

Bloomfield College

Emergency Guidelines

467 Franklin Street, Bloomfield, NJ 07003
Office of Security, 225 Liberty Street, Lower Level
973-748-9000 / 973-748-9008, ext. 366 / or 1-800-809-2222
Dial 911 for Police, Fire, or Medical Emergency

September 1, 2011

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Emergency Guidelines for Bloomfield College

The basic emergency procedures at the College are provided to protect lives and property through the effective use of campus and community resources. Should an emergency arise or escalate beyond the scope of routine measures, the College president or his appointee will declare a state of emergency and these contingency guidelines will be implemented.

Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Bloomfield College. When students and/or staff are at off-campus locations, including the University Centre in Newark, NJ, the College will defer to the emergency plan used by that off-campus facility. Since emergencies and disasters are not predicable, the guidelines outlined in this manual may require immediate modification.

Authority

This plan is developed and under the authority and authorization of Bloomfield College.

Definition

An emergency is defined as an incident (potential or actual) which affects human life and/or well-being, building(s), properties owned and operated by the College, and that will disrupt the overall operation of the College.

A disaster is an event or occurrence which can seriously impair or halt the operation of the College and put human life and/or well-being at risk. Disasters may affect the surrounding community.

Types of Emergencies

- Assault or Sexual Assault
- Biological Agents
- Bomb Threat
- Chemical or Radiation Spill/Exposure
- Civil disturbances and/or Demonstrations by Large Crowds
- Explosions and/or Downed Aircraft on Campus
- Fire
- Medical and First Aid
- Mental Health Crisis
- Missing Student
- Pandemic Responses
- Public Information Crisis
- Severe Weather including Hurricane, Thunderstorms, Blizzards, Earthquake, and Tornado
- Suspicious Packages
- Violent and/or Criminal Behavior
- Weapons

First Response

The president or his appointee will serve as the overall emergency director during any major emergency involving the campus and occupants. Affected areas are to be closed off immediately. The first priority is given to any casualties who will be treated immediately and transported to medical facilities as needed.

Declaration of a Campus State of Emergency

The College president or his appointee has the authority to declare a campus state of emergency. Two appointees, the emergency director and the emergency coordinator, will directly assist the president.

Steps Following a Campus State of Emergency

The emergency coordinator will initiate the appropriate procedures to meet the emergency, safeguard people and property and maintain College facilities. This person will consult immediately with the emergency director regarding the emergency and subsequent actions to be taken.

During a campus state of emergency, only registered students and College employees are authorized to be present on campus. ID cards must be exposed and available. Those individuals who cannot present proper College identification will be directed to leave the campus immediately. Unauthorized persons remaining on campus may be subject to arrest in accordance with New Jersey laws and statutes. Only those faculty authorized by the College to respond to an emergency or disaster may be allowed to enter the disaster site.

Bloomfield College Security officers will respond to all reports of an emergency or disaster and be given access to the reported site to assess the severity of the situation.

College Emergency Text Notification System

All students, faculty, and staff are requested to sign up for the Bloomfield College E2campus text alert system. The directions are on the College intranet site at [BC Emergency Text Messaging](#) .

Emergency notification will be posted on the front page of www.bloomfield.edu and, in the event the campus is closed, notification will be made to **1010 WINS** Radio, and **101.5 FM** for broadcast.

There are four digital monitors that will broadcast emergency information. They are located in:

1. The Student Center Lobby
2. The Science Building Lower Level
3. The Library Annex Lounge
4. Entrance to Westminster Arts Center (CAT entrance)

Emergency Phone Numbers – On-Site

Bloomfield College Security: 973-748-9008, ext. 366 or 1-800-809-2222

Bloomfield College Tip Line: To make an anonymous call about criminal or disturbing behavior on campus, call the Security Office tip line at **973-748-9008, ext. 466** and follow the menu prompts.

Emergency Phone Numbers– Off-Site

Bloomfield Police Department:	911 or 973-680-4000
Bloomfield Fire Department:	911 or 973-680-4160
1010 WINS radio	212-315-7094
101.5 FM radio	877-657-8676

Emergency Response Team (ERT)

To Reach a Member of ERT, call 973-748-9000, and Ask the Operator for the Specific Person

The Emergency Response Team is as follows:

- Emergency Director – John Cross, VP for Finance and Administration
- Emergency Coordinator – Patrick Lamy, VP for Student Affairs
- Director of Personal Counseling – Jessica Disla
- Public Safety Officer – Jack Cortez, Director of Security
- Damage Control – Jack McGrane, Superintendent for Buildings and Grounds
- Communications Officer – Jill Alexander, Director of Public Relations & Advancement Marketing
- Registrar – Eileen Polazzi
- Director of Health Services – Robert Martinez
- Director of Residential Education & Housing – Rochelle Gabriel
- Associate Dean for Student Affairs– Leonard Roberts
- Associate Dean for Student Affairs– Rose Mitchell

How to Prepare for Emergencies

- Register your cell phone, personal device, and/or e-mail with the on-campus emergency notification system. Click this link [BC Emergency Text Messaging](#) .
- Become familiar with the contents of the guidelines contained in this document.
- Check the appropriate section of these guidelines for handling the specific emergency.
- Remember that a major emergency may involve a number of smaller emergencies that you will need to handle separately.
- If evacuating the building, take this notebook with you if you have a copy handy.
- Keep your College ID with you at all times.
- Read information in advance such as Emergency Preparedness by FEMA ([Prepare, Plan, & Stay Informed](#)) or by the Red Cross ([Preparing & Getting Trained](#)).

What to Do in an Emergency

- Call **911** in all emergencies (police, fire, and/or medical emergency)
- Call Campus Security in all emergencies at **1-800-809-2222** or **973-748-9000, ext. 366.**
- If danger is imminent, move yourself and others away from the danger
- Unless you are a licensed first aider, do not attempt first aid on a victim. See the first Aid emergency section in these guidelines.
- If the order is to evacuate the building, do not try to rescue personal items.
- If the order is a lockdown, do not attempt to leave the building.

- Communicate any and all changes in your situation to a member of the Emergency Response Team either in person or via phone.
- Do not contact or talk to the media.

In the Event of an Evacuation or a Lockdown of the Campus

Evacuation Sites

The College Gymnasium is the primary evacuation center for the Bloomfield College campus. The alternate evacuation area is on Park Place across from the Church on the Green. A third site is the Bloomfield High School Gymnasium. Always follow directions from the Police and Emergency Response personnel.

Evacuation Assistance

Special wheelchairs for evacuating persons with disabilities are available in College Hall, Westminster Arts Center, and carried by the BC Security vehicle.

Evacuation Procedures

Evacuation procedures are posted in each building near classroom entrances or building corridors. AS WITH ANY EMERGENCY EVACUATION, DO NOT STOP TO COLLECT PERSONAL ARTICLES.

Faculty Responsibilities

- The building alarm will sound and/or Security personnel will instruct the building occupants to evacuate the premises.
- Faculty must bring the daily attendance sheet with them for the head count (see form end of this document).
- Evacuate to designated area or follow the instructions of the Security personnel.
- Faculty must inform Security of students who are not able to evacuate due to disability or injury.
- Evacuate to a safe site and keep roadways clear for emergency vehicles.
- Instruct students to stay with the faculty member.

Staff Responsibilities

- The building alarm will sound and/or Security personnel will instruct the building occupants to evacuate the premises.
- Staff should make sure that all guests in the building are also evacuated.
- Inform Security of any building occupants who are not able to evacuate due to disability or injury.
- Evacuate to designated area or follow the instructions of the Security personnel.
- Evacuate to a safe site and keep roadways clear for emergency vehicles.

Lockdown or Shelter in Place Procedures

The purpose of a lockdown or shelter in place order is to prevent members of the College community from traveling into a dangerous situation. The reasons for a lockdown could include a threatening person on campus, downed power lines, and extremely severe weather.

- Go immediately to the nearest room with a door lock.

- Close and lock all doors in classrooms, offices, and residence halls. Do not assume that the building is locked. Make sure individual rooms are locked.
- Pull down shades and blinds to prevent sight from the outside and make sure windows are closed.
- Turn cell phones to vibrate. Remain calm and do not engage in loud conversations.
- All occupants of the room should be sitting or lying on the floor away from all windows.
- Notify BC Security of your status (location of room, number of people in the room, any injuries).
- Do not open the door until the “All-Clear” message is announced.

Emergency Situation – Assault or Sexual Assault

In the event of an assault or sexual assault, it is critical to get help as soon as possible.

- Call Campus Security at **973-748-9008, ext. 366** or **1-800-809-2222** or **call 911**.
- Report your name, location, and what occurred. If you are reporting for another person, give victim’s name and location.
- Give as many details as possible about the attacker, such as gender, race, hair color and length, eye color, height, weight, distinguishing marks such as tattoos and scars, what the attacker said, accents or speech impediments, clothing, and possible odors.
- The victim should not bathe or shower until after being seen by medical personnel.

An assault or sexual assault can have a deep psychological impact. It is critical to seek psychological support after an attack. The College Counseling Office can provide information for services specific to helping a victim of assault or sexual assault.

Emergency Situation – Biological Agents

Biological agents are those organisms that can cause distress to the skin, respiratory, or gastrointestinal systems. Examples are anthrax and ricin, as well as organisms that may be used for study in laboratories under contained situations.

- If you have a suspicious envelope or package which contains fine white particles, immediately place it in a plastic bag or any container that can be sealed.
- Evacuate the room and close the door.
- Wash your hands thoroughly with antibacterial soap (if possible) and rinse well.
- Call Security at **973-748-9008, ext. 366** or **1-800-809-2222** to report the incident.
- Prevent others from entering the room. If others have been exposed, have them wash with antibacterial soap and water also.
- Give the Emergency Response personnel the names and contact information for all the people who might have been exposed.
- See medical attention immediately if you believe that you have been exposed.

Emergency Situation – Bomb Threat

If you receive the bomb threat via telephone:

1. Try to keep the caller on the phone to obtain as much information as possible.

2. If possible, ask someone to contact Security immediately at **973-748-9008, ext. 366** or **1-800-809-2222**.
3. Ask the caller the following:
 - a. Where is the bomb?
 - b. When will it explode?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What is your name?
 - f. What is your phone number?
4. Also record the following information:
 - a. Time of call
 - b. Approximate age and sex of caller from your observations
 - c. Speech patterns such as accents or impediments
 - d. Emotional state of caller
 - e. Background noises such as music, traffic, horns, talking, etc.
5. If you are alone, contact Security immediately after the phone conversation at **973-748-9008, ext. 366** or **1-800-809-2222**.
6. If the caller indicates the bomb is in the building where you are, notify as many people as possible and pull the fire alarm to evacuate the building. Make sure any people with disabilities are properly evacuated. Do not use elevators.

Emergency Situation – Chemical or Hazardous Materials Spill

In the event of a chemical or hazardous materials spill:

- Evacuate the room in which the spill has taken place and close the door.
- Pull the fire alarm to notify building occupants to evacuate the building.
- Notify Campus Security at **973-748-9008, ext. 366** or **1-800-809-2222** with the following information: name of chemical, exact location of spill, and any injuries as a result of the spill.
- Move at least 500 feet from the building, keeping road, sidewalks, and driveways clear for emergency vehicles and remain at designated area until further notice.

Emergency Situation – Civil Disturbances or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, or rallies will be peaceful and non-obstructive. Any demonstration should not be disrupted unless one or more of the following conditions emerge:

1. Interference with the normal operations of the College.
2. Prevention of access to campus buildings.
3. Threat of physical harm or damage to person or College facilities.

All demonstrations will be monitored by Campus Security and, if necessary, the Bloomfield Police Department.

It is critical to remain uninvolved to secure one's own safety.

If a demonstration becomes violent:

- Stay in the building and notify Security at **973-748-9008, ext. 366** or **1-800-809-2222** to inform them of your situation.
- If you are outside, leave the immediate area of the disturbance.
- If the demonstration is situated between you and your vehicle, walk off campus and use alternative transportation.
- Encourage students to remain uninvolved and follow either of the steps above.

Emergency Situation – Earthquakes

Even in the northeastern United States, there is always the chance of an earthquake, but there is no way of predicting or giving any warning to when one may occur. We may not feel shaking all of the time because some earthquakes can only be felt by sensitive instruments. Other times, earthquakes can be very dangerous and occur in highly populated areas placing many people at risk. Homes and buildings can be severely damaged, and the ground can literally split apart.

Planning and proper responses are crucial to protecting yourself before and after an earthquake. While you may think 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. The following are tips covering situations in which you may find yourself when an earthquake strikes.

If indoors:

- Drop to the ground. Take cover by getting under a sturdy table or desk. Stay inside until the shaking stops.
- Stay away from glass or anything that can fall, like light fixtures and 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.
- Do not use elevators.

If outdoors:

- Stay where you are if you are not near any buildings, streetlights, or utility wires.
- Do not move from the area you are in until the shaking stops. Remember that aftershocks can be just as bad as the earthquake itself.

In a moving vehicle:

- Stop as quickly as possible, but stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
- Proceed cautiously once the shaking has stopped. Avoid roads, bridges, or ramps that have been damaged.

If you are Trapped Under Debris:

- Do not light a match because materials or fumes around you could ignite.

- Do not move frantically or kick up dust because you could injure yourself.
- Cover your mouth with a handkerchief or clothing to protect yourself from breathing in dust and other airborne items.
- Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort because it could cause you to inhale dangerous amounts of dust.

For more information about earthquakes, click this link here [Federal Emergency Management Agency](#) .

Emergency Situation – Explosion or Downed Aircraft

- Immediately take cover under tables, desks or other objects that can give you protection against falling glass and debris. If, after the explosion subsides, you smell smoke or see fire, activate the fire alarm and evacuate the building. Do not use elevators.
- Call Campus Security at **973-748-9008, ext. 366** or **1-800-809-2222** to report status of building and occupants. Note injuries that need treatment and the condition of building. Note any person who cannot evacuate building as a result of disability or injury.
- Once outside, move at least 500 feet from affected area including crash site and affected buildings. Report to designated evacuation site for head count.

Emergency Situation – Fire

- **Call 911** and report location of fire or smoke. Give your name.
- Activate the building alarm by pulling down on the handle of the fire alarm.
- Evacuate the building, closing doors if possible to contain the fire and smoke.
- **Do not lock the doors.**
- **Do not use the elevators.**
- Once outside, move at least 500 feet from the building.
- Notify Campus Security or emergency personnel of any people who might still be in the building and their location.
- Do not try to contain the fire yourself.

If you are trapped inside the building:

- Close the door to the room you are located within.
- Block the bottom of the door with a towel, piece of clothing or small rug to prevent smoke from coming into the room. **Do not block the door with anything that cannot be pushed out of the way from the outside.**
- Try to get near a window and place an article of clothing outside the window as a marker for emergency personnel.
- Stay as low as possible to avoid smoke and to obtain fresh air.
- Shout out at regular intervals to alert emergency personnel as to your location.

Emergency Situation – Medical and First Aid

The College maintains defibrillators in the Gymnasium and the Campus Security vehicle. Personnel in these areas have been trained on usage of this equipment

- Call **911** if illness or injury appears to be life threatening.
- Call Security at **973-748-9008, ext. 366** or **1-800-809-2222** or Health Services at ext. 360 if illness or injury appears to be non-life threatening.

Signs of life threatening illness or injury include:

- Spurting or pulsating blood flow from the injured person
- The person is not breathing
- The person appears conscious but cannot speak
- The person complains of pain in chest, back, or neck
- The person is unconscious

Important Information:

- Do not move the injured person unless they are in immediate danger from their surroundings. Cover the person with a blanket, jacket, or coat.
- Make note of what caused the injury, the time of the incident, and other people present.
- Stay with the injured person until emergency medical personnel arrive.

Emergency Situation – Mental Health Crisis

A mental health crisis is defined as an individual threatening to harm him/herself and or others, or appears to be out of touch with reality.

- Notify College Security immediately at **973-748-9008, ext. 366** or **1-800-809-2222**. Clearly state that you need immediate assistance and give your name, location, and description of the incident.
- Notify College personnel such as resident director or student affairs staff member to call 911.
- Determine if the person is a threat to self or others. Has the person made statements about hurting self? Hurting others?
- The person should be transported to the hospital via the EMS and ambulance.
- If the person informs you that they do not need psychiatric attention, contact the East Orange Mobile Crisis Unit at **973-266-4479** for an on-site evaluation.
- Move other people in the proximity of the incident away from the person.
- Do not try to subdue or overtake the person. If you feel that you are in danger, move away or leave the area.

FERPA and HIPAA laws may apply to this situation. Do not engage in a discussion about the individual unless the person is an official medical staff member or authorized College staff member.

Emergency Situation – Missing Student

A student is missing if he or she has been absent for a period of more than 24 hours without any known reason or which may be contrary to his/her usual patterns of behavior. Such circumstances concerning the student being missing or absent from the College could include a number of factors such as but are not limited to:

- Reports or suspicions of foul play;
- Suicidal thoughts;

- drug use and alcohol abuse;
- Any life threatening situations; and/or
- Situations in which a student may be known to be with persons who may endanger the health, safety, and welfare of that student.

Required Protocol

- All resident students must complete an Emergency Contact Form for the Office of Residential Education and Housing (REH).
- All residential students may designate an individual(s), who is not a custodial parent or guardian, to be an emergency contact to the Office of Residential Education and Housing in the event that a student is determined to be missing/absent from the College. The information for the emergency contact(s) will remain confidential and in effect until changed or revoked by the resident student.

Steps to Be Taken in the Event a Student is Considered Missing:

- Emergency contact individual(s) will be notified by the College within 24 hours from the time the student is determined to be missing/absent from the College.
- All reports of missing/absent resident students shall be directed immediately to the Office of Security (973-748-9000, ext. 366) and/or the Office of Student Affairs (973-748-9000, ext. 245).

Action checklist for the person making the report:

- When and where was the last time the student was seen?
- Is the student missing from the campus, his/her family residence, or another location?
- Are we certain that the student is not at his/her residence, place of employment, and/or places frequented?
- Has the student ever been missing before?
- Are there any witnesses or physical evidence to suggest an abduction or foul play?
- Has the student been communicating with other individuals by e-mail, text messages, instant messaging, chat rooms, and social networks such as Facebook and MySpace, etc.?
- Did the student exhibit behaviors related to suicidal thoughts, drug use, alcohol abuse, and/or any possible life threatening situations?
- Did the student leave a note or any clues regarding the fact he/she is missing?
- Has the student been harassed or received any threats?
- Has the student has been experiencing academic, personal, or financial problems?

Other helpful information:

- What was the student last seen wearing?
- What jewelry is the student wearing?
- Hair style, hair color
- Tattoos or scars
- Approximate height and weight.
- Any information about the student's physical direction and whether or not a vehicle is involved.

Emergency Situation – Pandemic Response

A pandemic is an incident of widespread virus or bacteria that affects large portions of the population and is easily transferred from one human to another. The best way to prevent the spread of a virus is:

- Avoid contact with people who are ill
- Stay away from others if you are ill
- Cover mouth and nose with tissue when coughing or sneezing (do not cough or sneeze into hands)
- Wash hands frequently or use a sanitizing hand gel
- Avoid touching eyes, nose or mouth
- Avoid handshaking

Immediate care:

Persons experiencing any flu symptoms should avoid contact with others and get plenty of rest and fluids. Symptoms include:

- Fever
- Chills and body aches
- Cough
- Sore throat
- Headache
- Diarrhea
- Vomiting

IF THESE CONDITIONS DO NOT IMPROVE OR WORSEN, CONTACT A HEALTH PROVIDER AS SOON AS POSSIBLE.

Emergency medical attention is required if the following symptoms appear:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting or diarrhea

Based upon the nature and scope of the pandemic emergency, the Emergency Response Team will respond according to the federal, state, and local guidelines based on the level of response required.

Emergency Situation – Public Information Crisis

A public information crisis is usually a response to another crisis or emergency. This can include, but is not limited to, emergencies, disasters, lawsuits, criminal activity, or perceived or real threat to person or property:

- If contacted or approached by a member of the press (print or broadcast), refer him or her to the Director of Public Relations at ext. 780 or ask them to report to the Office of Institutional Advancement at 68 Oakland Avenue.

- Do not answer any questions concerning the emergency or incident, including rendering an opinion.
- The Director of Public Relations, in consultation with the administration, will offer appropriate statements as necessary.

Emergency Situation – Severe Weather

Severe weather is defined in two ways: watches and warnings.

Watches: atmospheric conditions are conducive to severe weather such as thunderstorms, floods, blizzards, hurricanes, and/or tornadoes in a specific geographic area.

Warnings: indicates that the severe weather has been sighted and is a definite threat to a specific geographic area.

Flood Emergency:

- You will be notified by Campus Security and/or police of an appropriate evacuation route. Do not deviate from the route.
- Check emergency closing notifications to determine if the campus has been closed.

Snow Emergency:

- School closures will be posted on all emergency closing systems.
- If the campus is to shut down after normal work hours have started, Campus Security and Emergency Response personnel will notify all departments and divisions.

Tornado preparedness:

- During a tornado warning, get to the lowest point of the building (basement or lowest floor) and kneel facing a solid outside wall. Avoid windows. Use clothing or blanket to cover heads and eyes. All exterior doors should be closed. Wait for the “All Clear” signal before moving from location.
- If outside, go to the closest building and get to the lowest point of that building away from windows.
- After the threat or incident has passed, call Security at **973-748-9000, ext. 366** or **1-800-809-2222** to report location and any injuries.

Severe Thunderstorm:

- If outside, get into the closest building. Remain inside, away from windows until storm has passed.
- Avoid traveling under power lines and trees.
- Severe thunderstorms often have high winds as well as lightning. Watch for objects being carried by the wind.

Emergency Situation – Severe Weather at Outdoor Public Events

Many public events at Bloomfield College are held outdoors such as on the Quad, behind the Student Center, and outside of residence halls. Some events such as at Orientation or Commencement involve

large groups of people in outdoor areas at the College. These large groups may use temporary outdoor facilities provided by the College such as an erected tent or raised staging.

The safety and security of all individuals are the primary concerns of the Office of Security during an outdoor public event. Security monitors weather conditions during outdoor public events on the Bloomfield College campus. If severe weather conditions occur such as high winds, microburst, unexpected thunder and lightning storms, hail, flooding, fire, etc., the Office of Security in consultation with the Bloomfield Township Police, will provide immediate evacuation directions.

Please follow these guidelines during severe weather at outdoor public events:

- Listen and follow the immediate directions of Security, Police, and/or authorized emergency personnel.
- Remain calm and encourage other individuals to remain calm and to cooperate with emergency personnel.
- Move quickly and orderly to the sheltering location that Security directs you towards.
- Do not delay by attempting to retrieve personal items or College property.
- Help others who may require your assistance such as those who are injured, disabled, or disoriented.

Seek Immediate Shelter During a Severe Storm:

- Seek immediate shelter within a permanent structure such as a building. Do not take cover under a tent.
- Move towards the center of a room and stay away from windows and doors.
- Fully enclosed vehicles can be used for shelter except in cases of a hurricane or tornado.
- Do not seek shelter near metal objects (flag poles, fences, gates), near wooden objects (trees, concession stands, bus stops shelters), or near electrical/electronic equipment and power lines.

Avoid Open Areas During a Lightning Storm:

- If you hear thunder, then lightning is high probability.
- If you are unable to reach cover before the lightning storm arrives, do not stand in the middle of an open field during a lightning storm.
- If you are on a stage or elevated area, get off the platform immediately.
- If you are unable to find immediate shelter, crouch down into a ball position and as low as possible.
- Cover your head with your forearms and avoid being the tallest object in the open area.
- *Do not* lie flat on the ground (the ground can conduct electricity).
- Avoid bunching together into large groups.
- Assist children and shield them from the weather.
- Do not use a telephone (including a cell phone) or hand-held radio since these items attract electricity.

Wait for the All Clear Signal:

- The Office of Security, the Police, Fire Department, and/or authorize emergency personnel will provide an "All Clear" signal when the danger from the severe storm or excessive weather has passed.
- Do not assume that the situation is safe until you receive an "All Clear" signal from authorized emergency personnel.

Emergency Situation – Suspicious Packages

A suspicious package is any package that appears out of place or has any number of characteristics as follows:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Title but no name
- Misspellings
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Protruding wires or foil
- Excessive packaging materials such as tape, string, rope
- Noise emanating from package
- Marked with restrictive endorsements such as personal or confidential
- Shows a city or state in the postmark that does not match the return address.

Do not touch the package or allow anyone else to do so. Call Campus Security at **973-748-9008, ext. 366** or **1-800-809-2222**. Instruct everyone to leave the room and close the door.

If you have handled the package or envelope and an unknown substance has spilled out, do not try to clean it up.

- Cover the spilled contents immediately with anything available: trash can, paper, clothing, plastic bag, etc.
- Evacuate all people from the room and close the door.
- Immediately wash your hands with anti-bacterial soap (if possible) and rinse very well with water. Instruct all those who were in the room to do so as well.
- Make a list of all people who were in the room with the package or envelope and give to Security or the Police.

Emergency Situation – Utilities Failure

Bloomfield College oversees an infrastructure of utilities that is generally uninterrupted. However emergencies such as electric power failure, natural gas leaks, and plumbing failure do occur. During these emergency situations, remain calm and follow the listed procedures to minimize this disruption.

Electrical Power Outage

- Remain calm and, if possible, locate a flashlight and a cell phone.
- Determine if the outage is within a particular room, building, or campus-wide.
- If the power outage is within your room, contact Security by calling 973-748-9008, ext. 366.
- If the power outage is within your building or is campus-wide, you will be notified by campus emergency personnel to either remain sheltered in place or to evacuate to a specific location.
- If instructed to evacuate, proceed cautiously to the nearest exit.
- If you are in an area that has minimal lighting or is unlighted, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space.

Elevator Failure

- Campus elevators are equipped with emergency phones connected directly to Bloomfield College Security.
- If you are in an elevator that has stopped, contact Security via the emergency phone or call by cell phone to 973-748-9000, ext. 366 or 1-800-809-2222.
- If you discover an elevator that has stopped and there are occupants on the elevator, contact Security by calling 973-748-9000, ext. 366 or 1-800-809-2222.

Natural Gas Leak

- If you believe that you smell natural gas in the area that you are occupying, cease all operations and immediately vacate the area.
- Do not turn on or off any electrical appliances, ceiling/table lights, etc.
- Do not light any matches or lighters.
- When you are removed from the area with the natural gas smell, call Bloomfield College Security immediately 973-748-9000, ext. 366 or 1-800-809-2222.

Water Flooding and/or Plumbing Failure

- Call Bloomfield College Security immediately at 973-748-9000, ext. 366 or 1-800-809-2222.
- Notify Security of the exact location and severity of the water leak and/or flood.
- Use extreme caution if there are electrical appliances and outlets near the water leak and/or flood.
- If there is any possible danger to yourself and others, evacuate the area cautiously.
- If you know the source of the water and can safely stop it (e.g., unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to assist as directed in protecting objects that may be damaged due to the flooding.
- Take only essential steps to avoid or reduce immediate water damage by covering, removing or elevating them.

Campus-Wide Closure Information:

- If a utility failure is severe and requires an extended amount of time to repair, the College administration may opt to close the College until further notice. In the event that the College closes, the BC community will be notified through emergency text messages, electronic mail, the BC website, and/or by official College personnel.

Emergency Situation – Threats and/or Acts of Terrorism

In the event that a threat or act of terrorism * is directed at any member of the Bloomfield College community, it is important to report this information as soon as possible:

1. If you receive a threat that you believe to an act of terrorism, call Campus Security at **ext. 366, 973-748-9008, or 1-800-809-2222.**
2. Report your name, location, and what occurred.
3. Provide the Police and/or Security with as much information that you can recall. For instance:
 - a. Did person state what he/she intended to do and when?
 - b. Where did this person say that they would do this?
 - c. What exactly did the person say to you that made you feel threatened?

- d. A physical description if you spoke to the person face to face.
 - e. A description of the person if you spoke over the telephone.
 - f. Date and time of call
 - g. Approximate age and gender of caller
 - h. Speech patterns such as accents or impediments
 - i. Emotional state of caller
 - j. Background noises – music, traffic, horns, background talking, etc.
4. To avoid panic, it is important to not share information with other students, College employees, and/or members of the media/press.
 5. Allow BC Security and local/state/federal police agencies to investigate and handle this information.

- * **The U.S. Department of State** since 1983 has used Title 22 of the United States Code, Section 2656(d) to define terrorism as “politically motivated violence, perpetrated against noncombatant targets by sub-national groups or clandestine agents, usually intended to influence an audience.”

Patterns of Global Terrorism, Office of the Coordinator for Counterterrorism
(2000) April 30, 2001, U.S. Department of State.

Click link here for [Patterns of Global Terrorism](#) .

- * **The Joint Publication 1-02 for Military Publications** defines terrorism as “the calculated use of unlawful violence or threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.” Click link here for [Definition of Terrorism](#) .

Emergency Situation – Violent or Criminal Behavior

- Always be alert! Report any suspicious behavior to Security by calling **973-748-9008, ext. 366** or **1-800-809-2222**.
- Give Security the following information:
 1. Nature of incident
 2. Location of incident
 3. Description of people involved
 4. Injuries or property damage

What to do if you hear gunfire:

- Get into a room and lock the door. Stay away from windows. Turn off the lights. Turn cell phones and pagers to vibrate. Stay quiet.
- If outside, seek shelter in a building, shrubbery, or vehicle. Make yourself as inconspicuous as possible by using anything to cover yourself.
- Do not scream or panic.
- **Call 911**. If the line is busy, continue calling until you get through.

What to do if you are taken hostage:

- Be patient, do not fight the captor
- Follow instructions, do not argue or plead. Treat the captor with respect and maintain eye contact. Avoid appearing hostile.
- Be observant. Try to remember details to report to emergency personnel.
- Try to establish a rapport with the captor. However, do not talk down to him/her. Listening is often a good approach.

What to do when the police arrive:

- Make sure the police can see your empty hands.
- Do not point.
- Answer their questions without gestures.
- Do exactly as they instruct.

Remember, the police do not know who the offender is when they arrive on the scene. The Police will approach everyone with suspicion until they can determine who the identity of the alleged perpetrator.

Emergency Situation – Weapons on Campus

In the event that a weapon is found on campus, notify Security at **973-748-9008, ext. 366** or **1-800-809-2222**.

- Give your name, location, and type of weapon.
- Do not touch or handle the weapon.
- Do not allow anyone else to touch or handle the weapon.
- As long as it is safe, stay in that location until emergency personnel arrive.

All Clear

After an emergency, a member of the College's Emergency Response Team will announce that the emergency is over and under control and call an "All Clear" announcement indicating that you may return to any business you were involved with prior to the emergency.

Media Relations

Print and broadcast media learn very quickly about crisis situations through a variety of means. Police scanners are often one source. Scanner channels are open to public listening in most cases. In rare instances, a scanner may be blocked or scrambled by the Police due to the nature of the emergency in order to prevent escalation of the crisis situation.

Spokespeople for the College

The President of the College or his designee is the first point of contact. Information should flow from the President or his designee to the Director of Public Relations or a person designated by the president to be relayed to the media. No other person on- or off-campus is authorized to speak to the media about any crisis or emergency situation at Bloomfield College.

When the Media Arrive on Campus

All media representatives and their equipment (mobile broadcasting trucks) should be directed to 68 Oakland Avenue for briefings. The Director of Public Relations will establish a briefing area and a regular schedule for press briefings. Reporters and photographers should not be wandering the campus nor talking with students, faculty and staff.

Proximity

All members of the media and their equipment must maintain a safe distance from the crisis or emergency situation for their own safety and the safety of members of the College community. It is the responsibility of the Director of Public Relations, in consultation with senior members of the emergency response organizations (fire, ambulance, police, hazmat, etc.), to determine a safe perimeter and enforce it.

Escorting Media

In the event that the BC Emergency Director (i.e., President or designee) has approved an area for photography, the Director of Public Relations will escort the media representatives to the appropriate area for broadcast. Should a reporter or photographer refuse to cooperate with the regulations of the College concerning a crisis or emergency situation, they will be asked to leave the campus under Police escort if necessary.

Restrictions

Under no circumstances are members of the media allowed into dormitories or residence halls without specific clearance from the BC Emergency Director or his/her designee. Should clearance be given, the media representative must be escorted by the Director of Public Relations, a designated person, and/or Campus Security.

Statements

The Director of Public Relations, in consultation with the BC Emergency Director or designee, will prepare press statements to be issued appropriately. The Director of Public Relations will not issue press statements without the consultation of the BC Emergency Director or designee.

Federal Information Sharing Laws

Two federal laws, as well as various state laws, limit the disclosure of private information. The Family Educational Rights and Privacy Act (FERPA) governs the privacy of educational records. The Health Insurance and Portability and Accountability Act of 1996 (HIPAA) governs the privacy of medical records.

FERPA

The purpose of FERPA is to provide parents and students with access to educational records while protecting their privacy through minimum standards for record keeping. Failure to comply with FERPA can result in the loss of federal education funding for educational institutions from primary school to colleges and universities. FERPA requires a written consent to release any information found in an education record. Parents can access the information only until the student turns 18 at which point this right is turned over to the student.

Information considered appropriate for directories or sharing between College offices and personnel:

- Student name, address, and phone number
- Date and place of birth
- Major field of study
- Official activities
- Dates of attendance
- Degrees and awards received
- Most recent education institution
- Height and weight for sports purposes

Information that requires consent:

- Personally identifying information
- IQ scores
- Personality rating profiles
- Medical records
- Grades
- Psychologist, counselor and/or teacher reports
- School disciplinary records

Under FERPA, the following information can be shared without consent:

- Verbal communication based on personal knowledge or observations as long as the information does not come from the educational record;
- Information shared with other school officials having a legitimate educational interest in receiving the information;
- Information disclosed pursuant to the judicial process, such as court orders or subpoenas;
- Information released in response to an emergency to protect the health and safety of the student or other persons;
- Information contained in records that are created and maintained separately from education records by the educational institution's law enforcement unit;
- Information regarding the final result of a disciplinary proceeding concluding that a student violated school policy for an incident involving a crime or violence or sex offense;
- Information shared with the juvenile justice system under certain state laws that contain specified restrictions;
- Information sought in connection with compliance to the Student and Exchange Visitor Information System within the Department of Homeland Security and its Immigration and Customs Enforcement Bureau.

Health and safety guidelines allow:

- Disclosure of education records to parents if their child is considered to create a health or safety emergency on campus; and
- The imposition of a rational basis test on Colleges' decisions to disclose information in emergency situations.

Administrators must document the emergency circumstances that prompted their decision to disclose information and to whom. Disclosures should not be based on rumor or hunch, but rather “articulable and significant” in terms of threat to health or safety.

HIPAA

HIPAA regulates the disclosure of health information and the law applies to medical record holders including doctors, nurses, therapists, counselors, social workers, health plan providers, researchers, clearinghouses, insurers, and other health organizations or business associates.

HIPAA requires disclosure of records to patients who are the subject of the records. It also allows disclosure:

- To anyone for whom a patient has provided written authorization;
- When it is necessary for effective treatment;
- To relatives who have been given explicit permission or in emergency situations;
- In situations where legislators and rule-makers have concluded that privacy is outweighed by other interests (for example, when an individual presents an imminent threat to the health and safety of individuals and the public or when necessary to help law enforcers locate a fugitive or suspect).

Attendance Form
To Be Used at Emergency Evacuation Site

Name of Evacuation Site:

Date:

Person Completing This Form: Phone:

	Name of Student, Employee, Guest, and/or Other	List Status	Emergency Contact Phone Number (cell, home, etc.)
1.			
2.			
3.			
4.			
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Observations and Notes: