Place your observation into context. Is there a plausible explanation that would account for the activity you observe? Does this explanation convince you that there is no potential for a threat to public safety?
- Do not attempt to rationalize your suspicions.
- In other words, if it does not look right or if you have any feeling that the actions or circumstances you observe are suspicious, report your observations immediately.
- Suspicious activities on campus should be reported to the Rutgers University Police Department (RUPD). If the suspicious activity is in progress and poses an immediate threat Call 9-1-1
 - The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- Suspicious activities observed off campus should be reported to the appropriate municipal police department or by contacting the New Jersey State Office of Homeland Security & Preparedness in one of the following methods:
 - 24-hour, toll-free tip line: 866-4-SAFE-NJ (866-472-3365) or Dial 2-1-1
 - E-mail: tips@njhomelandsecurity.gov
 - Online report form <https://homelandsecurity.nj.gov/tips.html>

When reporting suspicious behavior or circumstances be prepared to include as much of the following information as possible:

- WHO?** Describe who you feel is involved in suspicious activity.
- WHAT?** Describe the suspicious activity. Indicate if there is an immediate threat to persons nearby or to responding officers (such as an unattended package, an individual acting strangely, the presence of weapons, hazardous materials, etc.)
- WHEN?** Indicate if the activity is in progress. Give the time(s) that the activities occurred.
- WHERE?** Give the location of the suspicious activity, and the location of the suspect(s).
- WHY?** Indicate why the activity is suspicious. If known, tell what might be the target of the activity.

Please include any other information that would aid the responders.

Stay on the telephone until released by the dispatcher. If you are in a position of safety, you may be asked to maintain observation and report developments until the arrival of emergency response personnel. You may also be given emergency instructions by the dispatcher.

**Remember, if you see suspicious activity or packages while visiting
Rutgers University, pick up the phone and report it.
It's our job to check it out and to keep you safe! Stay alert. Be aware. Speak up**

INTRUDER/SUSPICIOUS PERSON

If you encounter someone in your building who is behaving in a way that seems suspicious to you, such as trying to hide, enter unauthorized offices, or attempting to conceal a weapon **call 9-1-1**. Be prepared to provide their description and location.

If an armed or threatening intruder comes in to your facility **report it immediately and take protective actions**. Rutgers University maintains an open campus which creates unique challenges when encountered by unfamiliar or suspicious persons.

If you see an armed intruder and you are in an office or classroom:

Leave the building immediately

- If you are not able to leave immediately lock all doors or move to a secure area.
- Call 9-1-1
 - The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111
- Remain calm; give an accurate description of the person or person(s). Note clothing, height, weight, gender, and any other descriptive information that is particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Do not draw attention to yourself; turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Keep classroom or office secure until police arrive and provide further instructions.

If you are caught in an open or exposed area and you cannot get into a secure area or office you must decide upon a course of action:

Run If you can safely make it out of the area, then **RUN**. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Hide If you are not able to leave, look for a safe and secure hiding area. Once in place remain calm and alert. Stay hidden; await emergency personnel and follow their instructions.

If the intruder is causing death or physical injury to others and you are unable to run or hide:

Play Dead You may choose to assume a prone position and lay as still as possible.

Fight **If you are confronted by someone who is causing death or physical injury to others and you are unable to get away** your last option is to **fight back**. Work together with other trapped persons. This is extremely dangerous, however depending on your situation this could be your only option to survive.

BOMB THREAT

- Keep the caller on the line as long you can and attempt to obtain as much information as possible.
- Ask for the message to be repeated to confirm it. Write down all information received.
- If possible, record the message.
- Possible questions to ask the caller include:
 - *When is the bomb going to explode?*
 - *Where is the bomb located?*
 - *What kind of bomb is it?*
 - *What does it look like?*
 - *Why was the bomb placed there?*
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain the caller's identity.
- Pay particular attention to background noises, which may give a clue as to the location of the caller.
- Report the threat immediately by calling 9-1-1
- The alternate RUPD phone numbers are:
 - New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111. Wait for instructions from emergency responders (e.g., Police Dispatchers, Police, Bomb Squad, etc.)
- Do not activate the fire alarm, unless instructed to do so by emergency responders.
- If found do not touch or handle the suspicious package.
- DO NOT USE cellular phones or two-way radios near package.

MEDICAL EMERGENCIES

Do not move a seriously injured person unless they are in a life threatening situation.

Request an Ambulance

In the event of a serious injury or illness, immediately dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

Give as much information as possible; including:

- Nature and severity of the illness or injury
- Victim's location
- Is victim conscious, breathing and/or bleeding?
- If chemicals or radioactive materials were involved, provide as much detail as possible.
- Send someone to the building entrance to meet the ambulance.

The university maintains automated external defibrillators (AED) at Athletic and Recreation Facilities on all campuses. University first responder vehicles (RUPD and RUES) are also equipped with automated external defibrillators.

It is recommended that only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact Rutgers University Emergency Services at 732-932-4800

Employees with Work-Related Injuries or Illnesses

If treatment for work-related injuries or illnesses is required:

Rutgers University - New Brunswick	Occupational Health Department	848-932-8254
Rutgers University - Newark	Occupational Health Department	848-932-8254
Rutgers University - Camden	Occupational Health Department	848-932-8254
RBHS - New Brunswick/Piscataway	Employee Health Services	848-445-0123
RBHS - Newark	Occupational Medicine Service	973-972-2900
RBHS - Camden/Stratford	Student and Employee Health	856-566-6825

Supervisor or employee must contact the their locations respective Occupational Health Department to receive treatment.

If Occupational Health is closed, the employee must go to the nearest hospital emergency room and contact Occupational Health Department on the next business day for further treatment.

For any serious or life-threatening work-related injuries, supervisors or employees should call 911 immediately or report to the nearest emergency room for treatment. Upon discharge from the hospital, employees should contact the Occupational Health Department to arrange follow-up care.

For any questions associated to work-related injuries and illnesses, please contact Occupational Health at 848-932-8254.

For students with injuries and illness contact:

Rutgers University - New Brunswick	Health Services	732-932-7402	http://health.rutgers.edu/
Rutgers University - Newark	Health Services	856-225-6005	http://health.newark.rutgers.edu/
Rutgers University - Camden	Student Health Services	848-932-8254	http://healthservices.camden.rutgers.edu/
RBHS - New Brunswick/Piscataway	Student Health	732-235-8993	
RBHS - Newark	Student Health Services	973-972-8219	http://njms.rutgers.edu/departments/family_medicine/shs/
RBHS - Camden/Stratford	Student and Employee Health	856-566-6825	

PSYCHOLOGICAL CRISIS/SUICIDE THREAT

A psychological crisis exists when someone is threatening harm to themselves or others, or is out of touch with reality. The crisis may be manifested as paranoia, extreme anger, sadness, agitation, hallucinations, delusions, uncontrollable behavior, and/or complete withdrawal.

- If you come into contact with someone experiencing a psychological crisis who appears to be potentially dangerous (individual is aggressive, hostile, has a weapon, is threatening others or otherwise unmanageable) do NOT attempt to handle the situation alone—dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

If someone is contemplating suicide:

- Remain calm and encourage others do the same.
- If the threat is immediate or imminent, dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns.

An agreement with the University Behavioral Healthcare (UBHC) allows the Rutgers Emergency Services Supervisors to provide immediate intervention for students in crisis on the New Brunswick/Piscataway Campuses. The Rutgers Emergency Services Supervisor will perform a psychological screening in an effort to expedite the admissions process and provide psychological support/services when indicated.

If counseling assistance is needed:

- New Brunswick/Piscataway Campuses call 732-932-7884 or visit <http://rhscaps.rutgers.edu>
- Health Science Campus at Newark call 973-972-5429 or visit http://njms.rutgers.edu/departments/family_medicine/shs/
- Newark Campus call 973-353-5805 or visit <http://psyacs.newark.rutgers.edu/>
- Camden Campus call 856-225-6005 or visit <http://healthservices.camden.rutgers.edu/psychservices/psychinfo-services.html>
- Faculty and Staff
 - 848-932-3956 or visit <http://uhr.rutgers.edu/fas/EmployeeCounseling.htm>
 - 1-800-327-3678 or visit <http://ubhc.rutgers.edu/eap/>

Other Centers providing the Rutgers' community after hour services:

- New Brunswick/Piscataway Campuses:
 - University Behavioral Health can be called direct at 732-235-5700.
- Health Science Campus at Newark and the Newark Campus: 973-623-2323
 - Psychiatric Emergency Room can be contacted at 973-972-6134.
- Camden Campus:
 - Kennedy Memorial Hospital Crisis Hotline can be contacted at 856-428-HELP (4357)

CRIMINAL/CIVIL DISTURBANCE/HOSTAGE

If you are a victim or a witness to any offense, observe a criminal act or suspicious person on campus, dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

- Note details and supply the dispatcher with any helpful information.
- Everyone can help make the campus a safe place by promptly reporting suspicious or criminal activity.

If a CIVIL DISTURBANCE or RIOT is in progress:

- Keep a safe distance from any crowd activities that appear unsafe.
- Secure your area, lock doors and windows.
- Avoid confrontation with crowd participants.
- If police are not already present, report details of the event to RUPD.

If you are involved in a HOSTAGE SITUATION:

- The initial capture phase presents your best opportunity to escape; so if possible, avoid becoming a hostage in the first place.
- Should you be taken hostage, your primary goal is to **stay alive**.
- As quickly as possible, try to assess the intent of the hostage taker (i.e., financial gain/ransom, terrorist/political motives, or to cause harm), this will help in deciding the best course of action.
- If taken as a hostage, attempt to gain control over panic reactions and maintain a calm and clear-headed composure. Hostages who are hysterical or overly emotional draw attention to themselves. Control impulsive behavior and avoid overt resistance.
- Comply with the hostage taker(s) instructions. Attempt to calm other hostages.
- Do not antagonize or threaten the captor.
- Eye contact may appear to be a challenge to the hostage taker(s) domination, especially in the early stages.
- Be observant; note the hostage taker(s) descriptions, speech and behaviors.
- As time passes, attempt to show the captor(s) your humanity by fostering communication on nonthreatening topics such as family or interests, but avoid political, religious and other potentially sensitive issues.
- Be aware for possible escape opportunities, but attempt an escape **ONLY** if you are reasonably certain that remaining a hostage will likely lead to your being injured or killed if you remain a hostage.
- If there is a rescue attempt, follow the instructions of emergency responders (i.e., lie down, keep still, identify yourself), if you are unsure of what to do, stay low and ensure that the emergency responders can see your empty hands. The rescuers will need to be able to separate the hostages from the hostage takers.

ANIMAL INCIDENTS/NUISANCE WILDLIFE

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious health consequences. In fact, wild animals - alive or dead - can spread disease and may pose potential physical hazards. Contact includes exposure of a person's eyes, nose, mouth and non-intact skin (cut, scratched, burned, etc...) to animal blood or saliva. It also includes a bite, scratch or kick from a wild animal.

Notification Procedures:

RUPD (New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111):

- In the event of an injury or any other physical contact with an unknown or wild animal
- If an animal is showing aggression or unusual behavior.
- If you had any bat exposure or encounter.
- When an animal is injured or inside a non-residential building after normal work hours

Student Health or Occupational Health (New Brunswick 848-932-7402, Newark 973-353-5231, Camden 856-225-6005, Occupational Health 848-932-8254):

- In the event of an injury or any other physical contact with an unknown or wild animal
- Any bat encounters

Facilities (New Brunswick 848-445-1234, HSC-N 973-972-5400, Newark 973-353-5441, Camden 856-225-6000): When an animal is injured or found inside a non-residential building during normal work hours (Monday - Friday, 8:30am to 4:30pm)

Housing (New Brunswick 848-932-1001, HSC-N 973-972-5400, Newark 973-353-1037, Camden 856-225-6471): When an animal is injured or found inside a residential building during normal work hours (Monday - Friday, 8:30am to 4:30pm)

Bat Exposure: If you think you have been in any of following situations, call Student Health or Occupational Health.

- Being bitten by a bat
- Sleeping individuals awakening to find a bat in the same room, (not just in the house)
- Young children playing alone and unobserved in a room with a bat
- Incapacitated individuals (including intoxicated individuals) with one of these types of exposure

The following tips can help prevent people from being injured, or to minimize the injury, by an animal and/or other wildlife:

- DO NOT ATTEMPT TO REMOVE OR DISTURB THE ANIMAL OR WILDLIFE!
- Do not come into contact with it. Tell others to vacate the area if a dangerous animal may still be nearby.
- Be prepared to give your name, location and if possible, the species or type of animal/wildlife involved. Keep track of names and contact information for anyone else that may have been exposed to the animal.
- If a wild animal, such as a bat or a raccoon, is inside of a building, try to isolate it in a room by closing doors behind it and keeping others away.

WORKPLACE VIOLENCE

Rutgers University Policy ([60.1.13](#)) prohibits workplace violence. Specifically, the University will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property. Individuals who violate this policy may be removed from Rutgers property and are subject to disciplinary and/or personnel action up to, and including, termination and/or criminal prosecution.

Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by faculty, staff, student employees, or others.

Examples of workplace violence include, but are not limited to:

- Intentional physical contact for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
- Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or, using oral or written statements specifically intended to frighten, coerce, or cause distress) where such behavior would be interpreted by a reasonable person as being evidence of intent to cause physical harm to individuals or property.
- Possessing any firearm, imitation firearm, or any components which can readily be assembled into a firearm or other weapon, as defined by the Laws of New Jersey NJSA 2c:39-6).

Reporting Workplace Violence:

- **General Reporting Responsibilities:** Any member of the University community who has been subject to workplace violence or who has witnessed workplace violence should promptly notify the appropriate university official. Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is imperative that all University employees take this responsibility seriously.
- **Reporting Imminent or Actual Violence:** Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- **Report Acts of Violence Not Involving Weapons or Injuries to Persons:** Any person who is the subject of, or witness to, a suspected violation of this policy should report the incident to his or her supervisor or, in lieu thereof, to the appropriate Designated University Representative listed below:
 - Rutgers University - Camden: Associate Chancellor for Administration and Finance
 - Rutgers Biomedical Health Science - Newark: Provost
 - Rutgers Biomedical Health Science - New Brunswick: Provost
 - Rutgers University - Newark: Associate Chancellor
 - Rutgers University - New Brunswick Campuses: Office of Labor Relations
- **Law Enforcement: Agencies:** All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

False Reports: Employees who intentionally file false reports pertaining to workplace violence will be subject to penalties, up to, and including: disciplinary action, termination and criminal prosecution.

SHELTERING IN PLACE

An emergency situation such as a hazardous materials release outside of building, major storm, terrorism incident, etc. may require that university personnel take shelter in their facility:

- Identify safe areas within the facility (preferably interior, windowless rooms) in which to take shelter when the threat is occurring outside of the building and the safest place is inside of the building. Ideally this occurs well before the need, i.e. do this today.
- DO NOT use basement areas during a hazardous materials release incident due to the potential hazards that are often located in basement areas.
- In the event of hazardous materials incidents requiring sheltering in place, close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems.
- Establish a “duty desk” for the facility to monitor communications, handle requests from building occupants, coordinate the distribution and use of resources, etc.
- Departments that wish to stock emergency equipment and supplies for use in emergency sheltering situations in their facilities should consider the items listed below. In planning for such a situation remember that very few emergencies requiring sheltering last more than 24 hours.
 - Bottled water, one gallon per person per day (replace every 6 months)
 - Flashlights with extra batteries
 - AM/FM radio with extra batteries
 - First aid kit
 - Duct tape
 - pen and paper
 - whistle
 - garbage bags
 - Personal hygiene items
 - Disinfectant and household chlorine bleach
 - Non-perishable food in cans or sealed metal or plastic containers (replace every 6 months) and utensils/paper plates, etc.
 - Plastic buckets with tight lids (for use as emergency toilet)

SEVERE THUNDERSTORMS AND LIGHTNING

If you are caught outdoors in a severe thunderstorm or when lightning threatens:

1. Immediately seek shelter in a substantial building.
 - DO NOT seek shelter under trees during thunderstorms.
 - DO NOT seek shelter in unprotected open structures such as picnic pavilions, rain shelters or bus stops.
 - If a substantial building is not available, a metal-topped vehicle with the windows up is your next best choice.
2. Avoid contact with metal fences, metal bleachers, or metallic structures.
3. Avoid using the telephone or any electrical appliances. Use phones **ONLY** in an emergency.
4. Do not take a bath or shower during a thunderstorm.
5. Wait 30 minutes or more after hearing the last thunder before leaving the safe location

If Caught Outdoors and No Shelter Is Nearby:

- Find a low spot away from trees, fences, and poles that is not subject to flooding.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. **DO NOT** lie down. If you are swimming, get out of the water immediately.

REMEMBER: *If you can hear thunder, you are close enough to be struck by lightning.*

Once you have taken shelter indoors, you should monitor a weather radio, commercial radio/television station, internet or other weather service provider. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions. In an emergency dial 9-1-1. New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

New Brunswick/Piscataway Campuses utilizes Lighting Detection Systems to detect and announce the proximity of lightning. The Lighting Detection System covers the large recreation and athletic fields, stadium and the golf course on the Busch and Livingston Campuses. The system will activate an audible horn alarm to announce the proximity of lightning. All activities on the fields **SHALL** be suspended and everyone must locate appropriate cover until the storm has passed.

EARTHQUAKE

An earthquake is a violent moving or shaking of the earth's crust, generally caused by a release of tectonic stress along fault lines. Earthquakes are impossible to predict and rare in New Jersey, as such most buildings in this State are not designed to withstand a significant quake and may sustain damage creating hazards during and after the event. The following are important safety considerations in case of an earthquake:

Actions While Indoors:

- Get under tables or desks (if available), door arch or stairwell and stay away from large windows, shelving systems or tall room partitions.
- Do not use elevators, in case of aftershocks.
- Implement the "Drop, Cover and Hold" procedure by doing the following:
 - Drop to your knees with back to windows and knees together.
 - Cover your neck by clasping both hands firmly behind your head.
 - Bury your face in your arms, protecting your head.
 - Close your eyes tightly.
- Hold that position (stay there) until subsequent instructions are given. Instructions will depend upon circumstances and the extent of damage to the building.
- As soon as possible, move away from windows and out from under the heavy suspended light fixtures.
- Identify what equipment you should shut down if time permits.
- Make sure latches on cabinets, process tanks, storage tanks and closets are secured.
- Keep breakable and heavy objects on lower shelves whenever possible.
- Report the names and locations of injured persons to the Rutgers University Police Department by dialing 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- **Do Not Activate** the building's **Fire Alarm**, unless there is a fire related event, there is an increase of injury while outdoors due to falling building debris.

Action While Outdoors:

- Walk away from buildings, trees, power line poles and exposed wires.
- Implement the "Drop, Cover and Hold" procedure.,
 - Drop to your knees with back to windows and knees together.
 - Cover your neck by clasping both hands firmly behind your head.
 - Bury your face in your arms, protecting your head.
 - Close your eyes tightly.
 - Cover your ears and as much skin as possible
- Hold that position (stay in the open) until subsequent instructions are given or until the earthquake is over. Don't go near anything where there is a danger of falling debris.
- Report the names and locations of injured persons to the Rutgers University Police Department by dialing 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.

ADVERSE WEATHER

The purpose of this information is to remind the Rutgers community of university policy concerning adverse weather conditions and to identify sources through which accurate weather-related information will be disseminated to students, faculty, and staff.

In the event of a delayed opening, class cancellation, or closure of the university, the earliest possible notification will be made. If you are designated as an essential services employee and you are advised that your services are needed, you must report for work if the university or a particular campus is declared as closed for any length of time due to a weather-related emergency. Please note that the term "essential services personnel" only applies when employees (who have been given status of essential services personnel) are informed that their services are required, and there is a delayed opening or closure of the university.

You can find information about Rutgers' operating status by going to <http://uwide.rutgers.edu/status>. Additionally, you can find operating status updates on the following pages:

- [Rutgers University-New Brunswick](#)
- [Rutgers University-Newark](#)
- [Rutgers University-Camden](#)
- [Rutgers Biomedical & Health Sciences](#)

If you are a student or not designated as being needed as an essential services employee for purposes of the weather emergency, and the university does not close, your decision regarding travel during inclement weather is a personal one and should be based on your particular circumstances.

Faculty and staff not designated as essential services employees for purposes of weather emergencies, with appropriate approval from your supervisor, may wish to take personal leave rather than commute in adverse weather.

University policy 60.3.16 addresses university operations during inclement weather. This policy can be accessed at the University Policy Library web site at <http://policies.rutgers.edu> or <http://policies.rutgers.edu/PDF/Section60/60.3.16-current.pdf>.

Campus Information Services (CIS) plays a primary role in disseminating Adverse Weather related information to the university community, including the announcement of delayed openings, office closings, and class cancellations. Additional methods are also utilized to disseminate the information, which include e-mail, websites, campus television and local radio/television stations.

Faculty and staff may also be notified of campus status through their departmental telephone chains and are encouraged to review their group's emergency telephone chain and update them as needed.

Please use the information resources listed above and refrain from calling the Rutgers University Police Department (RUPD) regarding possible cancellations, closures, or delays. Maintaining the ability of the RUPD to receive emergency calls is vital. A large volume of calls can tie up police phone lines at critical times.

We will strive to communicate emergency-related information as broadly as possible and in a timely fashion. Because weather emergencies often occur outside of normal work hours, we ask that you keep a copy of this communication at home; employees are also encouraged to keep an updated list of the home telephone numbers of colleagues both at work and at home.

UTILITY OUTAGES

In many instances, utility outages will be for a short duration of time. Emergency lighting and alarm systems will operate for a period of time to safely guide your way out of a building. Status of utility interruptions can be found at:

New Brunswick	http://www.fms.rutgers.edu/interruption/inter.asp
	http://campusstatus.rutgers.edu/
Newark	http://www.newark.rutgers.edu/campusstatus/
Camden	http://www.camden.rutgers.edu/

In the event of a longer outage, additional information will be provided using established communication mechanisms, as the circumstances dictate. The following instructions may be given during a utility outage:

Power Outage

- Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- Turn off lights, appliances, window air conditioners, and other energy users to reduce power requirements for restoration.
- Notify your supervisor and call Facilities Maintenance.
- Do not light candles or use other types of flames for lighting.

Water Failure

- Notify your supervisor and call Facilities Maintenance.
- Discontinue any work with hazardous materials in areas where the emergency shower and/or eyewash stations are disabled due to water failure.
- Turn off all water-cooled operations.

Gas Leak

- Evacuate the area immediately.
- Dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- DO NOT turn electrical devices on or off; and DO NOT plug or unplug any device, as this may create a spark.
- Notify your supervisor and call Facilities Maintenance.

Sewage/Drainage Failure

- Notify your supervisor and call Facilities Maintenance on your campus.
- If backup is large, evacuate the area.

FIRE EVACUATION PLAN

In an effort to increase emergency preparedness in our buildings, Fire Evacuation Plans have been developed for these buildings and each residence hall. The International Fire Code, New Jersey Edition requires that each occupant review the plan and become familiar with the requirements contained.

The Fire Evacuation Plans contain information on what to do in case of a fire in your building and should be reviewed by all employees and students. To access the Fire Evacuation Plan for the building to which you are assigned, please visit <http://myrehs.rutgers.edu> and log in with your RU NetID and Password

Upon hearing a building fire alarm signal, which could be a bell, horn, or voice message immediately begin evacuation. Close the doors behind you. Use the nearest safe exit, but 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).

When leaving the building, assemble in an area established by the specific evacuation plan for your building (if required), area designated by 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).

If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.

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.

During an emergency event, the Department of Emergency Services, RUPD and municipal emergency departments, as necessary, will be responsible for rescue and emergency medical aid.

If you have any questions regarding Fire Evacuation Plan, please contact Rutgers University Emergency Services at 848-932-4800 or visit rues.rutgers.edu

FIRE PREVENTION PLAN

Under the authority of the New Jersey Division of Fire Safety, The Rutgers University Department of Emergency Services' Fire Safety Division is charged with the responsibility of enforcing the provisions of the International Fire Code, New Jersey Edition and is the authority having jurisdiction with respect to fire safety regulations, policies and procedures. The Fire Safety Division is staffed with State certified fire inspectors who regularly inspect all University premises to assure compliance with fire safety regulations, test fire protection systems and equipment, and conduct employee training programs to familiarize staff with fire hazards and procedures to be followed in an emergency. Furthermore, employees are apprised of the fire hazards of the materials and processes with which they work during state-mandated Right-to-know training.

Effective July 1, 1994, by action of the Rutgers Board of Governors, smoking is prohibited in all University buildings and within University-owned motor vehicles, thus eliminating the health and fire hazard associated with the use of smoking materials. A permit system for control of welding and cutting is in place within the Facilities organization to control this potential fire hazard. All other hazards are regulated through the inspection procedures.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Employees 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 at the respective University Police Department stations. 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 for fire department use exist.

The University's Fire Safety Division is staffed by Fire Safety Inspectors, Fire Safety Specialists, Fire Officers and Fire Alarm System Specialists. Fire safety inspections generate formal, written Notices of Violation, which are issued to the individual responsible for the correction of an observed fire hazard. Reinspections are established and are conducted. There is a process that is followed for granting extensions of time for hazard abatement, as well as handling uncorrected cited hazards.

All fire protection systems are inspected at the frequencies required by the International Fire Code, New Jersey Edition. These include automatic sprinkler systems, standpipe systems, fixed suppression systems, fire alarm systems, emergency power generators, fire pumps, fire extinguishers and fire hydrants.

The Fire Safety Division is empowered, by New Jersey Regulation, to order the abatement of cited fire hazards, to assess penalties for non-compliance, and to issue punitive closing notices and vacate buildings where uncorrected hazards exist.

For further information regarding fire safety, to request assistance in developing office fire safety plans, or to schedule a fire safety training session contact the Fire Safety Division at New Brunswick at 848-932-4800 or rues.rutgers.edu .

FIRE EXTINGUISHER USE GUIDELINES

Employees and students are **not** expected to fight fires. In the event of a fire, you should alert others and immediately evacuate the building.

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 to fight fires because of the potential danger to their personal safety, which could result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

However, a fire extinguisher may be utilized to clear a safe path to an exit or to "shoot your way out" of a building if you are trapped. Before using a fire extinguisher, you should know how to properly select and operate one. It is important to use the right kind (Class) of extinguisher for the fire. The following letters identify the classes of fire extinguishers:

Class A	For ordinary combustible solids including paper, wood, coal, rubber, and textiles such as wastebaskets, small pieces of furniture, etc. A pressurized water fire extinguisher.
Class B	For flammable and combustible liquids, including gasoline, diesel fuel, alcohol, motor oil, grease, and flammable solvents. Typically, a dry chemical fire extinguisher and can be used on all three Classes if it is rated as an ABC fire extinguisher.
Class C	Electrical equipment. A carbon dioxide fire extinguisher.

If you find yourself trapped and required to "shoot your way out" or to clear a safe path to an exit, the following are guidelines on how to use the extinguisher:

P.A.S.S - Use of a Fire Extinguisher

PULL	Holding extinguisher upright, twist the pin to break the plastic safety seal. Pull the pin completely out.
AIM	Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire not the flames. This is important – in order to put out the fire, you must extinguish the fuel.
SQUEEZE	Squeeze the handle. This releases the extinguishing agent.
SWEEP	Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Watch the fire area. Back away if fire breaks out again repeat the process.

If possible, do not attempt to extinguish any fire without calling for help and pulling the fire alarm.

- Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.
- Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.
- Remember: Aim at the base of the fire, not at the flames!

Don't turn your back on it! Back away from the fire, watching it to make sure that it does not reignite.

CHEMICAL SPILLS

First, you must decide on whether to evacuate the immediate area of the spill. If you find yourself in a situation where you cannot safely control the spill, the safest action is to evacuate the area. The likelihood of a chemical spill occurring outside of a laboratory is rare, but if you find yourself confronting a chemical hazard in a non-laboratory (clinic, mechanical room, outdoors) setting please contact REHS at 848-445-2550 or RUPD (New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111).

For Laboratory Incidents:

Evacuation

- If the spill is contained within an operating fume hood, evacuation is not necessary.
- If the spill is outside of an operating fume hood but within your lab, evacuation is usually not necessary since the laboratories are generally under negative pressure with respect to surrounding areas.
- If the spill is outside a laboratory, if you spill a Particularly Hazardous Substance, or you have reason to believe that a spill in the laboratory may escape into the surrounding areas, please do not hesitate to pull a fire alarm if you feel the need for building-wide evacuation.

Personal Contamination

- If a spilled material has contacted any part of your body, start first aid measures immediately. Shout for help and move directly to the nearest eyewash or safety shower. Disrobe promptly if clothing is involved.
- If eyes or skin are involved flush with an emergency eyewash and/or safety shower for a minimum of 30 minutes. Other persons should assist (you will need help with eye flushing) and should contact RUPD (New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111) as soon as possible to obtain medical assistance

Spill Cleanup

If you have the appropriate laboratory training, you can clean up a chemical spill yourself. Make a determination on whether a cleanup can be handled or if assistance is required. Generally, the spill can and should be cleaned up by laboratory personnel if the material is of low hazard (low corrosivity and toxicity) and if one gallon or less has been spilled. REVIEW THE APPROPRIATE SAFETY DATA SHEETS and use the following guidelines based on the size of the spill.

Small Spill

ASSESS spill size, chemical type and available cleanup equipment.
EVACUATE the immediate area.
WARN other personnel.
WEAR appropriate PPE.
CLEAN UP spill using appropriate spill kit if trained to do so.
CONTAIN spilled material in a sturdy plastic bag or sealed drum. Apply a hazardous waste label and contact REHS for disposal.

Large Spill

ATTEND to injured persons, seek appropriate medical attention.
EVACUATE area/building.
EXTINGUISH ignition and heat sources.
PREVENT spill from spreading.
CONTACT REHS for assistance. After hours call RUPD.
FILE a formal incident report.

If you require any more information, contact REHS at 848-445-2550 or REHS-Newark 973-972-3694

BIOLOGICAL SPILL

First, you must decide on whether to evacuate the immediate area of the spill. If you find yourself in a situation where you cannot safely control the spill, the safest action is to evacuate the area. The likelihood of a biological spill occurring outside of a laboratory is rare, but if you find yourself confronting a biological hazard in a non-laboratory (clinic, mechanical room, classroom, recreations, outdoors) setting please contact REHS at 848-445-2550 or RUPD (New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111) for assistance.

BSL-2 agents, human blood, blood products, and body fluids

Laboratories

- Restrict access to the spill area; evacuate the area if needed. Notify supervisors and post warnings.
- Laboratories should allow aerosols to settle for 30 minutes before re-entering.
- Wash exposed skin; if eyes are splashed, flush at eyewash station for 30 minutes.
- Remove and bag contaminated clothing.
- Use blood spill kits where available and don appropriate personal protective equipment (PPE).
- Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with spilled materials.
- If spill kit is not available take the following actions:
 - Place paper towels over the entire spill and apply disinfectant.
 - Allow 20-minute contact time with the disinfectant.
 - Wipe down spill area with appropriate disinfectant.
 - Place contaminated sharps in a sharps container. Place other disposable materials and treat as regulated medical waste.
- Wash hands when gloves are removed.

Clinical Areas

- Report spill to your supervisor.
- It is not necessary to report the spill to the Public Safety Emergency Number or REHS.
- Obtain blood spill kit from the designated area.
- Wear gloves, gown, and eye protection.
- Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with blood/body fluid.
- Place debris in a biohazard bag and sharps in an approved sharps container. Dispose in a regulated medical waste container.
- Decontaminate spill area with 1:10 bleach solution.

Personal Contamination

- If a spilled material has contacted any part of your body, start first aid measures immediately. Utilize the nearest eyewash or safety shower. Disrobe promptly if clothing is contaminated.
- If eyes or skin are involved flush with an emergency eyewash and/or safety shower for a minimum of 30 minutes. Other persons should assist (you will need help with eye flushing) and should contact RUPD

(New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111) as soon as possible to obtain medical assistance

For employees or lab workers with potential exposure:

- New Brunswick/Piscataway Campuses - Supervisor or employee must contact the Rutgers Occupational Health Department immediately at 848-932-8254 to receive treatment.
- Camden or Newark Campuses - Supervisor or employee must contact the Occupational Health Department immediately at 848-932-8254 to arrange treatment. Camden employees may also contact the Student Health Center in Camden at (856) 225-6005 for treatment.
- For all other Rutgers off campus sites, stations and/or farms - Supervisor or employee must contact the Occupational Health Department at 848-932-8254 to arrange treatment.
- Rutgers Biomedical & Health Sciences at Newark - Supervisor or employee must contact New Jersey Medical School Occupational Medicine Services in Newark immediately at 973-972-2900 for treatment.
- Rutgers Biomedical & Health Sciences at New Brunswick/Piscataway - Supervisor or employee must contact Robert Wood Johnson Medical School Employee Health in Piscataway immediately at 848-445-0123 for treatment.
- For all Biomedical and Health Sciences off-campus facilities, clinics, or University Correctional Health Care - Supervisor or employee should contact either NJMS Occupational Medicine Services in Newark at 973-972-2900 or RWJMS Employee Health in Piscataway at 848-445-0123 for treatment.
- After hours or on weekends, employee should report to nearest emergency room immediately for treatment and then contact Occupational Health in New Brunswick, Occupational Medicine Services in Newark, or Employee Health in Piscataway to arrange for follow-up care.

For any questions associated to the exposure, please contact Occupational Health at 848-932-8254, Occupational Medicine Services at 973-972-2900 or Employee Health at 848-445-0123.

For students with potential exposure:

- *New Brunswick/Piscataway Campuses*
 - Health Services - 732-932-7402 or visit <http://health.rutgers.edu/>
- *Health Science Campus*
 - Health Services - 973-972-8219 or visit http://njms.rutgers.edu/departments/family_medicine/shs/
- *Newark Campus*
 - Health Services - 973-353-5231 or visit <http://health.newark.rutgers.edu/>
- *Camden Campus*
 - Health Services - 856-225-6005 or visit <http://healthservices.camden.rutgers.edu/>

RADIOLOGICAL SPILL

When an incident occurs, the worker must first make a judgment as to whether the incident is a minor or major incident. The chart below will help you to make the determination as to a minor or major incident. When in doubt, call REHS.

Notifications

The proper response to an emergency depends upon a thorough understanding of the magnitude of risks, priorities for action and the application of common sense. When calling REHS or the police to report a spill, the following information should be provided:

- Location of incident
- Authoree
- Name and telephone number of person reporting
- Persons contaminated or exposed, estimate of amount on skin
- Radionuclide involved
- Amount of radioactivity
- Volume of released material
- What steps have been taken so far?

In the event of a spill or emergency related to a radiological laboratory incident during normal business hours (Mon - Fri 8 am to 4:30 pm), REHS should be contacted at 848-445-2550. After business hours, call RUPD (New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111):

Emergency Procedures for Radiation Incidents

Minor Incident:

- < 100 uCi of Radioactive Material (RAM)
- No personal contamination
- Localized contamination
- No spread of RAM outside licensed areas
- Proper tools and knowledge available for clean up

Laboratory Guidelines:

- Stop source of the spill
- Warn other personnel
- Survey and mark the affected areas
- Minimize exposures
- Notify Authoree or designee
- Begin cleanup
- If area cannot be cleaned, notify REHS at 848-445-2550
- Document incident in laboratory survey book

Major Incident:

(Any of the following conditions)

- > 100 uCi of Radioactive Material (RAM)
- Skin and/or clothing contamination is involved (any quantity)
- Airborne RAM is thought to be present
- Large areas are contaminated
- Contamination has spread outside licensed areas
- Personal injury or fire
- * Anytime you are unsure of what to do, or how to do it

Laboratory Guidelines:

- Treat life threatening injuries first
- Evacuate and lock (or post) laboratory if airborne or fire hazard exists
- Perform first aid, if applicable
- Remove contaminated clothing
- Measure and record amount of contamination on skin with applicable meter and wash area gently with warm water and soap
- Warn other personnel
- Notify REHS at 848-445-2550 or REHS-Newark at 973-972-5305 and Authoree
- If after hours, call RUPD
- Try to prevent the spread of contamination, if possible
- Await the arrival of REHS

WORK RELATED INJURY/ILLNESS

Employees who are injured or become ill on the job due to work related activities, must immediately notify their supervisor of their injury or illness. The supervisor must then complete the first page of the Employer's First Report of Accidental Injury [Secure Online Form requires a RU NetID] by the end of the employees' work shift. The remaining pages of the form must be completed within five (5) working days of the date of the accident.

In the event of a serious injury or illness, immediately call 9-1-1.

For assistance in investigating or reporting an accident, please contact REHS at 848-445-2550 or REHS-Newark 973-972-3694.

Online Form - myrehs.rutgers.edu

Health at 848-932-8254.

For students with injuries and illness contact:

Rutgers University - New Brunswick	Health Services	732-932-7402	http://health.rutgers.edu/
Rutgers University - Newark	Health Services	856-225-6005	http://health.newark.rutgers.edu/
Rutgers University - Camden	Student Health Services	848-932-8254	http://healthservices.camden.rutgers.edu/
RBHS - New Brunswick/Piscataway	Student Health	732-235-8993	
RBHS - Newark	Student Health Services	973-972-8219	http://njms.rutgers.edu/departments/family_medicine/shs/
RBHS - Camden/Stratford	Student and Employee Health	856-566-6825	

Supervisor or employee must contact the their locations respective Occupational Health Department to receive treatment.

If Occupational Health is closed, the employee must go to the nearest hospital emergency room and contact Occupational Health Department on the next business day for further treatment.

For any serious or life-threatening work-related injuries, supervisors or employees should call 911 immediately or report to the nearest emergency room for treatment. Upon discharge from the hospital, employees should contact the Occupational Health Department to arrange follow-up care.

For any questions associated to work-related injuries and illnesses, please contact Occupational Health at 848-932-8254.

Employees with non-work-related injuries and illnesses must see their personal physician for treatment.

All work related injury/illness medical expenses are covered by the University through its Workers' Compensation insurance carrier. If an employee decides to seek treatment on their own and bypasses Occupational Health or Risk Management, they are responsible for paying their medical bills.

<http://policies.rutgers.edu/PDF/Section40/40.3.1-current.pdf>

For Rutgers employees or lab workers with needle stick injuries or potential bloodborne pathogen exposure:

- New Brunswick/Piscataway Campuses - Supervisor or employee must contact the Rutgers Occupational Health Department immediately at 848-932-8254 to receive treatment.
- Camden or Newark Campuses - Supervisor or employee must contact the Occupational Health Department immediately at 848-932-8254 to arrange treatment. Camden employees may also contact the Student Health Center in Camden at 856-225-6005 for treatment.
- For all other Rutgers off campus sites, stations and/or farms - Supervisor or employee must contact the Occupational Health Department at 848-932-8254 to arrange treatment.
- Rutgers Biomedical & Health Sciences at Newark and Scotch Plains - Supervisor or employee must contact New Jersey Medical School Occupational Medicine Services in Newark immediately at 973-972-2900 for treatment.
- Rutgers Biomedical & Health Sciences at New Brunswick/Piscataway - Supervisor or employee must contact Robert Wood Johnson Medical School Employee Health in Piscataway immediately at 848-445-0123 for treatment.
- For all Biomedical and Health Sciences off-campus facilities, clinics, or University Correctional Health Care - Supervisor or employee should contact either NJMS Occupational Medicine Services in Newark at 973-972-2900 or RWJMS Employee Health in Piscataway at 848-445-0123 for treatment.
- After hours or on weekends, employee should report to nearest emergency room immediately for treatment and then contact Occupational Health in New Brunswick, Occupational Medicine Services in Newark, or Employee Health in Piscataway to arrange for follow-up care.

For RBHS Students who sustain needle stick injuries or potential Bloodborne pathogen exposure:

Time is crucial. Act quickly as follows:

- Wash exposure site thoroughly with soap and water (or water only for mucous membranes).
- Notify resident or other supervisor of your rotation AND the nursing supervisor, who should request source-person clinical information and blood work (e.g., HBsAG, HCV antibody, HIV) unless HIV, HBV, and HCV status is already known.

On campus or close to campus, go immediately to:

- Newark & Scotch Plains: Student Health Services 973-972-8219 (8-5 M-F) After hours: Go to ED at University Hospital 973-972-5123
- Piscataway & New Brunswick: EOHSI Employee Health Service 848-445-0123 (8-4 M-F) After hours: Go to RWJUH ED 732-937-8944
- Stratford: Internal Medicine 856-566-6845

Off campus: Go immediately to:

- Nearest Emergency Department or call 866-HIV-CHEC (866-448-2432) for advice & to locate the nearest ED

It is very important to report all exposures and get follow-up care at:

- Student Health Services-Newark (DOC 1750), 973-972-8219; or EOHSI Employee Health Service-NB (170 Frelinghuysen Road, Piscataway), 848-445-0123; or Rowan SOM Internal Medicine-Stratford (UDP 3100) 856-566-6845.
- Get appropriate tests, e.g., for HIV, HBV panel, HCV BUN, creatinine, U/A, LFTs, amylase, CBC w/diff & pit, electrolytes, glucose, urine pregnancy test when appropriate.
- Get risk-assessment counseling and chemoprophylaxis (if needed). If elected, chemoprophylaxis should begin as soon as possible after exposure, best within hours of exposure.
- Complete incident report.
- Send bills to your insurance company; send any unreimbursed expenses to your Student Affairs Dean.

Injury to Students, Guest or the Public

If an injury occurs to students or members of the general public and is witnessed by an employee, then the employee must complete the Injury Report Form for Students or Public and forward it to Risk Management.

Injury Report Form for Students or Public: <http://riskmanagement.rutgers.edu/students-or-public>

Employee Access to Medical & Exposure Records

Rutgers University provides employees exposed occupationally to toxic substances or harmful physical agents access to their medical records and relevant exposure information in accordance to applicable standards regulated by the N.J. Public Employees Occupational Safety and Health (PEOSH) Program. Rutgers employee medical records are maintained by the Occupational Health Department and exposure records are maintained by Rutgers Environmental Health and Safety (REHS). This PEOSH regulation was enacted to ensure that all workers (or their designated representatives) have access to such records upon request. Employees desiring access to or copies of their medical or exposure records concerning their working conditions or workplace should visit Occupational Health Department to formally request it. Employees must be informed on an annual basis of the existence of this regulation and of these rights. This notice is posted to satisfy this requirement.

IDENTIFYING AND HANDLING SUSPICIOUS MAIL

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

- Do not open
- Treat it as suspect
- Isolate it
- Dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

Suspicious mail may have the following characteristics:

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

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

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

For additional information visit: <http://about.usps.com/posters/pos84.pdf>

EMERGENCY COMMUNICATION & CONTACT INFORMATION

The university's emergency notification system utilizes many different and overlapping mechanisms to provide time-critical information to the Rutgers community, as no single mechanism is sufficient to provide blanket notification. Methods include email, website announcements, TV, radio, and text messaging to cell phones, as well as low-tech mass communications such as electronic signs, bullhorns, and police car speaker systems.

As with all emergency planning, our notification systems are regularly tested and upgraded. The key goal is to notify as many subscribers as possible in as short a time as possible. To update your personal emergency notification information, **You can go to ENS.rutgers.edu and manage your subscription at any time**, The subscriber can pick additional campuses to receive alerts from and includes individuals with the "guest" and "student worker" status at the University.

The Rutgers University Police Department has also partnered with Nixle to provide students, faculty, staff and guest with email and text alerts that affect the local community. Follow RUPD on Nixle for regular updates on issues impacting your community:

Visit <http://local.nixle.com/rutgers-police-department> to learn more

- Rutgers University - New Brunswick - "RUPD"
- Rutgers Biomedical Health Sciences - Newark - "RHSC"
- Rutgers University - Camden - "RUCMD"
- Rutgers University - Newark - "RUNWK"

During an emergency, campus status pages will feature important information and updates about the campus status (e.g., class cancellations, office closings, etc.) for Rutgers and campus specific announcements are made, campus status information will also be available through:

University Location	By Phone	Website	TV
Rutgers University-Wide	732-445-INFO(4636)	http://uwide.rutgers.edu/status	
Rutgers University - New Brunswick	732-445-INFO(4636)	http://www.rutgers.edu/about/operating-status	RU TV 3
Biomedical Health Science	732-445-INFO(4636)	http://rbhs.rutgers.edu/operatingstatus.shtml	
Rutgers University - Newark	973-353-1766	https://www.newark.rutgers.edu/campusstatus	
Rutgers University - Camden	856-225-1766	http://www.camden.rutgers.edu/page/weather-and-emergency-information	

Or via these local media outlets (class cancellations only):

Radio Stations:

- WCBS 880 AM - New York City
- WINS 1010 AM - New York City
- WOR 710 AM - New York City
- WCTC 1450 AM - New Brunswick
- WRSU 88.7 FM - New Brunswick
- WRNJ 1510 AM - Hackettstown
- WRNJ 104.7 FM - Hackettstown
- WRNJ 92.7 FM - Hackettstown
- WKYW 1060 AM - Philadelphia

- WHTG 1410 AM - Monmouth/Ocean Counties
- WBBO 106.5 FM - Monmouth/Ocean Counties
- WBHX 99.7 FM - Monmouth/Ocean Counties
- WWZY 107.1 FM - Monmouth/Ocean Counties

Television:

- WCBS - Channel 2
- WNBC - Channel 4
- WABC - Channel 7
- News 12 - NJ Channel 12 - Cablevision
- News 12 - NJ Channel 12 - Comcast

Many of these stations also provide school closing information on their websites. Please note that these announcements are for classes only and usually will not include specific times. These announcements DO NOT refer to office closings unless specified. Please do not telephone the stations as they will not give out information over the phone.

Please do not call the Rutgers Police regarding possible weather related delays, cancellations, or closures. During inclement weather conditions, it is vitally important that they be able to receive emergency calls. Also, please refrain from calling the radio and television stations. They will not give out information over the telephone anyway, and a large volume of calls can tie up their phone lines at critical times too.

CLERY ACT “SAFETY MATTERS”

The latest version of "*Safety Matter*", the Annual Campus Security & Fire Safety Report for Rutgers University, is now available online for review! This comprehensive report provides a useful overview of our progressive Public Safety Services and includes statistical crime and fire related information. Safety Matters is available for review by all current and prospective members of the University community as required under the Jeanne Clery Act of 1998.

“Safety Matters” includes:

- Three years on/off campus crime statistics
- Fire log and other related fire safety information
- Procedures for the reporting of criminal activities and emergencies on campus
- Policies regarding security of and access to campus facilities
- Information on law enforcement on campus
- Emergency response and notification procedures
- Descriptions of campus security, crime prevention, and alcohol/drug educational programs
- Policies regarding the possession, use and sale of alcoholic beverages, and illegal drugs
- Information on campus sexual assault prevention programs and procedures to follow in the event of a sexual assault
- Procedures on missing student notification
- Where information concerning registered sex offenders may be obtained

“Safety Matters” is available [Online](#).

A paper copy can be obtained at the RUPD headquarters on each campus or by emailing clery@aps.rutgers.edu. The locations of the RUPD headquarters are listed below.

Rutgers University - New Brunswick: 55 Commercial Avenue
Rutgers Biomedical Health Science at Newark: 5 Bruce Street
Rutgers University - Newark: 200 University Avenue
Rutgers University - Camden: 409 North 4th Street

For more information about Rutgers’ commitment to safety and compliance with the Clery Act, please visit <http://rupd.rutgers.edu/aboutsafe.shtml>.

SAFETY OF MINORS

Rutgers University serves more than 71,000 minors annually. University students, faculty, and staff interact with youth in many ways. You may be a coach, counselor, mentor, researcher, teacher, or volunteer. Perhaps you are with an outside group, such as a school or camp that brings kids to Rutgers.

Whatever your role, the [Protection of Minors](#) website was designed to be a resource to understand your role in the protection of minors on campus.

- [Information for Parents & Families](#)
- [Resources for Program Directors](#)
- [Guide for External Programs](#)

University Policies & Guide to Working with Minors

If you manage, participate in, or oversee programs or activities involving minors, please review the [University's Policy and Guide to Working with Minors](#). Any program involving minors or volunteers working within laboratories must also follow the [laboratory safety policy](#) established by Rutgers Environmental Health & Safety (REHS).

Reporting Incidents

In cases where you find yourself either a victim of or a witness to suspected criminal activities, you should take one or more of the following steps:

- Dial 9-1-1 to contact police in an emergency, or if you believe immediate assistance is required, or you suspect criminal activity.
- Call the Rutgers University Police Department on your campus for non-emergency situations:
 - RUPD New Brunswick Division at 732-932-7211
 - RUPD Newark Division at 973-972-4491 or 973-353-5581
 - RUPD Camden Division at 856-225-6111
- Report any suspicion or knowledge of child abuse or neglect to the New Jersey Division of Youth and Family Services (DYFS) at 1-877-NJ ABUSE (1-877-652-2873). New Jersey law requires that all persons who have reasonable cause to believe that a child has been subjected to child abuse or neglect must report it to DYFS. We also urge you to call the Rutgers University Police Department (RUPD).
- Call the Rutgers Office for Violence Prevention and Victim Assistance at 732-932-1181 for assistance to victims of crimes or for confidential counseling about sexual assaults. Students may also contact the counseling center or the student health center on their campus.
- Send an electronic message to the [Rutgers Compliance Hotline](#) or 1-800-215-9664 at to anonymously report suspicions of questionable financial practices or other unethical behavior.

You are also reminded that you can anonymously report information on suspected criminal activity by either calling the Rutgers University Police Department at your University location or calling Crime Stoppers at 1-800-939-9600.

The University is committed to not retaliating against any individual who reports a reasonable belief that there is a violation of law or policy. We strive to make Rutgers a community where we are safe in our educational and work environments.

EMERGING INFECTIOUS DISEASES

Emerging infectious diseases are those whose incidence in humans has increased in the past 2 decades or threaten to increase in the near future. These diseases, which respect no national boundaries, can challenge efforts to protect workers as prevention and control recommendations may not be immediately available. The occupational safety and health community can prepare for these unpredictable disease outbreaks and prevent disease transmission with these resources for protecting workers, particularly healthcare workers, nurses, doctors, and first responders.

Center for Disease Control and Prevention resources

- [Ebola Hemorrhagic Fever \(Ebola virus disease\)](#)
CDC is working with other U.S. government agencies, the World Health Organization, and other domestic and international partners in an international response to the 2014 Ebola outbreak in West Africa.
- [Middle East Respiratory Syndrome \(MERS\)](#)
The NIOSH topic page for healthcare workers includes links to CDC information and guidelines on MERS.
- [Chikungunya Virus](#)
CDC compilation of information and resources on the virus transmitted to humans by mosquitoes.

The following information is provided for the University community by various University Departments related to emerging infectious diseases affecting our University:

Ebola Health Advisory

Rutgers, The State University of New Jersey continues to closely monitor the evolving Ebola situation.

Students, faculty, and staff who have traveled to Guinea, Liberia, Sierra Leone, Nigeria, or Senegal within the past 21 days are asked to call Student or Occupational Health Office so they can walk you through a quick risk assessment over the phone: <http://healthannouncement.rutgers.edu/>

EMERGENCY PUBLIC SAFETY NUMBERS

**FOR AN EMERGENCY (Police, Fire, Medical)
DIAL 9-1-1**

**FROM A UNIVERSITY PHONE
OBTAIN AN OUTSIDE LINE, THEN DIAL 9-1-1**



**RUTGERS
ADMINISTRATION
AND PUBLIC SAFETY**



Alternate Non-Emergency Public Safety Numbers

**Rutgers University-New Brunswick
732-932-7211**

**Rutgers Biomedical and Health Sciences at Newark
973-972-4491**

**Rutgers University-Newark
973-353-5111**

**Rutgers University-Camden
856-225-6111**

**Farms, Research Stations or Off-Campus dial 9-1-1
or obtain an outside line, then dial 9-1-1**



For more emergency
information, please visit
emergency.rutgers.edu

PROGRAM THESE NUMBERS INTO YOUR CELLULAR PHONE

IMPORTANT UNIVERSITY TELEPHONE NUMBERS

Emergency Numbers	New Brunswick Piscataway	Health Science Campus at Newark	Newark	Camden	Farms, Research Stations, & other University Facilities
Emergency Numbers	Obtain an Outside line then dial 9-1-1	Obtain an Outside line then dial 9-1-1	Obtain an Outside line then dial 9-1-1	Obtain an Outside line then dial 9-1-1	Obtain an Outside line then dial 9-1-1
Non-Emergency Public Safety Numbers	732-932-7111	973-972-4491	973-353-5111	856-225-6111	732-932-7111
Non Emergency Numbers					
Rutgers University Police Department	848-932-3913	973-972-6393	973-353-5581	856-225-6009	848-932-3913
Rutgers University Emergency Services	848-932-4800	848-932-4800	848-932-4800	848-932-4800	848-932-4800
Rutgers Environmental Health and Safety	848-445-2550	973-972-4812	973-353-5131	856-225-6327	848-445-2550
Rutgers Office of Emergency Management	848-932-4880	848-932-4880	848-932-4880	848-932-4880	848-932-4880
Student Health Services	848-932-7402	973-972-8219	973-353-5231	856-225-6005	732-932-7402
Occupational Health	848-932-8254	973-972-2900	848-932-8254	848-932-8254	848-932-8254
Risk Management	848-932-7300	848-932-7300	848-932-7300	848-932-7300	848-932-7300
Facilities Maintenance	848-445-1234	973-972-5400	973-353-5441	856-225-6000	848-445-1234
Parking and Transportation	848-932-7744	848-932-7744	973-353-1839	856-225-6137	732-932-7744
Counseling Centers	848-932-7884	973-972-5429	973-353-5805	856-225-6005	848-932-7884

Note: The recently announced VoIP (Voice over Internet Protocol) phone project implementation has begun on the New Brunswick/Piscataway Campuses. Callers will notice that they can no longer reach some departments using the old numbers. This is because departments that have the new system have a new 848 area code. To reach these departments users must use the new area code as they would for any outside line number; you can no longer use 5 digit campus dialing to go between the new 848 and the old 732 area codes.

Detailed information on the VoIP project schedule is available on the website at <http://voip.td.rutgers.edu/>