

SETON HALL | LAW

Emergency Procedure Manual

Revised: 20170608

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 is 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 fire fighting and rescue operations.

FLOOR CAPTAIN RESPONSIBILITIES

- Act as supervisor in case of emergency.
- Be responsible for emergency supplies on your floor e.g. first aid kit and flashlight.
- Be aware of all disabled employees in your areas.
- One or more persons should assist each disabled person.
- Wheelchairs are not allowed in the stairwells, therefore, you should use the ramps.

CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

Name	Office #	Cell #
Dean Kathleen Boozang	973-642-8750	973-477-2262
Associate Dean Charles Sullivan	973-642-8844	973-477-7121
Associate Dean Cara Foerst	973-642-8501	201-259-5106
Associate Dean Timothy Glynn	973-642-8777	973-632-4032
Assistant Dean Terry DeAlmeida	973-642-8732	973-202-7157
Assistant Dean Andrea Cascarano	973-642-8707	973-986-3798
Assistant Dean Carmelo Lubrano	973-642-8878	973-985-3166
Facilities Manager John Flanagan	973-642-8404	201-207-4556
Security Manager Gerry Lenihan	973-642-8252	973-477-6208
Communications Janelle LoBello	973-642-8583	973-985-3165

SAFETY TEAM / FLOOR CAPTAINS

<u>Name</u>	<u>Floor</u>	<u>Office Number</u>
Gwen Davis	1 st	973-642-8715
Captain Sylvia Gregory	1 st	973-642-8725
Terry DeAlmeida	3 rd	973-642-8732
John Flanagan	3 rd	973-642-8404
Gina Fondetto	3 rd	973-642-8587
Rose Martins	3 rd	973-642-8378
Ana Figueiredo	2 nd	973-642-8700
Cara Foerst	3 rd	973-642-8501
Sharon Carone	3 rd	973-642-8097
Barbara Mol	4 th	973-642-8765
Maria Capra	4 th	973-642-8869
Carmelo Lubrano	4 th	973-642-8878
Michael McBride	4 th	973-642-8872
Sarah Waldeck	5 th	973-642-8820
Edward Hartnett	5 th	973-642-8842

WHAT SHOULD I DO IN AN EMERGENCY?

- If an emergency occurs, notify your Floor Captain or Supervisor.
- Know your Floor Captain (see page 4). He/she is trained to cope with emergency situations. Follow his/her instructions during an emergency.
- Be familiar with emergency telephone numbers (see page 6).
- Know the exit routes for your floor **(GREEN SIGNS)**.
- Be familiar with locations of fire extinguishers and pull stations.
- Ensure your safety before helping others.

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

Mack-Cali Managing agent for floors 6-22.

Security

Main Lobby	(973) 242-0234
Command Center	(973) 242-5020
Management Office	(973) 242-5422

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

John Flanagan	(973) 642-8404
Gerry Lenihan	(973) 642-8252
Mike Carson	(973) 642-8404
Chris Chryc	(973) 542-8404
All Security Officers	(973) 642-8725

FIRE PREVENTION MEASURES

- DO NOT accumulate large quantities of discarded files or other paper trash in your office or storage area.
- DO NOT store large quantities of flammable solvent, duplicating fluids, etc. Limit yourself to a short-term supply.
- Keep electrical equipment in good repair.
- Keep all means of exit clear.
- Keep outlets, 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

- React immediately. On your way to the nearest exit, alert all persons 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 floor and building exits. This will automatically notify the fire department.
- Close 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. In the case of a fire alarm, those exiting from the main front entrance should proceed down Raymond Boulevard towards Mulberry Street. Those exiting from the Clinic entrance and/or the rear north lawn gate should proceed north on Route 21 towards NJPAC.

MEANS OF EXIT

The primary means of evacuation for all floors is via five enclosed exit stairwells or ramps. Generally, the stairs 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 located 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 the 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 located 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, Dean DeAlmeida (973) 642-8732 or Security Manager Gerry Lenihan (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 cancel classes. Dean Hobbs and Dean Lillquist are responsible for the decision to cancel classes. Information regarding class cancellations 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
 - (973) 642-8502
- E-mail and webpage (<http://law.shu.edu>)
- PirateAlert 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 Manager. 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 Security Manager 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 PirateAlert 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 PirateAlert Mobile Messaging System.
- While present at the Law School, please pay attention to intercom announcements which will be transmitted throughout the building for emergent 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 the 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

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**

Please remember that your safety and the safety of all persons at Seton Hall Law School are our number one concern. If you have any questions concerning these Emergency Procedures, please contact Terry DeAlmeida, Assistant Dean for Administration at (973) 642-8732 or via email at terry.dealmeida@shu.edu or Gerry Lenihan, Security Manager at (973) 642-8252 or via email at gerald.lenihan@shu.edu.

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