



**NEW JERSEY INSTITUTE OF TECHNOLOGY
EMERGENCY AND CONTINUITY OF
OPERATIONS PLAN**

February 18, 2022

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APPENDIX 66

Campus Map Newark, New Jersey

Campus Map Newark Building Legend

NJIT Crisis Communication Policy

NJIT Emergency Closing Policy

NJIT Resolution to adopt the revised

Emergency Operation Plan (EOP)

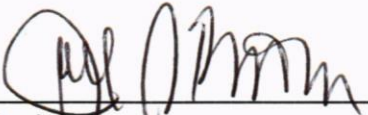
dated April 07, 2022

Joel S. Bloom
President

Memorandum for the Record

This memorandum certifies that the Board of Trustees of the New Jersey Institute of Technology (NJIT) adopted on April 07, 2022, an institutional Emergency Operations Plan (EOP) and that the EOP is guided by PL 2011 c.214. The New Jersey Institute of Technology agrees to review, update and submit this certification every five years unless an emergency incident occurs at the New Jersey Institute of Technology, in which case the EOP shall be reviewed immediately and recertified by its governing board.

Additionally, the New Jersey Institute of Technology certifies that it has completed its annual Campus Safety and Security Self-Assessment Survey as of September 16, 2021, and shall continue to update its survey response annually before October 1. The institution shall also participate in an on-site assessment by peer reviewers once every five years.



Joel S. Bloom
President

4/7/22

Date

[enclosed is a copy of the board's resolution]

RECORD OF CHANGES

Section and Page Numbers(s)	Date of Change
Adoption by Board of Trustees	May 23, 2012
Annual Review and Update	August 4, 2017
Adoption by Board of Trustees	September 21, 2017
Updated by PSD for ALICE Compliance: IX. Emergency Procedures, Section B.1, Page 31	September 7, 2019
By PSD Table of Contents Pages I, II, III	February 18, 2022
By PSD III. Emergency Management, Updates, and Testing Part. C, Pages 5 and 6	February 18, 2022
By PSD IV. Major Emergency Guidelines, Section D., Page 7	February 18, 2022
By PSD Campus Emergency Resource Team Sections, A & B, Pages 11 through 18	February 18, 2022
By PSD, IX. Emergency Procedures Table of Contents. Page 24	February 18, 2022
By PSD B.6.2.4 Numbering correction on Page 45	February 18, 2022
By PSD, B8 Pandemics and Infectious Diseases, Pages 50 through 65	February 18, 2022

1. MISSION STATEMENT

It is the mission of the New Jersey Institute of Technology to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following:

- Protect lives and reduce chances of injury or death
- Protect university assets and minimize the loss of data and research
- Maintain the public image and reputation of the university
- Minimize the critical decisions to be made in a time of crisis
- Restore general campus operations

To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

II. POLICY STATEMENT

The purpose of this policy is to formalize the New Jersey Institute of Technology's emergency management and continuity of operations planning process and provide guidelines for developing, maintaining, and exercising its Plan. This policy provides for:

- Identification of essential functions, programs, and personnel
- The response to emergency scenarios and disasters
- Delegation of authority and the lines of succession during an emergency scenario or disaster
- The recovery of time-sensitive processes by pre-established recovery time objectives
- The restoration and ultimate return to a permanent operating environment

The University's emergency planning workgroup will identify applicable risks, assess operations, processes, and functions, and as economically justified, formally develop strategies and plans to manage those risks in an emergency management and continuity of operations plan.

The University will systematically address risk mitigation, crisis management, crisis communication, technology recovery, business process recovery and restoration, plan exercising, personnel training and awareness, and plan maintenance.

III. EMERGENCY MANAGEMENT, UPDATES, AND TESTING

A. GOVERNANCE

The Provost and Dean of Students and the Vice President for Real Estate Development and Capital Operations are responsible for the university's emergency management and continuity of operations program. The Chief of Police/ Director of Public Safety, Director of Environmental Health and Safety, and the Director, of Risk Management, are responsible for establishing the scope of emergency and continuity planning, guiding university-wide emergency planning, and ensuring compliance with this policy.

Departmental management is responsible and accountable for developing and implementing their department/unit's crisis management and continuity plans. Although the execution of the plan may be delegated, the ultimate responsibility for continuity solution design, implementation, and maintenance reside solely with these senior managers.

B. PROGRAM UPDATES

The Emergency Operations Plan will be reviewed and updated by university personnel at least annually. Per NJ P.L. 2011, c.214 the university Board of Trustees will review and update the plan for resubmission to the required New Jersey State agencies every five years. If an incident should occur, these procedures will be immediately reviewed and updated if found necessary.

C. TESTING: EMERGENCY PREPAREDNESS, EQUIPMENT, EXERCISES, TRAINING

The following training, equipment tests, and exercises are performed as outlined below:

- Fire alarms in all residence halls are tested 2 times a semester. These are full fire drills with a complete evacuation once during AM hours and once during PM hours. Response and evacuations are recorded.
- All emergency call boxes on-campus are tested once a year during student occupancy.
- Emergency lighting in all residence halls is checked monthly at a minimum.
- Fire and safety "walk troughs" are conducted at campus facilities throughout the academic year. This program is conducted through the Office of Environmental Health and Safety.
- Fire pumps in Residence Halls and fire extinguishers on-campus are inspected on an established schedule with an outside vendor to ensure operability.
- Emergency Generators are tested/exercised monthly to ensure operability.
- Students, Faculty, and Staff, are trained annually on "ALICE" active threat response practices.
- Public Safety supervisors send practice "CWNS" messages bi-monthly to command staff.

- At minimum annual live or virtual exercises are conducted for active shooter or mass casualty events with public safety personnel, university partners, and/or surrounding response agencies.
- The university also conducts “KnowBe4” cybersecurity awareness training.
- An annual “Right to Know” training is conducted for campus emergency personnel, and educational literature is posted following the “Right to Know Act.”

IV. MAJOR EMERGENCY GUIDELINES

A. PURPOSE

The basic emergency procedures outlined in this guide are intended to protect lives and property through the effective use of university and campus resources. The procedures contained within this plan apply to the New Jersey Institute of Technology. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designee may declare, a state of emergency and these contingency guidelines may be implemented.

B. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by the New Jersey Institute of Technology in Newark, New Jersey.

C. DEFINITIONS OF EVENTS AND EMERGENCY RESPONSE LEVELS

The President or a designee serves as the overall Emergency Director during any **DISASTER or MAJOR EMERGENCY (Level 2)**. The following definitions are provided as guidelines to assist in determining the appropriate response:

MINOR EMERGENCY (Level 1): Any incident, potential or actual, which does not seriously affect the overall functional capacity of the university. Dial 9-1-1 (State location as NJIT and Address) for all Emergencies. Use university extension 3111 or dial 973-596-3111 from an outside telephone line for all other assistance and information.

MAJOR EMERGENCY (Level 2): Any incident, which does or may disrupt the overall operations of the university. Outside emergency services may be required. Dial 9-1-1(State location as NJIT and Address) for all Emergencies. Use university extension 3111 or dial 973-596-3111 from an outside telephone line for all other assistance and information.

DISASTER: Any event or occurrence, which seriously impairs or halts the operation of the university. Personnel casualties and severe property damage may be sustained. Outside emergency resources may be essential. In all cases of disaster, the NJIT Department of Public Safety will activate an Emergency Operation Center located at Public Safety.

D. ASSUMPTIONS

The Emergency Response Plan is based upon a realistic approach to problems likely to be encountered on campus during an emergency or disaster. The plan is intended to comply with all federal, state, local, and university policies and regulations.

Portions of this plan have been created based on best practices coordinated with the New Jersey Office of Emergency Management, Newark Police Department, Essex County Office of Emergency

Management, New Jersey Department of Homeland Security and Emergency Preparedness, University Hospital (Newark), St. Michael's Medical Center, and Essex County/Newark Health Departments. In addition, this plan is intended to maintain consistency with the use of "National Incident Management System Incident Command System" reports utilized by Newark OEM and Essex County OEM. This plan is consistent with the New Jersey Institute of Technology Police Department's "All Hazards" standard operating procedures (SOP), a New Jersey State Associate Chief of Police accredited SOP. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night.
2. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the University. Therefore, town, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected for up to 72 hours, or even longer, depending on the severity of the affected area(s).
4. A major emergency may be declared if the information indicates that such a condition is developing.

E. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President or a designee as follows:

- During any campus major emergency or disaster, the ranking police officer on duty shall place into immediate effect the appropriate procedures necessary to safeguard people and property, and maintain educational facilities. The ranking officer will contact the Chief of Police/ Director of Public Safety to review the situation. The Chief of Police/Director of Public Safety shall immediately consult with the President or designee and the Chief Strategy Officer regarding the emergency.
- In the absence of the President, the following hierarchy will be used to contact designees:
 1. Provost and Senior Executive Vice President for Academic Affairs
 2. Vice President for Real Estate Development and Capital Operations
 3. Senior Vice President for Finance and Chief Financial Officer

When this declaration is made, only registered students, faculty, staff, and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave campus.

Unauthorized persons remaining on campus may be subject to arrest by applicable New Jersey Law.

In the event of fires, storms, an earthquake, aftershocks, or major disaster occurring on or about the

campus, or which involves University property, NJIT Public Safety Supervisors and Police Officers will be dispatched to report and investigate the extent of any damage to the University property.

F. UNSCHEDULED CLOSING PROCEDURES

Introduction

In the event of adverse weather, fire, chemical spill, bomb threat, or other conditions which may threaten the safety of members of the university community, the Provost and Senior Executive Vice President for Academic Affairs or the Vice President for Real Estate Development and Capital Operations may order a closing, delayed opening, or early dismissal of the university, or specific buildings in consultation with the Provost. The need to close the university or delay opening will generally be based on one or more of the following factors:

- a. Safety
- b. Security
- c. Weather Conditions
- d. Facilities Services Conditions

Official notification to faculty, staff, students, and administrative personnel that the university will close or delay opening will be given under the procedures that follow:

Evacuations and Closing of Campus Building

In the event, there is a need to evacuate one or more buildings, the building fire alarm system and/or the Campus-Wide Notification System may be activated. Public Safety will search the building to assure compliance with the evacuation procedure. As the situation dictates, appropriate campus departments listed in Table 1 will be contacted and kept apprised of the situation:

Table 1: Department Notification List

- President's Office
- Provost's Office
- Office of Strategic Initiatives
- Human Resources
- Dean of Students and Campus Life

Unscheduled Closing before the Start of the Business Day

- a. A recommendation to close the university before the start of the business day will be made before 6 AM and for evening classes before 2 PM.
- b. The recommendation to close or delay the opening of the university will be made by the Senior Executive Vice President and Provost, or his designee.
- c. Chief of Police/Director of Public Safety or his designee will proceed to notify the Chief

Strategy Officer, who will implement the communications plan, including the Campus-Wide Notification System, NJIT.edu, NJIT social networks, and other channels.

- d. A decision to close the university on succeeding days will be made in the same manner.
- e. A decision to close the university cancels all day (but not evening) classes and will apply to all members of the faculty, staff, students, and administrative personnel with the following exceptions:
 - Operations and Maintenance Staff of Facilities Services
 - Public Safety & Security
 - Environmental Health and Safety
 - Custodial Services
 - Food Services
 - Student Life
 - Residence Hall Staff
 - Other administrative staff by prior arrangements or collective bargaining agreement
- f. In the event of an unscheduled closing or delayed opening, the Chief of Police/Director of Public Safety or the Vice President for Real Estate Development and Capital Operations will assign the dispatcher on duty to call appropriate campus departments. Departments in turn will notify individuals of the decision.
- g. In the event of an unscheduled closing, the Chief Strategy Officer, will implement the communications plan, including the Campus-Wide Notification System, NJIT.edu, NJIT social networks, and other channels.
- h. It is recommended that units/departments maintain current contact information to alert personnel if needed.

Unscheduled Closing During Business Hours

In the event of an unscheduled closing during the business day, personnel will be notified via email, telephone, and Campus-Wide Notification as required.

Early Dismissal - (University Not Closed)

This procedure will supplement the regular procedure for unscheduled closing of the university and applies only to an EARLY DISMISSAL due to adverse weather conditions, fire, or other conditions. The Senior Executive Vice President and Provost or his designee may order such early dismissal and it will be stipulated that the university is not closed.

Personnel will be notified via email, telephone, or CWNS as required. The following will be the exceptions from the early dismissal, **University Not Closed**.

- Operations and Maintenance Staff of Facilities Services

- Public Safety & Security
- Environmental Health & Safety
- Custodial Services
- Food Services
- Student Life
- Residence Hall Staff
- Other administrative staff by prior arrangements or collective bargaining agreement Time

Charged

As noted above, the effective time of closure will be part of the announcement. Personnel who leave before the announced time shall be charged for early departure.

V. CAMPUS EMERGENCY RESOURCE TEAMS AND DELEGATION OF AUTHORITY TO MAINTAIN ESSENTIAL FUNCTIONS

In the event of an emergency, Campus Police shall immediately begin contacting all necessary members of the Campus Emergency Resource Team(s). Since a University cannot anticipate all disasters, it is important to have a general response protocol that defines certain roles and can call on additional resources as needed.

CAMPUS EMERGENCY RESOURCE TEAMS

A. EXECUTIVE RESPONSE TEAM AND LINE OF SUCCESSION

The Executive Response Team is normally called into action by the university President or designee.

The group is comprised of the senior management team and various other individuals as needed. The senior management team consists of the following individuals is displayed in the order of succession

- President
- Provost and Senior Executive Vice President for Academic Affairs
- Senior Vice President for Finance and Chief Financial Officer
- Senior Vice President for Real Estate Development and Capital Operations
- Vice President for Development and Alumni Relations
- General Counsel and Vice President Legal Affairs
- Vice President for Human Resources
- Vice President and Chief Commercial Officer
- Vice President Dean of Students and Campus Life
- Chief Communications and Marketing Officer Associate Dean of Students
- Chief External Affairs Officer

Depending on the nature of the emergency or disaster, the following individuals may also assist the Executive Response Team:

- Academic Deans
- Associate Provost for Information Services & Technology and Chief Information Officer
- Chief of Police and Director of Public Safety
- Director of Environmental Health and Safety
- Executive Director Content Planning and Intelligence
- Director, Risk Management

The Executive Response Team will determine which, if any, specific Operational Response Team(s) will be called into action and will coordinate information among those teams.

Executive Response Team Prioritization Criteria:

- A. Protect human lives and prevent/minimize personal injury;
- B. Protect the environment;
- C. Prevent/minimize property damage, including University (i.e. structures, animals, and

- research data) and private property; and
- D. Restore normal operations.

B. OPERATIONAL RESPONSE TEAMS

Operational Response Teams have been organized based on key operational functions at the university. Keep in mind that not all incidents require the activation of all Operational Response Teams.

Academic Team

- Senior Executive Vice President for Academic Affairs and Provost (Chair)
- Senior Vice Provost, Academic Affairs & Student Services
- Dean Albert Dorman Honors College
- Dean Ying Wu College of Computing
- Dean College of Science and Liberal Arts
- Dean College of Architecture and Design
- Dean Martin Tuchman School of Management
- Dean College of Newark College of Engineering
- Associate Provost for Information Services & Technologies and Chief Information Officer
- Vice President Dean of Students and Campus Life
- Other staff as needed

Communication Team

- Chief Communications and Marketing Officer (Chair)
- Executive Director Content Planning and Intelligence
- Executive Director Events and Conference Services
- Executive Director Web Services, Design, and Usability
- Executive Director Marketing and Social Media Executive Director for Publications and Creative Services
- Executive Director for Content Planning and Intelligence
- Other staff as needed

Financial Impact Team

- Senior Vice President for Finance and Chief Financial Officer (Chair)
- Provost and Executive Vice President for Academic Affairs
- Vice President for Human Resources
- Vice President for Development and Alumni Affairs
- Assistant Vice President Accounting and Treasury Management
- Assistant Vice President University Budgeting and Financial Planning
- Director, Risk Management
- Other Staff as needed

Human Resource Team

- Vice President for Human Resources (Chair)
- Assistant Vice President University Budgeting and Financial Planning

- Associate Vice President Talent Management
- Other staff as needed

Information Technologies Team

- Chief Information Officer (CIO) Associate CIO Infrastructure and Security
- Associate CIO Digital Learning and Campus Support Associate CIO Enterprise Applications Associate CIO Research Computing Director, Media and Technology Support Services – (secondary)
- Director, User Services and Technologies– (secondary)
- Director, Research, Facilities, and Services– (secondary)
- Assistant CIO, CRM and Student Systems– (secondary)
- Other staff as needed

Legal Issues

The General Counsel and Vice President, Legal Affairs, and the Deputy General Counsels shall provide input to the Executive Response Team on University legal matters.

Insurance Issues

The Director, of Risk Management, acts as the liaison with the insurance broker, insurance carriers, and claims adjusters in the event of a University loss and coordinates the insurance program with business continuity planning programs.

Campus Operations Team

- Senior Vice President Real Estate Development and Capital Operations (Chair)
- Associate Vice President Facilities Services
- Assistant Vice President Campus Planning, Design, and Construction
- Assistant Vice President Facility Systems
- Vice President Dean of Students and Campus Life
- Director, Residence Life
- Associate Vice President and Director of Athletics
- Other staff as needed

Research Operations Team

- Senior Vice Provost for Research (Chair)
- Academic Deans
- Associate Vice President for Facilities Management
- Executive Director of Sponsored Programs
- Senior Director of Sponsored Research Management and Finance

Student Affairs Team

- Vice President Dean of Students and Campus Life (Chair)
- Director, Psychological Services
- Director, Student Life
- Director, Residence Life
- Director, Greek Life

- Associate Vice President and Director of Athletics
- Manager of Food Service Operations
- Other staff as need

Public Safety Team

- Chief of Police/Director of Public Safety (Chair)
- Deputy Chief of Police
- Police Captain
- Associate Vice President for Facilities Services
- Vice President Dean of Students and Campus Life
- Associate Dean of Students
- Lieutenants/Shift Commander(s)
- Executive Director of Environmental Health and Safety
- Chief Communications and Marketing Officer Other staff as needed

The following illustrates identified emergency essential functions and area(s) of responsibility for activated Operational Response Teams.

<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Academic	Class schedule and other course-related issues	Determines any alterations to the academic class schedule
Academic	Study abroad programs	Communicates with students and services to students studying abroad.
Communication	Media Liaison	Provides spokesperson to liaison with news media Prepares and releases all approved media information
<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Communication	Community Information	Responsible for all stakeholder communications Updates and maintains a Website and communication channels
Communication	External Information	Monitors media coverage
Academic	Class schedule and other course-related issues	Determines any alterations to the academic class schedule

Academic	Study abroad programs	Communicates with students and services to students studying abroad.
Communication	Media Liaison	Provides spokesperson to liaison with news media
Financial Impact	Risk Management	Coordinates and provides liaison to University insurance carriers Assists in identifying recovery resources Aids in completing the insurance claim form.
Financial Impact	Emergency Resource Funds	Allocates and tracks funding needed for procurement of emergency supplies, materials, and staffing
Financial Impact	Damage/Recovery Document	Arranges for the collection of various damaged and recovery of documentation forms, receipts, photos, and films
Human Resources	Employment	Provides current roster of personnel Provides emergency contact information for notification of next-of-kin Tracks, records, and reports all on-duty time for personnel working during the event
<u>Operational Team</u> Human Resources	<u>Emergency Function</u> Employment	<u>Area(s) of Responsibility</u> Ensures that personnel time records and other related information are prepared and submitted to payroll Assists employees in job-related disruptions (i.e. relocations, schedule changes) Hires temporary workers as needed.
Human Resources	Employment Benefits	Assists employees in coping with resulting trauma and injuries Coordinates medical treatment with Workers'

Information Technology	Management Information	Compensation healthcare provider Next-of-kin notification Coordinates recovery of University records from Banner Software Suite
Campus Operations	Damage Assessment	Guides emergency and insurance inspectors to check on damages.
Campus Operations	Procurement	Makes emergency purchases of supplies and materials excluding food accommodations. Also coordinates the distribution of these supplies and materials
Campus Operations	Repairs	Directs crews to make repairs and temporary restorations
Campus Operations	Utilities	Restoration of essential services
Research Operations	Continuity Assessment	Determines issues affecting research on campus due to emergency Determines the financial impact of lost research time
<u>Operational Team</u>	<u>Emergency Function</u>	<u>Area(s) of Responsibility</u>
Research Operation	Continuity of Operations	Develop actions to be taken to continue research activities during the recovery period
Student Affairs	Parent/Student Notification	Liaison with parents
Student Affairs	Housing/Shelter (Also Greek fraternities and sororities)	Coordinate housing operations including temporary sheltering
Student Affairs	Dining	Coordinate with food service vendor to provide campus dining services
Public Safety	External Emergency Response	Contact and coordinate external emergency response agencies.
Public Safety	Traffic	Directs and coordinates existing and alternate traffic patterns

Public Safety

Perimeter Watch

Establishes and Maintains perimeter of closed-off areas.

Public Safety

Hazardous Materials

Department of Environmental Health and Safety:

- Evaluates the status and condition of hazardous material
- Evaluates the sanitary condition of the University Plant and Property

VI. EMERGENCY OPERATIONS PLAN DISTRIBUTION

Copies of the plan approved by the University Board of Trustees are distributed to university Senior Administrators, the Department of Public Safety, and the Department of Environmental Health and Safety. University personnel and students can obtain copies via the password-protected Highlander Pipeline on the NJIT Webpage. In addition, copies are provided to the local City of Newark Police and Fire Departments and the City of Newark Office of Emergency Management as well as the New Jersey Department of Environmental Protection.

By New Jersey, Public Law 2011, c. 214, a copy is submitted to the New Jersey Secretary of Higher Education, New Jersey Office of Emergency Management, New Jersey Department of Health and Senior Services, and the New Jersey Office of Homeland Security & Preparedness.

VII. UNIVERSITY EMERGENCY NOTIFICATION SYSTEM

A. NOTIFICATION TO THE UNIVERSITY COMMUNITY

The NJIT Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the NJIT campus. All emergencies should be immediately reported to the NJIT Department of Public Safety via any of the following methods: **Dial 9-1-1 (State, NJIT, and your address location) for all Emergencies.** Dial 3111 from any “campus” telephone; 973-596- 3111 from outside extensions for all other assistance and information. (Exclude “blue light” telephones are located across the campus.)

Upon being notified of an emergency on campus, the NJIT Department of Public Safety will immediately dispatch Police Officers to the reported emergency. A Police Officer verifying that a legitimate emergency or dangerous situation exists on campus will accomplish confirmation. Upon confirmation, the police officer will notify the duty sergeant or ranking police supervisor on duty. Confirmation does not necessarily mean that all of the pertinent details are known or even available.

The duty sergeant or ranking police supervisor on duty will, without delay and considering the safety of the NJIT community, determine the content of the notification and initiate the Campus-Wide Notification System. The content of the notification will be constructed in a manner to give out pertinent information regarding a confirmed threat to campus safety, and if necessary, the steps students, faculty, and staff should take to help ensure their safety from that particular threat. The only reason NJIT will not immediately issue a notification for an emergency is if in the professional judgment of police officials that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications will be made via the Campus-Wide Notification System. At times, this system may be supplemented through the use of other communications channels or equipment. To accomplish a building evacuation, the building fire alarm system may be utilized. Information in the emergency notification will be updated and/or amended as necessary to reflect the status of the incident

to ensure the safety of the campus community.

The Campus-Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students and employees via text message, phone, and email. Participation in the Campus-Wide Notification System is voluntary and NJIT students, faculty, and staff are strongly encouraged to register via <http://www.njit.edu/campusnotifications>.

B. CAMPUS-WIDE NOTIFICATION SYSTEM (CWNS)

The Campus-Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students, faculty, and staff via text message, phone, and email. The CWNS complements other communication channels such as broadcast emails, the NJIT website, postings across campus, and local media. The CWNS is used only for situations such as delayed openings or closings caused by weather or potential, imminent threats to the safety of the university community.

NJIT students, faculty, and staff can opt to participate in the system by providing phone numbers and e-mail addresses to which the CWNS can send text messages, voicemails, and e-mails. All contact information in the CWNS is confidential and will not be shared with other NJIT offices or third parties, except when responding to an emergency. Only the Department of Public Safety and the Office of Strategic Initiatives is permitted to initiate campus-wide notifications. For more information, please visit us on the web at www.njit.edu/campusnotifications.

C. OTHER SOURCES

1. NJIT Website (www.njit.edu)
2. NJIT social media channels
3. NJIT publications
4. External news media
5. Telecommunications
6. Signage

VIII. EMERGENCY ASSISTANCE ON CAMPUS

A. ON-CAMPUS PROCESS

Special emergency telephones connected directly to the university police dispatcher are located throughout the 45-acre campus in buildings and parking lots and at fraternity and sorority houses in the Greek Village.

Dial 9-1-1 (State, NJIT, and your address location). Dial 3111 from campus telephones or 973-596-3111 from cell phones for all other assistance and information.

The caller should provide:

- The location of the incident.
- His or her identity.
- The nature of the incident.
- The type of assistance needed, such as police, ambulance, or fire department.

In a medical emergency, do no more for the victim than your qualifications and experience permit.

In the event of a fire, call for help and spread the alarm while evacuating.

In reporting a crime, be prepared to provide as much information as possible including:

- A physical description of the suspect.
- The direction in which the suspect fled.
- A description of the suspect's vehicle, if known.
- Do not disturb the crime scene under any circumstances.

For additional information about crime incidents and safety concerns, check the Student Vector Blotter, Department of Public Safety Crime Log, or the Department of Public Safety's website, www.njit.edu/publicsafety/.

B. IMPORTANT ON-CAMPUS TELEPHONE NUMBERS

Emergency Public Safety Telephone (from campus telephone)	9-1-1	Emergency Public Safety
(from landlines and cell phones)	9-1-1	
For all other Assistance and Information	x3111	
Campus Center Information Desk	x3605	

Counseling Center	x3414
Dean of Students	x3470
Employee Assistance Program	x3293
Environmental Health & Safety	x3059
Residence Life	x3039
Main Campus Number	973-596-3000

IX. EMERGENCY PROCEDURES

This section contains procedures to be followed during specific types of emergencies.

A. General

- A1. Building Evacuation Procedure
- A2. Campus Area Evacuation/Relocation
- A3. Public Safety Department Emergency Response

B. Specific Emergencies

- B1. Active Shooter Incident
- B2. Animal Issues
- B3. Civil Disturbances
 - B3.3 Violent, Disruptive Demonstration
 - B3.1 Peaceful, Non-Obstructive Demonstration
 - B3.2 Non-Violent, Disruptive Demonstration
- B4. Criminal/violent behavior B4.1 Hostage situation B4.2 Workplace Violence
- B5. Fire Safety/Fire Response
- B.6 Manmade disasters B6.2 Terrorism
 - B.6.2.1. General
 - B.6.2.2. Chemical/Biological/Nuclear
 - B.6 2.3. Bomb Threats
 - B6.2.4 Chemical/Radiologic Spills
- B7. Natural disaster
 - B.7.1. Severe Weather
 - B.6.2.3. B.7.2 Utility failure
- B8. Pandemics and Infectious Disease
 - B.8.1 Campus Facilities
 - B 8.1.1 Housing and Resident Life
 - B 8.1.2 Cleaning Protocols
 - B 8.1.3 Research Laboratories

- B 8.2 Remote Instruction
 - B 8.2.1 Distance and Alternate Instruction Plans
 - B 8.2.2 Information Technology Remote Learning Support Tools
 - B 8.2.3 Accommodations for Students with Disabilities
 - B 8.2.4 Student Support During a Pandemic
- B 8.3 Pandemic Travel Restrictions
- B 8.4 Quarantine Procedures
- B 8.5 Communications Protocols
- B 8.6 Campus Gatherings/Events
- B 8.7 Business Operations
 - B 8.7.1 Student Refunds
 - B 8.7.2 Business Continuity for Maintaining Essential Functions
 - B 8.7.3 Recovery Protocol
- B 8.8 Reconstitution

B9. Pathogenic micro-organism

A. GENERAL EMERGENCY PROCEDURES

A1. BUILDING EVACUATION PROCEDURES

1. All building evacuations will occur when an alarm sounds and/or upon notification by the Department of Public Safety or other emergency response personnel.
2. When the building evacuation system (i.e., fire alarm) is activated during an emergency, leave by the nearest marked safe exit and alert others to do the same.
3. **DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, AND/OR EARTHQUAKE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University or responding emergency response official (i.e. police, firefighter).

Persons with Disabilities

Persons with disabilities who may need assistance in evacuating should select a “buddy” in advance of a situation for various campus locations (i.e., residence halls, specific academic buildings). The “buddy” should be familiar with the disability, comfortable, and confident in his/her ability to safely evacuate both. In the event the “buddy” cannot safely evacuate his/her partner, then she/he should guide his/her partner to the nearest safe area (i.e. stairwell landing, classroom) and notify responding emergency response officials. There are chairs currently on the campus (contact Public Safety) for assisting in the emergency evacuation of persons with mobility disabilities.

A2. CAMPUS AREA EVACUATION/RELOCATION

1. The President or designee will announce the evacuation of all or part of the campus grounds.
 2. All persons are to immediately vacate the area in question and relocate to another part of the campus grounds as directed by NJIT Public Safety personnel or emergency responders.
 3. The significance of the emergency may affect the entire campus and warrant campus-wide evacuation. Should evacuation of the entire campus become necessary, all community members may be directed to assemble at off-campus sites designated by NJIT Public Safety Personnel or emergency responders. Reasonable efforts will be made to provide transportation arrangements (i.e. buses, carpooling, and University vehicles). It may become necessary to arrange walking provisions, depending upon the severity of the emergency/disaster or lack of available transportation.
 4. Mutual aid response protocols provide for assistance by the Public Safety operations at the nearby campuses of Rutgers University – Newark and Essex County College or other venues as dictated by circumstances.
-

A3. PUBLIC SAFETY DEPARTMENT EMERGENCY RESPONSE

Outlined below are the major steps taken by the Public Safety Department when notified of a real or potential major on-campus incident. These steps are taken from the Standard Operating Procedures of the Public Safety Department.

Examples of Major Incidents:

- Bomb Threats
- Fire
- Smoke Condition
- Gas Leak
- Environmental Release

Response Steps:

Regardless of the type of major incident, the following steps apply:

1. **Initial Assessment:** Any event must be initially evaluated for appropriate response measures.
2. **Life Safety Assurance:** Any threat to the lives or the safety of individuals will be addressed immediately.
3. **Population Welfare:** Action must be taken to shelter and care for the affected population.
4. **Protection of Property:** Action must be taken to limit and control property damage.
5. **Recovery:** Action must be taken to return to normal operations and fully recover. This phase may include post-incident evaluation and investigations into property damage and injuries.

The responses are listed generally in priority order, although it is likely that several will occur concurrently.

- Dispatch officers to the area.
- Field officers report conditions.
- Supervisor makes decisions on the course of action.
- Establish a command post in Public Safety or other appropriate location.
- Notify senior administrative staff of the incident and actions taken.
- Block off the affected area (s)/building(s) from pedestrian traffic.
- Assign officers to assist in the evacuation and secure area.
- Utilize bullhorns, police vehicle PA systems, and building PA/fire alarm systems to direct actions personnel should e.g., evacuate the building or remain inside the building.
- Communicate with other NJIT departments including Facilities Services, NJIT Hazmat Materials, and Response Team.
- Communicate with outside agencies including Newark Police Department and Fire Departments, Newark Office of Emergency Management, and Essex County Office of Emergency Management.
- Notify the university community through the use of an email Blast; activate the Campus-wide Notification System and postings on the university website.
- Block off surrounding city streets to vehicle and pedestrian traffic if necessary.
- Maintain all communications until the situation is resolved, providing updates and resolution information.
- Return campus to normal operations.

B. SPECIFIC EMERGENCIES

B1. ACTIVE SHOOTER INCIDENT

The following guidelines are intended to reduce your risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when someone begins to shoot at people in the area: Take immediate cover, (behind something hard that will stop bullets) preferably inside a building, circumstances permitting. Do not run in a straight line, **Dial 9-1-1 (State, NJIT, and your address location).**

If you are unable to leave without jeopardizing your safety, **initiate LOCKDOWN, dial 9-1-1, and say the exact location and that you are on the NJIT campus:**

- Lock all doors (if possible)
- Barricade doors
- Cover windows
- Turn off lights
- Prepare to counter if an attacker enters the room
- Stay away from windows and doors
- No unnecessary noise
- Implement A.L.I.C.E protocols

A.L.I.C.E was developed by police SWAT officers as a means of safeguarding civilians from an active shooter until a shooter is finally stopped by law enforcement personnel.

For more information on A.L.I.C.E. contact NJIT Police at 973-596-3111. NJIT Police provides faculty and staff with online training year-round and offers blended in-person ALICE training to all students, faculty, and staff.

A= Alert

- Use clear plain English when Alerting.
- Use details such as exact locations, if known.
- Use building PA Systems, CWNS, loudspeakers, or another available mass notification device.

L = Lockdown

- Doors to all classrooms should be locked, if possible.
- Use belts, power cords, or ropes to tie door handles to chairs, desks, etc. to secure doors that cannot be locked.
- Barricade entry points with chairs, desks & furniture.
- Darken room
- Move away from windows and doors.
- Prepare to counter if a gunman enters the room.
- Remain quite
- Even if a gunman intends to break through locked doors, everything done to delay him buys you time.

- Darken rooms. The shooter will probably be coming from a well-lit area so his eyes may not be adjusted for seeing well in dark.
- Spread out around the room, have students standing and prepared to move, make noise, distract and swarm.
- Depending on the additional information, be prepared to evacuate to a Rally Point

I = Inform

- Updated information is critical; those on campus and first responders need to know everything about the threat.
- Officers and computer members will be using surveillance cameras, phoned-in reports from reliable sources, personal observations, etc. tracking the movement of the shooter and broadcasting information to the community and police dispatchers.

C = Counter

- Counter, refers to the final option that community members employ to gain control of a violent person who has gotten into the room armed with a deadly weapon. The use of distraction devices (books, bags, phones notebooks....) is thrown at the gunman's face to interfere with his ability to shoot accurately. While he is distracted, community members may either evacuate or swarm the gunman and pin him to the floor. (Secure any weapons away from the suspect)
- This means community members may have to swarm a gunman using bodyweight, outnumbering, and gravity to hold him/her down until police arrive.

E = Evacuate

- Evacuating or getting away from danger is the preferred option for everyone to take should a gunman enter a facility.
- The rally point is the reunification point where all will be sent to reunite with family members and/or medical personnel.
- NO CARS may be used to evacuate.
- When evacuating have nothing in your hands, keep your hands in clear sight (not behind your head), and follow all instructions of law enforcement.

Contacting Authorities: NJIT Public Safety Department: **Dial 9-1-1 for Emergencies** and 973-596-3111 or ext. 3111 for all other assistance and information.

What to Report:

- Assailant(s) location, number of suspects, shooters identity if known.
- Race/gender, clothing description, and physical features of the suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location – building name and office/room number.
- Number of people at your specific location.

- Injuries, number injured, and the types of injuries.
-

B2. ANIMAL ISSUES

Call the NJIT Public Safety Department, **Dial 9-1-1 for Emergencies** only (wild, domestic animals, or bats in a building or residence hall). The police will either remove the animal or call animal control. Dial ext. 3111 or 973-596-3111 for all other assistance and information.

Insect issues contact NJIT Facilities Services Department at 973-596-3121.

B3. CIVIL DISTURBANCE OR DEMONSTRATIONS/RIOTS OR DISRUPTION

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists because of the demonstration:

1. INTERFERENCE with normal operations of the University
2. PREVENTION of access to office, building, or other University place
3. THREAT of physical harm to persons or damage to University Facilities Services

If any of these conditions exist, the Dean of Students and Campus Life, the Associate Dean of Students, and the Chief of Police/ Director of Public Safety should be immediately notified. They will be responsible for contacting and informing the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

B3.1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATION

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrator(s) are asked to leave but refuse to leave by regular facility closing time:

- (1) Arrangements will be made by the Chief of Police/ Director of Public Safety and/or Dean of Students and Campus Life to monitor the situation during non-business hours, or
- (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2 below).

B3.2 NON-VIOLENT, DISRUPTIVE DEMONSTRATION

In the event, that a demonstration blocks access to University Facilities Services or interferes with the operation of the University:

- a. Demonstrators will be asked to terminate the disruptive activity by the Chief of Police/Director of Public Safety.
- b. The Senior Incident Commander may have with them a photographer with video recording equipment to document the proceedings.
- c. The Chief of Police/Director of Public Safety or designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- d. If the demonstrators persist in the disruptive activity, University Police Personnel will advise them that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension, expulsion, or possible intervention. Except in extreme emergencies, the President will be consulted before such actions are taken.
- e. Efforts should be made to secure identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.
- f. After consultation with the President, Chief of Police/Director of Public Safety, Provost and Senior Executive Vice President, and Dean of Students and Campus Life, the need for an injunction of civil authorities will be determined.
- g. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

B3.3 VIOLENT DISRUPTIVE DEMONSTRATION

If a violent demonstration in which injury to a person(s) or property occurs or appears imminent, the President, Director of Public Safety, and Dean of Students and Campus Life will be immediately notified:

- a. During regular office hours:
 - a. The Provost and Senior Executive Vice President, the Dean of Students and Campus Life, Chief of Police/ Director of Public Safety and Vice President, REDCO will be summoned to the scene, if safe, or asked to report to a designated location.
 - b. The Senior Incident Commander may have with them a photographer with video recording equipment to document the proceedings.
 - c. The Chief of Police/Director of Public Safety will determine if and when arrests are to be made.
 - d. NJIT Department of Public Safety will provide sufficient officers to contain the demonstration. Should an insufficient number of officers be available, the Director of Public Safety will request assistance from the local police department or nearby colleges and universities by mutual aid protocols.
- b. After regular office hours:
 - a. NJIT Public Safety will be notified immediately of the disturbance.
 - b. Public Safety will investigate the disruption and report findings to the Chief of Police/Director of Public Safety and Vice President for Real Estate Development and Capital Operations.
 - c. The Vice President for Real Estate Development and Capital Operations will:
 - c1. Report the circumstances to the President. Notify key administrators and if possible, the administrator for the area of the demonstration.
 - c2. Notify the parents/guardians of any students arrested or hospitalized because of the demonstration. Parents/guardians may also be notified in the event of reported injuries sustained in the demonstration.

In the event of pending or actual violent disruptive demonstrations, Public Safety and/or Police will make reasonable attempts to notify bystanders to clear the area (i.e., voice commands, bull horn, and/or public address system). Additional communication attempts to the NJIT community may be made via the Campus-wide Notification System, email blasts or the Office of Strategic Initiatives may employ other means.

B4. CRIMINAL/VIOLENT BEHAVIOR

GENERAL

- a. Everyone is asked to assist in making each campus a safe place by being alert to suspicious situations and promptly reporting them. Surveillance cameras installed serve as additional crime prevention and detection tools.
- b. If you are a victim or witness to any on-campus offense, **AVOID RISKS** and contact Public Safety immediately.
- c. Notify Public Safety by dialing **9-1-1 for all Emergencies** and ext. 3111 or 973-596- 3111 for all other assistance and information. Report the incident, including the following:
 - nature of the incident
 - location of the incident
 - description of the person(s) involved
 - description of the property involved
- d. Please stay on the telephone until Public Safety advises you to hang up.
- e. If you observe a criminal act or a suspicious person on campus, immediately report the incident to Public Safety.
- f. Assist the officers when they arrive by supplying them with all available information and asking others to cooperate.
- g. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

B4.1 HOSTAGE SITUATION N

- a. If you discover a situation where someone is being held against their will, call NJIT Public Safety Department by **dialing 9-1-1 for Emergencies** and ext. 311 or 973-596-3111 for all other assistance and information.
- b. Ensure your safety, do NOT communicate, apprehend or pursue intruders.
- c. Note distinguishing features for investigation afterward.
- d. The Emergency Response Team will isolate the off area and Students/Staff/Faculty in the surrounding area will be asked to leave the building via the nearest possible exit. Move away from the building to areas designated by the Emergency Response Team.
- e. DO NOT re-enter the building until a member of the emergency response personnel has given an “all clear.”

If you are Taken Hostage and Held Against Will

- The initial 45-60 minutes are considered the most dangerous.
- Remain calm as this may help calm other hostages and increase the probability of their safety.
- Follow instructions. Stay alert and stay alive. You need to be able to react quickly to changes in the situation. Expect the unexpected.
- Be observant and provide information to the emergency responders afterward.
- Avoid heroism and drastic action.
- Do not speak unless spoken to and only when necessary.
- Do not talk down to the hostage-taker. An argumentative statement could increase the agitated state of the hostage-taker.
- Do not expect the hostage-taker to behave rationally. Do nothing to aggravate the person.
- Avoid appearing hostile.
- Avoid speculating about the outcome of the situation.
- Try to maintain eye contact but do not stare. Try to face the hostage-taker at all times.
- If possible, sit on the floor with your back to the wall away from a door.
- If medications, first aid, or restroom privileges are needed, request them.
- When you can, try to rest.

B4.1.2. WORKPLACE VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or student. It may be an angry spouse or relative of an employee or student. It also may be someone without any relationship with the victim. The violence may be a random act or something planned to gain public attention. The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence.

Emergency Procedures

a. Immediate Threat

- Call the Department of Public Safety by **dialing 9-1-1 for Emergencies**
- Get out of the area and away from the immediate threat.

b. Violence Committed

- Call the Department of Public Safety by **dialing 9-1-1** immediately if a person commits an act of violence against you or another person.

c. Intimidating Situation

- Call the Department of Public Safety by **dialing 9-1-1** if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written, gestures, expressions). Call 973-596-3111 or ext. 3111 for all other assistance and information.

Non-emergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor or refer to the Department of Human Resources Workplace Violence Policy which can be accessed via the University Website at www.njit.edu/humanresources.

B.5 FIRE SAFETY/FIRE RESPONSE

1. What to do when a smoke or fire alarm sounds:

- a. Leave the building immediately and proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible.
- b. Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel has given an “all clear.”
- c. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another stairwell.
- d. If you are unable to evacuate your room, **DIAL 9-1-1 for Emergencies**. Dial ext. 3111 FROM CAMPUS PHONES OR 973-596-3111 FROM PUBLIC PHONES FOR ALL OTHER ASSISTANCE AND INFORMATION. If possible, seal the bottom edge of the door with a coat or jacket (wet if possible). If your window opens, hang an object (e.g. coat, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

2. What to do when smoke or fire is seen:

- a. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells, or doors leading directly to the outside. If possible, confine the fire by closing the door to the room.
- b. Evacuate the building, and then **DIAL 9-1-1 FOR EMERGENCIES**. DIAL ext. 3111 FROM CAMPUS PHONES OR 973-596- 3111 FROM PUBLIC PHONES for all other assistance and information. To report a fire, give the following information:
 - i. Your name, telephone number, and the location that you are calling from.
 - ii. The location of the emergency (e.g. Library, first floor, etc.)
 - iii. Describe the situation (e.g. smell of smoke, open flames, etc.)
 - iv. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
 - v. Hang up only after the Emergency Operator has done so or told you to.

- c. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. Before leaving your room or if unable to evacuate your room follow the procedure listed in Sections 1 C and D.
- d. Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel has given an "all clear."

In the event of a fire, the University does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and are comfortable with extinguishing an incipient stage fire, you may attempt to extinguish the fire with a fire extinguisher if ALL of the following conditions are met:

- The fire alarm has been activated and all occupants have been evacuated;
- If the fire is small (wastebasket size) and has not spread from its originating point;
- You have the correct type of extinguisher; and
- Your exit is clear and you can extinguish the fire with your back to the exit door.
- **Dial 9-1-1 for Emergencies.**

B6. MANMADE DISASTERS

Man-made disasters have an element of human intent, negligence, or error; or involve a failure of a man-made system. This is opposed to natural disasters resulting from natural hazards.

This section contains procedures to be followed during specific types of emergencies.

B6.2 Terrorism

B.6.2.1. Terrorist Incident – Chemical, biological, radiological, and nuclear defense (CBRNE)

B.6.2.2. Bomb Threats

B.6.2.3. Identifying and Handling Suspicious Mail

B.6.2.4 Chemical Spills

B.6.2.5 Radiological Spills/Releases

B6.2.1 TERRORISM – CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR DEFENSE (CBRNE)

Terrorism is defined by the Federal Bureau of Investigation as “The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) are frequently employed by terrorists and can be categorized into five groups using the acronym CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive.

Chemical Agents

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, or plants. The severity of injuries depends on the type and amount of the chemical agent used and the duration of the exposure.

Biological Agents

Biological agents are bacteria, viruses, or toxins that have illness-producing effects on people, livestock, and crops.

Radiological Agents

Radiological agents are radiological materials dispersed by an explosion or other dispersal method.

Nuclear Agents

Nuclear agents involve the detonation or threatened detonation of a fission-type nuclear weapon.

Explosive Agents

Explosive devices are the most commonly used category of WMD agents. They can deliver a wide range of incendiary and explosive effects, including providing for the dispersal of the other categories of WMD.

It is the policy of the NJIT Department of Public Safety to develop, maintain, and update an emergency management operation plan by federal and state law in coordination with the City of Newark Office of Emergency Management. Copies of the plan will be retained at the Department of Public Safety and all command level personnel will familiarize themselves with the plan.

Local Preparations for a CBRNE Attack

First responders in the Newark region have been trained to recognize the effects resulting from a CBRNE attack, and to respond accordingly. Unified training is organized through the City/County/University Emergency Operations Center.

Local hospitals, as well as other regional hospitals, have decontamination facilities and personnel trained to treat the effects of CBRNE agents.

Instructions on what to do in the event of a CBRNE attack, including, if applicable, evacuation procedures and the location of shelters and treatment facilities, will be disseminated through the State, City, County, and University Public Information Officers.

NJIT Operations

- The President of the New Jersey Institute of Technology bears ultimate responsibility for the management of any emergency, man-made or natural, which threatens people and property within the University. The President may delegate the authority, for the coordination of emergency management efforts to department head-trained in emergency management operations.
- The Chief of Police/Director of Public Safety (DPS) will designate other Public Safety Personnel and emergency services personnel to serve on the Local Emergency Management Committee (LEMC) and to serve as advisors and resources in the event of a disaster or unusual occurrence.
- The Chief of Police/Director of Public Safety (DPS) is responsible for managing the Public Safety emergency management operations. The DPS is responsible for mobilizing the department and other emergency services personnel in the event of a disaster or unusual occurrence.
- The Chief of Police/Director of Public Safety will be responsible for placing essential emergency management personnel on stand-by when there is prior warning of a natural or man-made disaster or unusual occurrence. Personnel placed on stand-by are required to keep the department advised of their whereabouts and are required to respond when notified to do so.

- The department's Dispatchers may be utilized to make these notifications.
- The Chief of Police/Director of Public Safety (DPS) or his designee will be responsible for notification to the Newark Office of Emergency Management in the event there are mass injuries and casualties. The Office of Emergency Management will assist in activating medical response plans.

Communication Requirements

- Coordinate with Newark Communications to insure radio channel availability for all agencies involved in the operation. Agencies should have the capability to communicate with each other as well as with field command posts and the Emergency Operations Center (EOC).
- Request police mutual aid, fire, and emergency medical services as required.
- Once a disaster or unusual occurrence has been brought under control the Chief of Police/Director of Public Safety will be responsible for coordinating with other NJIT departments along with mutual aid agencies to de-escalate and clean up.

B.6 2.2. BOMB THREATS

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and call Public Safety for emergencies by **dialing 9-1-1**. Dial ext. 3111 or 973-596-3111 for all other assistance and information.

Any person receiving a phone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place this bomb?
- What is your name?

Keep the caller talking as long as possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

Report the incident immediately to the NJIT Department of Public Safety. The Public Safety dispatcher will then notify the following:

- City of Newark Police Department
- Chief of Police/Director of Public Safety
- Vice President for Real Estate Development and Capital Operations

NJIT Public Safety and/or local police personnel will conduct a detailed bomb search. The university community will follow the directions of the emergency responders.

When a bomb threat report has been received, evacuate the building in an orderly fashion. Walk quickly to the nearest marked exit and alert others to do the same.

DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, OR ALARM ACTIVATION.

DO NOT PANIC OR CAUSE OTHERS TO PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building or as directed by emergency response officials. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University or responding emergency response officials.

Do not reenter the building or area until authorized by local emergency responders.

B.6.2.4. IDENTIFYING AND HANDLING SUSPICIOUS MAIL

If you are suspicious of a mail item, (i.e. letter, package, etc.) and are unable to verify the contents with the addressee or sender:

- Do not open
- Treat it as a suspect
- Isolate it
- Call NJIT Public Safety Department by dialing 9-1-1 for Emergencies or ext. 3111 or 973-596-3111 for all other assistance and information.

Suspicious mail may have the following characteristics:

- Type of mail – Foreign, Priority, Special Delivery
- Restrictive Endorsements – Confidential, Personal, To Be Opened by Addressee Only
- Postmark city different from return address
- Fictitious, unfamiliar, or no return address
- Excessive postage (usually postage stamps)
- Visual Distractions - Fragile, Rush, Handle with Care
- Address to title only (i.e., Vice President)
- Wrong title with the name
- Poorly typed or handwritten address
- Misspelled words
- Rigid or bulky
- Protruding wires, screws, or other metal parts
- Strange odor
- Oily stains or discoloration on wrapping
- Lopsided package or uneven envelope
- Excessive Binding Material – masking, electric or strapping tape, string or twine

Mail that may have a light coating of a powdery substance:

- Wash your hands with soap and water
- Notify your immediate supervisor and NJIT Public Safety
- Ensure that all persons who have touched the letter/package wash their hands with soap and water
- List the names and contact information of all persons who have touched the letter/package
- Isolate the package and follow the instructions of NJIT Public Safety and Emergency Services Personnel

B.6.2.4 CHEMICAL OR RADIATION SPILL/RELEASE

- Any release of hazardous chemical or radioactive material should be reported immediately to the Department of Public Safety **by dialing 9-1-1 (State, NJIT, and your address location) or** ext. 3111 or 973-596-3111.
- When reporting, be specific about the nature of the involved material and the exact location. Please stay on the telephone until Public Safety advises you to hang up.
- The Department of Public Safety will notify the NJIT Director of Environmental and Health Safety and Hazardous Materials Response Team.
- The NJIT Hazardous Materials Response Team will assess the situation (Level I or Level II) and make recommendations to contact the local fire department, who in turn will contact the necessary specialized authorities and medical personnel.
- The NJIT Hazardous Materials Response Team will contain or remediate the spill/release if possible depending upon assessment.
- The Department of Public Safety will initiate appropriate on-campus notifications (i.e. Facilities Services, Dean of Students and Campus Life, Director of Health & Environmental Safety, Principal Investigator/ Lab Manager), who in turn will notify others, as needed.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of fire department personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Remain in the vicinity and provide the name(s) to the responding fire department.
- Required first aid and clean-up by specialized authorities should be started at once.
- If an emergency exists, activate the building alarm.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked safe exit and alert others to do the same.
- DO NOT USE ELEVATORS IN CASE OF FIRE, EXPLOSION, OR ALARM ACTIVATION.
- DO NOT PANIC OR CAUSE OTHERS TO PANIC.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

- A Field Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Public Safety or responding emergency response officials.
- The Director of Environmental Health and Safety will manage the safe and proper disposal process of the chemical or radiologic material.

B7. NATURAL DISASTERS

This section contains procedures to be followed during specific types of emergencies.

B.7.1. Severe Weather

B.7.2 Flood Emergency

B.7.3 Snow Emergency

B.7.4 Utility Failure

B7.1 SEVERE WEATHER

The primary context of this plan is severe weather catastrophes. However, the basic emergency procedure is adaptable to other listed occurrences.

In case of a weather-related emergency such as hurricanes, tornadoes, lightning, or floods, the following response protocol will be followed.

When the Public Safety Office receives a notice from the National Weather Bureau or another official venue that severe weather is imminent, they will contact the Vice President for Real Estate Development and Capital Operations who will assess the situation and advise the President of the University.

Students and staff will be notified of any actions through the Campus-Wide Notification System and their resident staff and departments.

The following Administrative Response Teams may meet to respond to the crisis:

- | | |
|-------------------|--------------------------------------|
| – Academic | – Office of Information Technologies |
| – Communications | – Student Affairs |
| – Human Resources | – Facilities Services |
| – Public Safety | |

- The NJIT Department of Public Safety will secure the campus and will notify Facilities Services of any potential hazards.
- Appropriate Facilities Services staff will remain on campus to attend to all Facilities Services needs and to assist other response committees.
- The Student Affairs Response Team will notify Facilities Services to meet the housing and meal needs of students on campus. Campus Activities will prepare student leaders and will arrange activities for students remaining on campus. The Dean of Students and Campus Life will coordinate with St. Michael's Hospital medical staff for any student(s) needing resulting health precaution/attention services.
- The Communications team will work with other University officials to incorporate a communication plan for students, parents, and media. The Academic Committee will make a recommendation to the President regarding the class schedule.
- The Human Resources Department will make a recommendation to the President regarding staffing and will work with the Student Affairs Committee to meet the needs of employees who may be stranded.
- The NJIT Executive Response Team will meet throughout the crisis to monitor events and make decisions regarding the operations of the University.

B7.1.2 FLOOD EMERGENCY

Public Safety will notify the appropriate University officials of any anticipated or actual campus floods. Public Safety and/or Facilities Services will cordon off any potential/actual flood locations using available cones, barricades, and/or caution tape.

1. The President, or designee, shall decide on the evacuation of Facilities Services.
2. The Chief of Police/Director of Public Safety shall determine the need to order an evacuation of vehicles from the parking lots.
3. **DO NOT RETURN TO THE EVACUATED AREA** unless told to do so by the University or responding emergency response officials.

The university community can keep apprised of the situation through these additional resources

1. Campus-Wide Notification System
2. NJIT Website at www.njit.edu
3. NJIT social media channels
4. NJIT Main phone number: 973-596-3000

B7.1.3 SNOW EMERGENCY

Efforts will be made to avoid a general closing of the University during snowstorms. However, there may be times when extreme snow or ice conditions force the cancellation of classes and a general closing of the University.

1. School closure will be declared by the Provost and Senior Executive Vice President or appointee, who in turn will notify the senior administration.
2. Notification will be made to the campus community.
3. Essential personnel may be expected to work through their normal duty hours or as instructed.

The University community can keep apprised of the situation through these additional sources.

1. Campus-Wide Notification System
2. NJIT Website at **www.njit.edu**
3. NJIT social media channels
4. NJIT Main phone number: 973-596-3000

B 7.4 UTILITY FAILURE

Examples of utility failures that may occur are electrical outages, plumbing failure/flooding, natural gas leaks, steam line breaks, ventilation problems, and/or elevator failure.

Any calls or complaints concerning the loss of or problems with electricity or gas should be immediately referred to Facilities Services during normal business hours at 973-596-6200. After normal business hours, Public Safety at 973-596-3111 will contact Facilities Services personnel.

If there is a potential danger to you or other occupants:

- Call NJIT Public Safety at **9-1-1 for Emergencies (State, NJIT, and your address location)** or ext. 3111 or 973-596-3111 for all other assistance and information.
- In a situation where a building needs to be evacuated, please proceed out of the building to areas directed by Public Safety Personnel.
- Turn off equipment, machines, and computers.
- Assist disabled persons as needed.
- Do not use elevators.
- Stay at the designated evacuation area until the fire department or NJIT Public Safety Supervisor has given the “all clear” to re-enter the building.

If there is a significant power outage, the Public Safety dispatcher will contact the Associate Vice President for Facilities Management and the Chief of Police/ Director of Public Safety, Environmental Health and Safety Department.

The Information Technologies Response Team may meet to determine actions to be taken about computer operations and services.

In cases of prolonged or intense heat warnings due to weather conditions, the Executive Response Team will be altered and appropriate action will be taken to accommodate conditions on campus.

B8. PANDEMICS AND INFECTIOUS DISEASE

To facilitate a quick and adequate response during a pandemic, the University will guide all campus-wide actions on three levels of response:

Minor Emergency: On-Campus: a localized, limited impact event quickly resolved with internal resources. Coordination with NJIT Health Services and local hospital and City of Newark Health Department.

Major Emergency: A major emergency affecting the City of Newark and/or the County of Essex, NJ may affect mission-critical or life-safety functions on-campus. Coordination with NJIT Health Service and City, State, and Federal organizations as required. Presumes that there is limited support from City and County governments.

Disaster: Statewide emergency affecting mission-critical or life-safety functions on-campus. Coordination with NJIT Health Service and City, State, and Federal organizations as required.

At the Disaster level, the response needs to address two durations of time:

The emergency of a short-term duration affects campus operations for a short period measured in days or weeks.

An emergency of a long-term duration affects campus operations for a long period measured in months or years.

At the Major Emergency Level and Disaster, the types of responses will depend upon the nature of the disease. A threat of a pandemic virus may require protocols that differ from what would be required for an infectious disease.

The primary operational goal is to protect the safety and well-being of our students, faculty, and staff by minimizing the spread of the disease. The secondary goal is to ensure the ability to continue the essential functions of each college, school, and center.

The following Responses Team should meet to respond to the crisis:

- Executive / Pandemic Steering Response Team
- Academic Team
- Communications Team
- Financial Impact Team
- Human Resources
- Public Safety
- Research
- Information Technologies
- Student Affairs

Additional Support:

- NJIT Counseling Center
- Food Service Contractor
- Purchasing
- Department of Environmental Health and Safety
- Residence Life

B8.1 CAMPUS FACILITIES

B8.1.1 Housing and Resident Life

Residential and Housing staff will implement the following procedures for students who must remain on campus property during a pandemic requiring residential facility closures.

- On-campus residents who may not be able to travel home immediately, such as out-of-state, international, and housing insecure students, may be permitted by the Director of Residence Life or their designee to reside on-campus. The permission granted may be temporary until those students in need of housing can secure off-campus accommodations or can make appropriate travel arrangements.
- The Director of Residence Life, or their designee, will send a survey to all students who require on-campus housing during the time of closure. The survey will seek to learn the following: length of time housing is needed during the closure period, whether they have access to sufficient food, toiletries, and the best contact phone number. Residence Life staff will follow up with any non-responsive student to acquire such information.
- Students that must remain in university housing will be provided with food delivery options in coordination with resident life staff and Gourmet Dining Services.

B8.1.2 Cleaning Protocols

To minimize pandemic related contamination, Facility Services shall ensure adequate staffing and implement in addition to routine cleaning the following sanitizing procedures:

- Disinfect waste canisters
- Disinfect Handrails, door handles, and elevator buttons
- Disinfect Toilet Flush Handles, Faucets, and hand dryers
- Disinfect Classroom desks and tables
- Disinfect Refill all soap and paper dispensers
- Disinfect Refill all lobby hand sanitizers
- Reduce floor vacuuming and waxing

- Clean and disinfect hard floor services

B8.1.3 Research Laboratories

Research laboratories are essential to the university's educational mission and must remain functional in the event of a pandemic. Research laboratory operators shall utilize the following processes, when feasible:

- Environmental Health Services (EHS) shall have available staffing on campus to provide for emergency response activities, remove regulated waste from laboratories, and accident and injury investigations resulting from research laboratory incidents. Staffing will be appropriately staggered to ensure social distancing and other pandemic-related safety protocols to protect EHS staff.
- EHS will also provide technical advice and consultations, review and approve purchase order requests for chemicals, gasses, and biological lab reagents, and review and approve Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) protocols, conducting laboratory and shop inspections.
- EHS shall instruct laboratories to secure hazardous materials, regulated waste, and experimental procedures may be required depending on departmental staffing levels. In a potentially prolonged period of campus closure, it is inappropriate to allow laboratory experiments involving potentially hazardous materials, equipment, or procedures to run unattended.
- EHS will coordinate the removal of regulated waste materials (including hazardous chemical waste, non-hazardous chemical waste, biomedical waste, and radioactive waste) from NJIT research laboratories by a contracted hazardous materials vendor with on-site supervision of EHS professional staff.
- Group meetings of more than two or three people will be carried out remotely.
- Graduate researchers will not be actively discouraged but will be told they are not *required* to come in. PIs will be sensitive to students who, for example, are immunocompromised or live with someone who is. Lab activities will be arranged so that, for those students who choose to come in, there is as little overlap as possible with others working in the same area.
- PIs who work with animals will cooperatively develop an animal care schedule that ensures the health and welfare of the animals (as required by IACUC protocols) while minimizing person-person contact.
- PIs will survey their lab operations to ensure that there are no health and safety risks associated with reduced staffing. For example, they will work with the Office of Environmental Health and Safety to make sure that waste materials continue to be

disposed of promptly, labs remain clean and tidy, etc. All researchers will wear appropriate personal protective equipment.

B8.2 REMOTE INSTRUCTIONS

B8.2.1 Distance and Alternate Instruction Plans

If the university is required to utilize remote instruction due to a pandemic or other event, multiple instruction modes are available. These remote instruction modalities are listed below:

- **Converged Learning:** Delivery of instruction is independent of place, merging the physical and virtual classrooms. There is an attendance expectation and students can choose to attend class face-to-face or using real-time synchronous video conferencing technology. Some instructors may require occasional proctored exams. (Sometimes referred to as a synchronous distributed course). Special approval from the Provost's Office is required to utilize this option and the instructor is required to hold instruction physically inside the designated classroom.
- **Synchronous Online:** delivery of instruction occurs during the day and time noted, independent of location. All course activities can be completed online through the learning management system. There are no face-to-face sessions, but remote attendance is expected.
- **Online:** Delivery of instruction in which all course activities can be completed online through the learning management system. There are no required face-to-face sessions, but students are expected to follow a week-by-week schedule as outlined in the syllabus. Work is typically done in an asynchronous mode and students can complete the coursework without coming to campus. Note: some instructors may require occasional synchronous online meetings or proctored exams.³ (sometimes referred to as eLearning).
- **Hybrid:** Delivery of instruction in which some traditional face-to-face contact hours are replaced with required synchronous or asynchronous online instruction (frequently through the learning management system). The instructor sets the amount of online activity and varies by course. Students should refer to the course syllabi for the course meeting schedule; however, no Hybrid course should be more than 50% online. (Sometimes referred to as blended learning). The remote portion of the class must be delivered in a synchronous online format unless the course has been developed for asynchronous online delivery.
- **HyFlex:** Delivery of instruction is independent of time and place, allowing for students to choose to attend class in any of three modes:
 - Face-to-Face (traditional classroom model)
 - Synchronous Online

- Asynchronous Online
- Students can choose to change which option they use to attend courses weekly. Some instructors may require occasional proctored exams.
- ***Policy on Administration of Midterm and Final Exams:*** NJIT policy requires that all midterm and final exams must be proctored, regardless of delivery mode, to increase academic integrity. Note that this does not apply to essay or authentic-based assessments. Effective beginning Fall 2019 semester, students registered for a fully online course section (e.g., online or Hyflex mode) must be given the option to take their exam in a completely online format, with appropriate proctoring.

B8.2.2 Information Technology Remote Learning Support Tools

- Virtual Private Network by Cisco
- Cisco Jabber App to link university phone service
- WebEx
- Google Meets
- Loaner Laptops are provided based on availability. (It should be noted that in 2021, all incoming freshmen are required to have a laptop or desktop computer specified by their major)
- In the event of a pandemic, NJIT will provide information, as available, to a government-funded “Emergency Broadband Benefits” and a list of available low-cost broadband/internet providers available to low-income households.

B8.2.3 Accommodations for Students with Disabilities

In the event of a pandemic, students with disability accommodations will continue to receive the same service levels offered pre-pandemic. These services are offered through the Office of Accessibility Resources and Services (OARS).

- OARS will communicate and collaborate with different offices on campus to ensure that students receive additional approved accommodations, such as CART services, in a remote capacity.
- Communication with professors, via telephonic and digital means will be conducted to ensure their students receive approved testing accommodations, in addition to appropriate proctoring services.

B8.2.4 Student Support During a Pandemic

When a pandemic is declared that requires the university to go partially virtual or virtual as a whole, students will be provided with virtual options to continue or access support services available to them.

- **Online Tutoring Services:**

- All tutoring will be transitioned to remote services utilizing the peer and TA tutors.
 - Colloquia and Seminars will be suspended, but limited online seminars will be made available.
 - Tutoring and workshops will be conducted through WebEx and Google Hangouts.
- **Academic Advising:**
 - If the university transitions to a full remote schedule, all advising appointments will be conducted virtually through WebEx. For partial remote operations, staff will be rotated to provide a basic level of in-person operation. To limit exposure to pandemic-related illnesses, freshman seminars will be held virtually until the university conducts university-wide in-person learning.
 - First-Year Seminar and mentoring will be conducted virtually using Canvas and a Virtual Lounge to provide students with remote assistance. Mentors will also conduct all interviews virtually.
- **Counseling Center Services:**
 - Contact (therapy/counseling sessions) with current student-clients will be maintained telephonically by dialing as prefix *67 or by using Google voice.
 - An E-mail will be used for scheduling purposes only (not for therapeutic contacts)
- **Dean of Students:**
 - The Office of the Dean of Students will still adjudicate cases of Student Conduct and Academic Integrity via WebEx.

B8.3 Pandemic Travel Restrictions

Travel restrictions will be imposed by area Vice Presidents or Deans of each college as needed to preserve the safety of students, faculty, and staff and prevent the spread of the pandemic health effects at NJIT. These restrictions can be on a case-by-case basis based on business and educational needs or a global restriction to all university community members, including study abroad programs and athletic events, based on current recommendations from the Center for Disease Control, health officials' or federal, state and local government directives. The restrictions imposed could prevent all travel or restrict travel to only certain geographical areas.

B8.4 Quarantine Procedures

When a student, faculty, or staff member comes in contact with an infected person(s) as defined as contact by the Centers for Disease Control, that person may be required to quarantine for a prescribed period.

- **Resident Hall Quarantine for Resident Life Students Only:**
 - If you are a resident student and test positive for COVID-19, you must notify Residence Life immediately. Students may call (973) 596-3039 or email reslife@njit.edu for the next steps regarding isolation. To resume in-person classes and activities, the student must provide clearance from a medical professional before returning to these interactions.
 - Residents testing positive for COVID-19 will be required to self-isolate for the number of days recommended by the Center for Disease Control. Residents who live within 50 miles of campus will be required to isolate themselves off-campus. Residents who live further than 50 miles from campus will isolate on-campus. Residents who opt to quarantine off-campus will not be permitted to return to their residence hall placement until their isolation or quarantine period has expired.
 - Students confirmed exposure to someone with COVID-19 may quarantine in their housing placement unless directed to quarantine in an offsite space as determined by Residence Life or health officials.
 - Residence Life staff will coordinate daily meal delivery for all COVID-19 positive students in isolation in Redwood Hall whether or not they purchased a dining plan. Students without meal plans may be charged a daily rate for meals while in isolation.
 - Students exposed to COVID-19 are issued a 3-hour block each day to leave the quarantine for essential purposes as defined by the State of NJ, seek medical care/treatment, or obtain food or other essential items.
 - Courses will be conducted remotely and coordinated with the Dean of Students Office, following alternate learning plans.

- **Non-Resident Students Quarantine:**
 - Students testing positive for COVID-19 will be required to self-isolate at their place of residence for the number of days recommended by the Center for Disease Control.
 - Once the Office of the Dean of Students (DOS) is notified that a student must isolate due to COVID-19 related issues, they will ask the affected student if they would like to, if offered, attend their classes synchronously online and will send them the FERPA release form for them to sign.
 - DOS will reach out to the student's instructors, notifying them of the excused absence, reminding them that the student needs to be accommodated, and sending them the FERPA release form signed by the student. In the absence

of a FERPA release form, accommodating the students via attending remotely but synchronously is not an option.

- The isolated student will communicate with their instructors to ask what accommodations the instructor offers.
- If the instructor proposes either to schedule a WebEx and invite the isolated student to attend classes remotely or to use WebEx lecture capture and share it with the student, they can reach out to MTSS to arrange for support (ext. 3005 or tss@njit.edu)
- MTSS will assist as requested (e.g., deliver a laptop, OWL camera, and document camera). Student employees will provide equipment deliveries and support. MTSS generally requires 48 hours advance notice to ensure staffing availability, and shorter notices are given best effort, pending availability.
- *All accommodations will end when the required quarantine period expires.*

- **Faculty and Staff Quarantine:**

- Based on guidance from the Center for Disease Control or local, county, and state health officials, isolation and or quarantine parameters will be established for any pandemic.
- Employees of NJIT that must quarantine or isolate, if applicable and approved by the area Vice President or designee, may work remotely. If the symptoms present prohibits the employee from remote work, the employee(s) may utilize available sick or administrative leave during the quarantine or isolate.
- *All accommodations will end when the required quarantine period expires.*

B8.5 Communications Protocols

NJIT will provide frequent communications to students, faculty, and staff to facilitate coordination of the continuity plan and keep the NJIT community informed of the evolving circumstances surrounding a pandemic.

- Committees will meet immediately upon the declaration of a pandemic by the federal or state government. Each committee will be responsible for drafting communications to the NJIT community based on their area of responsibility.
- Communications will be forwarded to NJIT Strategic Communications for review, edits, and dissemination to the NJIT community via mass email. Committees may send all exigent information involving the pandemic immediately via CWNS.
- NJIT will create a pandemic recovery webpage at the onset of a declared pandemic that affects the NJIT community. Once the webpage is created, NJIT will send a link

via mass email to all students, faculty, and staff. On the pandemic recovery webpage, community members will be able to access information such as but not limited to, Variables for Operational Change, Recent Messages, links to federal, state, or local public health resources, FAQs, and the latest NJIT news related to the pandemic.

- When a member of the NJIT Community reports to Human Resources or the Dean of Students that they have been infected with a pandemic-related ailment, the contact tracing process will be conducted in coordination with Campus Health Services.
- During the contact tracing process, Campus Health Services will be responsible for communicating to any community members that had direct exposures resulting from the pandemic.
- Campus Health Services and the Department of Public Safety will attend local, county, and state Department of Health update and coordination meetings as available. NJIT procedures will be communicated as requested to the health agencies, and recommendations from these meetings will be incorporated into the NJIT pandemic planning phases. Campus Health Services will conduct all required communications to report pandemic-related metrics to these health agencies. The department of public safety will contact the Essex County Office of Emergency Management and the Essex County Department of Health to provide information and locations for infected persons and obtain a list of infected persons' housing locations. (This process will be allowed if declared within a Public Health Emergency Order released by the Governor's Office)
- These communications will be via campus email or direct phone calls to the affected party.
- The notification will not provide any information on the person with whom the exposed party had direct contact. This process protects that person's rights per FERPA and ADA guidelines.

B8.6 Campus Gatherings/Events

The pandemic committee or a designated committee will review the need for events and gatherings during the pandemic. Restrictions and guidance will be posted to the community via appropriate NJIT web pages and mass emails. Due to the fluid nature of a pandemic, the committees can be guided by the below. However, they may update or modify restriction and cancelation practices, as needed, for events and gatherings at NJIT.

- If a pandemic is declared and the university transitions to campus-wide remote operations, campus gatherings and events shall be prohibited except for essential personnel conducting business-related gatherings. An email will be sent to the campus community advising that all events and gatherings are prohibited and canceled. In addition, notice will be posted to the pandemic recovery website and on the web pages of various NJIT operational departments and colleges advising of the specific restrictions. The Department of Public Safety, Dean of Students Office, and Human Resources will ensure all person(s) comply with restrictions.

- When a partial in-person campus learning and working environment is reinstated, gatherings and events for NJIT students, faculty, and staff may be permitted. There will be specific instructions on restrictions emailed to the community, and web pages will be updated to reflect these changes. The parameters will be based on federal and state orders, Center for Disease Control guidance, and various other health agencies' guidance on the appropriate distancing, gathering limits, and personal protective equipment requirements. The Department of Public Safety, Dean of Students Office, and Human Resources will ensure all person(s) comply with restrictions.
- Upon full reconstitution of in-person learning and work at NJIT, persons not affiliated with NJIT may host events and gatherings. Restrictions that are still in place, such as gathering limits, proper protective equipment, and social distancing requirements, will be provided in writing to anyone hosting an event at NJIT. Students, Faculty, and Staff, will be allowed to host events and gatherings at NJIT for both community members and guests. Based on the type of event Strategic Communications, Dean of Students Office, Human Resources, or Public Safety will enforce and communicate all restrictions. Notice of restrictions or cancelations will be provided by the person(s) authorizing the event or gathering.

B8.7 Business Operations

B8.7.1 Student Refunds

- Processing student refunds via check could be delayed but will still be sent in the event of a pandemic. Students should consider enrolling in the Direct Deposit Program to limit delays in refunds. The process of enrolling in the Direct Deposit Program is as follows:
 - *Click “MyNJIT Login” on www.njit.edu and log in using your NJIT UCID and password*
 - *Click on “Student Services” in the left-hand column*
 - *Click on the link “Create/Update Direct Deposit Allocation” in either the My Bursar Account or the Online Services section of the page*
 - *Click on “Add New” in the Accounts Payable Deposit section of the page*
 - *Click “Create New”*
 - *Enter Bank Routing Number, Account Number, and Select Account Type (click “i” by each for more information).*
 - *Check the authorization box and Click “Save New Deposit.”*

B8.7.2 Business Continuity for Maintaining Essential functions

- **Department of Public Safety**

- The Department of Public Safety shall maintain a "Public Safety Continuity of Operations Plan" to ensure that the department's essential functions continue to be performed during a wide range of emergencies that impact the campus community's safety.
- In the event of a department-wide quarantine, the department will forward the non-emergency number to an assigned cell phone of a remote dispatcher. You can reach the dispatcher by dialing 973-596-3120. The Emergency 9-1-1 system will divert to a secondary "Public Safety Answering Point" that Verizon has established at the time of PSAP installation. Newark Police Department will respond to calls of service and patrol the NJIT campus for the duration of the department-wide quarantine.
- In the event of dispatcher center disruption, we will provide dispatch communication functions via the P25 radio at a remote location or by providing Rutgers Police Department with an NJIT P25 radio for dispatching purposes. The P25 radio functions over the state police cellular network (P25) and will effectively communicate, radio to radio, from anywhere in New Jersey north of exit 124 (Sayreville / S Amboy) on the Garden State Parkway.
- The department will maintain a stock of personal protective equipment to ensure a safe response to minimize officer contamination.

Officer may be placed on modified schedules to create social distancing, and the use of a substation will be considered and operationalized within 24 hours should the need exists.

- **Information Services and Technology (IST)**

IST has established services and support models that promote remote workers and onsite staff to support university requirements. All IST staff will continuously monitor communications and systems to ensure continued operations.

- IST will support the instructional continuity mission by ensuring Canvas LMS course shells are available for every instructor.
- IST staff will provision accounts and provide support remotely to ensure academic/research technology is operable while operating in a remote function.
- To allow for business continuity of IST-managed systems, at least one IST staff member will work on-site and assist with accessing services.
- The virtual private network, remote phone services, and WebEx platforms will be monitored and managed by IST staff to allow seamless transition

from the in-person to remote environments.

- Power outages would cause similar interruptions regardless of in-person operation or remote operations. Departments will be required to have a person available to restart computers in individual departments in the event of a power outage.
- NJIT maintains an alternate off-campus data center at a confidential location to ensure many needed IT services can have restored to function within 24 hours. NJIT Data Center issues related to a pandemic or other emergency, once transferred to the confidential off-campus location, will allow for a level of business, academic, and research activities to continue.
- NJIT shall continuously identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. NJIT has identified systems, databases, and files needed to ensure essential functions remain operational.

- **Finance**

The Finance Division will operate in a hybrid manner, employees will be split into groups. One group will work remotely while the other group will work at the workplace. This separation process will ensure a continued financial business operation with limited delays. The following provides for remote working protocol and operations:

- **Accounts payable** will send invoices via mail service, checks will be issued bi-weekly in most cases, and notifications via email will be utilized when practical, in place of paper mailings.
- **Payroll functions** will operate without interruption. A person will be on campus in the event of a pandemic to process paper checks. Direct deposits will process through Banner and will be accessible remotely. Banner Self-Service will not require a VPN to log in, but Banner 9 will require VPN to log in remotely. Forms will be signed and indexed as needed but may experience delays.
- **Procurement Services** will ensure all requisitions go through approvals and can be held for release as necessary. Proposals, bids, information on such, and quotes may be delayed but processed when personnel report to the office. Will coordinate deliveries with facilities and, when needed, stop shipments in the event mailroom services become suspended.
- **Budgeting** will process PAFs electronically, and DocuSign or Cornerstone will be utilized; all manually submitted recasts will be delayed. Other functions and responsibilities can be conducted remotely.
- **Bursars Office** will email students to utilize online payment processing to prevent delays associated with paper checks and potential health risks associated with in-person payments. Calls will be handled by a third-party call center, with emails sent to bursar personnel to follow up with the caller.

(Important: all cash, check, or in-person payments will experience delays during a pandemic)

- **Human Resources**

The Human Resources function at NJIT has several essential areas of operation, and an evaluation has been conducted into the feasibility of remote work and maintaining these essential functions. The following has been determined to allow for a continuous, uninterrupted level of service to the NJIT community:

- Secretarial Assistant II/Floater and Customer Service Representative would report to work in person with effective social distancing.
- Other members of Human Resources will be able to perform the following essential duties from a remote working environment. Those duties include Compensation, Employee and Labor Relations, Employee Benefits, Organizational Development, HR Operations, and Employment functions.
- Human Resources has also developed “Remote Work Arrangement Guidelines,” which are available on the Human Resource webpage, <https://hr.njit.edu/remote-work-arrangement-guidelines>. These guidelines allow for a seamless transition from in-person work and remote work. It also allows for a remote work option to continue once the pandemic committee has given an “all clear” return to work announcement. In addition, alternate or modified schedules will be permitted for essential personnel with the Area Vice President’s approval in a pandemic. In contrast, nonessential personnel may be transitioned to remote work without adjusting work schedules.

- **Facilities Services, Security Systems, Parking, ID and Mail Services**

Facilities Services endeavors to provide a healthy, safe, and helpful campus experience for students, parents, faculty, staff, and alumni. For emergency preparedness, we maintain an inventory of necessary disinfectants, disposable supplies, and personal protective equipment to complete our required role and safeguard the campus community. Specifically, for preparations related to a pandemic, Facilities Services has modified cleaning protocols and increased inventory levels of emergency supplies.

- Provide a list of important phone contacts.
- Notify contractors of temporary suspension of work
- Obtain a list of remaining residents, faculty, and staff.
- Verify availability of critical need contractors and suppliers.
- Install hand sanitizer in buildings.
- Building and Technical Services personnel will report to work unless advised otherwise.
- Maximize fresh air in occupied buildings.
- HVAC/Boiler Technicians will report to work as normal.

- An increase of disinfection on all hard surface areas will be conducted.
 - Develop rotating employee schedules to maintain social distancing.
 - Supply personnel with appropriate protective equipment.
- Pandemic-related hygiene products, cleaning solutions, and personal protective equipment will be procured through various vendors utilizing Emerchant. Inventory lists will be maintained, and secure storage space within buildings will be designated for these products. Management will continue to order needed pandemic-related items for the community's well-being as items become available and maintain a sufficient stockpile at all times to the best of their ability. Facilities, the Department of Public Safety, and Environmental Health and Safety will work in tandem to ensure stockpiles and required supplies remain available to support the educational missions of the university while preserving life and promoting safety during a pandemic. The department of Public Safety shall keep emergency responders and community needed personnel protective equipment secured within their facility and maintain a log of such equipment.
 - In addition to the above Facilities Service procedures, all buildings will be secured with access by NJIT swipe card only. Security systems staff will work remotely and be required to respond to work for loss of equipment functions. Essential Security Systems staff must coordinate with vendors while working remotely and respond to the workplace periodically to coordinate installations and system/equipment updates.
 - Mailroom functions will be reduced when a remote campus-wide directive is issued. Though mail will still be delivered and collected regularly, in the event of a staff shortage due to the pandemic, the Postal Service will hold mail for as long as practical before returning it to sender, and package coordination will be completed with administrators, department heads and researchers.
 - Mailroom schedules will split into specialized shifts or hours modified to limit exposure between employees.
 - Photo IDs will be coordinated remotely but may require personnel to report to work for issuing IDs as needed.
 - Parking systems and registration will be managed remotely, and parking hangtags will be mailed to community members.
 - **Environmental Health and Safety (EHS)**
 - See sections B8.1C Research Laboratories for EHS Continuity Plan.

B8.7.3 Recovery Protocol

The dynamics surrounding business operation consequences during a pandemic are fluid, the impacts can be numerous, and financial sources can be unpredictable depending on the extent of the pandemic. As a result, the “Financial Impact Committee” and “Pandemic Recovery Committee” will meet regularly from the onset of a pandemic declaration. The committees will evaluate, including but not limited to, potential student enrollment reductions, reductions in faculty and staff, and financial/operational disruptions. During the evaluation phase, all sources of financial aid to reduce any negative impacts on NJIT will be researched, including funds made available from federal, state, and local governments. In addition, a comprehensive review will be conducted to determine sources for the timely replacement of reduction to faculty and staff or other alternate means of operating with the temporary reduction to faculty and staff.

B8.8 Reconstitution

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The organization’s reconstitution plan considers the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers to complete the reconstitution process. The NJIT COVID-19 Coronavirus Task Force will oversee the reconstitution process to ensure a gap analysis is performed for all University functions. In addition, key triggers for reconstitution are considered, such as:

- period with no new cases of COVID-19;
- Significant reduction in numbers of ill community members;
- Consultation with the local and state health departments;
- Evaluating factors that led to modified operations or remote operations
- Developing a time-phased plan, listing functions and projects in order of priority for resuming normal operations.
- All reconstitution processes and instructions will be displayed on the NJIT Pandemic Recovery Page and could be sectioned into Phases 0 through 3 to slowly and safely transition back “to normal.”

B9. PATHOGENIC MICRO-ORGANISM

In the event of a spill involving biohazards such as human blood, other potentially infectious materials (i.e. human body fluids), and microorganisms notify the Department of Public Safety by **dialing 9-1-1 for Emergencies (State, NJIT, and your address location)** or ext. 3111 or 973-596-3111 for all other assistance and information.

The Public Safety dispatcher will then notify the Director of Environmental Health and Safety at ext. 3059 or 973-596-3059 who will implement the event response

It is the responsibility of the Principal Investigator and laboratory supervisor to ensure that

1. An appropriate spill response plan approved by the Director of Environmental Health and Safety for all laboratories has been developed;
2. Each individual in their lab is familiar with it; and
3. Appropriate disinfectant, personal protective equipment, and waste containers are readily available.

The Director of Environmental Health and Safety will oversee the cleanup and safe disposal of the material

APPENDIX

NJIT Campus Map Newark, New Jersey

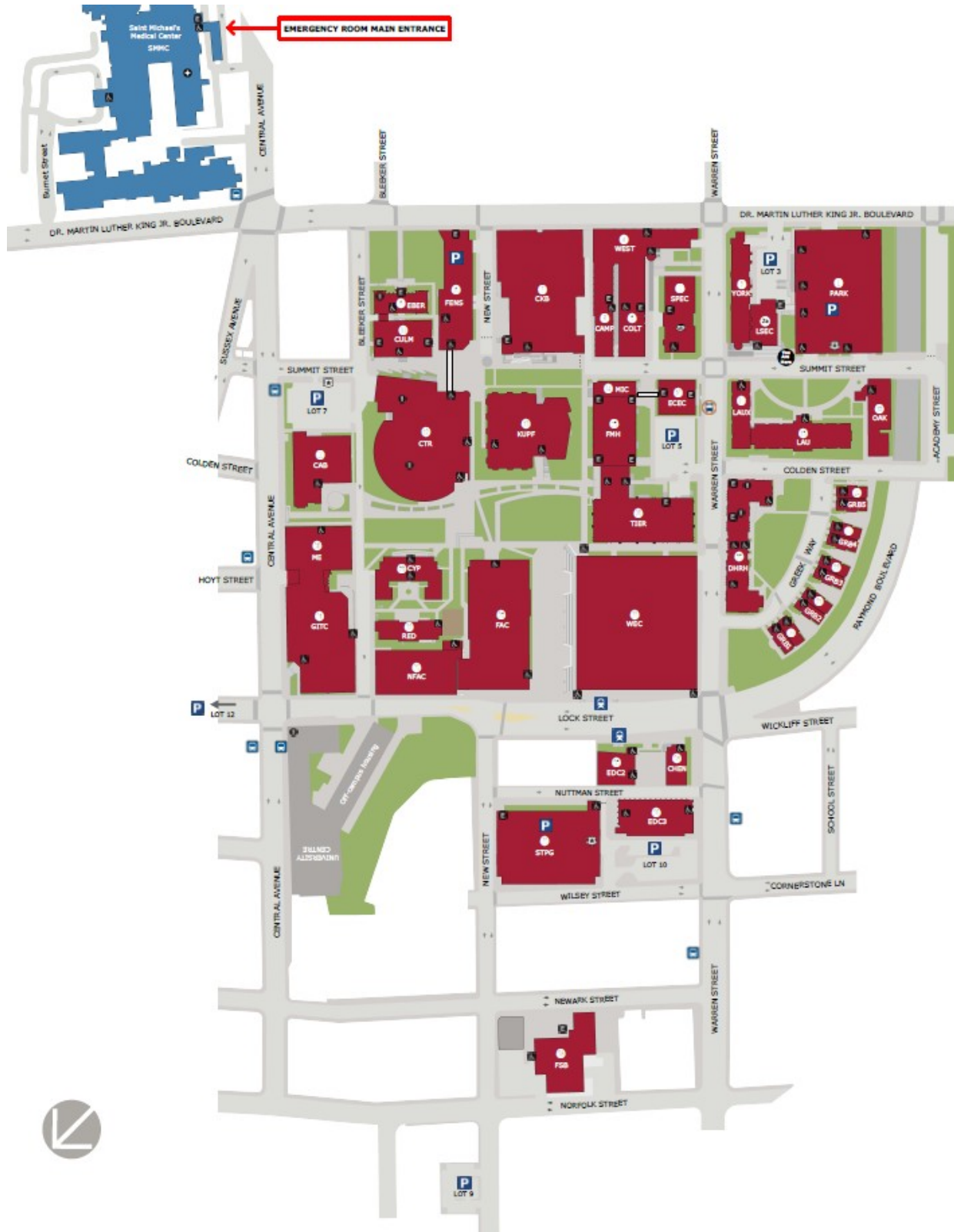
NJIT Campus Map, Newark New Jersey Building Legend

NJIT Crisis Communication Policy

NJIT Emergency Closing Policy

NJIT Resolution to adopt the revised Emergency Operation Plan (EOP), dated April 7, 2022

CAMPUS MAP



Map Legend

Building By Name	Building #	Abbreviation
Campbell Hall	6	CAMP
Campus Center	12	CTR
Central Avenue Building	11	CAB
Central King Building	7	CKB
Colton Hall	5	COLT
Council for Higher Ed in Newark Building	34	CHEN
Cullimore Hall	10	CULM
Cypress Residence Hall	29	CYP
Dorman Honors Residence Hall	25	DHRH
Eberhardt Hall	9	EBER
Electrical and Computer Eng. Center	16	ECEC
Enterprise Development Center 2	35	EDC2
Enterprise Development Center 3	36	EDC3
Faculty Memorial Hall	15	FMH
Facilities Service Building	38	FSB
Fenster Hall	8	FENS
Fleischer Athletic Center	28	FAC
Greek Way 05-07	20	GRB1
Greek Way 09-11	21	GRB2
Greek Way 13-15	22	GRB3
Greek Way 17-19	23	GRB4
Greek Way 21-23	24	GRB5
Guttenberg Information Technology Center	31	GITC
Kupfrian Hall	13	KUPF
Laurel Residence Hall	18	LAU
Laurel Residence Hall Extension	17	LAUX
Life Sciences & Engineering Center	2a	LSEC
Mechanical Engineering Center	30	ME
Microelectronics Center	14	MIC
Naimoli Family Athletic Center	33	NFAC
Oak Residence Hall	19	OAK
Parking Deck/Student Mall	1	PARK
Redwood Residence Hall	32	RED
Science & Technology Park Garage	37	STPG
Specht Building	3	SPEC
Tiernan Hall	26	TIER
Wellness & Events Center	27	WEC
Weston Hall	4	WEST
York Center	2	YORK

Colleges	Building #	Abbreviation
Albert Dorman Honors College	25	DHRH
College of Architecture & Design	4	WEST
Ying Wu College of Computing Sciences	31	GITC
College of Science & Liberal Arts	10	CULM
Newark College of Engineering	31	GITC
Martin Tuchman School of Management	11	CAB

Academic Units	Building #	Abbreviation
Aerospace Studies	15	FMH
Architecture & Design	4	WEST
Biological Sciences	5	COLT
Biomedical Engineering	8	FENS
Chemistry & Environmental Science	26	TIER
John A. Reif, Jr. Dept. of Civil & Environmental Engineering	5	COLT
Computer Science	31	GITC
Drama/Theatre	13	KUPF
Helen and John C. Hartmann Dept of Electrical & Computer Engineering	16	ECEC
Engineering Science	5	GITC
Engineering Technology	5	GITC
History	10	CULM
Humanities	10	CULM
Information Systems	31	GITC
Information Technology	31	GITC
Management	11	CAB
Mathematical Sciences	10	CULM
Mechanical and Industrial Engineering	30	ME
Otto H. York Dept. of Chemical, Biological and Pharmaceutical Eng.	26	TIER
Physical Education	28	WEC
Physics	26	TIER
Transportation	31	GITC

Student & EDC Parking

- Lot 9 (Open as Needed)
- Lot 10
- Lot 12 (Open as Needed)
- PARK
- STPG

Pre-Arranged Visitor Parking

- Lot 7
- PARK
- STPG

Reserved Faculty & Staff Parking

- FENS Parking Level 1

Faculty & Staff Parking

- Lot 3
- Lot 5
- Lot 7
- Lot 9 (Open as Needed)
- Lot 10
- Lot 12 (Open as Needed)
- FENS Parking Level 2
- FSB
- PARK
- STPG
- PARK (60-PSA Faculty Spaces in Lower Level one)

NJIT Map Legend

- 📖 Book Store
- 🌉 Building Bridge
- 🚏 Public Bus Stop
- 🚏 College Town Shuttle Bus Stop
- 🚶 Crosswalk
- 🍽 Dining
- ☎ Emergency Phone
- 🚪 Entrance
- ♿ Entrance Handicap
- 🏥 Medical Office
- 🅇 Parking
- 🚒 Public Safety
- 🚊 Light Rail Station
- 👤 24/7 Staff

Building By Number	Building #	Abbreviation
Parking Deck/Student Mall	1	PARK
York Center	2	YORK
Life Sciences & Engineering Center	2a	LSEC
Specht Building	3	SPEC
Weston Hall	4	WEST
Colton Hall	5	COLT
Campbell Hall	6	CAMP
Central King Building	7	CKB
Fenster Hall	8	FENS
Eberhardt Hall	9	EBER
Cullimore Hall	10	CULM
Central Avenue Building	11	CAB
Campus Center	12	CTR
Kupfrian Hall	13	KUPF
Microelectronics Center	14	MIC
Faculty Memorial Hall	15	FMH
Electrical and Computer Eng. Center	16	ECEC
Laurel Residence Hall Extension	17	LAUX
Laurel Residence Hall	18	LAU
Oak Residence Hall	19	OAK
Greek Way 05-07	20	GRB1
Greek Way 09-11	21	GRB2
Greek Way 13-15	22	GRB3
Greek Way 17-19	23	GRB4
Greek Way 21-23	24	GRB5
Dorman Honors Residence Hall	25	DHRH
Tiernan Hall	26	TIER
Wellness & Events Center	27	WEC
Fleischer Athletic Center	28	FAC
Cypress Residence Hall	29	CYP
Mechanical Engineering Center	30	ME
Guttenberg Information Technology Center	31	GITC
Redwood Residence Hall	32	RED
Naimoli Family Athletic Center	33	NFAC
Council for Higher Ed in Newark Building	34	CHEN
Enterprise Development Center 2	35	EDC2
Enterprise Development Center 3	36	EDC3
Science & Technology Park Garage	37	STPG
Facilities Service Building	38	FSB

Student Services	Building #	Abbreviation
Admissions & Enrollment Planning	8	FENS
Advising Success Center	8	FENS
Athletics & Physical Education	28	WEC
Bookstore	12	SPEC
Bursar	1	PARK
Campus Information Desk	12	CTR
Career Development Services	8	FENS
Copy Center & Mail Room	10	CULM
Counseling Center	6	CAMP
Dean of Students	12	CTR
Educational Opportunity Program	6	CAMP
Financial Aid	1	PARK
First Year Students	12	CTR
Graduate Studies	8	FENS
Health Services	28	FAC
International Students and Faculty Services	8	FENS
Learning Center	13	KUPF
Learning Center	7	CKB
Library	11	CAB
Pre-College Programs	6	CAMP
Registrar	1	PARK
Residence Life	29	CYP

Administrative Departments	Building #	Abbreviation
Admissions & Enrollment Planning	8	FENS
Accounting, Budgeting & Accounts Payable	8	FENS
Alumni Association of NJIT	9	EBER
Alumni Relations	9	EBER
Benefits	8	FENS
Continuing Professional Education	8	FENS
Development	9	EBER
Facilities Service	38	FSB
Food Services	12	CTR
Human Resources	8	FENS
New Jersey Innovation Institute	8	FENS
New Jersey Innovation Institute Lab	7	CKB
Office of the President	8	FENS
Office of the Provost	8	FENS
Parking & Identification Services	17	LAUX
Phonathon	8	FENS
Public Safety	1	PARK
Purchasing & Office Services	8	FENS
Real Estate Development & Capital Operations	8	FENS
Research	8	FENS
Special Events	9	EBER
Strategic Communications	8	FENS
University Advancement	9	EBER
University Counsel	8	FENS
University Information Systems	31	GITC

Catastrophic Emergency Protocols

New Jersey Institute of Technology

Principles Which Guide Action

A catastrophic emergency is a crisis that involves and affects everyone at the University. The emergency may be one of random violence (e.g., hostage situation; sniper), natural disaster (e.g., tornado), or environmental disaster (e.g., gas explosion; building collapse), but it will, by its nature, directly involve large numbers of people and require large scale efforts to manage.

The effects of a catastrophic emergency differ from those of other crises in that the impact is overwhelming, the campus response involves virtually everyone, the media involvement is sudden, intense, and persistent, and administrators are quickly thrust into the high profile by the media attention. A temporary suspension of bureaucratic procedures and rules may be necessary as usual activities are superseded by other goals.

Media involvement is immediate and constant. The desire for public information may be felt as intrusive and insensitive, however, the public eager for information includes family members and colleagues of each person in the campus community.

Keeping the entire campus community, the families of students and employees, and the adjacent local community fully informed is of utmost importance. Frequent, accurate information and consistent sources of communication are imperative. Rumor control, prevention of panic, and organization of emergency responses are dependent on these communications.

IMMEDIATE ACTION

The Emergency Response Team: The Emergency Response Team (ERT) while representing campus constituencies should be small enough to make immediate, decisive decisions. Each member of the Team will have specifically designated areas of responsibility. The leader of the ERT will be the President or his designee. The ERT will include representatives from The Office of the President, Senior Vice President for Administration and Treasurer, Public Safety, and the Office of Communications. Additional personnel will be added as may be appropriate to the nature of the emergency

Any member of the ERT who learns of a catastrophic emergency will contact Public Safety who will contact the President's Office and others relevant to the situation. All members of the ERT will immediately gather at Information Central at the Public Safety Office.

NEW JERSEY INSTITUTE OF TECHNOLOGY EMERGENCY CLOSING POLICY

A. The university may officially close its operations, from time to time, in whole or in part following procedures outlined in the Contingency Plans for Emergency Closing, in response to unusual conditions such as inclement weather or unanticipated occurrences emanating from internal or external factors and rendering the university, or a part thereof, unfit for regular operations. The authority to close operations is vested in and restricted to the Senior Executive Vice President and Provost or his designee.

B. An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by said authority or eight hours from the time the closing is declared, whichever first occurs.

C. When the closing is affected, all employees covered by the declaration shall be released from reporting at work and shall be compensated at their regular rate of pay for such released period. All employees directed to report or remain at work during an emergency closing, and only such employees, shall be considered essential services personnel for the period in question and, if of the legal category of personnel eligible for overtime, shall receive double their regular rate of pay for that period of actual work reporting during the university declared emergency closing.

D. When an emergency closing is regional to a building, area, or part thereof and the university provides an alternative work site for affected individuals, those employees are expected to remain at the alternative worksite and will receive their regular rate of pay for the regular shift(s) worked at the alternative worksite.

E. As a general rule, essential services personnel as described above are:

1. Facilities Services personnel involved in restoring, readying, and/or ensuring an accessible work environment.
2. University Public Safety Personnel.
3. Residence Life personnel.
4. Specific circumstances and operational needs may dictate express designation, on a case-by-case basis, of other personnel. Those designated employees are then governed by those reporting and pay parameters of essential services personnel.

F. When an employee is otherwise absent from the university in a pre-approved (or otherwise authorized) paid leave and accordingly charged paid accrual of an appropriate benefits bank, and an emergency closing is effected on the same day as the pre-approved paid absence, only that time (on an hour-for-hour charge, for those eligible for overtime, or a half-day charge for all others) that the university is open for regular reporting from such individual, had he/she not been on an approved leave, will be charged from the pre-approved or otherwise authorized paid benefits bank.

G. When the university is not closed by this and/or other official policy and regulation or when an otherwise acceptable excused absence from employment by controlling policy is not properly utilized, all employees are expected to report to work in a timely fashion. Failure to report, due to serious weather conditions or another real impediment, shall result in the subject employee utilizing his/her choice of either available administrative day accrual or vacation accrual to account for the absence.

H. In the event of a non-reporting, due to inclement weather or other real impediment making it virtually impossible to report, non-exempt personnel will be charged accrued time on an hour-for-hour exchange of absence and paid accrual. Exempt personnel shall be charged the nearest half day of paid accrual for the absence as rounded to the half-day.

NEW JERSEY INSTITUTE OF TECHNOLOGY
RESOLUTION TO ADOPT A REVISED EMERGENCY OPERATION PLAN

WHEREAS, New Jersey Public Law 2011, Chapter 214 that requires all institutions of higher education operating in the state formally adopt an emergency operations plan by July 17, 2012; and

WHEREAS, on June 7, 2012, the Board of Trustees adopted an emergency operations plan and submitted the plan to the Office of the Secretary of Higher Education, the New Jersey Office of Homeland Security and Preparedness, the New Jersey Department of Health, and the New Jersey Office of Emergency Management as required; and


WHEREAS, the plan must be reviewed, revised, and adopted by the Board of Trustees every five years and resubmitted to the Office of the Secretary of Higher Education, the New Jersey Office of Homeland Security and Preparedness, the New Jersey Department of Health, and the New Jersey Office of Emergency Management; and

WHEREAS, the Administration has reviewed and revised the emergency operations plan to incorporate revised policies and procedures.

THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the Emergency Operations Plan dated April 1, 2022; and

BE IT FURTHER RESOLVED that the President is hereby authorized and directed to certify, the adoption of the plan to the appropriate State and Local Agencies;

BE IT FURTHER RESOLVED that the plan will be made available for review by appropriate State and Local Agencies.



Holly C. Stern, Esq.
General Counsel/Vice President of
Legal Affairs and
Secretary to the Board of Trustees
New Jersey Institute of Technology

Board Resolution 2022-28
April 7, 2022