



## PROCEDURE

### Emergency Operations and Procedure

Procedure Administrator: Chief of Police

Authority:

Effective Date: March 13, 1975; April 14, 2010

Index Cross-References:

Procedure File Number: 1071

Approved By: Dr. Herman J. Saatkamp, Jr., President

#### I. PURPOSE:

To provide information to the community regarding emergencies on campus.

#### II. PROCEDURE:

- A. For **POLICE, FIRE, or Medical Emergencies**, dial **9-1-1**. Be advised that 9-1-1 calls from a personal cell unit will be routed to nearest cell capable, 9-1-1 public safety answering point. Dialing 9-1-1 from a University phone or yellow emergency phone comes directly to the Campus Police. Non emergencies, general information, to report a crime not in progress, or request for police services, please dial 609-652-4390 or extension 4390 from on-campus telephones.
1. The University has a comprehensive Emergency Operations Plan using an “all-hazards” approach to planning and responding to any type of emergency or incident; natural, man-made or terrorist event. The plan consists of sixteen (16) annexes, each designed to be a stand-alone document or used in conjunction with other annexes.
  2. The President of the University is responsible for declaring an emergency on campus and will do so based upon information received from the University’s Emergency Management Coordinator, who is the Chief of Police.
  3. The plan requires the use of the Incident Command System (ICS).
  4. The plan has been modeled after the State of New Jersey Emergency Operations Plan, which is in conformance with the Federal Emergency Management Agency regulation. This model is used by every Office of Emergency Management (OEM) within the state.

5. The plan is tested at least annually through the use of actual emergencies, “tabletop” or “full scale” scenarios/exercises. The University works in close coordination with the local OEM, county OEM and state OEM on all exercises or actual emergency.
6. The Emergency Operations Plan is designed to be a fluid document and with each event and/or exercise we identify areas where we can improve the plan, our performance and our preparations.
7. An “EMERGENCY PROCEDURES GUIDE” for faculty, staff, students and visitors is available in all classrooms and campus offices. It is also available on the Campus Police Department’s website and may be downloaded for your use.
8. The University has in place an emergency communications plan with redundant methods to communicate with the campus population. Emergency communications systems include, a text messaging emergency notification system, mass e-mail, gallery television notification, electronic signage, University media, classroom notification system and local media. In addition the University has in place an automated classroom locking system that is capable of locking all campus classrooms using one switch. In addition, the system can also lock down specific areas/blocks of classrooms.
9. The University will issue a timely warning using the emergency communications systems to the campus community as soon as reasonably possible for any emergency or threat to the safety of the campus and population.

Approval History:

	Date
President	4/14/10