



Student Guidance for Incident Response

UMDNJ is committed to preserving the welfare of its community members, safeguarding the property and vital interests of the University, and protecting the environment. For this reason, the University has established comprehensive guidance for emergency incident prevention, planning, response, and recovery. As a student, you play an important role in the implementation and effectiveness of this guidance in your classrooms, laboratories, study areas, and throughout the campus community.

EMERGENCIES

IF ON CAMPUS

Call UMDNJ
Police

2-4490 or 222
Newark

5-4000
Piscataway and
New Brunswick

7-7777
Camden/Stratford

9-1-1
Scotch Plains and
Somerset

IF OFF CAMPUS

Call **9-1-1** for
Local Police

As a Student, you should:

- ⇒ Know the emergency numbers for your campus
- ⇒ Ask your professors, other faculty members, and appropriate University staff for general information relating to incident procedures at the start of each semester and at other appropriate times
- ⇒ Know how to report an incident from the classroom(s), laboratory(ies), and other areas you use, including knowing the street addresses of the buildings and other campus locations you frequent
- ⇒ Follow the instructions of faculty members and first responders, and follow appropriate procedures for building alarms or incident alerts
- ⇒ Inform your professors if you have disabilities or special needs that may require extra assistance during an emergency incident
- ⇒ Develop a personal communications plan to keep family members informed about your safety
- ⇒ Visit the My.UMDNJ.edu Portal regularly for the latest updates and information on incidents and preparedness at the University



Alert@UMDNJ

To sign up for cell phone text message alerts, log on to the My.UMDNJ.edu Portal and click on "University-wide Toolbox" and then on "Emergency Notification Registration"

For incident related information, remember "MY UMDNJ"

Portal: <http://my.umdj.edu>

Emergency Info Hotline: **888-MY-UMDNJ (888-698-6365)**

Shelter-in-Place

- Shelter-in-place procedures may be implemented for severe weather, hazardous materials spills, or other dangerous situations that may make leaving the building unsafe.

Follow instructions given to you by faculty members and first responders.

Report to the designated location or find an interior room to shelter in. If possible, it should be above ground level, and have the fewest number of windows and/or unstable objects.

Shut and lock exterior windows and close exterior doors, if possible.

Turn off air conditioners, heaters, and fans. University staff will turn off the HVAC system as soon as possible.

Help account for students/staff, and make a list of anyone else sheltering in your area. Have someone call Public Safety to report your location and the persons present.

Await further instructions. If possible, visit the MY UMDNJ Portal or Hotline. Make yourself comfortable and look after one another.

Fire Safety

If you discover smoke or fire, remember "RACE":

- R** - **RESCUE/REMOVE** anyone in immediate danger (if possible)
- A** - **ACTIVATE** the fire **ALARM** and **ALERT** others in your area
- C** - **CLOSE** doors to **CONTAIN** and **CONFINE** smoke and fire
- E** - **EVACUATE** the building using the nearest safe exit and report to the designated meeting place

NOTIFY PUBLIC SAFETY IMMEDIATELY if you are unable to locate or activate the nearest fire alarm.

Evacuation

PRIMARY AND SECONDARY DESIGNATED MEETING PLACES

- Used for situations where there is danger in remaining in a given area or inside a building.
- Used for fires and smoke conditions, and also for other events.
- Faculty members will direct the evacuation of their classes.

When the fire alarm sounds or when instructed by a first responder:

Take your personal belongings (e.g., coat, bag, books, etc.) with you.

Follow the evacuation procedures for your building, or the **instructions of the first responders or faculty.**

Close doors and proceed to the nearest safe exit (you should always know two ways out). If with a class, **stay together as a group.**

Use the stairs and do not use the elevators.

(See also, to the right, the note on **LOCKDOWN PROCEDURES**):

Once you have evacuated, **go to your designated meeting space.**

Log on to the **MY UMDNJ Portal** or call the **Hotline** for more information.

DO NOT LEAVE CAMPUS UNTIL YOU HAVE BEEN OFFICIALLY ACCOUNTED FOR AND RELEASED BY A FACULTY MEMBER OR BY UMDNJ PUBLIC SAFETY.

If you are an **individual with special needs** during evacuations, be sure to **let your professor(s) know** in advance of an emergency.

Lockdown

- Used for imminent threat of violence or personal harm to persons in your area.
- Used when it is more dangerous to evacuate or move to a shelter-in-place area.
- May be initiated for an external threat such as a gunman seen in the area, or an internal threat such as an active shooter in the building.

If you become aware of a potential or imminent threat of violence, **NOTIFY PUBLIC SAFETY IMMEDIATELY**, and if practical, **alert others in your area** of the situation.

IMMEDIATELY SECURE YOURSELF IN THE NEAREST OFFICE, CLASSROOM, OR OTHER SPACE THAT HAS A DOOR THAT CAN BE CLOSED.

If possible, **lock or barricade the door** to the room you are in. **Crouch down near the floor**, away from windows and doors.

Close windows, pull shades, or close blinds if possible. If practical, **turn off all lights and remain quiet** to give the appearance of an unoccupied space.

DO NOT ATTEMPT TO EVACUATE THE BUILDING.

Be prepared to ignore the fire alarm if it is activated – this could be a ploy to get people out into the open. If the fire alarm system is activated, **do not evacuate unless:**

- You have **first-hand knowledge** that there is a **fire in the building**;
- You are in **imminent danger**; or
- You have been **advised to evacuate** by **UMDNJ Public Safety** or another person in authority.

REMAIN IN YOUR LOCKDOWN POSITION UNTIL A LAW ENFORCEMENT OFFICER OR OTHER FIRST RESPONDER COMES TO GET YOU.

EMERGENCY PLANS - Are you familiar with your role during a disaster or emergency? Do you know about the various emergency plans in use around the University? **VISIT THE EMERGENCY MANAGEMENT WEBSITE OR CALL 973-972-6144** for more information.



Emergency Management

<http://ready.umdnj.edu>