



Department Emergency Response Guide

Building Name and Address:

Building Type: (selection)

Academic	Residential	Administration	Facilities
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Building Coordinator:

Name: Office #:
Email: Cell #:

Alternate Building Coordinator:

Name: Office #:
Email: Cell #:

Department Point of Contact

Name: Office #:
Email: Cell #:

Emergency Phone Numbers

Emergency (Police, Fire and EMS)	911
Rowan Public Safety Emergency	856-256-4911
Rowan Public Safety Non-Emergency	856-256-4922
Rowan Alert for non-affiliates (guests of Rowan)	Text - RowanAlert to 226787

Building Evacuation Information

An evacuation of the building may be required if there is a fire, or other emergencies. Each employee should be familiar with university evacuation routes of travel and their building evacuation assembly areas.

University Building Evacuation Assembly areas can be found at: [Building Assembly Areas](#)

University pedestrian and motorist campus evacuation routes can be found at: [Evacuation Routes](#)

An *area of refuge* is a building location where people can wait for emergency assistance when evacuation may not be safe or possible. Emergency exit corridors and smoke-protected stairwells are resistant to fire and smoke for approximately 2 hours. They are the safest areas during an emergency evacuation. Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons. If you are unsure of the refuge area, it is best to consult with Rowan's Office of Fire Safety 856-256-4650

Lockdown Plan

Used for **imminent threat** of violence or personal harm and when it is more dangerous to evacuate the building.

- If you can, notify others within your department of the situation. Immediately secure yourself in the nearest office, classroom, or other space that has a door that can be closed.
- Silence your cell phone and electronics.
- If possible, lock and barricade the doors in your location
- Close windows, pull shades and blinds closed.
- If practical, turn off lights and remain quiet to give 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 **DO NOT IMMEDIATELY EVACUATE** upon hearing a fire alarm – this could be ploy to get people in 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.**

Shelter- in -Place

Shelter in place procedures may be implemented for severe weather, hazardous material spills, or dangerous situations that affect the building.

- 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 students and staff, and make a list of anyone else that is sheltering in your area. Call Rowan University Department of Public Safety to report your location and the persons who are present.

Active Shooter

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 maybe
- *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**

In the case of a Medical Emergency

If a medical emergency is reported, dial 911 and provide the following information:

- Building name and address
- Nearest entrance location (emergency access point)
- Number and location of victims, including room or nearest room number
- Nature of the injury or illness
- Hazards involved
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet, or have someone greet the ambulance closest to the access point of the building

Automated External Defibrillator (AED)	YES	NO	LOCATION ON PREMISES:
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First Aid Kit	YES	NO	LOCATION ON PREMISES:
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Fire Emergency Guide

What to do when a Smoke or Fire Alarm Sounds

LEAVE THE BUILDING IMMEDIATELY

1. Proceed to the nearest exit. **DO NOT USE THE 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.)
 - 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.
 - Primary Building Assembly Location: (insert your building assembly area here)
 - 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.

What to do when you see Smoke or Fire

1. Initiate a fire alarm by activating the nearest FIRE ALARM Pull Station. These are generally located by EXIT doors, at the ends of a hallway, entrances into stairwells, or by doors leading directly to the outside.
2. Call 9-1-1 and give them the following information:
 - Your name, complete telephone number, and your location.
 - The location of the emergency (e.g. Rowan Hall room #225, etc.)
 - A description of the situation (e.g. smell of smoke, visible flames, etc.)
 - If possible, tell them what is burning or on fire (e.g. wastebasket, stove, etc.)
 - Hang up only after the Emergency Operator has done so, or told you to.
3. Proceed to the nearest EXIT. Do not use the elevators. If smoke is present at or near your eye level, keep as low or as close to the floor as possible.
4. When leaving a room or entering a stairwell, feel the doorknob, handle, or touch the door with the back of your hand. If it is hot to the touch **DO NOT** open it. If it is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, close the door and stay inside the room. If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). Hang a white or light colored object (e.g. towel, sheet, shirt, etc.) out of the window to attract attention. Follow any instructions given to you by the emergency personnel.
5. Once you evacuate a building and do not re-enter until a uniformed member of Public Safety has given an "all clear".

Revision History

This guide should, at minimal be updated annually, unless there are significant changes that would affect the implementation and management of an emergency. If there are interior/exterior access points impacted a revision should be completed identifying those areas.

Revision #	Date	Description of change	Authorization
2022	12/15/2022	Change name from Plan to Guide	Kantner - SMR

THIS GUIDE SHOULD BE DISTRIBUTED TO ALL BUILDING OCCUPANTS

A master copy of this document will be maintained by Emergency Management and is available and accessible for all to review. The most important aspect of any emergency plan is training and exercises. Training can be through informal discussions at meetings, walk-through scenarios, and formal presentations.