

William Paterson University of New Jersey



**STUDENT GUIDE FOR
EMERGENCIES**

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Student Emergency General Information

To help reduce vulnerability to crime, you should consistently practice preventive measures.

1. Be aware that you are a potential victim of crime.

2. Immediately notify the University Police Department if any person(s) or activity arouses your suspicion.

3. Protect yourself when walking.

- Avoid walking alone at night unless absolutely necessary.
- Keep to well-lit, commonly traveled routes.
- Avoid shortcuts and dark isolated areas.
- Walk purposefully, know where you are going, and project a no nonsense image.
- Avoid potentially dangerous situations.
- Have your door keys ready; carry them in your pocket, not buried in your purse.
- Park under parking lot lights.

4. Protect yourself in your room.

- Lock your door, even when you intend to return shortly, or even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
- Keep emergency numbers by your phone.
- Lock or secure doors and windows when you are alone or asleep.
- Do not leave messages on your door indicating that you are away and when you will return.
- Do not let strangers enter the resident hall or premises.
- Do not lend out your keys.
- Do not prop open outer doors.
- Do not put your address or license plate number on your key ring.

5. Protect your auto.

- Always lock your car. (One out of five stolen cars were left by the owner with keys in the ignition.)
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

6. Protect yourself when driving.

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Never pick up hitchhikers.
- Make sure your cell phone is charged at all times. Program your cell phone with emergency numbers, such as 911, and ICE.
- Drive to a police or fire station or an open place of business if you feel you are being

followed.

- Do not stop to help the occupants of disabled vehicles. Call for assistance for them.

7. Do not leave property unattended.

- Do not leave property unattended in residence hallways, libraries, dining halls, academic buildings, offices, etc.
- Record the make, serial numbers and model of all valuables and engrave them with your name. This will increase the chances that any items recovered can be returned to you. Engravers are available at the Residence Life Offices. Personal Inventory forms are also available. It is also a good idea to photograph and/or videotape your valuables.

COMMUNICATION FROM THE UNIVERSITY OF A CAMPUS EMERGENCY Restricted Access - Buildings and Campus - IMMINENT DANGER

If it becomes necessary to restrict access among facilities on campus, that decision will be made by University Police in consultation with the President, and the University's Emergency Action Plans will be activated.

The campus community will be notified of the Restricted Access and Egress through the same means of communication used for notification of extraordinary events. *You are urged to sign up for the Emergency Notification System, Connect-Ed.*

When a situation requires restricted access, communication will include the use of the Emergency Notification System. The message will be similar to the following: "EMERGENCY WPUNJ: IMMINENT DANGER REMAIN IN PLACE. EXIT AND ENTRY IS LIMITED." More detail information may be provided. The message will imply present and imminent danger and threat. If this message is transmitted, remain in the present interior building location pending further instructions from University Police or other authorities. Individuals who are outside must relocate to the nearest building, moving away from a location where there may appear to be a commotion or incident. Follow direction of University Police or other authorities. Do not hesitate or delay in following directions. **Follow the steps noted below.**

- **Close and lock doors.** Stay away from all windows and doors. Turn off all lights and remain silent. Do not use cell phones except for emergency notification to University Police at ext **2300**. If the door cannot be locked, quietly and quickly attempt to implement a means of securing it, or create a barrier to protect yourself.
- **Move to** a location in the room on the same wall as the door, but at **the opposite end** which is **not visible to someone looking through the door**. If gunshots are heard lay on the floor and remain still.
- Students and staff in hallways or other open areas must **proceed** immediately to a classroom or office **where they can safely be locked inside**. If a classroom or office door is locked, go to the next closest unlocked room to take shelter.
- **DO NOT LEAVE THE SECURED ROOM UNTIL AN ALL CLEAR MESSAGE HAS BEEN ANNOUNCED ON THE EMERGENCY NOTIFICATION SYSTEM** or until you are directed to do so by Police or other University authorities, ***unless you are in imminent danger.***
- Do not attempt to leave the Campus unless directed by Police or other authorities to do so.

- Do not dawdle or delay.
- Listen carefully to the directions of the Police and follow directions immediately.

Faculty, staff and students who are off campus and receive the Restricted Access Procedures Message, must refrain from coming to the campus or contacting the campus until such time as a message is received indicating the University has resumed normal operations.

EMERGENCY INFORMATION

Follow all directions and maintain order. If there is an evacuation or relocation, listen and follow the directions. It is important that you check in at the relocation or evacuation site.

Do Not Panic!

Calm others down and reassure them that all will be okay.

Do Not Leave the campus. It is important that we account for everyone.

Do Not Go to your vehicle and attempt to drive off campus until directed to do so by university authorities. It is important that no vehicular traffic flows on and off of the campus until all emergency units responding to the incident are in place. Ambulances, fire trucks and other emergency vehicles will need to enter and exit the campus.

The campus roads will open at the first opportunity to release people from the area. All areas must first be found to be safe.

CALL HOME!! Let everyone at home know you are okay.

Be sure that your friends on campus know that you are okay.

Do Not Go to the area of the incident. **Do not add to the risk, despite your curiosity.**
Stay away from the location of the incident.

Things to have on hand in an emergency

Recommended Items to Include in a Basic Emergency Supply Kit:

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help

- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers
- Can opener for food (if kit contains canned food)
- Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil

In all EMERGENCY situations on campus, call the University Police immediately at 973. 720. 2300

Methods of being informed during an Emergency:

1. Check your University e-mail.
2. Check the University home page for information and instructions.

3. If you are a resident student, check your University voice mail. A broadcast message will be sent to all voice mailboxes of resident students, faculty and staff.
4. Contact ext. 2475 for brief recorded announcements.
5. Go to the designated information location for updates and further information.

Observing the Campus

You should call the University Police at **973. 720. 2300**, immediately if you make any of the listed observations and feel uncomfortable about the observation:

1. If you see anyone acting in a strange or unusual manner.
2. If you see someone in restricted areas.
3. Vehicles parked alongside of buildings or parked in an unusual manner.
4. Vehicles that have not moved for period of time.
5. Individuals asking questions about operational matters.
6. Individuals taking photographs or videos of the campus.
7. Individuals walking or riding around the perimeters of buildings.
8. Unexpected or unexplained deliveries.
9. Packages or bags left unattended.
10. Envelopes delivered without postage.
11. Individual acting overly protective of a package, backpack or belongings.
12. Individuals in bulky clothing, more heavily attired than reasonably warranted by weather conditions

IN CASE OF A FIRE

NEVER assume the fire alarm is a false alarm.

When a fire alarm activates leave the building and do not return to the building until directed to do so by University Police or University officials.

Avoid going up in the building. The stairways above the fire floor will act as a chimney and will fill with smoke and heat.

Do not stay in your room if you have an opportunity to safely exit the building.

Know the evacuation routes of all buildings you will be in during your time at WPU.

Pick out landmarks, such as soda machines, tables, or other stationary items that will help you find your way out of a building should the lights go out.

Once you have evacuated the building, go to the assembly area, and look for a Fire Warden, Supervisor or person in charge and notify them that you are out of the building. Do not leave the area until you have received orders to report to another area or to go back into the building. If you leave without telling someone in charge, rescue workers may be injured attempting to enter the building in search of you.

It is important to listen to the directions given by authorities at the scene, and follow the directions in an orderly manner. If everyone is being directed to a location, go to that location so that attendance can be taken. You may ask to leave afterwards; however, it is important that you are accounted for.

When you have accounted for yourself, **CALL HOME!!** If there is a fire on the campus, call your home immediately and let everyone know that you are okay. Let your family know where you are going to be and how they can contact you.

If you cannot evacuate because:

You are trapped on the fire floor or in an area where you cannot safely evacuate the building and have access to a telephone or cellular telephone, call **973.720. 2300** or **911** and tell the operator your building, room number and describe the area where you are trapped. Stay on the phone until help arrives.

You are trapped on the fire floor or in an area where you cannot safely evacuate the building and do not have access to a telephone, do something to get rescuers attention. Remember, opening the window may feed oxygen to the fire. If need be open or break the window to get rescuers attention. Wave a piece of clothing and shout to attract attention.

You are trapped in a room, attempt to seal the bottom of the door with clothing or other material. If water is accessible, soak the clothing in water prior to sealing the door. Keep low to the floor to avoid the smoke.

FIRES AT PUBLIC EVENTS OR CLUBS

Prior to entering the event, decide on a meeting place outside of the event where you can get together should an evacuation take place.

Once you are inside of the event, note the locations of the exits and that there are not any blocked or restricted. While doing this, think about what you would do if a fire started in certain areas of the event. How would you get out? What route would you follow?

Don't be so concerned to find the "EXIT" signs that are posted above doorways. If there is a fire, the chances are that the room will darken quickly and the "EXIT" signs may be above the smoke line. Try to pick markers that will help you find your way to the exit while on your hands and knees.

If you see someone playing with fire in the event, such as setting decorations on fire or throwing matches, notify security immediately.

If there is a fire or other type incident at the event LEAVE IMMEDIATELY!!!!

NEVER return inside the event. If a friend is not at the pre-arranged meeting place, report to the police and fire department that your friend was with you in the event and did not show up at the pre-arranged meeting place.

GUIDANCE REGARDING VIOLENT INCIDENTS

In an incident involving a person or persons on campus actively causing harm, or there is the threat of imminent danger or harm to any person, **CALL UNIVERSITY POLICE IMMEDIATELY AT EXTENSION 2300.**

- Do not attempt to deal with the situation yourself.
- Attempt to remove yourself from the immediate danger if possible.
- Try to remain calm. Once you have removed yourself from the apparent danger, **secure your location** and remain where you are until given further direction by University Police or other authorities.

If you are unable to remove yourself from the dangerous situation, and are still in the building, lock the door of your room, or facility. Remain there until notified by the University Police.

Hide in an area out of view, turn off the lights and silence you cell phone and vibrate function. Take cover behind a solid object if possible.

Identify objects which you could use to defend yourself and deter the threat from pursuing you at that location. If you are unable to remove yourself from the imminent threat and danger, be prepared to engage in combat with the aggressor in an effort to neutralize the immediate threat to your life. While such action is a personal decision, active resistance to deliberate life threatening actions can improve chances for survival. Many commonly available articles can be used as weapons or missiles to disrupt or deter an attacker, among them shoes, keys, book bags, belts, pencils, books, telephones, etc.

If you see or hear something that suggests to you that a gun or other weapon is involved, call the University Police immediately. Provide as much detail as you can about the incident. Be sure to include a description of the person or persons involved, the potential threat including possible weapons, and the location or direction of flight taken by the actor(s), and the condition of any victims. Do so when you have taken cover to the best of your ability.

Remember, the best time to deal with a violent incident is before it occurs. If you are aware that someone on campus has made a threat of violence toward another, it is your responsibility to contact University Police with that information as soon as possible.

If you are aware that someone on campus has illegal weapons, it is your responsibility to report this information to the University. It is William Paterson University policy, and New Jersey law, that guns or other weapons are prohibited on campus.

You are our eyes and ears, and you can help prevent a tragedy in our community.

DEALING WITH WEATHER AND WEATHER RELATED INCIDENTS

Weather situations are carefully monitored by numerous government agencies. When severe weather is predicted, you should take the warning seriously. Severe weather can be dangerous and harm you.

New Jersey provides a real time web link for road conditions which can be accessed at <http://www.state.nj.us/transportation/commuter/trafficinfo/>.

When in a thunderstorm:

Avoid handling metal, electrical equipment, telephones, bathtubs, water faucets and sinks since lightning can follow the wires and pipes. Be especially careful with televisions and computer equipment.

If a severe thunderstorm comes upon you quickly, seek cover immediately in a stable facility, but avoid trees.

When in a tornado:

While this area is not known for tornado activity, it can and does occur sporadically. Go to a secure area away from windows. If there is a basement, seek refuge in the basement. If there is no basement, go to an interior room or hallway without windows. If you cannot find shelter, take cover in a ditch or other recessed area.

When in a flash flood:

Seek high ground. Never attempt to drive your vehicle through standing water. The force of water will wash a vehicle away, trapping you inside of the vehicle. Should you be caught in a large body of water and your vehicle stalls, **call the police immediately**. Do not exit the vehicle unless the water is continuing to rise to an unsafe level. When you leave the vehicle, you are exposed to many hazards. Some of the hazards are downed electrical wires that will electrically charge the water. Sudden pressure changes in manhole/storm drain covers may release and, with great sudden force, suck the water into the drain along with anything small enough to fit through the opening. It is important to respect the power of water. Exiting a vehicle could result in you being swept away by the force of rushing waters.

When dealing with Winter Weather:

Dress warmly and stay dry:

Wear hats, scarves, layers and water-repellent coats. Remember that mittens are warmer than gloves.

Cover your mouth:

Protect your lungs from extremely cold air by covering you when outdoors.

Avoid overexertion:

Take your time shoveling snow or pushing a car. Stretch before you go out and drink plenty of non-alcoholic, non-decaffeinated fluids.

Car Safety:

Be sure to clear snow from your tail pipe before you start your car to prevent carbon monoxide poisoning. Avoid going out to your vehicle alone. Always have a partner with you to watch over in case of an emergency or accident. Keep a shovel in your car. Always make sure to clear your car of ice and snow on the vehicle. Ice and snow blowing off your vehicle represents a significant danger to other drivers.

Electrical Loads:

Many fires and emergencies are caused every year by unsafe electrical loads and cords. **NEVER** use electric heaters or inappropriate extension cords.

Nor' Easters/coastal storms/hurricanes

These can be extra tropical cyclones that can cause heavy rain/snow, strong winds and coastal flooding.

During severe weather, **NEVER** touch or go near downed power lines, even if you think they are safe.

Dress appropriately for the weather conditions.

Stay updated regarding weather conditions. Various outlets exist for this information. Should weather conditions create an emergency or hamper university operations, check the normal information outlets the university uses to transmit information such as e-mail and the home page.

NEVER evacuate unless ordered to by a University Official, or if the situation is life threatening if you remain in place.

Utilities Disruption:

Check the hallway to see if the disruption is throughout the building. If the disruption is limited to your room or immediate area, contact the Police immediately. If you are in a residence hall and the entire building or area is disrupted, remain in your room and await direction from your Resident Assistant. If you are in an academic or office building, and power to the building is disrupted, please relocate to an area in proximity to a building exit, and evacuate if so directed by University police or authorities.

Keep at least one flashlight available.

DO NOT use candles or other means of lighting with an open flame.

If you are told to leave your room, report directly to the assembly area designated by your Resident Assistant. Remember to take your room key, cellular telephone and identification card with you and **LOCK YOUR DOOR!!!!**

NEVER touch a downed wire!

Fire:

If the fire alarm system is activated, **EVACUATE** immediately!!!!

Use stairways to exit the building, do not use an elevator.

If you discover a fire and the fire alarm system has not activated, pull the nearest fire alarm. **EVACUATE** the building and tell the responding police units of the location of the fire. When you leave your room, report directly to the area designated by your Resident Assistant. Remember to take your room key, cellular telephone and identification card with you and **LOCK YOUR DOOR!!!!**

Always check the door prior to opening to see if it is hot. If the door is hot, **DO NOT** open the door, call the Police immediately. Place clothes or blankets at the base of the door, go to the window and yell to responding emergency workers.

If your clothing catches fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over and over to smother the flames.

If the fire is on your floor and you are trapped by the fire, call the Police immediately and give them your location. Place clothes or blankets at the base of the door, go to the window, and yell to attract the attention of responding emergency workers.

Report in to your Resident Assistant, Building warden or other authority immediately when you reach the designated evacuation assembly location. Under no circumstances should you go to your vehicle or any other location without first checking in with your Resident Assistant, Warden or reporting authority and telling them where you are.

Call home and let everyone know that you evacuated the building because of a fire and that you are okay.

IN CASE OF AN EXPLOSION

1. Take shelter against or beneath your desk or a sturdy table
2. Exit the building as quickly as possible
3. Do not use the elevators
4. Check for fire and other hazards

If there is a fire...

1. Exit the building as quickly as possible.
2. Crawl low in smoke

3. Use a wet cloth to cover your nose and mouth
4. Use the back of your hand to feel the lower, middle, and upper parts of closed doors.
5. If the door is not hot, brace yourself against the door and open it slowly.
6. Do not open the door if it is hot. Look for another way out.
7. Use appropriate fire exits. Do not use the elevators.
8. If you catch fire, do not run!
- 9. STOP, DROP and ROLL!**
10. If you are at home, go to the previously designated meeting place.
11. Do not go back into a burning building.
12. Call **973.720.2300** or **911**, **NEVER** assume the University Police know about a fire.

If you are trapped in debris:

1. Shout to let someone know you are trapped and where you are, but keep your mouth and nose covered to avoid swallowing dangerous amounts of dust.
2. Avoid unnecessary movement so that you don't kick up dust or cause further collapse.
3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.
4. Tap on a pipe or wall so rescuers can hear you and attempt to locate where you are.

Building Explosions and Collapses:

Building explosion and collapses are not always the result of terrorism. Many times there may be an accidental cause, such as a natural gas leak that caused the damage.

If you are in a building explosion or collapse, remember:

Evacuate immediately. If you are unable to evacuate, find an area that will protect you such as under a desk or sturdy table or in a doorway. If you are trapped in the debris, cover your nose and mouth with a cloth or piece of your clothing.

Avoid moving around since this may cause further collapse as well as further circulation of the dust.

Tap on a pipe or other metal to let emergency workers know where you are. Avoid yelling unless absolutely necessary, since this will only cause you to inhale more of the harmful dust.

Building evacuations and relocations:

Whenever a building is evacuated, the incident will be evaluated to determine if relocation is necessary. If relocation is ordered, you will be advised of the relocation site and the means of conveyance to the site.

Everyone must check in at the relocation site. You are required to tell the staff of your plans as well as a location and method of contact at the alternative site. Do not leave the campus without telling the staff of your intentions and destination. If you do not intend to remain at the relocation site because you have access to another location, you **MUST** so inform the staff at the site.

DEALING WITH CHEMICAL INCIDENTS

A chemical incident is the release of a toxic gas, liquid or solid that can poison people and the environment.

1. Watch for signs such as many people suffering from watery eyes, twitching, choking and having trouble breathing or losing coordination.
2. The presence of many sick or dead birds, fish or small animals may also be cause for suspicion.
3. If you see signs of a chemical incident, quickly try to define the impacted area or where the chemical is coming from, if possible.
4. Take immediate action to get away from any sign of a chemical incident.

5. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.
6. It may be better to move as far away from where you suspect the chemical release is and “shelter-in-place.” “Shelter in place” means to find a safe place to stay in the building out of the immediate danger of the chemical incident and wait for rescuers to reach you.
7. If you are outside when you see signs of a chemical incident, you must quickly decide the fastest way to get away from the chemical threat.
8. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place.”
9. If your eyes are watering, your skin is stinging, you are having problems breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.
10. Wash with soap and water, preferably cold water to prevent your pores from opening and allowing the chemical into your body. Do not scrub the chemical into your skin.
11. Seek emergency medical attention. Contact Campus Police as soon as possible at **973. 720. 2300.**

DEALING WITH BIOLOGICAL INCIDENTS

A biological incident is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not.

1. A biological incident may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, it is perhaps more likely that local health care workers will report a pattern of unusual illness.
2. You will probably learn of the danger through the emergency channels in place on campus. Those methods of alerting the University community include the University home page, e-mail, telephone announcements, and the campus radio station.

3. If you become aware of an unusual or suspicious release of an unknown substance nearby, it is wise to protect yourself.
4. Get away from the substance as quickly as possible.
5. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
6. Wash with soap and water and contact the authorities immediately.
7. In the event of a biological incident, public health officials may not immediately be able to provide information on what you should do. However, you should consult all methods of communications available to you at the University.

DEALING WITH A NUCLEAR BLAST

Should there be a nuclear blast:

1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
2. If possible to do so safely, you should leave the area.
3. If not possible, go inside a building and seek shelter where you are safe.
4. **Shielding** - If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed. Therefore, your exposure will be less.
5. **Distance** - The farther away you are from the blast and the fallout, the lower your exposure.
6. **Time** - Minimizing time spent exposed will also reduce your risk.

DEALING WITH A RADIATION INCIDENT

A radiation incident or “Dirty Bomb” incident is the use of common explosives to spread radioactive materials.

1. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
2. **Shielding** – If you have a thick shield between yourself and the radioactive materials, the thick shield absorbs more of the radiation. Therefore, you will be exposed to less radiation.
3. **Distance** – The farther away you are from the radiation, the lower your exposure.
4. **Time** – Minimizing time spent exposed will also reduce your risk.

Local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should consult all methods of communications available to you at the University.

Anxiety and Emotional Well Being:

Day to day issues can sometime cause anxiety, depression, anger and loneliness.

Any of the incidents covered in this information can cause anxiety, traumatic stress or other mental strain to a person. William Paterson University has an excellent counseling staff available 7 days a week, on a 24-hour basis. If you feel you need to speak with a counselor, you can go to Resident Life services or representatives, call the police department, or contact the “Hot-Line” on their own at extension **2257**, 24 hours a day, 7 days a week.

In case of a traumatic event on the campus, the Emergency Management Plan calls for counselors to be in place as soon as possible during and after the event to assist members of our community.

Counselors are always available for any of the following symptoms of mental distress: anger, fatigue, loss of appetite, sleeplessness, nightmares, depression, inability to concentrate, hyperactivity, increased alcohol or drug use, thoughts of suicide or any other mental health related symptoms.

Be Notified in Emergencies
Sign up for CONNECT-ED

Log on at wpconnect
And sign up for

**EMERGENCY
NOTIFICATION SERVICE**
under *WPUNJ Bookmarks*

for more information go to
ww2.wpunj.edu/police/connectedstudent.pdf