



# Faculty Guidance for Incident Response

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

## EMERGENCIES

### IF ON CAMPUS

Call UMDNJ  
Police

2-4490 or 222  
Newark

5-4000  
Piscataway and  
New Brunswick

7-7777  
Camden/Stratford

9-1-1  
Scotch Plains

### IF OFF CAMPUS

Call 9-1-1 for  
Local Police

### As a Faculty Member, you should:

- ⇒ Know the emergency numbers for your campus
- ⇒ Be familiar with the emergency plans used by your department, school, and the University
- ⇒ Provide your staff and students with general information relating to incident procedures at the start of each semester and at other appropriate times
- ⇒ Know how to report an incident from the classroom(s), laboratory(ies), and office(s) you use, including knowing the street addresses of the buildings and other campus locations you frequent
- ⇒ Take charge of students and staff, and follow appropriate procedures for building alarms or incident alerts
- ⇒ Assure that students/staff with disabilities or special needs have the information or assistance they may require during an incident
- ⇒ Visit the My.UMDNJ.edu Portal regularly for the latest updates and information on incidents and preparedness at the University



**Alert@UMDNJ**

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

For incident related information, remember "MY UMDNJ"

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

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

# Shelter-in-Place

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

Follow instructions given to you by first responders.

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

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

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

Account for your students/staff, and make a list of anyone else sheltering in your area. Call Public Safety to report your location and the persons present.

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

# Fire Safety

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

- R** - **rescue/remove** anyone in immediate danger (if possible)
- A** - **activate** fire alarm and **alert** others in your area
- C** - **close** doors to contain smoke and fire
- E** - **evacuate** the building using the nearest exit and report to the designated meeting place

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

# Evacuation

## PRIMARY AND SECONDARY DESIGNATED MEETING PLACES

- Used for situations where there is danger in remaining in a given area or inside a building.
- Used for fires and smoke conditions, but can also be used for other events.
- Faculty members should direct the evacuation of those in their class.

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

Instruct students/staff to **take their personal belongings** with them.

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

Close your door and proceed to the nearest exit (you should always know two ways out).

Use the stairs and do not use the elevators.

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

Once you have evacuated, **go to your designated meeting space** and account for your students/staff.

**NOTIFY PUBLIC SAFETY IMMEDIATELY** if you cannot account for all of your students/staff.

Refer to your department's and school's plans for information on individuals with special needs during evacuations.

# Lockdown

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

If you become aware of a potential or imminent threat of violence, **NOTIFY PUBLIC SAFETY IMMEDIATELY**.

Notify others in your department of the situation and **immediately secure yourself in the nearest office, classroom, or other space that has a door that can be closed.**

If possible **lock or barricade the door** to the room you are in.

Close windows, pull shades, or close blinds if possible.

If practical, **turn off all lights and remain quiet** to give the appearance of an unoccupied space.

**Crouch down near the floor**, away from windows and doors.

**DO NOT ATTEMPT TO EVACUATE THE BUILDING.**

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

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

Remain in your lockdown position until a law enforcement officer or other first responder comes to get you.

**EMERGENCY PLANS** - Are you familiar with your department's and school's emergency plans? With the University's Emergency Operations Plan and Continuity of Operations Plan? **VISIT THE EMERGENCY MANAGEMENT WEBSITE OR CALL 973-972-6144** for more information.



**Emergency Management**

<http://ready.umdnj.edu>