

# **Emergency Procedure Manual**

# INTRODUCTION

Although we hope never to face an emergency, the Law School community must be prepared to respond to the unexpected. This booklet will acquaint you with procedures which should be followed **BEFORE, DURING** and **AFTER** an emergency in the Law School building.

Several individuals have been designated to be part of a **“Safety Team.”** The Safety Team consists of a Critical Incident Management Team (CIMT) and Floor Captains. These individuals are identified on pages 3 and 4. The building security staff are also an important component of a building evacuation plan since they are continuously monitoring the building systems and maintain a constantly staffed location.

## SAFETY TEAM

The main function of the Safety Team is to aid in the prompt and efficient evacuation of the entire building in an emergency. The Safety Team is intended to aid in initial evacuation procedures only. At no time should members of the Safety Team attempt to fight fire or rescue an occupant. It should be stressed that fire and police department personnel are in charge immediately upon their arrival at Seton Hall Law School, and that members of the Safety Team should quickly evacuate the building if they have not already done so. The Fire Department will perform all firefighting and rescue operations.

### **FLOOR CAPTAIN RESPONSIBILITIES**

- Act as supervisor in case of emergency. **Wear your “Floor Captain Safety Vest” so others know who you are.**
- Be responsible for emergency supplies on your floor e.g., first aid kit and flashlight, etc.
- One or more persons should escort and assist each disabled person.
- Be aware of all disabled employees in your areas. Individuals utilizing wheelchairs to exit the building in an emergency should exit using the interior ramp system if possible. If safe exit by the interior ramp system is not possible, wheelchair bound individuals should be escorted into the nearest “fire rated exit stairwell” placing the wheelchair in a corner away from the top of the stairway and the stairway door. The escort should then exit the building and immediately contact fire or police officials on scene to advise them of their location.

# CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

<u>Name</u>	<u>Office#</u>
Dean Kip Cornwell	973-642-8750
Vice Dean Courtney B. Smith	973-642-8870
	862-520-9199- C
Assoc. Dean Devon Corneal	973-642-8726
Assoc. Dean Solangel Maldonado	973-642-8830
Asst. Dean Andrea Cascarano	973-642-8707
Asst. Dean Carmelo Lubrano	973-642-8878
Assoc. VP for F/O Victoria Pivovarnick	973-761-9615
Assistant Director/ Public Safety Colm McAuley	973-642-8252

## SAFETY TEAM / FLOOR CAPTAINS

<u>Name</u>	<u>Floor</u>	<u>Office Number</u>
Aaziyah Sellers	1 <sup>st</sup>	973-642-8725
Gloria Kais	1 <sup>st</sup>	973-642-8725
Andrea Cascarano	3 <sup>rd</sup>	973-642-8523
Jessica Carone	3 <sup>rd</sup>	973-642-8687
Carmelo Lubrano	4 <sup>th</sup>	973-642-8878
Mike McBride	4 <sup>th</sup>	973-642-8872
Sara Gras	4 <sup>th</sup>	973-642-9773
Carolyn Brown	4 <sup>th</sup>	973-642-8767
Edward Hartnett	5 <sup>th</sup>	973-642-8842
Mary Malfitano	5 <sup>th</sup>	973-642-8805

## EMERGENCY NUMBERS

Emergency	911
Police Department	(973) 733-6000
Fire Department	(973) 733-7400
Seton Hall Law Security	(973) 642-8725 (973) 642-8130 (973) 642-8252 (Director)

Seton Hall University Security (973) 761-9300  
Seton Hall Law Bldg. Management (973) 642-8378  
(973) 642-8404

**CBRE Managing agent for floors 6-22.  
Security**

Main Lobby Command Center (973) 242-0234  
Off- Site Command Center (973) 242-5020

Management Office (973) 242-5422

**The following personnel have been trained in CPR/First Aid.**

Colm McAuley (973) 588-0840  
All Security Officers (973) 642-8725

Mike Carson (732) 575-7666  
Chris Chryc (973) 202-4180  
Melinda Lampley- Merit (973) 642-8700  
Marjorie Collins (973) 642-8772  
Rosa Alves (973) 642-8187  
Mary Malfitano (973) 642-8805  
Stephanie Montalvo (973) 642-8188  
Monique Blackwood (973) 642-8735  
Michael Poveromo (973) 642-8714  
Lori Thimmel (973) 642-8712  
Nicholas Gengaro (973) 642-8859

## WHAT SHOULD I DO IN AN EMERGENCY?

- If an emergency occurs, notify your Floor Captain or Supervisor.
- Know your Floor Captain (see page 4). They are trained to cope with emergency situations. Follow their instructions during an emergency.
- Be familiar with emergency telephone numbers (see page 4-5).
- Know the exit routes for your floor (**GREEN SIGNS**).
- **Always know a secondary emergency exit.**
- Be familiar with locations of fire extinguishers and pull stations.
- Ensure your safety before helping others.

## FIRE PREVENTION MEASURES

- DO NOT accumulate discarded files or other paper trash in your office or storage area.
- The storage of FLAMMABLE SOLVENTS OR OTHER FLAMMABLE LIQUIDS IS PROHIBITED. Duplicating fluids, etc. Must be approved by the Fire Official
- Keep electrical equipment in good repair.
- Keep all means of exit clear.
- Keep outlets and plugs clear of debris.
- Seton Hall Law School is a smoke-free building.
- The lighting of CANDLES is prohibited.



## IN THE EVENT OF FIRE OR FIRE ALARM ACTIVATION

- In the event of a Fire Alarm Activation **ALL OCCUPANTS MUST EXIT THE BUILDING WITHIN THREE MINUTES.** This is required by the New Jersey State Fire Code and subject to fines as proscribed by law.
- React immediately. On your way to the nearest exit, alert all others in the immediate area to exit as well.
- If needed, send an alarm to the fire alarm system by using the manual pull stations located adjacent to all floors and building exits. This will automatically notify the fire department.
- Close the office door when you depart.
- Immediately evacuate the floor using the stairwells. **Do not try to use elevators. Elevators are automatically recalled to the first floor.**
- **DO NOT** go to your office/locker to retrieve coats, briefcase, or pocketbooks.
- Remain calm. Walk, do not run, and keep low in case of smoke.
- Proceed down the stairs/ramp to the ground floor and exit the building.
- It is important to clear the entryways to the building so that emergency personnel can have access.

- Regroup outside away from the building at the following **“Muster Areas”**. Those exiting from the main front entrance should proceed West on Raymond Boulevard towards Mulberry Street. Those exiting from the Clinic entrance and /or the rear north lawn gate should proceed North on Route 21, West on Center Street, towards NJPAC, then South on Mulberry Street to Raymond Blvd. and meet up with other community members.

**\*DO NOT CROSS RAYMOND BLVD.\***

## MEANS OF EXIT

The primary means of evacuation for all floors is via five enclosed exit stairwells or ramps. Stairwells are located directly adjacent to the elevator banks. Exit signs (**GREEN**) are provided throughout the building indicating the most direct paths of travel to exit stairs. Emergency lighting is also provided along exit paths, corridors, and stairs in the event of normal power interruption. The five exit stairwells are marked and are in the following areas:

- **Stairwell one** is located on the Northeast side of the building and can be accessed through the library on floors 5, 4, 3, and on the second floor in the student mailboxes area near the bank of pay phones. This exit leads into the Center for Social Justice entrance.
- **Stairwell two** is located on the Southeast side of the building and can be accessed from library floors 5, 4 and 3 and on the second floor near the entrance of the Journal Suite across from the restrooms. This exit leads into the Mack-Cali lobby.
- **Stairwell three** is in the center of the building adjacent to the main elevators and can be accessed on every floor. This exit will lead you to the front of the building.
- **Stairwell four** is located on the Northeast side of the building and can be accessed on the fourth floor near the Computer Lab, on the third and second floors near classrooms 273 and 373. This exit leads directly out to the back of the building.
- **Stairwell five** is located at the end of every ramp near the

back lawn and restrooms. This exit leads directly out to the back of the building.

## ELEVATORS

- In the event of an outside power failure, the elevator may stop between floors. If this occurs, push the emergency call button and security personnel will contact you via the intercom. **BE PATIENT AND CALM.** There is **NO DANGER**, help will come.
- **IN CASE OF A FIRE, DO NOT USE THE ELEVATORS.** Your safest means of evacuation are the stairs/ramps. The elevators should be reserved for emergency personnel only.

## IN CASE OF INJURY OR SUDDEN ILLNESS

- Determine the nature of the injury by talking to the individual and/or by using visual observation to establish correct medical treatment required. (If the person is unconscious, medical treatment is always indicated.)
- **Call 911** unless it is obvious by the person's comments and physical condition that medical care is not needed. Notify the Security desk (973) 642-8725, or Security Director Colm McAuley (973) 642-8252 instead.
- Try to make the individual comfortable but do not move the person. Provide a blanket or other covering.
- Notify your Floor Captain.

## SNOW CLOSING PROCEDURE

In general, it is Seton Hall Law School's policy not to close due to inclement weather. During weather emergencies, students, faculty, administrators, and staff must use their best judgment to determine whether conditions are safe for their travel to and from the Law School. However, certain extreme weather conditions may result in a decision to convert classes to remote format. Information regarding class conversions and /or Law School operations will be made available through the following methods:

- Employees call individual voice mailboxes. Students call the following numbers:  
(973) 642-8500  
(973) 642-8725
- E-mail and webpage (<https://law.shu.edu>)
- Pirate Alert Mobile Messaging System

# BOMB THREAT

## **If you receive a call of a threat to the building:**

- Try to obtain as much information as possible.
- Report the incident immediately to the Security Desk at extension 8725. They will notify the Security Director. They will coordinate the search and evacuation if required.
- DO NOT tell your co-workers about the call, as this may cause needless panic.
- If you observe a suspicious box or bag, report the information to the Assistant Director of Public Safety and/or the Central Security Desk.

## ANY OR ALL OTHER EMERGENCY SITUATIONS

- Whether or not you are present at the Law School, please pay heed to your Pirate Alert Mobile Messaging System for emergent messages. These messages may also be transmitted via your SHLS email and the SHLS Website.
- It is highly recommended that all students and employees sign up for this Pirate Alert Mobile Messaging System.
- While present at the Law School, please pay attention to intercom announcements which will be transmitted throughout the building for emergency notifications.



## SHELTER IN PLACE

During certain emergency situations, particularly when chemical, biological or radioactive materials are released or extreme weather emergencies exist, the decision to “shelter in place” rather than evacuate the building may be made.

### **What to do when you are directed to “shelter in place”:**

- Stay inside the building (or go indoors as quickly as possible)
- Do not use elevators
- Locate necessary supplies you may need, i.e., food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows
- If there is time, shut and lock all doors and windows to provide a seal
- In the event of a chemical release, go to an above ground level. Some chemicals are heavier than air and may seep into basement areas.
- Turn off the heat, fans, air conditioning or ventilation system
- Drink bottled or stored water – do not drink water from tap
- If possible, check for additional information through the radio or television channels or the SHLS website

- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breath through the cloth as normally as possible

***In the event of an extreme weather event, Tornado, Hurricanes, etc. Go to rooms or corridors on lower floor levels away from windows and doors.***

**When it is determined to be “ALL CLEAR”:**

- Open windows and doors
- Turn on heating, air conditioning and ventilation systems
- Go outside and wait until the building has been properly vented

**\*\*\* PLEASE PAY ATTENTION TO ANNOUNCEMENTS OVER THE INTERCOM AS WELL AS MOBILE MESSAGES AND E-MAILS FOR FURTHER INSTRUCTIONS**

# Response to Active Shooters

Since the events at Columbine High School and Virginia Tech, the response to the threat of an active shooter has become a critical emergency preparedness issue. Members of the University community should be aware of the threat and be familiar with procedures that can help them survive an active shooter event.

You may be alerted to the presence of an armed hostile intruder or an active shooter on the SHU campus by directly observing the event yourself, being informed by other persons in the area, or through the University's warning systems: the SHU Emergency Siren or Pirate Alert.

An armed hostile intruder or active shooter could be encountered outdoors on the campus grounds or inside a university facility. Your emergency protective actions will depend upon your location and your proximity to the suspect.

## If the campus emergency siren sounds or you receive Pirate Alert instructions to seek shelter

- Go indoors immediately and into a room that can be locked or barricaded.
- Lock or barricade the door. Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Quietly monitor Pirate Alert and the SHU Web Site for further instructions and information on the threat.
- If the threat is an armed hostile intruder or confirmed active shooter, plan what action your group would take to protect itself if the intruder attempts to break into

your room. Check for alternate exits from your room and search your room for objects you can use to resist the intruder.

- Report information regarding the location and description of the intruder to 9-1-1 if you can safely do so.
- If you can confirm that the intruder is in your building and you have a safe escape route, go to another building.
- If an active shooter breaks into your room, your best chance for survival is to act as a group to physically resist and incapacitate the attacker.
- When responding police enter your location, do not move until instructed to do so. Follow police instructions. Make sure your hands are visible.

### If you are indoors and you detect an armed intruder in your facility

- If you can safely escape from the building, get out and report your observations to 9-1-1. Warn people along your escape route.
- If you cannot safely escape, go into a room that can be locked or barricaded.
  - Lock or barricade the door. Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
  - Quietly report your observations to 9-1-1 and monitor Pirate Alert and the SHU Web Site for instructions and information.
  - Plan what action your group would take to protect itself if the intruder attempts to break into your room. Check for alternate exits from

your room and search your room for objects you can use to resist the intruder.

- If an active shooter breaks into your room, the best chance for survival is for the occupants of the room to physically resist as a group and incapacitate the attacker.
- When responding police enter your location, do not move until instructed to do so. Follow police instructions. Keep your hands visible.

### If you are outside when an outdoor shooting occurs nearby

- If you are within 15-20 feet of a safe place or cover, duck and run to it. If not, drop to the ground immediately, face down as flat as possible.
- Move or crawl away from the gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down. Evaluate your situation. Move to a safer indoor location if circumstances allow. Notify 9-1-1 of the event.
- Plan what you would do if directly confronted by the shooter. Your actions will depend on your capabilities and the presence of others that can act with you.
- Be alert for instructions from emergency responders.

**Below is the link to the video: Run-Hide-Fight**

<https://youtu.be/5VcSwejU2D0?si=nYAOBtL4Y9LHOEvF>

**Please remember that your safety and the safety of all others at Seton Hall Law School are our number one concern. If you have any questions concerning these Emergency Procedures, please contact Colm McAuley, Security Director, at (973) 642-8252 or via email at [colm.mcauley@shu.edu](mailto:colm.mcauley@shu.edu).**

