

Emergency Preparedness

A QUICK REFERENCE GUIDE FOR FACULTY AND STAFF



Rowan University is committed to preserving the safety and welfare of its community members, safe-guarding property and vital interest of the University. For this reason, Rowan has established comprehensive guidance for emergency planning and response. As a faculty or staff member you play an important role with the implementation of basic emergency procedures to assist students in classrooms, laboratories, and throughout the campus.

As a faculty/staff member, you should:

- Know the emergency number(s) for your campus
- Be familiar with the emergency plan used by your department/school/unit, and the University
- Provide staff and students with general information relating to incident procedures at the start of each semester
- Take charge of students and staff, and follow appropriate procedures for building alarms and the Rowan Alert
- Know how to report an incident from the classroom, labs, and offices you occupy, including the street addresses of the buildings and other campus locations frequented
- Assure that students and staff with special needs have the information or assistance they may require during an emergency

Contact

Rowan Alert System

FACULTY/STAFF To register for text message alerts, please visit rowan.edu/emergency and select ROWAN ALERT. *Sign up today.*

GUESTS For visitor access only, please have your guest(s) text ROWANALERT to 226787.

In case of emergency

In the event of a true emergency, please call 911.

Afraid of being heard? Text 911

Call when you can... text when you can't

1. Open the message app on your phone or wireless device
2. In the "to" field type "911" (do not use the quotes)
3. In the message field, type incident location and brief description.
For example: *Rowan University, Bunce Hall, #509, heard shots fired*
4. Press "send"; await for text reply from emergency communications.

Emergency planning

Are you prepared? Visit the Emergency Preparedness website at rowan.edu/emergency, call 856-256-4922 or email emergencymanagement@rowan.edu for more information.

Emergency Response Protocol

I. Shelter-in-Place

Shelter-in-place procedures may be implemented for severe weather, hazardous material spills, or other dangerous situations that affect the building. Follow the instructions given to you by first responders.

- Find an interior room to shelter in. If possible, above ground level would be ideal. If option, choose room with fewest number of windows.
- Shut and lock exterior windows and close exterior doors, if possible.
- Turn off air conditioners, heaters and fans within your control.
- Account for your students and staff, and make a list of anyone else who is sheltering in

your area. Call Rowan University Department of Public Safety 856-256-4911 to report your location and the persons who are present.

II. Fire Safety

- **Leave the building immediately.**
- Proceed to the nearest exit. Do not use elevators.
- Take your keys and university identification with you.
- If the weather is cold, take a coat or jacket with you. If you are in class, take your books and personal belongings (i.e. backpack, books, etc.)

continued on back

- If smoke is present at or near your eye level, keep low or as close to the floor as possible.
- Move well away from the building. Meet at a predetermined/designated building assembly area.
- Do not re-enter the building until a University Emergency Response team member has given an "All Clear" to re-enter. Monitor university emergency communication platform.

III. Evacuation

Used for fires and ALL other emergencies. Faculty and staff members should direct the evacuation away from the building when the fire alarm sounds or when instructed by a first responder:

- Leave the building immediately.
- Immediately notify the Department of Public Safety 856-256-4911.
- Instruct students/staff to take 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 elevators.
- Once you have evacuated, go to your assigned assembly area and account for students/staff.

IV. Special Needs

- Become familiar with important locations in each building you enter, such as a primary and secondary exit routes.
- Identify someone who can help you in an emergency.
- If you are unable to speak or speak loudly, carry a whistle or other audible signals as a means of attracting attention.

Active Shooter Quick Reference Guide

Provided by U.S. Department of Homeland Security

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible. Improve weapons or throw items at the active shooter
- Commit to your actions... your life depends on it

V. Lockdown

Steps to be used for imminent threat of violence or personal harm and when it is more dangerous to evacuate the building. If you become aware of a potential or imminent threat of violence, **immediately notify the Department of Public Safety 856-256-4911.**

- If you can, 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.
- Silence your cell phone.
- If possible, lock and barricade the door.
- Close windows.
- 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 open the door, unless you have received a text alert from a University source, or know it is the police.



Important If you are locked-down as a result of an imminent threat of violence

DO NOT IMMEDIATELY EVACUATE upon hearing a fire alarm—this could be ploy to get people into the open. If the fire alarm system is activated do not leave the building unless:

- You have first-hand knowledge that there is smoke or fire in the building.
- You are in imminent danger.
- You have been advised to evacuate by a police officer or other emergency personnel.



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rowan.edu/safety
rowan.edu/emergency