



**RUTGERS BIOMEDICAL AND HEALTH SCIENCES CAMPUS
SCHOOL OF HEALTH PROFESSIONS- NEWARK DISASTER PLAN
FOR**

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I. INTRODUCTION

This plan provides a system to identify what actions will be taken in the event of an emergency or disaster for the School of Health Professions on the Rutgers Biomedical and Health Science Campus, in Newark. This plan works in conjunction with the University-wide and Campus Emergency Operations Plans, Fire Safety and Evacuation Plans, Continuity of Operations (COOP) Plans, and other related plans, policies, and procedures.

In the event of an actual emergency or disaster situation within this department, or one that otherwise affects this department, the SHP Disaster Plan would be activated following the appropriate chain-of-command, detailed below; the emergency/disaster can be relatively minor, such as a flood or local HVAC problem, or major, such as an act of terrorism or pandemic influenza outbreak. If the emergency or disaster impacts the campus, or multiple campuses, then the Campus and/or University-wide Emergency Operations Plan (EOP) and Continuity of Operations (COOP) plans also will be activated. While the SHP Disaster Plan addresses what action would be taken by the faculty/staff/students/volunteers/ visitors in this department, the Campus and University-wide Emergency Operations Plans and the Continuity of Operations plans set forth-fundamental procedures, planning assumptions, a concept of operations, response and recovery actions, and school/unit/department responsibilities. This department may have additional responsibilities under the Campus and/or University-wide Emergency Operations Plans, and/or Continuity of Operations plan; these documents should be consulted to determine the full extent of actions required by this department.

An emergency is a serious situation or occurrence that happens unexpectedly and demands immediate action. This SHP Disaster Plan is designed to protect the lives and property of students, faculty, staff, patients, and visitors of Rutgers Health Science Campus and to help restore vital functions of the University to full working capacity immediately following an event. This plan is placed into action whenever an emergency disrupts the normal operation of this department. Each and every faculty member, staff member, student, volunteer and visitor must adhere to the plan in order for it to succeed.

II. PURPOSE

This plan promotes a safe environment for our, faculty, staff, students, visitors, patients, and the community in the event of an emergency or disaster, and exists to identify SHP evacuation, shelter-in-place, and other related emergency and disaster activities.

III. ACCOUNTABILITY

The President of the University has the ultimate responsibility for ensuring compliance with this plan, under the various University policies related to emergencies. The executive leadership has delegated implementation of this responsibility to the Executive Directors/Directors/Managers of the departments.

IV. GENERAL INFORMATION

- A. **Training Policy:** All department personnel should be educated on the usage of the SHP and University-wide Emergency Operations Plans, and the University's Continuity of Operations Plans. The Department Head is responsible to ensure that all personnel, including faculty, staff, students, volunteers and visitors, are trained on this and other relevant plans. The Department Head and others with responsibilities under this and other emergency plans should be knowledgeable of the Incident Command System (ICS) and the National Incident Management System (NIMS) and should be trained to at least the ICS I-100 and IS-700 levels. Training on these subjects can be arranged through the Rutgers Office of Emergency Management.

B. **Description of Work Location:**

B. **Description of Work Location: Stanley S. Bergen Building Floors/Rooms:**

Floor: GB

Approximately half of GB level in the SSB, on the 12th Avenue side of building, is occupied by SHP/Newark Campus, Department of IT & Facilities Management (suites GB01, GB03, GB05, GB08, GB10, GB16, GB20 & GB159).

Floor: 1

The entire first floor in the SSB is occupied by SHP/Newark Campus. This floor houses The Dean's Office (suite 120) and the Dean's Administrative Offices, (134, 135, 136, 137, 138, and suite 110), and Faculty Affairs and Personnel Administration (suite 153,) Enrollment Services (suite 147, 149, 152), Marketing (suite 156), Clinical and Preventative Nutrition Sciences (suites 157 and 172), as well as several individual faculty members from the Rehab and Movement Sciences Department (suite 160).

Floor: 2

The entire second floor in the SSB is occupied by SHP/Newark Campus. This floor houses the Student Lounge (201), Study Lounge (248), Auditorium (200C2A), Research Space (210, 214), Instructional Spaces (224, 250, 238, 242, 244, 220, 218).

Floor: 3

The entire third floor in the SSB is occupied by SHP/Newark Campus This floor houses the Department of Clinical Laboratory and Medical Imaging Sciences and Nutrition, Laboratory Spaces (330, 322, 320), a Conference room (301), Auditorium (300E7), Faculty/Staff Lounge (334), Office Spaces (suites 359, 358, 353 and 350).

Floor: 4

The north corridor of the 4th floor in the SSB is occupied by SHP/Newark Campus. The fourth-floor houses Laboratory Spaces (443, 442), Offices (439, 438).

Floor: 7

The entire seventh floor in the SSB is occupied by SHP/Newark Campus, Department of Rehabilitation and Movement Sciences. The floor consists of Offices along the entire north and south corridors and suite 701, Conference Rooms

741D, Classrooms (741G, 741H), Computer Room (751) and Student Lounge (731).

Floor: 9

The entire ninth floor in the SSB is occupied by SHP/Newark Campus. This floor houses Research Spaces (912, 913, 914, 915, 916), instructional laboratory space (925) Demonstration Kitchen (918), Offices (suite 923, 924), Conference Rooms (920, 921), Grad Student Research Space (928, 927) and a Classroom (926).

- C. **Plan Review and Modification Interval:** This plan should be tested and reviewed, at a minimum, annually by tabletop exercise, functional exercise, or other method that ensures the plan works as intended. Department participation in a larger or University-wide exercise will also meet this requirement. After Action Reports (AAR) should be completed following any of the above exercises and submitted to the Rutgers Office of Emergency Management. This plan should be reviewed and updated at least on an annual basis with new telephone numbers and similar information. However, whenever there are major changes in the department's composition (addition or deletion of faculty/staff, facilities, etc.) and/or the result of an exercise deems it necessary the plan should be updated immediately.
- D. **SHP/Newark Campus Procedures:** All department personnel have responsibility to help ensure their own, as well as the University community's, safety. Everyone should be vigilant, watchful, and wary, and also pay attention to people's behaviors. Take all threats seriously; threats and other suspicious activities should be reported immediately to the Rutgers Division of Public Safety.
- ◆ All Faculty, staff, and students should have a valid ID and use it to enter the building and any area that requires swipe access.
 - ◆ Faculty, staff, and students should be able to produce an ID upon request.
 - ◆ If someone looks lost or out of place, it is the responsibility of faculty and staff to ask if they need directions and point them to the appropriate location. If the person looks/feels suspicious and you are not comfortable approaching the individual, you should notify public safety immediately.
 - ◆ All SHP/Newark Campus faculty, staff, and students should sign-up for the Emergency Notification System at:
https://eas.rutgers.edu/?ht_kb=emergency-notification-system-ens
 - ◆ All SHP/Newark Campus faculty, Staff, and Students should keep their emergency contact information in UHR up to date.
Take all threats seriously; threats and other suspicious activities should be reported immediately to the Rutgers Division of Public Safety.
- E. **Rutgers Emergency Notification System:** Rutgers University maintains an Emergency Notification System, which utilizes text messaging. The success of this system is contingent upon all campus community members signing-up for this system, as it will only push messages along to individuals who have signed up for it. Given this, all campus community members should sign-up for this system, [which can be found here](#).

V. ROLES AND RESPONSIBILITIES

A. SHP/Newark Campus Emergency Plan Lead– Karen Shapiro – COO; Cindy

Merlino – Director of Administration.

1. Responsible for the coordination of all activities related to this disaster plan.
2. Ensures that this plan is reviewed and tested at least annually.
3. Ensures that all department faculty and staff members under his/her supervision receive annual training on the Campus Emergency Operations Plan, the SHP Disaster Plan, and the University's Continuity of Operations Plans, and that this training is documented.
4. Ensures that all department faculty and staff members are aware of evacuation routes, designated meeting areas, and shelter-in-place locations.
5. Ensures that all department faculty and staff members are accounted for during an emergency or disaster.
6. Checks for injuries/illnesses during a disaster, and gets appropriate help, as needed.

B. Chairs, Vice Chairs, Department Heads or Administrators

1. Assists in the coordination of all activities.
2. Assists in annual review, testing, and updating of this plan.
3. Ensures that all departmental faculty and staff members under his/her/their supervision receive annual training on the Campus Emergency Operations Plan, the SHP Disaster Plan, and the University's Continuity of Operations Plans, and that this training is documented.
4. Takes on roles as assigned by department head (or designee).
5. List is kept in Appendix E.

C. Faculty and Staff Members

1. Responsible for familiarization with and complying with the requirements in the Campus Emergency Operations Plan, the SHP SSB Disaster Plan, and the University's Continuity of Operations Plan.
2. Assist with evacuation, shelter-in-place, and other disaster procedures as necessary.

PERSONS OCCUPYING AUTHORITY ROLES IN THIS PLAN

Name	Title	Full Work Number	Assigned Evacuation Location
Jeffrey DiGiovanni	Dean	(973) 972-4276	
Karen Shapiro	Vice Dean	(973) 972-0297	
Nancy Kirsch	Chair, RMS	(973) 972-2371	
Adaliz Ramos	Secretary II	(973) 972-1964	ADMC
Stanley Ort	Interim Chair, CLMIS	(908) 889-2526	FLAGPOLE
Cindy Merlino	Director of Administration	(973) 972-4141	PARKING LOT 5
Nikia Gowdy	Project Manager	(973) 972-0112	PARKING LOT 5
Vern Chhibber	Director, OITFM	(973) 972-1709	ADMC
Douglas Lomonaco	Asst Dean, Student Affairs	(973) 972-3877	FLAGPOLE
Jesus Gualario	Manager, Admin Services, IDST, CLMIS/Nutrition	(973) 972-7161	FLAGPOLE
Natasha Brown	Manager, Admin Services, RMS	(973) 972-2418	ADMC

Deleted: Interim

Deleted: Mark Gregorio

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VI. EMERGENCY PROCEDURES

A. EVACUATION

1. In the event of an emergency, all faculty, staff, students, volunteers, and visitors will evacuate immediately using the nearest possible exit, and under the direction of the police department, fire department, or other emergency personnel.
 - a. Map(s) of Evacuation Routes can be found in Appendix B.
 - b. In the event of an evacuation, evacuate to the following locations:
 - At the time of the emergency, if you are currently on floors GB through 3rd Evacuate to Flag Pole.
 - At the time of the emergency, if you are currently on floors 4th through 6th Evacuate to ADMC.
 - At the time of the emergency, if you are currently on floors 7th through 9th Evacuate to Parking Lot 5.
 - c. Upon arrival at designated location, check in with assigned SHP faculty/staff. See contact list (page 7) for faculty and staff assigned to evacuation location.

All faculty, staff, students, volunteers, and visitors should then report to the department's designated meeting place, if and only if emergency personnel have deemed this location safe; if the primary meeting place is deemed not safe, department personnel should report to the alternate meeting place

- a. SHP employees, visitors and volunteers should report to Parking Lot 5 (behind SSB).
- b. Front of SSB by the flagpole.
- c. ADMC Building.

Exit Routes: List location of exit routes (stairwells on upper floors, etc)

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2. All employees, patients, and students must be accounted for at all times during the evacuation process. Any missing employees, patients and/or students must be reported to the Rutgers Division of Public Safety immediately.
3. Procedures within this department must be developed for:
 - a. Monitoring/tracking patients, employees, and students during the emergency.
 - b. Notification of families or responsible parties of relocated individuals, injured individuals, etc.
5. There are three (3) types of individuals that may be in need of special assistance during evacuations, visitors who may be unfamiliar with their surroundings, disabled/handicapped individuals, and those who may have been injured as a result of the incident. This procedure should be applied to any situations where movement of personnel is required, including shelter-in-place, as necessary.

- a. Any person with temporary or permanent mobility issues must proceed to the nearest stairwell landing and call (973) 972-4491 or 911.
- b. Each person in need of special assistance may contact any faculty or staff member in the contact list (page 7). The faculty or staff member would assist them during an evacuation and be assigned in the same Shelter-in-Place location.

B. LOCKDOWN

Lockdown is a procedure that is implemented when there is an imminent threat of violence or personal harm to persons in your department. A lockdown is used when it is more dangerous to evacuate or move to a shelter-in-place area. A lockdown 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.

1. **Active Shooter Situation:** These are dire situations where in an individual is in a building and actively firing a weapon, causing harm to the building's occupants. The presence of an active shooter will be conveyed over the [Rutgers Emergency Notification System](#) or it may be obvious to the building occupants.
 - a. **Run:** If you become aware of a potential or imminent threat of violence, move to a safe area and **IMMEDIATELY NOTIFY PUBLIC SAFETY**.
 - i. The safest area that you can be is outside and away from the building. Exit immediately, if it is safe to do so without harm and run in a zig-zag pattern to a safe location.
 - ii. Campus phones: Get an outside line and call 911.
 - iii. All other phones: Call 911
 - iv. In either case, be sure to tell the dispatcher that you are at Rutgers University and state the specific campus.
 - v. Upon exiting, do not attempt to bring bags, briefcases, etc. with you.
 - vi. Exit with your hands in the air, with your fingers spread open, and follow the instructions of any law enforcement officer.
 - vii. Be prepared to be searched; also be prepared to be ignored by the initial officers, as they will be focused on ending the threat.
 - b. **Hide:** If you are not able to run away from an active shooter, notify others in your department of the situation and immediately secure yourself in the nearest office, classroom, or other space that has a door that can be closed.
 - i. If possible, lock or barricade the door to the room you are in.
 - ii. Ideal locations include those which do not have interior windows.
 - iii. Close windows, pull shades, or close blinds if possible.
 - iv. If practical, turn off all lights and remain quiet to give the appearance of an unoccupied space.
 - v. Crouch down near the floor, away from windows and doors, and behind solid objects.
 - c. **Fight:** If you are hiding in a building, where an active shooter may be present, you must take actions to defend yourself and others.
 - i. As a last resort, when your life is in imminent danger, fight and attempt to incapacitate the shooter using any objects available.

- ii. Dial 911 and provide shooter location, ID (if known), description, your location, and report injuries – only if this can be accomplished without exposing your location.
- d. **Safe:** Remain in the locked down location.
 - i. An “all clear” message will be conveyed face-to-face by a law enforcement officer or by the [Rutgers Emergency Notification System](#).
 - ii. Do not attempt to evacuate the building until you receive permission to do so by a law enforcement officer or until you have received a text message from Rutgers.
 - iii. Be prepared to ignore the fire alarm if it is activated – this could be a ploy to get people out into the open.
 - iv. If the fire alarm system is activated, do not evacuate unless:
 - a) You have first-hand knowledge that there is a fire in the building,
 - b) You are in imminent danger, or
 - c) You have been advised to evacuate by Public Safety or you have received a text from Rutgers instructing you to do so.
 - d) Upon exiting, follow exiting instructions listed under the “Run” section.

2. **Other Lockdown Scenarios:** Other scenarios that may require a lockdown include active shooters in another building, bomb threats, or situations that would be prohibitive of evacuations. This information will be conveyed via the [Rutgers Emergency Notification System](#).

- a. If you become aware of a potential or imminent threat of violence, **IMMEDIATELY NOTIFY PUBLIC SAFETY.**
 - i. Campus phones: Get an outside line and call 911.
 - ii. Other phones: Call 911
 - iii. In either case, be sure to tell the dispatcher that you are at Rutgers and state the specific campus.
- b. Lock-down orders will be provided via the [Rutgers Emergency Notification System](#).
- c. Notify others in your department of the situation and immediately secure yourself in the nearest office, classroom, or other space that has a door that can be closed.
 - i. If possible lock or barricade the door to the room you are in.
- d. Close windows, pull shades, or close blinds if possible.
- e. If practical, turn off all lights and remain quiet to give the appearance of an unoccupied space.
- f. Crouch down near the floor, away from windows and doors.
- g. **DO NOT ATTEMPT TO EVACUATE THE BUILDING**
 - i. Be prepared to ignore the fire alarm if it is activated – this could be a ploy to get people out into the open.
 - ii. If the fire alarm system is activated, do not evacuate unless:
 - a) You have first-hand knowledge that there is a fire in the building,
 - b) You are in imminent danger, or
 - c) You have been advised to evacuate by Public Safety or another person in authority.

- iii. Only attempt to evacuate (run) if there is an immediate threat to yourself and a reasonable avenue of escape.
 - h. Remain in your lockdown position until a law enforcement officer or other first responder comes to get you.
 - i. If you are forced to leave your lockdown location, follow the steps for exiting the building during an active shooter situation.

C. SHELTER-IN-PLACE

All or part of the department may be advised to shelter-in-place in the event of severe weather, demonstration, riot, or terrorist activity, hazardous materials spill, or another dangerous situation that is affecting or is projected to affect the facility; this is very different from a lock down situation. The order to shelter-in-place will be conveyed via the [Rutgers Emergency Notification System](#).

1. Procedure

- a. Directions given by the police, fire department, and other emergency personnel are to be followed.
- b. Put this disaster plan into effect, and order personnel to report to their office or to shelter-in-place location. Note: Utilities may be lost, depending on the nature of the incident.
- c. Supervisors should account for all faculty, staff, students, volunteers, visitors, and patients; assess possible injuries and call for medical assistance, if necessary.
- d. Secure all doors, windows, and any other openings to the outside.
- e. Gather essential supplies. Supply kits can be found in the following locations: (See also **Section VII. Supplies**)
- f. GB: Lab GB159, GB 20
- g. 1st Floor: Suite 120,160
- h. 2nd Floor: Auditorium
- i. 3rd Floor: Auditorium
- j. 4th Floor: 443
- k. 7th Floor: 701
- l. 9th Floor: 913
- m.
- n. Room Monitors are responsible for reporting who is in the room, their departmental affiliation (if not with your department), the nature of any injuries, what supplies are needed, and any other issues to the department head or designee. (Keep in mind cellular lines may be overwhelmed or damaged depending on the nature of the incident.)
- o. All faculty, staff, students, volunteers, and visitors are to stay where they are until told it is safe to resume normal activities.

- 2. **Areas to be used during an emergency requiring Shelter-In-Place and designated Room Monitors.** It is imperative that you choose a sufficient number of shelter-in-place locations and complete the rest of this section; a shelter-in-place plan is as important as an evacuation plan.

Guidelines to be used when choosing a Shelter-in-Place Location

- The room chosen must be able to support the number of projected people who will be in there.
- An “inside room” with no exterior windows.
- Easily defendable from intruders (i.e., minimal entry and exit routes)
- Can easily store supplies such as water and food.
- Will be able to easily seal off or control the HVAC vents
- You should coordinate and collaborate with other departments on the location(s) of your shelter-in-place areas.
- For SHP/Newark Campus; Recommended Shelter-in-Place rooms are as follows:
 - 9th Floor: 914, 915, 916, 913 (close doors to perimeter offices)
 - 7th Floor: 701 and 750 (close doors to perimeter offices), 730
 - 4th Floor: 443 including storage closet (if needed)
 - 3rd Floor: Auditorium
 - 2nd Floor: Auditorium
 - 1st Floor: Suite 160
 - GB: Lab GB159, 157

In a weather emergency, it is recommended to be away from windows. Utilize internal hallways and stairwells in addition to internal rooms.

See Appendix C.1 for Shelter-in-Place Room Assignments

3. **Resuming Normal Operations** - When it has been determined that normal operations may be resumed, information will be sent via the [Rutgers Emergency Notification System](#). The department should take the following steps:
 - a. Continue to monitor the safety and security of faculty, staff, students, volunteers and visitors.
 - b. Activate the Continuity of Operations Plan, if appropriate.
 - c. File incident reports with Risk & Claims for any injuries or property damage sustained.
 - d. Notify employees’ families regarding their status.
 - e. Notify employees not present of the department’s status.
 - f. Keep detailed records, including photographs and video of the damage.

D. SEVERE WEATHER

Severe weather is any weather related incident that has the potential to cause harm to persons or property. These include, but are not limited to: flooding, severe winter storms, hurricanes, tornadoes, and earthquakes.

1. Notify the Rutgers Division of Public Safety immediately if there is a threat to life, safety, or property.
2. Follow the instructions given by emergency responders and other authorities.
3. Close all windows and doors.
4. If advised to do so, follow the Shelter-in-Place procedure outlined above.

5. If advised to do so, follow the evacuation procedures outlined in this and other emergency plans

E. HAZARDOUS MATERIALS

Emergency procedures for events involving chemicals, biological materials and agents, radiological materials, and related hazardous materials, can be found in the **BIOLOGICAL AND MEDICAL WASTE DISPOSAL POLICY** published by the Rutgers University Environmental Health and Safety Department.

F. MEDICAL EMERGENCIES

To receive emergency assistance for a member of the campus community who is sick or injured:

- a. Obtain an outside line and Dial 9-1-1
- b. Provide information about the number of victim(s) such as age, weight, height, location type of illness or injury, past history of illness or injury, medications, or chemical exposure and anything else that may be helpful to responders
- c. To request a non-emergency transport call 732-932-7211

G. FIRE EMERGENCIES

If you discover smoke or fire remember **R.A.C.E.**

Rescue/**R**emove any person in immediate danger

Activate pull-box/alert the people in your area

Close doors to contain fire/smoke

Evacuate the building using the nearest exit – report to designated meeting place

Call the Rutgers Division of Public Safety (911) immediately to report the incident.

If your clothing is on fire: **STOP...DROP...ROLL**

1. Fire Safety and Evacuation Route Plans

- a. Procedures for notifications, fire containment, reporting requirements, safe re-entry into the building, etc. can be found in the Fire Safety and Evacuation Route Plans; contact Rutgers Emergency Services for assistance.
- b. Evacuation drills should occur regularly; these are scheduled and conducted by the Department of Emergency Services.
- c. **Fire Alarm Pull Box Stations:** The nearest fire alarm pull box station will be activated when a fire is suspected or confirmed and any time that evacuation is deemed necessary. Fire Alarm Pull Box Station locations are located on the Evacuation Map (see Appendix B).
- d.

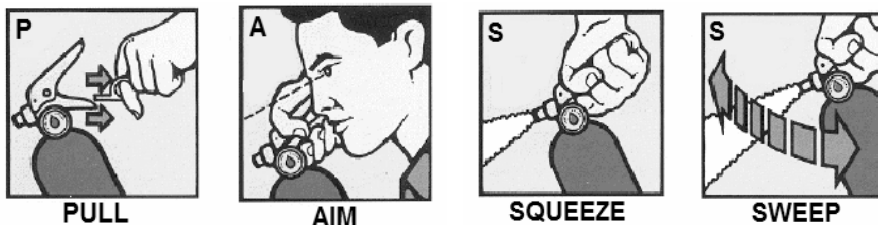
2. Fire Extinguishers

Faculty and Staff members should only use a fire extinguisher if they are trained and confident about using one. **Only use fire extinguishers under the following conditions:**

- a. The pull box is activated and/or the fire department has been called before using the extinguisher.
- b. In order to create a safe pathway if the fire is blocking your exit route and a secondary exit route is unavailable.
- c. You have received training on fire extinguisher use.

Fire Extinguisher locations are located on the Evacuation Map (see Appendix B).

When using a fire extinguisher remember **P.A.S.S.**



H. PERSONNEL SAFETY

1. **Violent or Aggressive Individuals** – Individuals exhibiting harassment, intimidation, or threats via telephone, person-to-person, email, and/or written letter should be reported to the Rutgers Division of Public Safety immediately. **Do not attempt to control the person yourself.**
2. **Bomb Threat**
 - a. Keep the caller on the phone as long as possible.
 - b. Write down all information received.
 - c. Determine if the caller is male or female and get the name if possible.
 - d. Attempt to determine any regional or national accent.
 - e. Be alert to any background noise.
 - f. Ask if they placed the bomb and why.
 - g. Inquire as to the location and time the bomb is to go off.
 - h. Immediately notify the Division of Public Safety.
 - i. Do not activate the fire alarm.
 - j. Quietly inform a manager/supervisor of the situation.
 - k. Do not alarm co-workers or patients.

Evacuation will not be an automatic response to a bomb threat, but is one option which will be employed when circumstances indicate it is necessary.

If evacuation is deemed necessary, the Incident Commander will coordinate with the building administrator or the department head or designee who will cooperate with the Division of Public Safety and other emergency service personnel fully.

3. **Civil Disturbance** – Any incident that disrupts the University where intervention is required to maintain public safety. Some examples are demonstrations, riots, public nuisances, and criminal activity.
 - a. Notify the Rutgers Division of Public Safety immediately, providing the place and location of the disturbance.
 - b. Notify your supervisor.
4. **Terrorist Activity** - A terrorist incident may include an explosion or bomb threat (follow procedure above), hostage taking, or a biological/chemical incident (which would most likely not be apparent at the onset).
 - a. Notify the Rutgers Division of Public Safety immediately.
 - b. Notify your Supervisor.

I. UTILITY INTERRUPTIONS

In the event of a major utility outage, the following steps are to be followed:

1. Communication Outages

- a. Telephone:
 - Notify the department head/designee and Information Systems and Technology (IST) via cell phone or other means at 732-743-3200.
- b. Internet/Data Loss:
 - Notify Information Systems and Technology at 732-743-3200.
 - If data loss occurs, try to recover data from a backup source, downloading from the server or use outside vendor.

2. Power Outage

- a. If there is a threat to life, safety, or property, notify the Division of Public Safety immediately.
- b. Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- c. Turn off lights, appliances, window air conditioners and other energy users to reduce power requirements for restoration.
- d. Notify department head or designee and call the Department of Physical Plant at 973-972-5400.
- e. Flashlight location (see Section VII).

3. Water Failure

- a. Notify the Department of Physical Plant at 973-972-5400.
- b. Immediately discontinue any work with hazardous materials in areas where the emergency shower and/or eye wash stations are disabled due to the water failure.

- c. Conserve water resources until restored; keep taps closed.
- d. If localized to the campus, request the Department of Physical Plant to arrange with the municipality to provide water distribution for essential use.
- e. If there is a broken pipe and flooding evacuate the area; call the department head or designee, and the Division of Public Safety.

4. Gas Leak

- a. Evacuate the area immediately; follow evacuation procedures outlined on page 5.
- b. If there is a threat to life, safety, or property, call the Division of Public Safety immediately.
- c. DO NOT turn electrical devices on or off, and DO NOT plug or unplug any device, as this may create a spark.
- d. Notify the department head or designee and the Department of Physical Plant at 973-972-5400.

5. Sewage/Drainage Failure

- a. Notify department head or designee and the Department of Physical Plant at 973-972-5400.
- b. If there is a threat to life, safety, or property, call the Division of Public Safety immediately.
- c. If backup is large, evacuate the area. Follow evacuation procedures outline on page 5. Evacuation is decided on a case-by-case basis by the department head or designee, the Division of Public Safety or other emergency response agency, and/or the Departments of Environmental Health and Safety and Physical Plant.

6. Ventilation/HVAC, Hoods, Temperature, and Engineering Controls

- a. Notify department head or designee and the Department of Physical Plant at 973-972-5400.

7. For all other utility failures, call the Department of Physical Plant at 973-972-5400 and refer to the Campus Emergency Operations Plan.

VII. SUPPLIES

List all supplies that the department head has deemed necessary to have on hand during an emergency, including utility interruption, shelter-in-place, and other related incidents. The quantity of each and the location of the supplies should also be listed.

- p. Supply kits can be found in the following locations:
- GB: Lab GB159, GB 20
 - 1st Floor: Suite 120,160
 - 2nd Floor: Auditorium
 - 3rd Floor: Auditorium
 - 4th Floor: 443
 - 7th Floor: 701
 - 9th Floor: 913

Product	Quantity
Flashlight	8
First aid kit	8
Whistle	8
Hand torch	8
Emergency Blanket	8

VIII. RECORD OF REVISIONS AND ANNUAL REVIEW

Revision/ Review	Date	Description	Done By	Other Information
Revision	1/20/23	Revised	Natasha Brown Jesus Gualario	
Revision	2/16/23	Revised	Natasha Brown	
Revision	2/21/24	Revised	Natasha Brown	
<u>Revision</u>	<u>3/18/24</u>	<u>Revised</u>	<u>Natasha Brown</u>	

IX. DEPARTMENT HEAD APPROVAL

I have read, understood, and agree to implement the SHP emergency plan, along with any appendices, for my department.

Signature

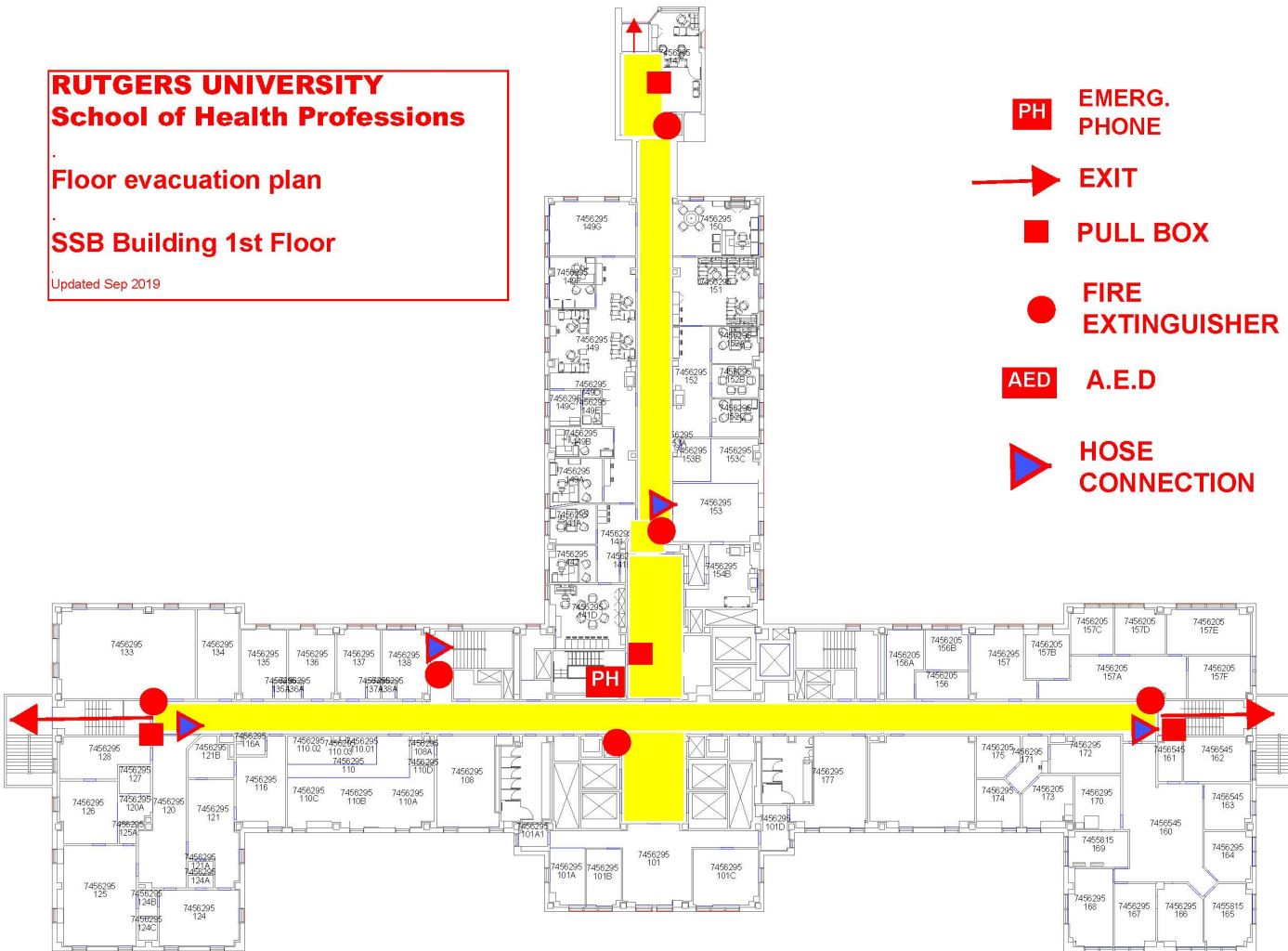
_____/_____/_____
Date

RUTGERS UNIVERSITY
School of Health Professions

Floor evacuation plan

SSB Building 1st Floor

Updated Sep 2019



- PH EMERG. PHONE
- EXIT
- PULL BOX
- FIRE EXTINGUISHER
- AED A.E.D
- ▶ HOSE CONNECTION

Updated Sep 2019

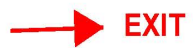
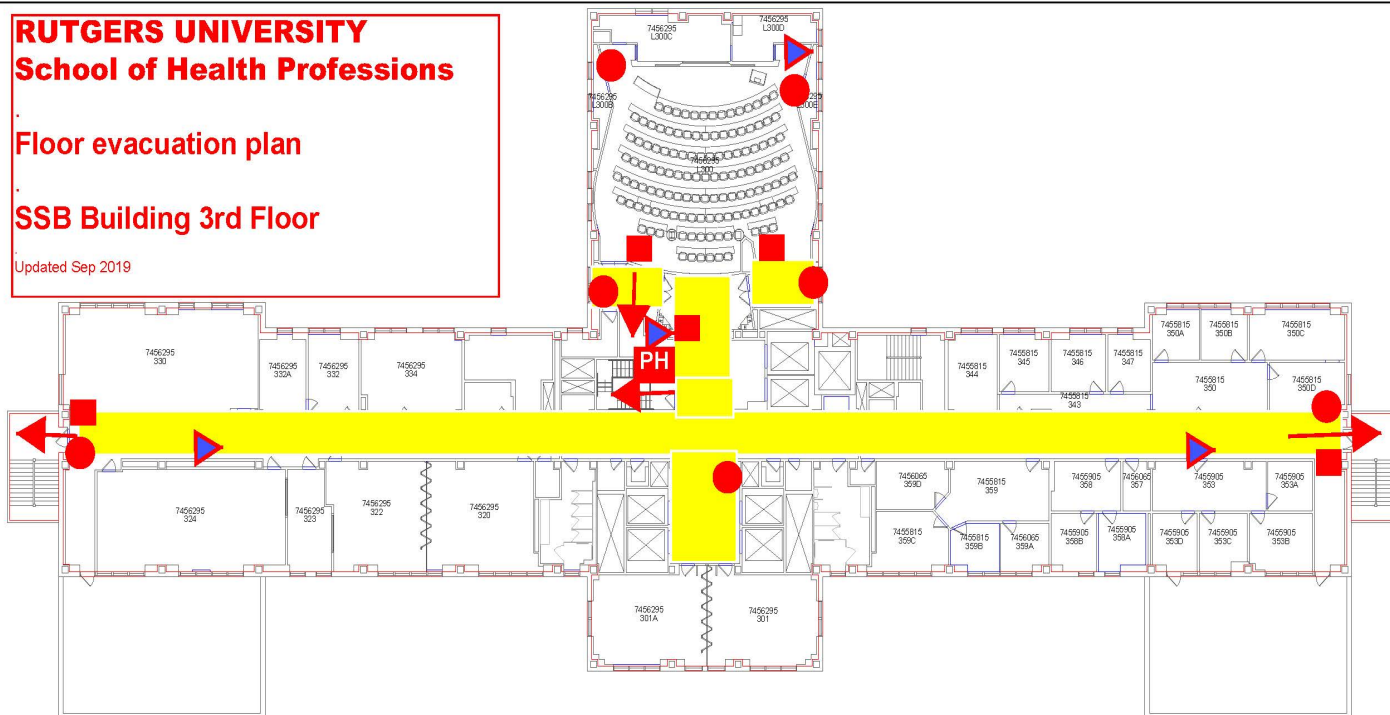


RUTGERS UNIVERSITY
School of Health Professions

Floor evacuation plan

SSB Building 3rd Floor

Updated Sep 2019



EXIT

■ PULL BOX



EMERG.
PHONE



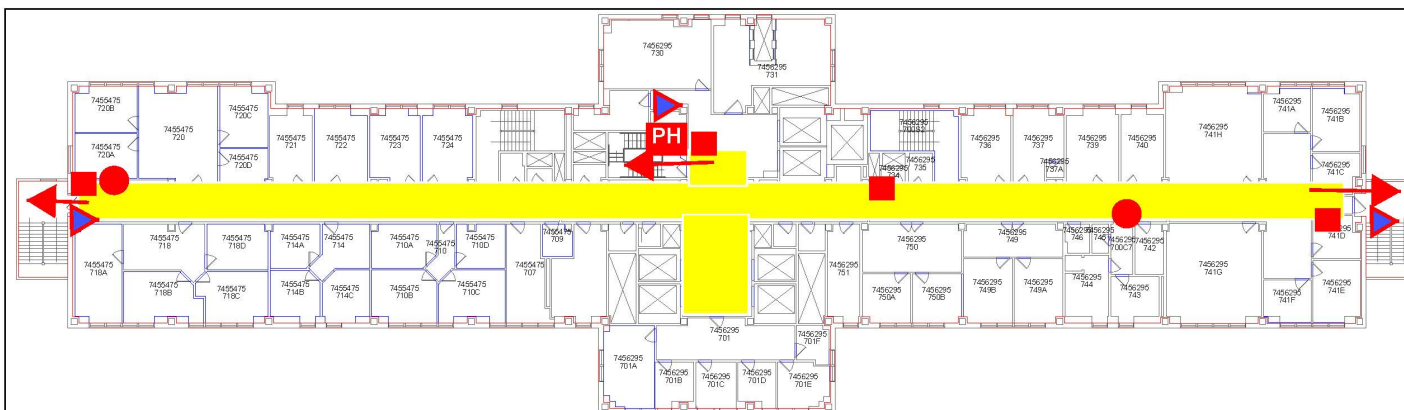
A.E.D



FIRE
EXTINGUISHER



HOSE
CONNECTION



**RUTGERS UNIVERSITY
School of Health Professions**

Floor evacuation plan

SSB Building 7th Floor

Updated Sep 2019

■ PULL BOX

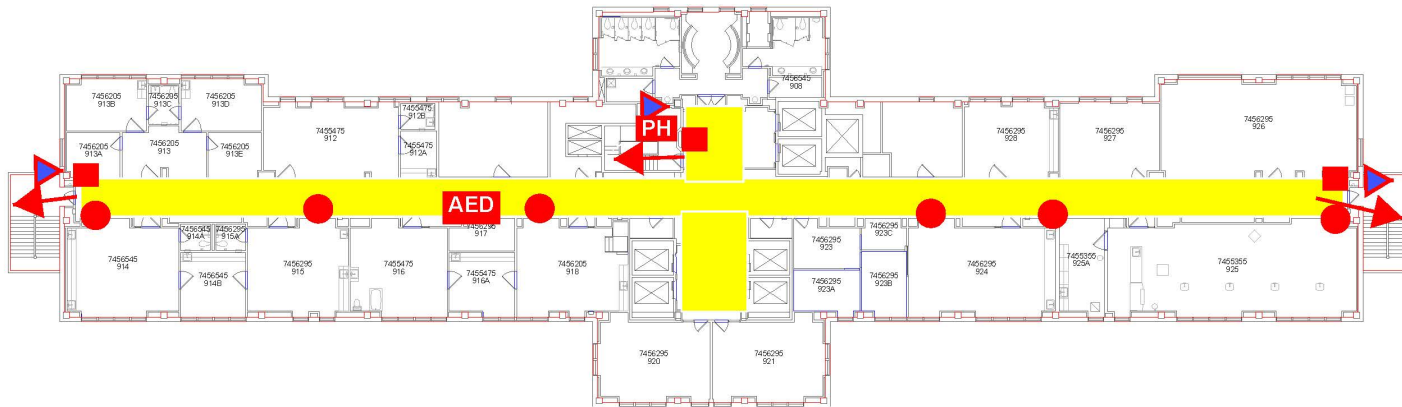
→ EXIT

PH EMERG.
PHONE

AED A.E.D

● FIRE
EXTINGUISHER

▶ HOSE
CONNECTION



RUTGERS UNIVERSITY School of Health Professions

Floor evacuation plan

SSB Building 9th Floor

Updated Sep 2019

 PULL BOX

 EMERG.
PHONE

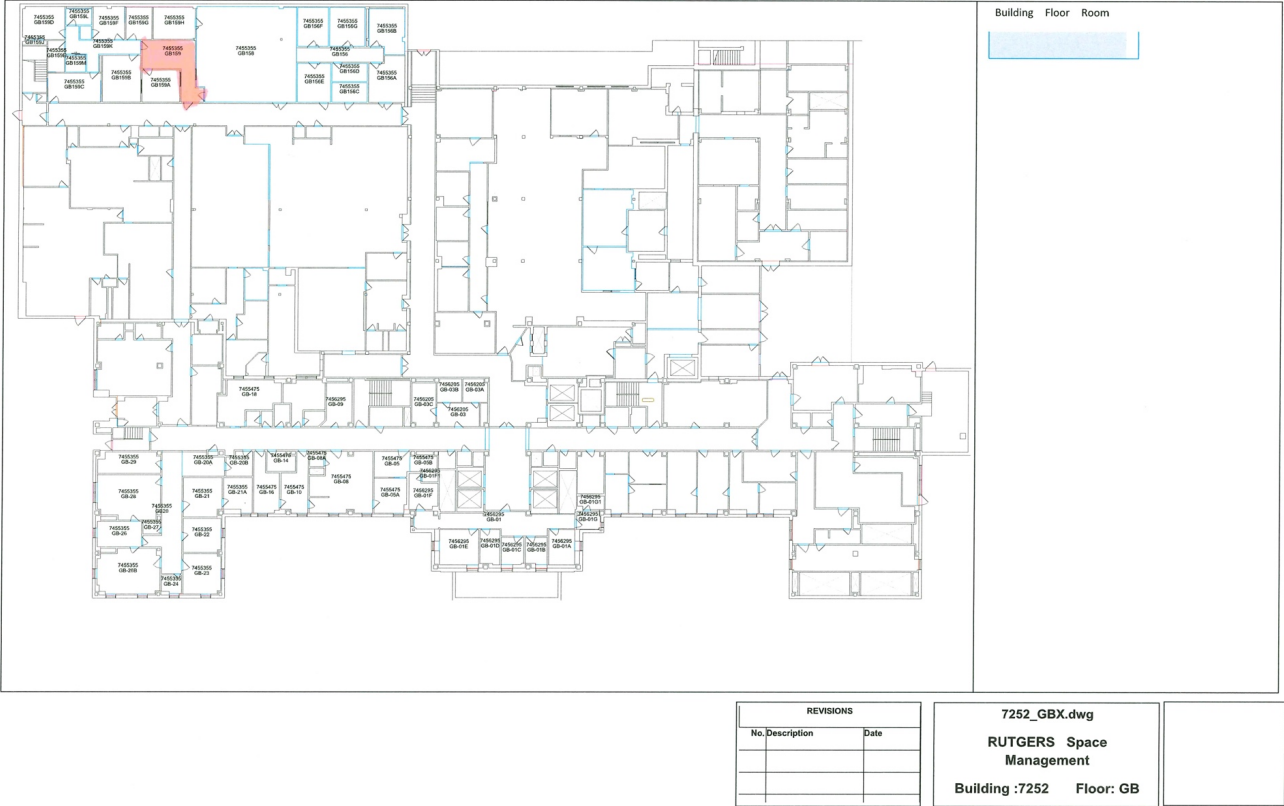
 HOSE
CONNECTION

 EXIT

 A.E.D

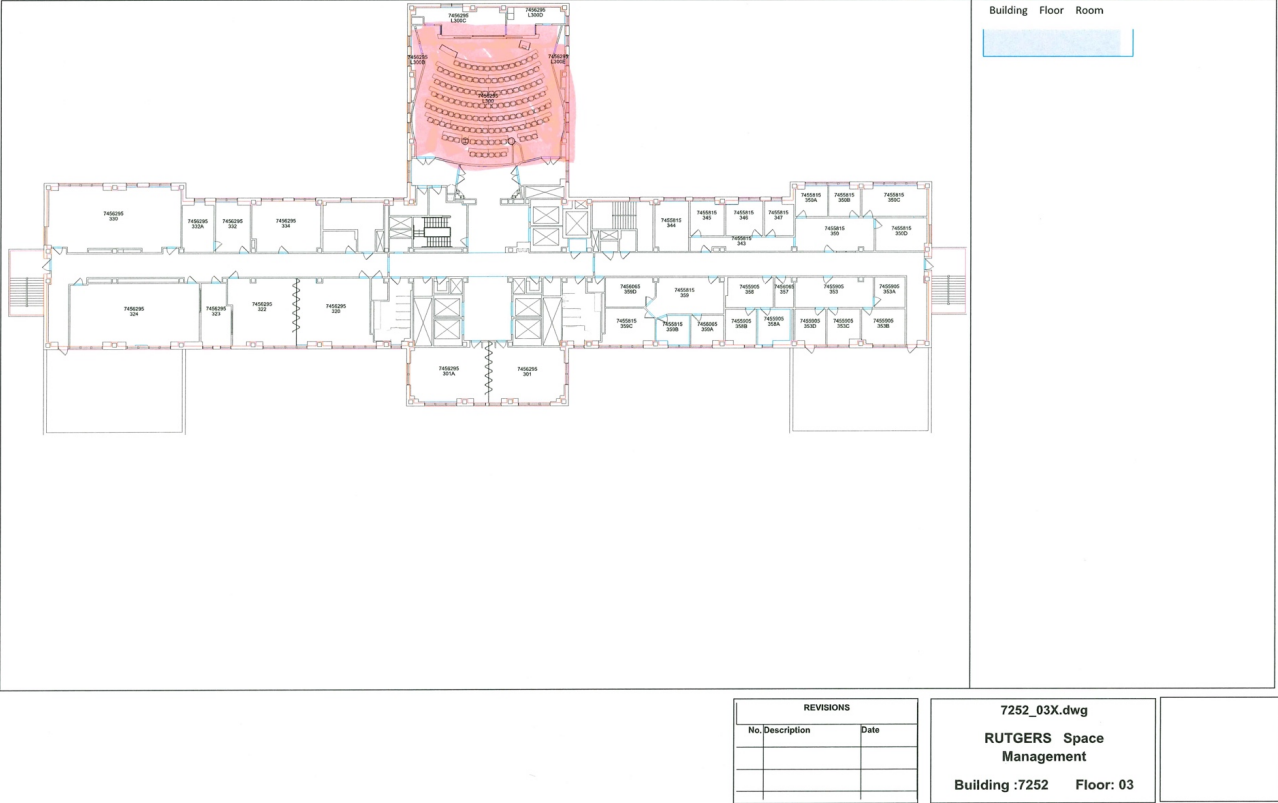
 FIRE
EXTINGUISHER

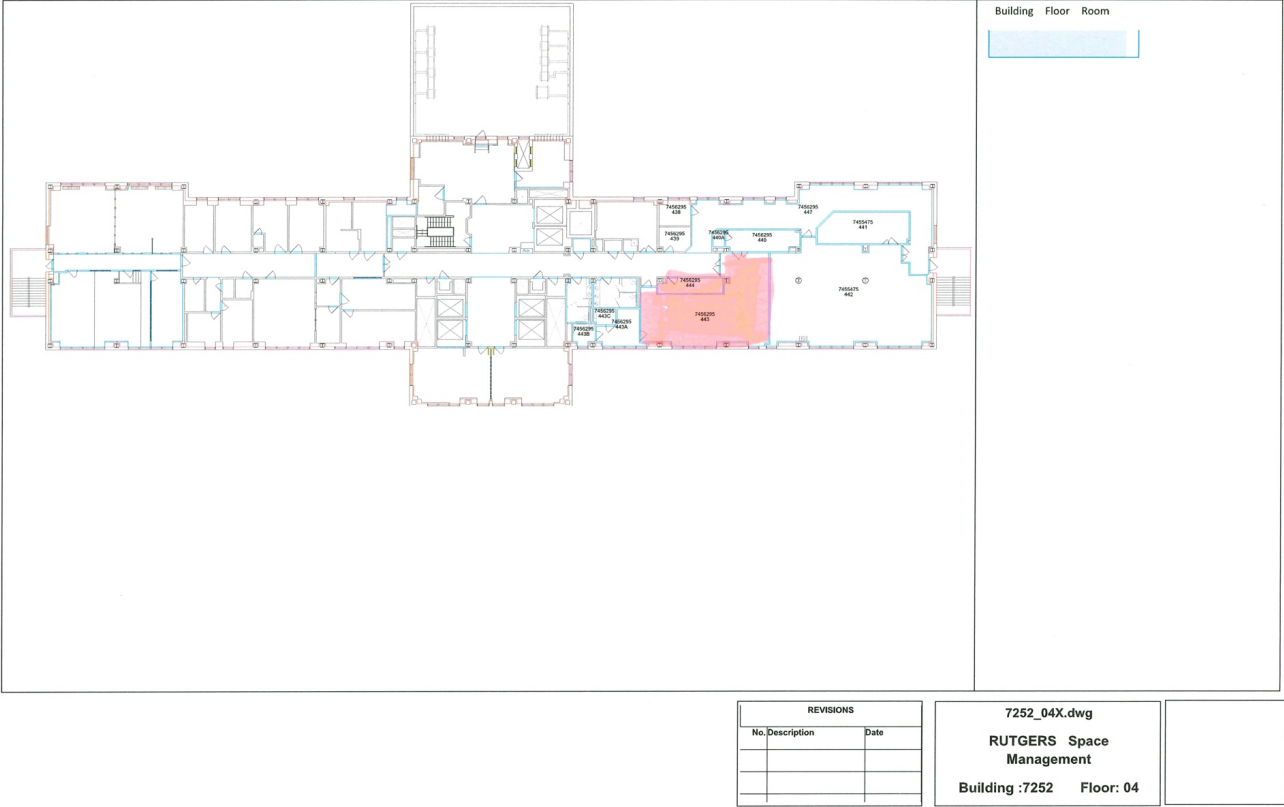
APPENDIX B – SHELTER IN PLACE









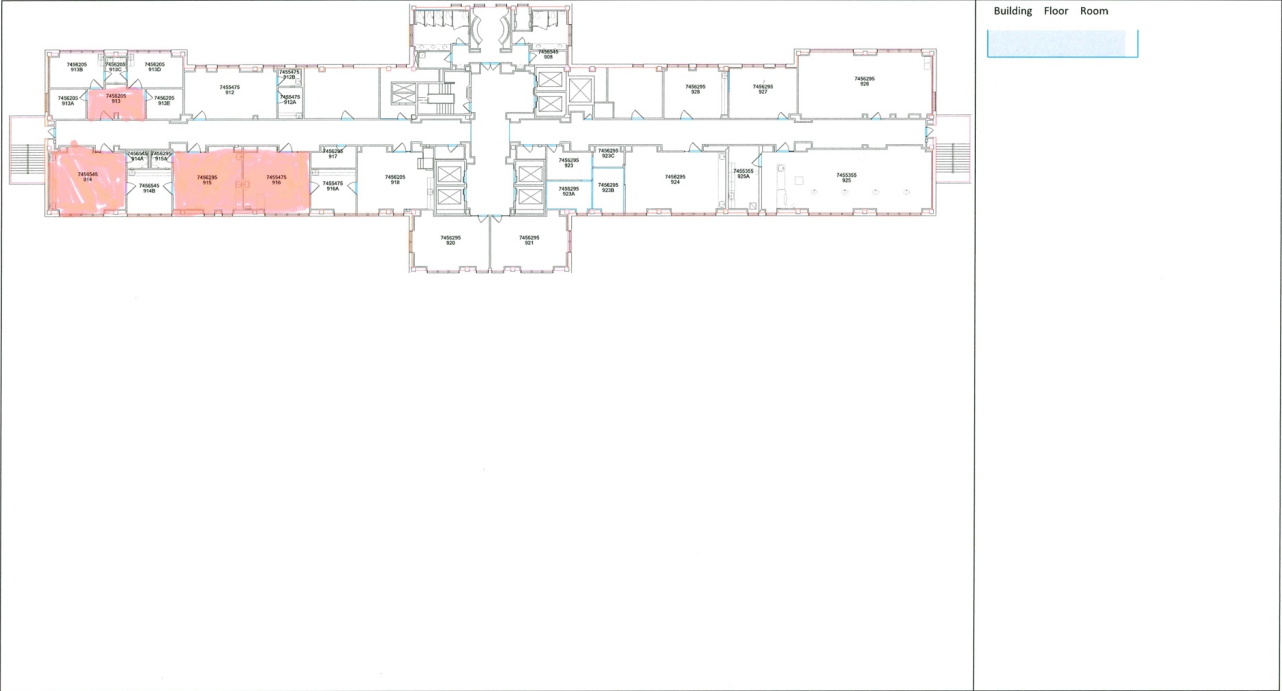




Building Floor Room

REVISIONS	
No.	Description

7252_07X.dwg
RUTGERS Space
Management
Building :7252 Floor: 07



REVISIONS		
No.	Description	Date

7252_09X.dwg
RUTGERS Space Management
Building :7252 Floor: 09

