

Georgian Court University

**EMERGENCY
OPERATION PLAN
2019**

**Office of Campus Safety
732.987.2611**

UNIVERSITY EMERGENCY OPERATION PLAN

2019

Dear Georgian Court Community:

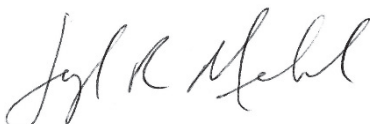
This manual is intended to assist employees and students in confronting emergency situations on campus.

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, a 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

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I. President's Cabinet

<i>Name / Title</i>	<i>Campus Extension</i>
Dr. Joseph R. Marbach <i>President</i>	2252
Janice Warner <i>Interim Provost</i>	2390
Kathleen Boody <i>Interim Vice President for Enrollment and Retention</i>	2795
James Trusdell <i>Vice President for Finance & Administration/CFO</i>	2416
Matt Manfra <i>Vice President for Institutional Advancement</i>	2244
Paul DaPonte <i>Executive Director of Mission Integration and Special Assistant to the President</i>	2318
Gail H. Towns <i>Executive Director of Marketing & Communications</i>	2266
Matthew McManness <i>Special Consultant to the President</i>	2273

II. CAMPUS EMERGENCY RESPONSE TEAM

<i>Name/Title</i>	<i>Campus Extension</i>
Amani Jennings <i>Dean of Students</i>	2601
Dr. Robin Solbach <i>Director of Health Services and Counseling</i>	2680/2756
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 Campus Safety/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.

<i>Name / Title</i>	<i>Campus Extension</i>
Amani Jennings <i>Dean of Students</i>	2601
Dr. Robin Solbach <i>Director of Health and Counseling</i>	2680
Thomas Zambrano <i>Director/Chief of Campus Safety/Incident Commander</i>	2613/2616
Charles Tighe <i>Captain of Campus Safety</i>	2612
Stephanie Abdalla <i>Director of Residence Life</i>	2541

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 the Office of Campus Safety at extension 2611 or 732-987-2611. Campus Safety will summon the appropriate support systems, including police, fire, ambulance, and hazmat 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 the Office of Campus Safety at extension 2611 or 732-987-2611 (all campus red phones connect directly to the Office of Campus Safety). 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 732-676-0948 (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. Campus Safety 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. Personnel from the Office of Facilities 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 checking in with your building marshal, evacuate the university via routes designated by campus safety 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

The 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 Office of Campus Safety, as well as dedicated Georgian Court University employees, are responsible for same. The department includes a chief of campus Safety, captain of campus safety, two shift leaders, and seven campus safety officers for a total of eleven full-time campus safety officers. There are four part-time campus safety officers and nine on-call campus safety 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 campus safety officer) activates the plan at the onset of an emergency situation, and proper notifications are made. The chief of campus safety serves as incident commander and works closely with the initial incident commander.

Additionally, there are 35 Office of Facilities employees who are essential personnel.

The university has an excellent relationship with the Lakewood Police Department, Fire Department, First Aid Emergency Squad, Health Department, and Office of Emergency

Management. Additionally, an excellent relationship is maintained with the County Prosecutor's Office, Ocean County Sheriff's Office, Ocean County Office of Emergency Management, Ocean County Health Department, and state and federal agencies.

The delegation of authority at the campus is as follows:

- President
- Provost
- Vice President for Finance and Administration/CFO
- Vice President for Institutional Advancement
- Vice President for Enrollment and Retention

The delegation of authority in the Office of Campus Safety is as follows:

- Chief of Campus Safety
- Captain of Campus Safety
- Shift Leaders
- Highest-Ranking Campus Safety Officer

The university regularly conducts tabletop 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, in the first-floor lounge. This building has an emergency generator. Also, there are 10 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 the 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 in the dissemination of information.

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 they can be accomplished without further endangering the persons inside a secured area.
4. Consider the safety of masses versus 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. Call Emergency 911.
2. Call the Office of Campus Safety at extension 2611 or 732-987-2611
3. Be aware that the campus safety number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Campus safety personnel to e-mail are: Chief Thomas Zambrano, tzambrano@georgian.edu; Captain Charlie Tighe, ctighe@georgian.edu; or Michele Risley, mrисley@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. Campus safety 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's Office of Campus Safety will monitor data through the Office of Homeland Security and will evaluate all data that poses a threat and will communicate this information to the above agencies. Georgian Court University's Office of Campus Safety will continue to provide vulnerability assessment(s) throughout the campus and locality. The Office of Campus Safety will view its CCTV monitoring system and report all suspicious behavior to proper law enforcement authorities. Whenever there is an increased alert, the Office of Campus Safety 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 the Office of Campus Safety. 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, or suspicious mail or package, remain calm, call GCU's Office of Campus Safety 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 the Office of Campus Safety 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 gender of the caller, if the caller has an accent, his or her attitude, if there is any background noise 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 campus safety personnel/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 Office of Campus Safety, 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 Office of Campus Safety at extension 2611 or 732-987-2611 immediately.

If you receive a bomb threat, ask 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 Safety Task Force, the Office of Homeland Security and Preparedness, and the Mental Health Subcommittee on Campus Community Training to guide mental health awareness training for students and key campus personnel. This training will continue through 2019.

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 campus safety 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 the Lakewood Police Department. The Lakewood Police Department will be the lead agency and work with their local law enforcement agencies. The Lakewood chief of police or designee will coordinate mutual aid and work with county, state, and federal agencies. The chief of campus safety/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 large number of people at GCU and close proximity of our campus population. 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, the Office of Health Services will report that information to the New Jersey 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 the Office of Campus Safety at extension 2611 or 732-987-2611; they will notify the Lakewood Police Department immediately. If you call 911 first, please call the Office of Campus Safety 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 the Office of Campus Safety at extension 2611 or 732-987-2611 of the situation. If necessary, the Office of Campus Safety will contact the Lakewood Police Department.

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 the Office of Campus Safety at extension 2611 or 732-987-2611. Campus safety will summon the appropriate support systems, including police, fire, ambulance, and/or hazmat 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 the Office of Campus Safety at extension 2611 or 732-987-2611 (all campus red phones connect directly to the Office of Campus Safety). 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 732-676-0948 (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. Among them:

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, campus safety, police, or fire official of that location so that they can act on the situation.
5. When the building 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 campus safety 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, campus safety personnel, 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 campus safety or police officers.

13. Escaped Animals

Any report of an animal (wild or domesticated) on campus is investigated by the Georgian Court University Office of Campus Safety. If they determine 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). The Office of Campus Safety 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 the Office of Campus Safety 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, campus safety officer, police officer, or fire official of that location so that they can act on the situation.
5. When the building 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 campus safety 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, campus safety officer, police officer, or fire official (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 campus safety officers or police officers.

15. Floods

In the event of torrential rain, weather conditions which result in campus flooding, or a water main break or other natural disaster, Georgian Court University campus safety officers will utilize the proper security notification(s). Campus Safety will then notify the director of facilities/designee. The Office of Facilities will be the lead office to assist with cleanup. The director of facilities will coordinate all off-campus vendor assistance.

16. Foodborne Illness

Nausea, vomiting, cramps, and diarrhea often characterize a foodborne illness. It is sometimes accompanied by fever. A foodborne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected foodborne illness that is believed to have occurred as a result of eating at the university should be reported to the director of health services and counseling immediately. After hours, call the Office of Campus Safety 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 and a supply of food and water are on hand, prepare generators, tape windows, use sandbags, and 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 campus safety is the incident commander; in his/her absence, the captain of campus safety assumes the role; and in his/her absence, the highest-ranking campus safety officer assumes the role. The university has a non-sworn Office of Campus Safety 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. Campus safety 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. Campus safety officer notification
4. Voice message
5. E-mail message

You should immediately:

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

Contacting authorities:

1. Call Emergency 911.
2. Call the Office of Campus Safety at extension 2611 or 732-987-2611
3. Be aware that the campus safety number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Campus safety personnel to e-mail are: Chief Thomas Zambrano, tzambrano@georgian.edu; Captain Charlie Tighe, ctighe@georgian.edu; or Michele Risley, mrисley@georgian.edu.

21. Mass Notification System

In the event of an emergency, Georgian Court University will use the Blackboard Connect 5 Mass Notification System to contact you on numbers you list in Power Campus (students) and with the Office of 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 the Office of Campus Safety at extension 2611 or 732-987-2611.

If the emergency occurs after hours, contact the Office of Campus Safety 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 the Office of Campus Safety at extension 2611 or 732-987-2611; they will contact the Lakewood Police immediately. If you call 911 first, **PLEASE** call the Office of Campus Safety 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 and counseling at extension 2757 or 732-987-2757. After hours, call the Office of Campus Safety at extension 2611 or 732-987-2611. A Campus Emergency Response Plan is on file in the Office of Health Services 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 GCU Counseling Center immediately at extension 2680 or 732-987-2680. If after hours, contact the Office of Campus Safety 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. Campus safety PA announcements
5. Building marshal/RA notification via hand radios
6. GCU home page at Georgian.edu
7. Campus telephone message – 732-987-2200
8. APP.com
9. Radio Stations
 - a) WOBN 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 in the dissemination of information.

28. Serious Crime

If you observe a crime being committed against persons or property, do not try to personally intervene. Call the Office of Campus Safety 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 campus safety/police immediately. If you call 911, please notify the Office of Campus Safety as well at ext. 2611 or 732-987-2611.

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 campus safety officers 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; auditorium – 1st floor;
Student Support Services – 2nd floor
- Dorothy Marron University Community Chapel – chapel area
- Office of Facilities – office area
- Farley Center – 1st-floor lobby and both corridors
- Gatekeeper’s Lodge – kitchen area
- GCU Campus Safety 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 Accounts area
- Mercy Hall – 2nd floor
- Music Center – 2nd-floor hallway
- Raymond Hall: East – 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 I, 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, campus safety officers have been trained through 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 Campus Safety 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 multistory 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 facedown 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 the Office of Campus Safety. Remain calm and wait for assistance. GCU campus safety officers will immediately respond, The Lakewood Fire Department will be dispatched and respond. During normal work hours, the Office of 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 the Office of Campus Safety 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 New Jersey Revised Statutes 18A:3B-69: Emergency Operations Plan for Institutions of Higher Education and the GCU 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)
<ol style="list-style-type: none"> 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 backups receive pandemic flu training from Ocean County Department of Health. 8. In consultation with Ocean County Department of Health, the ERT will gather information to refer to vice president for finance and 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 closing 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 worksite). 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, voicemails, flyers, all available forms of communication.) 5. Ensure Counseling Center meets psychological needs of university community. 6. Ensure needs of dining services, residence life, health services, facilities, and campus safety 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. Consult with Ocean County Health Department regarding recommendation for containment and management procedures. 3. Ensure respiratory protection equipment is in place. 4. Provide information 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 the Office of Human Resources. 8. The Office of Health Services begins to provide essential personnel for pandemic flu response. 9. Provide information to essential personnel and backups in the proper use of respiratory protection, along with proper disposal procedures. <p>10. Be in contact with:</p> <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. Collaborate with the appropriate, local health care providers of essential personnel and families. 	<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 the Office of Health Services. Follow state and county protocol for patient testing. 8. Monitor health care workers. 9. Collaborate with Ocean County Health Department officials to monitor the health of essential personnel and their families.
<p>3. Campus Safety</p>	<ol style="list-style-type: none"> 1. Establish and maintain personnel needs for both quarantine and site-shutdown scenarios. 2. Insure the Office of Human Resources has current list of essential campus safety 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. Ensure 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 shutdown, 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 the Office of Marketing and 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 the Office of Health Services with their requests. 5. Provide campus safety 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 the Office of Human Resources. 3. Ensure 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. The Office of Human Resources will request notification from faculty and 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) Senior Staff Group Information Technology Dining Services Health Services Student Life Facilities Campus Safety Academic
<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.

8. Vice President of Finance & Administration	<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. Director of student accounts to identify a plan for billing and collection policies during pandemic event. 		
9. Marketing & Communications	<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 the Office of 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 setting up phone interviews. 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 Web site and phone message will be updated each day. 2. If outbreak contained to campus, GCU will take out ad in <i>Asbury Park Press</i> to assure local community that everything possible is being done to contain spread of virus. 3. Update media on situation on campus.
10. IT	<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. Ensure the Office of 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"> The Office of the Provost 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. The Office of the Provost will ask the director of library services to develop plan to ensure continuation of library services essential for instruction in case campus is closed. The Office of the Provost will work with 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. The Office of the Provost 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. The Office of the Provost will ensure that the Web administrator 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 Web site. The Office of the Provost 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"> The Office of the 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. The Office of the Provost will tell the director of library services to be ready to implement continuation program at short notice. The Office of the Provost 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. The Office of the Provost 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"> On-campus academic and student life activities are cancelled. Library services continuation plan will be implemented. Alternative instruction methods will be employed when possible. Research project/live organism care plans will be implemented. Updated information about university academic calendar will be provided on a regular basis to the university community through the Web site and emergency closing media outlets.
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12. Residence Life	<ol style="list-style-type: none"> 1. The Office of 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 the Office of Human Resources. 5. Alert the Office of 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. 	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 who 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 the Office of Residence Life on meal delivery to quarantined students. 2. Increase inventory to maximum storage capacity. 3. Alert key personnel to be on standby. 	1. Activate plan for providing food service.

*Refer to Communication Matrices for all telephone numbers

CAMPUS SAFETY

24 HOURS/7 DAYS A WEEK

732.987.2611

OR

Ext. 2611

HEALTH SERVICES

8:30 AM–4:30 PM, MON., TUES., THURS., FRI.

8:30 AM–7:00 PM, 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