

## **Important Emergency Information for the Rutgers-Newark Campus**

### **What is a Threat Level "Red" Alert?**

A "Threat Level Red" is defined by the Department of Homeland Security as "a severe condition that reflects a severe risk of terrorist attacks". Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. It will be specific to the site of the attack, and the nature of State and local responses will be dictated by the situation. A State of Emergency may be declared for the affected area by the Governor, and instructions would be provided via local radio and television, and would be carried by the [Rutgers-Newark Website](#). Where formal communication methods are not available, instructions to the campus community will be made verbally at building entrances. For further information about a "Red" Alert, please visit the [NJ Department of Homeland Security's web site](#).

### **Is there a Serious Event Evacuation Plan?**

If a serious crisis event occurs, call Public Safety (University Police) 973/353-5111 or Dial 80 from campus phones, and evacuate staff and students from the location. It is important that everyone remain calm and orderly during an evacuation so as to avoid unnecessary panic and injury. If the event occurs in Bradley, Hill, Smith, Dana, Physical Plant or any residence hall, occupants should move to Robeson Campus Center and remain there until advised by Public Safety (University Police) that it is safe to leave. The Golden Dome Gymnasium is the back up location if Robeson Center is directly affected by a serious crisis at the same time. If an event occurs in Robeson, CU, Deck #2, Olson, Aidekman, Blumenthal, Boyden or Conklin, occupants should move to the Golden Dome Gymnasium and should remain there until Public Safety (University Police) advise that it is safe to leave. Bradley Hall will serve as a back up if the Golden Dome is also directly affected by a crisis event at the same time. If a serious crisis event occurs in the Golden Dome, Engelhard, Parking Deck #1, Ackerson, MEC or the offices on Bleeker Street, occupants should move to Bradley Hall and remain there until advised by Public Safety (University Police). The Robeson Campus Center will serve as a back up building to Bradley Hall.

In case of campus wide evacuation please follow the directions and prearranged route setup by the Department of Public Safety.

### **What do I do in the case of a Fire Emergency?**

If you discover a fire or smell smoke, sound the building fire alarm and call 973/353-5111 or Dial 80 from campus phones. Know the locations of the fire alarms and fire extinguishers. Upon hearing a building fire alarm signal, -which may be a bell, horn or voice message, immediately evacuate. Use the nearest safe exit. DO NOT use the elevators. Leave the building and assemble in an area away from the building. Know the location of all exits in your building. If unable to leave your rooms or office due to heat or heavy smoke in a hallway or due to physical disability, telephone Public Safety (University Police) 973/353-5111, and give your exact location. DIAL 80 on campus phones or 973/353-5111 to reach Public Safety (University Police).

### **What do I do in case of a Bomb Threat?**

In the case of a bomb threat, contact Public Safety (University Police) 973/353-5111 or Dial 80 from campus phones. DO NOT pull fire alarms. Public Safety (University Police) will follow the FBI protocol in determining whether an evacuation is necessary. If evacuation is required, Public Safety (University Police) personnel will go to each office/area and notify occupants to evacuate.

### **What do I do if I come across a Suspicious Package?**

Contact Rutgers-Newark Public Safety (University Police) Department immediately at 973/353-5111 or Dial 80 from campus phones.

- DO NOT try to open, smell or taste the item!
- DO NOT shake or bump!
- DO NOT move package. Isolate the item by evacuating the area.

### **What do I do in case of a Power Outage or other Utility Emergency?**

Newark Physical Plant, 973/353-5441. Contact Public Safety (University Police), 973/353-5111 or Dial 80 from the campus phones. In the event of a power outage or gas line break on campus. Police and security personnel will respond to the affected areas and will assist in evacuating the immediate area or building, if necessary. RUPD will also inform physical plant for emergency response.

### **What do I do if a faculty or staff member is hurt or becomes ill on the Job?**

If an employee has a work related accident or illness, the department should send the employee to the Health Center with an "Occupational Health Treatment Form" signed by the supervisor. If the situation is urgent, the supervisor is contacted and a verbal consent will be approved. If this incident requires an urgent visit to an emergency room, they must follow-up with Health Services and not be sent directly to their doctor. Rutgers-Newark Public Safety (University Police) or local ambulance service will transport employee to emergency facilities as needed. In addition, the department should prepare a "First Report of Accidental Injury or Occupational Disease and Accident Form" (available [online](#)) and send completed form to the Risk Management Center within five (5) working days. Please call Rutgers - Newark Health Services, Blumenthal Hall 973/353-5231, for additional information.

### **How are students treated in the case of a Health Emergency or Illness on Campus?**

All full-time students have direct access to Rutgers-Newark Health Services including referrals to hospitals, physicians and emergency rooms. Part-time students can utilize these services through direct payment of fees or through bursar billing arrangements. Please call Rutgers-Newark Health Services, Blumenthal Hall 973/353-5231 for additional information.

When the health center is closed, a 24 hour nurse line is available at 1-866-221-9674. For urgent medical attention, call 911 or go to the nearest hospital emergency room. If on campus, call Rutgers Police, ext. 5111 for assistance. For Sexual Assault and other Services, consult health center website at <http://www.newark.rutgers.edu/healthcenter>

### **What services are available for employees in the case of a Psychological Crisis?**

Call University Faculty and Staff Assistance Program (FSAP), 732/932-3020 x4010, 24 hour hotline. All employees and members of their immediate families are eligible to utilize FSAP, which is a University-wide, confidential counseling and referral service. A counselor is on the Newark campus every other Thursday, and can be seen by appointment. FSAP can assist with many types of personal, emotional, social or health-related problems, and is also available for consultation on workplace-related issues and problems. FSAP can work with individuals, departments or other groups, and is available for management consultation on dealing with troubled employees.

### **What services are available for a Student Psychological Crisis?**

Call Psychological Services, Blumenthal Hall, 973/353-5805. Refer students to Psychological Services if the following traumatic events or traumatic stress symptoms are observed: self-destructive behavior such as a suicide threats or attempts, violent, assault or threatening behaviors, rape, criminal victimization, acute psychotic breakdowns, drug overdose and substance abuse.

**What Department handles Press Inquiries?**

If a reporter calls seeking information or an interview on a campus incident or emergency, contact Campus Communications, Blumenthal Hall, 973/353-5262.

**What do I do in the case of a Weather Emergency?**

In the unlikely event of closing, delayed opening or class cancellation, the information will be posted on the [NEWARK website](#) or call the Campus Information line 973/353-1766.

**Any questions or comments about this web page should be referred to Chief Lattimore, 973.353.5134 or [mikelatt@andromeda.rutgers.edu](mailto:mikelatt@andromeda.rutgers.edu).**