

# 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](http://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"

### Emergency planning

Are you prepared? Visit the Emergency Preparedness website at [rowan.edu/emergency](http://rowan.edu/emergency) or call 856-256-4922 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, 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 and staff, and make

a list of anyone else who is sheltering in your area. Call the Department of Public Safety to report your location and the persons who are present.

- Make yourself comfortable; look after one another and await further instructions.

### 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

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personal belongings (i.e. backpack, books, etc.).

- 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 structure and meet at the assigned assembly area at least 200-feet away, or as instructed by the Department of Public Safety.
- Do not re-enter the building until emergency responders indicate it is safe to do so.

### III. Evacuation

Used for fires and smoke conditions, but can also be used for 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**
- 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. Improvise weapons or throw items at the active shooter
- Commit to your actions... your life depends on it

### V. Lockdown

Used for imminent threat of violence or personal harm and when it is more dangerous to evacuate the building or area. If you become aware of a potential or imminent threat of violence, **immediately notify the Department of Public Safety.**

- 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, pull shades, or close blinds.
- 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 received a text alert, or know it is the police.



**Important** If you are locked-down as a result of an imminent threat of violence or personal harm 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.



**Rowan University**

**OFFICE OF EMERGENCY  
MANAGEMENT**

Bole Annex  
201 Mullica Hill Road  
Glassboro, NJ 08028  
856-256-4922 (Dispatch)

rowan.edu/safety  
rowan.edu/emergency