

**Georgian Court University**

**EMERGENCY  
OPERATION PLAN  
2022**

**Office of Campus Safety  
732-987-2611**



# UNIVERSITY EMERGENCY OPERATION PLAN 2022

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 black ink, appearing to read "Joseph R. Marbach". The signature is written in a cursive style with a large initial "J" and "M".

Joseph R. Marbach, Ph.D.  
President

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## I. President's Cabinet

The President's Cabinet is normally called into action by the university president or designee.

The group is comprised of senior management and various other individuals as needed. The President's Cabinet consists of the following:

<b>Name/Title</b>	<b>Campus Extension</b>
<b>Dr. Joseph R. Marbach</b> <i>President</i>	<b>2252</b>
<b>Janice Warner</b> <i>Provost</i>	<b>2390</b>
<b>Chris Krzak</b> <i>Vice President for Enrollment and Retention</i>	<b>2785</b>
<b>Amy Bosio</b> <i>Vice President for Finance and Administration/CFO</i>	<b>2416/2242</b>
<b>Matt Manfra</b> <i>Vice President for Institutional Advancement</i>	<b>2244</b>
<b>Paul DaPonte</b> <i>Executive Director of Mission Integration and Special Assistant to the President</i>	<b>2318</b>
<b>Gail H. Towns</b> <i>Executive Director of Marketing and Communications</i>	<b>2266</b>

## II. CAMPUS EMERGENCY RESPONSE TEAM

In the event of an emergency, the Emergency Response Team will be activated. Since the university cannot anticipate all emergencies, it is important to have a general response protocol that defines certain roles and can call on additional resources as needed.

<b>Name/Title</b>	<b>Campus Extension</b>
<b>Amani Jennings (Co-Chair)</b> <i>Dean of Students</i>	<b>2601</b>
<b>Charles Tighe (Co-Chair)</b> <i>Director of Campus Safety</i>	<b>2613/2616</b>
<b>Dr. Robin Solbach</b> <i>Director of Health Services and Counseling</i>	<b>2680/2756</b>
<b>Gail H. Towns</b> <i>Executive Director of Marketing and Communications</i>	<b>2266</b>
<b>AJ Lacomba</b> <i>Chief of Technology/Information Officer</i>	<b>2352</b>
<b>Michael Putnam</b> <i>Director of University Operations</i>	<b>2693</b>
<b>Diana Sofo</b> <i>Director of Human Resources</i>	<b>2287</b>
<b>Stephanie Tedesco</b> <i>Executive Assistant to the President</i>	<b>2252</b>
<b>Seth Richards</b> <i>Director of Residence Life</i>	<b>2541</b>
<b>Elizabeth Estell</b> <i>Assistant Director of Residence Life</i>	<b>2533</b>
<b>Luana Fahr</b> <i>Director of Student Success and Academic Support</i>	<b>2646</b>
<b>Tom Weg</b> <i>Campus Safety Assistant</i>	<b>2616</b>

**David Robey**  
*General Manager, Aramark*

**2560**

**Paul Palladino**  
*Director of Facilities, Aramark*

**2678**

For a direct line, dial 732-987 + extension.



### III. CAMPUS CRISIS INTERVENTION TEAM

The purpose of the committee is to respond to reports about individuals whose behavior is raising concerns within the university community. The committee is charged with devising a coordinated plan for assessment, intervention, and management of concerns for an individual's well-being and that of the university community.

<b>Name/Title</b>	<b>Campus Extension</b>
<b>Amani Jennings (Co-Chair)</b> <i>Dean of Students</i>	<b>2601</b>
<b>Erin McCarron (Co-Chair)</b> <i>Assistant Dean of Students and Director of Student Life</i>	<b>2606</b>
<b>Michael Smith</b> <i>Assistant Director of Student Advocacy and Success</i>	<b>2376</b>
<b>Dr. Robin Solbach</b> <i>Director of Health Services and Counseling</i>	<b>2680</b>
<b>Charles Tighe</b> <i>Director of Campus Safety</i>	<b>2613/2616</b>
<b>Seth Richards</b> <i>Director of Residence Life</i>	<b>2541</b>
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<b>Luana Fahr</b> <i>Director of Student Success and Academic Support</i>	<b>2646</b>
<b>Dr. Melanie Mogavero</b> <i>Assistant Professor of Criminal Justice and Director of the Criminal Justice and Human Rights Program</i>	<b>2389</b>
<b>Joseph Friedrich Jr.</b> <i>Director of Sports Medicine and Performance</i>	<b>2676</b>

## IV. UNIVERSITY EMERGENCY RESPONSE PRIORITIES

It is the mission of Georgian Court University to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following:

- Protect lives and reduce chances of injury or death.
- Protect university assets and minimize the loss of data and research.
- Maintain the public image and reputation of the university.
- Minimize the critical decisions to be made in a time of crisis.
- Restore general campus operations.

## 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 17 blue light emergency phones and 106 in-building emergency phones on campus.

## VI. FIRST RESPONSES TO EMERGENCIES

### A. University-Wide Messages About Emergencies

You will be notified via the following methods:

- Blackboard Connect 5 Mass Notification System
- building marshal notification
- campus safety officer notification
- voice message
- e-mail message
- university website, [georgian.edu](http://georgian.edu)
- university social media, including Instagram, Facebook, and Twitter

### 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**

All building evacuations will occur when an alarm sounds and/or upon notification by the Office of Campus Safety or other emergency response personnel. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. You should 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. Possible Temporary Emergency Shelters/Casualty Stations on Campus**

Casino, Raymond Hall Dining Room, Gavan Student Lounge, Dorothy Marron University Community Chapel, residence halls, Wellness Center

### **E. Communications to Students, Employees, and the Public**

- Blackboard Connect 5 Mass Notification System
- university website, [georgian.edu](http://georgian.edu)
- university social media, including Instagram, Facebook, and Twitter

## **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.

All campus safety 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 director of campus safety serves as incident commander and works closely with the initial incident commander.

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:

Director 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 are:

#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. The first option will be via Zoom. Others 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 (extensions 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 the 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 silent.
9. Remain in your location until proper authorities give the all clear

#### *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: Director Charlie Tighe, [ctighe@georgian.edu](mailto:ctighe@georgian.edu); or Tom Weg, [tweg@georgian.edu](mailto:tweg@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, and counseling
4. Investigate.

You will be notified via the following methods:

- Blackboard Connect 5 Mass Notification System
- Building marshal notification
- Campus safety officer notification
- Voice message
- E-mail message
- University website, [georgian.edu](http://georgian.edu)
- University social media, including Instagram, Facebook, and Twitter

## **2. Act 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 (FBI), 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.

## **6. Civil Disturbance**

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 director 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 Disease

Serious communicable diseases (e.g., 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 do so. 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 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 17 blue light emergency phones and 106 in-building emergency phones on campus.

The university uses the 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 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).
6. 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.

### **13. Escaped Animal**

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 a smoke condition, immediately sound the alarm, call 911 and the Office of Campus Safety at extension 2611 or 732-987-2611. Give clear and exact information concerning the fire's location.
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 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 checking in with your building marshal, evacuate the university via routes designated by campus safety officers, police officers, or emergency personnel.

## 15. Flood

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; the following are recommendations to follow:

- **Stay Calm.** You can build internal courage by remaining calm. You will also think more clearly.
- **Think Rationally.** Measure realistic and unrealistic moves before you act. Stay focused and create a survival mindset.
- **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.
- **Stay Strong.** – don't cry or beg. Don't challenge an abductor.
- **Cooperate and Build Rapport** if given the opportunity.
- **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:

- 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.
- Secure outdoor objects.
- Keep your vehicle fueled should evacuation become necessary.
- 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 director of campus safety is the incident commander; 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.

You will be notified via the following methods:

- Blackboard Connect 5 Mass Notification System
- building marshal notification
- campus safety officer notification
- voice message
- e-mail message
- university website, [georgian.edu](http://georgian.edu)
- university social media pages, including Instagram, Facebook, and Twitter

If you are outside, you should stay in this position until you hear directions to move and continue normal activities.

If you are in a building when an event occurs, 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 you are unable to speak. Campus safety personnel to e-mail are: Director Charlie Tighe, [ctighe@georgian.edu](mailto:ctighe@georgian.edu); or Tom Weg, [tweg@georgian.edu](mailto:tweg@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 PowerCampus (students) and with the Office of Human Resources (staff and faculty). **Please** keep your contact information and e-mail up to date.

### **22. Medical Emergency**

Should you witness an individual who appears to be injured or experiencing medical difficulties, contact the Office of Campus Safety at extension 2611 or 732-987-2611.

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 Disaster**

#### *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, you should unplug appliances.

### **24. Other Catastrophic Occurrence**

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 immediately afterward.

## **25. Pandemic Occurrence**

H1N1/swine flu, avian flu, coronavirus, 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 24).

## **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 and the Office of Campus Safety. 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:

- Blackboard Connect 5 Mass Notification System
- campus voice mail
- campus e-mail
- campus safety PA announcements
- building marshal/RA notification via hand radios
- university website, [georgian.edu](http://georgian.edu)
- university social media, including Instagram, Facebook, and Twitter

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—arena floor, athletics office corridor, athletic training suite, 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 the Office of Campus Safety at extension 2611 or 732-987-2611. An investigation will commence; law enforcement, the dean of students, vice president for finance and administration, and 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 arena. 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. Afterward, 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 Blackboard Connect and on the university's website and social media pages. 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

**LEVEL DEFINITION**

1. Confirmed cases of human-to-human transmission of the pandemic globally
2. Confirmed case of pandemic in NJ, PA, MD, DE, and NY
3. Confirmed case(s) on 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"> <li>1. Emergency Response Team</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor situation.</li> <li>2. Gather and review information from various government agencies.</li> <li>3. Review Emergency Response Plan for pandemic, making sure supplies are accounted for and everyone understands their responsibilities.</li> <li>4. Complete a list of campus essential personnel employees.</li> <li>5. Alert appropriate relevant departments and review for actions.</li> <li>6. Review travel policy—prepare travel restrictions.</li> <li>7. Essential personnel and backups receive pandemic training from Ocean County Department of Health.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to monitor and ensure Command Center is prepared.</li> <li>2. Consider closing parts of the campus, including cancellation of classes or switching to virtual classes.</li> <li>3. Consider identifying quarantine areas and care of occupants.</li> <li>4. Consider cancellation of sporting events and conference/special events.</li> <li>5. Assemble the Student Concerns Team and prepare for a Level 3 scenario.</li> <li>6. Ensure essential personnel are defined and trained (be prepared that essential personnel will leave worksite).</li> <li>7. Activate President’s Cabinet.</li> <li>8. The university president or designee will serve as the pandemic coordinator and will make all final decisions.</li> <li>9. Ensure the Office of Health Services has adequate resources to meet the needs of students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Command Center is activated and operational.</li> <li>2. Consider cancelling all travel onto or off of campus other than for essential personnel.</li> <li>3. Attempt to mitigate other emergencies.</li> <li>4. Ensure communication needs are met (phones, voicemails, flyers, all available forms of communication.)</li> <li>5. Ensure Counseling Center meets psychological needs of university community.</li> <li>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.</li> <li>7. Activate the Crisis Counseling Group.</li> <li>8. Ensure at completion of pandemic that needs of all parties needing assistance emotionally and psychologically are met.</li> <li>9. Review after-action reports, make adjustments as needed in our plan, and schedule a pandemic drill once a year to ensure we are following best practices.</li> </ol>

<p>2. Health Services</p>	<ol style="list-style-type: none"> <li>1. Convene the Emergency Response Team.</li> <li>2. Consult with Ocean County Health Department regarding recommendation for containment and management procedures.</li> <li>3. Ensure respiratory protection equipment is in place.</li> <li>4. Provide information for pandemic illness.</li> <li>5. Develop policy on transporting individuals to hospitals.</li> <li>6. Begin to plan for psychological needs and counseling.</li> <li>7. Provide a list of essential personnel to the Office of Human Resources.</li> <li>8. The Office of Health Services begins to provide essential personnel for pandemic response.</li> <li>9. Provide information to essential personnel and backups in the proper use of respiratory protection, along with proper disposal procedures.</li> <li>10. <b>Be in contact with:</b> <ul style="list-style-type: none"> <li>• Ocean County Health Department 732-341-9700 x7502</li> <li>• Ocean County Health Department after hours 732-558-1952</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Continue Level #1 response.</li> <li>2. Plan for medication distribution.</li> <li>3. Collaborate with appropriate local health care providers as indicated to ensure up-to-date knowledge on pandemic conditions and treatment recommendations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Locate patient contacts.</li> <li>2. Arrange for screening of people who have had contact.</li> <li>3. Students who have been required or recommended to self-isolate and students who area placed in quarantine will not be subject to any punitive action regarding absenteeism. Additionally, isolated and quarantined students will be released from any academic, programmatic, or athletic obligation they may have until it has been deemed safe for them to return to the campus community.</li> <li>4. Arrange for counseling services.</li> <li>5. Contact coroner's office if necessary.</li> <li>6. Isolate and monitor suspected cases.</li> <li>7. Initiate prophylaxis of contacts based on strength of patient presentation.</li> <li>8. Establish phone triage lines for the Office of Health Services. Follow state and county protocol for patient testing.</li> <li>9. Monitor health care workers.</li> </ol>
<p>3. Campus Safety</p>	<ol style="list-style-type: none"> <li>1. Establish and maintain personnel needs for both quarantine and site-shutdown scenarios.</li> <li>2. Ensure the Office of Human Resources has current list of essential campus safety personnel.</li> <li>3. Gather and review information from various government agencies.</li> <li>4. Be in contact with: <ul style="list-style-type: none"> <li>• Lakewood Township Director of Emergency Management 732-363-0200 x5353</li> <li>• Ocean County Director of Emergency Management 732-341-3451</li> <li>• Lakewood Police Department 732-363-0200 or 911</li> </ul> </li> <li>5. Alert the Office of Health Services at extension 2756 if anyone has relevant symptoms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Practice security measures for quarantined areas, as well as site-shutdown scenarios.</li> <li>2. Prepare entrances of campus for shutdown, i.e., cones, wooden horses, locking gates, etc.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure buildings in site shutdown (both computer card access and physically).</li> <li>2. Secure entrances of campus perimeter (i.e., cones, wooden horses, lock gates, etc.).</li> <li>3. Assist the Office of Health Services with their requests.</li> <li>4. Provide campus safety during quarantine.</li> <li>5. Contact ambulance service for transport to hospital.</li> </ol>

<p>4. Facilities Management</p>	<ol style="list-style-type: none"> <li>1. Characterize building ventilation systems.</li> <li>2. Provide a list of essential personnel to the Office of Human Resources.</li> <li>3. Ensure that there are adequate biological waste containers in all appropriate areas.</li> <li>4. Identify potential quarantine, isolation, and residence locations for those who cannot go home.</li> <li>5. Create contingency plans in case of fuel, water, and energy shortages.</li> <li>6. Stockpile cleaning and disinfecting supplies, facial tissues, toilet paper, and disposable towels.</li> <li>7. Cross-train essential personnel in PPE, cleaning and disinfecting techniques, bloodborne pathogens, and communication protocol.</li> </ol>	<ol style="list-style-type: none"> <li>1. Distribute respirators to essential personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in biological waste control and removal.</li> <li>2. Provide assistance to health services, dining services, and residence life efforts.</li> </ol>
<p>5. Human Resources</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Prepare a call-off policy.</li> <li>3. Identify personnel available for telephone support work.</li> <li>4. Prepare to deal with essential persons refusing to come to work.</li> <li>5. Consider backups for essential personnel.</li> <li>6. Essential personnel will be approached prior to a crisis to determine any problems in these personnel being available and staying available.</li> </ol>		<ol style="list-style-type: none"> <li>1. Activate call-off policy.</li> <li>2. Anyone who is in self-isolation/quarantine should notify the Office of Human Resources of any changes to their health status.</li> <li>3. In the event an employee needs to quarantine, time off will come from sick/personal/vacation leave balances. If no leave time is available, the quarantine time will be unpaid.</li> <li>4. All essential personnel will be listed and backups identified for each person or function.</li> <li>5. Collaborate with Ocean County Health Department officials to monitor the health of essential personnel and their families.</li> <li>6. Essential personnel list:  President's Cabinet  Information Technology  Aramark—Dining Services  Health Services  Student Life  Aramark—Facilities  Campus Safety  Academic</li> </ol>

6. Environmental Health & Safety	<ol style="list-style-type: none"> <li>1. Assess respiratory protection plan and resources.</li> <li>2. Contract with hazardous material company for professional cleanup.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for additional medical waste pickups.</li> </ol>	
7. Counseling Center	<ol style="list-style-type: none"> <li>1. Convene crisis intervention team.</li> <li>2. Generate protocols for providing services via telephone and Internet.</li> <li>3. Provide training on crisis management to staff and faculty who may act as emergency triage clinicians.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue Level 1 response.</li> <li>2. Generate letter to active Counseling Center clients regarding plans for continuation of care.</li> <li>3. Generate letter to GCU community regarding pandemic-related mental health issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue and refine Level 1 and 2 responses.</li> <li>2. Provide crisis management and brief treatment services, either face-to-face or remotely.</li> </ol>
8. Vice President of Finance & Administration	<ol style="list-style-type: none"> <li>1. Act as liaison between the Emergency Response Team and the President's Cabinet.</li> <li>2. Identify risk exposures for which insurance can and cannot be obtained, including associated financial impact.</li> <li>3. Identify steps that must be taken to monitor and protect insurance coverage.</li> <li>4. Benchmark risk management response and insurance coverage options with peer universities. Review content of internal and external public information bulletins and announcements.</li> <li>5. Authorize the purchasing of necessary supplies.</li> <li>6. Director of student accounts should identify a plan for billing and collection policies during pandemic event.</li> </ol>		

<p>9. Marketing &amp; Communications</p>	<p>1. Develop plan to communicate to GCU community, local community, vendors, and media the following:</p> <ul style="list-style-type: none"> <li>• precautions to avoid getting infected,</li> <li>• what to do if you think you are infected, and</li> <li>• a link to the CDC website for updated information on the pandemic.</li> </ul> <p>2. Before pandemic 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.</p>	<p>1. Send second letter enumerating when we will contact them again and how, including methods to access current updated GCU information.</p> <p>2. Write media release as well as contact media and set up phone interviews.</p> <p>3. Create poster that will be placed in every building on every floor with same info as letter.</p>	<p>1. Create campus e-mail that will include how often website and phone message will be updated each day.</p> <p>2. If outbreak contained to campus, GCU will conduct aggressive media outreach and consider paid print/digital placements to assure local community that everything possible is being done to contain spread of virus.</p> <p>3. Update media on situation on campus.</p>
<p>10. IT</p>	<p>1. Identify IT essential staff.</p> <p>2. Provide necessary communications for any quarantine sites.</p> <p>3. Make preparations for site-shutdown scenarios.</p> <p>4. Consider education continuance possibilities during quarantine and site shutdown scenarios by supporting faculty for alternative online course delivery.</p> <p>5. Establish and maintain departmental personnel needs for both quarantine and site-shutdown scenarios.</p> <p>6. Ensure the Office of Human Resources has current list of essential personnel.</p> <p>7. IT should develop list of portable computing devices.</p>	<p>1. Same as Level 1 response</p>	<p>1. Same as Level 1 response</p>



<p>11. Provost/ Academic Issues</p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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 website.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>The Office of the Provost will tell school deans to tell faculty members that they should prepare to implement (or implement) their class continuation/ communication plans under the assumption that the Lakewood campus and/or off-site locations may be closed on short notice.</li> <li>The Office of the Provost will tell the director of library services to be ready to implement continuation program at short notice.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>On-campus academic and student life activities are cancelled.</li> <li>Library services continuation plan will be implemented.</li> <li>Alternative instruction methods will be employed when possible.</li> <li>Research project/live organism care plans will be implemented.</li> <li>Updated information about university academic calendar will be provided on a regular basis to the university community through the website.</li> </ol>
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12. Residence Life	<ol style="list-style-type: none"> <li>The Office of Health Services trains essential personnel on risks and response.</li> <li>Identify potential rooms and/or buildings to be used for quarantined students.</li> <li>Notify current occupants in spaces that will be needed of the potential or need for them to move.</li> <li>Provide a list of essential personnel to the Office of Human Resources.</li> <li>Alert the Office of Health Services if encountering students with relevant symptoms.</li> </ol>	<ol style="list-style-type: none"> <li>Identify meal delivery need and method for quarantined students.</li> <li>Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance, and housekeeping.</li> </ol>	6. 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"> <li>Inventory onsite supplies of both perishable and nonperishable food, paper products, and bottled water.</li> <li>Create menus with portion amounts to be served.</li> <li>Determine amount of meals capable of being served from supplies on hand.</li> <li>Create emergency order list to maximize length of time to serve meals.</li> <li>Procure emergency kits for key staff members delivering to quarantined persons.</li> <li>Train staff members who would work during shelter-in-place.</li> <li>Create a written plan of action for food service staff.</li> </ol>	<ol style="list-style-type: none"> <li>Coordinate with the Office of Residence Life on meal delivery to quarantined students.</li> <li>Increase inventory to maximum storage capacity.</li> <li>Alert key personnel to be on standby.</li> </ol>	7. Activate plan for providing food service.

\*Refer to Communication Matrices for all telephone numbers

**Returning to Normal Business/Operations**

The Campus Emergency Response Team and President's Cabinet will help direct recovery operations. Following an incident, it is the goal of the university to return to normal operations as quickly as possible. Recovery operations consist of both short-term and long-term activities. Short-term recovery includes damage assessment and the return of essential functions, such as utilities, emergency services, and essential business functions, to minimum operating standards. Long-term recovery activities include repairs and reconstruction that may last for months or years. If long-term recovery efforts are needed, plans will be developed to address specific needs due to that particular emergency and university priorities. During recovery, the university will rely on university capabilities and resources to restore normal operations first. Service providers and suppliers used in recovery operations should be pre-identified, pre-approved, and pre-contracted. Some recovery operations may require resources that Georgian Court has not pre-identified or pre-contracted.

## Department of Athletics Emergency Action Plan

In cooperation with the Georgian Court University's Office of Athletic Training, the university has adopted an Emergency Action Plan, for use in all athletic department emergency medical situations on the Georgian Court University campus.

The emergency team may consist of a number of health care providers including physicians, emergency medical technicians, certified athletic trainers, coaches, managers, and possibly bystanders. There are four basic roles within the emergency team.

- The most important role is establishing safety of the scene and the immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with higher training.
- EMS should be activated as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and the address of the sporting event. Each team has been instructed to designate someone to make this call. Someone with first aid and/or CPR certification is best for this role.
- Equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Coaches and players may partake in this role.
- The role of directing EMS to the scene. As specified in the Emergency Action Plan, the Office of Campus Safety is notified immediately following the EMS phone call and is responsible for directing the emergency personnel as they arrive at the site of the emergency.

## **Emergency Numbers**

**Emergency: 9-1-1**

**Office of Athletic Training Emergency Line: 732-987-2670**

**Director of Sports Medicine & Performance:  
Joe Friedrich, ATC, CSCS, Cell Phone: 732-690-7664**

**Campus Safety: 732-987-2611  
Police and First Aid: 732-363-0200  
Fire: 732-363-0068  
Poison Control: 1-800-962-1253  
Animal Control: 732-305-3405**

**Campus Health Services: 732-987-2756  
Campus Counseling Center: 732-987-2680  
Psychiatric Emergency Screening Services at  
Monmouth Medical Center, Southern Campus: 732-886-4474  
National Suicide Prevention Hotline: 1-800-273-8255**

Campus Safety must be notified at 732-987-2611 anytime EMS is activated.

## **Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Each team should have their medical kit at each practice and game. This should be stocked with all the components of a standard first aid kit. Personnel should be familiar with the function and operation of each type of emergency equipment.

The athletic trainer is responsible for bringing emergency equipment to the site of participation during home games and will transport the necessary equipment to practice locations when summoned. This equipment includes an AED, supplemental oxygen, cervical collars, splints, etc. The Office of Health Services and the Office of Campus Safety also have AEDs that may be summoned in an emergency.

## **Medical Emergency Transportation**

Medical emergency transportation will be available by calling 9-1-1 on a mobile phone. The Emergency Action Plan should be followed for making the phone call. In a medical emergency evaluation, the primary surveyor assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the student-athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Any emergency situations where there is an impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is a neurovascular compromise should be considered a “load-and-go” situation and emphasis placed on rapid evaluation, treatment, and transportation to the appropriate medical facility.

In order to provide the best possible care for Georgian Court University student-athletes, transportation to one of the utilized medical facilities is based upon the strengths of each facility. All non-traumatic and minor traumatic injuries should be transported to Monmouth Medical Center, Southern Campus unless the student-athlete requests otherwise and the responding EMS unit agrees. Jersey Shore University Medical Center has a trauma unit well equipped to handle multiple trauma patients at one time. With this in mind, all suspected spinal cord injuries or traumas, major head and neck injuries, and other major traumatic injuries will be requested to be transported to Jersey Shore University Medical Center. The decision of where to transport ultimately lies with the responding EMS unit.

## **Directions to Local Emergency Facilities**

### **Monmouth Medical Center Southern Campus**

***600 River Avenue, Lakewood, NJ 08701***

- Exit the university campus and make a LEFT after the gate onto Ninth Street.
- Go to your second light and make a RIGHT onto Route 9 South.
- Stay straight for approximately 2 miles until you see the hospital on your right.
- Pass Prospect Street and make the next RIGHT for the emergency room entrance.
- After drop-off, parking is up one level to your left.

### **Jersey Shore University Medical Center**

***1945 NJ-33, Neptune City, NJ 07753 River Avenue, Lakewood, NJ 08701***

- Exit the university campus and make a LEFT after the gate onto Ninth Street.
- At your first light, take a LEFT onto Forest Avenue.
- At the first light (not the blinking yellow), take a RIGHT onto County Line Road.
- At your third light, take a LEFT onto Squankum Road/CR-547.
- Take this road to the end (approximately 5 miles), veering to the RIGHT toward I-195 East.
- Merge onto I-195 East (name changes to Route 138) and take the Route 18 North Exit toward Eatontown.
- Off of Route 18, take Exit 8, which is Route 33 East toward Neptune.
- Look for hospital on LEFT.
- PASS the main entrance to the hospital parking lot.
- Turn LEFT at next street onto Davis Avenue.
- Follow Davis Avenue (road curves to the left).
- The emergency room entrance will be on your left.
- Approximate time is 25 minutes.

## Emergency Action Plan Continued

### Coach on scene should:

1. Summon athletic trainer to the scene via two-way radio. This is the fastest means of notifying the athletic trainer.
2. **CHECK** the scene for possible cause and assure the scene is safe to approach and recognize the need for assistance. **WITHOUT MOVING THE STUDENT-ATHLETE or removing any equipment**, check for consciousness, airway, breathing, and circulation.
3. **CALL** EMS System if needed.  
**\*You may call 9-1-1 or 732-363-0200 (Lakewood Police).**  
\*See phone procedure below.
4. **CARE** for any immediate needs of the student-athlete.  
\*Give first aid within your limits of training.  
\*Start CPR if needed. Use an AED as indicated.  
\*Access emergency contact information.

### Phone Call Procedure

Coaches, please discuss this with your team at the start of the season and designate a reliable coach or student to be responsible for making the emergency phone call and another coach or student to radio the athletic trainer.

1. A reliable student-athlete or coach should retrieve the injured student-athlete's emergency contact envelope.  
**\*Phone access:**  
Cell phone of athletic trainer or coach  
Athletic offices  
Red phones (calls Office of Campus Safety directly when you pick up the phone).
2. Tell the 9-1-1 operator or dispatcher the following information:
  - a. Status of injured student-athlete (e.g., Are they conscious? Are they breathing? Do they have a pulse?)
  - b. Where the student-athlete is and how to get to the scene.
  - c. What is currently being done for the student-athlete (e.g., CPR in progress)
  - d. Any pertinent information identified in the emergency contact envelope—known conditions, allergies, etc.
  - e. Wait for the dispatcher to tell you it is okay to hang up.
3. After hanging up with the dispatcher, to ensure that there is access to the scene, alert the Office of Campus Safety at 732-987-2611 to let them know that EMS has been activated.

### **After EMS Takes Over**

1. If the situation is deemed an emergency, the emergency contact listed on the student-athlete's emergency card should be contacted **only if** the athlete is incapacitated to make the call herself. This should be documented.
2. If the student-athlete is taken to the hospital, send emergency contact envelope, which contains athlete's insurance information, medical alerts, and emergency contacts.
3. If the athletic trainer was not at the scene, the coach should write down injury information including name of student-athlete, date, time, care given, type of injury, what part of body involved, what side involved, how the injury occurred, and people contacted. The document should be dated and signed. This information will later be transferred to the athletic trainer for the processing of a formal injury report.

### **Emergency Plan: Basketball & Volleyball Courts**

**Emergency Personnel:** A Certified Athletic Trainer is on site for practice and competition.

**Emergency Communication:** Coaches will communicate with the athletic trainer through a two-way radio, and the athletic trainer will be able to communicate with the Office of Campus Safety via two-way radio. The athletic trainer also carries a mobile phone. Fixed emergency red phones (automatically dials the Office of Campus Safety when picked up) are available on campus.

**Emergency Equipment:** An AED is mounted in the Wellness Center Lobby. AEDs are also available from the Office of Athletic Training, the Office of Campus Safety, and the Office of Health Services. Additional emergency equipment is carried by the athletic trainer.

### **Roles of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of medical system (EMS) if needed as per Emergency Action Plan found in medical kit
3. Emergency equipment retrieval.
4. Direction of EMS to scene (Office of Campus Safety)
  - a. "Flag down" EMS and direct to scene.
  - b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** Come through Main Entrance and bear right into Parking Lot A. The Wellness Center is in the back right portion of the lot with the glass front/wavy roof. Emergency vehicle parking is available in the circle in front of the building.

## Emergency Plan: Turf Field/Track

**Emergency Personnel:** A Certified Athletic Trainer is on site for practice and competition.

**Emergency Communication:** Coaches will communicate with the athletic trainer through a two-way radio, and the athletic trainer will be able to communicate with the Office of Campus Safety via two-way radio. The athletic trainer also carries a mobile phone.

**Emergency Equipment:** An AED is mounted in the Wellness Center Lobby. AEDs are also available from the Office of Athletic Training, the Office of Campus Safety, and the Office of Health Services. Additional emergency equipment is carried by the athletic trainer.

### Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of medical system (EMS) if needed as per Emergency Action Plan found in medical kit
3. Emergency equipment retrieval.
4. Direction of EMS to scene (Office of Campus Safety)
  - a. "Flag down" EMS and direct to scene.
  - b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** Come through the Main Entrance and turn right into Parking Lot A. Along the back fence of Lot A is an opening between the solar panels. The track is located on the right with the lacrosse field in the center. Field events, including pole vault, long jump, triple jump, high jump and javelin, are held on the back portion of the track area. Hammer, discus, and shot-put events are held at the throwing circles.

## Emergency Plan: Soccer Field/Multi-Sport Practice Field/Throwing Circles

**Emergency Personnel:** A Certified Athletic Trainer is on site for practice and competition.

**Emergency Communication:** Coaches will communicate with the athletic trainer through a two-way radio, and the athletic trainer will be able to communicate with the Office of Campus Safety via two-way radio. The athletic trainer also carries a mobile phone.

**Emergency Equipment:** An AED is mounted in the Wellness Center Lobby. AEDs are also available from the Office of Athletic Training, the Office of Campus Safety, and the Office of Health Services. Additional emergency equipment is carried by the athletic trainer.

### Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of medical system (EMS) if needed as per Emergency Action Plan found in medical kit
3. Emergency equipment retrieval.



4. Direction of EMS to scene (Office of Campus Safety)
  - a. "Flag down" EMS and direct to scene.
  - b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** Come through the Main Entrance, continue through campus past Jeffries Hall. Just past the library, turn right onto the access road. The multi-sport practice field will be the first field on the left. The soccer field will be the back field, also on the left.

The shot-put circle and the hammer cage, which is used for throwing hammer and discus, are located along the western portion of these fields between the practice field and the soccer field.

A dirt access road is available for closer access to those areas. Javelin is held on the far east end of the track on the opposite side of the Wellness Center.

### **Emergency Plan: Softball Fields 1 & 2**

**Emergency Personnel:** A Certified Athletic Trainer is on site for practice and competition.

**Emergency Communication:** Coaches will communicate with the athletic trainer through a two-way radio, and the athletic trainer will be able to communicate with the Office of Campus Safety via two-way radio. The athletic trainer also carries a mobile phone.

**Emergency Equipment:** An AED is mounted in the Wellness Center Lobby. AEDs are also available from the Office of Athletic Training, the Office of Campus Safety, and the Office of Health Services. Additional emergency equipment is carried by the athletic trainer.

#### **Roles of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of medical system (EMS) if needed as per Emergency Action Plan found in medical kit
3. Emergency equipment retrieval.
4. Direction of EMS to scene (Office of Campus Safety)
  - a. "Flag down" EMS and direct to scene.
  - b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** Come through the Main Entrance and turn right into Parking Lot A. Along the back fence of Lot A is an opening between the solar panels.

## **Emergency Plan: Tennis Courts**

**Emergency Personnel:** A Certified Athletic Trainer is on site for practice and competition.

**Emergency Communication:** Coaches will communicate with the athletic trainer through a two-way radio, and the athletic trainer will be able to communicate with the Office of Campus Safety via two-way radio. The athletic trainer also carries a mobile phone.

**Emergency Equipment:** An AED is mounted in the Wellness Center Lobby. AEDs are also available from the Office of Athletic Training, the Office of Campus Safety, and the Office of Health Services. Additional emergency equipment is carried by the athletic trainer.

**Roles of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of medical system (EMS) if needed as per Emergency Action Plan found in medical kit
3. Emergency equipment retrieval.
4. Direction of EMS to scene (Office of Campus Safety)
  - a. "Flag down" EMS and direct to scene.
  - b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** Come through the Main Entrance and turn right into Parking Lot A. Along the back fence of Lot A is an opening between the solar panels.

## Emergency Plan for International Students

It is important that F1 maintain their nonimmigrant student status, even during emergency events. Students should continue to take necessary actions to remain in status, to the extent possible under the circumstances, and communicate with their designated school official about the emergency plans on campus. The emergency contacts below are for students to report their location and health status and to receive additional instructions.

### **Georgian Court University Campus Safety Emergency Phone 24/7: 732-987-2611**

#### **E-mail:**

Laura Grodewald, Director of Global Education Programs & PDSO  
[lgrodewald@georgian.edu](mailto:lgrodewald@georgian.edu)

Denise Molnar, Student Success Specialist  
[dmolnar@georgian.edu](mailto:dmolnar@georgian.edu)

Check the [Student and Exchange Visitor Program \(SEVP\) website](#) for updates. E-mail [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) or call 703-603-3400 to report location and contact information, Monday through Friday, 8:00 AM to 6:00 PM EST, except holidays.

#### **Items to keep safe and accessible in the event of an emergency:**

- Passport and visa
- Important forms like the Form I-20
- DSO emergency contact
- Contact information for SEVP
- Social Security card and Form I-766, Employment Authorization Document
- Financial records, bank cards, credit cards
- Cash
- Travel-related documents, such as boarding passes and plane tickets

# **GCU CAMPUS SAFETY GATEHOUSE**

**24 hours/7 days a week**

**732-987-2611**

# **GCU HEALTH SERVICES**

**8:30 AM–4:30 PM, Mon.–Fri.**

**732-987-2756**

# **GCU COUNSELING CENTER**

**8:30 AM–4:30 PM, Mon.–Fri.**

**732-987-2680**