



Department Emergency Response Plan

Department Name:

Building Name and Address:

Building Type:

Department Point of Contact

Name:

Office Number:

Email Address:

Cell Number:

Date completed:

Alternate Point of Contact

Name:

Office Number:

Cell Number:

Email Address:

Date completed:

Emergency Phone Numbers

Emergency (Police, Fire and EMS)	911
Rowan Public Safety Emergency	4911
Rowan Public Safety Non-Emergency	6-4922
Rowan Alert	www.rowan.edu/emergency
Rowan Alert for non-affiliates (guests of Rowan)	Text - RowanAlert to 226787

Emergency Team Members

Establish an intradepartmental emergency team to support basic functions as part of your emergency planning. Remember, it's not only import to plan, but exercise the plan. Talk with, walk through and exercise your staff with the emergency plan.

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Team Member Name:

Title:

Office Number:

Cell Number:

Email Address:

Building Evacuation Plan

An evacuation of the building may be required if there is a fire, or other emergencies. The evacuation team will direct and assist with the evacuation and account for students, employees, outside in the designated assembly area.

Building Evacuation and Assembly

Provide a map that shows designated assembly areas for your specific building. Assembly areas can be found at; www.rowan.edu/emergency (Fire Safety Tab)

Evacuation Team

Evacuation Team Leader

Name:

Floor wardens
(One per floor)

Names:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Stairway and Elevator Monitors

Names:

- 1.
- 2.
- 3.

Aides for Special Needs

Names

1.

2.

3.

4.

Assembly area Monitors

Names

1.

2.

3.

4.

Severe Weather/Tornado Sheltering Plan

Shelter-In-Place Assignments

Name:

Team Leader

Person to monitor weather sources for updated emergency instructions and relay warning to the department

Person to help direct personnel outside to take cover inside the building

Person to direct employees to designated area within the building, i.e. interior of the building, stairwells, etc.

Shelter-In-Place Plan

If warned to Shelter in place from an outside hazard, a warning should be broadcasted and all employees should move to shelter.

Shelter-In-Place Team Assignments

Name:

Team Leader

If feasible, direct personnel outside to enter the building; then close and secure doors

Shutdown ventilation systems and close intakes

Person to monitor news sources for updated emergency instructions

Account for personnel

Lockdown Plan

Name

Name:

Team Leader

Call the police - 911

If you cannot call, **text 911** and remember to provide as much details as possible, i.e. name, location, description and nature of the incident

Secure the doors, and lockdown office space and classrooms the best that you can

Train the staff (run, hide and fight)

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 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

Medical Emergency Plan

If a medical emergency is reported, dial 911 and request an ambulance. Provide the following information:

- Building name and address
- Nearest entrance location (emergency access point)
- Number and location of victims to include room or nearest room number
- Nature of the injury or illness
- Hazards involved

If you have trained employees identified, have them respond to victim's location and bring a first aid kit and Automated External Defibrillator (AED)

Name of Trained Staff	Telephone Number
-----------------------	------------------

Automated External Defibrillator	Location in the Building
----------------------------------	--------------------------

Yes No

First Aid Kit	Location in the Building
---------------	--------------------------

Yes No

Procedures

Only trained responders should provide first aid assistance.

- 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.

Fire Emergency Plan

Evacuation team to assist and direct students, faculty and guests out of the building.

What to do when a Smoke or Fire Alarm Sounds

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 ect.
 - If smoke is present at or near your eye level, keep low or as close to the floor as possible.
2. Leave the building immediately.
 - Move well away from the building. Meet at a predetermined/designated building assembly area. (Attach to this plan) Primary Location:
Secondary Location:
 - Do not re-enter the building until a uniformed member of Public Safety has given an "All Clear" to re-enter.

What to do when Smoke or Fire is seen

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 campus location where you are located.
 - The location of the emergency (e.g. Rowan Hall room #225, etc.)
 - A description of the situation (e.g. smell of smoke, open 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, do not open the door any further, close it 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".

Special Needs Plan

This plan will offer guidance, and assign personnel to assist those individuals with disabilities, or special needs.

Name	Name / Location
Team Leader	
Identify employees who could assist special needs personnel during an emergency (assign one per floor)	Names 1. 2.
The department should consider prearranged routes for individuals with disabilities	3. 4.
Identify places inside the building, that are designated as a temporary holding area for special needs, if applicable	Location 1. 2.
Ex. Stairwells, etc. (Some buildings have designated areas of refuge)	3. 4.
Identify someone to report the last known location of special needs personnel to the fire department	Names 1. 2. 3. 4.
Consider prearranged routes for individuals with disabilities	Routes 1. 2. 3.

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.

Revision History

This plan 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 plan revision should be completed identifying those areas.

Revision #	Date	Description of change	Authorization

Plan Distribution, Access and Training

This plan will be distributed to members of the department emergency response team who were identified by the department head. A master copy of this document should be maintained. The plan will be available and accessible for everyone for 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.