

THOMAS EDISON
STATE UNIVERSITY

**CENTER FOR LEARNING AND
TECHNOLOGY**

**102 W. STATE STREET
TRENTON, NJ**

Date: Rev. May 2018

INTRODUCTION

WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate a building. **Examples of emergencies where evacuation may be required include smoke/fire, gas leak, bomb threat, active shooter, weather extremes, etc.** Advance planning is an effective way to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation drill provides training that will be valuable if an emergency situation should arise.

Emergency and evacuation procedures are intended to protect the lives and safety of occupants in this facility. All occupants of the facility should familiarize themselves with the procedures outlined herein. Safe and orderly building evacuation is possible only if the emergency procedures are known and strictly abided by.

Thomas Edison State University's Evacuation Plans are reviewed periodically and updated accordingly to assure information remains current and relevant.

EVACUATION DRILL POLICY

1. Evacuation drills will be conducted at least once every year at unexpected times. These drills take place in order to familiarize Employees, Students and Guests with routes of evacuation.
2. The director of Facilities and Operations schedules evacuation drills.
3. The Building Coordinator(s), Floor Captains and Assistant Floor Captains are expected to perform their assigned duties as if an actual emergency situation took place.
4. Provisions should be made for timing and evaluating the orderliness of each drill. The Coordinators document this for the Emergency Evacuation Plans.

EVACUATION PLAN FORCE

EVACUATION PLAN COORDINATOR

MARY HACK

984-1661 ext. 2325

ASSISTANT EVACUATION PLAN COORDINATOR

DAVID HOFTIEZER 984-1661 ext. 3025

Building Coordinator:	Ken Lightfoot	292-4000 ext. 2160
Assistant Building Coordinator:	Samantha Rhein	984-1130 ext. 2293

1st Floor

Floor Captain	Debbie Terry	292-4000 ext. 2130
Assistant Floor Captain	Jamie Priester	984-1130 ext. 3225

2nd Floor

Floor Captain	Dave Schwager	984-1140 ext. 2290
Assistant Floor Captain	Mike Fagioli	984-1140 ext. 2295

3rd Floor

Floor Captain	Caren Abschutz	292-6317 ext. 2274
Assistant Floor Captain	Weimin Wang	292-6317 ext. 2175

Kelsey Security Desk Ext. 2357

Trenton Fire Department 609-989-4170

NJ State Police 609-984-4222

Evacuation Plan
Thomas Edison State University
The Center for Learning and Technology

I. **Building Emergency Communication Systems**

A. *Fire*

The Center for Learning and Technology is equipped with automatic heat and smoke sensors. In case of fire, these sensors trigger the alarm system. Upon sounding of the alarm system, personnel shall evacuate. Evacuation is to take place via stairway.

B. *Other Emergencies*

In the event of emergencies other than fire, which might necessitate building evacuation, the primary mode of notification will be via telephone and the mass notification system. The fire alarm can be manually activated to begin an evacuation.

NOTE: THE NEW JERSEY STATE POLICE WILL MAKE THE FINAL DECISION REGARDING BUILDING EVACUATION IN BOMB THREAT SITUATIONS. OTHER EMERGENCY DECISIONS WILL BE MADE INTERNALLY.

II. **Reporting Emergencies**

Emergencies that might require building evacuation should be reported in the following manner:

A. *Fire*

If automatic sensors fail to trigger the alarm system, or the fire alarm system fails to operate, or cannot be reached, call 911, Trenton Fire Department 609-989-4170 or NJ State Police 609-984-4222.

Report location and type (electrical circuits, paper, etc.) of fire, if known. Alert Floor Captain and Assistant Floor Captain.

B. Other Evacuation Emergencies (Bomb Threats, Noxious Fumes, Smoke, etc.)

1. Bomb threat calls should be handled according to the following procedures:

As soon as it is evident that the caller is making a bomb threat, LET HIM/HER FINISH HIS/HER MESSAGE WITHOUT INTERRUPTION. Get message EXACTLY as the caller delivered it. WRITE IT DOWN. Listen for clues as to sex, age, and peculiarities of the caller. Try to determine the condition of person making threat i.e., is he/she drunk, angry, excited, incoherent, etc. Listen for background noises, which might give clues to caller's location. Listen for toll charges. Get amount of toll charge. After caller finishes his/her message, try to keep him/her in conversation long enough to determine:

- a. **Where** the bomb is located.
- b. **What** time it will explode.
- c. **When** the bomb was placed.
- d. **Why** the bomb was placed.
- e. **What** does the bomb look like.

Note the exact time when call was received and IMMEDIATELY notify supervisory personnel, who will call the NJ State Police at 609-984-2222.

2. Any other emergency, which might necessitate evacuation of the building, or of individual floors, should be reported immediately to the Evacuation Plan Coordinator, Mary Hack at 984-1661 ext. 2325 or David Hoftiezer at 984-1661 ext. 3025.

TELEPHONE BOMB THREAT CHECKLIST:

INSTRUCTIONS: Be calm. Be Courteous. Listen. Do Not Interrupt the Caller.

YOUR NAME: _____ Time: _____ Date: _____

CALLER'S IDENTITY:

SEX: Male _____ Female _____ Adult _____ Approximate Age: _____ yrs

ORIGIN OF CALL:

Local _____ Long Distance _____

VOICE CHARACTERISTICS

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated _____ Other: _____

SPEECH

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Other

THREAT LANGUAGE

____ Well Spoken _____ Rehearsed _____ Mispronunciations
____ Irrational _____ Incorrect Names _____ Read by Caller
____ Taped _____ Incoherent _____ Foul

MANNER

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

BACKGROUND NOISES

____ Factory _____ Trains
____ Machines _____ Animals
____ Music _____ Quiet
____ Office _____ Voices
____ Street Traffic _____ Airplanes
____ Party

BOMB FACTS:

Pretend Difficulty Hearing – Keep Caller Talking—If Caller seems Agreeable to Further Conversations, Ask Questions Like:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it Located? Building _____ Area _____

What Kind of Bomb? _____ What Kind of Package _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation can cause injury or death.

III. **Evacuation Routes and Procedures**

Please follow these procedures during any fire, fire drill, or emergency evacuation.

1. Leave the building IMMEDIATELY using the nearest stairway or exit.
2. Do not attempt to secure personal belongings.
- 3a. Do not use elevators. They may stop if power fails causing the occupants to become trapped.
- b. Persons unable to walk down stairs or needing assistance, shall be provided with an assistant, taken to the stair enclosure and remain in the stair enclosure awaiting further instructions or assistance.
4. Assistants to the floor captains, will report when their areas and lavatories are clear. (1) Floor captains will check the exiting lines to account for everyone, (2) Floor captains will contact the building captain at the command post to report that all are evacuated or waiting for help in the fire stairs, (3) proceed to the nearest exit.
5. Close all doors as you exit.
6. Exit the building and go to your pre - designated gathering area.
7. Do not leave assigned area unless specifically notified to do so by the Emergency Evacuation Coordinator.
8. When a decision is made that re-entry is safe, the Floor Captains lead their respective floors into the building using the same door they used to evacuate. Elevators may then be used.
9. During an actual fire or fire drill, where an area is designated as having a fire and your evacuation route is blocked, you are to choose another stairway or exit.

Exit Routes and Gathering Areas:

1. Employees who are in the front half of the building should proceed out the front door and walk down West State Street towards the Capital Building.
2. Employees who are in the back half of the building should exit out the back door that faces North Willow Street, and walk traveling towards Capital Alley.

IV. **Duties of Emergency Evacuation Personnel**

A. Evacuation Plan Coordinator

Under direction of State Police/Trenton Fire Department, he/she has general charge of all matters pertaining to building evacuation. He/She will:

1. Coordinate the complete (or partial) evacuation of the building by designating exit routes, and scheduling evacuation of the floors according to the nature of the emergency.
2. Schedules time and date for drills.
3. Arrange for periodic inspections of the entire building, accompanied by Fire Department Officials, Facility and Operations Personnel, and Floor Captains.
4. Record results of all drills and inspection.
5. Coordinate drills with city authorities, and State Police.
6. Arrange for posting and maintenance of directional exit signs if necessary.
7. Notify State Police of all emergencies.

B. Assistant Evacuation Plan Coordinator

Will assume duties stated above in the absence of Evacuation Plan Coordinator, or perform duties assigned by Evacuation Plan Coordinator.

C. Building Coordinator

Will have immediate charge of all occupants within their specific buildings during emergency evacuation procedures. He/She will be responsible for the enforcement of rules and report infractions to the Evacuation Coordinator. The Building Coordinator will:

1. Confirms with captains and/or co-captains of their specific floor that all employees are accounted for.
2. Assigns assistant building coordinator as needed.

D. Assistant Building Coordinator

1. Will assist the Building Coordinator as directed or assume responsibilities as stated above in the absence of the Building Coordinator.

E. Floor Captain

Will have immediate charge of all occupants on his/her floor during emergency evacuation procedures. He/She will be responsible for the procedures. He/She will be responsible for the enforcement of rules and report infractions to the Coordinator. The Floor Captain will:

1. Designate the exits to be used by personnel on his/her floor.
2. Route travel of occupants and schedule floor evacuation following directions of the Coordinator.
3. Conduct periodic inspections of his/her floor for proper aisle space, availability of fire extinguishers, etc. in order to identify and prevent potential hazards to evacuation.
4. Record results of drills.
5. Assign assistant to occupants needing assistance.
6. Reports back to Building Coordinator and/or Assistant Building Coordinator that his/her floor is out of the building.

F. Assistant Floor Captain

1. Assist Floor Captain as directed or assume responsibilities as above in the absence of Floor Captain.

V. Preparing for an Emergency or Evacuation

You are responsible for your own safety. **Stay calm** - avoid panic and confusion.

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Know how to report an emergency (**911 or Security Officer/Guard within the Kelsey Complex ext. 2357**).
- Determine in advance the nearest exit from your work location and the route you will follow to reach the exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.

VI. Building Evacuation

- **All building evacuations will occur when an alarm sounds.**
- When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same. WALK - do not run.
- **Close** but DO NOT LOCK doors as you leave.
- Follow instructions from emergency personnel or your Building Floor Captain(s).
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, stay to the right.
- Assist people with disabilities.
- **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.
- Once outside, proceed to the designated area of assembly. This should be a clear area, depending on the type of incident, away from the affected building. Stay there.
- **Immediately** notify your Floor Captain(s) of any injured persons and individuals remaining in the affected building.
- **Do not re-enter** an evacuated building unless told to do so by emergency personnel, Building Coordinator or other university officials. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.

VII. **Checklist for Employees Reporting Emergencies**

1. If the system fails to operate, or cannot be reached, call 911 or Trenton Fire Department 609-989-4170 or NJ State Police 609-984-4222. Report the location and type of fire (electrical, paper, etc.) if known.
2. Alert Floor Captains and Assistant Floor Captains.
3. Any other emergency, which might require evacuation, should be reported to the Evacuation Plan Coordinator, Mary Hack at extension 984-1661 ext. 2325 or David Hoftiezer at 984-1661 ext. 3025.

VIII. **Checklist for Employees During Building Evacuation**

1. When alarm sounds, cease work immediately.
2. Remain calm and quiet and evaluate.
3. Do not activate any additional electrical devices.
4. Begin to evacuate.
5. Evacuate with personnel from the area that you are in. **DO NOT** attempt to return to your own work area.
6. During evacuation:
 - a. Walk. Do not run.
 - b. Do not overcrowd stairway landings.
7. Remain in assembly area until you receive instructions to return to the building. **DO NOT** leave assembly area unless you are directed to do so.
8. In all cases, obey instructions of the Floor Captain and Assistant Floor Captain.

IX. University Closings

During inclement weather or other emergencies, the following radio, television stations and Web sites will announce University closings or delayed openings.

WEBSITES

• www.TESU.edu	Thomas Edison State University	Trenton
• wctcam.com	WCTC 1450 AM	New Brunswick
• magic983.com	WMGQ 98.3 FM	New Brunswick
• 943thepoint.com	The POINT 94.3 FM	Ocean Township
• wobm.com	WOBM 92.7 FM	Ocean Township
• 1057thehawk.com	105.7 The Hawk FM	Ocean Township
• wobmam.com	WOBM 1160 AM	Ocean Township
• shorecountryradio.com	WADB 1310 AM	Ocean Township
• www.kyw1060.com	KYW News Radio 1060 AM	Philadelphia
• www.NBC10.com	NBC-TV 10	Philadelphia
• wpst.com	WPST 94.5 FM	Princeton
• nj1015.com	WKXW 101.5 FM	Trenton
• millenniumradionj.com	Millennium Radio	New Jersey
• cbsNewYork.com	WCBS-TV 2	New York

RADIO STATIONS

• WMGQ 98.3 FM	New Brunswick
• WCTC 1450 AM	New Brunswick
• The POINT 94.3 FM	Ocean Township
• WOBM 92.7 FM	Ocean Township
• WOBM 1160 AM	Ocean Township
• WPST 94.5 FM	Princeton
• KYW Newsradio1060 AM	Philadelphia
• WKXW 101.5 FM	Trenton
• WIMG 1300 AM	Trenton

TELEVISION STATIONS

• KYW-TV CBS3	Philadelphia
• NBC-TV 10	Philadelphia
• WPSG-TV 57	Philadelphia
• News12 New Jersey	Edison
• WCBS-TV 2	New York

The University has autonomy; therefore, closing by other state offices or departments does not mean the University will close nor have a delayed opening. Please listen for specific reference to Thomas Edison State University, which, in an alphabetical reading of closings, will fall under the letter “T.” The only exception will be KYW News radio (1060 AM in Philadelphia, www.kyw1060.com or by phone at **1-215-925-1060**), which announces closings numerically. This station will announce the number 924 to relate information about the University. The name of the University will be scrolled across the bottom of the television screen on KYW-TV CBS3; NBC10; WCBS2; News 12 New Jersey; and WPSG-TV Channel 57. **If you have not done so already, please sign up for text messaging announcing the University closings at hr@TESU.edu.**