

Georgian Court University

**EMERGENCY
OPERATION PLAN
2017–2018**

**Security Department
732.987.2611**

UNIVERSITY EMERGENCY OPERATION PLAN

2017–2018

Dear Georgian Court Community:

This manual is intended to assist employees and students when they confront emergency situations on campus.

It outlines actions you should take in an emergency situation before emergency personnel arrive on the scene. Once University, local, county, state, or federal agency emergency personnel arrive, they will provide further instructions. The safety of everyone is our primary concern. This manual should be kept, at all times, in a readily recognizable and convenient location. It should be reviewed regularly and kept accessible to you.

Knowing the first action you should take in an emergency increases your chances of survival. Also, good first response hastens the return to serving students after a disruption.

Georgian Court University has been blessed and graced with an undisturbed history and a safe record. With our collective attentive efforts, we'll maintain this record.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph R. Marbach".

Joseph R. Marbach, Ph.D.
President

TABLE OF CONTENTS

I. President’s Cabinet	4
II. Campus Emergency Response Team	5
III. Campus Crisis Intervention Team.....	6
IV. University Emergency Response Priorities	7
V. Reporting Emergencies.....	7
VI. First Responses to Emergencies	7
A. University-Wide Message about Emergencies	
B. Equipment and Facilities Protection/Shutdowns	
C. Evacuation Assembly Areas	
D. Temporary Emergency Shelters/Casualty Stations	
E. Communications to Students, Employees, and the Public	
VII. Essential Functions.....	8
VIII. Emergency Command Post Location	9
IX. Inquiries From the Media	10
X. Possible Campus Emergencies, Activities, and Best Responses	10
1. Active Shooter	
2. Acts of Terrorism	
3. After Action Reports	
4. Bomb Threat or Possible Explosive Device	
5. Campus Community Training	
6. Civil Disturbances	
7. Communicable Diseases	
8. Continuity of Operations	
9. Criminal or Violent Behavior	
10. Disorderly Conduct	
11. Earthquake	
12. Emergency Response and Evacuation	
13. Escaped Animals	
14. Fire Safety	
15. Floods	
16. Food-Borne Illness	
17. Hostage Situation	

TABLE OF CONTENTS (continued)

Possible Campus Emergencies, Activities, and Best Responses (cont'd)

18. Hurricane/Superstorm Preparedness
19. Incident Command Structure
20. Lockdown
21. Mass Notification System
22. Medical Emergencies
23. Natural Disasters
24. Other Catastrophic Occurrences
25. Pandemic Occurrence*
26. Psychological Crisis
27. Public Information/Emergency Notification Plans
28. Serious Crime
29. Shelter-In-Place
30. Threat and Vulnerability Assessment
31. Threatening Messages
32. Tornado
33. Trapped In Elevator
34. Utility Failure
35. Weather Emergency
36. Exercises

***Attachment Pandemic Occurrence Emergency Response Plan (page 25)**

I. President's Cabinet

<u>Name / Title</u>	<u>Campus Extension</u>
Dr. Joseph R. Marbach <i>President</i>	2252
John Sommer <i>Vice President for Finance & Administration/CFO</i>	2416
Dr. William J. Behre <i>Provost</i>	2390
Dr. Brian Agnew <i>Vice President for Institutional Advancement</i>	2244
Evelyn Quinn <i>Vice President for Mission Integration</i>	2318
Justin G. Roy <i>Dean of Admissions</i>	2764
Gail H. Towns <i>Executive Director of Marketing & Communications</i>	2266

II. CAMPUS EMERGENCY RESPONSE TEAM

<u>Name / Title</u>	<u>Campus Extension</u>
Amani Jennings <i>Dean of Students</i>	2601
Cynthia Mattia, RN <i>Director of Health Services</i>	2757/2756
Gail Towns <i>Executive Director of Marketing and Communications</i>	2266
Steve Carol <i>Chief Information Officer</i>	2414
Thomas Zambrano <i>Director/Chief of Security/Incident Commander</i>	2613/2616
Michael Putnam <i>Director of Facilities</i>	2678/2652
Tracey Owens <i>Director of Human Resources</i>	2287
Kathryn Smith <i>Executive Assistant to the President</i>	2252

For a direct line dial 732-987+ extension

III. CAMPUS CRISIS INTERVENTION TEAM

The Campus Crisis Intervention Team is activated to investigate and respond to any concern relating to a psychological issue.

<u>Name / Title</u>	<u>Campus Extension</u>
Amani Jennings <i>Dean of Students</i>	2601
Dr. Robin Solbach <i>Director of Counseling</i>	2681
Thomas Zambrano <i>Director/Chief of Security/Incident Commander</i>	2613/2616
Maureen Rossi <i>Captain of Security</i>	2612
TBD <i>Director of Residence Life</i>	2540

IV. UNIVERSITY EMERGENCY RESPONSE PRIORITIES

1. Protect Human Life
2. Prevent/Minimize Human Injury and Hardship
3. Safeguard the Assets of the University
4. Maintain/Restore Normal University Functions
5. Maintain Safe and Secure Environment

V. REPORTING EMERGENCIES

If you observe an emergency condition of any kind, call Security at extension 2611 or 732-987-2611. Security will summon the appropriate support systems, including police, fire, ambulance, and Haz-Mat services as needed.

Dial 911 only if you observe a situation that is life threatening or has the potential for severe injury to occur; then notify Security at extension 2611 or 732-987-2611 (all campus red phones connect directly to Security). There are 19 blue light emergency phones and 106 in-building emergency phones on campus.

In the case of a Residence Hall emergency, you must also contact a member of the Residence Life staff at extension 2533 or 732-987-2533 (day) or 732-676-0951 (evening - duty phone).

VI. FIRST RESPONSES TO EMERGENCIES

A. University-Wide Messages about Emergencies

You will be notified via the following methods:

1. Blackboard Connect 5 Mass Notification System
2. Building Marshal notification
3. Security Officer notification
4. Voice message
5. E-mail message

B. Equipment and Facilities Protection/Shutdowns

In the event of a serious emergency, you should shut off any machines with which you are working. The Facilities Department personnel will order a shutdown of the University's main utilities if a major emergency situation is declared or one is imminent. In all cases, the preservation of life and safety takes precedence over the protection of facilities and equipment.

C. Evacuation Assembly Areas

Once outside, you must report to one of the Building Marshals in the assembly area for the building. Building Marshals will be easily identified as a GCU employee wearing an orange safety vest and carrying a portable radio.

If the University is declared closed, after logging in with your Building Marshal, evacuate the University via routes designated by Security Officers, Police Officers, or Emergency Personnel.

D. Temporary Emergency Shelters/Casualty Stations

The Casino, Raymond Hall Dining Room, Gavan Student Lounge, Dorothy Marron University Community Chapel.

E. Communications To Students, Employees, and the Public

Blackboard Connect 5 Mass Notification System
App.com
WOBM 92.7
News 12 New Jersey
Web Page – Discussion Group
Campus Telephone Message - 732-987-2200

VII. ESSENTIAL FUNCTIONS

Primary mission of Georgian Court University is to educate our students and provide a safe environment for commuters, residents, employees, and guests. An in-house Security Department, as well as dedicated Georgian Court University employees, has responsibility for same. There is a Chief of Security, Captain of Security, two Shift Leaders, and seven Security Officers for a total of eleven full-time Security Officers. There are four part-time Security Officers and nine on-call Security Officers. All Officers are essential personnel employees.

All Officers are trained in the following courses: Incident Command Systems (ICS100); Incident Command Systems for Single Resources and Initial Action Incidents (ICS200); and National Incident Management System (NIMS700). The Incident Commander (highest ranking Security Officer) activates the plan at the onset of an emergency situation and proper notifications are made. The Chief of Security serves as Incident Commander and works closely with the initial Incident Commander.

Additionally, there are thirty-five Facility employees who are Essential Personnel.

The University has an excellent relationship with the Lakewood Police, Fire, First Aid, Health, and Office of Emergency Management. Additionally, an excellent relationship is maintained

with the County Prosecutor’s Office, Ocean County Sheriff’s Office, County Office of Emergency Management, County Health Department, and state and federal agencies.

The delegation of authority overall at the campus is as follows:

- President
- Provost
- Vice President for Finance and Administration/CFO
- Vice President for Institutional Advancement
- Vice President for Mission Integration

The delegation of authority at the Security Department is as follows:

- Chief of Security
- Captain of Security
- Shift Leaders
- Highest ranking Security Officer

The University regularly conducts Table Top scenarios and a full scale exercise annually in compliance with our Peer Review process.

VIII. EMERGENCY COMMAND POST LOCATION

The University’s Primary Command Post is located in Maria Hall, first floor lounge. This building has an emergency generator. Also, there are ten emergency telephone lines in place, as well as, a computer with wireless internet access and a fax line.

Telephone numbers to be used in an emergency when the Command Center is activated:

#1	732-364-2650
#2	732-364-1851
#3	732-364-0978
#4	732-364-1769
#5	732-364-1966
#6	732-364-2028
#7	732-364-3035
#8	732-364-3213
#9	732-364-3543
#10	732-364-3586

There are alternate command posts which may be used in the event that Maria Hall is “offline” during a major event. They include Dorothy Marron University Community Chapel, 851 Lakewood Avenue, and the Mansion.

IX. INQUIRIES FROM THE MEDIA

Refer all media inquiries to the Office of Marketing and Communications (extension 2266 or 2291 or 732-987-2266). It is imperative that all University communications are made through the Office of Marketing and Communications to ensure accuracy.

X. POSSIBLE CAMPUS EMERGENCIES, ACTIVITIES, AND BEST RESPONSES

1. Active Shooter

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter incident should occur on campus.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

If you are inside a building when an event occurs, you should:

Secure immediate area:

1. Lock and barricade doors
2. Do not stand by doors or windows
3. Turn off lights
4. Close blinds
5. Block windows
6. Turn off radios and computer monitors
7. Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from bullets). Separate, do not huddle in groups.
8. Put cell phones on vibrate

Un-Securing an area:

1. Consider risks before un-securing rooms
2. Remember, the shooter will not stop until he/she is engaged by an outside force
3. Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
4. Consider the safety of masses-vs-the safety of a few
5. If doubt exists for the safety of the individuals inside the room, the area should remain secured
6. Know all alternate exits in your building

Contacting Authorities:

1. Use Emergency 911
2. Dial Security at extension 2611 or 732-987-2611
3. Be aware that the Security number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Security personnel to e-mail are: Chief Thomas Zambrano, zambrano@georgian.edu; Captain Maureen Rossi, rossim@georgian.edu; Patricia Sweeney, sweeney@georgian.edu

What to report:

1. Your specific location – building name and office/room number
2. Number of people at your specific location
3. Injuries – number injured, types of injuries
4. Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter(s) identity if known, separate explosions from gunfire, etc.

Lakewood Township Police Response:

1. Objective is to engage assailant(s) immediately
2. Evacuate victims
3. Facilitate follow up medical care, interviews, counseling
4. Investigation

You will be notified via the following methods:

1. Blackboard Connect 5 Mass Notification System
2. Building Marshal notification
3. Security Officer notification
4. Voice message
5. E-mail message

2. Acts of Terrorism

Georgian Court University works cooperatively with the Lakewood Township Police Department, Ocean County Prosecutor's Office (Homeland Security Unit), state law enforcement (State Police), federal law enforcement (F.B.I.), and Joint Terrorism Task Force (JTTF) sharing any pertinent information in a timely manner. Georgian Court University Security Department will monitor data through the Office of Homeland Security and will evaluate all data which poses a threat and will communicate this information to the above agencies. Georgian Court University Security will continue to provide vulnerability assessment(s) throughout the campus and locality. Security will view its CCTV monitoring system and report all suspicious behavior to proper law enforcement authorities. Whenever there is an increased alert, Security will increase patrols and physical checks of the campus and communicate any suspicious activity to proper law enforcement sources.

3. After Action Reports

Georgian Court University will conduct after action debriefings of all incidents as appropriate with members of the Emergency Response Team, University officials, and members of campus Security. A detailed reporting of the debriefing will be documented and used for future training and future improvements.

4. Bomb Threat or Possible Explosive Device

If you receive a phone call, verbal or physical threat, suspicious mail or package, remain calm, call GCU Security at extension 2611 or 732-987-2611, and contact your immediate department head as well.

Obtain the following information:

1. If you have caller ID display, copy the numbers and/or letters. Do not hang up the phone. Immediately have someone call Security at extension 2611 or 732-987-2611 from another phone. Do not use a cell phone or radio. Give the name, phone number, and room number where the bomb threat is received so we can reach you.
2. Listen, be calm and courteous, do not interrupt the caller, and obtain as much information as you can.
3. Take notes on exact phrases or statements. Note the time the call is received, the sex of the caller, if the caller has an accent, his or her attitude, if there is any background noises that can help identify where the caller may be located (bells, traffic, etc.). Try to keep the caller on the line as long as possible.
4. The most crucial information to obtain from the caller is when the bomb will explode, where it is located, and what the bomb looks like. Ask the caller his or her name, if they placed the bomb, and where they placed the bomb.
5. DO NOT USE cell phones or two-way radios because radio signals have the potential to detonate a bomb. If at all possible, use a landline phone.
6. Follow instructions of Security/Police on the scene.
7. Do not touch or move a suspicious package. Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, and strange odors or sounds.

If the threat is received in writing, the letter or note should be turned over to the Security Department who will relay the information to the proper authorities. The letter or note should be handled as little as possible as it may be useful in the investigation.

If the threat was left on a voicemail, notify the Security Department at extension 2611 or 732-987-2611 immediately.

If you receive a bomb threat, the following questions should be asked to the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?

5. What will cause it to explode?
6. Did you place the bomb? Why? Are there additional devices?
7. What is your name? What is your address?

5. Campus Community Training

Georgian Court University will follow the recommendations of the Campus Security Task Force, the Office of Homeland Security and Preparedness, and the Mental Health subcommittee on "Campus Community Training" on mental health awareness training to students and key campus personnel and will continue this training through the 2016-2017 academic year.

6. Civil Disturbances

Civil disturbances can occur without warning or notice and paramount concern is for officer/civilian safety. Georgian Court University has an unarmed security force and will immediately notify local law enforcement (Lakewood Police Department) in the event of a civil disturbance. Georgian Court University officers will assist with intelligence and monitor and report CCTV activity to Lakewood Police Department. Lakewood Police Department will be the lead agency and work with their local law enforcement agencies. Lakewood Chief of Police or designee will coordinate mutual aid and work with county, state, and federal agencies. The Chief of Security/designee (GCU) will report the situation to Georgian Court University administrators. The use of Blackboard Connect 5, phone system, computer and other external sources will be used to notify the campus community of information.

7. Communicable Diseases

Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt on campus and spread rapidly, given the close proximity of large numbers of persons. New Jersey state immunization regulations for students have helped to limit, but not eradicate, such illnesses.

In the event physical symptoms appear that seem to indicate that a serious communicable disease may be present on campus, Health Services will report that information to the State Department of Health. The Department of Health will then advise the University concerning the specific measures it should take given the likely identity of the disease and recommended public health protocols.

8. Continuity of Operations

Georgian Court University will work with all local, county, state, and federal agencies during any emergency situation. Discussions and contacts have been established.

Georgian Court University has established business continuity plans:

- The University has six (6) generators on campus, one of which is portable. All residence facilities are equipped with same. Operations can continue with power in residence halls. There are other generators on campus for the Gatehouse, Jeffries Hall, and Mansion which would allow for limited operations to continue.

- The University has a three (3) day supply of food on campus. All buildings are equipped with Shelter-In-Place supplies (first aid supplies, flashlights, radios, etc.).
- Information Technology has an established plan for preserving computer data.

The University has several other considerations under review in the event of an emergency or catastrophic occurrence.

9. Criminal or Violent Behavior

If you observe a crime in progress or observe behavior that you suspect is criminal or violent, immediately notify Security at extension 2611 or 732-987-2611. Security will notify Lakewood Police Department immediately. If you call 911 first, please call Security at extension 2611 or 732-987-2611 immediately after or direct someone else to. Please stay on the line and report as much information as possible including:

1. What the person(s) is/are doing
2. Where it is happening
3. Physical and clothing description of those involved
4. Weapons involved and if so what type
5. Vehicle description and license plate number if appropriate
6. Last seen direction of travel

Do not approach or attempt to apprehend the person(s) involved. Stay on the phone (if possible) and provide additional information as changes occur in the situation until the first officer arrives at your location.

Stay Calm ---

10. Disorderly Conduct

If a fight or some other type of disorderly conduct erupts in which injury to person(s) or property occurs or appears imminent, notify Security at extension 2611 or 732-987-2611 of the situation. If necessary, Security will contact the Lakewood Police.

11. Earthquake

Earthquakes strike suddenly and without warning. While some areas of the country are especially prone to earthquakes, it is important to remember they can happen anywhere at any time. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

IF INDOORS

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

IF OUTDOORS

- Stay there.
- Move away from buildings, streetlights, utility wires, statues, archways and trees.
- Once in a clear and open space, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

IF IN A MOVING VEHICLE

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, archways, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

IF TRAPPED UNDER DEBRIS

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

While you may think that the earthquake has stopped, there is always the potential for aftershocks. Aftershocks can be severe and happen within the first hour after the main shock. The rate of aftershocks decreases quickly but can be felt up to weeks or even months after a large earthquake occurrence.

12. Emergency Response and Evacuation

If you observe an emergency condition of any kind, call Security at extension 2611 or 732-987-2611. Security will summon the appropriate support systems, including police, fire, ambulance, and Haz-Mat services as needed.

Dial 911 only if you observe a situation that is life threatening or has the potential for severe injury to occur; then notify Security at extension 2611 or 732-987-2611 (all campus red phones connect directly to Security). There are 19 blue light emergency phones and 106 in-building emergency phones on campus.

In the case of a Residence Hall emergency, you must also contact a member of the Residence Life staff at extension 2533 or 732-987-2533 (day) or 732-676-0951 (evening).

The University uses “Blackboard Connect 5 Mass Notification System” to notify members of the campus community via phone, text messaging, etc. of emergency situations.

The designated Building Marshal will direct evacuation procedures.

1. When a fire alarm sounds, the Building Marshal will assist persons in their assigned area to evacuate the building using the nearest exit.
2. Instructors should collect their class list and escort students out of the building following the instructions of the Building Marshal.
3. Once outside, you must report to one of the Building Marshals in the assembly area for the building.
4. If a person with a disability is present, assist the individual in finding a safe refuge (e.g., balcony, lower floor, etc.). Immediately notify the Building Marshal, Security, Police, or Fire official of that location so that they can act on the situation.
5. When the Marshal determines that everyone has evacuated his or her assigned area, he/she will leave the building.
6. When outside the building, the Building Marshal will assist the Security Officers in keeping all unauthorized persons from blocking fire lanes or from re-entering buildings. No one may re-enter the building until permission is received from the Building Marshal, Security, Police or Fire officials (even if the alarm stops ringing).
7. If the University is declared closed, after logging in with your Building Marshal, evacuate the University via routes designated by Security Officers or Police Officers.

13. Escaped Animals

Report of an animal (wild or domesticated) on campus is investigated by the Georgian Court University Security Department. If Security determines that the animal is at large, sick or injured, and/or a threat to humans or other wildlife, the township animal control officer is called at 732-905-3405 (after hours 732-363-0200). Georgian Court University Security will set up a perimeter, if possible, to keep humans a safe distance from the animal until the animal control officer arrives.

14. Fire Safety

Fire is by far the most likely large-scale emergency condition that any University could face. The following is the basic survival information adapted from Federal Government publications:

1. If you see the fire or smoke condition, immediately call 911 or Security at extension 2611 or 732-987-2611. Give clear and exact information concerning the fire's location. Sound the fire alarm.
2. If a fire alarm sounds in one of the University's buildings, remain calm. Leave immediately by the nearest fire exit, closing all doors behind you. Do not run. Use the stairs. Do not use the elevators. Follow the directions of the Building Marshal.
3. Stay low to the ground in a burning building. Heat and smoke will rise. Hot air can scorch your lungs, and smoke may contain toxic fumes. Take short breaths and, if possible, cover your face with a cloth (preferably damp), and breathe through your nose.
4. Be certain of the nearest escape route and proceed to exit the building. Do not enter an area where there is evidence of smoke or fire.
5. Check doors with back of hand before opening them. If a door or a doorknob is hot, do not open it. If it is cool, open it carefully, keeping your head to one side to avoid a blast of hot air.
6. If your clothing catches fire: Stop, Drop and Roll.
7. Once you safely escape the building fire, do not go back inside the building.

Evacuation Procedures

The designated Building Marshal will direct evacuation procedures.

1. When a fire alarm sounds, the Building Marshal will assist persons in their assigned area to evacuate the building using the nearest exit.
2. Instructors should collect their class list and escort students out of the building following the instructions of the Building Marshal.
3. Once outside, you must report to one of the Building Marshals in the assembly area for the building.
4. If a person with a disability is present, assist the individual in finding a safe refuge (e.g., balcony, lower floor, etc.). Immediately notify the Building Marshal, Security, Police, or Fire official of that location so that they can act on the situation.
5. When the Marshal determines that everyone has evacuated his or her assigned area, he/she will leave the building.
6. When outside the building, the Building Marshal will assist the Security Officers in keeping all unauthorized persons from blocking fire lanes or from re-entering buildings. No one may re-enter the building until permission is received from the Building Marshal, Security, Police or Fire officials (even if the alarm stops ringing).
7. If the University is declared closed, after logging in with your Building Marshal, evacuate the University via routes designated by Security Officers or Police Officers.

15. Floods

In the event of torrential rain and weather conditions which results in campus flooding or by a water main break or other natural disaster, Georgian Court University Security Officers will make notification utilizing the proper security notification(s). Security will then notify the Director of Facilities/designee. The Facilities Department will be the lead department to assist with clean-up. The Director of Facilities will coordinate all off campus vendor assistance.

16. Food-Borne Illness

Nausea, vomiting, cramps, and diarrhea often characterize a food-borne illness. It is sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating at the University should be reported to the Director of Health Services immediately. After hours, call Security at extension 2611 or 732-987-2611.

17. Hostage Situation

A hostage situation is an immensely terrifying situation and the following are recommendations to follow:

1. **Stay Calm** – you can build internal courage by remaining calm. You will also think more clearly.
2. **Think Rationally** – measure realistic and unrealistic moves before you act. Stay focused and create a survival mindset.
3. **Observe Details** – be aware of your surroundings with as much detail as possible. This may help you plan your escape, understand the captor's motives and aid law enforcement to apprehend suspects later.
4. **Stay Strong** – don't cry or beg. Don't challenge an abductor.
5. **Cooperate and Build Rapport** if given the opportunity.
6. **Follow instructions** in a rescue operation.

18. Hurricane/Superstorm Preparedness

The following are suggested actions to be taken prior to the arrival of a storm:

1. Check battery-powered equipment such as radios and flashlights. Ensure extra batteries are on hand, a supply of food and water, prepare generators, tape windows, use sandbags, purchase and store gas.
2. Secure outdoor objects.
3. Keep your vehicle fueled should evacuation become necessary.
4. Be aware of where evacuation routes are located.

During a hurricane or superstorm, you should stay indoors and away from glass doors and windows. If possible you should take refuge in a small interior room, closet or hallway. In a multiple story building, go to the first or second floor (including basements) and stay in interior rooms away from windows. Lastly, you should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck.

19. Incident Command Structure

Georgian Court University will follow the National Incident Management System (NIMS) and the Incident Command System (ICS) in responding to emergency situations on the campus. The Chief of Security is the Incident Commander; in his/her absence the Captain of Security; in his/her absence the highest ranking Security Officer assumes the role of Incident Commander. The University has a non-sworn Security Department and in the case of an incident wherein other outside agencies are called in, a dual incident command structure would be implemented. (Note: this system has been practiced with Lakewood Police during previous drills.)

20. Lockdown

The following guidelines are intended to reduce your personal risk in the unlikely event of an emergency situation occurring on campus which would require us to go into a Lockdown.

If you are outside you should stay in this position until you hear directions to move and continue normal activities. You will be notified via the following methods:

1. Blackboard Connect 5 Mass Notification System
2. Building Marshal notification
3. Security Officer notification
4. Voice message
5. E-mail message

If you are in a building when an event occurs, you will be notified via the following methods:

1. Blackboard Connect 5 Mass Notification System
2. Building Marshal notification
3. Security Officer notification
4. Voice message
5. E-mail message

You should immediately:

1. Secure immediate area
2. Lock and barricade doors
3. Put cell phones on vibrate

Contacting authorities:

1. Use Emergency 911
2. Dial Security at extension 2611 or 732-987-2611
3. Be aware that the Security number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Security personnel to e-mail are: Chief Thomas Zambrano, zambrano@georgian.edu; Captain Maureen Rossi, rossim@georgian.edu; Patricia Sweeney, sweeney@georgian.edu

21. Mass Notification System

In the event of an emergency, Georgian Court University will use Blackboard Connect 5 Mass Notification System to contact you on numbers you list in Power Campus (students) and Human Resources (staff). PLEASE keep your contact information and e-mail up to date.

22. Medical Emergencies

Should you witness an individual who appears to be injured or experiencing medical difficulties that are not life threatening, contact Security at extension 2611 or 732-987-2611.

If the emergency occurs after hours, contact Security immediately at extension 2611 or 732-987-2611 to let them know the specific location of the victim (building and room number), so that they can direct the ambulance to that site when it arrives on campus.

Try to give as detailed a description of the problem as possible: *Who it is; What happened; Where you are located; What time the emergency happened.* It may be helpful to clear the area of spectators. Remain with the victim until help has arrived. If medical transport to an area hospital is not deemed necessary by medical personnel, assist the victim in securing a safe means of transportation home if she/he is unable to drive. Phoning friends or relatives of the individual, whom she/he has given you permission to contact, may accomplish this.

23. Natural Disasters

Electrical Storms/Lightning

Although electrical storms are common occurrences, you should be aware of the following:

1. Seek shelter indoors or in a vehicle immediately.
2. Avoid showering/bathing as plumbing/bathroom fixtures conduct electricity.
3. Avoid using a corded phone except for emergencies. Cordless and cell phones are safe to use.
4. Power surges from lightning can cause serious damage to electrical items such as computers, therefore unplug appliances.

24. Other Catastrophic Occurrences

Call Security at extension 2611 or 732-987-2611, then Lakewood Police will be contacted immediately. If you call 911 first, **PLEASE** call Security at extension 2611 or 732-987-2611 right after.

25. Pandemic Occurrence

H1N1/Swine Flu, Avian Flu or any other occurrence should be reported immediately to the Director of Health Services at extension 2757 or 732-987-2757. After hours, call Security at extension 2611 or 732-987-2611. A Campus Emergency Response Plan is on file at the Health Services Office and is supplied as an attachment in this document (page 25).

26. Psychological Crisis

A psychological crisis is a sudden, severe emotional disturbance, which may be characterized by the following symptoms or warning signs: risk (or threat of risk) of harm to self, other or property; bizarre behavior; extreme confusion; nervousness or sadness; uncontrollable behavior; and/or drug or alcohol overdose.

Concern for the physical well-being of the individual is the top priority in addressing this type of emergency. Should you witness a psychological emergency, clear the area of spectators and contact the University Counseling Center immediately at extension 2680 or 732-987-2680. If after hours, contact Security at extension 2611 or 732-987-2611 immediately.

27. Public Information/Emergency Notification Plans

Georgian Court University will contact its students, staff, and the community via the following methods in the event of an emergency:

1. Blackboard Connect 5 Mass Notification System
2. Campus voice mail
3. Campus e-mail
4. Security PA announcements
5. Building Marshal/RA notification via hand talkie radios
6. Web page – Discussion Group
7. Campus telephone message – 732-987-2200
8. App.com
9. Radio Stations
 - a) WOBM FM 92.7
 - b) WJLK – The Point FM 94.3
10. News 12 New Jersey

Refer all media inquiries to the Office of Marketing and Communications (extension 2266 or 2291 or 732-987-2266). It is imperative that all University communications are made through the Office of Marketing and Communications to ensure accuracy.

28. Serious Crime

If you observe a crime being committed against persons or property, do not try to personally intervene. Call Security at extension 2611 or 732-987-2611 to assist you. If possible, immediately obtain a detailed description of the criminal. Remain calm. Relay information to Security/Police immediately.

29. Shelter-In-Place

In the event of an emergency, for example, where hazardous materials may have been released into the atmosphere, all members of the University community will be asked to Shelter-In-Place and remain in the building. All buildings have designated Building Marshals and Shelter-In-Place areas that contain emergency supplies. Please follow the instructions

of Security and your Building Marshals, as they will be the key persons to receive and distribute information on site.

Shelter-In-Place areas are:

- Jeffries Hall - 2nd floor main hallway and Art Gallery;
 - Science wing – 2nd floor main hallway
- Casino - Health Center – 2nd floor; Gym area – 1st floor;
 - Student Support Services – 2nd floor
- Dorothy Marron University Community Chapel – Chapel area
- Facilities – office area
- Farley Center – 1st floor lobby and both corridors
- Gatekeeper’s Lodge – kitchen area
- GCU Security Headquarters – Main Entrance
- Hamilton Hall – 3rd floor
- Kingscote – President’s office; 3rd floor
- Lake House – 2nd floor
- Library – 2nd floor
- Mansion – 2nd floor
- Maria Hall – 3rd floor hallways
- Mercedes Hall – room 102 and hallway
- Mercy Center – Student Financial Services area
- Mercy Hall – 2nd floor
- Music Center – 2nd floor hallway
- Raymond Hall: East – Security Office 2nd floor hallway; School of Education – 2nd floor hallway room 201/staff lounge; West – 2nd floor
- St. Joseph Hall – 3rd floor hallways
- St. Catherine’s Hall – 3rd floor
- Wellness Center – gym floor, Athletics office corridor, Dance Studio, and locker rooms
- 801 Lakewood Avenue – hallway
- 851 Lakewood Avenue – conference room, foyer, and Payroll/Human Resources area

30. Threat and Vulnerability Assessment

Georgian Court University is following the International Association of Campus Law Enforcement Administrators (IACLEA) Threat and Risk Assessment Tool to prevent and deter threats on our campus. Further, Officers have been trained in the Homeland Security Surveillance Detection course.

31. Threatening Messages

Threatening messages received via e-mail or print mail should not be destroyed, altered, or deleted. Notify Security at extension 2611 or 732-987-2611. An investigation will commence; and law enforcement, Dean of Students, Vice President for Finance and Administration, and the Provost will be informed and appropriate response will ensue.

32. Tornado

Once spotters and/or radar have identified an actual tornado in the area, you should immediately seek shelter indoors. Once inside, go to an underground room, if possible, or take refuge in a small interior room, closet, hallway or stairwell. In a multi-story building, go to the lowest floor and stay in interior rooms away from windows and doors. Go to the center of the room and avoid corners (they attract debris). You should crouch as low as possible (facing down) under a table or other sturdy object covering your head and neck with your hands. You should cover yourself with some sort of thick padding (mattress, blankets, etc.) to protect against falling debris in case the roof and ceiling fail. Stay out of the elevators; you could become trapped inside them if power is lost. You should avoid sheltering in places with a wide span roof, such as the Casino, auditoriums, or the gym. You should **NOT** seek shelter in a vehicle.

If you are outdoors and cannot make it to a sturdy building, lie flat and face-down on low ground, protecting the back of your head and neck with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado. Afterwards, stay away from power lines and puddles with wires in them; they may still be carrying electricity.

33. Trapped in Elevator

Use the emergency phone located within the elevator to call Security. Remain calm and wait for assistance. GCU Security will immediately respond, Lakewood Fire Department will be dispatched and respond. During normal work hours Facilities will respond.

34. Utility Failure

Whether an emergency condition exists alone or in conjunction with another emergency situation, one or more campus utilities may cease to function. These include water, heat/air-conditioning, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported immediately to the Director of Facilities at extension 2652 or 732-987-2652. After hours, call Security at extension 2611 or 732-987-2611.

Generally, the loss of one or more such utilities for a brief period of time can be tolerated. The University will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding the University, may result in a decision to temporarily close the University operations. You will be notified through available means if that is the case. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a quick evacuation of affected areas will take place supervised by the Building Marshal.

35. Weather Emergency

The most likely weather emergencies the University will face are hurricanes or blizzards. In each case, given current technologies, adequate warning is likely to be available to the campus community. The University's closing procedure will be invoked when it appears health and safety could be dangerously compromised. Weather emergencies will be

communicated through radio stations and on the University's information line. If high winds occur while you are at the University, you should move away from the windows, taking refuge in interior offices or hallways. In all instances, everyone should use care and good judgment in making a decision about traveling to/from campus.

36. Exercises

Table top, building and campus drills will be conducted throughout the year and documented to be prepared for any emergency situation. Drills will be documented and logged accordingly to comply with the 18A:3B-69 and the Annual Security Report requirements. After action debriefing will be documented to improve on overall safety at the campus.

EMERGENCY RESPONSE PLAN ATTACHMENT

PANDEMIC INFLUENZA

LEVEL DEFINITION

1. Confirmed cases of human-to-human transmission of pandemic flu globally
2. Confirmed case of pandemic flu in NJ, PA, MD, DE, and NY
3. Confirmed case(s) on campus [only essential personnel required to report to campus.]

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Emergency Response Team	<ol style="list-style-type: none"> 1. Monitor situation. 2. Gather and review information from various government agencies. 3. Review Emergency Response Plan for pandemic flu, making sure supplies are accounted for and everyone understands their responsibilities. 4. Complete a list of campus essential personnel employees. 5. Alert appropriate relevant departments and review for actions. 6. Review travel policy – prepare travel restrictions. 7. Essential personnel and back-ups receive pandemic flu training from Health Services. 8. Gather information to refer to VP of Finance & Administration to help determine if closure and/or quarantine is necessary. 	<ol style="list-style-type: none"> 1. Continue to monitor and ensure Command Center is prepared. 2. Consider to close parts of the campus including cancellation of classes. 3. Consider identifying quarantine areas and care of occupants. 4. Consider cancellation of sporting events and conference/special events. 5. Assemble crisis counseling group and prepare for a level 3 scenario. 6. Ensure essential personnel are defined and trained (be prepared that essential personnel will leave work site). 7. Activate Senior Staff Group. 	<ol style="list-style-type: none"> 1. Command Center is activated and operational. 2. Cancel all travel onto or off of campus other than for essential personnel. 3. Attempt to mitigate other emergencies. 4. Ensure communication needs are met (media, phones, voice mails, flyers, all available forms of communications.) 5. Ensure counseling center meets psychological needs of university community. 6. Ensure needs of Dining Services, Residence Life, Health Services, Facilities and Security are being met in terms of food, supplies, medical and person power. 7. Activate the crisis counseling group. 8. Ensure at completion of pandemic, that needs of all parties needing assistance emotionally and psychologically are met.

<p>2. Health Services</p>	<ol style="list-style-type: none"> 1. Convene the Emergency Response Team. 2. Develop standard procedures. 3. Ensure respiratory protection equipment is in place. 4. Provide in-service training for pandemic flu. 5. Develop policy on transporting individuals to hospitals. 6. Begin to plan for psychological needs and counseling. 7. Provide a list of essential personnel to Human Resources. 8. Health Services begins to train essential personnel for pandemic flu response. 9. Train essential personnel and backups in the proper use of respiratory protection, along with proper disposal procedures. 10. Be in contact with: <ul style="list-style-type: none"> • Ocean County Health Department 732.341.9700 x7502 • Ocean County Health Department after hours 732.558.1952 	<ol style="list-style-type: none"> 1. Continue Level #1 2. Plan for medication distribution 3. Be in constant contact with the Department of Health. 	<ol style="list-style-type: none"> 1. Locate patient contacts. 2. Arrange for screening of people who have had contact. 3. Arrange for counseling services 4. Contact Coroner's office if necessary 5. Isolate and monitor suspected cases. 6. Initiate prophylaxis of contacts based on strength of patient presentation. 7. Establish phone triage lines for Health Services. Follow State and County protocol for patient testing. 8. Monitor Health Care workers. 9. Monitor the health of essential personnel and their families.
<p>3. Security</p>	<ol style="list-style-type: none"> 1. Establish and maintain departmental personnel needs for both quarantine and site shutdown scenarios. 2. Insure human Resources has current list of essential security personnel. 3. Gather and review information from various government agencies. 4. Be in contact with: <ul style="list-style-type: none"> • Lakewood Township Director of Emergency Management 732.363.0200 x5353 • Ocean County Director of Emergency Management 732.341.3451 • Lakewood Police Department 732.363.0200 or 911 5. Alert Health Services x2756 if anyone has flu-like symptoms. 6. Insure Command Center is ready for activation (phones, laptop, etc.). 	<ol style="list-style-type: none"> 1. Practice security measures for quarantined areas, as well as site shutdown scenarios. 2. Prepare entrances of campus for shut down, i.e., cones, wooden horses, locking gates, etc. 3. Educate individuals coming on campus of status of emergency response (verbally and by handing out flyers) as per University statement from Public Information and University Communications. 	<ol style="list-style-type: none"> 1. Command Center is activated and staffed (Maria Hall Lounge). 2. Secure buildings in site shutdown (both computer card access and physically). 3. Secure entrances of campus perimeter, i.e., cones, wooden horses, lock gates, etc. 4. Assist Health Services with their requests. 5. Provide security during quarantine. 6. Contact ambulance service for transport to hospital.

<p>4. Facilities Management</p>	<ol style="list-style-type: none"> 1. Characterize building ventilations systems. 2. Provide a list of essential personnel to Human Resources. 3. Insure that there are adequate biological waste containers in all appropriate areas. 4. Identify potential quarantine, isolation, and residence locations for those who cannot go home. 5. Create contingency plans in case of fuel, water, and energy shortages. 6. Stockpile cleaning and disinfecting supplies, facial tissues, toilet paper, and disposable towels. 7. Cross train essential personnel in PPE, cleaning and disinfecting techniques, blood borne pathogens, and communication protocol. 	<ol style="list-style-type: none"> 1. Distribute respirators to essential personnel. 	<ol style="list-style-type: none"> 1. Assist in biological waste control and removal. 2. Provide assistance to Health Services, Dining Services and Residence Life efforts.
<p>5. Human Resources</p>	<ol style="list-style-type: none"> 1. Human Resources will request notification from faculty & staff of travel to affected regions and maintain a current list for potential use in a health crisis situation. 2. Prepare a call-off policy. 3. Identify personnel available for telephone support work. 4. Prepare to deal with essential persons refusing to come to work. 5. Consider backups for essential personnel. 6. Essential personnel will be approached prior to a crisis to determine any problems in these personnel being available and staying available. 		<ol style="list-style-type: none"> 1. Activate call-off policy. 2. Telephone support team will be in place redeploying office personnel to the command center from HR and other offices. 3. All essential personnel will be listed and backups identified for each person or function. 4. Essential personnel list (individual names to follow) <ul style="list-style-type: none"> Senior Staff Group Information Technology Dining Services Health Services Student Life Operations Security Academic RSMs
<p>6. Environmental Health & Safety</p>	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup. 	<ol style="list-style-type: none"> 1. Arrange for additional medical waste pickups. 	
<p>7. Counseling Center</p>	<ol style="list-style-type: none"> 1. Convene crisis intervention team. 2. Generate protocols for providing services via telephone and internet. 3. Provide training on crisis management to staff and faculty who may act as emergency triage clinicians. 	<ol style="list-style-type: none"> 1. Continue level 1 response. 2. Generate letter to active Counseling Center clients regarding plans for continuation of care. 3. Generate letter to GCU community regarding influenza-related mental health issues. 	<ol style="list-style-type: none"> 1. Continue and refine level 1 and 2 responses. 2. Provide crisis management and brief treatment services either face-to-face or remotely.

<p>8. Vice President of Finance & Administration</p>	<ol style="list-style-type: none"> 1. Act as liaison between the Emergency Response Team and the Senior Staff Group. 2. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact. 3. Identify steps that must be taken to monitor and protect insurance coverage. 4. Benchmark risk management response and insurance coverage options with peer universities. Review content of internal and external public information bulletins and announcements. 5. Authorize the purchasing of necessary supplies. 6. Bursar to identify a plan for billing and collection policies during pandemic event. 		
<p>9. Marketing and External Affairs</p>	<ol style="list-style-type: none"> 1. Develop plan to communicate to GCU community, local community, vendors and media the following: <ul style="list-style-type: none"> • Precautions to avoid getting infected • What to do if you think you are infected • Where to access updated information. 2. Before pandemic flu reaches GCU, send letter informing how and when we will contact again and ways to access updated GCU info in coordination with Health Services. 	<ol style="list-style-type: none"> 1. Send second letter enumerating when we will contact them again and how including methods to access current updated GCU information. 2. Write media release as well as contacting media and set up phone interview. 3. Create poster that will be placed in every building on every floor with same info as letter. 	<ol style="list-style-type: none"> 1. Create letter that will include how often website and phone message will be updated each day. 2. If outbreak contained to campus, GCU will take out ad in Asbury Park Press to assure local community that everything possible is being done to contain spread of virus. 3. Update media on situation on campus.
<p>10. IT</p>	<ol style="list-style-type: none"> 1. Identify IT essential staff. 2. Provide necessary communications in the command center (Maria Hall Lounge) and for any quarantine sites including telephone. Make preparations for site shutdown scenarios. 3. Consider education continuance possibilities during quarantine and site shutdown scenarios by supporting faculty for alternative online course delivery. 4. Establish and maintain departmental personnel needs for both quarantine and site shutdown scenarios. 5. Insure Human Resources has current list of essential personnel. 6. IT should develop list of portable computing devices. 	<ol style="list-style-type: none"> 1. Same as Level 1 	<ol style="list-style-type: none"> 1. Same as Level 1

<p>11. Provost/ Academic Issues</p>	<ol style="list-style-type: none"> 1. Provost's Office will direct School Deans to ask faculty members to develop class activities/actions to be implemented in case the Lakewood campus and/or off-site locations are closed, plans for dealing with possible increases in student absenteeism, and directions to students about how communication with them will be accomplished in case the campus is closed, and to disseminate this information to students via hardcopy or online as appropriate. It will be recommended that faculty members use the university's course management system for class continuation and communication activities. Faculty members will give their class continuation/communication plans to their department chair. 2. Provost's Office will ask Director of Library Services to develop plan to ensure continuation of library services essential for instruction in case campus is closed. 3. Provost's Office will work with the IT staff members and School Deans to ensure that faculty members who need help learning to use the university's course management system to develop class continuation activities get the training they need from either the IT staff or other members of the faculty. 4. Provost's Office will direct School Deans to ask faculty members who have ongoing research projects or live organisms requiring care to develop contingency plans in anticipation of campus closure. 5. Provost's Office will ensure that Webmaster and two other designated staff members are prepared/trained on how to post up-to-date information about university academic calendar/closing on university's website. 6. Provost's Office will ensure that at least two designated staff members have the information needed to notify the media of emergency closings. 	<ol style="list-style-type: none"> 1. Provost's Office will tell School Deans to tell faculty members that they should prepare to implement (or depending on conditions, actually implement) their class continuation/communication plans under the assumption that the Lakewood campus and/or off-site locations may be closed on short notice. 2. Provost will tell Director of Library Services to be ready to implement continuation program at short notice. 3. Provost's Office will tell School Deans to tell faculty members with research projects or live organisms requiring care to prepare to implement (or, depending on conditions, actually implement) their contingency plans on short notice. 4. Provost's Office will attempt to determine if an alternative academic calendar will be necessary and communicate any alteration in the academic calendar to the university community. If necessary, the fall semester could be extended through mid-January. If necessary, the spring semester could be extended through part of June and an altered summer session calendar could be developed. 	<ol style="list-style-type: none"> 1. On-campus academic and student life activities are cancelled. 2. Library Services continuation plan will be implemented. 3. Alternative instruction methods will be employed when possible. 4. Research project/live organism care plans will be implemented. 5. Updated information about university academic calendar will be provided on a regular basis to the university community through the website and emergency closing media outlets.
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12. Residence Life	<ol style="list-style-type: none"> 1. Health Services trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Provide a list of essential personnel to Human Resources. 5. Alert Health Services if encountering students with flu like symptoms. 	<ol style="list-style-type: none"> 1. Identify meal delivery need and method for quarantined students 2. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the State Health Department.
13. Dining Services	<ol style="list-style-type: none"> 1. Inventory onsite supplies of both perishable and non-perishable food, paper products and bottled water. 2. Create menus with portion amounts to be served. 3. Determine amount of meals capable to serve from supplies on hand. 4. Create emergency order list to maximize length of time to serve meals. 5. Procure emergency kits for key staff members delivering to quarantined persons. 6. Train staff members that would work during shelter-in-place. 7. Create a written plan of action for food service staff. 	<ol style="list-style-type: none"> 1. Coordinate with Residence Life on meal delivery to quarantined students. 2. Increase inventory to maximum storage capacity. 3. Alert key personnel to be on standby. 	<ol style="list-style-type: none"> 1. Activate plan for providing food service.

*Refer to Communication Matrices for all telephone numbers

SECURITY

24 HOURS/7 DAYS A WEEK

732.987.2611

OR

Ext. 2611

HEALTH SERVICES

8:30 AM–4:30 PM, TUES., THURS., FRI.

8:30 AM–7:00 PM, MON., WED.

732.987.2756

OR

Ext. 2756

COUNSELING CENTER

8:00 AM–5:00 PM, MON., WED., FRI.

8:00 AM–7:00 PM, TUES., THURS.

732.987.2680

OR

Ext. 2680