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LETTER OF PROMULGATION

This Montclair State University, Emergency Operations Plan (EOP) describes the duties and responsibilities of designated individuals, departments, agencies, and volunteer organizations in the event of a disaster. The plan directs individuals and organizations to provide guidance, relief, and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of a disaster that might or has occurred at Montclair State University. The plan is written with an explicit interest in the welfare and safety of the faculty, staff, students, and visitors to the University. It provides the opportunity to be better prepared for and to quickly recover from disaster(s), thereby saving lives, resources, and University assets. Following Homeland Security Presidential Directive (HSPD) 5, all University agencies or departments have responsibilities delineated in this EOP will use the National Incident Management System (NIMS). NIMS allows and ensures proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events. According to the authority of the Board of Trustees of the Montclair State University and my authority as the President of the University, this Emergency Operations Plan, its attachments, appendices, and annexes are adopted as policy. Each administrator, department chair, director, and functional manager directed to take necessary actions to implement it by developing written internal procedures that detail support required by the plan and then maintaining preparedness to put the plan into action. All previous emergency operation planning documents, which have been incorporated in this plan, shall be destroyed. The University Chief of Police and the Director of Emergency Management are designated as the responsible officials to coordinate, implement, and supervise emergency operations on behalf of the President, and other Administrative Officers of the University. The Director of Emergency Management is empowered to coordinate with other local, state, and federal emergency operations agencies in the event of disasters that may require the implementation of this plan.

II. AUTHORITY:

Federal:
III. PLAN DEVELOPMENT AND MAINTENANCE:

Annual review: Emergency Management Plan will be reviewed annually and will be updated and revised as appropriate.

Maintenance of Plan

Interim revisions will be made when one of the following occurs:

- A change in university site or facility configuration that materially alters the information contained in the plan or materially affects the implementation of the Emergency Management Plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan

IV. INTRODUCTION

The Montclair State University Emergency Preparedness Plan identifies natural and man-made emergencies that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency. All departments within the Montclair State University community should become familiar with this plan. As appropriate, they should formulate their action plans or emergency operations checklists to complement this plan, and submit a copy to the Emergency Management Director for review and approval.
This Emergency Operation Plan has intended for the main campus as well as any locations that are leased, owned, or managed by the Montclair State University. Montclair State University Police will maintain copies of all plans.

University emergency operations will be conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of, the University administrators directing and/or coordinating the emergency operations. An Emergency Executive Group co-chaired by the Chief of the Montclair State University Police and the Emergency Management Director shall meet every two years to review the University’s Emergency Preparedness Plan for necessary updates and revisions. During alternate years, all requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Emergency Management for evaluation. All changes recommended by the Director of Emergency Management will be submitted in writing to the President and for approval and inclusion in the plan. Montclair State University has approximately 20,000 students with nearly 5,000 students residing on campus. Montclair State University’s main campus is located on 250 acres within Little Falls and Montclair Townships as well as the City of Clifton; all three jurisdictions are located in Essex and Passaic Counties. Within the campus boundaries, the Floyd Hall Enterprises manage two facilities that include the Yogi Berra Stadium hosting a minor league baseball team and an ice arena that hosts numerous ice-related sporting events. Montclair State University also has a School of Conservation located in Branchville, New Jersey located in Sussex County. This Emergency Operation Plan has intended for the main campus as well as any locations that are leased, owned, or managed by the Montclair State University.

V. PURPOSE:

A. Various federal and state laws require the University to have an emergency plan. The plan is intended to protect lives and property and to maintain an environment suitable for the orderly conduct of education. Since an emergency may strike without warning, this plan is designed to be flexible and assists in answering three basic questions:

"What should I do?"

This plan describes the overall operational concepts relative to readiness for emergency response and recovery.

"How should I do it?"

This plan describes the Incident Command System (ICS) under the National Incident Management System/ Standardized Emergency Management System (NIMS), which is the management system used to cope with an emergency.

"What should I know?"

This plan describes general actions to manage emergency response situations. Additional information sources regarding emergency management are provided.

B. This plan is an all-hazard approach to emergency management and covers natural disasters, technological disasters, and national security crises.

VI. SITUATION:

A. General Description
- Montclair State University is one square mile in size and is an academic community with residential housing, academic/classroom facilities, administrative and service facilities, recreational and athletic facilities, research facilities, agricultural areas, and undeveloped preserves. The campus is surrounded by developed residential, commercial, and light industrial areas.

- The University is located in northeastern Essex County and southern Passaic County. University property extends into the following municipalities, The Township of Montclair, Township of Little Falls, and the City of Clifton.

- During the academic year (September through May) the University has a residential population of approximately 5,000 people and a workday population of 21,000. During the months of May through August, there is a reduced resident population of approximately 2,000 and a workday population of approximately 6,000 (faculty, students, and staff).

- Primary land transportation routes that pass through or are adjacent to the Montclair State University campus include the following:
  - Route 46
  - Route 3
  - Valley Road
  - Normal Avenue
  - Clove Road
  - Quinn Road
  - Long Hill Road
  - Webster Road
  - College Avenue
  - New Jersey Transit CSX Rail line

B. Identified Hazards.

Hazards which may affect Montclair State University include but are not limited to:

- 1. Severe Weather
- 2. Localized flooding
- 3. Power failures
- 4. Hazardous Materials Incidents
- 5. Civil disturbances/disorder
- Major fires/explosions
- Public health incidents (Pandemics)
- Improvised Explosive Devices/ Bomb Threats
- Transportation Accidents
C. ASSUMPTIONS:

- 1. The Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered by the University during a major emergency or disaster. The plan assumes that:

- 2. An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.

- 3. Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification to meet the requirements of the emergency or disaster.

- 4. Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available for as long as 72 hours.

VII. SCOPE:

A. The Emergency Operations Plan applies to all Montclair State University personnel (faculty, staff, students, and visitors) and all buildings, grounds and satellite properties owned, leased, and operated by the University.

B. For example, this plan applies to the satellite campus in Branchville and Bloomfield campuses.

C. PLAN PRIORITIES:

1. To protect a person(s) and needs of survivors
2. To protect property
3. To provide public information
4. To restore essential services and instruction

VIII. LEVELS OF EMERGENCIES:

A. The Montclair State University emergency response is based on the severity of the event and the availability of local resources. Generally, response to a major emergency or disaster will progress from local to regional to state to federal involvement.

1. Campus Emergency (Level 1) - A Level 1 emergency is an event that occurs on the main campus or satellite properties and is managed from the scene or at University Police Headquarters. The event can be handled with existing University resources or limited outside agency assistance. A Level 1 emergency is usually a single or one-dimensional hazard of limited duration with little or no impact on University operations. The Emergency Operations Center (EOC) is not activated. All responders coordinate via established telephones, radio systems and dispatch centers. A campus state of emergency is generally not proclaimed.

2. Local Emergency (Level 2) - A Level 2 emergency is an event involving some or all of the University that cannot be handled with existing University resources and requires outside assistance (city and/or County). Level 2 emergencies are most likely multi-hazard situations. The Emergency Operations Center may or may not be activated. A campus state of emergency might be proclaimed.
3. State of Emergency (Level 3) - A Level 3 emergency is a situation involving the entire campus and surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the University and local, county, and state resources. Level 3 emergencies are multi-hazard, and outside help may not be available for a prolonged period of time. The Emergency Operations Center is activated. A campus state of emergency is proclaimed.

4. State of Emergency (Level 4) - A Level 4 emergency is a catastrophic situation involving the entire campus and surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the University and local, county and State resources and now requires Federal resources. Level 4 emergencies are multi-hazard, and outside help may not be available for a prolonged period of time. The Emergency Operations Center is activated. A campus state of emergency is proclaimed.

IX. OPERATIONS AND CONTROL

A. Operational Concepts

1. Emergency Management Chain of Command

a. The University President is ultimately responsible for the University's overall response to emergencies. The president has designated Chief of Police and the Director of Emergency Management as the university's Emergency managers. The Chief of police will serve as the primary emergency manager and will assume charge of all emergency situations. The Director of Emergency Management will coordinate and serve as the emergency manager in the absence of the Chief of Police.

b. Normal day to day operations including most limited emergencies occurring on the grounds of Montclair State University shall be the responsibility of the respective department heads.

c. Should a public safety emergency arise that requires a significant multi-department response, the Emergency Management Director will activate the Emergency Management Team (EMT). This team is comprised of administrators and department heads who organizations have emergency response functions or resources. The Emergency Management Director will coordinate the response efforts of the various team members.

d. During emergencies requiring the activation of the EMT department heads would remain in charge of their respective departments.

2. Actions Implemented During Periods of Increased Risk

1. During periods of heightened risk, initial emergency direction and control will emanate from the University police Headquarters. If it becomes necessary to activate the EMT, an Emergency Operations Center (EOC) will be established at the Abbott and Costello building on the second floor. If the EOC needs to be relocated then University Police Headquarters can be utilized or the Little Falls Police Department EOC.

2. During periods of heightened risk, department heads or designees will perform the following actions:

   - Alert university officials of potential hazards
   - Ascertain recall duty status and availability of personnel
3. Incident Command System

The University Police Department and Emergency Services and other departments with an essential emergency response functions follow the National incident Command System/Incident Command (ICS) format for managing emergencies, and continually to train in its use.

4. Reduction of Routine Services

During emergency situations, there may be the reduction and/or elimination of routine public services provided by university departments (i.e. routine maintenance, special events, class). This reduction or elimination would allow personnel and resources to be redirected to emergency operations.

5. University State of Emergency

a. In the event of a severe emergency condition the University President may declare a University State of Emergency, generally after consulting with the Chief of Police (or Director of Emergency Management in the absence of the Chief of Police), Incident Commander, and the President’s Cabinet.

b. When the University State of Emergency is declared all parameters relating to the emergency shall be included in the emergency declaration:

- Reduction of public services
- Restrictions of traffic flow
- Evacuations
- Diversion of university resources
- Requests for municipal, county, or state assistance

c. Upon declaration of a university emergency, university resources will be coordinated by the Director of Emergency Management

d. Upon declaration of a university emergency, the appropriate municipal and county Office of Emergency Management will be notified.

e. Termination of a University declaration of Emergency will be made by the University President, release or redirection of university resources back to normal operations will be coordinated by the
University Emergency Management Director through the Emergency Management Operations Team

f. In the event of an emergency situation requiring external assistance beyond that of a routine mutual aid from local municipalities, the University Emergency Manager (with permission from the University President) will follow the formal chain of command and contact the appropriate municipal and county Offices of Emergency Management to ask the statutory State of Emergency be declared.

B. Phases of Emergency Management

There are four primary phases of emergency management are outlined below, relating to campus mitigation, preparedness, response and recovery activities occurring before, during, and after an emergency or disaster has occurred.

1. Mitigation (Phase 1) Activities that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency are examples of mitigation. Specific hazard mitigation plans are prepared following a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster. Mitigation planning also includes a review of ways to eliminate or reduce the impact of future disasters. Once a disaster has occurred, the University may be involved in complying with the hazard mitigation requirements under "Federal Hazard Mitigation Funding Section 406".

2. Preparedness (Phase II) Normal Operations – This Plan is considered to be in effect at all times to provide authorization to accomplish essential emergency preparedness activities. The preparedness phase involves activities undertaken in advance of an emergency in accordance with State and Federal Higher Education requirements. These activities will provide operational capabilities and improve effective response to disasters. Actions below are all examples of the planning activities conducted under this phase:

a. Developing and revising disaster plans and hazard analyses

b. Writing mutual aid operational plans

c. Training response personnel, including the training and assignment of Student Health Center staff in disasters that may require additional EMS resources

d. Improving public information and communications systems

e. Conducting exercises to validate the planning process

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures and checklists for the support of the EOC. Elements of these procedures include:

f. Provision to support, maintain, staff, direct and control University resources during the time of a major disaster.

g. Specific emergency actions that will be assumed by staff and designated successors during emergency situations.

h. Circumstances under which successor emergency authorities would become effective, and when they would be deactivated. Current department personnel notification/recall rosters procedures and the means to implement. This should
include a communication system to implement call-out rosters for personnel assigned to the EOC, support functions and first responders.

i. Establishment of a system for communication to the EOC, UPD dispatch and Facilities Services dispatch/work order control center, and to manage organizational resources, response field personnel and maintain contact with the EOC during emergencies.

j. Developing mutual aid and other support agreements with appropriate local and state agencies, vendors.

k. Reporting of damage assessment information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the EOC during an emergency. Support of cleanup and recovery operations following disasters.

l. Training of assigned response staff and campus volunteers to augment the performing of emergency functions.

m. Increased Readiness – Montclair State University, will take appropriate action to increase readiness as a crisis begins to develop. Actions taken during the buildup of a crisis situation are designed to increase the university’s ability to respond effectively to a disaster.

n. Departments should consider increasing their readiness for an emergency upon the issuance of a credible, long-term prediction or advisory that could impact the County or State, or a rapidly deteriorating international situation that could lead to a possible attack upon the United States.

Actions to be accomplished during this phase include but are not limited to:

o. Inspections of critical facilities

p. Reviewing and updating emergency plans and Standard Operating Procedures

q. Briefing President’s Emergency Executive Group

r. Updating resource lists

s. Mobilizing resources

t. Testing warning and communications systems

u. Creating accurate, timely, emergency public information

v. Recruiting of additional staff and Disaster Service Workers

3. Response (Phase III) Pre-Impact - When the Montclair State University, emergency management organization recognizes the likelihood of a pending disaster, actions will be taken to save lives and protect property first. The response phase is activated to coordinate emergency response activities. Montclair State University Emergency Operations Plan level of response necessary will be determined to meet the pending emergency. If the situation warrants, or upon notification from the State Office of Emergency Management, a full emergency will be declared.
a. Disseminating warning, emergency public information, and other advice and action instructions to the public

b. Surveying and evaluating the emergency situation

c. Marshaling, allocating, and positioning personnel and equipment

d. Mobilizing necessary resources

e. Activating the EOC using established guidelines

f. Evacuating the campus community if necessary

Immediate Impact

During this phase, the emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by Montclair State University, emergency responders, and may include mutual aid, local, county and State operational area, responders.

a. Activating Incident Command Posts and the EOC

b. Issuing emergency instructions to the campus community

c. Immediate Emergency - If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a Montclair State University emergency is declared, the City of Clifton, Montclair and Little Falls Townships, will be notified and may be requested to proclaim a local emergency.

d. Conducting evacuation and/or rescue operations as required

e. Issuing emergency instructions to the campus community

Sustained Emergency - As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. County or statewide mutual aid may be provided to assist with these efforts and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident.

a. Providing for the care and treatment of casualties

b. Collecting, identifying, and disposing of the dead

c. Providing for the mass care (food, lodging, etc.) needs of displaced persons

Response Levels:

a. Level I Response Mode - Decentralized Coordination. This management mode is operative under normal conditions in which emergency situations are responded to by the usual management procedures and local resources are adequate. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished by the Communication Center.

b. Level II Response Mode - Centralized Coordination. This mode of
operation is used for emergency responses that require several functional units within the plan to be activated. In these situations, key EOC personnel will meet in a central location to provide emergency coordination. Their activities include but are not limited to:

1. Establishing a situation assessment function
2. Establishing a public information function
3. Determining resource requirements and coordinating resource requests
4. Establishing and coordinating the logistical systems necessary to support emergency services

c. Level III and IV Response Modes - Highest Interagency Coordination and Discretion. This mode of operation will be utilized following a major disaster that would render it impossible for Montclair State University, to effectively respond or function at either Level I or II. In this situation, the EOC will be activated and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.

4. RECOVERY (Phase IV). At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital operations and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities. Montclair State University, operations will be restored. Montclair State University Emergency Operations Plan disaster assistance for affected persons will be coordinated through joint County, State and Federal Disaster Assistance Centers in the area.

If major damage has occurred, the recovery aspects of this plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts.

a. Implementing health and safety measures

b. Protecting, controlling, and allocating vital resources

c. Restoring or activating essential facilities and systems

d. Enforcing police powers in controlling the locations

e. Establishing access controls, erecting traffic barricades, etc.

X. DECLARATION OF CAMPUS STATE OF EMERGENCY

4. The declaration of a campus state of emergency is required when the University is the only affected by an emergency or disaster. If the City of Clifton or Montclair or Little Falls Townships declares a local emergency, then the Emergency Operations Plan can be activated without the University proclaiming a campus state of emergency. A declaration of a campus state of emergency provides the University with the authority to:

University proclaiming a campus state of emergency. A declaration of a campus state of emergency provides the University with the authority to:

1. Receive mutual aid from the Local, County, State, and Federal resources
2. Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans and agreements

3. In the absence of a State of War Emergency or the State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements

4. Requisition necessary personnel and material of any department or agency

5. Issue orders and regulations necessary to provide for the protection of life and property

6. Issue orders and regulations imposing a curfew

7. Conduct emergency operations without facing liabilities for performance or failure of performance

1. CONTINUITY OF OPERATIONS

2. Line In the event that the President is not present or is disabled, the authority and responsibility to activate the Emergency Operations Plan shall follow this chain of succession:

3. University President/Chief Executive Officer
   1. Acting President
   2. Provost/Vice President for Academic Affairs
   3. Vice President for Student Development and Campus Life
   4. Vice President of Facilities
   5. Montclair State University Chief of Police
   6. Emergency Managers
   7. Chief of Police
   8. Director of Emergency Management
   9. Designee of the Chief of Police

4. Functional Annex Line of Succession

The person responsible for each annex (emergency functional area) must also establish a line of succession and ensure that personnel in that function area as well as the Emergency Managers is kept informed of that line of succession.

1. Reporting procedures to other Levels of Government

2. Requests for Resources and Information
   1. During times of emergency all University departments heads shall direct and coordinate all resource requests through the Emergency Management Operations Team. The Emergency Management Operations team will prioritize all University resource requests and direct them to all affected areas.

   1. All resource requests that exceed university capability shall be directed to, and by, the appropriate municipal Office of
Emergency Management. If an emergency exists that affects areas of the University campus located in multiple municipalities, the Passaic County Office of Emergency Management will be notified.

1. Notification of EOC Activation

When the University Emergency Operations Center (EOC) is activated, the following agencies and administrators, depending on the scope and severity of the emergency, shall be notified:

2. Executive Emergency Management Group
   1. President
   2. Provost
   3. Vice-President of Administration
   4. Vice-President of Finance and Treasurer
   5. Vice-President of Student Development and Campus Life
   6. University Counsel
   7. Executive Director of University Communications and Marketing

2. Emergency Management Team
   1. Chief of Police
   2. Director of Emergency Management
   3. Director of Emergency Medical Services
   4. Dean of Students
   5. Director of Environmental Health and Safety
   6. Director of Communications
   7. Director of Student Health
   8. Director of Parking and Transportation Services
   9. Director of Physical Plant
   10. Director of Residential Education and Services
   11. Director of Fire Safety
   12. President, of Student Government Association

1. Protection of Vital Records

2. Responsibility for Protection of Vital Records
   1. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments.
   2. These vital records will be stored as specified by SOP.
Types of Vital Real estate records

Vital Records are those non replaceable records of the University for which there may be a future need and shall include but not limited to:

1. Student and employee records
2. Financial/budget records
3. Risk management related records
4. Facilities records
5. Public safety records
6. Facilities blueprints

XII. ADMINISTRATION and LOGISTICS

1. Reports, Records, and Event Log

2. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed reports of actions taken during an emergency, and forward these actions to the Emergency Management Director.

3. The Emergency Management Director is responsible for records and reports received from or passed to the county or higher levels of government and for starting and maintaining a significant events log of the emergency.

4. Records of Expenditures

1. Each department head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditures records are forwarded to the appropriate University office for processing.

2. The Emergency Management Director is responsible for the records of expenditures associated with the general operation of the Emergency Management team and the Emergency Operations Center.

1. Mutual Aid

1. There are **verbal** mutual aid agreements with:

   1. Little Falls
   2. Montclair Township
   3. City of Clifton
   4. Passaic County Sheriff's Department
   5. Passaic County Office of Emergency Management

2. Montclair State University, recognizes the Operational Area Concept under NIMS and accepts that the Operational Area for the main campus in the Little Falls and Montclair Townships and the Cities of Bloomfield and Clifton are in Passaic and Essex Counties. For the satellite campus in Branchville, the Operational Area is Sussex County. Requests for mutual aid at the Branchville Campus, will be made through the
Upon receiving mutual aid, the University is responsible for logistical support of reporting personnel.

Requests for coordination of mutual aid support during large scale emergencies will normally be accomplished through established channels at the municipal and county Emergency Management Offices. The request should specify, as applicable, the following information:

1. Amount and type of resources needed
2. Reporting time and location
3. Personnel reporting hierarchical structure
4. Access routes
5. Estimated duration of operations

**XIII. EMERGENCY MANAGEMENT TRAINING AND EXERCISES**

1. The main objective of the Montclair State University, Emergency Management organization is efficient and timely response during emergencies. A good plan is a first step toward that objective.

2. Planning alone will not guarantee preparedness. Training is essential to make emergency operations personnel ready to respond effectively. Emergency management training records are kept for a minimum of seven years.

3. University conducts the following levels of training:
   1. NIMS, and ICS overview training of new staff within one-year of employment
   2. Specialized training annually for employees designated either as a Building Marshal/Monitor or EOC team member.
   3. One element of this training program will be emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities and systems used in emergency situations. These exercises are carried-out in several forms.
   4. Tabletop Exercises are an informal discussion of a simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event is done once a year.

5. Drills are a single emergency response function, single agency involvement, and often have a field component such as evacuation from a building. Testing is done at least once a year.

6. Functional Exercises are when policy and operations personnel practice emergency response with stressful and realistic simulations, take place in real time, emphasize emergency functions and the EOC is activated. Testing is done at least every other year.

7. Full Scale Exercises are the most complex type of exercise, and the ultimate goal of the training program. This takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreement, tests several emergency functions, EOC is activated and produces high stress. Testing is done at least every five (5) years; however activation of the EOC in response to an actual
emergency or disaster meets this testing requirement.

**XIV. CAMPUS EMERGENCY EQUIPMENT**

1. Certain extraordinary emergencies, such as a major earthquake or hurricane with a local or regional impact, could require
   the campus emergency management operations to operate without outside assistance for a period of time (72 hours or
   greater).

2. The needs of the campus, in a sustained emergency situation, require that necessary equipment be in place and in
   operational order. Designated campus personnel have been issued procurement cards for use in the purchase of
   emergency equipment and supplies.

3. Memorandums of Understanding (MOU) are in place with local vendors to provide access to additional needed resources.

   1. A complete roster of emergency resources, supplies, and equipment is contained in the University Emergency Operations
      Center.

**RESPONSIBILITIES**

1. When a University emergency reaches proportions that cannot be handled by routine measures, the President or designee
   may activate the Emergency Operations Plan in accordance with ICS. The ICS is designed to be flexible and to
   accommodate situations of varying severity.

   (Detailed responsibilities are located in the EOC Annex of this Emergency Operation Plan)

   1. Emergency Operations Center Executive – Vice President of Student Development and Campus Life.

      1. Oversees emergency operations and serves as the link between the
         President and the Emergency Operations Center Manager and/or Emergency Management Director.

   2. Approves policies regarding emergencies prior to an emergency

   3. Works through the President in approving and authorizing recovery operations within the context of the emergency

   4. Does not participate in operational aspects of an emergency response

   5. Emergency Operations Center Manager - OEM Director

      1. The University Emergency Managers are responsible for implementing this plan and directing the emergency response.
         At Montclair State University the Director of Emergency Management serves as the coordinator of the Office of
         Emergency Management.

   1. Public Information Officer (PIO) – Media Relations

      1. Coordinates public communication of emergency activities in consultation with the campus Executive group (President
         and Vice Presidents)

   2. Safety Officer - Director of Environmental Health and Safety

      3. Advises on all matters relative to the operational safety of incident personnel and ensures the coordination of safety issues
across multiagency efforts

4. Operations Section Coordinator - UPD designee of the Chief of Police

1. Responsible for coordinating the activities of the Operations Section, including:

   1. **Law Enforcement** – Provides support for field activities such as law enforcement, traffic control, evacuations, access to hazardous areas; coordinates with local fire and police agencies; supports rescue and first aid response
   
   2. **Fire Services** - Provides support for field activities such as fire and search and rescue coordination; coordinates with local fire and police agencies; supports rescue and first aid response
   
   3. **Medical Services** – Provides support for mass casualty field activity; coordination between temporary casualty care facilities and transportation of casualties; assigns Student Health Center staff for EMS in the absence of off campus mutual aid services
   
   4. **Facilities Operations (Public Works)** – Provides support for facilities and utilities; and supports law enforcement and fire service personnel in access and perimeter control

1. Planning Section Coordinator – University Advancement, or Designee

1. Responsible for coordinating the activities of the Planning Section, including:

   2. **EOC Message Center** - Gathers information and produces situation status reports, damage assessment and weather predictions
   
   3. **Documentation** – Maintains all event records, and assists with writing operational period action plans

1. Logistics Section Coordinator - Associate Vice President, Facilities Services

1. Responsible for coordinating the activities of the Logistics Section, including:

   2. **Facilities Maintenance** – Provides logistical support for field activities related to the repair and restoration of essential structures and utilities, facility access and perimeter control
   
   3. **Supplies/Movement** - Provides resources and support services for emergency operations

1. Finance Administration Section Coordinator – Associate Vice President of Finance and Treasurer

1. Responsible for coordinating all Finance Section personnel, including:

   2. **Procurement/Contracts** - Tracks expenses and prepares reports to local, state and federal authorities for documentation and potential reimbursement

1. Human Resources Coordinator - Human Resources Director

1. Assigns staff in accordance with Montclair State University policy, tracks and records time expended by personnel

1. Liaison Officer – Student Development and Campus Life Manager or Designee

1. Responsible for coordinating campus emergency liaisons, as needed, including:

   1. **Housing Liaison** - Communications link between the EOC and the Housing Staff, which provides food and emergency shelter to the campus community
   
   2. **Student Affairs Liaison** – Resident Life Director/ Student
Communications

1. Communications link between the EOC and Student Affairs, which is responsible for vital communications between students and their families and loved ones

1. Academic Affairs Liaison – Provost or designee
   1. Communications link between the EOC and Academic Affairs, which is responsible for restoring the academic process

2. Psychological Counseling Liaison – C.A.P.S. Director

3. Communications link between the EOC and Psychological Counseling, arranges support for first responders and victims

XVI. EOC STAFF CALL IN PROCEDURES

1. Determination of an actual emergency can be made by any one of the following sources: UPD Officer, UPD Official, outside informational sources, others as deemed worthy and responsible.

2. During normal working hours an emergency situation will be analyzed and declared by the Montclair State University Police Dept. and a call-in procedure initiated.

3. During off hours, the UPD Officer in Charge will make an initial determination of the seriousness of the incident based on the immediate information available. When time is critical, or when in doubt, the officer will activate the UPD Phone Tree in the following order: UPD Sergeant, UPD Lieutenant, UPD Captain and then UPD Chief and UPD Director of Emergency Management.

XII. DEFINITIONS:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>DEP</td>
<td>New Jersey Dept. of Environmental Protection</td>
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<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
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<tr>
<td>EMD</td>
<td>Emergency Management Director</td>
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<td>EMRAD</td>
<td>Emergency Management Radio</td>
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<td>EMS</td>
<td>Emergency Medical Service</td>
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<td>EPA</td>
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<td>EPI</td>
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<td>EOC</td>
<td>Emergency Operation Center</td>
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ALERT WARNING AND COMMUNICATION ANNEX

MONTCLAIR STATE UNIVERSITY EMERGENCY NOTIFICATION ANNEX

INTRODUCTION:

STATEMENT OF APPROVAL:

This Alert Warning and Communication Annex of the Montclair State University Emergency Operations Plan meets the approval of the Chief of Police and the Emergency Management Director and is hereby approved. This Annex supersedes any previously written Alert, Warning, and Communications Annexes.
1. **AUTHORITY AND REFERENCES**

1. Laws, Regulations, and Directives:
   1. State
      1. J.S.A Title 18A
      2. OEM Directive 89, Frequency Allocation
   2. University
      1. University Regulations and Procedures Manual Book #5,

2. **University Safety Policies and Guidelines (Regulation 5.1.1)**

1. References, Guidance Material, and other Documents
   1. Federal
      1. FEMA Principals of Warnings and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals,

   1. FEMA State and Local Communications and Warning Systems Engineering Guidance,
   2. State
   4. New Jersey Emergency Alerting System guidebook
   5. New Jersey Attack Warning Plan,

3. **PURPOSE**

   1. The purpose of this Alerting, Warning, and Communications Annex is to define and provide guidance for organizing and conducting a viable alert, warning and communications operation during emergency or disaster situations affecting Montclair State University and to ensure completion of required emergency actions.

   This Annex is not intended to address dissemination of information to the public in an emergency. Information on emergency public information can be found in the Emergency Public Information Annex of the plan.

4. **SITUATION**

   1. Communications Center
      2. The Montclair State University Police Department Headquarters Communications Desk is the main communications center for the alerting essential personnel. It serves as the dispatch point of police, fire, and emergency medical services.
      3. A mobile Command Post can be utilized as a backup communications center when necessary, and can be obtained
1. Warning Devices

1. Montclair State University has one outdoor public address system that can be controlled via remote internet location utilizing jpeg pre-planned messaging.

1. Communications and Data Retrieval

1. The Montclair State University police Department headquarters serves as a 24 hour warning and NAWAS point for the University.

1. Route Alerting

1. Route alerting will be performed through the use of police, fire and emergency medical services equipped with public address systems

and/or through door to door sweeps.

1. Other Warning Systems/Methods

1. Internal University Communications

1. Notification of members of the central university administration, administrators of the component colleges and directors or university facilities through email and telephone.

2. Rave Alert system

3. University website

4. Audio Voice message system

2. Broadcast Media

1. A list of broadcast media outlets used by Montclair State University can be found in the Emergency Public Information Annex.

4. Electronic Message System

5. The Montclair State University Police Headquarters

Communications Desk is equipped with a CJIS computer terminal that allows access to the National Law Enforcement Telecommunications System (NLETs) and the New Jersey Law Enforcement telecommunications system (NJLETs)

1. Emergency Communications Capability

1. The following University departments with emergency responsibilities are equipped with two-way radio communication systems:

1. Police Department
OPERATIONS AND CONTROL

2. Actions during periods of Heightened Risk

1. During periods of heightened risk alert, warning, and communications direction and control will emanate from the Montclair State University Police Communications desk. When the University EOC is in operation, direction of the alert, warning and communications function will shift to that location. Direction and control may also be assumed by an on-scene Incident Command Post if appropriate.

3. The Alerting, Warning and Communications Officer is responsible to maintain a current recall roster of the person(s) assigned responsibility in the alerting, warning and communications function. This roster will be updated annually and will be kept at MSUPD Communications Desk.

4. Alerting, Warning and Communications supervisor staffing will be provided by the MSUPD which has on duty supervisors and on-call administrators 24 hours per day. During emergencies supervising personnel will be shifted to a 24 hour schedule with twelve hour shifts.

5. Interaction with other Emergency Groups

6. The Alerting, Warning and Communication Officer, or his designee, will report to the EOC during an emergency. The Alerting, Warning and Communications Officer will coordinate the efforts of all departments involved in the alerting, warning, and communications function and will arrange for needed resources.

7. All appropriate information regarding altering, warning and communications functions will be reported to the EOC from the MSUPD Communications Desk and/or the Incident Command Post by radio, telephone, email, fax, or messenger.

8. Activation of Public Warning System

1. Montclair State University has one public address system located in College Hall. Alerting and warning within the university will be accomplished through the following mechanisms.

   1. Route Alerting
   2. telephone notification (Central Administration)
   3. telephone notification of residence hall staff
   4. telephone notification of affected facilities.
   5. Email messages
   6. Audix Voice messaging
   7. MSU website

9. These mechanisms will be activated through MSUPD Communications desk and Communications Office.

10. Implementation of Route Alerting
11. Route alerting of the university community, implemented through door-to-door sweeps and public address system-equipped vehicles, will be initiated at the direction of the Alerting, Warning, and Communication Officer or designee.

12. Warning Procedures for Special Concern Population

13. Warning of potential hazards to the Child Care Center will be by telephone communications or by direct contact by emergency personnel.

14. Warning of potential hazards to the hearing impaired student population will be made by emergency personnel. An updated list of hearing impaired students is provided to the University Police Department each semester by the Disability Resource Center.

3. Non-English speaking members of the University community will be notified of potential hazards through their respective departments, residence life staff, or bilingual members of faculty and staff.

4. Activation of Emergency Alerting System (EAS)

5. If it becomes necessary to activate the Emergency Alerting System, the Passaic and Essex County Emergency Management Directors/Coordinators will be notified immediately. This notification will be made by the OEM Director or the Communications officer or designee.

2. The County Coordinator will contact a Gateway Station to activate the EAS as detailed in the NJ State Police Office of Emergency Management EAS manual.

1. Alerting of Key University Officials

2. Key University Officials including members of the Emergency Management Team will be alerted to any incident that exceeds the scope of normal day-to-day operations.

3. This notification will be accomplished utilizing procedures set forth in this annex and will include, but not limited to, telephone contact, Email, text messaging, and messengers.

RESPONSIBILITIES

1. Responsibility for Alerting, Warning, and Communications.

2. The Alerting, Warning, and Communication Officer is responsible for implementing this annex and directing the alerting, warning, and communications emergency response.

3. Standard Operating Procedure

4. Standard operating procedure that currently exist that describe how the alerting, warning and communications function will be accomplished are contained in the Emergency Public Information Annex in this Plan.

5. Mutual Aid Agreements
6. The MSUPD has VERBAL mutual aid agreements with the following agencies/departments which permit mutual aid assistance in the alerting, Warning, and communications functions:

1. Montclair Police Department
2. Little Falls Police Department
3. Clifton Police Department
4. Passaic County Sheriff's Department
5. Essex County Sheriff's Department
6. Passaic County Office of Emergency Management
7. Essex County Office of Emergency Management

7. Assistance from the agencies will be on a priority need basis and as staffing and equipment are available.

8. Outdoor Warning Devices

1. Montclair State University has one outdoor audible device that can be remotely activated with a pre-programmed (jpeg) message.

9. Testing of the Emergency Communications

1. MSUPD Radio, telephone and telecommunication systems are in continuous use.

10. The All Users list Listserv is used on a daily basis.

11. MSU Campus Connect system is tested on a regular basis.

1. Obtaining Emergency Telephone Communications

2. Emergency telephone services can be obtained through Verizon. The University telecommunications Office will be contacted to obtain this service.

1. Communication Procedures

1. Radio Communications utilized during emergency operations at Montclair State University will conform to the standard communication procedures detailed in the MSUPD Policy and Procedures manual.

2. Radio transmissions on the standard MSUPD operating frequencies are recorded on equipment at the MSUPD Communications Desk.

3. During emergency operations message logs will be maintained at the EOC and/or Command Post.

1. Emergency Equipment Maintenance Program

1. Communications equipment that supports alerting, warning, and communications functions are tested on a regular basis or are in continuous use.

2. The MSUPD Headquarters generator is tested on a regular basis.
CONTINUITY OF OPERATIONS FOR ALERTING, WARNING AND COMMUNICATIONS

1. Line of Succession

1. There is a need for a line of succession for the person responsible for the alerting, warning, and communications functions in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and the personnel working in these functions will be kept informed of the following line of succession.

   1. Director of Emergency Management
   2. Lieutenant, University Police

2. Essential Records

3. Essential police records and logs of alerting, warning, communications operations will be protected and preserved by the Office of Emergency Management. These records will nominally include:

   1. dispatch records
   2. incident reports
   3. communication desk recordings

4. All EOC, CP, and other records and logs of alerting, warning, and communications operations will be forwarded to and maintained by the Office of Emergency Management.

ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports

   1. The Alerting, Warning and Communications Officer is responsible for the maintenance of all records and reports required for this emergency function in an emergency.

1. Expenditures Records

   1. The Alerting, Warning, and Communications Officer is responsible for the records of expenditures for this emergency function during an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating procedure as outlined in the Resource Management Annex.

   2. The Alerting, Warning, and Communications Officer will coordinate with the Emergency Management Director for all requests for supplies and equipment directed to the municipal or county offices of Emergency Management.

2. ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Annex

   1. The Alerting, Warning, and Communications Officer, is responsible for the maintenance of this annex ensuring that necessary changes and revisions to this annex are prepared, coordinated, approved, and distributed.
DEFINITIONS

The following terms and acronyms were used in this Annex.

CP – Command Post

EA – Emergency Alert System

EOC – Emergency Operation Center

NAWAS – National Attack Warning System

NJCJIS – New Jersey Criminal Justice Information System

MSUPD – Montclair State University Police Department

SPEN – Statewide Police Emergency Network

MONTCLAIR STATE UNIVERSITY EARLY NOTIFICATION SYSTEM ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Emergency Notification System Annex of the Montclair State University

Emergency Operations Plan meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Emergency Public Information Annexes.

II. AUTHORITY AND REFERENCE

1. Laws, Regulations, and Directives
   1. None

2. References, Guidance Material and Other documents.

   - PURPOSE
1. The purpose of the Emergency Notification System Annex is to define and to provide guidance for the development and operation of a viable emergency public information program during an emergency or disaster situation and to ensure completion of required emergency actions.

1. **SITUATION**

1. Public Information Personnel

2. At Montclair State University, the Office of Media Relations and the University Police is responsible for the preparation and release of emergency public information to the media and public.

3. The Director of Media Relations functions as the Emergency Public Information Officer for the University.

4. Additional Communications and Media Relations personnel may be assigned to emergency public information functions. All are professional media personnel.

5. The Director of Web Services will be responsible for communicating messages via the University website.

6. Facilities and Management

---

1. The primary facility utilized by emergency public information personnel is the Office of Media Relations is located in 313 College Hall, and contains the following equipment:

   1. telephone communications
   2. cellular telephones
   3. Computers
   4. fax machines
   5. photocopies
   6. Computer access to Internet and email and social media.

2. The alternate location that can be utilized by emergency public information personnel is located at 306 College Hall. This location has the following equipment:

   3. telephone communications
   4. Cellular telephones
   5. Computer access to internet, email, social media
   6. Television

---

1. Media Assembly and Briefing Area
1. Montclair State University has designated two locations as media assembly and briefing areas. Both are capable of accommodating print and broadcast media.

2. If necessary other campus student centers can be utilized as media assembly and briefing areas. These include the following:
   1. Student Center
   2. Memorial Auditorium
   3. University Hall Lecture Halls (1st floor)
   4. Library

1. Available Media

   1. A list of media contacts for dissemination of emergency information and press releases is included in attachment.

1. Emergency Guidance Material

   1. The Campus Wide Emergency plan provides guidance to the University community on what steps to take in an emergency. This document, and additional emergency information, can be found on-line at montclair.edu/emergency.

   2. FEMA guidance material and pamphlets detailing what members of the community can do to prepare for and react to an emergency or disaster are available from the State and County Offices or Emergency Management.

3. OPERATIONS AND CONTROL

2. Actions during Heightened Risk

   1. During periods of heightened risk, emergency public information direction and control will emanate from the Office of Media Relations. In the event the University EOC is activated, emergency public information direction and control will transfer to that location.

   2. The Director of Media Relations, acting as the Emergency Public Information Officer, is responsible for maintenance and verification of all recall rosters of emergency public information personnel. This roster will be updated at least six months.

   3. Emergency public Information supervisor staffing will be provided on a 24 hour basis by members of the Office of Media Relations on twelve (12) hour shifts with (15) fifteen minutes briefing overlap.
4. During periods of heightened risk emergency public information personnel will be notified of the impending situation via telephone or other means and placed on standby. If necessary they will be recalled to duty and will report for assignment.

1. Interaction with other Emergency Groups

1. The Director of Media Relations, acting as the Emergency Public Information Officer, will report to the University EOC when it is activated during an emergency and will exercise information command and control from that location.

2. During an emergency appropriate information will be reported to the Emergency public Information Officer via telephone, radio, email, text, or messenger.

1. Functions of the Emergency Public Information Officer

1. Collect appropriate information from the university departments involved in the emergency response.

2. Prepare and disseminate written press releases to the media.

3. Assist in the preparation and distribution of emergency instructions and information to the University Community.

4. Establish and supervise the media assembly and briefing area and conduct press conferences and community meetings.

5. Establish a rumor control telephone line providing informational updates.

1. Authorization and Verification of Information

1. The Office of Media Relations will implement a clearance process that will be utilized to ensure the information released to the public is authorized and verified for accuracy. The Office, under the direction of the Emergency Public Information Officer, will be the sole source of authenticated information to release to the media.

2. All emergency public information will be routed to the Office of Media Relations. The Office will ensure that all information to be released is developed in coordination with and verified by the appropriate emergency departments and agencies.
1. Distribution of Emergency Public Information

1. The following methods will be utilized to distribute emergency public information:
   1. Written press releases and briefings to the broadcast and print media.
   2. Information provided to University’s call center to answer telephone inquiries from the public.
   3. Taped messages placed on the University’s Audix telephone system.
   4. Informational updates on the University’s website and social media sites.
   5. Informational updates on the ENS text messaging system.
   6. Written flyers or informational paper notifications to departments.

1. Rumor Control Procedures

1. At Montclair State University, a phone bank will be made available to handle telephone inquiries from the public. During emergencies the Office of Media Relations will provide authenticated information to the call center so that call takers can verify information to the public.

2. During emergencies the taped messages on the Audix system will be frequently updated with authenticated information.

3. During emergencies the telephone numbers of the media relations Department will be included, if appropriate, in press releases and during media briefings.

1. Activation of the Emergency Alerting System

1. Requests from Montclair State University for the activation of the Statewide Emergency Notification System will be made by the University Emergency Management Director or designee to the Passaic or Essex
RESPONSIBILITIES

1. Emergency Public Information Response

   1. The Director of Media Relations, acting as the Emergency Public Information Officer, is responsible for implementing this annex and directing the Emergency public Information emergency response.

1. Media Point of Contact

   1. The Director or designee will be the point of contact for media inquiries during emergencies.

1. Standard Operating Procedure

   1. The Montclair State University Emergency Communications Plan serves as the standard operating procedure that addresses how emergency public information tasks will be performed.

1. Mutual Aid Agreements

   1. There are no mutual aid agreements in effect in this Annex.

1. Emergency Public Information Guidance Materials

   1. The preparation of emergency public information guidance materials is a shared responsibility of the Montclair State University Police Department and the Office of Media Relations.
   2. Dissemination of these materials to the media is the responsibility of the Director of Media Relations.

1. Emergency Public Information material for special needs groups

   1. Availability of emergency public information material for visually impaired and non-English speaking groups will be a joint responsibility of the Office of Services for Student with Disabilities and the Office of Media Relations.

- CONTINUITY OF OPERATIONS FOR EMERGENCY PUBLIC INFORMATION

1. Line of Succession

   1. There is a need for a line of succession for the person responsible for the emergency public information function in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and the personnel working within this function will be kept informed of the following line of succession:

      1. Interim Director of Media Relations
      2. Editorial manager
      3. Director of Web Services

1. Essential Records

   1. Essential records and logs will be protected and preserved in accordance with the Office of media relations departmental policies and procedures.

   2. All EOC records and logs pertaining to emergency public information will be forwarded and maintained by the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.
ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports
   1. The Director of Media relations is responsible for the maintenance of all records and reports required for the public information functions in an emergency.

1. Expenditures Records
   1. The Director of Media relations is responsible for the records and expenditures for the public information in an emergency.

1. Procedures for Obtaining Supplies and Equipment
   1. The Director of Media Relations is responsible for obtaining supplies or equipment during an emergency in accordance to university policy and departmental procedures.
   2. The Director of Media Relations will coordinate with the University Emergency Management Director for all requests for supplies and equipment directed through the municipal and county Offices of Emergency Management.

ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Annex

The Director of Media Relations, acting as the Emergency Public Information Officer, is responsible for the maintenance of the Early Notification System Annex along with the Director of Emergency Management for ensuring the necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed. The most updated version of the annex must be provided to the Director of Emergency Management whenever changes are made.

1. Review and Updating of the Standard Operating Procedures

The Director of Media Relations and the Director of Emergency Management are responsible for the review and updating of the Early Notification System Annex, SOP’s, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

DEFINITIONS

The following terms and acronyms were used in this annex

EAS – Emergency Alert System

EOC – Emergency Operation Center
REQUIRED APPENDICES/ATTACHMENTS

1. Unless noted all required attachments and/or appendices are on file at the Montclair State University EOC.
   1. Media List
   2. Emergency public information procedures
   3. Recall / Duty Roster

GENERAL EVACUATION ANNEX

MONTCLAIR STATE UNIVERSITY GENERAL EVACUATION PLAN

INTRODUCTION:

STATEMENT OF APPROVAL:

The General Evacuation Annex of the Montclair State University Emergency Operations Plan meets the approval of the Chief of Police and the Emergency Management Director and is hereby approved. This Annex supersedes any previously written Evacuation Annex.

1. AUTHORITY AND REFERENCES

2. Laws and Regulations, and Directives

3. State
   1. J.S.A. Title 18A
   2. OEM Directive # 79, Citizen Duty to Evacuate
   3. University
   4. Montclair State University Campus wide Emergency Evacuation Plan

4. References, Guidance Material and other Documents
   6. FEMA Disaster Operations, CPG1-6, 1980
   7. FEMA Transportation Planning guidelines for the evacuation of a large population, CPG 2-15

- PURPOSE

The purpose of the Evacuation Annex is to define and to provide guidance for organizing and conducting a viable evacuation operation during emergency or disaster situations affecting Montclair State University and to ensure completion of the required emergency actions.
1. **SITUATION**

   1. The evacuation of University buildings on campus may be required due to emergency situations occurring on or near the campus. Emergency evacuations are conducted in a systematic, controlled and planned manner.

   1. Campus-Wide Evacuation – When it is necessary to completely evacuate the campus due to an emergency condition a controlled approach will be used. When campus buildings are deemed safe for occupancy, personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Gathering Area system will be used.

   1. Localized Evacuation – In some situations, it may become necessary to evacuate one or more building on campus due to a localized emergency situation. When this occurs, the University Police will coordinate the evacuation with the Resident Life Directors and Resident Assistants. The decision to evacuate will be based on the totality of the circumstances and, whenever possible, following consultation with the President and ranking Dean or Facility Manager. When evacuations are due to an overriding concern for public safety it may not be possible to make such consultations. In those instances, the appropriate Dean or Facility Manager will be notified of the evacuation as soon as is practical.

   1. Special Needs Evacuation – Wheelchair users or other disabled persons should prepare for emergencies, in advance, by instructing a University official or employee. If assistance is not immediately available, the wheelchair users and/or other disabled person should stay visible in an exit corridor or on an outdoor landing/balcony. They should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle (provided free by the UPD) or have other means of attracting attention. Special evacuation chairs are available in multi-story buildings to evacuate a disabled person DOWN stairs.

2. **Primary and Support Agencies**

   The Montclair State University Police Department is the lead agency responsible for the handling of evacuations conducted on the grounds of Montclair State University.

   2. University departments that will support the evacuation function will include the Department of Fire Safety, Emergency Services, Facility Services, Department of Transportation and Parking Services, and the Office of Residential Education and Services.

   3. Outside agencies that can support the evacuation function include the surrounding municipal and county emergency services personnel.

1. **Hazards requiring an Evacuation**

   1. Hazards that may require partial or full evacuations of facilities and/or campus locations.
The number of persons requiring transportation in the event of an evacuation would represent a small percentage of the affected population. The vast majority of faculty staff and commuter students utilize personal vehicles. Also a large number of residential students have their own personal vehicles on campus.

1. Weather related emergencies
2. Power outages
3. Fires
4. Hazardous material releases/accidents
5. Building collapses
6. Civil disturbances
7. Terroristic threats/ Acts (including Active shooter)
8. Natural Disasters

9. Depending upon the type of incident, the projected impact zone could encompass a single building, a complex of buildings, and entire campus, or several different sections of campus. However, in most cases only a small percentage of the university area and population would actually be involved.

1. Population Requiring Transportation

   1. The population that could be involved in an evacuation would vary depending on the time of year (academic, year, holidays, different breaks etc.). This variation would also include what day of the week, and what time of the day. For instance during a normal academic day the evacuation could include 21,000 individuals, if the evacuation occurs during the summer time, it could as low as 6,000 individuals.

   The number of persons requiring transportation in the event of an evacuation would represent a small percentage of the affected population. The vast majority of faculty staff and commuter students utilize personal vehicles. Also a large number of residential students have their own personal vehicles on campus.

   2. In the event of an entire campus evacuation, transportation would be required for resident students without personal vehicles. Students, faculty and staff that use public transportation for commuting may also require transportation if regular transportation is not available or accessible. Students residing in close proximity to the campus and without personal vehicles may also require transportation if their resident areas were to be evacuated. The maximum number of persons requiring transportation could potential be 21,000 people.

   3. Approximately 180 persons would be considered special needs persons that would require transportation and/or assistance during evacuation. These would include handicapped persons (30) and children attending day care centers on campus (150).

1. Available Transportation Resources

   1. The University Department of Transportation and Parking Services coordinates the operation of the campus system. These buses can be utilized for evacuation transportation. The Department currently operates the following vehicles.
1. two (62) passenger buses
2. four (48) passenger buses
3. six (36) passenger buses
4. six (35) passenger buses

2. Evacuation Staging Areas

1. The following are the primary staging areas/pickup points for persons without personal vehicles or other means of transportation:
   1. Bus stop, Red Hawk Way
   2. Montclair State University Station, Clove Road
   3. The Staging Area/pickup points are subject to change and additional areas may be chosen based on the location of the affected areas.

1. Major Evacuation Routes

2. The following are major routes that would be utilized for a major evacuation:

   1. Primary Routes: Normal campus exit routes, including

      Carlisle Road to Normal Avenue, Carlisle Road (Clove Road Bridge) to Clove Road.

   1. Secondary Route: Webster Road to Valley Road, and College Ave to Normal Avenue. This route will require change in traffic directions.

1. Towing Service

2. Several private towing companies are utilized by the university. These companies have large fleets of tow trucks to remove a variety of different sized vehicles. Based on the circumstances of the event, would dictate the amount of trucks needed.

1. Areas Associated with Blast Overpressures:

2. According to all information supplied by NAPB-90, the entire area of Montclair State University may be subject to potential blast overpressure of 10.0 PSI or greater.

1. OPERATIONS AND CONTROL

2. Actions during Heightened Risk
3. During periods of heightened risk direction and control of evacuation units will normally emanate from University Police Headquarters. If the EOC is activated it will provide command guidance and directives and will arrange for necessary resources. If a Command Post is established at the scene of a particular incident that may require an evacuation, the units assigned to the incident will be controlled by the Command Post.

2. During heightened risk periods, the Evacuation Officer (Chief of Police) or designee will be notified of the impending situation by police Communications Desk via radio, telephone or text. The Evacuation Officer will determine if additional resources are needed to accomplish the evacuation mission.

3. The Evacuation Officer will be responsible to maintain a current recall roster for the person assigned responsibilities in the evacuation function. This roster will be updated periodically and will be kept at the University Police Communication Desk.

4. Evacuation supervisor staffing will be provided by the University Police Department which has on duty supervisors and on-call administrators 24 hours per day. During major emergencies supervising personnel will be responsible for their supervisory staffing on a 24 hour basis.

1. Interaction with Other Emergency Services Groups

1. The Chief of Police of the Montclair State University police Department or designee, acting as the Evacuation Officer, will report to the EOC during an emergency. The Evacuation Officer will coordinate the efforts of all departments involved in the evacuation function and arrange for needed resources.

2. All appropriate information regarding evacuation operations will be reported to the EOC by the police Communications Desk and/or Incident Command Post via radio, telephone, fax, or messenger or other electronic means.

1. Procedure to Order Evacuation
1. During an emergency, when time is critical and there is an immediate threat to life, response personnel have the authority to order an evacuation of the specific facility, or area based on the nature of the hazard.

2. In developing emergency situations information may be retrieved at the ICP or EOC that indicates the need for a full or partial evacuation of a potentially affected area. This information and recommendations will be reported by the Evacuation Officer to the Emergency Management Director. The Emergency Management Director will then make the decision on ordering an evacuation.

3. During a declared emergency when a determination of the Emergency Management Director that an evacuation is necessary to protect life and property of citizens, it is the duty of citizens to evacuate the affected areas in accordance to Directive # 79.

1. Acquisition of Transportation Resources

1. When an emergency evacuation is anticipated or has been ordered the Evacuation Officer will activate the transportation resources from University sources that will be needed to evacuate those persons without personal vehicles.

2. If University owned and contracted resources are not adequate to provide the necessary transportation, the Emergency Management Director will request non-university resources through the OEM structure.

3. Notification of Affected Population

4. Notification of the affected population will be made by one or more of the following means depending on the scope and time frame of the evacuation:
   1. Complete use of the Emergency Notification System
   2. Use of Public Address systems in Emergency Vehicles
   3. Messenger
   4. Electronic Signage
   5. Interior Public Address system

1. Vehicle Towing and Security
1. Evacuation routes must be kept clear to maintain traffic flow. Disabled vehicles along the evacuation routes will be towed by approved towing services. If circumstances do not permit removal of towed vehicles to a service center or tow yard, disabled vehicles will be removed off the roadway.

2. Disabled vehicles within the evacuation area, but not blocking the evacuation routes will be towed out of the area only if sufficient towing vehicles are available.

3. Persons stranded due to disabled vehicles will be assisted by university police to designated staging areas for emergency transportation.

4. Security of vehicles left in the evacuated area will be provided by police patrols unless circumstances prevent emergency personnel from operating in the evacuated area.

1. RESPONSIBILITIES

2. Responsibility for the Evacuation Function

1. The Chief of Police acting as the Evacuation Officer is responsible for implementing this annex and directing the evacuation emergency response.

2. University Police (UPD) – Responsible for the overall campus evacuation procedure and serves as the focal point in any emergency for assistance and coordinating outside services as delineated in this plan. Serves as the recipient of the evacuation status of each individual building as reported by Resident Life Directors. They will direct assistance in search and rescue of outside services as required.

3. Facilities and Parking Services – May respond during an emergency situation and assist the UPD with security and communication at campus entry/exit points.

4. Associates (CERT) may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs, and provide ongoing support for recovery efforts.
5. **Residence Life Directors** - These individuals are responsible for obtaining the evacuation status of their buildings in terms of assistance needed, building status, or any other critical informational needs. Resident Life Directors station themselves in pre-assigned Emergency Evacuation Gathering Areas to obtain information from their Evacuation Monitors. As soon as the status of their evacuation is known they forward this information to the University Police. Their primary responsibility is the evacuation of people from their buildings and the reporting of this information to the UPD. They are not responsible for active search and rescue or any form of building remediation. See Annex A for current Resident Life Directors Contact List.

6. **Resident Assistants** - These individuals are responsible for the timely and orderly evacuation of their buildings occupants by floor. They direct occupants to the proper exit and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any assistance needs to the Residence Life Director upon exiting. These individuals are not responsible for search and rescue or other related tasks, but serve to provide needed assistance information to their Residence Life Director.

1. **Mutual Aid Agreements**

   1. The University Police Department has VERBAL Agreements with the surrounding municipal and county police, fire and Emergency Medical Services to assist with staffing and equipment in case of a campus wide full evacuation.

1. **Responsibility for Relocation of Resources and Reception Areas**

   1. The Emergency Management Director is responsible for coordinating the relocation of essential resources, personnel, supplies, and equipment to reception areas if needed. This will include the coordination of efforts of the University's Office of Residential Education and Services, Auxiliary (Dining) Services and Facilities

   Services and Operations.

1. **Responsibility of Coordinating Public Transportation**

   1. The Director of university transportation and parking Services is responsible for Coordinating University and non-University public transportation resources utilized during an emergency evacuation operation.
1. Responsibility for Movement Control during Risk of Attack

1. The Chief of Police is responsible for movement control guidance during times of increased threat of attack or terrorism. This guidance will include:
   1. detailing the population at risk, evacuation routes, zones, alerting and warning of the public.
   2. identification of reception areas and routes to return to residences.
   3. outlining of transportation for essential workers to commute to hazardous areas and re-entry into the hazard area

1. Responsibility for Instructing Evacuees

1. The Director of Communications, as the Emergency Public Information Officer is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food service, and medical service.

- **CONTINUITY OF OPERATIONS FOR EVACUATIONS** Line of Succession:

1. There is a need for a line of succession for the person responsible for the evacuation functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Director and the personnel working within this function will be kept informed of the following line of succession:
   1. Evacuation Officer (Chief of Police) or Chief’s designee
   2. Captain, (University Police) or Chief’s designee
   3. Lieutenant (University Police) or Chief’s designee
   4. Officer in charge (University Police)

1. Essential Records
1. Essential police Records and logs of evacuation operations will be protected and preserved by the University Police department

Communications Desk. These records will minimally include:

1. Computer aided dispatch records
2. Incident reports
3. Communication desk telephone and radio recordings
4. CP and EOC logs

2. All records and logs pertaining to evacuation procedures operations will be forwarded to and maintained by the Emergency Management Director for post operation analysis and possible use in litigation.

ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports

1. The Evacuation Officer or designee is responsible for the maintenance of all records and reports required for the evacuation functions in an emergency including any and all ICS forms.

1. Expenditure Records

1. The Evacuation Officer or designee is responsible for the records of expenditures for the evacuation functions during an emergency.

1. Procedures for Obtaining Supplies and Equipment

1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing university and departmental procedures.
2. The Evacuation Officer will coordinate with the Emergency Management Director for all requests for supplies and equipment directed to the municipal and county Offices of Emergency Management.

1. **ANNEX DEVELOPMENT AND MAINTENANCE**

   1. Maintenance of the Evacuation Annex

   1. The Chief of Police, acting as the Executive Officer, is responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

1. Review and Updating Standard Operation Procedures

   1. The Chief of Police, acting as Evacuation Officer, is responsible for reviewing and updating of the evacuation Annex, SOP’s, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

1. **DEFINITIONS**

   The following terms and acronyms were used in this annex:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operation Center</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Administration</td>
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<tr>
<td>OEM</td>
<td>Office of Emergency Management</td>
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<tr>
<td>NAPB-90</td>
<td>Nuclear Attack Planning Base-1990</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
</tbody>
</table>

1. **REQUIRED APPENDICES/ATTACHMENTS**

   Unless noted, all appendices/attachments are on file at the University

   Police Headquarters Communications Desk.
EMERGENCY OPERATIONS CENTER ANNE

MONTCLAIR STATE UNIVERSITY EMERGENCY OPERATIONS CENTER ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Emergency Operations Center Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Emergency Operation Center annexes.

1. AUTHORITY AND REFERENCES

2. Laws and Regulations, and Directives
   1. None

1. References, Guidance Material and other Documents
   1. Federal
   2. FEMA Emergency Operations Center Guidelines

PURPOSE

1. The purpose of this Emergency Operations Center Annex is to define and provide guidance for the development and operation of a viable emergency operations center during emergency or disaster situation and to ensure completion of required emergency actions.

1. SITUATION

   1. Location of Primary and alternate EOC

1. The primary EOC for Montclair State University is the Abbott and Costello Building 2nd. The alternate EOC is the conference room located at University Police Headquarters. If an off-campus site is needed, the Little Falls Police Department will provide their EOC in the Little Falls Police Department Headquarters.
1. The EOC locations will have two-way radio communications with University Police Headquarters. This will enable the EOC to access CJIS, NCIC, Mutualink, SPEN and other in house computer access points.

1. In the event of power failure, all EOC locations has backup generator for electricity to maintain Operations status.
2. EOC locations are also located in elevated areas and not prone to flooding.
3. EOC locations have restrooms and dining locations to facilitate 24 hour operations.
4. EOC does not have permanent sleeping facilities, however temporary sleeping quarters can be deployed quickly and easily.

1. **OPERATIONS AND CONTROL**

   1. **Actions during Heightened Risk**

   1. The EOC Operations Officer is responsible for the verification and maintenance of current recall rosters of persons assigned to the Emergency Operations Center. This roster will be reviewed on an annual basis and will be kept by the University Police Department.

   2. When in operation the EOC supervisor staffing will be provided on a 24 hour basis by 12 hour shifts. Staffing will be arranged by the EOC Operations Officer.

1. **Personnel Assigned to the EOC**

   1. In times of emergency, the Emergency Management Director will determine which members of the Emergency Management Team will be notified to respond to the EOC.

   2. If it becomes necessary to move to an alternate location, the Emergency Management Director will make that decision, and maintain the continuity of operations throughout.

   3. The EOC while in operation will be staffed until the event is mitigated to a point of normal day to day operations.
1. Maintenance of Logs

1. The EOC Operations Officer will be responsible to ensure that all EOC staff maintain logs and records during emergency operations.

1. EOC Communications with field forces

1. The EOC staff will communicate with field forces directly by radio, through University Police Communications Desk, telephone, texting, or messenger.
2. Communications will permit the EOC staff to monitor and report disaster effects and execute policy direction and control of the overall emergency operation.
3. EOC Communications will be coordinated by the Alerting, Warning, and Communications Officer or designee.
4. EOC Communications can also utilize and leverage the NJ PSIC frequencies with additional UASI portable radios upon request to the Passaic County Prosecutor's Office or the Essex County Sheriff's Department.

1. EOC and CP Activation

1. The Emergency Operations Center will be activated at the direction of the Emergency Management Director for any emergency that exceeds the capability and resources of the university's regular emergency services departments and routine mutual aid.
2. The EOC will also be activated for any impeding emergency where a known risk may require a response that exceeds the capabilities and resources of the University's regular emergency services departments and routine mutual aid.
3. A Command Post (CP) will be established in the field when deemed necessary by the Incident Commander to control the personnel and equipment operating at the scene of an emergency.
1. Securing the EOC

1. The EOC will be secured by the EOC operations Officer when it is no longer needed to coordinate emergency response.

2. The EOC Operations Officer will ensure that the EOC is returned to a state of readiness for the next activation.

3. The EOC Operations Officer will collect all EOC logs and records and forward them to the Emergency Management Director.

4. RESPONSIBILITIES

2. The Emergency Operations Center Manager will be responsible to implement this annex as well as the following:

1. Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.

2. Exercise overall management responsibility for the coordination of the response efforts on the University. In consultation with the EEG (Emergency Executive Group), assist in setting priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.

3. Keeps the EEG informed on all matters regarding the allocation of resources from outside of the jurisdictional area.

4. Facilitate and then manage the transition into the Recovery Phase.

5. Consult with EEG and determine appropriate level of activation based on the situation as known (if time permits).

6. Mobilize appropriate personnel for initial activation of the EOC.

7. Respond immediately to the EOC and determine operational status.

8. Obtain briefing from whatever sources are available.

1. Start-up Actions:

2. Assign staff to initiate check-in procedures.

3. Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.

4. Ensure that the EOC is properly set up and ready for operation.

5. Ensure that Section Coordinators are in place as soon as possible and are staffing their respective sections (as required).

6. Ensure that the management function is staffed as soon as possible at the level needed (Information, Liaison, etc.).

7. Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Section activities.

8. Convene action planning meetings with the policy staff and section Coordinators.

10. Review and identify need for future staffing.

11. Once Action Plan is completed review, approve, implement and distribute.

12. Establish and implement briefing schedule for EOC staff.

13. When appropriate, ensure that field agency representatives have been assigned to alternate facilities.

14. Ensure that telephone and/or radio communications with other facilities are established and tested.

15. Schedule the first planning meeting.

16. If appropriate, confer with Operations Section Coordinator (If activated and assigned) and other general staff to determine what representation, if any, is needed at the EOC from other agencies.

17. Determine need, and establish if necessary a deputy director position.

18. Request additional personnel support as needed for the organization.

1. Operational Duties:

1. Establish and maintain contacts with adjacent jurisdictions/ agencies and with other organizational levels as appropriate.

2. Upon Declaration of a State of Campus Emergency, assure the following agencies are notified:
   1. Montclair State University Health Center
   2. Mountainside and St. Joseph's Medical Center
   3. Little Falls and Montclair Townships and City of Clifton.
   4. Essex County Office of Emergency Management
   5. Passaic County Office of Emergency Management
   6. New Jersey State Regional Information Operation Center

3. Monitor section activities to ensure that all appropriate actions are being taken.

4. Establish operational schedules and, in consultation with the EEG, establish response priorities.

5. Thoroughly brief all incoming EOC and Section personnel on the emergency.

6. Provide periodic status updates to EOE as requested or required.

7. When authorized by the EOE, direct and review media releases and conduct news briefings as appropriate.

8. Hold action planning meetings with key staff (section and branch coordinators) as appropriate.

9. Thoroughly brief relief upon shift change.

1. Deactivation / Demobilization:
1. Authorize deactivation of sections, branches or units when they are no longer required.

2. Deactivate the EOC and close out logs when the emergency situation no longer requires activation.

3. Notify adjacent jurisdictions/agencies as necessary of planned time for deactivation.

4. Ensure that all required forms or reports are completed prior to deactivation.

5. Be prepared to provide input to the after action report.

1. University President

   1. Establish policies for emergency response as required.
   2. Functions as the highest level of University authority during a disaster or major incident.
   3. Report to the EOC
   4. Obtain briefing of situation from Emergency Operations Executive. Assess the situation. Declare a campus emergency if the situation warrants.
   5. Activate and consult with the Emergency Executive Group
   6. Authorize protective or precautionary measures as appropriate to include:
      1. Evacuation
      2. Sheltering in Place
      3. University closure
      4. Issue necessary public announcements and statements through the Public Information Officer.

1. EOC STAFF ACTIVATION CHECKLIST

2. Once the EOC is activated all EOC Staff must read this checklist in addition to their specific unit list of actions.

   1. Check-In and sign the roster.
   2. Obtain a briefing on the situation.
   3. Review your position responsibilities.
   4. Set-up section work station, including maps and status boards.
   5. Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
   6. Open and maintain section logs.
   7. Determine if other section staff are at the EOC.
   8. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
3. OPERATIONAL PERIOD SHIFT CHANGE

1. Ensure that all required forms or reports are complete prior to deactivation. When released, leave all forms and logs with Planning.

2. When another person relieves you, ensure they are thoroughly briefed before you leave your work station.

3. Clean up your work area before you leave.

1. DE-ACTIVATION/DEMOBILIZATION

1. Obtain authorization from your Section Coordinator or the EOC Manager to deactivate.

2. Ensure that open actions are handled or transferred to other Section staff as needed.

3. Release subordinate staff when no longer required.

4. Ensure that any required reports or forms are completed prior to your release and departure.

5. Clean up and refresh all supplies for your workstation.

6. Be prepared to provide input to the after-action report.

1. SAFETY OFFICER - Environmental Health & Safety Officer or UPD Designee

1. The Safety Officer’s responsibilities include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations. Only one Safety Officer will be assigned for each incident. Subordinate elements or personnel may be assigned by the Safety Officer as needed. Assistants may represent assisting agencies or jurisdictions. The Safety Officer is assigned to the Management Group, and reports to the EOC Director.

2. Start-Up:

1. Report to the EOC Director and obtain a briefing on the situation.

2. Review the organization in place and know where to go for information or support.

3. If additional Unit staff are required, coordinate with the EOC Director on obtaining additional personnel.

1. Open and maintain accurate and detailed logs on Unit activity.

2. Insure sufficient Unit personnel or designees assigned to maintain an initial 24 hour operation.

3. Operational Duties:

1. Identify hazardous situations associated with the incident.
2. Establish reporting procedures with Sections to insure receipt of information regarding operational safety hazards from field teams.

3. Review any operational action plans for safety implications.

4. Contact established Incident Command Posts, and advise on safety procedures in the field.

5. Ensure that field teams identify and report any hazard and unsafe condition encountered in the performance of their duties.

6. Exercise delegated emergency authority to stop and/or prevent unsafe acts.

7. Periodically, or as requested, brief the EOC Director and Section Coordinators on operational safety issues.

1. Coordinate the investigation of accidents that have occurred within the incident area.

2. In consultation with the Medical Services Branch Director, review and approve the medical plan.

3. Participate in the EOC Director’s planning meetings.

4. Provide for staff rest periods and relief.

5. Thoroughly brief your relief at shift change time.

1. PUBLIC INFORMATION OFFICER (PIO)-University Communications Division

1. The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The PIO may have assistants as necessary who may also represent assisting agencies or jurisdictions. The PIO is assigned to the Management Group, and reports to the EOC Director.

2. Start-Up Actions:

   1. Report to the EOC Director and obtain a briefing on the situation.

   2. Set up Unit work area.

   3. Work area may be established in a separate area of the University

Police building.

1. Review organization in place and know where to go for information or support.

2. In coordination with the EEG and EOC Director, clarify any questions you may have regarding your assignment.

3. Insure sufficient Unit personnel are assigned to maintain an initial two-shift operation.

4. Operational Duties:

   5. Determine from EOC Director and EEG if there are any limits on information releases.
6. Carefully coordinate media releases regarding law enforcement tactical or criminal information issues with the Operations Section Coordinator and EOC Director to insure Government Code mandates and restrictions are followed.

7. Develop material for use in media briefings.

8. Obtain EOC Director's and PIO's approval of media releases.

9. Arrange for media briefing locations

10. Notify media and conduct media briefings.

11. Implement and maintain a comprehensive information program for the event.

12. Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.

13. Arrange information briefings for the EOE.

14. Clear all media releases with the EOC Manager.

15. Manage field requests for media control and CSU Stanislaus spokespersons.

16. Monitor all print and broadcast media.

17. Monitor any inaccuracies that appear in print, radio, or television stories and respond as appropriate.

18. Monitor all major critical or unfavorable media comments.

19. Recommend procedures or measures to improve media relations.

20. Develop status information for campus staff, faculty, and students and distribute through all available means.

21. Arrange for tours and other interviews or briefings that may be required.

22. Obtain media information that may be useful to incident planning.

23. Periodically, or as requested, provide media relations briefings to the EOC Director and EEG.

24. Maintain current information summaries and/or displays on the incident and provide information on status of incident response operations to assigned personnel.

25. Thoroughly brief your relief at shift change time.

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1. EOC COORDINATOR- Emergency Management Director or UPD Designee

   1. The EOC Coordinator will facilitate the overall functioning of the EOC. Assist and serve as an advisor to the EOC Manager and EOC Staff as needed. Communicate between Campus EOC and other agencies.

Coordinate logistics of VIP and Visitor Orientations and Briefings. The EOC Coordinator is assigned to the Management Group, and reports to the EOC Director.

2. Start-up Actions:

   1. Report to the EOC Manager/Director.
2. Ensure that the EOC is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.

3. Review organization in place at the EOC. Know where to go for information or support.

4. Operational Duties:

5. Participate in action planning sessions.

6. Provide overall procedural guidance to EOC Staff as required.

7. Provide general advice and guidance to the EOC Manager as required.

8. In conjunction with the EOC Manager and PIO, provide orientation for VIP’s and other visitors to the EOC.

9. Establish contact with the City of Turlock and Stanislaus County EOCs.

1. Establish and maintain a location for incoming agency representatives, providing EOC identification, workspace and support as needed.

2. Ensure all required status reports are completed and sent to OES, as required.

3. Deactivation / Demobilization:

4. Take inventory of all EOC support supplies.

5. Support and coordinate the restocking and replenishment of all EOC materials used during the activation period (including food rations).

1. CAMPUS LIAISON OFFICER - UPD Designee

1. The Campus Liaison Officer is the contact for campus departments that have a direct connection to the incident. This position is activated depending on the specific nature of the incident, and only as needed. The Campus Liaison Officer reports to EOC Director.

2. Start-Up Actions:

   1. Report to the EOC Director and obtain a briefing on the situation.

   2. Open and maintain accurate and detailed logs on Unit activities.

3. When appropriate, establish an initial 24 hour operation.

4. Operational Duties:

   1. Participate in action planning sessions.

   2. Be a contact point between EOC management and all essential University liaison groups.

1. Under the direction of the EOC Manager and/or PIO, provide orientation for VIP’s and other visitors to the EOC.

2. Establish contact with essential university groups, as needed:
1. Housing Liaison
2. Student Affairs Liaison
3. Academic Affairs Liaison
4. Psychological Counseling Liaison

3. Maintain a list of assisting and cooperating agencies and Agency Representatives.

1. Keep agencies that are supporting university response operations aware of incident status.
2. Monitor incident response operations to identify current or potential inter‐organizational problems.
3. Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.
4. Participate in EOC Director's planning meetings.
5. Thoroughly brief your relief at shift change time.

1. OPERATIONS SECTION COORDINATOR- University Police Supervisor

1. The Operations Section Coordinator ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC. Ensure that operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Director on all matters pertaining to section activities.

2. Start-Up Action:

1. Report to the EOC Director.
2. Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
3. Review organization in place at the EOC. Know where to go for information or support.
4. Meet with the Communications Unit Coordinator (if unit established).
5. Obtain briefing on on-site and external communications capabilities and restrictions.
6. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make priorities or special requests known.
7. Attempt to determine ETA of requested staff who are not yet on site.
8. Establish contact with adjacent EOCs. Determine status of Operations sections at other EOCs. Determine status of any requests for assistance.
9. Meet with Planning Section Coordinator. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.
10. When appropriate, ensure that agency representatives from your jurisdiction are in place or in route to other affected EOCs.
11. Establish communications with Agency Representatives as soon as possible.

12. Based on the situation as known or forecast, determine likely future Operation Section needs.

13. Review responsibilities of all branches in section.

14. Make a list of key issues currently facing your Section. Establish with assembled personnel action items to be accomplished within the next hour period.

15. Activate organizational elements (Branches, Units) within the section as appropriate and needed.

16. Determine need for representation or participation of outside mutual aid system resource representatives.

17. Request additional personnel when appropriate to maintain a two-shift EOC operation.

18. Advise the EOC Director of Section status. Operational Duties:

19. Ensure that appropriate branches are staffed (using available Personnel) and that arriving staff members are assigned where appropriate to direct and support all field operations.

20. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

21. Ensure that section logs and files are maintained.

22. Anticipate potential situation changes, such as severe aftershocks and develop backup planning.

23. Keep up to date on situation and resources associated with your section. Maintain current status at all times.

24. Provide situation and resources information to the Planning Section on a periodic basis or as requested.

25. Ensure that intelligence, situation, and resources information is provided to the Planning Section on a timely basis or as the situation requires.

26. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administrations Section.

27. Ensure that all resource needs are coordinated through the Logistics and Finance Section.

28. Coordinate all media contacts with the EOC Director and PIO.

29. Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.

30. Attend and participate in EOC Director's planning meetings.

31. Work closely with Planning / Intelligence Section in the development of action plans.

32. If activated, work closely with Branch Coordinators to insure Operations objectives are being addressed.

33. Ensure all resource needs for your Section are coordinated through the Logistics Section.

34. Ensure that intelligence information gathered by Operations is made available to the Planning/ Intelligence Section.

35. Ensure all fiscal and administrative requirements are coordinated through the Finance/Administration Section.

37. Daily time sheets.

38. Brief EOC Director on major problems that need or will require solutions.

39. Confer with EOC Director regarding requests for Mutual Aid as well as for executive-level policy decisions that must be made in order to proceed with field operations.

40. Brief Branch Coordinators periodically on any updated information received.

41. Continuously share status information with other sections as appropriate.

42. Brief your relief at shift change.

43. Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

1. POLICE BRANCH DIRECTOR- UPD Supervisor/ Administrator

The Police Director Branch position informs and advises the Operations Coordinator. Oversee Campus Patrol, Traffic Control, Fire/Search and Rescue Coordination, Perimeter Access Control, and Mutual Aid and Multi-Agency Law Response Coordination. This position is assigned to the Operations Section, and reports to Operations Section Coordinator. Start-Up Actions:

1. Report to the Operations Section Coordinator and obtain a briefing on the situation.

2. Call out subordinate support staff as appropriate.

3. Review the organization in place and know where to go for information or support.

4. When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.

5. Open and maintain accurate and detailed logs on your Branch's activities.

6. Insure sufficient Branch personnel assigned to maintain an initial Two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.

Operational Duties:

7. Make Contact with Police dispatch or for status of on-duty personnel.

8. Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.

9. Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.

10. Per established response priorities, or as needed, advise Police to assign officers to specific assignments, or to specific ICs for support/assignment.
11. Determine if Mutual Aid for operations will be needed and coordinate with Logistics for meals and delivery.

12. Advise Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.

1. FIRE BRANCH DIRECTOR- Municipal Fire Battalion Chief

The Fire Branch Director informs and advises the Operations Coordinator. Oversee Field Incident Command, Fire/Search and Rescue Coordination, and Mutual Aid and Multi-Agency Response Coordination. This position is assigned to the Operations Section, and reports to the Operations Section Coordinator.

Start-Up Actions:

1. Report to the Operations Section Coordinator and obtain a briefing on the situation.

2. Call out subordinate support staff as appropriate.

3. Review the organization in place and know where to go for information or support.

4. When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.

5. Open and maintain accurate and detailed logs on your Branch's activities.

6. Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident. Operational Duties:

7. Make Contact with Police dispatch for status of on-duty personnel.

8. Establish radio contact with each Incident Commander in each ICP.

9. Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.

10. Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.

11. Determine if Mutual Aid for operations will be needed and coordinate through EOC Manager.

12. Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.

13. Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and Logistics for equipment acquisition, as needed.

14. Advise Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.

P.FACILITIES BRANCH DIRECTOR- Facilities Maintenance Manager

The Facilities Branch Director informs and advises the Operations Coordinator. Oversee Campus Utility Infrastructure, Emergency Generators, and Restoration of Services. This position is assigned to the Operations Section, and reports to the Operations Section Coordinator.
Start-Up Actions:

1. Report to the Operations Section Coordinator and obtain a briefing on the situation.
2. Call out subordinate support staff as appropriate.
3. Review the organization in place and know where to go for information or support.
4. When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
5. Open and maintain accurate and detailed logs on your Branch’s activities.
6. Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident. Operational Duties:
7. Establish contact with Facilities Management and receive the status of all on-duty personnel.
8. Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
9. Ensure that the EOC has all necessary utilities and is free of any utility hazards.
10. Identify all major areas of utility damage or non-service. Determine needs, estimated time for restoring services and estimated costs to repair, and forward this information to the Operations Section Coordinator and Planning Section Coordinator.
11. Provide technical support to all EOC and field operations to ensure essential lifeline support services, including emergency power, water, and sanitation.
12. Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.
13. Give and receive updates about field assignments, resource availability, and incident status. Advise the EOC Police and Fire Branch when field teams controlled by you will be reporting to Incident Commanders.
14. Coordinate with the Operations Section Coordinator to determine if Mutual Aid for Operations will be needed. If so, complete the Mutual Aid Worksheet and forward to the Operations Section Coordinator.
15. Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.
16. Assess equipment needs for field personnel and coordinate with Facilities Management, the Operations Section Coordinator, and Logistics for equipment acquisition, as needed.

Q.MEDICAL SERVICES BRANCH DIRECTOR- E. M. S. Director

The Medical Services Branch is responsible for directing the university’s medical emergency response during critical incidents and major disasters. Is responsible for coordinating campus disaster medical operations with city and county agencies; coordinates the transportation of casualties to medical facilities and casualty collection points. The Student Health Center is the primary university unit for medical operations in the event disaster or critical incident needs exceed the immediate response capabilities of the local EMS system. This position is assigned to the Operations Section, and reports to the
Operations Section Coordinator. Start-Up Actions:

1. Report to the Operations Section Coordinator and obtain a briefing on the situation.

2. Call out subordinate support staff as appropriate.

3. Review the organization in place and know where to go for information or support.

4. When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.

5. If the Health Center is unavailable because of severe damage or hazards, advise the Operations Section Coordinator and EOC Manager to obtain an alternate location.

6. Open and maintain accurate and detailed logs on your Branch’s activities.

7. Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident. Operational Duties:

8. In consultation with the EOC Manager and Operations Section Coordinator, assess the extent of university casualties and the resources needed to handle them.

9. Organize and coordinate Emergency Medical Response Teams.

10. Insure briefings of medical staff include:


13. Tagging the injured.


15. Identification and handling of fatalities.

16. Request through all Section Coordinators that field teams report persons needing medical assistance.

17. Determine number and location of persons needing medical assistance.

18. Response teams to respond to reports of injured persons.

19. Insure updated status reports of injured and deceased are provided to the Personnel Branch Director.

20. If there are insufficient university medical staff to adequately respond to the incident, request Mutual Aid support through the EOC and the Personnel Branch for volunteer assistance.

21. Assign volunteer medical staff to aid locations or activities as needed.

22. Periodically, or as requested, brief the EOC Manager and Operations Section Coordinator on the status of injured and dead, and the overall medical response.

23 Determine ongoing emergency medical support needs and submit requests through the EOC, to include:

1. Medical supplies
2. Portable generators
3. Emergency radios
4. Transportation for medical personnel to aid locations
5. Food and water supplies for patients and staff.
6. Depending on the severity of the incident and resources available, establish a Casualty Collection Point (CCP).
7. Insure that injured requiring supplemental treatment are taken to the CCP.
8. When applicable, determine the following:
   1. The number of injured, by triage category, and location.
   2. The location and helicopter accessibility of CCPs on or near the university.
   3. Surface roadway status information to determine accessibility to the university, and from the university to local medical facilities and CCPs.
9. The medical resource needs of the university.
10. The location and capabilities of operational medical facilities adjacent to the university.
11. The status of personnel, facilities and services of local medical clinics.
12. Maintain updated status reports on injured, dead and estimated long-range medical needs for provision to City/County authorities.
13. Direct the activities of university medical and health personnel in assisting local responders on campus.
14. Coordinate the university's disaster medical response and transport of casualties with the County Health Officer.
15. In consultation with the Logistics Section, determine which on-campus facilities can be used for emergency aid locations.
16. Establish liaison with local Red Cross representatives for additional resources as required.
17. Establish temporary casualty care facilities and aid stations.
18. Coordinate pre-disaster volunteer program with Montclair State University CERT Team
19. Be prepared for requests from nearby areas for medical support.
20. In coordination with the County Health authorities and the EOC Safety Officer, identify sanitation, potable water and other potential health hazards and initiate remedial actions as feasible.
21. In incidents involving mass casualties where medical aid and transportation personnel are insufficient to treat or transport casualties immediately, injured must be triaged (prioritized) for treatment and transport.
22. Triage procedures to be in accordance with established guidelines and those adopted by local jurisdictions.
23. Insure accurate and detailed records, logs and tracking information are maintained on patients.
24. As required, coordinate with the New Jersey State Medical Examiner's Office and County Health Officer for the establishment of temporary morgue facilities.
25. Temporary morgue facilities should be established away from the triage area. Deactivation / Demobilization:
26. Release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.

27. Insure that any required reports or forms are completed prior to your release and departure.

28. Be prepared to provide input to the After Action Report. R. PLANNING SECTION COORDINATOR - UPD Designee

The Planning/Intelligence Section collects, evaluates, processes and disseminates information for use at the incident. Establish information requirements and reporting schedules for Planning Section Units. Determine need for specialized resources in support of the incident. When activated, the Section is managed by the Planning Section Chief. Standard ICS Planning Section units may include; Resources, Situation, Documentation and Demobilization. If requested, assembles and disassembles strike teams and task forces not assigned to operations. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Assemble information on alternative strategies. Provide periodic predictions on incident potential. Report significant changes in incident status. Compile and display incident status information. Oversee preparation of the incident demobilization plan. Start Up Actions:

1. Report to the EOC Director and obtain a briefing on the situation.

2. On all maps, identify medical treatment centers, shelters, Mutual Aid/Multi-Agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.

3. Determine if other section staff are at the EOC.

4. Review organization in place in the EOC and know where to go for information or support.

5. Meet with the EOC message Center.

6. Obtain briefing on on-site and external communications capabilities and restrictions.

7. If necessary, establish operating procedure with Communications Unit for use of telephone and radio systems. Make priorities or special requests known.

8. Establish contact with other local EOC’s. Determine status of Planning/Intelligence Sections at other EOC’s.

9. Periodically obtain and review status and incident reports and other reports from adjacent areas that have arrived at the EOC.

10. Periodically meet with other Section Coordinators and exchange available situation information.

11. Based on the situation as known or forecast, determine likely future information and personnel support needs.

12. Develop a plan for carrying out all Section responsibilities.

13. Activate organizational elements and their coordinators as needed.

14. Make a list of key issues facing your section and establish action items to be accomplished within the next hour period.

15. Request sufficient personnel to maintain a two shift operation.

Operational Duties:
16. Ensure that section logs and files are maintained.

17. Anticipate potential situation changes.

18. Develop backup plans for all procedures requiring off campus communications.

19. Maintain current status at all times.

20. Receive updates about field hazards, injuries, casualties, and the status of campus facilities from Operations Section Branches.

21. Maintain current displays. Ensure that all status boards and other displays are kept current, that posted information is neat and legible and that all EOC staff have immediate access to all reports and displays.

22. Conduct periodic briefings with section staff, particularly as regards priorities.

23. Attend EOC Director’s planning meetings. Brief branch/unit coordinators.

24. Brief EOC Director on current or anticipated problems that may require solutions.

25. Assist the EOC Manager in guiding the process to develop the Action Plan for the next Operational Period.


27. Ensure that the EOC Action Plan is completed and distributed prior to the start of the next Operational Period.

28. Assist the EOC Coordinator in the preparation and distribution of the After Action Report.

29. Develop a Demobilization Plan for the EOC with the EOC Manager.

30. Share status information with other sections as appropriate.

31. Brief your relief at shift change time.

1. MESSAGE CENTER BRANCH DIRECTOR- UPD Designee

The Message Center Branch Director position organizes and prepare Situation Status Information in EOC. Identify inaccuracies and conflicting reports. Prepare EOC reports for EOC Management. This position is assigned to the Planning Section, and reports to Planning Section Coordinator.

Start-Up Actions:

1. Report to the Planning Section Coordinator and obtain a briefing on the situation.

2. Set-up situation status laptop workstation, screen and projector.

3. Call out subordinate support staff as appropriate.

4. Set-up message center in/out boxes and message forms.

Operational Duties:

5. Collect and report on situation information from the field, including current weather information from the weather service or an assigned meteorologist.
6. Monitor media reports and essential planning information including: weather, major incidents in the region, and other factors that may affect Montclair State University operations.

7. On the Situation Status Board(s) and maps, post all information regarding major incidents, status of buildings and utilities, number of casualties, and sheltered, and traffic conditions.

8. If not already completed, identify medical treatment centers, shelters, mutual Aid/Multi-Agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.

9. Re-organize the status boards and maps to best display the information needed for the EOC operations according to the nature of the emergency incident(s) at the university.

10. Verify incoming status information before posting on the projected situation status screen.

11. Keep a chronology of verified events on the situation status screen.

1. DOCUMENTATION BRANCH DIRECTOR - University Facility Scheduler

This position maintains accurate, up-to-date incident files. Provide duplication services. Keep records and documentation of all EOC activities. Incident files will be stored for legal, analytical, and historical purposes. This position is assigned to the Planning Section, and reports to Planning Section Coordinator.

Start-Up Actions:

1. Report to the Planning Section Coordinator and obtain a briefing on the situation.

2. Set-up Branch work area and support Message Center Branch Director.

3. Open and maintain accurate and detailed logs on your Branch's activities.

Operational Duties:

4. Monitor and direct flow of message within the EOC and providing verified information to the Message Center Branch Director.

5. Establish duplication service; respond to requests (copy machine, ink, paper, etc.). File all official forms and reports.

6. Review records for accuracy and completeness; inform appropriate units of errors or omissions.

7. Provide incident documentation as requested.

8. Store files for post-incident use.

1. LOGISTICS SECTION COORDINATOR-Assistant Vice President of Facilities

The Logistics Section Coordinator position is responsible for all incident support needs are provided by the Logistics Section. Ensures that the logistics function is carried out including telecommunications, transportation, medical, supplies, facilities, food and ground support. Provide logistical support to the EOC. Standard ICS Logistics Section units may include: Supply, Facilities, Ground Support, Telecommunications, Food and Medical. Report to the EOC Director on all matters pertaining to Section activities. Start-Up Actions:

1. Report to the EOC Director and obtain a briefing on the situation.
2. Determine if other Logistics Section staff are in the EOC and meet with them.

3. Review organization in place in the EOC and know where to go for support and information.

4. Meet with Communications Unit Coordinator and obtain briefing regarding on-site and external communications capabilities and restrictions. Establish procedures and priorities for use of telecommunications and radio systems.

5. Establish contact with adjacent EOC’s and determine status of logistical functions. Determine status of any requests for assistance.

6. Periodically meet with the other Section Coordinators with updated information on estimated damage/loss costs. Coordinators and obtain updated information on the incident, resource needs of other Sections and determine your level of purchasing authority.

7. Based on the situation as known or forecast, determine likely future logistics needs for resources and personnel.

8. Review the responsibilities for the units in your section.

9. Activate organizational elements as needed and designate coordinators.

10. Make a list of key issues facing your Section and establish action items to be accomplished within the next hour operational period.

11. Request additional personnel as necessary to maintain a two-shift operation.

Operational Duties:

12. Ensure section logs and files are maintained.

13. Anticipate potential situation changes, such as aftershocks, and plan accordingly.

14. Maintain current section status at all times.

15. Maintain current displays associated with your section. Ensure information reports or displays are clear and understandable.

16. Obtain from the Operations Section Coordinator and EOC Management the priorities for requests for resources.

17. Identify the status and availability of all on-campus resources including food, water, supplies, equipment, etc. Maintain an inventory of all available resources and be prepared to work with Finance to procure supplies that may be needed by all EOC Sections.

18. Hold planning meetings with your Branch/Unit Coordinators.

19. Coordinate with EOC HR/Volunteers and EOC Management to identify the status and availability of all Montclair State University employees who may be able to assist with emergency response data.

20. Coordinate with Finance to activate or distribute emergency Procurement Cards for the EOC.

21. Work with the Operations and Planning Section Coordinators to identify requests for resources, ensure that all resources are being procured and delivered in the field, and project needs for duration of emergency.

22. Refer to and coordinate with EOC Management for resource needs that cannot be met with available resources, and/or policy decisions that must be made in order to proceed with procurement, contracts, and emergency hires. EOC Management will coordinate with the Policy Group for policy level decisions.
23. Verify funding authorization for large expenses or potentially extensive contracts with EOC Management. Ensure and verify funding authorization if total purchases and contracts are about to exceed disaster authorization limits.

24. Working with Operations Section and the EOC, arrange and stage the delivery of incoming resources.

25. Assist Operations Section with the activation of additional Departmental emergency response expertise or resources.

26. Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.

27. Obtain specialized supplies, equipment, or services to support the emergency response.

28. Identify and contract with external experts, contractors/vendors, or mutual aid (engineers, recovery specialists, equipment rental companies) as requested by the Operations Section.

29. Summarize space, facility, and personnel needs to achieve program resumption and report recovery resource needs to the Operations Section.

30. If you received reports from field staff regarding major incidents in the field, report these to the Operations Section Coordinator and Planning Section.

31. Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.

32. Establish contact with the Office of Information Technology and receive that status of all on-duty personnel working for, including OIT, Verizon, and other communications support Branches.

33. Make sure that all media contacts or requests for information are fully coordinated through the PIO.

34. As required, provide situation and resource information to the Planning Section.

35. Conduct periodic briefings for section. Ensure staff are aware of priorities and determine unmet needs or problems.

36. Brief EOC Director on major problem areas that are immediate or will require immediate solutions.

37. Share status information with other sections as appropriate.

38. Brief your relief at shift change time.

1. FACILITIES MAINTENANCE BRANCH DIRECTOR-Facilities Services Maintenance Designee

This position is responsible for the inspection of university structures, facilities and grounds for damage, obstructions, and utility infrastructure failures. Assess use and occupancy availability of university structures. Prioritize assessments for essential repair operations and perform emergency debris clearance. Coordinate and supervise structural engineering assessment teams. This position is assigned to the Logistics/Operations Section, and reports to Logistics and Operations Section Coordinators. Start-Up Action:

1. Report to the Logistics Section Coordinator and obtain a briefing on the situation.

2. Set-up Branch work area to include maps and status boards if appropriate.

3. If unable to be stationed in normal work area due to damage or unsafe conditions, advise the Logistics Section Coordinator.

4. Call out subordinate support staff as appropriate.

5. Review organization in place and know where to go for information or support.
6. Open and maintain accurate and detailed logs on your Branch's activity.

7. Ensure sufficient Branch personnel are assigned to maintain a minimum initial two-shift operation. Operational Duties:

8. Assign field teams to survey university structures and grounds for damage, hazards and debris problems and report findings to the EOC.

9. Following an earthquake, assessment teams ideally would be composed of one structural engineer and one university operating engineer.

10. Coordinate and correlate damage reports from university police personnel.

11. Ensure detailed lists and logs of damage are maintained. This documentation should include detailed written descriptions and both still photographs and videotape.

12. Field teams should be directed to check for and report chemical and electrical hazards as soon as possible.

13. If university resources are insufficient to handle incident requirements, advise the Logistics Section Coordinator and EOC Director and request a Mutual Aid response.

14. Periodically, or as requested, update the EOC Director on damage status and information reported by field personnel.

15. Determine resources required for emergency repairs and debris clearance.

16. Coordinate and arrange for contractor assistance and services through the Procurement Branch Director.

17. Periodically, or as requested, provide the Logistics Sections to university structures and facilities.

18. Coordinate hazard posting by field assessment teams on all university structures.

   1. Red - Condemned or unsafe for entry.

   2. Yellow - Damaged, short term controlled and authorized entry only. Unsafe for permanent occupancy.


19. In the event of earthquakes, multiple structural assessments may be required following aftershocks. Following earthquakes which cause extensive, visually observable damage, all structures to be Red Posted until cleared by structural engineers.

20. Coordinate with Operations Section to post and close roads and walkways as required.

21. Call-out subordinate support staff as appropriate.

22. If insufficient support staff available, request volunteer support through the Finance/Admin Section Coordinator.

23. Determine status and availability of hand tools and heavy equipment for debris removal and facility repair.

24. In coordination with the Planning Section, the Logistics Section and the Procurement Branch Director, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities and replacement of expended resources.

25. Determine fuel requirements for university vehicles and equipment used in the emergency and take action to insure that sufficient stocks are available.

26. In the event of flooding, assign personnel to assist in moving critical equipment and material from endangered areas to upper floors or high ground.
27. In the event of flooding or potential flooding conditions, insure affected or at risk electrical systems which could present a hazard, are shut down.

28. Participate in EOC Director's planning meetings.

29. In the event of directives to close the campus, assign personnel for the shutdown of university utility systems.

30. If requested by the Operations Section, assign personnel to assist university police staff in building to building contacts and notification of campus evacuation.

31. Once cleared, buildings should be secured and marked.

32. SUPPLIES BRANCH DIRECTOR- Facilities Services Designee

The Supplies Branch Director is responsible for the procurement of essential supplies and services. Oversees and coordinates all operations concerned with obtaining resources. In coordination with the Finance Section, provides appropriate means of payment for contracted emergency services. This position is assigned to the Logistics Section, and reports to the Logistics Section Coordinator.

Start-Up Actions:

1. Report to the Logistics Section Coordinator and obtain a briefing on the situation.

2. Set up Branch work area to include maps and status boards if appropriate.

3. Call out subordinate support staff as appropriate.

4. Review organization in place and know where to go for information or support.

5. Open and maintain accurate and detailed logs on your Branch’s activities.

6. Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24 hour coverage may be required during the first 72 hours of an incident.

7. In consultation with the EOC Director and other Section Coordinators, assess resources currently available and any additional supplies or services required for emergency operations.

8. Coordinate with Finance to maintain a master list of all resources, e.g., equipment, personnel, primary and support resources, etc.

9. Coordinate and process requests for needed equipment, supplies and material.

10. Maintain and post the current status and location of all resources.

11. Maintain master roster of all resources checked in at the incident.

12. Provide supplies to Planning, Logistics, and Finance/ Administration Sections.

13. Determine the type and amount of supplies en route.

14. Order, receive, distribute, and store supplies and equipment.

15. Respond to requests for personnel, equipment, and supplies.
16. Maintain an inventory of supplies and equipment.

17. Service reusable equipment, as needed.

18. Receive and distribute all supplies and equipment (other than primary tactical resources), and ensure the service and repair of tools and equipment.

19. If insufficient procurement support staff are available, request additional personnel through the Personnel Branch.

20. Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, page numbers, etc.

21. As appropriate, develop pre-disaster MOU's with vendors to insure availability of critical resources.

22. Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Coordinators.

23. When and if appropriate, establish a staging area for the storage of supplies and equipment.

24. When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.

25. Interpret contracts / agreements and resolve claims or disputes as necessary.


27. Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.

28. Periodically, or as requested, brief the EOC Manager and Finance Section Coordinator on the status of all procurements and contracts in support of the emergency.

29. Participate in the EOC Manager's planning meetings.

30. In the event of an evacuation or campus closure, coordinate with the Operations Section and take the necessary organizational actions to insure the security of supplies, equipment and material.

31. Monitor all Branch activities and adjust as necessary.

32. Brief the EOC Director and Logistics Section Coordinator on major problem areas that now need or will require solutions.

33. Share status information with other Sections and Branches as appropriate.

34. Brief your relief at shift change time.

1. MOVEMENT/TRANSPORTATION BRANCH DIRECTOR-Transportation

Director Designee

The Movement/ transportation branch Director consults with the EOC Director, Operations and Logistics Sections Coordinators, coordinate movement activities concerned with the evacuation of all or part of the university. Consult with other Sections and Branches to determine the number of persons to be evacuated or moved. Determine safe routes, destinations, and the number of persons needing transportation assistance and the available means of transportation to accomplish the needed movements. Determine available university transportation resources for the movement of personnel, supplies and material. Coordinate and supervise the allocation of transportation resources for use in support of disaster response operations. Oversee and insure procedures for maintenance and refueling of transportation equipment. This position is
assigned to the Operations and Logistics Sections, and reports to the Operations and Logistics Coordinator. Start-Up Actions:

1. Report to the Operations Section Coordinator and obtain a briefing on the situation.
2. Report to the Logistics Section Coordinator and obtain a briefing on the situation.
3. Set-up Branch work area to include maps and status boards if appropriate.
4. Call out and/or arrange for subordinate support staff for assistance as needed.
5. Review organization in place and know where to go for information or support.
6. Open and maintain accurate and detailed logs on your Branch’s activities.
7. Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Initial 24 hour coverage may be needed during the first 72 hours of the incident. Operational Duties:

8. In conjunction with the Planning Section, determine useable evacuation routes.
9. In coordination with the Operations and Planning Sections and local and Operational Area Movement Coordinators, establish and/or determine:
   1. Officially designated movement and evacuation routes.
   2. Designated university staging area(s) for persons needing transportation.
   3. Locations of local reception and care centers evacuees to be transported to.
10. When appropriate, coordinate the placement of evacuation route signs with the Logistics Section.
11. Consult with the Medical Services Branch to determine needs for medical evacuees.
12. Consult with Child Development Center to determine needs for evacuation of children and/or staging area for parents and guardians to respond for pick-up.
13. Consult with Floyd Hall Enterprises management to ascertain their needs for the Yogi Berra Stadium and Ice Rink.
14. Obtain information regarding the status of local and regional transportation routes. Plan for transportation to and from Montclair State University for VIPs and essential Montclair State University staff.
15. Determine operational status and location of all available university owned vehicles.

   1. Take steps to insure fuel reserves are sufficient to keep vehicles operational.
   2. Determine operational status of fuel storage and pumps, insure emergency power is available in the event of area wide power outages.
   3. Maintain accurate records of fuel volumes used for emergency response operations.
17. When feasible and if necessary, arrange for repair and preventive maintenance of transportation vehicles.
18. Consider establishing a centralized vehicle park where all university owned vehicles may be staged during a major disaster.
19. Maintain accurate logs of vehicles used for emergency service and transport. Include:
   1. Vehicle year, make, model, license number.
   2. Assigned driver and specific transportation assignment for each trip.
   3. Beginning and ending mileage for each specific assignment.
   4. Insure accurate and detailed records involving emergency related transportation costs are maintained.

20. Coordinate expenditures and acquisitions with the Logistics Section and Finance Section Coordinators.

21. Attempt to determine the requirement for additional or special purpose vehicles during the initial response period. (i.e., flatbeds, skip loaders, buses, etc.)

22. If available university owned vehicles are insufficient to handle emergency operational needs, coordinate with the Logistics Section Coordinator and the EOC Director for a Mutual Aid request to the Operational Area.

23. When feasible and if necessary, arrange for the temporary use of privately owned vehicles as an additional transportation resource.

24. Periodically, or as requested, brief the EOC Director and Logistics Section Coordinator on the status of Transportation operations.

25. If insufficient Branch personnel are available, request additional staff through the Logistics Section Coordinator.

26. Consider establishing pre-disaster MOUs with appropriate vendors for the provision of transportation resources and specialized equipment.

27. As needed, obtain briefings from the Planning Section on local roadway status and designated route information.

28. Assess and coordinate security needs of pool vehicles with the Operations Section Coordinator.

29. As needed, coordinate assignment of police personnel at traffic control points with the Operations Section.

30. In coordination with the Transportation Branch Director, insure that drivers are thoroughly briefed on:
   1. The location of university staging areas
   2. Designated transportation and evacuation routes
   3. Local community collection points and shelter care locations

31. Ensure mass movement of university evacuees is coordinated through the EOC Director and Operations Section Coordinator.

32. When appropriate, in coordination with the Logistics Section, insure sanitation facilities and potable water are available if staging areas are to be occupied for extended periods of time.

33. If insufficient university vehicles are available for transportation / evacuation request Mutual Aid from the Operational Area through the Logistics Section and the EOC Director.
1. When appropriate, consider staging all transportation vehicles in a centralized vehicle park.

2. Establish a dispatch desk and driver pool.

3. When feasible, establish direct communications between the transportation dispatch and the EOC.

34. When appropriate and as needed, coordinate with the Operations Section for assignment of police personnel to staging areas for assistance and information.

35. Establish and designate secondary staging locations in the event the primary locations become un-useable due to developing hazards or unsafe conditions.

36. Periodically, or as requested, brief the Operations Section Coordinator and the EOC Director on the status of movement and/or evacuation operations.

37. Insure all Section and Branch personnel are aware of the locations of staging areas.

38. As feasible, establish direct communications between assigned staging area personnel and the EOC.

39. Coordinate with the Operations Section Coordinator for the use of police personnel and “bull horns” to insure evacuation information is fully disseminated. If an evacuation order is given, provide the following information to university evacuees when feasible:

1. Reason for the evacuation.

2. Designated evacuation routes to take including appropriate information regarding road conditions, bridge and overpass collapses.

3. What to do if their vehicle breaks down.

4. The location(s) of university staging areas for those needing transportation.

5. When appropriate, the location of local community mass care locations where support and assistance may be obtained.

40. When feasible, establish staging areas in locations that are safe, readily accessible to those on foot, and to disabled persons and transporting vehicles.

41. Insure the Public Information Officer is kept fully briefed on all movement operations. Coordinate media releases with the EOC Director and PIO to insure that university closure and evacuation information is provided to the public.

42. Coordinate with Disabled Services to insure special transportation needs of disabled persons are addressed.

43. Consult with Shelter Care Branch Director for support resources for staging areas should they be occupied for extended periods.

44. Maintain updated rosters of evacuees and the off campus care or staging areas they were transported to.

45. Thoroughly brief your relief at shift change time.

46. FINANCE/ADMIN SECTION COORDINATOR- Business and Finance Analyst

The Finance / Administration Section is responsible for managing all financial aspects of an incident to include: Financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed, briefing administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial / administrative matters, processing purchase orders and contracts in coordination with the Logistics Section, processing worker’s compensation claims, handling travel and expense claims and the maintenance of all financial records of the emergency.
Standard ICS Finance / Administration Section units may include a Time Unit, Procurement Unit, Compensation / Claims Unit and a Cost Unit. Not all incidents will require activation of this section, or all units described.

Start-Up Actions:

1. Report to the EOC Director and obtain a briefing on the situation.
2. Determine if other section staff are at the EOC.
3. Review organization in place and know where to go for information or support.
4. Meet with Communications Unit Coordinator and obtain briefing on on-site and external communications capabilities and restrictions. Establish procedures for use of telecommunications and radio systems. Make priorities or special requests known.
5. Determine appropriate purchasing limits to delegate to Logistics Section and brief the Logistics Section Coordinator.
6. Meet with Operations and Logistics Section Coordinators and determine financial and administrative support needs.
7. Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
8. Activate organizational elements and their coordinators as needed.
9. Request additional personnel as needed for maintaining a two-shift operation.

Operational Duties:

10. Establish the Disaster Accounting System for the EOC. EOC Director may distribute high-value emergency Procurement Cards to EOC.
11. Ensure that section logs and files of all activities are maintained accurately and in detail.
12. Anticipate potential situation changes and develop contingency plans for all procedures requiring off-site communications.
13. Maintain current status at all times.
14. Maintain current displays associated with your section and ensure that such displays and/or information reports are clear and understandable.
15. Provide situation and resource information to the Planning/Intelligence Section on a periodic basis or as required.
16. Ensure all media contacts are fully coordinated with the EOC Director, the Emergency Operations Executive and the PIO.
17. Participate in the EOC Director’s planning meetings.
18. Provide assignments for support staff.
19. In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained)
20. In the event of an evacuation, take necessary organizational actions to insure the security of records and university funds.
21. Ensure all Branch Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.

22. Provide the EOC Director with updates on cost related information as requested.

23. Periodically brief the Emergency Operations Executive on all incident related business management issues needing attention.

24. Ensure that all time and cost expenditure records kept current and logged in a timely fashion.

25. Conduct periodic section briefings. Ensure staff are aware of priorities.

26. Monitor section activities and adjust as appropriate.

27. Brief EOC Director on major problem areas that are immediate or will require immediate solutions.

28. Share status information with other sections as appropriate.

29. Keep EEG apprised of the overall financial situation.

30. Brief your relief at shift change time.

1. PROCUREMENT/CONTRACTS BRANCH DIRECTOR-Financial Services Procurement Director

This position is responsible for budget planning to identify existing sources of funding. Recommend budget and funding plans for emergency and recovery expenses. This position is assigned to the Finance / Admin Section, and reports to the Finance/Admin Section Coordinator. Start-Up Actions:

1. Report to the Finance Section Coordinator and obtain a briefing on the situation.

2. If unable to be stationed in normal work area due to damage or unsafe conditions, advise the EOC Director.

3. Set-up Branch work area to include maps and status boards if appropriate.

4. Call out subordinate support staff as appropriate.

5. Review organization in place and know where to go for information or support.

6. Open and maintain accurate and detailed logs on your Branch's activities.

7. Insure sufficient Branch personnel assigned to maintain an initial two-shift operation. Operational Duties:

8. Work with your Section Coordinator to establish the Disaster Accounting System. Set up the accounting and auditing process for the system including:

   1. Itemization of all expenses
   2. Documentation files containing originals or copies of expenditures.

9. Receive and file all forms, invoices, purchase orders, and other documentation related to disaster expenses.


11. For each day of EOC activation, forward to your Section Coordinator a daily summary of expenses and total accumulated expenses.
HUMAN RESOURCES BRANCH DIRECTOR - HR Director or HR Designee

This position maintains a roster of disaster service workers, allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Insure accurate records are maintained on use of time, and worker's compensation claims related to the incident. This position is assigned to the Finance/Admin Section, and reports to the Finance/Admin Section Coordinator Start Up Actions:

1. Report to the Finance Section Coordinator and obtain a briefing on the situation.
2. Establish contact with Human Resources and receive the status of all on-duty personnel.
3. If unable to be stationed in normal work area due to damage or unsafe conditions, advise the EOC Director.
4. Set-up Branch work area to include maps and status boards if appropriate.
5. Call out subordinate support staff as appropriate.
6. Review organization in place and know where to go for information or support.
7. Open and maintain accurate and detailed logs on your Branch's activities.
8. Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. Operational Duties:

9. Contact Section Coordinators and determine:
   1. Number of personnel needed and skills required.
   2. Number of injured and their status.
   3. Number of fatalities.
   4. Any outstanding family needs of university personnel.
10. Perform an incident assessment with regards to personnel staffing. Coordinate with Section Coordinators on the best procedure for shift assignments for university staff.
11. Maintain master file of shift schedules and work assignments submitted by Section Coordinators for their respective staffs.
12. Establish a pool of available volunteers.
13. In coordination with the Logistics Section Coordinator, establish a staging area for volunteers to be temporarily located while awaiting assignments.
14. Instruct all volunteers on Disaster Worker status and provide:
15. D. cards
16. Volunteer employment certification
17. Information on worker's compensation coverage
18. Briefing and emergency data concerning the incident.
15 Personnel priorities should be based on greatest health and safety needs.

16. Coordinate with EOC Management, Police, and Fire Department for requests for Montclair State University Mutual Aid labor and keep records of Montclair State University employee names, Employee ID numbers, hours worked, and all contact information.

17. Maintain accurate recording of daily personnel time.

18. Maintain records of all volunteer work assignments.

19. Instruct volunteers to report back to staging area upon completion of assignment.

20. Debrief volunteers after assignments to obtain information on possible operational improvements.

21. Coordinate with Logistics Section to provide food and drink for volunteers.

22. Demobilize/release volunteers as soon as practicable.

23. Establish contact with incident Safety Officer.

24. Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

25. Establish a Compensation-for-injury work area within or as close as possible to the Medical/Health Unit.

26. Review procedures for handling claims.

27. Ensure that all Compensation—for-Injury and Claims logs and forms are complete and routed to the appropriate agency for postincident processing prior to demobilization.

28. Administer financial matters arising from serious injuries and deaths on an incident.

29. Manage all claims-related activities (other than injury) for an incident.

30 Periodically brief the EOC Director and the other Section Coordinators on the overall personnel situation.

31. Participate in the EOC Director's planning meetings.

32. In the event of an evacuation, take the necessary organizational actions to insure the security of personnel records.

33. Monitor Branch activities and adjust as necessary.

34. Brief the EOC Director on major problem areas that are immediate or will require immediate solutions.

35. Share status information with other Sections and Branches as appropriate.

36. Brief your relief at shift change time. **CONTINUITY OF GOVERNMENT FOR THE EOC**

1. Line of Succession

There is a need for the line of succession for the person responsible for the Emergency Operating Center functions in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and personnel working within this function will be kept informed of the following line of succession:

1. Emergency Management Director
2. Lieutenant, University Police Department

3. Chief of Police designee

1. Essential Records

2. All EOC records and logs will be collected by the Emergency Management Director to be protected and preserved.

3. These records will be available to the Emergency Management Director for post operation analysis and possible use in litigation.

**ADMINISTRATION AND LOGISTICS**

1. Records and Reports

The Emergency Management Director is responsible for the maintenance of all records and reports required by the EOC functions.

1. Expenditure Records

The EOC Emergency Management Director will be responsible for all records including expenditures for the EOC operations.

1. Procedures for obtaining Supplies and Equipment

   1. The procedures for obtaining EOC supplies and equipment during an emergency will be in accordance with standing university policy and departmental procedures.

   2. The Emergency Management Director will make requests directed to the municipal and county Offices of Emergency Management for supplies and equipment.

**ANNEX DEVELOPMENT AND MAINTENANCE**

1. Maintenance of the EOC Annex

The Emergency Management Coordinator is responsible for the maintenance of the EOC Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Review and Updating of Standard Operating Procedures

The Emergency Management Director is responsible for the review and updating of the EOC Annex, SOP’s, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

**1. DEFINITIONS**

The following terms and acronyms were used in this Annex:
1. REQUIRED APPENDICES AND ATTACHMENTS

Unless noted, all appendices and attachments for this annex are on file at the Montclair State University, Office of Emergency Management.

ACTIVE SHOOTER/ ACTIVE VIOLENCE ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Active Shooter/ Active Violence Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Law Enforcement Annexes.

1. AUTHORITY AND REFERENCES

2. Laws, Regulations, and Directives

   1. State

      N.J.S.A. Title 18A

   2. University

      Montclair State University Police Department Standard Operating Procedures.

1. References, guidance and material and other documents
III PURPOSE:

1. The purpose of this Active Shooter/ Active Violence Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible. **SITUATION**

4. Law Enforcement Agency

   1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

   2. The Montclair State University Police Department will be the first responders to an actual event of an active shooter or an active threat event (ex. stabbing, bludgeoning, or attempting serious harm to others).

   3. If there is a corroborated, confirmed shooting/ or active violence on campus, the Montclair State University Police Department will be responsible to request additional law enforcement resources from the region.

5. Emergency Medical Services

   1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

   2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of an active shooter/active threat situation.

   3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

1. Emergency Management

   1. The Montclair State University Police Department’s, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.).
Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation.

The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability and
Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC's to advise them of potential threats that may be pending.

8. The Chief of Police may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

1. Interaction with Other Emergency Services

   1. During an emergency requiring the activation of the Montclair State University EOC, the Chief of Police or his designee will report to the EOC.

   2. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

   3. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

6. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets.

C. Mobilization and Dispatch of Personnel

7. When an emergency situation occurs, Montclair State University Police Department personnel will be initially dispatched by the Communications Desk via radio.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

4. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

5. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in
support the mitigation of the operation.

6. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

7. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

8. Command System for Mutual Aid Situations

9. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.

10. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

11. Access Into the Areas Affected by an Emergency

12. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

13. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

14. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

15. The Incident Commander may request a ban of airspace through TSA to exclude news aviation in the area to maintain the integrity of the crime scene and to ensure proper notification to family members of the wounded or deceased individuals.

Relocation of Prisoners during Emergencies

16. If the Montclair State University Police Department’s prisoner holding facility is compromised, all prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

17. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing.

Victim Inquiries and Notifications

18. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the Montclair State University Police Department, Vice President of Student Development and Campus Life, and the Dean of Students.

2. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. RESPONSIBILITIES

1. Responsibility for Law Enforcement Response

The Chief of Police of the Montclair State University Police
Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)
2. Emergency procedure for Active Shooter (MSUPD 3.10)
3. Emergency Procedures for Hostage Situations (MSUPD SOP 3.9)
4. Death Notifications (MSUPD SOP 3.0)
5. Emergency procedures for Confined Space (MSUPD SOP 3.9)
6. Fatal Accidents (MSUPD SOP 3.1)
7. Homicide Investigations (MSUPD SOP 8.0)
8. Communications (MSUPD SOP 3.3)
9. Missing Persons procedures (MSUPD SOP 3.0)
10. Bomb threat response (MSUPD SOP 3.9)
11. Helispot operations (MSUPD SOP 3.9)

1. LOCKDOWN GUIDELINES

1. The Chief of Police or his designee or highest ranking law enforcement official may issue order a “Lockdown” or sheltering-in-place order which is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation.

2. Emergency and Informational Alerts

3. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of an Active Shooter/ Active Violence incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent in the following venues:

1. texting
2. email
3. social media
4. website
5. voicemail messaging
6. led signage
7. Public address systems

2. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a timely manner (Clery Act).

3. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of the event.

They may include the following:

?283. If you observe any suspicious activity on campus, immediately contact University Police at 973-655-5222 or text E-tips 67283.

?284. If you can leave the area (EVACUATE) safely, do so.

?285. Notify anyone you encounter as you are leaving that they must exit immediately as well.

?286. Do not signal the building occupants by activating a fire alarm.

?287. Take shelter in another university building if possible.

?288. Contact University Police to advise them of the situation 973-655-5222 OR TEXT E-TIPS 67283.

?289. If you cannot leave the area, Close and lock the door.

?290. Move furniture to barricade the door if possible.

?291. Turn off the lights. Block any windows that provide a view of the room to the outside.

?292. Stay away from the windows and doors if at all possible.

?293. Seek protective cover of some kind under or behind furniture.

?294. Take a moment to switch all cell phones in the room to vibrate mode so they will not alert anyone to your presence.

?295. Do not answer the door under any circumstance.

?296. Text E-Tips 67283 to inform MSUPD of suspect location. Remain silent and use texting capabilities only. Do not leave the room until directed to do so by emergency personnel.

?297. Work to remain calm and develop a plan to fight and escape should it become necessary.

?298. If police enter the room, follow their instructions.

?299. Check email, voicemail, Text messaging, and Montclair.edu for instructions

1. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:
The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the Emergency Management Director.

Law Enforcement –

1. Little Falls Police Department
2. Montclair Police Department
3. Clifton Police Department
4. Essex and Passaic County Sheriff's Departments
5. Essex and Passaic County Prosecutor's Office
6. J. State Police
7. Federal Bureau of Investigation

1. Scene Security and Crime Scene Evaluation
   1. The Incident Commander and/or Chief of Police will decide what resources are needed to secure and process large crime scene areas. In the event that a large scene is too large for one single agency to process, then additional crime scene processing agencies may be requested through the EOC.
   2. Montclair State University Police Department will be the lead law enforcement agency in the event of an active shooter/active violence. The evidence that is gathered and processed during this event will be compiled and submitted for formal criminal proceedings in the appropriate jurisdictional county.
   3. Handling of Evidence (MSUPD SOP 8.0)

2. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.
3. Patient Triage
4. Patient Transportation
5. Providing patient information to the EOC for logistical purposes

- CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL

1. Line of Succession
   1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.
   2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police
The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Essential Records

1. Essential records and logs of law enforcement operations during an event will be protected and preserved by the Command Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

   1. computer aided dispatch records
   2. investigation and incident reports
   3. communication forms
   4. ICS forms
   5. EOC and CP logs
   6. resource requests

2. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

  1. Maintenance of Records and Reports

The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records
The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.
   2. The Chief of Police will coordinate with the Emergency Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

1. **ANNEX DEVELOPMENT AND MAINTENANCE**

   1. Maintenance of the Active Shooter/Active Violence Annex

The Chief of Police is responsible for the maintenance of the Active Shooter/Active Violence Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Chief of Police is responsible for review and updating of the Active Shooter/Active Violence Annex, SOP's, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

**X. DEFINITIONS**

The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
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</table>

**1. REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters.
Communications Desk and the Montclair State University Emergency operations Center.

Mutual Aid Agreements (Verbal)

Recall Rosters

Montclair State University Police Standard Operating Procedures Emergency Notification Guidelines

**EARTHQUAKE RESPONSE ANNEX**

**INTRODUCTION**

**STATEMENT OF APPROVAL**

The Earthquake Response Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Annexes.

**II. AUTHORITY AND REFERENCES**

1. Laws, Regulations, and Directives
   - 1. State

   N.J.S.A. Title 18A

2. University

   Montclair State University Police Department Standard Operating Procedures.

1. References, guidance and material and other documents
   - 1. Federal
     - 1. Department Homeland Security Response Guides
     - 2. FEMA Response Guides

   2. State
     - 1. New Jersey Office of Emergency Management Protocols

**III PURPOSE:**

1. The purpose of this Earthquake Response Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend
A catastrophic earthquake is unlikely to occur at our location, due to our distance from major earthquake fault lines. However, a major earthquake occurring in close proximity to Montclair State University has the potential to result in numerous casualties, extensive property damage, Vres, road closures, and the disruption of surface railway and transport systems. Communications and utilities, including water, waste treatment, power and gas may also be disrupted. Additionally, kooding due to dam failure as well as theft and looting constitute potential problems. In spite of mutual aid, government and private sector studies indicate jurisdictions may have to rely on internal resources for a period of up to (72) hours.

Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible. SITUATION

4. Law Enforcement Agency

1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

2. The Montclair State University Police Department will be the first responders to an actual event of an earthquake.

3. If there is an earthquake on campus, and if necessary, the Montclair State University Police Department will be responsible to request additional law enforcement resources from the region.

5. Emergency Medical Services

1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of earthquake.

3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

4. Once the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

1. Potential of Earthquakes and Damages Incurred

A catastrophic earthquake is unlikely to occur at our location, due to our distance from major earthquake fault lines. However, a major earthquake occurring in close proximity to Montclair State University has the potential to result in numerous casualties, extensive property damage, fires, road closures, and the disruption of surface railway and transport systems. Communications and utilities, including water, waste treatment, power and gas may also be disrupted. Additionally, flooding due to dam failure as well as theft and looting constitute potential problems. In spite of mutual aid, government and private sector studies indicate jurisdictions may have to rely on internal resources for a period of up to (72) hours.

1. Emergency Management

1. The Montclair State University Police Department's, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate an earthquake event.

2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in this EOC Annex.

3. The Montclair State University Police Department's, Office of

Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.
1. Facilities and Equipment

1. The Montclair State University Police Department personnel will determine the necessary equipment that is necessary to mitigate the Earthquakes damages. The deployment of specialized equipment to be determined by the Montclair State University Police Department's Standard Operating Procedure.

2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department's Emergency Management Conference Center.

3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances and certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities. If there is a need for mutual aid or Advanced Life Support units, they will be called upon as per Emergency Medical Services protocols.

1. OPERATIONS AND CONTROL

1. Actions to Be Taken After Earthquake.

1. During an Earthquake, control of the police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

2. After an Earthquake, the Chief of Police and/or Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

3. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.

4. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing may augment from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers.

5. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability determinations of their emergency personnel availability.

6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC's to advise them of potential damages or threats that may be pending.

8. The Chief of Police of designee may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

2. Interaction with Other Emergency Services

1. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity
of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.

2. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

3. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets. If those assets are not available, requests can be made to the New Jersey State Police for radio caches.

1. Mobilization and Dispatch of Personnel

2. When an emergency situation occurs, Montclair State University Police Department personnel will be initially dispatched by the Communications Desk via radio if operational.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

6. When a major earthquake has occurred, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately...
available, may request police mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. Command System for Mutual Aid Situations

1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.

2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

14. Access into the Areas Affected by an Earthquake

1. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

2. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

3. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

15. Relocation of Prisoners during Emergencies

1. If the Montclair State University Police Department prisoner holding facility is compromised, all prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

2. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing. Victim Inquiries and Notifications

3. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the

Montclair State University Police Department, Vice President of

Student Development and Campus Life, the Dean of Students and the Campus Ministry outlets.

2. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. **RESPONSIBILITIES**
1. Responsibility for Law Enforcement Response

The Chief of Police or designee of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)
2. Death Notifications (MSUPD SOP 3.0)
3. Emergency procedures for Confined Space (MSUPD SOP 3.9)
4. Fatal Accidents (MSUPD SOP 3.1)
5. Communications (MSUPD SOP 3.3)
6. Missing Persons procedures (MSUPD SOP 3.0)
7. Helispot operations (MSUPD SOP 3.9)

8. Emergency and Informational Alerts

9. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of an Earthquake incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent in the following venues:
   1. texting
   2. email
   3. social media
   4. website
   5. voicemail messaging
   6. led signage
   7. Public address systems

10. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a timely manner (Clery Act).

11. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of the event.

1. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Department
The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.
3. Patient Triage
4. Patient Transportation
5. Providing patient information to the EOC for logistical purposes

VII. CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL

1. Line of Succession

1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.
2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police or designee
1. Essential Records

1. Essential records and logs of law enforcement operations during an event will be protected and preserved by the Command Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

1. computer aided dispatch records
2. investigation and incident reports
3. communication forms
4. ICS forms
5. EOC and CP logs
6. resource requests

2. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

1. Maintenance of Records and Reports
The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.

   2. The Chief of Police will coordinate with the Emergency Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

1. **ANNEX DEVELOPMENT AND MAINTENANCE**

   1. Maintenance of the Earthquake Incident Annex

The Director of Emergency Management is responsible for the maintenance of the Earthquake Response Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Director of Emergency Management is responsible for review and updating of the Earthquake Response, SOP’s, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

**X. DEFINITIONS**

The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
</tbody>
</table>
1. **REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency operations Center.

Mutual Aid Agreements (Verbal)

Recall Rosters

Montclair State University Police Standard Operating Procedures

Emergency Notification Guidelines

**FIRE RESPONSE ANNEX**

**INTRODUCTION**

**STATEMENT OF APPROVAL**

The Fire Response Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director, Fire Safety Director, and the Chief of Police and is hereby approved. This annex supersedes any previously written Law Enforcement Annexes.

1. **AUTHORITY AND REFERENCES**

2. Laws, Regulations, and Directives

   1. State

   **N.J.S.A. Title 18A**

2. University

Montclair State University Police Department Standard Operating Procedures.

1. References, guidance and material and other documents

   1. Federal
III PURPOSE:

1. The purpose of this Fire Response Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement and Fire Safety resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible. Fire Safety’s role is fire prevention and assistance with evacuations as necessary when applicable.

1. SITUATION

1. Law Enforcement Agency

   1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

   2. The Montclair State University Police Department will be the first responders to an actual event of a fire.

   3. If there is a fire on campus, and if necessary, the Montclair State University Police Department will be responsible to request the appropriate fire department and additional law enforcement resources from the region.

   4. The Montclair State University Police will assist with evacuations and send an Emergency Alert to the campus community with instructions.

   5. Once the fire is confirmed, the Montclair State University Police Department will notify the Emergency Management Director.

   6. The Montclair State University Police Department will notify the Montclair State University Fire Safety officials to respond.

   7. The New Jersey Division of Fire Safety will conduct an investigation into the cause and origin of the fire in conjunction with the Montclair State University Fire Safety Officials and Montclair State University Police Department.

2. Emergency Medical Services

   1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary
structure with its headquarters being located in the Student Center.

2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of a fire.

3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

4. If the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

3. Fire Safety

1. The Montclair State University Fire Safety Officials will assist with the evacuations and safety of the fire scene until the local fire department resumes Command.

2. The Montclair State University Fire Officials will provide all reports and documents to the New Jersey Fire Marshall's Office.

3. The Montclair State University Fire Officials will work with the Montclair State University insurance companies to precipitate all claims from damages sustained in the fire event.

1. Emergency Management

1. The Montclair State University Police Department's, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate a large fire event.

2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in this EOC Annex.

3. The Montclair State University Police Department's, Office of Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

1. Facilities and Equipment

1. The local fire department Commander will determine the necessary equipment that is necessary to fight the fire. The deployment of specialized equipment to be determined by the local fire department's Standard Operating Procedure.

2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department's Emergency Management Conference Center.

3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances and certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities.

2. OPERATIONS AND CONTROL

1. Actions to Be Taken During the Fire.

1. During a major fire, control of the police units will normally emanate from the Montclair State University Police
Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

2. After a major fire, the Chief of Police and/or Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

3. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.

4. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers.

5. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability determinations of their emergency personnel availability.

6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC's to advise them of potential damages or threats that may be pending.

8. The Chief of Police may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

9. The Chief or Commander of the local fire department may request additional personnel and equipment from the surrounding areas through their own Standard Operating Procedures as well as resources from Montclair State University as needed.

10. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.

11. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

12. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets. If they are unavailable, the New Jersey State Police may provide additional radio caches.

5. Mobilization and Dispatch of Personnel

1. When an emergency situation occurs, Montclair State University
Police Department personnel will be initially dispatched by the Communications Desk via radio.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

6. When a major fire has occurred, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police, fire, EMS mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. All fires are to be reported to the New Jersey Division of Fire Safety by the Montclair State University Fire Director or his/her designee. (1-800-NJ-FIRES)

14. Command System for Mutual Aid Situations

    1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.
2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

3. Access Into the Areas Affected by a major fire.

4. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

5. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

6. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

7. University police will restrict access to the fire scene until declared safe by the fire department and the University Construction/Engineering Manager has determined that the affected facilities can be re-opened.

8. The Montclair State University Police Chief or designee will determine the location for press releases. All information released to the public will be coordinated with Media Relations.

9. If the Montclair State University Police Department prisoner holding facility is compromised, all prisoners are to be transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

10. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing.

11. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the Montclair State University Police Department, Vice President of Student Development and Campus Life, and the Dean of Students.

2. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. RESPONSIBILITIES

1. Responsibility for Law Enforcement Response

The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)

2. Death Notifications (MSUPD SOP 3.0)

3. Emergency procedures for Confined Space (MSUPD SOP 3.9)

4. Fatal Accidents (MSUPD SOP 3.1)
5. Communications (MSUPD SOP 3.3)

6. Missing Persons procedures (MSUPD SOP 3.0)

7. Helispot operations (MSUPD SOP 3.9)

1. Incident Command System Description (MSUPD SOP 3.9)

8. Emergency and Informational Alerts

9. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of an
Large Fire incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University
Police Department or the Montclair State University Media Relations division. The information may be sent in the following
venues:

1. texting
2. email
3. social media
4. website
5. voicemail messaging
6. led signage
7. Public address systems

2. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a
timely manner (Clery Act).

3. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of
the event.

1. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement and Fire
Department agencies:

1. Little Falls Police and Fire Departments

2. Montclair Police and Fire Departments

3. Clifton Police and Fire Departments

4. Essex and Passaic County Sheriff’s Departments

5. Essex and Passaic County Prosecutor’s Office

6. J. State Police

7. Federal Bureau of Investigation

1. Scene Security and Crime Scene Evaluation
The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.
3. Patient Triage
4. Patient Transportation
5. Providing patient information to the EOC for logistical purposes

**CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL**

1. Line of Succession
   1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.
   2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police or designee

Captain of Police

Lieutenant of Police

Officer in Charge (OIC)

Emergency Medical Services-

Director of EMS

Lieutenant of EMS
EMT Residents

Crew Chief

1. Essential Records

   1. Essential records and logs of law enforcement and fire operations during an event will be protected and preserved by the Command

Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

   1. computer aided dispatch records
   2. investigation and incident reports
   3. communication forms
   4. ICS forms
   5. EOC and CP logs
   6. resource requests

2. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports

The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in a fire response emergency.

1. Expenditure Records

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.

   2. The Chief of Police will coordinate with the Emergency Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

   1. ANNEX DEVELOPMENT AND MAINTENANCE

   1. Maintenance of the Fire Response Annex
The Chief of Police is responsible for the maintenance of the Fire Response Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Chief of Police is responsible for review and updating of the Fire Response, SOP’s, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>CP</th>
<th>Command Post</th>
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</thead>
<tbody>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
</tr>
</tbody>
</table>

1. REQUIRED APPENDICES/ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency operations Center.

- Mutual Aid Agreements (Verbal)
- Recall Rosters
- Montclair State University Police Standard Operating Procedures Emergency Notification Guidelines

HAZARDOUS MATERIALS INCIDENT ANNEX

INTRODUCTION

STATEMENT OF APPROVAL
The Hazardous Materials Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director, Environmental Health and Safety Director, and the Chief of Police and is hereby approved. This annex supersedes any previously written Annexes.

II. AUTHORITY AND REFERENCES

1. Laws, Regulations, and Directives

   1. State

      N.J.S.A. Title 18A

      1. J. Hazardous Materials Emergency Response Course,
      NJOEM.

      1. J. Hazardous Substance Fact Sheets, NJDOH.

      2. Standardized Hazardous Materials Training Comes to New Jersey, NJOEM.

      1. Guidelines for Public Evacuation, NJOEM.

      2. Preparing a Traffic Diversion Capability, NJOEM.


      2. University

      Montclair State University Police Department Standard Operating Procedures.

      1. References, guidance and material and other documents

         1. Federal References, guidance materials:

            NRC.

            1. Emergency Response Guidebook, USDOT.

            2. Chemical Hazards Response Information System

               (CHRIS) manuals, USDOT/USCG.

III PURPOSE:

1. The purpose of this Hazardous Materials Annex is to provide guidance for the acquisition, coordination, and effective use of resources in response to this emergency situation at Montclair State University.

2. The basic responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement, emergency medical and fire officials in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible.

4. SITUATION

   1. Large-scale hazardous material releases either on campus, contiguous highways, or from local jurisdictional areas have the potential of causing serious injuries and fatalities, creating millions of dollars in property damage, and requiring major evacuations. Hazardous materials found on campus are generally in small quantities. An accidental release of such materials would normally pose a threat only to individuals in the immediate area. Such a release could be the result of fire, explosion, earthquake, aircraft accident, floods, or combinations of the above.

   2. Law Enforcement Agency

5. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

6. The Montclair State University Police Department will be the first responders to an actual event of a Hazardous Materials Spill or incident.

7. If there is a hazardous materials incident on campus, and if necessary, the Montclair State University Police Department will be responsible to request the appropriate fire department and additional law enforcement resources from the region.

8. The Montclair State University Police will assist with evacuations and send an Emergency Alert to the campus community with instructions (Clery Act).

9. Once the Hazardous Materials incident is confirmed, the Montclair State University Police Department will notify the Emergency Management Director.

10. The Montclair State University Police Department will notify the Montclair State University Fire Safety officials to respond.

6. An on-campus release is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area by appropriate routes.

8. A perimeter will be established and sealed off by Montclair State University Police to prevent entry to the hazardous area.

9. The University Environmental Health and Safety Director will be notified, and if available, will be responsible for advising on further actions.

10. Injured, exposed, or ill individuals will be decontaminated by the
Clifton and Montclair Fire Departments Hazardous Materials Unit / EMS prior to transport to local hospitals or the Student Health Center as assessed by the EOC Medical Director.

11. If there is an Off-Campus sudden release of hazardous materials may allow little time for an organized response. The appropriate action may be to lockdown or "shelter in place," or if appropriate and circumstances permit, university personnel may be directed to designated collection points/staging areas.

12. Depending on the circumstances, evacuation may be the appropriate protective measure to take. Any evacuation will be coordinated with local jurisdictional authorities.

13. The Montclair State University Chief of Police, Emergency Management Director or Administration Officials will instruct the university community to exit the campus through specific, and predetermined safe routes.

14. Control of perimeter ingress / egress routes will be maintained by University Police following the evacuation to prevent unauthorized entry to University property.

15. As required by OSHA Law 29-CFR-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies.

16. As described herein and in HMA-4, all communications will be coordinated through the Incident Commander.

17. Numerous state and federal regulations require an expedient and safe response to chemical releases. All major chemical emergencies should be reported immediately to the University Police by calling 973-655-5222 or texting E-Tips 67283. Montclair State University

Police staff will assume Unified Command until relieved by the Clifton Fire Department. Joint Incident Command is also an option depending upon the situation. University personnel should not exceed their level of skill and training.

18. Montclair State University Police Communications desk will advise the responding officers of the hazardous condition.

19. If appropriate, advise the caller to activate the building fire alarm and to meet the officer outside, and upwind of the spill location.

20. If the report includes sight of flames, serious injury or human chemical contamination, request Clifton Fire Department Hazardous Materials Unit immediately.

21. Notify a police supervisor immediately.

22. Notify the Director of Environmental Health and Safety.

23. Request the Clifton Fire Department Hazardous Materials Unit respond. Contact the Clifton Fire Department via Clifton Police Department at (973) 470-5911.

The responding officer should:


25. Provide emergency medical aid to victims only if it can be done without risking the responder's personal safety and/or contamination.

26. Establish a perimeter, isolate the area and prevent entry into the spill scene. (Use the Emergency Response Guide Book to set the evacuation perimeter.)
27. Detain knowledgeable individuals at the scene and obtain as much information as possible concerning the incident
(Always document, as this may be crucial to receiving federal recovery funding.)

28. Notify communications of the Incident Command staging area for incoming fire and EMS units. (Safe distance upwind.)

29. If applicable, provide the Fire Department with building diagrams noting the locations of utility shut-offs.

30. Should the incident involve the closure of a State Highway, or require the assistance of State agencies, the New Jersey Department of Transportation and the New Jersey State Police will be notified by the Montclair State University Police or the EOC.

31. Relay any placard or signage information to Police Communications for first responder safety.

32. Director of Environmental Health and Safety

   1. Conduct a site hazard assessment to determine:

      1. What material was spilled/released?
      2. What quantity?
      3. Hazards of the material (material safety data sheet reference).
      4. The location of injured or contaminated individuals.
      5. The need to shut down mechanical and electrical systems.
      6. The potential for environmental contamination.

   2. Determine if a Fire Department or clean up contractor response will be needed.

   3. If time permits, relay hazard assessment information to communications for use by responding fire and EMS units.

If the Director of Environmental Health and Safety is unavailable, the University police officer acting as the Incident Commander will assist the Fire Department with the hazard assessment.

4. Environmental Health and Safety Management will make the required regulatory notifications. If unavailable, notifications will be made by a police supervisor. Failure to report major incidents can result in significant penalties. Required notifications should be made as soon as possible following initiation of the emergency response. All notifications must be documented.

5. As required by OSHA Law 29-CFR-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies.

   1. Fire Department

      1. Assume Incident Command or Unified Command depending on the needs of the incident.
      2. Identify hazards and mitigate immediate threats to life, the environment and property.
      3. Remain on scene until they are satisfied that the cleanup is proceeding in a safe and effective manner.

The Clifton Fire Department has trained personnel for initial response to hazardous materials releases. They are also able to...
obtain mutual aid assistance from the Montclair Fire Department, (973)744-5000, Nutley Fire Department, (973)284-4940, Passaic County Sheriff’s Department, (973)389-5951, Wayne Township Fire Department, 973694-0600.

Resources for larger releases. New Jersey State Police 609-882-2000. Montclair State University, is responsible for providing contract clean up services, not the Fire Department.

1. Emergency Medical Services

1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of a hazardous material spill or incident.

3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

4. If the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

5. The Montclair State University Emergency Medical Services will oversee decontamination procedures and provide assistance to the Fire Department according to the Standard Operating Procedure.

2. Fire Safety

1. The Montclair State University Fire Safety Officials will assist with the evacuations and safety of the Hazardous materials scene until the local fire department resumes Command.

2. The Montclair State University Fire Safety Officials in conjunction with the Montclair State University Police Department will conduct an investigation on the origin of the hazardous spill incident.

3. Emergency Management

1. The Montclair State University Police Department’s, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate a hazardous materials incident event.

2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in this EOC Annex.

3. The Montclair State University Police Department’s, Office of Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

4. If deemed necessary by the Incident Commander, the public will be notified of a hazardous materials incident in accordance with the Emergency Notification System contained within this EOP. This public warning shall be done in the event that such an incident poses an immediate and determinable health risk or an immediate evacuation. Such notification may be made by activation of the Reverse 9-1-1® campus emergency notification system. In addition, the OEM
may be requested to activate the State Emergency Broadcast System. The OEM will also notify local municipalities of evacuation instructions, traffic rerouting and sheltering.

5. The Chief of Police and/or the Director of Emergency Management is responsible for notifying appropriate University executives of hazardous materials incidents that involve major injuries, property damage, and the need for contracted remediation services or media involvement. Procurement should be advised of activation of contract services. The police Incident Commander will be responsible for making these notifications in the absence of the Director of Environmental Health and Safety.

6. If the EOC is activated then the Emergency Management Team will be tasked to their responsibilities listed in the EOC Annex.

1. Facilities and Equipment

1. The local fire department Commander will determine the necessary equipment that is necessary to mitigate the hazardous material incident. The deployment of specialized equipment to be determined by the local fire department’s Standard Operating Procedure.

2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department’s Emergency Management Conference Center.

3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances and certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities.

2. OPERATIONS AND CONTROL

3. Actions to Be Taken during the Hazardous Materials incident.

1. During a Hazardous Materials incident, control of the police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

2. After a hazardous materials incident, the Chief of Police and/or

Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

3. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.

4. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers.

5. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability
6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC’s to advise them of potential damages or threats that may be pending.

8. The Chief of Police may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

9. The Chief or Commander of the local fire department may request additional personnel and equipment from the surrounding areas through their own Standard Operating Procedures.

Interaction with Other Emergency Services

1. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.

2. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

3. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets.

Mobilization and Dispatch of Personnel

1. When an emergency situation occurs, Montclair State University Police Department personnel will be initially dispatched by the Communications Desk via radio.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.
6. When a hazardous materials incident has occurred, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police, fire, EMS mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support of the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS compliant.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. Command System for Mutual Aid Situations

   1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.

   2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

   3. Access Into the Areas Affected by a Hazardous Materials Incident.

   4. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

   2. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

   3. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

   4. University police will restrict access to the scene until declared safe by the fire department and the University Construction/Engineering Manager has determined that the affected facilities can be re-opened.

   5. Relocation of Prisoners during Emergencies

   6. The Montclair State University Police Department does not have a prisoner holding facility. All prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.
7. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing. Victim Inquiries and Notifications

8. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the Montclair State University Police Department, Vice President of Student Development and Campus Life, the Dean of Students, and campus ministry outlets.

9. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. RESPONSIBILITIES

   1. Responsibility for Law Enforcement Response

The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)

2. Death Notifications (MSUPD SOP 3.0)

3. Emergency procedures for Confined Space (MSUPD SOP 3.9)

4. Fatal Accidents (MSUPD SOP 3.1)

5. Communications (MSUPD SOP 3.3)

6. Missing Persons procedures (MSUPD SOP 3.0)

7. Helispot operations (MSUPD SOP 3.9)

8. Emergency and Informational Alerts

9. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of a Hazardous Material incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent in the following venues:

   1. texting
   2. email
   3. social media
   4. website
   5. voicemail messaging
6. LED signage
7. Public address systems

10. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a timely manner (Clery Act).

11. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of the event.

12. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Departments
2. Montclair Police and Fire Departments
3. Clifton Police and Fire Departments
4. Essex and Passaic County Sheriff's Departments
5. Essex and Passaic County Prosecutor's Office
6. J. State Police
7. Federal Bureau of Investigation

1. Scene Security and Crime Scene Evaluation

The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the

Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.
3. Patient Triage
4. Patient Transportation
5. Providing patient information to the EOC for logistical purposes

1. HAZARDOUS MATERIALS ON-CAMPUS STORAGE

The Montclair State University Environmental Health Safety maintains all records for Hazardous Materials. These locations will
remain confidential in regards to this Operational Plan.

1. REMOVAL OF HAZARDOUS WASTE

In the event of a situation where hazardous waste either chemical or biological is generated the Clifton Fire Department will assist in its containment and control, but will not remove this material from the campus.

The following companies will remove hazardous chemical and biological waste and need to be contacted directly for assistance:

Technical Services Representative | Triumvirate Environmental
24 hours: (800)966-9282 or (718)274-3339 | Mobile: (917)655-7611
Fax: (718)726-7917

CHEMTREC 24 hours: 1-800-424-9300

N.J. Department of Environmental Protection, 1-877-WARN-DEP

1. HAZARDOUS MATERIALS ON-CAMPUS STORAGE

The Montclair State University Environmental Health Safety maintains all records for Hazardous Materials. These locations will remain confidential in regards to this Emergency Operational Plan.

- CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL

1. Line of Succession

   1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.

   2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police

Captain of Police

Lieutenant of Police
The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Essential Records

2. Essential records and logs of law enforcement and Hazardous materials incident operations during an event will be protected and preserved by the Command Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

   1. computer aided dispatch records
   2. investigation and incident reports
   3. communication forms
   4. ICS forms
   5. EOC and CP logs
   6. resource requests
   7. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

1. Maintenance of Records and Reports

The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.

   2. The Chief of Police will coordinate with the Emergency
Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

1. ANNEX DEVELOPMENT AND MAINTENANCE


The Emergency Management Director along with the Director of Environmental Health and Safety are responsible for the maintenance of the Hazardous Materials incident Response Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Directors of Emergency Management and Environmental Health and Safety are responsible for review and updating of the Hazardous Materials incident, SOP's, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
</tr>
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</table>

1. REQUIRED APPENDICES/ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency operations Center.

Mutual Aid Agreements (Verbal)

Recall Rosters
INTRODUCTION

STATEMENT OF APPROVAL

The Gas Pipeline Compromise Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written annexes.

AUTHORITY AND REFERENCES

1. Laws, Regulations, and Directives
   1. State
      N.J.S.A. Title 18A
   2. University
      Montclair State University Police Department Standard Operating Procedures.

2. References, guidance and material and other documents
   1. Federal
      1. Department Homeland Security Response Guides
      2. FEMA Response Guides
   2. State

III PURPOSE:

1. The purpose of this Gas Pipeline Compromise Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement and emergency services resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster.
situation. Therefore, any plan regarding the police resources must be flexible.

4. **SITUATION**

1. A pipeline leak or rupture in a densely populated area can cause significant damage to surrounding life and property due to the explosion and fire risks. The release of toxic materials into the atmosphere or surface and/or groundwater supply poses a serious health risk. Any ignition source, such as an open flame or spark from equipment, has the potential to cause an explosion and fire if it comes into contact with pipeline contents. Regardless of the location of the leak or initial fire, additional explosions and leaks have the potential to cause injuries and fatalities. Montclair State University is susceptible to gas leaks and explosions due to the Gas Transmission Pipeline that runs through the campus. This specific pipeline on Montclair State University is owned and managed and monitored by Williams Transcontinental Gas Company.

1. Law Enforcement Agency

2. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

3. The Montclair State University Police Department will be the first responders to an actual event of a gas pipeline compromise.

4. If there is a gas pipeline compromise on campus, and if necessary, the Montclair State University Police Department will be responsible to request the appropriate fire department and additional law enforcement resources from the region.

5. The Montclair State University Police will assist with evacuations and send an Emergency Alert to the campus community with instructions.

6. Once the pipeline is compromised, the Montclair State University Police Department will notify the Emergency Management Director.

7. The Montclair State University Police Department will notify the Montclair State University Fire Safety officials to respond.

8. The Montclair State University Police department will conduct an investigation into the origin of the fire or pipeline compromise in conjunction with the Montclair State University Fire Safety Officials, local, county, and state agencies.

9. The Montclair State University Police Communications Desk should contact the Williams Transcontinental Gas is the company responsible for the gas pipeline on campus. This will set into motion a series of events ranging from dispatching additional trained personnel to a gas shutdown to activating the local emergency response plan. Immediately call one of the 24-hour emergency numbers listed below. The Control Center will dispatch a representative to the scene and immediately act to shut down the pipeline and isolate the emergency. Be prepared to provide the Control Center with the following information.

   1. Call-back number and contact name (usually Incident Commander)

   1. Detailed location, including state, University address, county, town, street
2. Specific campus area affected/location of the leak or incident
3. Description of the incident
4. Type of emergency: fire, leak, vapor
5. When incident was reported locally
6. Any known injuries/fatalities
7. Type and extent of property damage
8. Other officials on site: police, fire, medical
9. Surrounding exposures/sensitive areas
10. Special conditions: nearby school, hospital, railroad etc.
11. Local conditions: wind, weather

Emergency Numbers – Transcontinental (Transco) (800) 440-8475 Station #240 (201) 933-5490

PSE&G (800) 880-7734

1. Emergency Medical Services

1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of a gas pipeline compromise.

3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

4. If the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

2. Fire Safety

1. The Montclair State University Fire Safety Officials will assist with the evacuations and safety of the scene until the local fire department resumes Command.

2. The Montclair State University Fire Safety Officials in conjunction with the Montclair State University Police Department will conduct an investigation on the origin of the compromised pipeline.

3. The Montclair State University Fire Officials will provide all reports and documents to the New Jersey Fire Marshall’s Office.

4. The Montclair State University Fire Officials will work with the Montclair State University insurance companies to precipitate all claims from damages sustained in the event there is a fire or explosion.

3. Emergency Management

1. The Montclair State University Police Department’s, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate a compromised
Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in the EOC Annex.

3. The Montclair State University Police Department’s, Office of Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

4. The Montclair State University, Office of Emergency Management will keep in mind making decisions of the probable release duration, the quantity and nature of any released fluid (i.e. a large release of toxic gas may require considerable numbers to be evacuated, especially those downwind of the emergency location.) Other consequences of a release (i.e. an explosion may render an area unsuitable for people to remain due to damage, loss of services, etc.) As a precautionary measure, in case of explosion or other escalation of emergency. The make-up of the potentially affected population (i.e. the arrangements for children in school may differ from those for people at work)

1. Facilities and Equipment

   1. The local fire department Commander will determine the necessary equipment that is necessary to fight a potential fire or explosion. The deployment of specialized equipment to be determined by the local fire department’s Standard Operating Procedure.

   2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department’s Emergency Management Conference Center.

   3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances. Certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities.

2. OPERATIONS AND CONTROL

   1. Actions to Be taken during the compromise of the gas pipeline.

      1. During a compromised gas pipeline, control of the police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated,

      MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field, at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

      2. After a compromised gas pipeline, the Chief of Police and/or Command Staff designee will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

      3. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.
4. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers. 

5. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability of their emergency personnel. 

6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event. 

7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC’s to advise them of potential damages or threats that may be pending. 

8. The Chief of Police or designee may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC. 

9. The Chief or Commander of the local fire department may request additional personnel and equipment from the surrounding areas through their own Standard Operating Procedures. 

10. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid. 

11. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger. 

12. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully and to be compliant to federal standards. 

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets. 

5. Contact and coordinate with Williams Transcontinental responders to stabilize situation. 

6. Provide maps of university utilities and buildings if requested. 

7. Mobilization and Dispatch of Personnel 

1. When an emergency situation occurs, Montclair State University Police Department personnel will be initially dispatched by the Communications Desk via radio. 

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.
3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

6. When a gas pipeline is compromised, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. If an explosions occurs, damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined be the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police, fire, EMS mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. Command System for Mutual Aid Situations

   1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.

   2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

   3. Access into the Areas Affected by a compromised gas pipeline

   4. Access into areas affected by an emergency such as evacuated or control posts, crime scene tape, or CERT members.

   5. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.
6. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

7. University police will restrict access to the fire scene until declared safe by the fire department and the University Construction/Engineering Manager has determined that the affected facilities can be re-opened.

8. Relocation of Prisoners during Emergencies

9. If the Montclair State University Police Department prisoner holding facility is compromised, all prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

10. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing.

11. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the Montclair State University Police Department, Vice President of Student Development and Campus Life, and the Dean of Students.

2. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. **RESPONSIBILITIES**

   1. Responsibility for Law Enforcement Response

The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

1. **Standard Operating Procedures**

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)
2. Death Notifications (MSUPD SOP 3.0)
3. Emergency procedures for Confined Space (MSUPD SOP 3.9)
4. Fatal Accidents (MSUPD SOP 3.1)
5. Communications (MSUPD SOP 3.3)
6. Missing Persons procedures (MSUPD SOP 3.0)
7. Helispot operations (MSUPD SOP 3.9)
8. Emergency and Informational Alerts

9. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of a compromised gas pipeline incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent...
The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Departments
2. Montclair Police and Fire Departments
3. Clifton Police and Fire Departments
4. Essex and Passaic County Sheriff’s Departments
5. Essex and Passaic County Prosecutor’s Office
6. J. State Police
7. Federal Bureau of Investigation

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Departments
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3. Clifton Police and Fire Departments
4. Essex and Passaic County Sheriff’s Departments
5. Essex and Passaic County Prosecutor’s Office
6. J. State Police
7. Federal Bureau of Investigation

The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the

Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.

3. Patient Triage

4. Patient Transportation

5. Providing patient information to the EOC for logistical purposes

- **CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL**

  1. Line of Succession

    1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.

    2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police

Captain of Police

Lieutenant of Police

Officer in Charge (OIC)

Emergency Medical Services -

Director of EMS

Lieutenant of EMS

EMT Residents

Crew Chief

1. Essential Records

2. Essential records and logs of law enforcement and fire operations during an event will be protected and preserved by the Command

Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

1. computer aided dispatch records
2. investigation and incident reports
3. communication forms
4. ICS forms
5. EOC and CP logs
6. resource requests

7. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

1. Maintenance of Records and Reports

The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.

   2. The Chief of Police will coordinate with the Emergency Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

1. **ANNEX DEVELOPMENT AND MAINTENANCE**

1. Maintenance of the Gas pipeline compromise Annex

The Director of Emergency Management is responsible for the maintenance of the Gas pipeline compromise response Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Director of Emergency Management is responsible for review and updating of the Gas pipeline compromise Response, SOP’s, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

**X. DEFINITIONS**
The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>CP</th>
<th>Command Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
</tr>
</tbody>
</table>

1. **REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency Operations Center.

Mutual Aid Agreements (Verbal)

Recall Rosters

Montclair State University Police Standard Operating Procedures Emergency Notification Guidelines

NOTE: The probable release duration, the quantity and nature of any released fluid (i.e. a large release of toxic gas may require considerable numbers to be evacuated, especially those downwind of the emergency location.)

**TRAIN DERAILMENT RESPONSE ANNEX**

**INTRODUCTION**

**STATEMENT OF APPROVAL**

The Train Derailment Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written annexes.

1. **AUTHORITY AND REFERENCES**
III PURPOSE:

1. The purpose of this Train Derailment Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible. **SITUATION**

4. A train derailment in a densely populated area can cause significant damage to surrounding life and property due to the explosion and fire risks to life and property damage. Any ignition source, such as an open flame or spark can cause ignitable fluids to react into an explosion and fire. Regardless of the location of the derailment on campus, the potential is high to cause injuries and fatalities. Montclair State University has two train stations on campus. One is located in Little Falls Township named the "Montclair State University" Train Station. This station has ground parking and has a large parking deck facility attached to the platform area. The second station is located in Montclair Township and that is named the "Montclair Heights" train station. This second location has an adjacent commuter parking lot that is located on street level adjacent to the track platform.

5. Law Enforcement Agency

   1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

   2. The Montclair State University Police Department will be the first responders to an actual event of a train derailment.

   3. If there is a train derailment on campus, and if necessary, the Montclair State University Police Department will be responsible to request the appropriate fire department and additional law enforcement resources from the region.
4. Since New Jersey Transit is the company responsible for the train and railroad property and they should be contacted by the Montclair State University Police Communications Desk as soon as possible. This will set into motion a series of events ranging from dispatching additional trained personnel to a deal with the derailment and activating the local emergency response plan.

Call the New Jersey Transit Police - 973-378-6565/ 1-800-242-0236

Immediately call the 24-hour emergency numbers listed. The Control Center will dispatch a representative and Transit Police Department to the scene and immediately act to shut down the tracks and isolate the emergency. Be prepared to provide the Control Center with the following information.

1. Call-back number and contact name (usually Incident Commander)

2. Detailed location, including state, University address, county, town, street

3. Specific campus area affected/location of the leak or incident

4. Description of the incident

5. Type of emergency: fire, derailment, etc.

6. When incident was reported locally

7. Any known injuries/fatalities

8. Type and extent of property damage

9. Other officials on site: police, fire, medical

10. Surrounding exposures/sensitive areas

11. Special conditions: nearby school, hospital, railroad etc.

12. Local conditions: wind, weather

13. Decision: (Evacuation/Lockdown)

In the event of a derailment or explosion there will likely be a need to evacuate the campus or an area campus, or have the campus put into a lockdown or shelter in place. The need for an evacuation may be determined by a number of factors including:

1. The probable release duration, the quantity and nature of any released fluid (i.e. a large release of toxic gas may require considerable numbers to be evacuated, especially those downwind of the emergency location.)

2. Other consequences of a release (i.e. an explosion may render an area unsuitable for people to remain due to damage, loss of services, etc.)

3. As a precautionary measure, in case of explosion or other escalation of emergency

4. The make-up of the potentially affected population (i.e. the arrangements for children in school may differ from those for
6. Once the train derailment is confirmed, the Montclair State University Police Department will notify the Emergency Management Director.

7. The Montclair State University Police Department will notify the Montclair State University Fire Safety officials to respond.

8. The Montclair State University Police department will assist New Jersey Transit and the National Transportation and Safety Board.

9. The Montclair State University Police Department will maintain scene security and perimeter control.

10. The Montclair State University Police will assist with evacuations and send an Emergency Alert to the campus community with instructions.

11. Emergency Medical Services

1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of a train derailment.

3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

4. If the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

12. Fire Safety

1. The Montclair State University Fire Safety Officers will assist with the evacuations and safety of the train derailment until the local fire department resumes Command.

2. The Montclair State University Fire Officials will work with the Montclair State University insurance companies to precipitate all claims from damages sustained in the fire event.

1. Emergency Management

1. The Montclair State University Police Department’s, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate a train derailment.

2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in this EOC Annex.

3. The Montclair State University Police Department’s, Office of Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

2. Facilities and Equipment

1. The local fire department Commander will determine the necessary equipment that is necessary to mitigate a train
derailment. The deployment of specialized equipment to be determined by the local fire department's Standard Operating Procedure.

2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department's Emergency Management Conference Center.

3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances. Certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities.

3. OPERATIONS AND CONTROL

1. Actions to Be Taken During the Train Derailment.

   1. During a train derailment, control of the police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

   2. After a train derailment, the Chief of Police and/or Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

   3. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.

   4. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers.

   5. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability determinations of their emergency personnel.

   6. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

   7. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC's to advise them of potential damages or threats that may be pending.

   8. The Chief of Police may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

   9. The Chief or Commander of the local fire department may request additional personnel and equipment from the surrounding areas through their own Standard Operating Procedures. Interaction with Other Emergency Services

10. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event,
injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.

2. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

3. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets. Mobilization and Dispatch of Personnel

1. When an emergency situation occurs, Montclair State University Police Department personnel will be initially dispatched by the Communications Desk via radio.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

6. When a train derailment has occurred, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police, fire, EMS mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to...
request other members of the Emergency Management Team to assist if necessary.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support of the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. Command System for Mutual Aid Situations

1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.

2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

3. Access into the Areas Affected by a major fire or explosion.

4. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

5. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

6. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

7. University police will restrict access to the fire scene until declared safe by the fire department and the University Construction/Engineering Manager has determined that the affected facilities can be re-opened.

8. Relocation of Prisoners during Emergencies

9. If the Montclair State University Police Department prisoner holding facility is compromised, all prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

10. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the appropriate municipal police headquarters for processing.

Victim Inquiries and Notifications

11. Inquiries regarding the status of individuals injured or missing or deceased during the emergency will be handled between the Montclair State University Police Department, Vice President of Student Development and Campus Life, the Dean of Students, and campus ministry outlets.

12. The EOC will keep logistical records of notifications and may request other members of the Emergency Management Team to assist if necessary.

1. RESPONSIBILITIES

1. Responsibility for Law Enforcement Response

The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.
1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)
2. Death Notifications (MSUPD SOP 3.0)
3. Emergency procedures for Confined Space (MSUPD SOP 3.9)
4. Fatal Accidents (MSUPD SOP 3.1)
5. Communications (MSUPD SOP 3.3)
6. Missing Persons procedures (MSUPD SOP 3.0)
7. Helispot operations (MSUPD SOP 3.9)
8. Emergency and Informational Alerts

9. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of a Train Derailment incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent in the following venues:
   1. texting
   2. email
   3. social media
   4. website
   5. voicemail messaging
   6. led signage
   7. Public address systems

10. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a timely manner (Clery Act).

11. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of the event.

1. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Departments
2. Montclair Police and Fire Departments
3. Clifton Police and Fire Departments
4. Essex and Passaic County Sheriff's Departments
5. Essex and Passaic County Prosecutor’s Office

6. J. State Police

7. Federal Bureau of Investigation

1. Scene Security and Crime Scene Evaluation

The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the

Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals

2. Requesting additional EMS units and Task Forces through the EOC.

3. Patient Triage

4. Patient Transportation

5. Providing patient information to the EOC for logistical purposes

- **CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL**

1. Line of Succession

   1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.

   2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

Law Enforcement –

Chief of Police

Captain of Police

Lieutenant of Police

Officer in Charge (OIC)
Emergency Medical Services-

Director of EMS

Lieutenant of EMS

EMT Residents

Crew Chief

1. Essential Records

   1. Essential records and logs of law enforcement, fire and EMS operations during an event will be protected and preserved by the Command Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

   1. computer aided dispatch records
   2. investigation and incident reports
   3. communication forms
   4. ICS forms
   5. EOC and CP logs
   6. resource requests

2. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

  1. Maintenance of Records and Reports

The Chief of Police or designee is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records

   The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard
1. ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Train Derailment Annex

The Director of Emergency Management is responsible for the maintenance of the Train Derailment Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Director of Emergency Management is responsible for review and updating of the Train Derailment Response, SOP's, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

The following terms and acronyms were used in the annex:

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<th>Term</th>
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<tr>
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</tr>
<tr>
<td>SPE</td>
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1. REQUIRED APPENDICES/ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency operations Center.

Mutual Aid Agreements (Verbal)
INTRODUCTION

STATEMENT OF APPROVAL

The Bomb Threat/ Improvised Explosive Device Response Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written annexes.

1. AUTHORITY AND REFERENCES

2. Laws, Regulations, and Directives

   1. State

   N.J.S.A. Title 18A


      1. References, guidance and material and other documents

         1. Federal

            1. Department Homeland Security Response Guides

            2. FEMA Response Guides

         2. State


III PURPOSE:

1. The purpose of this Bomb Threat/ Improvised Explosive Device Annex is to provide guidance for the acquisition, coordination, and effective use resources in response to this emergency situation at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

3. The actual role of the law enforcement agencies in emergency management varies for each type of emergency or disaster situation. Therefore, any plan regarding the police resources must be flexible. SITUATION

4. The Montclair State University makes safety for faculty, staff, students, and visitors a top priority. In the aftermath of
In most cases, bomb threats are designed to disrupt the normal business operations of the institution. Additionally, true terrorists are interested in killing or maiming as many people as possible and, therefore, will not typically make phone calls prior to the bomb going off.

All bomb threats will be evaluated for their authenticity. The Montclair State University Police Department and Emergency Management will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required.

This plan has been created as a precautionary measure and predefined plan to deal with bomb threats and suspicious devices or packages. This plan is designed to have faculty, staff, students, visitors and Emergency Services as a team to ensure a safe environment.

Montclair State University has a diverse open campus with a variety of academic and sports venues. Based on the University’s location being in close proximity of New York City it may be a target for international/domestic terrorism. Montclair State University has taken security of the students, faculty, staff, and constituents to be its highest priority. Since the terrorist attacks on Sept. 11, 2001, the University has maintained an increased level of security and vigilance on our campuses. In doing so, this bomb threat/improvised explosive device plan addresses the concerns of any individuals who place such devices and/or uses bomb threats as a means to harm Montclair State University or the population contained therein.

1. Law Enforcement Agency

1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a paramilitary command structure with its headquarters located at 1 Normal Avenue, Montclair, New Jersey.

Once a bomb threat has been received, the Montclair State University Police Department will evaluate the threat level it possesses to determine evacuation procedures and potential opening of the Emergency Operation Center. The Montclair State University Police will deploy their own explosive detection canine to locate any devices. If a device is located the evacuation procedures will be initiated, and the Essex and/or Passaic County Bomb Squads will be notified to respond to mitigate the situation. Montclair State University Police will remain the lead investigating agency unless the Federal authority assumes responsibility of the investigation.

2. The Montclair State University Police Department will be the first responders to an actual event of a bomb threat or improvised explosive device.

3. Once a bomb threat has been received, the Montclair State University Police Department will evaluate the threat level it
possesses to determine evacuation procedures and potential opening of the Emergency Operation Center.

4. If there is a bomb threat or an improvised explosive device on campus, and if necessary, the Montclair State University Police Department will be responsible to request the appropriate fire department and additional law enforcement resources from the region.

5. Once the bomb threat is received or an improvised explosive device is confirmed, the Montclair State University Police Department will notify the Emergency Management Director.

7. The Montclair State University Police Department will notify the Montclair State University Fire Safety officials to respond.

8. The Montclair State University Police department will assist with canvassing of areas to locate suspicious or unattended packages.

9. The Montclair State University Police Department will maintain scene security and perimeter control.

10. The Montclair State University Police will assist with evacuations and send an Emergency Alert to the campus community with instructions.

11. Montclair State University Police will deploy their canine bomb detection asset and if that is not available, County and State canines may be called to the scene to assist.

12. Contact and meet with Bomb Squad responders to identify power sources.

13. Provide maps of university utilities and buildings if requested.

1. Emergency Medical Services

    1. The Montclair State University Emergency Medical Services is the lead Emergency Medical Authority on the Montclair State University campus. The Montclair Emergency Medical Services operates under a paramilitary structure with its headquarters being located in the Student Center.

    2. The Montclair State University Emergency Medical Services will be responsible for emergency medical care in the event of a located improvised explosive device and/or explosion.

    3. The highest ranking E.M.T. will be responsible for calling additional emergency medical resources from the region to assist in the triage of the injured.

    4. If the EOC has been opened, all requests for supplies, equipment or personnel will be made through the EOC.

2. Fire Safety

    1. The Montclair State University Fire Safety Officials will assist with the evacuations if an improvised explosive device is located until the local fire department resumes Command.

3. Emergency Management

    1. The Montclair State University Police Department’s, Office of Emergency Management Director will be responsible for the coordination of resources and the opening of the Emergency Operation Center (E.O.C.) to mitigate a train derailment.

    2. After the E.O.C. is opened the Emergency Management Team will assemble and for fulfill their individual responsibilities as described in this EOC Annex.

    3. The Montclair State University Police Department’s, Office of
Emergency Management will also coordinate all requests utilizing the Incident Command System (I.C.S.) and will be cognizant of the National Incident Management System (NIMS) to mitigate the event to its completion.

4. Notify surrounding agencies and jurisdictions about situation

1. Facilities and Equipment
   1. The local fire department Commander will determine the necessary equipment that is necessary to mitigate a fire or explosion resulting from an improvised explosive device or Vehicle Borne Improvised Explosive Device. The deployment of specialized equipment to be determined by the local fire department's Standard Operating Procedure.
   2. The Montclair State University Police Department Chief of Police or Emergency Management Director will determine if the primary E.O.C. will be used (2nd Floor Abbott and Costello Building) or a secondary location being the Little Falls Police Department's Emergency Management Conference Center.
   3. The Montclair State University Emergency Medical Services have two Basic Life Support ambulances. Certified Emergency Medical Technicians that will provide emergency medical care to the wounded and establish a triage area for medical evaluations and transportation to outside medical facilities.
   4. Montclair State University Police can provide maps of university utilities and buildings if requested.

5. OPERATIONS AND CONTROL
   6. Actions to be taken during a Bomb threat or location of an Improvised Explosive Device.

   1. During a bomb threat or Improvised Explosive Device, control of the police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post. DECISION TO LOCKDOWN, SHELTER IN PLACE, or EVACUATE will emanate from the Chief of Police or designee or the Director of Emergency Management.

   2. In the event of an explosion there will likely be a need to evacuate the campus or an area campus, or have the campus put into a lockdown. The need for an evacuation may be determined by a number of factors including:

   3. The probable release duration, the quantity and nature of any released fluid (i.e. a large release of toxic gas may require considerable numbers to be evacuated, especially those downwind of the emergency location.)

   4. Other consequences of a release (i.e. an explosion may render an area unsuitable for people to remain due to damage, loss of services, etc.)

   5. As a precautionary measure, in case of explosion or other escalation of emergency

   6. The make-up of the potentially affected population (i.e. the arrangements for children in school may differ from those for people at work)
7. Montclair State University has a number of different ways to contact students, faculty, staff and any visitors on campus to make aware of a major situation especially if it requires an evacuation or lockdown. There is also a need to inform those who may be on their way to the campus.

1. Fire Alarms: After a fire alarm is activated for a major incident requiring an evacuation, an incident responder would be there to further direct the evacuees. In a situation involving an improvised explosive device, the activation to utilize the fire alarm system will be from the University Police Department it will be determined on a case by case situation.

2. After bomb threat or location of an improvised explosive device, the Chief of Police and/or Command Staff will be notified of the impending situation by the Montclair State University Police Communications. The Chief or highest ranking police personnel will determine if a total or partial recall of off duty police personnel is required.

8. Police personnel recall rosters are maintained by the Records function of the Command Division and are available at the Montclair State University Police Communications Desk.

9. Police operations are on a 24 hour basis will scheduled on duty supervisory coverage. A police administrator is on call at all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hour work day would be implemented to maximize staffing to mitigate a situation requiring additional Montclair State University Police Officers.

10. The Emergency Management Director would notify the Directors of EMS and Fire Safety to maximize their availability determinations of their emergency personnel.

11. The Emergency Management Director will also place the Emergency Management team either on-call status or activate their responsibilities based on the totality of circumstances of the event.

12. The Emergency Management Director or his designee will establish communication paths via radio frequencies, intelligence sharing, and notifications to local, county and State EOC's to advise them of potential damages or threats that may be pending.

13. The Chief of Police may request additional law enforcement personnel and equipment from the surrounding local, state, and federal agencies. This request would be made through the EOC.

14. The Chief or Commander of the local fire department may request additional personnel and equipment from the surrounding areas through their own Standard Operating Procedures.

Interaction with Other Emergency Services

15. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.

16. During an emergency appropriate information regarding law enforcement operations will be reported to the EOC by the Communications Desk and/or Incident Command Post via radio, phone, fax or messenger.

17. The Montclair State University Police Department utilizes the Incident Command System (ICS) and the National Incident Management System (NIMS) for directing all emergency personnel to mitigate the incident successfully.

4. Interoperability Communication frequencies may be requested through the state, and additional portable radios or Command Posts, can be requested through either/both Passaic and Essex Counties UASI (Urban Area Security initiative) assets.

5. When an emergency situation occurs, Montclair State University
Police Department personnel will be initially dispatched by the Communications Desk via radio.

2. If the situation warrants, the officer in command at the scene (Incident Commander) will establish an incident command post and direct law enforcement operations from that location. The Incident Commander will direct for additional resources through the Police Communications Desk.

3. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a short time depending upon damage and the structural integrity of those buildings designated for such services.

4. In the event of major damage and injuries, classes may be canceled, and the campus closed and evacuated of students, faculty and non-essential staff. Students, faculty and staff will be notified by the University Emergency Notification System (ENS) a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County and State authorities.

5. If evacuation is not possible, the location of shelter facilities will be announced and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

6. When a legitimate bomb threat has occurred or a location of an improvised explosive device has been located, the campus community will be alerted by the campus communications system to road conditions, potential hazards and public announcements.

7. Damage assessment teams will be designated to survey the campus for structural damage, chemical, electrical and other utility hazards and required resources.

8. If necessary, the emergency recall of off-duty emergency personnel will be initiated with the authorization of the Chief of Police or the highest ranking command staff. Recalled personnel will be directed to report to the Montclair State University Police Headquarters or directly to a Staging Area determined by the EOC and/or Incident Commander.

9. The Incident Commander, if unable to effectively deal with the emergency situation with the resources immediately available, may request police, fire, EMS mutual aid from surrounding jurisdictions. The communications desk will contact these other agencies via telephone, SPEN, or respective County Dispatch Centers. Responding resources will be directed to a designated staging area.

10. The Incident Commander will ensure that arriving law enforcement personnel are properly briefed and given assignments in support the mitigation of the operation.

11. If the situation requires multi-faceted emergency services response, a unified Command Post can be established and the ICS system will be utilized. ICS forms and structure will be utilized to mitigate the event to its completion with the generation of Section Chiefs that will be NIMS complaint.

12. After the EOC is opened, all requests for additional personnel, equipment, and planning and Operations will be conducted within the EOC or the Command Post.

13. Command System for Mutual Aid Situations
   1. In the event that personnel for other jurisdictions are utilized, they will be integrated into the emergency operation under the ICS system.
   2. The Incident Commander will retain control and direct the overall response and operations. Superior Officers from the
assisting agencies will be integrated into the command structure as the Incident Commander sees fit.

14. Access into the Areas Affected by a bomb threat and/or located improvised explosive device.

1. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades, traffic control posts, crime scene tape, or CERT members.

2. The scope of an area to be secured or evacuated and the requirements for entry into the affected areas will be determined by the Incident Commander in conjunction with the Emergency Management Director.

3. The Incident Commander will ensure that personnel staffing the control points of entry are notified who may be permitted access into the affected areas.

4. University police will restrict access to the scene until declared safe by the fire department and the University Construction/Engineering Manager has determined that the affected facilities can be re-opened.

15. EVACUATION

1. The building, upon receipt of threat, may need to be evacuated in a calm and orderly manner, according to the Building Evacuation Policy. Recommended building evacuation should be no less than 400 feet from the building; however, evacuations due to potential bombs may require farther distances. Refer to the Bomb Threat Stand-Off Distance chart for more information.

2. Emergency personnel and designated University officials will facilitate evacuation. Emergency personnel will notify individuals when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

3. Things that should be avoided. Any one of the following events could trigger an explosive device:

   1. DO NOT handle any IED or VBIED, or suspected IED, or suspicious packages.

   2. DO NOT allow any faculty, staff, students or visitors access to, or near, the proximity of the IED or VBIED.

   3. DO NOT move the IED/VBIED or enclose it to minimize effects of an explosion.

   4. DO NOT use cellular telephones.

   5. DO NOT pull the fire alarms to evacuate any buildings, unless specifically directed to VBIED is inside a container, DO NOT open the container.

4. Priorities:

   1. Student rosters should be kept current. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.

   2. Any and all media inquiries should go through Media Communications, at (973)655-4334.

1. The Montclair State University populous will be notified via Montclair State University Emergency Notification System in the event such notification is necessary. Relocation of Prisoners during Emergencies

1. The Montclair State University Police Department does not have a prisoner holding facility. All prisoners are transported to County correctional facilities as soon as possible after processing is completed at police headquarters.

2. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be directly transported to the
1. Receiving Bomb Threats

2. Types of Bomb Threats:

A bomb threat may be received in a number of ways. A threat may be received by telephone, written message, e-mail, face-to-face interaction, social media, or suspicious package delivery by mail or messenger, the first being the most frequently used method.

When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

1. Phoned Threats:

2. Start a recording device, if one is available, or note the caller I.D. number, if available.

3. Signal another staff member to call the police and then monitor the conversation, if possible.

4. Transcribe the threat.

5. Fill out as much of the MSU Bomb Threat Card as possible, including responses to detailed questions.

6. When the caller hangs up, DO NOT HANG UP THE PHONE.

Leave the line open. Hanging up the phone may trigger the IED.

6. Complete any unanswered questions on the MSU Bomb Threat Card.

7. Be available to be interviewed after the call by the Montclair State University Police

1. Written Threats:

   1. Handle the item as little as possible.

   2. Notify Montclair State University Police at (973)655-5222.

   3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.
Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

1. Report it to University Police at 973-655-5222 or text E-tips 67283.
2. Note the name of the person making the threat and the application they used to make it.
3. Record the exact wording of the threat as it was posted.
4. Take a screen shot of the computer if possible to provide to the University Police.

1. Social Media

Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

1. Report it to University Police at 973-655-5222 or text E-tips 67283.
2. Note the name of the person making the threat and the application they used to make it.
3. Record the exact wording of the threat as it was posted.
4. Take a screen shot of the computer if possible to provide to the University Police.

1. Rumor

If you overhear a rumor about an IED, a bomb threat, or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to Montclair State University Police at...
1. Mail, Suspicious Packages and/or Unattended Packages

Public awareness of mail bombs has increased at all levels, including in university mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. You should clear the area immediately and notify the Montclair State University Police at 973-655-5222. To apply proper safety procedures, it is important to know the type of mail normally received and look for the following:

1. Mail bombs come in letters, books, and packages of various sizes, shapes, and colors;
2. Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal;
3. Excessive amounts of postage may be present—often far more than needed;
4. The sender is unknown or there is no return address;
5. Handwritten notes appear, such as, “rush,” “personal,” or “private;”
6. The addressee normally does not receive mail at the office;
7. Cut or pasted homemade labels are used for lettering;
8. The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued;
9. Distorted or foreign writing is present;
10. Resistance or even pressure is felt when trying to remove contents from the package;
11. Several combinations of tape are used to secure the package;
12. Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking;
13. The package or letter shows a city or state in the postmark that does not match the return address;
14. The package or letter is marked Foreign Mail, Air Mail and Special Delivery;
15. The package has protruding wires or aluminum foil;
16. The package or letter has incorrect titles, or a title but no name; or
17. Misspellings of common words are present.
18. In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:
19. Is there a common sense explanation to the letter?
20. Have all reasonable explanations been exhausted?
21. If you are unable to allay your suspicions, call the non-emergency police line at (973)655-5222, for emergency situations.

Handling the Package or Letter, If the suspicious letter or package is unopened:

22. Do not open the package. Do not shake or empty the contents of any suspicious envelope or package. Immediately report
The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

The following are standard operating procedures that address how law enforcement operations will be conducted:

23. Have everyone vacate the immediate area and close any door, or section off the area, to prevent others from entering.

24. Wash your hands with soap and water to prevent spreading any powder or other chemicals to your face.

25. List all individuals who handled, or were within close proximity to, the suspicious letter or package.

26. If the suspicious letter or package is opened: Do not panic. Immediately report the incident to Montclair State University at (973)655-5222.

27. Follow any instructions given to you by the dispatcher.

28. Do not try to clean up the substance. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can), and do not remove this cover.

29. Have everyone vacate the room and close any door, or section off the area, to prevent others from entering.

30. Wash your hands with soap and water to prevent spreading any of the substance to your face. Remove heavily contaminated clothing as soon as possible, and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

31. Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.

32. List all individuals who handled, or were within close proximity to, the suspicious letter or package, especially those who had actual contact with the substance.

33. If an unattended package is located, the Montclair State University Police will deploy their canine asset to determine if the package is a threat. Based on the canine, response will depict if further intervention is necessary.

34. If there is a suspicious package located, the Montclair State University Police will deploy their canine asset as well as dispatching this jurisdictional bomb squad to that location.

35. Montclair State University Police will maintain a perimeter and remain in charge of the event. The Emergency Operation Center will be opened and a unified command will be established.

36. Evacuations and Lockdowns will be determined on a case by case basis. The Incident Commander will make that assessment based of the totality of the circumstances.

37. **RESPONSIBILITIES**

   1. Responsibility for Law Enforcement Response

   The Chief of Police of the Montclair State University Police Department is responsible for the implementation of this Annex and directing of all law enforcement operations.

   1. Standard Operating Procedures

   The following are standard operating procedures that address how law enforcement operations will be conducted:

   1. Incident Command System Description (MSUPD SOP 3.9)

   2. Death Notifications (MSUPD SOP 3.0)
3. Emergency procedures for Confined Space (MSUPD SOP 3.9)

4. Fatal Accidents (MSUPD SOP 3.1)

5. Communications (MSUPD SOP 3.3)

6. Missing Persons procedures (MSUPD SOP 3.0)

7. Helispot operations (MSUPD SOP 3.9)

8. Incident Command System Description (MSUPD SOP 3.9)

9. Emergency operations (MSUPD SOP 3.9)

10. This Montclair State University Police Department will issue the Emergency Notification System Alerts in the event of a Train Derailment incident (Clery Act). Additional or informational alerts may be issued either by the Montclair State University Police Department or the Montclair State University Media Relations division. The information may be sent in the following venues:

   1. texting
   2. email
   3. social media
   4. website
   5. voicemail messaging
   6. led signage
   7. Public address systems

11. The Emergency Notifications System (ENS) has pre-planned guidelines that can be used to deliver the emergency alert in a timely manner (Clery Act).

12. Montclair State University website will advise its constituents to respond appropriately depending on the circumstances of the event.

1. Mutual Aid Agreements

The Montclair State University Police Department has verbal agreements with the following law enforcement agencies:

1. Little Falls Police and Fire Departments
2. Montclair Police and Fire Departments
3. Clifton Police and Fire Departments
4. Essex and Passaic County Sheriff’s Departments
5. Essex and Passaic County Prosecutor’s Office
6. J. State Police
7. Federal Bureau of Investigation
8. Scene Security and Crime Scene Evaluation
The Incident Commander and/or Chief of Police will decide what resources are needed to secure large areas. In the event that a large scene is too large for one single agency to cover, then additional agencies may be requested through the EOC.

1. Emergency Medical Services

The Emergency Medical Services Director is responsible for the implementation of protocols in regards to mass casualty response and training. All EMS expenditures during an event will be forwarded to the Emergency Management Director.

1. Initial scene assessment of critical care of wounded individuals
2. Requesting additional EMS units and Task Forces through the EOC.
3. Patient Triage
4. Patient Transportation
5. Providing patient information to the EOC for logistical purposes

**CONTINUITY OF OPERATIONS FOR EMERGENCY SERVICES PERSONNEL**

1. Line of Succession

   1. There is a need for a line of succession for the person responsible for emergency services including law enforcement and emergency medical services.

   2. The Emergency Management Director and the personnel working within the law enforcement/emergency medical function will be kept informed of the following line of succession.

   Law Enforcement –

   Chief of Police

   Captain of Police

   Lieutenant of Police

   Officer in Charge (OIC)

   Emergency Medical Services-

   Director of EMS

   Lieutenant of EMS
EMT Residents

Crew Chief

1. Essential Records

   1. Essential records and logs of law enforcement, fire and E.M.S. operations during an event will be protected and preserved by the Command Division of the Montclair State University Police Department, Records Division. These reports will minimally include:

      1. computer aided dispatch records
      2. investigation and incident reports
      3. communication forms
      4. ICS forms
      5. EOC and CP logs
      6. resource requests

   2. All EOC and CP, and other records and logs pertaining to law enforcement operations will be maintained by the Administration Division. These records will be available to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

  1. Maintenance of Records and Reports

The Chief of Police is responsible for the maintenance of all records and reports required for the law enforcement functions in an emergency.

1. Expenditure Records

The Chief of Police is responsible for records of expenditures for the law enforcement function in an emergency.

1. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating university and departmental procedures.
   2. The Chief of Police will coordinate with the Emergency Management Director for all supplies and equipment directed to the municipal, county or State Offices of Emergency Management.

1. **ANNEX DEVELOPMENT AND MAINTENANCE**

The Chief of Police is responsible for the maintenance of the Train Derailment Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Reviewing and Updating of Standard Operating Procedure

The Chief of Police is responsible for review and updating of the Train Derailment Response, SOP's, and attachments based on the deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

**X. DEFINITIONS**

The following terms and acronyms were used in the annex:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
</tr>
<tr>
<td>IED</td>
<td>Improvised Explosive Device</td>
</tr>
<tr>
<td>VBIED</td>
<td>Vehicle Borne Improvised Explosive Device</td>
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1. **REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Police Headquarters Communications Desk and the Montclair State University Emergency operations Center.

- Mutual Aid Agreements (Verbal)
- Recall Rosters
- Montclair State University Police Standard Operating Procedures Emergency Notification Guidelines

**PUBLIC HEALTH ANNEX**

**INTRODUCTION**

**STATEMENT OF APPROVAL**
The Public Health Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Director of University Student Health Center, Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written annexes.

1. **AUTHORITY AND REFERENCES**

2. Laws, Regulations, and Directives

   1. State
      
      1. County Environmental Health Act, N.J.S.A. 26:3A2-21
      2. Title 24, N.J.S.A., Food and Drugs
      3. Title 26, N.J.S.A. Health and Vital Statistics

   2. References, guidance and material and other documents

      1. University
         
         1. Montclair State University health Center policy and Procedure Manual
         2. FEMA Response Guides

      2. State


**III PURPOSE:**

1. The purpose of this Public Health Annex is to define and provide guidance for the development and operation of a viable public health program during any emergency for disaster situation affecting Montclair State University, and to ensure completion of required emergency actions.

**1. EXECUTIVE SUMMARY:**

1. The Montclair State University Pandemic Response Plan (hereinafter “plan”) is a guide for Montclair State University to use when preparing for and subsequently responding to a public health emergency, specifically any infectious disease outbreak/pandemic. This plan is designed to supplement the Montclair State University Emergency Operations Plan (EOP). The primary purpose of this plan is to create a self-contained manual with the relevant information necessary to reduce the impact of interruptions caused by a public health emergency in order to protect the life, health, integrity and welfare of Montclair State University community members, their families and the community at large. A pandemic could result in significantly higher numbers of illness, hospitalizations, and mortalities than any regular season of viruses. Any pandemic or other public health emergency could affect Montclair State University differently than a natural disaster or terrorist activity. During a pandemic, most buildings and physical structures would remain intact provided that they continue to receive maintenance. However, personnel absences due to personal illness, perceived illness or caretaker responsibilities would limit the ability of Montclair State University to continue providing full, regular services.

Therefore, this plan adopts the concept that during a pandemic Montclair State University may reduce services to “essential” services. Essential services are defined as those services necessary to protect the health and safety of University community members and avoid significant damage to
University property. The plan was prepared with attention to Montclair State University academic and research missions.

1. Sensitive information such as locations of strategic items or other potential security concerns are not contained within this plan. Personnel requiring access to sensitive information not contained within this plan should follow existing protocol or contact their supervisor. The plan highlights the requirement that University actions align with other organizations at the local, state and national levels that are similarly committed to assuring health and safety of the public.

2. PRINCIPLES UPON WHICH THE PLAN IS BASED

3. The Montclair State University Pandemic Response Plan is an Annex to Montclair State University Emergency Operation Plan and maintained by the Montclair State University Police Department, Emergency Management Director.

4. A public health emergency such as a pandemic represents a low to moderate probability of occurring. However, a pandemic would be a high-consequence event. This makes planning more challenging than for more conventional threats that, by comparison, are higher probability but lower consequence.

5. Pandemic planning activities represent a subset of broader all-hazards emergency planning. Many of the activities to maximize pandemic preparedness and response will also enhance capabilities for other threats including but not limited to natural disasters, errors from human mistakes and intentional terrorist acts.

6. Coordinated pandemic planning must occur across Montclair State University in:

   1. Central Administration
   2. Student Health Center
   3. All University Colleges
   4. All University departments, units and offices essential to protect the health and security of persons and University structures
   5. The plan utilizes an organizational framework compatible with the National Incident Management System (NIMS).
   6. The plan utilizes a phased approach to disease emergence referencing models developed by the World Health Organization (WHO), Department of Homeland Security (DOHS), Centers for Disease Control and Prevention (CDC) and Department of Health and Human Services (DHHS).

The phases are:

1. Alert/Standby: A virus with pandemic potential present somewhere in the world (WHO Stages 1-3) Response Level 0 = Passive Surveillance

   1. Limited Services: Effective but limited transmission of a virus with pandemic potential from one person to another anywhere in the world but still highly localized (WHO Stage 4)

   Response Level 1 = Active Surveillance
Response Level 2 = Health Response

1. Full Services: increased and sustained effective transmission human to human (WHO Stage 6) Response Level 3 = Full Scale

Activation

1. Recovery/Preparation for Next Wave: Dramatic reduction in new reported cases of illness

7. The plan will be coordinated with State and Local Public Health and Emergency Management officials and their existing agency plans (e.g., Essex and Passaic County Health Department, New Jersey Department of Health Pandemic Plan).

8. Montclair State University will have a plan for continuity of operations.

9. An information plan is necessary to educate students, faculty, staff, and their families about:
   1. Individual responsibility to limit the spread of infection if they or their family members become ill
   2. Non pharmaceutical measures to limit infection, including social distancing
   3. Preparedness planning at Montclair State University, county, state, and federal levels
   4. ASSUMPTIONS: PANDEMIC

10. A virus with pandemic potential anywhere represents a risk to populations everywhere.

11. As shown during 1918-1919, an influenza pandemic may create several waves of acute health crises with each wave lasting for approximately three months.


13. The first wave of a pandemic could have the greatest health consequences.

14. The first pandemic outbreak would most likely not occur in the United States.

15. Once a confirmed pandemic case is reported in the United States, federal and state officials will respond quickly to isolate and control; this plan assumes those attempts may be unsuccessful, resulting in impact to Montclair State University.

16. Montclair State University may be expected to provide health care services needed by its students, faculty and staff during a pandemic.

17. During a pandemic, individuals may seek health care services closest to their residence.

18. University resources may be considered community and state assets in responding to a pandemic.

19. Vaccines may not be available for the first six months following specific identification of the virus causing the pandemic.

20. Antivirals may be in limited supply or of limited effectiveness throughout the pandemic and subject to use restrictions imposed by state and federal authorities.

21. Based on National (CDC) estimates during a severe pandemic:
   a. 35% of Students, Staff and Faculty may be ill
b. 15% of Students, Staff and Faculty may require treatment

1. There may be a 2% mortality rate
2. Health care workers and other essential service providers may anticipate an infection rate similar to the general population.
3. Absenteeism may reach as high as 40% due to personal illness, family caretaking responsibilities or voluntary absenteeism due to concerns of contracting influenza.
4. Utilization of limited University health care resources may be subject to a priority needs protocol set by state or federal authorities.
5. International and domestic travel may be restricted.
6. Social distancing strategies including the imposition of quarantine and isolation may be necessary.
7. Quarantine and isolation strategies will most likely be voluntary and require serious community efforts to be effective.
8. Personal protective equipment may be needed to be available on a wide basis, especially for those exposed to greater health risks than the general public. Personal protective equipment may be in short supply during a pandemic and subject to priority needs protocols.
9. Internal and external communications will need to be intensified, coordinated and rapid.
10. Decisions may need to be made rapidly using limited or incomplete information.
11. Services providing for fundamental human needs may be in short supply.
12. During each wave of contagion, there may be significant economic disruption, including inventory shortages, shipment delays, and reduced business activities.
13. There may be widespread circulation of conflicting information, misinformation, and rumors, highlighting the need for coordinated communications.
14. Many faculty and staff are likely to remain on campus and available for work unless authorities close Montclair State University or impose quarantine measures.
15. Most professional and graduate students are likely to remain on campus or in the immediate community and will want to continue to work toward their degrees.
16. Most undergraduate students are likely to leave campus to return to their families.
17. Contagious employees will come to work, both asymptomatic and symptomatic, who feel compelled to work. Steps will need to be taken to minimize this risk.
18. Closure of the campus or suspension of classes may occur through a variety of ways including a joint decision involving Montclair State University, New Jersey Department of Health and the Essex and Passaic County Health Departments; unilateral order from the Governor of New Jersey or from a public health agency.
19. At WHO Phase 3 the critical incident response command team, including persons with medical knowledge and experience, will be activated to plan how best to inform and educate the Montclair State University community and provide available resources to mitigate the impact of a pandemic.
20. Demand from faculty and staff for medical treatment and advice may increase.
32. All public information will be coordinated and disseminated by

University Media Relations staff as a part of the Emergency Operations Center with assistance from other University departments and/or personnel. The Emergency Executive group will include a Public Information Officer (PIO) assignment to disseminate information to the public.

33. Effective communications are a critical element within all aspects of this plan. The audiences for communications are varied and diverse, including University faculty, staff and students; family members of these groups; local media; city and county community members; other higher education institutions in the State; and the general public.

34. After the first wave has passed, resumption of normal activities in private and public sectors may be difficult. There will be grieving for the deceased and concerns over the potential for the next pandemic wave (particularly in the event that an effective vaccine is not developed during the first wave). Montclair State University will need to make mental health services available for staff, as well as provide information for supervisors to identify the signs of stress among staff.

35. **SCOPE AND CONCEPT OF OPERATIONS**

36. The protection of the health and welfare of the Montclair State

University community will be managed by Montclair State University. Passaic and Essex County Health Departments, the New Jersey Department of Health, and other agencies when appropriate, as well as the Centers for Disease Control and Prevention (CDC), will provide technical assistance when requested or in cases where emergency needs exceed the capability of University response resources. In a very large outbreak of disease, many or all communities will be affected and the state may not be able to meet all requests for assistance. Under these circumstances the state will use available mechanisms, including the National Response Framework, for obtaining resources and other assistance from the federal government. With assistance from county, state and federal agencies, Montclair State

University will be responsible for:

1. Management of epidemiologic surveillance and response activities, including contact tracing and the selection and implementation of disease control and prevention measures, such as vaccine/pharmaceutical administration for prophylactic or treatment purposes.

2. Communication of information to students, staff and faculty regarding prevention and control measures and the local effects of a disease.

3. Maintenance of health care and other essential Montclair State University functions during periods of high absenteeism

1. **SITUATION:**

1. All Universities are required to develop and maintain all hazard emergency response plans to cope with major disasters such as tornadoes, floods, transportation crashes, and hazardous materials releases. These plans address many aspects including command and control functions, descriptions and operation of emergency communication systems, public health and medical care resources, and other key response elements. However, public health emergency planning requires the consideration of factors not normally addressed in all hazard emergency response plans. One difference between public health emergencies and natural disasters is the potential for widespread adverse effects on human health but negligible effects on physical infrastructure. Catastrophic health effects caused by a public health emergency may disrupt critical human infrastructure. A second difference is that a public health emergency is not focused on a geographically discrete "incident scene."
2. Public health emergency exists with the emergence of a serious illness that threatens to overwhelm public and private health systems as a result of infectious disease outbreak or bioterrorist attack. The initial response to the health and safety consequences of a public health emergency will generally occur at Montclair State University level with close monitoring and assistance from the Essex and Passaic Health Departments and the New Jersey Department of Health. This plan should be exercised on a periodic basis to ensure its practicality and completeness. The goals of this plan are to:

2. Ensure that Montclair State University conducts an ongoing public health emergency planning process.

3. Build collaborative networks between the public health and health service systems of Montclair State University and the surrounding community.

4. Define relationships, responsibilities and communication between Montclair State University and public health and safety organizations at the local, state and regional levels.

5. Assure that appropriate authorities are in place and understood for an emergency.

6. Obtain the necessary support and resources, in advance of an emergency, from the Essex and Passaic Counties Health Departments and New Jersey Department of Health for the University administration, faculty, staff, and students and other community partners.

7. Focus on actions most crucial to an effective public health emergency response as it affects or is affected by Montclair State University. At a minimum these actions include the following:

8. Devise and articulate a concept of operations (i.e., the command structure and lines of authority and communication for managing activities during an emergency);

9. Develop policies and procedures for distributing and monitoring vaccines or pharmaceuticals;

9. Develop a communications plan for effective interactions with the media, the medical community, students, faculty, staff and the general public.

10. Develop contingency plans designed to ensure the maintenance of essential services including providing adequate medical care when primary delivery systems are disrupted. Devising strategies for protecting key functions related to Montclair State University's teaching, research and service missions.

11. Assessing the readiness of resources (people, facilities, capital) likely to be mobilized by Montclair State University or external agencies in the event of a pandemic.

12. Develop infectious disease prevention and mitigation strategies, including Contingency plans for increasing or maintaining personnel delivering essential services or performing essential functions.

13. Contingency plans, developed in conjunction with the appropriate authorities, for closing campus facilities, suspending academic classes and canceling or postponing University events.

14. Primary and Support Agencies:

15. The primary agency for public health at Montclair State University is the Montclair State University Health Center.

16. Support agencies for the Public Health function at Montclair State University include:
1. Montclair State University Environmental Health and Safety Department (EHS)

1. Montclair State University Emergency Medical Services (EMS)

1. Office of Residential Life
2. Montclair State University, Division of Dining Services

(Chartwell 973-655-7707)

1. Montclair State University, Office of Information

Technology

1. Passaic and Essex County Health Departments
2. J. Department of Health
3. United States Center of Disease Control and Prevention
3. In addition to the agencies listed above the University Health Center can call upon the assistance of the Athletic Training/ Sports Medicine Services Department and other departments at the University during a public health emergencies.

C. Public Health Personnel:

1. The Montclair State University Health Center employs the following personnel on a full or part-time basis:
   1. (1) Physicians
   2. (10) advanced practice nurses
   3. (2) registered nurses
   4. (3) Clerical personnel

2. The University Health Center has no department vehicles. Any necessary transportation during an emergency declaration would be provided by other University departments such as Montclair State University Police Department, Emergency Medical Services, Parking and transportation departments, Athletics or Facilities departments.

3. The Montclair State University Health Center Contracts with Quest LabCorp, And Shield Diagnostics, for laboratory testing.

Health Services Components

The University health and Counseling Services at Montclair State
University consist of the following component units:

1. University Health Center
2. Counseling and Psychological Services (CAPS)
3. Disability Resource Center

1. Public health Communication Capability

The University Student Health Center at Montclair State University has the following special capabilities:

1. Specimen Collection and Processing including forensic evidence collection
2. Temporary isolation Room(s) without negative pressure capability
3. Basic life Support including External Defibrillators
4. Cardiac Monitoring
5. Quarantine capabilities utilizing existing Montclair State University facilities
6. Participation in national Health Alert Network (HAN) and county LINCS system
7. Coordination and management of a Point of Dispensing

Center from Montclair State University and the Township of Montclair.

VII. OPERATIONS AND CONTROL

1. Actions during Periods of Heightened Risk

1. During periods of heightened risk, public health direction and control will emanate from the Office of the Director of University Health Center. In the event that the Montclair State University EOC is activated, public health direction and control will be transferred to that location.

2. The Director of the University Health Center will be responsible for the maintaining a recall roster of persons assigned public health functions. The roster will be updated at least once every 6 months. The roster will be verified by the Director of the university health Center through call up procedures and verified for accuracy.

3. Public health supervisor staffing is normally available from 0900 to 2000hrs on weekdays. In the event that 24 hour staffing becomes necessary, two twelve hour shifts with a briefing will be utilized.

1. Interaction with other Emergency Groups

1. The Director of the University health Center will report to the University EOC when it is activated during an emergency and will conduct public health direction and control from that location.

2. During an emergency, appropriate information will be reported to the Director of the university Health Center at the EOC.
VIII. RESPONSIBILITIES:

1. President of Montclair State University
The President of Montclair State University is ultimately responsible for protecting the health and safety of Montclair State University's staff, faculty, students and visitors during an emergency. Specific responsibilities as applied to a public health emergency may include but are not limited to:

1. Incident Commander
2. Media Relations
3. Office of Emergency Management
4. Director of Student Health
5. Montclair State University Police Department

2. Considering the need for a local emergency declaration in consultation with the two different County Public Health Directors and the County Emergency Management Directors and the State of New Jersey Department of Health.

3. Obtaining copies of all press releases and summaries of all statements provided to the media in live or taped broadcasts.

4. Participating in press conferences, in collaboration with state or local officials.

5. Internal and External Initial Notifications with the Emergency Notification System

The threat or actual occurrence of an emergency requires prompt notification of those individuals and agencies that may play a role in effecting a response. This notification would be made utilizing the Montclair State University Emergency Notification System (ENS)

1. USE OF THE INCIDENT COMMAND SYSTEM

During a public health emergency of any size, direction, control, and coordination of all aspects of the response is a major determinant of success and becomes essential when the response includes multiple jurisdictions and/or agencies. The National Incident Management System (NIMS) is a widely used and accepted incident command system that is appropriate for use during a public health emergency. A basic premise of NIMS is that agencies with jurisdictional responsibilities and authority at an incident will contribute to the process of:

1. Determining response strategies;
2. Selecting response objectives;
3. Jointly planning tactical activities and their application;
4. Ensuring integrated planning and application of operational requirements, including emergency measures and vaccine management/pharmaceutical dispensing;
5. Ensuring that span of control remains within acceptable limits;
6. Maximizing effectiveness of available resources and tracking their use throughout the incident period; and
7. Ensuring dissemination of accurate and consistent information.
8. The incident command organizational structure for Montclair State University, following a NIMS framework.
1. RESPONSIBLE UNIVERSITY AUTHORITY

The President of Montclair State University, in conjunction with the Executive Vice Presidents and Provost, is the lead authority for Montclair State University's preparation, response and recovery from a public health emergency.

Responsible Outside Agencies include:

Little Falls Township Health Department: Phone: (973)256-0170
Montclair Township Health Department (973) 509-4975
City of Clifton Health Department (973) 881-4396
(973) 470-5758 Passaic County Health Department
Essex County Health Department (973) 571-2800
New Jersey Regional Operational Information Center (609) 882-2000

1. RESPONSIBLE STATE AUTHORITY

The New Jersey Department of Health is the lead state agency for response to a public health emergency. They will disseminate information concerning an emergency to county public health departments, including information on prevention and control. (609) 826-5964

1. PUBLIC HEALTH: SURVEILLANCE, EPIDEMIOLOGY AND DISEASE CONTROL

Montclair State University has established practices related to public health events which will continue in the event of a pandemic. Disease control measures must be consistent and in conjunction with Essex and Passaic Counties, State, and Federal policy. Established disease control measures will be followed until appropriate adjustments are needed to address an evolving pandemic. New measures will be implemented as identified by Federal, State, and County policy development.

Montclair State University Activities by Response Level (Based on delineation of the World Health Organization (WHO) threat
Although comprehensive responses may vary. Official guidance will be taken from the New Jersey Department of Health. Individual departments listed in this general plan need to make appropriate assessments of services they provide to Montclair State University and have procedures in-place to insure that those services continue during a pandemic influenza event.

1. MONTCLAIR STATE UNIVERSITY PANDEMIC RESPONSE LEVELS

Response Levels:

Level 0 – Pre-event, Planning and assessment

Level 1 – Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans

Level 2 – Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to but may not yet be fully transmissible (substantial pandemic risk)

Level 3 – Pandemic: increased and sustained transmission on the general public

1. ASSESSMENT TEAM Directors or Designee:

   1. Co Chairman: University Police Chief/ Director of Student

Health Center

   1. Director of Emergency Management,

   2. Director of Emergency Medical Services

   3. E.M.: Emergency Executive Group

   4. Director of Environmental Health and Safety Assessment Team Meets and;

      1. Monitor situation

      2. Identify essential and non-essential personnel in conjunction with Human

      Resources (may change with each level)

      3. Determine three core groups of personnel that can handle University essential services for each shift in conjunction with Human Resources

      4. Prepare for National suggestions of Personal Protective Equipment (PPE)
5. Staff the Emergency Operations Center 24 hr. staffing if necessary

6. Maintain contact amongst Assessment Team

7. Monitor situation

8. Identify essential and non-essential personnel in conjunction with Human Resources (may change with each level)

9. Determine three core groups of personnel that can handle Montclair State University Pandemic Response Plan

10. Consider (University wide) essential personnel for PPE per

National Standards University essential services for each shift in conjunction with Human Resources

1. Incident Commander
   1. Open the Emergency Operations Center for Command and Control
   2. Communicate with Local, County, and State Health Departments regarding planning and surveillance
   3. Communicate with other University Student Health Services and Police Departments
   4. Monitor national response/surveillance
   5. Alert Assessment Team on any changes/uploads
   6. Establish communication with the Emergency Executive Group regarding status of preparedness
   7. Update emergency action plan as situation evolves
   8. In conjunction with Media Relations, issue communication(s) to campus community regarding status of disease spread, selfprotection and University response leveraging the University Emergency Notification System
   9. Notify Student Affairs and Psychological Services
   10. Communicate with Residential Housing, Dining Services & Custodial Services on number of potential contacts through the use of the Emergency Operations Center
   11. Compose communications with Media Communications for the campus community regarding signs/symptoms, protocols for referral of suspected cases
   12. Recommend temporary closure of building(s) and suspension of student and academic activities
   13. Use core groups of personnel on shifts keeping majority of workforce home but rotate the shift workforce (keep all on payroll)

2. Montclair State University Police Department
   1. Receive training on pandemics
   2. Alert the University Student Health Center if encountering individual(s) with flu-like symptoms, or symptoms that represent an infectious disease
   3. Implement protocol(s) on transporting individual(s) to hospital
   4. Secure buildings (normal procedures) and post signage
   5. Assist Health Center
   6. Follow and enforce restrictions placed by medical authorities
3. Environmental Health and Safety Director:
   1. Assess respiratory protection plan and resources
   2. Review contract with hazardous material company for professional cleanup
   3. Prepare for National suggestions of Personal Protective Equipment (PPE)
   4. Arrange for additional medical waste pickups and/or activate use of incinerator and autoclaves
   5. Consider (University wide) essential personnel for PPE per National Standards
   6. Assist with notifications
   7. Assist Health Center Facilities Management
   8. Receive training on influenza
   9. Identify building ventilation systems
   10. Prepare for National suggestions of Personal Protective Equipment (PPE)
   11. Stand by to shut off utilities as directed by Incident Commander, if necessary
   12. Request to campus that faculty and staff and their families to report all flu cases to Assessment Team

4. Dining Services
   1. Receive training on influenza
   2. Ensure emergency response menu is planned for various degrees of need
   3. Inventory additional food supplies and water as appropriate
   4. Ensure food delivery process
   5. Recall essential personnel
   6. Identify meal delivery need and method
   7. Identify roles of essential staff

5. Facilities/ Housekeeping
   1. Inventory cleaning supplies as appropriate
   2. Prepare for National suggestions of Personal Protective Equipment (PPE)
   3. Recall essential personnel
   4. Enact emergency phone contact tree
   5. Identify roles of essential staff
   6. Identify risk exposures.

6. Human Resources
   1. Identify steps that must be taken to monitor and protect insurance coverage.
   2. Benchmark risk management response and insurance coverage options with peer universities.
   3. Communicate with insurance carriers on evolving campus issues.
1. Student Health Services
   1. Implement normal universal precautions
   2. Track locations of persons who have same illness
   3. Develop plans to treat patients at affected dorms, maintain isolation as much as possible.
   4. Confer with the EOC to determine needs along with the Director of Environmental Health and Safety.

2. Office of Informational Technology
   1. Assess supplemental telecommunications/computing hardware/software needs:
      1. Student Affairs
      2. Health Services
      3. Media Communications
      4. Counseling Center
      5. Human Resources
   2. Purchase contract for supplemental telecommunications/computing hardware/software needs.
   3. Add additional phone lines to EOC, quarantine areas, and functional groups
   4. Assist with publishing messages from Media Relations on a periodic basis utilizing the Emergency Notification System

1. Telecommunications
   1. Assess needs for webpage support
   2. Develop plan for adding volunteers to public email addresses.
   3. Develop plan for distributing telephone calls to homes or phone banks
   4. Assist with email message distribution
   5. Set up podium and microphones for media center releases
   6. Provide guidance for forwarding phones and setting up "bounce messages"
   7. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)

2. Student Affairs
   1. Communicate with Emergency Operations Center
   2. Communicate with staff and students as to current situation
   3. Arrange for monitoring/delivery of medications and other goods and services to isolated areas with cooperation with the Emergency Operations Center
4. Assist w/relocation of students
5. Assist w/telephone consultation and support
6. Essential personnel receive respirators and training from

Environmental Health and Safety for use on voluntary basis

7. Identify student events where confirmed patients have attended
8. Residential staff assists University Student Health Center

1. Human Resources
   1. Receive training on pandemics
   2. Identify essential personnel
   3. Review call-off policy
   4. Prepare to identify personnel available for telephone support work

2. Communications

3. The pandemic response strategies related to communications are based on the following assumptions:
   1. Montclair State University Emergency Operation Plan Communications Annex provides the framework of the
      communications plan. The chain of command for communications will follow the procedures described in the plan.
   2. University Media Relations serves as the authorized spokesperson for Montclair State University.
   3. All public information regarding any campus response to a pandemic influenza event will be coordinated and
      disseminated by

   University Media Relations staff with assistance from other

   University departments and/or personnel via the Emergency Operations Center.

4. Effective communications are a critical element within all aspects of the Pandemic Response Plan. As such, the audiences
   for communications are varied and diverse. These audiences include University faculty, staff and students; parents of
   students; local media; City of Clifton, Little Falls and Montclair Townships and Essex and Passaic County communities;
   other state officials; and other higher education institutions in New Jersey, and the general public.

1. Internal Communications

   1. Prior to a pandemic emergency, a University website will be established that includes emergency information as well as
      related resources such as links to prevention and public health information. The website will be publicized to University
      faculty, staff, students, parents of students, and area media. These audiences will be informed that the website will be a
      primary communications platform in the event of a pandemic influenza emergency.
   2. Prior to a pandemic emergency, a plan will be in place (and needed communications technologies confirmed) to
      continue communications efforts with reduced staff or with staff confined to their homes.
   3. Prior to a pandemic emergency, contact lists will have been created for key communications persons at University,
      collegiate, and departmental levels.
4. In the event a pandemic influenza emergency is declared by Montclair State University administration, critical information will be disseminated to the campus and concerned constituencies as quickly as possible using the Emergency Notification System to its fullest potential.

5. Any external links from medical authorities in the event of an outbreak will be added to the Montclair website for further information to the general public.

6. University emergency website will be the primary communications platform for community information. University Media Relations will also issue updated news releases to the news media.

7. CONTINUITY OF OPERATIONS General Assumptions

8. An Emergency Executive Group (Montclair State University), will follow the National Incident Management System, will respond to and manage pandemic concerns.

9. The Emergency Executive Group alerted at response Level 1

10. Emergency Management will plan how best to inform and educate Montclair State University community and provide available resources to mitigate the impact on Montclair State University. It is assumed that more will be known about how the virus is spread at this stage.

11. If a confirmed case of pandemic transmission is reported in the U.S., it is assumed that federal and state officials will respond quickly to isolate and control it. However, this plan assumes those attempts may fail and the State and Montclair State University will be effected.

12. University Student Health Services will experience increased demand from faculty, staff, and students for medical treatment and advice. Many faculty and staff may turn to their local providers. Some students may do the same; however, for many students the provider is a doctor in their home town, not locally, and the need for immediate attention and fear of the pandemic will likely increase student demand locally.

13. The majority of faculty and staff may remain on campus and available for work, unless authorities close Montclair State University or mandate quarantine.

14. The majority of undergraduate students may leave campus, although international students are likely to remain.

15. Administration will lead to a need for a decision from the Incident Command Team regarding recommendations for the suspension of classes, as well as public events (e.g., performances, athletic events) and other non-essential functions.

16. Communication is an essential function for every unit in Montclair State University.

17. The majority of professional and graduate students will remain on campus and will be interested in continuing to work toward their degrees.

18. Faculty and staff will wish to remain in pay status during any time away from the workplace.

19. Montclair State University may be considered a “community asset”, "County asset “and a “State asset” in response to a pandemic.

Planning and Policy Related to the Academic Mission

The continuity of operations plan for the Office of the Executive Vice President and Provost (Office of the Provost) should make provision for the following:

1. Office of the Provost will consult with the Deans and faculty groups during the pre-pandemic and pandemic alert periods to develop policies about the suspension of classes, grading of students, and the closing of academic-related venues and events as needed to minimize possible transmission of the virus.
Continuity planning will be based on the following principles related to Montclair State University’s academic mission:

1. Classes will continue unless they are officially suspended University-wide by the Provost. A Dean, in consultation with and with the approval of the Provost, may decide to suspend classes in his/her respective College before a University-wide decision has been made.

2. Classes will almost certainly be suspended if a pandemic occurs on campus or in the surrounding areas. Under current University Policy, individual classes can be postponed by an individual professor in the event of the professor’s illness or unavailability.

3. A line of succession related to academic decision making will be delegated by the Provost.

Planning and Policy Related To Student Health & Counseling Service

Along with planning for decreased staffing and arranging for alternative decision makers, Student Health & Counseling Services will be responsible for the following tasks:

1. Provide support to communication efforts to disseminate infection control information and an information campaign on self-care.

2. Initiate a surveillance program for early identification of cases, utilizing support from the Office of Student Affairs.

3. Adjust operation of the University Student Health clinic to meet the needs of acute care patients.

4. Work with local and state public health agencies to decide issues such as isolation, contact tracing, quarantine, etc., and provide recommendations for students wishing to leave Montclair State University.

5. Work with local and state public health agencies to provide mass immunization and/or mass antiviral dispensing.

6. Identify critical supplies for clinic.

7. Provide for dedicated counseling/psychiatric (refer to CAPS Program) care for family/friends of deceased or other students as necessary.

Pandemic Preparedness Plans

One of the key goals of the Montclair State University Pandemic Response Plan is to engage departments across the campus in planning for the continuity of their operations in the event of a widespread pandemic that might result in substantial absenteeism and/or loss of life. The purpose of continuity planning is to ensure the safety and well-being of members of our community while delivering resources and services related to essential functions. It is recognized that as information about a
possible pandemic (including state and federal planning) becomes available, further planning may be needed, so each unit’s continuity planning is considered iterative and dynamic. The approach and format for planning resides with the individual department. The Montclair State University Emergency Management provides a template (Business Continuity of Operations Plan) which is provided as a part of this Emergency Operation Plan. (Review Page 147 for Business Continuity plan).

Exercising Your Plan and Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates. For assistance in exercising your plan, contact the Emergency Management Director at 973-655-5159 or email gallupm@mail.montclair.edu

<table>
<thead>
<tr>
<th>Exercise Dates</th>
<th>Drill Description</th>
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<tbody>
<tr>
<td>Staff orientation meeting</td>
<td>Emergency communication test</td>
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<tr>
<td>Exercise Dates</td>
<td>Call tree drill</td>
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<tr>
<td>Off-site information access</td>
<td>Test Tabletop exercise</td>
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<tr>
<td>Unscheduled work at home day</td>
<td>Staff Distribution Date</td>
</tr>
<tr>
<td>Interdepartmental exercise</td>
<td>Emergency assembly drill</td>
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Other drill (describe):

Additional Resources: Personal Protection Equipment

To date, the U.S. Centers for Disease Control (CDC) has issued pandemic personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional pandemic PPE guidance until the threat becomes imminent. When CDC does issue guidance, Montclair State University will follow it to provide the specified PPE (masks, gloves) to employees in CDC-identified high risk job classifications and to employees who perform high risk duties identified by the CDC. Montclair State University assumes that future guidance will address the PPE needs of certain employees who care for sick students. We have limited quantities of masks and gloves for those employee classifications who work at Student Health Services. Since CDC’s PPE recommendations will rely on a high level of risk (direct contact via care for sick patients), it is not likely that Montclair State University’s PPE stock will be available to all employees. Departments that wish to possess their PPE needs for pandemic influenza should contact Environmental Health and Safety at 973-655-4367

Emergency Planning for Individuals and Families

Emergency Planning for Individuals and Families, Employees, students and their families should plan for any type of emergencies that could impact them in their home, apartment or residence hall. Don’t wait— an emergency can occur at any time. We recommend the following website for more information on pandemic influenza: www.pandemicflu.gov.

1. Public Health Emergency Response

The Director of the university Health Center is responsible for the implementation of this annex and the direction of the public health emergency response at the Montclair State University.
The following are the standard operating procedures that address how University Health Center personnel will accomplish their tasks:


1. Mutual Aid Agreements

   1. Verbal sending and receiving agreements exist between the University health Center and the following agencies:
      1. Mountainside Hospital
      2. Mountainside Family Practice Associates

   2. Verbal mutual aid agreements exist between the University Health Center and the following agencies:
      1. Montclair Health Department
      2. Clifton Health Department
      3. Little Falls Health Department
      4. New Jersey State Department of Health and Senior Services

1. Emergency Management

2. Montclair State University will perform the following functions:

   1. Establish methods for notification including the use of the Montclair State University Emergency Notification System

   1. Develop and maintain this plan in collaboration with University Health Center Director and other agencies;
   2. Identify resources (personnel, supplies, reference materials) to carry out an emergency vaccination or medication dispensing/administration ("triaging") clinic;
   3. Obtain information from neighboring jurisdictions, as needed to develop and maintain this plan;
   4. Coordinate emergency exercises to test this plan as needed; and
   5. Conduct or otherwise arrange to provide emergency related training as needed. Programs and offices with responsibilities under this plan will develop and maintain procedures for implementing this plan. Essex and Passaic County Health Departments and New Jersey Department of Health will provide assistance to Montclair State University.
Essential Functions and Lines of Succession

Because of the potential for high absenteeism in the event of a pandemic or other public health emergency, continuity of operations requires identifying:

1. Essential functions throughout Montclair State University;
2. Lines of succession detailing who is responsible for the functions and who will carry them out if the responsible individual is absent; and
3. Resources required to carry out those functions.

“Essential functions” are those functions that must be carried out, irrespective of whether classes are suspended and a large proportion of personnel are unable to work. These functions must be carried out to avoid endangering the health, wellbeing, or safety of people or animals relying on Montclair State University or to prevent irreparable damage to University property.

The essential functions of Montclair State University involve Emergency Medical Services, Information Technology, Human Resources, key facilities, and decisions by the central administration. Consequently, certain organizational units are critical to Montclair State University’s continuity of operations under a suspension of non-essential functions. These may include but are not limited to:

University Police (Montclair State University Police Department),

Information Technology (Office of Information Technology), University

Human Resources (UHR), Facilities Management, University Housing, University Dining Services and the Office of the Executive Vice President and Provost. These units should develop continuity of operations plans in their respective departments.

Planning and Policy Related to the Academic Mission

1. There is a need for a line of succession for the person responsible for the public health functions in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and the personnel working within this function will be kept informed of the following line of succession:

   1. Director, University Student Health Center
   2. Assistant Director, University Student Health Center
   3. Satellite Operations Manager for the University Student Health Center

2. Academic Line of Succession

The continuity of operations plan for the Office of the Executive Vice President and Provost (Office of the Provost) should make provision for the following:

1. Office of the Provost will consult with the Deans and faculty groups during the pre-pandemic and pandemic alert periods to
develop policies about the suspension of classes, grading of students, and the closing of academic-related venues and events as needed to minimize possible transmission of the virus.

2. Office of the Provost will also consult with the other Vice Presidents to develop policies for maintaining academic and research activities if parts of the campus are closed down in response to the pandemic.

3. Finally, as noted above, the Office of the Provost will oversee the development of and other units reporting to the Office of the Provost. Continuity planning will be based on the following principles related to Montclair State University's academic mission:

4. Classes will continue unless they are officially suspended

University-wide by the Provost. A Dean, in consultation with and with the approval of the Provost, may decide to suspend classes in his/her respective College before a University-wide decision has been made.

5. Classes will almost certainly be suspended if a pandemic occurs on campus or in the surrounding areas. Under current University Policy, individual classes can be postponed by an individual professor in the event of the professor's illness or unavailability.

6. A line of succession related to academic decision making will be delegated by the Provost.

1. Planning and Policy Related To Student Health & Counseling Service

Along with planning for decreased staffing and arranging for alternative decision makers, Student Health & Counseling Services will be responsible for the following tasks:

1. Provide support to communication efforts to disseminate infection control information and an information campaign on self-care.

2. Initiate a surveillance program for early identification of cases, utilizing support from the Office of Student Affairs.

3. Adjust operation of the University Student Health clinic to meet the needs of acute care patients.

4. Work with local and state public health agencies to decide issues such as isolation, contact tracing, quarantine, etc., and provide recommendations for students wishing to leave Montclair State University.

5. Work with local and state public health agencies to provide mass immunization and/or mass antiviral dispensing.

6. Identify critical supplies for clinic.

7. Provide for dedicated counseling/psychiatric (refer to CAPS Program) care for family/friends of deceased or other students as necessary.

1. Pandemic Preparedness Plans

1. One of the key goals of the Montclair State University Pandemic Response Plan is to engage departments across the campus in planning for the continuity of their operations in the event of a widespread pandemic that might result in substantial absenteeism and/or loss of life. The purpose of continuity planning is to ensure the safety and well-being of members of our community while delivering resources and services related to essential functions. It is recognized that as information about a possible pandemic (including state and federal planning) becomes available, further planning may be needed, so each unit's continuity planning is considered iterative and dynamic. The approach and format for planning resides with the individual department. The Montclair State University Emergency Management provides a
template (Business Continuity of Operations Plan) which is provided as a part of this Emergency Operation Plan.

2. Exercising Your Plan and Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates. For assistance in exercising your plan, contact the Emergency Management Director at 973-655-5159 or email gallupm@mail.montclair.edu

<table>
<thead>
<tr>
<th>Exercise Type</th>
<th>Exercise Description</th>
<th>Exercise Dates</th>
<th>Call tree drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff orientation meeting</td>
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<tr>
<td>Off-site information access</td>
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<td>Unscheduled work at home day</td>
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<tr>
<td>Interdepartmental exercise</td>
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<tr>
<td>Emergency communication test</td>
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<td>Test Tabletop exercise</td>
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<td>Staff Distribution Date</td>
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<tr>
<td>Emergency assembly drill</td>
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<tr>
<td>Other drill (describe)</td>
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</table>

1. Additional Resources: Personal Protection Equipment

To date, the U.S. Centers for Disease Control (CDC) has issued pandemic personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional pandemic PPE guidance until the threat becomes imminent. When CDC does issue guidance, Montclair State University will follow it to provide the specified PPE (masks, gloves) to employees in CDC-identified high risk job classifications and to employees who perform high risk duties identified by the CDC. Montclair State University assumes that future guidance will address the PPE needs of certain employees who care for sick students. We have limited quantities of masks and gloves for those employee classifications who work at Student Health Services. Since CDC's PPE recommendations will rely on a high level of risk (direct contact via care for sick patients), it is not likely that Montclair State University's PPE stock will be available to all employees. Departments that wish to possess their PPE needs for pandemic influenza should contact Environmental Health and Safety at 973-655-4367

1. Emergency Planning for Individuals and Families

Emergency Planning for Individuals and Families, Employees, students and their families should plan for any type of emergencies that could impact them in their home, apartment or residence hall. Don't wait– an emergency can occur at any time. We recommend the following website for more information on pandemic influenza: www.pandemicflu.gov.

1. Essential Records

1. Essential medical records will be protected and preserved in accordance with the University Health Center SOP for medical records.

2. A copy of all EOC records and logs pertaining to public health operations during an emergency will be forwarded to and maintained by the Office of Emergency Management to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

2. Emergency Planning for Individuals and Families

Emergency Planning for Individuals and Families, Employees, students and their families should plan for any type of emergencies that could impact them in their home, apartment or residence hall. Don't wait– an emergency can occur at any time. We recommend the following website for more information on pandemic influenza: www.pandemicflu.gov.
1. **ADMINISTRATION AND LOGISTICS** Maintenance of Records and Reports

The Director of University Health Center is responsible for maintenance security for all records and reports required for the public health functions in an emergency.

1. Expenditure Records

The Director of University Health Center is responsible for maintaining records of expenditures for the public health functions in an emergency.

1. Procedures for obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing university and departmental regulations and procedures.

   2. The Director of the University Health Center will coordinate with the Emergency Management Director for all requests for supplies and equipment directed through the EOC.

2. **ANNEX DEVELOPMENT AND MAINTENANCE**

   1. Maintenance of the Annex

The Director of the University Health Center is responsible for the maintenance of the Public Health Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

1. Review and Updating of the Standard Operating Procedures

This plan will be reviewed and updated as necessary such as after an exercise or an actual disease outbreak, but not less than biennially. The Montclair State University Emergency Management Director is identified to receive edits and updates for any materials within this plan.

Those items that should be reviewed include, but are not limited to:

1. Montclair State University Emergency Notification System, including contact information for personnel who perform essential functions.

2. Inventories and/or identified sources of critical equipment, supplies and other resources.

3. Facility and community-specific functions and procedures. The following apply to the review and maintenance of this plan.

It is the responsibility of the Director of Emergency Management to coordinate the review and maintenance of this plan supported by University officials, departments, facilities, and others who have a role in emergency response under this plan.

4. Departments, agencies and facilities that maintain sections and/or procedures that are a part of this plan should review the portions of the plan pertaining to their function on a regular basis.

5. Emergency Management Director is responsible for ensuring that plan changes are disseminated in a timely manner.

**DEFINITIONS:**
The following terms and acronyms were used in this annex:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>EOC</td>
<td>Emergency Operation Center</td>
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<tr>
<td>EOP</td>
<td>Emergency Operation Plan</td>
</tr>
<tr>
<td>NJDHSS</td>
<td>New Jersey Department of Health and Senior Services</td>
</tr>
<tr>
<td>EHS</td>
<td>Environmental Health and Safety</td>
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<tr>
<td>MSU EMS</td>
<td>Montclair State University Emergency Medical Services</td>
</tr>
<tr>
<td>MSUPD</td>
<td>Montclair State University Police Department</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
</tbody>
</table>

XIII. REQUIRED APPENDICES AND ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at the Montclair State University Emergency Operations Center.

PHA-1 Pandemic Response Plan

PHA-2 Recall/Duty Roster (on file University Health Center)

PHA-3 Equipment/Resource List (on file University Health Center)

PHA-4 Public Health SOP’s (on file University Health Center)

PHA-5 Public Health Contracts (on file University health Center)

XIV. Definition of Terms Used in this Document

Administrative Team: a team comprised of the President and Board of Trustees of Montclair State University. The team's primary responsibility is to consider and approve all recommendations made by the Montclair State University President’s Executive Council (Cabinet).

Assessment Team: a team comprised of the Montclair State University

President’s Executive Council (Cabinet), led by the President. The team's primary responsibility is to consider all advisements and recommendations from the University’s Emergency Manager and Pandemic Response Team during an emergency and make final decisions and/or recommendations for action to the Administrative Team.
Building Emergency Coordinators: individuals assigned to specific campus buildings who will take responsibility for the coordination of a building's response to an emergency. All coordinators function under the direction of the University Emergency Manager.

Business Continuity Plan (BCP): a plan that addresses how a department or division will resume partially or completely interrupted critical functions following a disaster.

Community Emergency Response Team (CERT): University community members who have received emergency response training and will provide emergency response support under the direction of the University Emergency Manager during an emergency.

Continuity of Operations Assessment form (COA): a comprehensive assessment of a department's objectives, structure, needs, capabilities and current operational plan in the event of a major emergency.

Continuity of Operations Plan (COP): a plan that addresses how departments identified as essential services/critical operations will maintain services and functions during all levels of a pandemic outbreak.

Depth Chart: a listing of all staff positions within a department or division, and the names of all employees, in order of suitability, who can assume those positions should a reduction in staff occur.

Development Team: comprised of individuals appointed by the President's Executive Council to develop the Pandemic Response Plan. Some members may also serve as a member of the Montclair State University Emergency Management Team.

Emergency Communications Plan: a notification/communications system using multiple notification modalities to advise the Emergency Management Team of the presence of a University emergency and requirements for team response and actions.

Emergency Manager/Incident Commander: the individual designated by Montclair State University to take primary leadership and implementation responsibilities during activation of the University Emergency Operations Plan. The University designee is the Chief of University Police.

Emergency Management Team: comprised of individuals representative of essential response services that will respond to the Emergency Operations Center when the University's Emergency Operations Plan is activated at certain levels. The type or level of emergency will determine which team members are required to respond and will be receive notification from the Emergency Manager through the Emergency Communications Plan.

Emergency Operations Center (EOC): a centralized location where representatives from essential departments work together to coordinate the response to Level 2 and 3 emergencies. The EOC is sometimes called Incident Command Center.

Emergency Operations Plan: The primary” all hazard” emergency response plan for Montclair State University that details University actions and response for multiple types and levels of emergencies.

Essential Services: operations essential to maintaining the infrastructure of the
University during a pandemic event.

**N95 Mask**: also called "particulate respirators," these masks offer personal protection by filtering air before it enters the respiratory tract.

**Non-Pharmaceutical Intervention (NPI)**: Action taken to reduce the spread of infection during a disease outbreak that does not involve medication distribution.

**Office of Emergency Management (OEM)**: a component of University Emergency Services that oversees the mitigation, preparedness, response, and recovery efforts of the University.

**Pandemic Influenza (PI)**: a virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

**Pandemic Response Team**: a team comprised of the Chief of University Police, Director of the Health Center, and the Director of Emergency Services.

Responsible for with the development, implementation and maintenance of the University Pandemic Response Plan and response until Level 3 response is activated.

**Pandemic Severity Index (PSI)**: A measurement tool designed to estimate the severity of a pandemic on a specific population using case fatality ratios and recommend specific actions within each identified category.

**Personal Protective Equipment (PPE)**: equipment including, but not limited to masks, gowns, eye protection, and gloves, that are used as a barrier from potentially infectious materials.

**Point of Distribution (POD)**: a location designated by the NJ Department of Health and Senior Services that will administer medication rapidly to the public in the event of a pandemic outbreak or other major public health incident.

**Satellite Operations Centers**: designated buildings and areas that serve as a secondary center for operations in an emergency. All SOC locations are determined by the EOP, type of emergency and need, and function under the direction of the Emergency Manager.

**Social Distancing**: a Non Pharmaceutical Intervention intended to stop, limit or reduce the person-to-person spread of infection. Social distancing may include measures such as suspension of classes and public gatherings, and limitation of business operations.

**Succession Plan**: A written plan that describes which employees will assume leadership and supervisory positions in the event that current leaders and supervisors are unable to continue in those roles.

**Pandemic Events Plan Overview**

*Coronavirus Prevention and Response Plan*
Cycle 1 – Effective February 25, 2020 – August 24, 2020

A new respiratory illness called COVID-19, caused by a novel coronavirus, is a public health risk worldwide. Montclair State University has established this plan to guide its prevention, preparedness and response strategies.

Montclair State's Goals

- To minimize the health risks to faculty, staff, students, and visitors to campus
- To sustain, to the greatest extent possible, the core educational and research programs of the University
- To keep the University community well-informed

Guiding Principles

- Montclair State will put the interests of its people first: protecting their health, and preserving the ability of students to complete their studies in a timely manner
- Montclair State will act in a manner that is aligned with the best information and guidance provided by governmental agencies and health experts
- Montclair State will continuously monitor the situation and adjust its responses as necessary

Authority and Responsibilities

The University's senior leaders and well-trained professional staff are actively engaged in leading the response to this public health emergency.

- The President and Executive Council provides ongoing policy-level guidance and assures a coordinated university-wide effort. This group is referred to as the Emergency Planning Team.
- Senior leaders are monitoring the situation daily, making decisions, giving direction, managing liaisons with external authorities, and proactively communicating with the campus
- The President makes all substantive decisions with comprehensive input from subject matter experts and the Executive Council. All decisions and action policies are being and will continue to be, communicated proactively and quickly to the campus
- The Emergency Response Team implements the strategies established by the President and Executive.
  - These highly-trained professionals are reviewing and updating the University's Emergency Operations Plan and Operational Annexes and assuring that all functional areas are prepared to respond as necessary
- Specific offices are supporting the effort, including the University Health Center, University Communications & Marketing, Student Communications, University Facilities, the University Police Department, and the Office of International Engagement. The Office of the Provost and the Academic Deans are engaged in the critical task of assuring a coordinated and consistent effort to maintain instructional and research programs.
- All academic and administrative unit heads have been instructed to expeditiously report to the Executive Council any emerging coronavirus-related issues and questions that require attention or action.

The University Is Following Official Guidance
The University is staying abreast of, and continuously aligning its response to, the guidance of the World Health Organization, the Centers for Disease Control and Prevention (CDC), Executive Orders issued by the Governor of the State of New Jersey, the New Jersey Department of Health, and the New Jersey Office of the Secretary of Higher Education.

- Announcements are monitored continuously, and actions taken immediately in response to new
- Substantive decisions related to public health, personnel matters, travel restrictions, facilities maintenance, are being made in accordance with the instructions and recommendations of these authorities.
- The University is complying with Executive Order 107 issued by the Governor of the State of New Jersey and subsequent clarification and guidance from the Office of the Secretary for Higher

Reducing the Risk of Exposure for Members of the University Community

The University implemented several risk-reduction strategies, including:

- Extending Spring Break by one
- Shifting all instruction to online delivery, effective March
- Banning all University-sponsored travel outside the S. and permitting only essential travel within New Jersey.
- Requiring all students living in residence halls to move out, unless they have no other place to stay, consistent with Executive Order
- Allowing all faculty members and the vast majority of staff members to work remotely. The small number of employees whose physical presence is essential are working on campus only when and as needed for specific tasks that cannot be performed if during a public health emergency the University continues to operate then, to the extent feasible, the University will permit as many employees as possible to work remotely, except for those whose job functions cannot be performed remotely.
- Cleaning the entire campus thoroughly on a regular basis, and when cases of COVID-19 become known, deep cleaning and disinfecting workspaces and other locations recently occupied by infected
- Mandating a safe six-foot distance between people in meetings or in workspaces, and holding meetings via phone or video conferences, staggering shifts and separating work groups into different
- Not accepting new visitors or students from
- Prohibiting persons who have been abroad, diagnosed with or been exposed to COVID-19 or been on a cruise ship from entering the campus until they have completed a 14-day quarantine in order to monitor their health and verify they are free from symptoms for 24
- Creating isolation space in the residence halls for students who need to comply with the quarantine policy and have nowhere else to
- Prohibiting from campus anyone living in a region in the United States where a mandatory quarantine or period of self-isolation has been imposed by a governmental authority until after the self-isolation period has
- Prohibiting employees from traveling on University business outside the State of New Jersey unless such travel is deemed essential by the The University requires prior approval for all University-sponsored travel by students and employees (in-state, out-of-state, and international), including but not limited to travel for intercollegiate athletics events, student study-abroad programs and class trips, as well as travel to the University by visitors. If public health concerns warrant any
Providing Essential Services

The University continues to provide essential support services. Here are specifics:

- Police and EMS services will continue. Call 911 in an emergency.
- Any sick, injured or quarantined student, faculty / staff member, or campus visitor in need of emergency medical care will be transported by MSU EMS or other mutual aid provider to St. Joseph’s Regional Medical Center in Paterson or Hackensack Meridian Health Mountainside Medical Center in Montclair.
- Safety protocols are in place for the University's on-campus transportation system when operating.
- Residential options will remain available for students who have nowhere else to live, consistent with the Governor’s Executive
- Dining options have been reduced and converted to “fix your plate and go” or “grab and go” Details are available on the What’s Open web page.
- Information Technology support will continue via email, phone and Users can contact their college or school’s tech team, or the main Service Desk.
  - Sprague Library is closed but library services and resources continue to be available
  - Almost all public spaces in buildings are Check the What’s Open web page for the most current information.

Responding Promptly to Reports of COVID-19 Cases in the University Community

All faculty, staff and students are asked to notify Patricia Ruiz, Director of the University Health Center when they become aware of infections and exposures within the campus community.

The following situations should be reported:

- Anyone with a positive (confirmed) test for COVID-19
Members of the campus community can submit information using this secure form. A link to this form can also be found on the Reported Cases section of the Coronavirus website.

The Director of the University Health Center will:

- Establish contact with the infected or exposed person and notify him/her of the University's mandatory quarantine
- Provide information to individuals whom it believes may be at risk (such as coworkers or roommates) and notify them of the University's mandatory quarantine
- Notify the VP of Facilities regarding deep cleaning and disinfecting physical spaces, as
- Coordinate efforts with the public health
- Keep records in a safe, secure
- Issue public communications with as much detail as can be provided, consistent with health privacy

Preparing for Contingencies

The University is assuring that critical functions and essential support services can continue during the public health emergency. Actions include:

- Establishing systems and procedures to provide students and faculty with support services
- Assuring continuity of services and functions that cannot be provided

The University is playing an active role in the State of New Jersey's contingency planning, including cooperating with the government to prepare space that may be needed for quarantining or providing medical care to the public.

The University has extensive plans and a well-trained staff prepared to manage emergencies.

- The Emergency Operations Plan provides comprehensive guidance for dealing with a wide range of
- Detailed operational plans (non-public) that address critical functions and significant risks, including:
  - Public Health Emergencies
  - Alert Warning And Communication
  - Early Notification System
  - Evacuation
  - Emergency Operations Center
  - Active Shooter/ Active Violence
Communicating Proactively

- A coronavirus web site has been established, and frequent proactive communications are being sent via email and social media to the entire That site has extensive information relating to:
  - Health and Wellbeing
  - Reported Cases
  - Information and FAQs for Faculty, Staff, and Students
  - Communications from University Leaders
  - Links to Public Health Resources and Government Agencies
  - Communication objectives are:
    - To convey the best available information about the actual level of risk to the campus community;
    - To provide a clear guidance about actions and decisions;
    - To continue to inform the campus community and the public what the University is doing to reduce risks
    - To provide information about what people can do to reduce risks;
    - To respond promptly to questions raised by members of the University Community.

- The President maintains direct communication with the Board of Trustees, the Office of the Governor, the Secretary of Higher Education, and other related
Contingencies for Research Laboratories

The University will seek to protect critical research in the event of a brief or extended disruption to normal operations. The Office of Research will provide oversight and guidance under its Research Contingency and Continuity Plan for Pandemics and has authority to suspend or allow research activities as may be required under a public health emergency.

To the greatest extent possible, the University will maximize the safety of students and employees; therefore, research activities that do not require in-person work (such as data analysis) will be performed by personnel working remotely, and activities that require in-person work (such as performance of laboratory assays) but can be suspended during the public health emergency will be deferred.

Key oversight committees, including the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) will continue to operate, working remotely if necessary.

Personnel responsible for animal care will be designated as “essential” and allowed to enter the campus to perform their duties. The University will work with its vendors to assure that supplies necessary for the animals will continue to be procured and delivered. Biohazardous materials and controlled substances will remain in their secure locations.

Flexible Non-punitive Policies for Students and Employees who may Be Subject to Isolation or Quarantine (e.g. sick leave policies)

During this public health emergency, some individuals may be subject to isolation or quarantine measures. It will be the policy of the University that no such individuals be required to come to campus until the period of isolation or quarantine is over. Where possible under the circumstances, and consistent with all applicable Executive Orders of the Governor of the State of New Jersey as well as laws and regulations in force at that time, students will be provided the ability to learn remotely, and staff will be provided the ability to work remotely, if subject to isolation or quarantine rules.

Employees who have been directed to isolate or quarantine based on a diagnosed medical condition must provide a doctor’s note to document their condition. In order to return to work, employees with diagnosed medical conditions must have their physician complete a fitness for duty certification. Students or employees isolated or quarantined in compliance with social distancing or preventative isolation (for example a University-imposed period of isolation upon return from international travel) must confirm they have fulfilled the period of isolation satisfactorily. Employees with diagnosed medical conditions are on leave to improve their health and are not to work remotely. Individuals who are practicing social distancing or preventative isolation will be provided the ability to work remotely.

An Assessment of the Suitability of Student Housing for Quarantine of Exposed and/or Ill Students

The Office of Residence Life has identified spaces that may be used, if necessary, for isolation or quarantine purposes. Any residence spaces with community style bathrooms or suites with multiple bathrooms within were not considered.

Plans for International Students if they Have to Be Removed from Campus due to a Pandemic.
During a public health emergency, it may become necessary for international students to leave campus. In that case, the Office of International Engagement is responsible for informing the international students, assisting them in making travel arrangements, and providing other support, such as coordinating with the appropriate academic units to provide them with online instruction, if possible under the circumstances.

**Recovery Protocols to Deal with Business Operations Consequences of the Pandemic (e.g., loss of students, loss of staff, financial and operational disruption)**

As it responds to the business operations consequences of the pandemic, the University is guided by all applicable Executive Orders of the Governor of the State of New Jersey. It can be anticipated that a widespread, severe public health crisis will create impacts such as reduced enrollment, increased absenteeism, difficulties in delivering instruction or services, reductions in State or federal funding, and other challenges. Specific strategies for addressing each challenge will be developed based on the circumstances.

In general, the University seeks to preserve and restore operations and functions according to these priorities:

- Protecting the health and safety of students, faculty, staff and visitors to the campus (e.g. University Police, EMS, Health Center, Occupational Safety and Health, Housing & Dining, Communications/Public Information, Utilities,)
- Sustaining learning and research (e.g., Academic Affairs, Information Technology, and academic and co-curricular support services,)
- Protecting property (e.g., Finance and Treasury, Facilities Maintenance,)
- Preserving and restoring financial viability (e.g., Admissions, Financial Aid, Marketing, Development/Alumni Engagement, Budgeting, Finance & Treasury)

To assure that it meets its financial obligations, the University will adjust its operating procedures, business processes and staffing arrangements as necessary under the circumstances. The University will seek funding under any federal or state aid programs that it may become eligible for, and it will work with its vendors and partners to assure that they are meeting their financial obligations to the University.

**Procedures to Procure, Store and Provide Sufficient and Accessible Infection Prevention Supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal)**

The University shall endeavor to secure an adequate supply of personal protective equipment (PPE) for use by employees whose job functions require PPE, as well as an adequate supply of soap, hand sanitizer, and other infection prevention materials for use by the general campus community.

University Facilities will be responsible for procuring these item. Disinfectant supplies including soap, hand sanitizer, gloves, safety glasses and splash shields will be securely stored in the University Warehouse. These materials will be inventoried and distributed through the internal requisitioning process. Face masks will be stored in the University Health Center in a secure room and provided to managers for distribution to the front-line staff as needed.

**BUSINESS CONTINUITY ANNEX**
INTRODUCTION

STATEMENT OF APPROVAL

The Business Continuity Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written annexes.

1. AUTHORITY AND REFERENCES

1. Laws, Regulations, and Directives
   1. State

   N.J.S.A. Title 18A

2. University

   Montclair State University Police Department Standard Operating Procedures.

1. References, guidance and material and other documents

1. PURPOSE:

The purpose of this Business Continuity Annex is to define and provide guidance for the development of a Business Continuity Plan (BCP). This plan is developed by an institution to plan for and describe how it will respond to and recover from disruptions from all hazards. These disruptions can be localized threats (e.g., earthquakes, fires, floods, bombs, etc.) or global threats (e.g., Flu Pandemic). As part of the overall Emergency Operations Plan, Montclair State University, has developed, and continues to refine and enhance, a Business Continuity Plan (BCP) for the University. This plan is about maintaining, resuming, and recovering the University’s activities as an educational institution. It considers human factors along with operational issues. The BCP will be updated as the plan develops. The BCP as presented in this in this document is divided into four components:

1. Incident Command System

b. Business Impact Analysis

1. Risk Assessment

2. Business Plan for Localized Business Disruption

The Business Plan for Localized Business Disruption addresses the business disruption and recovery that can occur from a localized threat.
1. INCIDENT COMMAND SYSTEM (ICS under NIMS)

Under normal circumstances, each University department functions with its own organizational system. This structure is adequate in minor emergencies. If the incident is a large-scale emergency or disaster, University departments must work smoothly with outside emergency agencies and with each other. In these circumstances, different systems cause confusion, and one common system is needed. Emergency agencies in the state of New Jersey use the Incident Command System (ICS) under the Standardized National Incident Management System (NIMS) to manage a disaster. Using a common system results in coordinated management and teamwork. The ICS has demonstrated its value in the history of emergency management. The system is based on simplicity, flexibility and sound management practices, as applied to a disaster environment. Because the ICS system works, the state has mandated that all counties, cities and special districts (including colleges and universities) use NIMS and ICS in a disaster where communication and coordination between outside agencies are necessary. Failure to use the National Incident Management System will render the University ineligible for Federal Emergency Management Agency (FEMA) reimbursement funds.

1. OPERATIONS AND CONTROL

1. ACTIVATION OF THE EMERGENCY OPERATION PLAN

When a University emergency reaches proportions that cannot be handled by routine measures, the President or designee may activate the Emergency Operations Plan in accordance with the standardized National Incident Management System (NIMS). NIMS is designed to be flexible and to accommodate situations of varying severity. The system is comprised of the following major components:

B. Emergency Executive Group

The Emergency Executive Group (EEG) is comprised of the President; Vice Presidents of Academic Affairs, Student Development and Campus Life, University Advancement, Finance & Treasurer, Human Resources, University Facilities, Chief of University Police, Director of Emergency Management. The President approves and authorizes recovery operations within the context of the emergency.

1. Emergency Operations Center

The Emergency Operations Center (EOC) acts as the focal point for all campus related emergency activity. Primary EOC location is the 2nd floor of the Abbott and Costello Building, Secondary site, University Police Department Headquarters, and off site will be the Little Falls Police Department EOC.

1. RESPONSIBILITIES

1. Emergency Management Director and/or the University Chief of Police

Responsible for overall management of emergency activities, including development, implementation, and review of strategic decisions.
1. **Public Information Officer**

Media Communications coordinates public communication of emergency activities in consultation with the (EEG) group.

1. **Safety Officer. Environmental Health, and Safety Director**

Provides safety assessments for environmental and occupational control. Monitors hazardous materials cleanup operations.

1. **Operations Section: University Police Department**

Responsible for coordinating the activities of the Operations Section, including: Law Enforcement. Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas. Coordinates with outside agencies, rescues or assists with rescues of trapped and injured persons, and coordinates with the Emergency Medical Services Director in reference to first aid response.

1. **Medical Services.**

Communications link between the Emergency Operations Center (EOC) and the medical assistance responders, temporary casualty care facilities, and transportation of casualties. Coordinates with the Montclair Student Health Director to assist with on-site medical needs.

1. **Facilities Liaison**

Liaison between the Emergency Operations Center and Facilities Services, which provides repair and restoration of essential structures and utilities, and supports law enforcement and fire service personnel in access and perimeter control.

1. **Planning Section: Facilities Services or designee**

Responsible for coordinating the activities of the Planning and Intelligence Section, including: Situation Status/Intelligence. Gathers information, such as damage assessment and weather predictions, makes projections, and anticipates further problems.

1. **Academic Affairs Liaison.**

Communications link between the EOC and Academic Affairs), which is responsible for restoring the academic process.

1. **Student Affairs Liaison.**

Communications link between the EOC and the Student Affairs, which is responsible for vital communications between students and their families and loved ones.

1. **Counseling Liaison. Communications link between the EOC and the counseling EEG, which provides counseling sessions for first responders, victims and emergency personnel during the management and recovery phases of an emergency.**
1. Logistics Section

Logistics Section: Director, Contracts Procurement and Risk Management; and Director, Human for coordinating the activities of the Logistics Section, including:

1. Human Resources. Assigns staff in accordance with Montclair State University policy.

2. Volunteers. Recruits, orients, and places volunteers and disaster service workers, including the American Red Cross.

3. Equipment & Supplies/Procurement. Provides resources and support services for emergency operations.

4. Residential Life Liaison. Communications link between the EOC and the residential housing, which provides food and emergency shelter to the campus community.

1. Finance Section

Vice President of Finance and Treasurer or designee: Responsible for coordinating all Finance Section personnel, including:

Records. Tracks records of time expended by personnel. Expenditures. Tracks purchases and prepares reports to local, state and federal authorities.

VII. BUSINESS IMPACT ANALYSIS

1. The Montclair State University business impact analysis (BIA) identifies the University's critical functions pertaining to the health and welfare of its students and employees and the continuation and/or restoration of the University's function as an educational institution. As part of this BIA the critical functions are prioritized and estimates made as to how much downtime is allowable. Prioritization will probably vary based on whether the business disruption is the result of a localized threat (very little or no warning) or pandemic (expected and managed in waves). Future revisions of the BCP will present more detailed prioritization of critical functions.

Business Continuity Planning (BCP) is the standard method by which businesses plan for continuing operations in an emergency. BCP involves several steps, which include performing a Business Impact Analysis (BIA) and a Risk Assessment (RA) (also referred to as Risk Analysis). It is impossible to properly plan for a disaster if the likely impacts of various disruptions on an organization are unknown.

A BIA is a means of systematically assessing the potential impacts of various events on operations. It allows an organization to understand the degree of loss that could occur from each potential disruption.

The first step in conducting a BIA is identifying the assets that are required to perform the organization's core mission. The second step involves identifying the potential hazards or threats to these assets. The third step requires determining the susceptibility of the organization to the effects of each hazard or threat. The fourth and final step requires determining the potential impact of each threat. Assessing the impact of an event includes not only estimating the quantitative or economic losses but also the qualitative impact on the organization's ability to operate, i.e., psychological effects on employees and effect on the reputation of the organization.
Although the BIA and RA are two separate inquiries, they are closely related and are used interchangeably. Often, the RA is performed together with the vulnerability assessment in a BIA.

A critical step in developing a Continuity Plan is identifying the organization's essential functions; their associated key personnel; and supporting critical systems/processes that must be sustained for at least fourteen days following a disruption. Essential functions encompass those critical areas of business that must continue even in the event of an emergency. In other words, they are those functions that must be performed to achieve the organization's mission.

Identifying essential functions requires an intimate understanding of all the organization's operations. Although many functions are important, not every activity the organization performs is an essential function that must be sustained in an emergency for fourteen days. Thus, the key to identifying essential functions is the organization's mission.

There is no one way to identify essential functions. However, the asset identification BIA offers one approach, which focuses on the organization's functions and their criticality. This can be modified for the University context into a four-step approach.

1. Identify all functions;
2. Identify essential functions;
3. Prioritize those functions; and
4. Determine essential function resource requirements.

5. Identify All Organization Functions

Use Worksheet 1, Organization Functions, to complete this task.

The mission statement clearly outlines the basic purpose of the organization and is the first place to look to determine essential functions. Existing SOPs, EOPs and reports on operations usually offer a good starting point for identifying various functions.

Once all the functions are identified for Business Continuity planning purposes, narrow the list to only the essential functions. This can be accomplished by referring back to the organization's mission and considering the beneficiaries of the function. For example, if other organizations or individuals are dependent on a particular function to continue their operations, then the function is likely an essential function. See worksheet below.

1. Risk Assessment

Risk assessment has significant bearing on whether business continuity planning efforts will be successful. Threats can take many forms, including malicious activity as well as natural and technical disasters. A threat should be analyzed by focusing on its impact on the institution, not the nature of the threat. Threat scenarios need to consider the impact of a disruption and probability of the threat occurring. Threats range from those with a high probability of occurrence and low impact to the institution (e.g., brief power interruptions) to those with a low probability of occurrence and high impact on the institution (e.g., hurricane, terrorism). High probability threats are often supported by very specific BCPs (e.g., the current flu pandemic threat).

A completed risk assessment for Montclair State University will consider:
1. The probability of occurrence based on a rating system of high, medium, and low; and;

2. The impact of various business disruption scenarios on both the institution and its students.

This risk analysis may form the basis for preparing more specific continuity plans. The information provided here is part of the Montclair State University Emergency Operations Plan and addresses the likelihood of a threat based on the University's location and infrastructure. Updated versions of the BCP will more fully develop the risk analysis.

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1. Identify Priority of Essential Functions

Use Worksheet 3, Priority of Essential Functions, to complete this task. Once all essential functions and their supporting critical processes and services have been identified, prioritize the functions according to those activities that are pivotal to resuming operations when a catastrophic event occurs. Prioritization requires determination of the following:

1. Sequence for recovery of essential functions and their critical processes.

An essential function's time criticality is related to the amount of time that function can be suspended before it adversely affects the organization's core mission. Time criticality can be measured by either recovery time or recovery point objectives. These are terms of art borrowed from Information Technology (IT) disaster recovery planning, but can be used in the broader context of Business Continuity planning. A recovery time objective (RTO) is the period of time within which systems, processes, services, or functions must be recovered after an outage. A recovery point objective (RPO) is more specific to information systems. It is the amount of data that can be lost measured by a time index. Thus, an RPO of one hour means that the last hour of data before the failure will not be recovered. Not all processes have RPOs, and some processes can have both a RPO and a RTO. During Business Continuity planning, organizations will primarily be focusing on RTO, but it is important to understand RPO and incorporate RPO information into the COOP where necessary.
Deciding which essential function should be restored first in a crisis may prove difficult without also considering its related critical processes and services. Critical processes or services are those that must be resumed soon after a disruption, generally within 24 hours. By contrast, secondary processes or services may not need to be resumed as quickly after a disruption.

1. Identify Critical Data Needs

Use Worksheet 4, Critical data needs. The protection of vital records, systems, and equipment, including the ability to access and use such records are a central part of planning. Examples of vital records include emergency plans and documents, staffing assignments, and selected program records needed to continue critical operations. In addition, legal and financial records, as well as contractual obligations are vital records that may be maintained. Vital records and systems include any IT applications or systems that are necessary for the Department to perform its minimum essential functions.

It is also important to identify the specific authorized personnel who are responsible for retrieving, uploading, and reconfiguring data systems in case of a catastrophic event resulting in loss of information and potential unauthorized personal information exposure.

1. Protection of Critical Data

Use Worksheet 5, Vital Records Protection Methods. The next step after identification of vital records is determination and selection of protection methods. This necessitates first looking at the current methods of protection and preservation. The routine maintenance program for the records in question may be sufficient for the protection of information in the event of a disruption to critical processes and services. However, the effectiveness of the protection method should always be evaluated in light of continuity concerns. Your team should look at the current backup and retention schedules for each vital record and ask if the files should be backed up more often or retained for greater periods. Another measure to consider is the replication of data or of a server in an alternate facility or scanning paper records. The team should also consider storing duplicate files off-site, if they are not currently so stored.

A final phase of a continuity program is the execution of a continuity plan during an actual disruption. This phase will be considered during plan development, because all continuity plans should contain strategies for resumption and recovery of operations that include procedures for emergency response; plan activation; communication; evacuation; and data preservation, salvage, and restoration. Recovery Time Objective (RTO):

The amount of time that is allowable before the system comes back on line.

1. Business Plan for Localized Business Disruption

The Business Continuation Plan (BCP), when completed, will document strategies and procedures to maintain, resume, and recover critical business functions and processes. It will detail the types of events that would lead up to the formal declaration of a disruption and the process for invoking the BCP. It will describe the responsibilities and procedures to be followed by each continuity team or department and contain contact lists of critical personnel. It will ultimately describe in detail the procedures to be followed to recover each business function affected by the disruption and will be written in such a way that various groups of personnel can implement it in a timely manner. In order to reach the goal of having a complete and well-written BCP the following steps are being taken. Each University division and/or critical department has appointed a person responsible for representing the division/department on the Business Continuity Planning Team. It is the responsibility of the department to complete the steps required to complete the plan, including but not limited to the following:
VIII. CONTINUITY OF OPERATIONS WITHIN EACH DEPARTMENT

A. It is extremely important to develop the chain of succession within each department. Based on expected high absenteeism during emergencies such as Pandemics, each department needs to create an enumerated list of individuals who assume the responsibilities of the head of each department. This list should include name, address, phone numbers and email addresses as a point of reference for the Emergency Operation center. (Refer to Worksheet 6)

1. ANNEX DEVELOPMENT AND MAINTENANCE

Training and testing will be a component of the development of the BCP for Montclair State University suggests that an annual review and biennial testing of the BCP should occur. The Office of Emergency Management office will provide support and leadership in this biennial review and testing of the campus plan. Individual division/department leadership must ensure that all staff are adequately trained to fulfill their responsibility. The division/department leadership will be responsible for training new employees as soon as possible.

The division/department plan should be reviewed by the head of each area/department each year to assure that:

1. Critical functions have been identified and updated,
2. Continuity and recovery strategies are in place,
3. Documentation for the plan is current,
4. Minimum levels of required operation and recovery time frames have been set,
5. When the exercising of the plan has been completed, and updates should be given to OEM for integration into the Emergency Operation Plan

- DEFINITIONS:

The following terms or acronyms were used in this annex:

1. Conduct a unit risk analysis using materials provided by this plan
2. Identify existing and easily implemented controls to avoid identified risks (mitigation).
3. Determine the time frame for makeshift level of operations and then full recovery.
4. Identify alternative work sites for most critical functions.
5. Provide for the ongoing backup of critical data and protection of critical equipment.
6. Develop plans for recovering impacted operations quickly, and strategies for providing programs and services under various emergency conditions.
7. Establish procedures for contacting appropriate University Departments and University suppliers in the event of an interruption of operations.
RA – Risk Assessment

BIA – Business Impact Analysis

- **REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Emergency Operations Center.

**ACADEMIC CONTINUITY PLAN**

**INTRODUCTION**

**STATEMENT OF APPROVAL**

The Academic Continuity Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Chief of Police, Emergency Management Director and the Vice President of Academic Affairs and is hereby approved. This annex supersedes any previously written Annexes.

1. **AUTHORITY AND REFERENCES**

2. Laws, Regulations, and Directives
   
   1. State

   None

2. University

   Montclair State University Policy and Standard Operating Procedures.

   1. References, guidance and material and other documents
III PURPOSE

1. The purpose of this Academic Continuity Annex is to provide guidance for the acquisition, coordination, and effective use of resources in response to this emergency situation at Montclair State University.

IV. SITUATION

1. The Academic Continuity Plan provides specific steps and tips for faculty who teach online and face-to-face classes at Montclair State University. The plan outlines Montclair State University statewide faculty preparedness activities that will allow teaching and learning to continue if a physical or computer-based disruption prevents or restricts normal communications with students. It addresses resources, support, and faculty and student awareness before and during classroom closings as well as the necessary steps for returning to normal operations. Please review this plan carefully and keep a hard copy on hand with you at all times. The better prepared we are as faculty when there is an emergency closing of classrooms and/or services for our students, the better we will be able to handle such closings and continue teaching in an alternate format so that our students can continue to learn with as little disruption as possible. This plan is not a new set of policies, but one that serves more as a repository of tips and suggestions that could be useful to faculty during a semester when an interruption occurs in accessing our learning management system.

2. Scope:

Montclair State University takes great care to minimize events that could disrupt classroom activities while keeping student and faculty safety in mind. Some events, however, are beyond control, and this plan identifies alternative methods for faculty-student communications in the following scenarios:

1. "Canvas" by Instructure™ is a web based educational platform or Learning Management System, which allows the faculty to teach and interact with the students without physically being in the same room. This web based platform is supported by The Amazon™ Cloud Services which hosts the system on a multitude of servers throughout the country. This redundancy allows the service to continue in any region, even if there is a catastrophic event. If Canvas does need to be updated, there will be a minimum of a week notice and the update will occur within five minutes without loss of service. If there are several catastrophic events at once throughout the country, Canvas has immediate plans to be implemented to reduce inaccessibility to the Montclair State University Community.

1. CONTINGENCIES:

2. Physical classrooms are inaccessible:

For physical class locations, notifications of classroom issues are posted in advance usually through e-mail notification and announcement posts on the classroom entrance doors. This plan addresses only the inaccessibility of classrooms that cause a disruption for more than one class meeting. In all likelihood, if a physical space were unavailable, the instructor would use the Canvas web based classroom as an alternative. If Canvas were also unavailable, the face-to-face instructor would use the information listed in this plan.
The infrastructure technology in the Harry A. Sprague Library has recently been updated with OCLC World Management System. This Cloud technology that is hosted at different locations worldwide that has several layers of redundancy. The library's business continuity and day to day operations are managed with this technology. However, the Harry A. Sprague does not possess a secondary electrical source (generator), so if the power at the University is disabled, the on-site computers will be unavailable.

This information could be found at www.montclair.edu/library.

1. Regional or localized events affect availability:

Faculty and students may lose Internet connectivity due to regional or localized events. Likewise, Montclair State University connectivity, IT infrastructure, or classroom space (regardless of location) may be affected (closed) due to regional or localized events. Numerous strategies for alternate communications with students are outlined in this plan when external issues such as these arise. With Canvas being supported by the “cloud technology” it is highly unlikely this system will become disabled.

Canvas 24/7 Emergency Service Number: 855-778-9968

1. Procedures for Faculty and Academic Department Staff

1. GENERAL PLANNING FOR POTENTIAL CLASSROOM INTERRUPTIONS:

2. To help ensure academic continuity in the event of a classroom interruption, you should perform these critical tasks prior to the start of your class:

3. Record student names, e-mail addresses, and phone contact information. 2. Document e-mail and phone number of directors or administrator points of contact for your primary program or department.

4. Make a working copy of the Canvas Gradebook. Back up conference discussion topics, assignments, and other critical teaching materials.

These tasks are identical for online, hybrid, and other course formats, regardless of the duration of the course. In addition, there are several tips you can follow throughout the semester to further prepare for classroom continuity should an interruption occur.

1. Prior to the First day of Class:

Approximately one day before the semester starts, go to Montclair.edu (Faculty Section) or Canvas to download the student contact information for each of your students. A list will appear showing each student’s name, ID number, preferred e-mail address, and phone number.

Print this list or copy and paste it into Notepad, an Excel spreadsheet, or another document. It is recommended that you save this list until all grades have been entered at the end of the semester. Be sure to store student identification and other sensitive information in a location where its security will not be jeopardized, and promptly destroy this information when all legitimate educational interests have ended.
If you haven’t already done so, be sure to review Montclair State University’s official policy on Disclosure of Student Record specifically under the Family Education Rights and Privacy Act.

(www.montclair.edu/student-development-campus-life/ferpa/)

1. Prepare a Copy of Your Canvas Gradebook:

In the same backup document you created to record student contact information, create an additional space for temporarily entering student grades. You should update this area each time the primary Canvas Gradebook is updated. This redundancy will ensure continuity of grading and reporting to students and administrators if the primary Canvas Gradebook is not available for an extended period of time. Note that the Gradebook retains the most recent information saved to it, so it is important to keep it up to date. Be sure to treat your backup grading area as just that—a backup. As long as the Canvas Gradebook is available, you are expected to use it to enter grades every time a student submits a graded assignment. This can be done simply utilizing an Excel worksheet.

1. Back Up Teaching Materials:

In most cases, faculty already have original copies of critical teaching materials as they were likely used to set up the Canvas classroom. If Canvas is down for an extended period of time, you will not have access to online course modules, conferences, assignments, and other course-related materials. Proper planning suggests that you copy, organize, and save all critical teaching materials, including lectures, assignments and instructions, quizzes, conference discussion topics, the syllabus, schedule, and other artifacts as needed. You will then be able to provide these materials to your students in the absence of Canvas. During the semester, when changes are made, be diligent to ensure that your offline and online copies remain synchronized. You may not be able to save some materials such as reserved readings, library resources, etc.

1. Once Class Has Begun:

When your class begins, it will help you and your students to be better prepared for a classroom interruption if you follow these tips:

At the beginning of the semester, send students a welcome e-mail blast with your contact information and ask them to save the e-mail. Maintain a copy for your own records. This practice will ensure that both you and your students have each other’s e-mails.

When the class starts, let all students know that it is critical for them to maintain current e-mail and contact information in Montclair State University email system throughout the semester. Verify on a regular basis that you have the right contact information for all the students and make changes to your information sheet as needed. Be sure to destroy this information when all legitimate educational interests have ended. Make it a practice to include your telephone number and e-mail address at the end of all e-mails so that students have ready access to your contact information. Remind students early on to download and print out a hard copy of the syllabus. Follow this practice for yourself as well. Remind students regularly about the importance of keeping backup electronic copies of their assignments. Retain a copy of your personal materials on some backup media. Back up conferences that contain critical information which cannot be reproduced. If you are teaching in Canvas, you may want to download assignments when they are submitted so that you will always have ready access to them.

For evaluating weekly conference participation in Canvas, consider these three possible practices: (1) Assess student work regularly; (2) Download a copy of the student portfolios; (3) Ask students to maintain a compilation of their major conference postings and hold them responsible for submitting them for grading at specified times during the semester. Stay informed
about other technologies you may need to use temporarily to continue teaching and learning activities if your classroom were to remain inaccessible for an extended period of time.

1. Classroom Continuity during an Interruption:

If an unplanned closing occurs in the online or face-to-face classroom, following the suggested guidelines below will help ensure continuity of teaching and learning during the interruption. If you have any doubt about how to handle the situations and responsibilities discussed here, seek the advice of your Chairperson/Dean.

1. Continuity for Online Classes:

Communication with Students: In the event of a classroom interruption, use the distribution list you created at the beginning of the semester to send an e-mail to students reminding them of when and how they may contact you.

1. Lecture Materials:

If you post your own lectures and other materials on a weekly basis, you will want to find a way to continue doing this so that student learning is not compromised while Canvas is unavailable. Here are some recommended practices:

1. Continue timely sharing of lectures and supporting materials by using your backup copies.
2. Save a copy of your personal materials on backup media.
3. If you are using any common materials produced by your department but have not yet posted them, obtain them from your Chairperson/Dean.
4. Send materials to students via e-mail.
5. If a departmental Web site is available, consider posting your lectures there with the assistance of your Chairperson/Dean.
6. In an extreme emergency, you can seek approval from your Chairperson/Dean to post class work on your external Web site

Note: When distributing class materials via e-mail—a non-secure medium—you need to use care and exercise the same security precautions that are already built into the secure Canvas environment. You also need to keep concerns related to copyright permissions and password-protected information in mind. Contact your Chairperson/Dean if you are not sure about specific permissions.

1. Threaded Discussions and Other All-Class Activities:

Many classes require student and faculty participation in online discussions and activities. An obvious alternative during an outage is to use e-mail. However, message overload and management can be challenging. Students relying on workplace e-mails may confront additional problems due to firewalls and/or spam blockers. Some classes can experience weekly posting volumes in the range of 100–200 messages; following discussions by e-mail will be extremely difficult, even when the
number of contributors and messages is smaller. Here are some practices to consider in consultation with your director in case of an outage:

1. Excuse students from the requirement to interact and ask them instead to submit an individual contribution. Consult with your Chairperson/Dean to ensure that this does not constitute a substantial change in course requirements as described in the syllabus.

2. Allocate subtopics to groups and then provide a summary document at the end of the week.

3. Consider setting up a telephone conference call or using an instant messaging/chat program.

4. If you adjust the requirements for interaction during the classroom interruption, prepare a synopsis of student submissions, add substantive comments, and send this information to all students via e-mail.

Assignment Completion:

Follow these guidelines to effectively handle assignments when Canvas is unavailable:

1. Be prepared to send copies of your backed-up assignment information (from the syllabus or other teaching materials) to students.

2. If you supplement assignment information with postings in the Canvas classroom, send that additional information to students via e-mail.

3. Consult with your Chairperson/Dean for guidance on adjustments to assignment due dates to guard against concerns that might arise from changed course schedules. Changes can create problems for students and result in unintended and unwanted inequities. It is likely that directors will advise liberal granting of extensions if interruptions in access pose problems for students in completing assignments.

4. Students may need to submit assignments to you via e-mail. If they do so, it will be important to caution against the inclusion of any personal or organizational information of a confidential nature. If this is part of the assignment, then adjustments should be made to protect privacy if the work cannot be submitted to a password-protected site.

Grading and Feedback:

Feedback is one of students’ most valued forms of communication that directly discusses their progress in a course. Follow these guidelines to ensure that feedback as well as grading information is adequately maintained during a Canvas outage:

1. If assignments are due to be graded during a time when Canvas is not available, use your Excel backup to enter individual grades and feedback for each student.

2. Communicate the individual grading and feedback information to each student via e-mail.

Continuity for Face-to-Face Classes:

If you have reason to believe that you will not have access to your on-site classroom because of inclement weather or some emergency operations plan – emergency information - Montclair St...
other situation, you should first check the Montclair State University weather/emergency information Web page at

http://www.montclair.edu if possible, it is also a good idea to contact the person who supervises the course to seek guidance about how to proceed. In general, the advised course of action is to use the Canvas classroom if the on-site facility is not accessible. A best practice is to set up your Canvas classroom so that it is easy for you and your students to make this transition. This is easiest when students are accustomed to going to the classroom on a regular basis. Among the options you might consider are:

1. Use the Canvas study groups as a source of support for class teams.
2. Post lectures and supplementary materials in the Canvas classroom so that students are accustomed to visiting on a regular basis.
3. Use the Assignments Folder for uploading feedback and grades, a practice that ensures students will visit the classroom and therefore be more likely to use it in the event that access to the on-site classroom is not possible.
4. Open a “Q & A” Conference in the Canvas classroom as a supplement.
5. Use the announcements feature of the Canvas classroom as a supplement to those offered during your class meetings.
6. Use the Canvas chat feature for weekly “office hours.”

The suggestions above assume that Canvas is available. If Canvas is inaccessible, you should follow the previously listed suggestions for online classroom continuity. However, in order to do so, you would have had to perform some of the suggestions made under General Planning for Potential Classroom Interruptions sections of this plan.

VII. RESUMING REGULAR CLASSROOM ACTIVITY

1. Most shutdowns or outages, even though they may be “long term” for purposes of this plan, will likely not last the duration of the semester. While most of the resumption activities are self-evident, there are a few elements worth emphasizing for re-establishing normal academic routines.

When preparing to resume normal classroom activities—whether online or face-to-face—students will be notified in two ways:

1. University-wide communication plan. This plan is based upon the same policies and procedures that govern the university communications plan for weather and emergencies—it provides notification via the university Web site and emergency dial-in number when normal classroom activity is to be resumed.

2. Faculty-to-students e-mail plan. When normal classroom activities are to be resumed, the academic deans will provide e-mail templates to all affected faculty. The faculty will then use these templates to provide additional notification to the students in their class via e-mail that normal class procedures are to resume. Use the student contact information sheet you created at the beginning of the class to send this information to your students. Please note that you need to wait for official notification from your director that the Canvas classroom is available—or, for face-to-face classes, wait for official notification—prior to using it again. Once official notification is obtained and the classroom checks out for complete access, follow the steps outlined below to resume normal classroom activities.

- RESUMING ONLINE CLASSES
Inform students via e-mail and the class announcements page that class will resume in Canvas. Prepare a message to assure students that their grades will not suffer due to the outage and that you will post appropriate information into the classroom by a specific date.

When Canvas is back online, prepare a communication to students to inform them of the actions you plan to take to resume the functioning online classroom, i.e., re-posting of grades, copies of offline conference threads, impact of the outage on due dates, etc. Remember, you must keep all related class/course materials for several months. Therefore, any materials used outside Canvas during the outage also need to be retained.

1. Grading:

Transfer any grades and instructor comments that you maintained in a separate document into the Canvas Gradebook by cutting and pasting the information into the correct location. At the end of the semester, if Canvas is inaccessible but the Faculty Portal in Montclair State University (WESS) website is operational, follow the end-of-semester grade posting procedures for entering grades.

1. Assignments:

If students submitted any assignments in an alternate way during the outage, ask them to resubmit those assignments to their Assignments Folder in Canvas once it is again available. After you receive the assignments and properly calculate final grades, it must be submitted through the Faculty Portal in Montclair State University Website (WESS).

1. Conferencing

Follow these guidelines to handle conferencing issues:

1. If you maintained a separate conference using any tool external to Canvas, cut and paste the communications from that external source into structured conferences in Canvas. For example, it would be appropriate to create special conferences entitled “Offline Conference Thread Archive” for students’ reference.

2. If you communicated with students via e-mail for pertinent classroom discussion or information, transfer these notes into Canvas.

3. If your students participated in offline conference threads for team projects, you may ask them to post these communications into Canvas.

4. It is likely that class participation is part of the students’ grades. You may have to manually evaluate the offline conference participation and e-mails to calculate the students’ class participation grades. If so, you must communicate to students the method that you used while Canvas was not available.

1. Class Rosters

When you gain access to official systems, check your saved printed class roster with those maintained in the Faculty Portal and Canvas. Be sure that all students’ names are still accounted for in each application.
1. Syllabus

Update any changes to the syllabus caused by the outage. Be sure to post a class announcement to ensure that the class sees the change.

1. Withdrawal and Refund Policy

Given any policy revisions to policy regarding Grade of Incomplete, Grade Pending, and Withdrawal, this policy should be spelled out in the academic policy that is published and any questions can be referred to the Chairperson or Dean. In a case of a catastrophic event, the Withdrawal and Refund policy may be deviated upon by the authority of The Provost, and the President of Montclair State University.

1. **OPTIONAL TOOLS AND TECHNOLOGIES**

You will use Canvas for regular classroom activities. In the event of a classroom interruption, however, you may want to use one or more of the following tools to assist with classroom continuity. The mention of a particular technology here does not imply endorsement by Montclair State University.

1. Alternative Audio/Conferencing Technologies:

These technologies allow you to record an audio lecture that you can send to students via e-mail or through some other means. You will need a microphone or headset to record your voice.

   1. Audacity:


   2. PureVoice:


1. Alternative E-mail Accounts

These alternative e-mail accounts are free and generally provided unlimited mailbox storage.

   1. G-Mail: [http://www.gmail.com](http://www.gmail.com)

   2. Hotmail: [http://www.hotmail.com](http://www.hotmail.com)

   3. Yahoo: [http://mail.yahoo.com](http://mail.yahoo.com)

1. Instant Messaging/Chat/VOIP Technologies
These technologies allow one-on-one as well as group chats. Many allow you to save transcripts, and some allow for file transfers and PC-to-PC voice calls. Note that other people generally must have an account with the same vendor in order for you to communicate with each other.

1. AOL Instant Messenger (AIM): http://www.aim.com
2. Google Talk: http://www.google.com/talk

1. CONTINUITY OF LIBRARY SERVICES

The Harry A. Sprague library contains more than 500,000 monographs as well as materials in diverse formats such as DVDs, CDs, video and audiocassettes, streaming audio and video, and microforms. The library subscribes to over 70 online databases that give us access to over 30,000 online journals and magazines available through computers in the Library and on and off campus. (Most online databases and online journals/magazines are available only to faculty, staff and students, but there are several available to the public.) The library also subscribes to over 2,000 serials (magazines, journals, newspapers, annuals, and yearbooks) in print format. The library is a depository for United States and New Jersey government publications that are available in print, microform, CD ROM, and online formats.

Materials not held in the Library are obtained through Inter-Library Services for our students, faculty and staff. Harry A. Sprague Library is a member of several regional and national consortia that enables the library to establish reciprocal borrowing privileges and to share materials through mail, facsimile and Internet transmission, and a state delivery system.

The IT infrastructure supporting Information and Library Services database has been upgraded to allow for full worldwide redundancy. Our Montclair State University constituents would be able to obtain assistance, such as academic or public libraries from remote locations. As a result of the IT improvements being put into place, the major risks for continuity of library services that are within control are addressed and the risk of inaccessibility of the services is greatly reduced.

XI ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Annex

The Vice President of Academic Affairs is responsible for the maintenance of this Academic Continuity Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

XII. DEFINITIONS

The following terms and acronyms were used in this annex.

OEM – Office of Emergency Management

CD – Compact Disc

VOIP – Voice over internet protocol
PUBLIC WORKS AND FACILITIES ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Public Works and Facilities Annex of the Montclair State University Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Public Works and Facilities Officer and is hereby approved. This annex supersedes any previously written Public Works annexes.

1. AUTHORITY AND REFERENCES

2. Laws, Regulations, and Directives

3. State
   1. NJ Uniform Construction Code
   2. NJ DOT Standard Specifications for Road and Bridge

Construction

1. PEOSH/OSHA Regulations

2. Montclair State University
   1. University Regulations
   2. MSU Lock Out/Tag Out Policy ii. MSU Confined Spaces Policy

1. References, Guidance Material and Other Documents

2. New Jersey Disaster Operations Field Manual

PURPOSE

The purpose of this Public Works and Facilities Annex is to define and to provide guidance for the development and operation of a viable public works program during any emergency or disaster situation and to ensure completion of required emergency
Facilities Maintenance and Engineering (FM&E) and Facilities Services are the primary agencies responsible for the physical support of Montclair State University's campus facilities and grounds. FM&E and Facilities Services operate out of the following buildings:

1. Maintenance Building - Front line, supervisory, and select managerial staff
2. Power Plant – Cogeneration contract staff
3. College Hall – Select supervisory staff, administrative and managerial staff
4. Student Center & Bohn Hall – Minor trades satellite operations
5. Public Works Personnel

FM&E and Facilities Services have the following departments:

1. FM&E
   1. Electric (6)
   2. Plumbing (including Operating Engineers) (9)
   - HVAC (including Mechanical Equipment

Specialists) (13) iv. Paint (8)

1. Masonry (1) vi. Carpentry (5) vii. Welding (2)
- Repairers/Senior Repairers (16)
1. Auto Mechanics (4)
2. Operating Stationary Engineers for the...
Cogeneration Plant (Outsourced, 2 engineers and one Chief Engineer during day shift, one engineer at night shift)

1. Facilities Services
2. Housekeeping ii. Grounds

iii. Move & Waste Management iv. Parking Services

1. Transportation Services vi. Mail Services vii. Central Receiving

Note: Copies of all job descriptions can be obtained from Human Resources and/or by contacting the Assistant Vice President, Facilities Services.

3. Major Motorized Equipment

1. FM&E has the following pieces of major motorized equipment: [See Appendix APWA-1]
2. Facilities Services

4. Significant Hazards to Public Works

Significant hazards to public works and facilities at Montclair State University include the following:

1. Underground high voltage electrical lines
2. Transformers above ground ii. Selector High Voltage switches iii. Main High Voltage distribution gear

1. Sewer lines (pump failure)
   1. Gas distribution lines
   2. Underground Gasoline and oil tanks

   - Steam distribution line (Steam failure in winter will result in freeze ups a and water damage in buildings)
1. Water distribution lines

2. Severe weather conditions (heavy ice/snow and wind) that could result in downed trees and power lines

3. SARA facilities and chemical storage.

1. Components of the Public Works Organization

2. FM&E is composed of the following subunits:

3. Central staff organization (administration)

4. Assistant Vice President, Director FMIS, Director

FM&E Associate Director, Assistant Directors for General Trades, Assistant Director for Electrical Services]

1. Utilities division (cogeneration)

   1. Chief Engineer in Charge

c. maintenance services (Painters, Masons, HVAC, Electrical, Plumbing, Carpenters, Welding and Automechanics)

2. Facilities Services

3. Central Staff Organization (Administration)

4. Assistant Vice President, Director of Building & Mail Services, Director of Grounds Services, Director of

Transportation & Parking

1. Supervisory & Frontline Staff

   1. Housekeeping – Supervisors, Crew Supervisors,

Senior Building Maintenance Workers, Maintenance Worker 1

1. Grounds - Supervisor/Head Grounds worker, Ground workers

   - Move & Waste Management – Grounds workers, Maintenance Worker 1

1. Parking Services – Contract employees (currently

Standard Parking)
1. Transportation Services – Supervisors, Motor Vehicle Operators
2. Mail Services – Supervisor, Mail Clerks
3. Central Receiving – Supervisor, Stock Clerks
4. Trash collection and Recycling services

Are provided by contractors and in house staff (Move & Waste Management unit).

1. Public Works and Facilities Dispatching

   1. At Montclair State University FM&E and Facilities Services personnel are dispatched by the service desk (Located at University Hall 5th floor) during the following business hours (Weekdays from 7:30 am to 10:30 pm, Weekends: Saturday from 8:30 am to 4:30 pm).

   2. After normal business hours FM&E and Facilities Services personnel are dispatched by the manager on duty Shift Engineer who is advised of maintenance problems by the Facilities service desk and after FSD hours by Montclair State University Police Communications Desk or the Facilities Service Desk.

1. Public Works Communications Capability

   1. At the present time the FM&E and Facilities Services utilize email messages, cellular telephones, and text pagers for the majority of its day to day communications.

   2. FM&E and Facilities Services have limited radio communications capability. During an emergency, additional handheld radios can be placed into service.

1. OPERATIONS AND CONTROL

   1. Actions to Be Taken During Periods of Heightened Risk

      1. During periods of heightened risk, Public Works and Facilities direction and control will emanate from the office of the Assistant Vice-president for Facilities Maintenance & Engineering (Maintenance Building room 202) or from an established command post. The Assistant Vice President for Facilities Services will collaborate with the AVP, FM&E on all decisions. If the University EOC is activated overall direction and control will be shifted to that location.

      2. Current recall rosters for public works and facilities personnel will be maintained by FM&E supervisors. The FM&E supervisors will ensure that these rosters will be updated annually and verified for accuracy through a call-up system. Updated copies of the rosters will be forwarded to the Assistant Vice President for Facilities Maintenance & Engineering.

      3. Public works and facilities supervisor staffing will be accomplished by assigning FM&E supervisory personnel to two (2) twelve (12) hour shifts with a fifteen (15) minute briefing overlap.

1. Interaction with Other Emergency Groups
1. The Assistant Vice-president for Facilities Maintenance & Engineering, or designee, will report to the EOC during an emergency.

2. Appropriate public works and facilities information will be reported to the EOC via radio, telephone, fax, e-mail, or messenger.

1. Debris Clearance

1. Both FM&E and Facilities Services are capable of providing limited debris clearance on a priority need basis.
2. For major debris clearance outside contractors will be used under existing contractual agreements.

2. Potable Water Supply

1. Water lines to the Montclair State University campuses are provided and maintained by commercial suppliers:
   1. The Township of Montclair (For the campus proper)
   2. The New Jersey American Water Co. (For Residences and building along Clove Rd)
   3. Passaic Valley Authority (for some minor residences in Clifton Along Valley Road)
2. In the event of a water supply disruption that affects a limited number of facilities those facilities will be closed and residents relocated, if necessary, until the water supply is reestablished.
3. In the event of a major disruption of the campus water supply, alternate sources/methods of delivery will be requested through the Office of Emergency Management. Efforts will also be taken to reduce the demand for water by relocating residents or selectively closing campus facilities until the water supply is reestablished.

3. Determining Safety of Facilities and Demolition

1. The University Design and Construction officials, in conjunction with other members of the Damage Assessment group, will determine the safety of University facilities in accordance with the NJ Uniform Construction Code as outlined in the Damage Assessment Annex.
2. Structures that are determined to be unsafe will be closed for use. Demolition of unsafe facilities that are deemed unrepairable will be accomplished through the use of outside contractors.

4. RESPONSIBILITIES

1. Responsibility for This Annex

The Assistant Vice-President for Facilities Maintenance & Engineering, acting as the Public Works and Facilities Officer, is responsible for implementing this annex and directing the public works emergency response.

1. Standard Operating Procedures
2. Public Works Mutual Aid Agreements

There are currently no formal public works mutual aid agreements between the University and the municipalities in which it is located.

1. Resource List
The Assistant Vice-president for Facilities Maintenance & Engineering is responsible for the preparation and maintenance of a resource list that identifies source, location, and availability of earth moving equipment, dump trucks, road graders, fuel, etc., for use in disaster response/recovery operations.

1. Repair and Restoration of Services and Facilities

The Assistant Vice-President for Facilities Maintenance & Engineering is responsible for coordinating the repair and restoration of essential services and vital facilities in the aftermath of an emergency.

1. Restoration of Utilities

The Assistant Vice-president for Facilities Maintenance & Engineering is responsible for the arrangement of the restoration of utilities to essential facilities.

1. Maintenance of Sanitation Services

The Assistant Vice-president for Facilities Maintenance & Engineering is responsible for maintaining sanitation services during an emergency in coordination with the agencies providing sewerage treatment services to the University.

1. Support Assignments for Public Works Personnel

1. In addition to the functions required under this annex, public works and facilities personnel have supporting assignments in the following annexes of this EOP (subject to their availability):

   1. Damage Assessment
   2. Evacuation
   3. Fire & Rescue
   4. Resource Management
   5. Shelter, Reception, and Care
   6. Details of these assignments are found in the respective annexes.

- **CONTINUITY OF GOVERNMENT OPERATIONS FOR PUBLIC WORKS**

1. Line of Succession

   1. There is a need for a line of succession for the person responsible for the public works functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

   Facilities Maintenance & Engineering

   1. Assistant Vice President of University Facilities
Facilities Maintenance and Engineering is responsible for maintenance of all records and reports required for the public works functions in an emergency.

Facilities Maintenance & Engineering is responsible for records of expenditures for the public works functions in an emergency.


1. Associate Director FM&E ii. Assistant Director General Trades

Assistant Director Electrical Services

2. Facilities Services

1. AVP Facilities Services ii. Director Building & Mail Services iii. Director Grounds Services

2. Director of Transportation & Parking Services

B. Essential Records

3. Essential records and logs will be protected and preserved in accordance with standing departmental orders.

4. Records and logs pertaining to public works emergency response will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports

Facilities Maintenance and Engineering is responsible for maintenance of all records and reports required for the public works functions in an emergency.

1. Expenditure Records

Facilities Maintenance & Engineering is responsible for records of expenditures for the public works functions in an emergency.

1. Procedures for Obtaining Supplies and Equipment

1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing university and departmental orders as outlined in the Resource Management Annex.

2. Facilities Maintenance & Engineering will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment directed through the municipal and county offices of emergency management.
1. **ANNEX DEVELOPMENT AND MAINTENANCE**

   1. Maintenance of the Annex

   Facilities Maintenance & Engineering is responsible for the maintenance of the Public Works and Facilities Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

   1. Review and Updating of Standard Operating Procedures

   Facilities Maintenance & Engineering is responsible for review and updating of the Public Works and Facilities Annex, SOP's, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

   1. **DEFINITIONS**

   The following terms and acronyms were used in this annex:

   DOT             Department of Transportation

   EOC             Emergency Operations Center

   FM&E           Facilities Maintenance & Engineering

   HAZMAT         Hazardous Materials

   MSUPD          Montclair State University Police Department

   SARA           Superfund Amendments Reauthorization Act Title III

1. **REQUIRED APPENDICES/ATTACHMENTS**

   Unless noted, all appendices and/or attachments are on file at the

   Montclair State University EOC and at the PD Headquarters Communications Desk:

   - **PWA 1**  F&ME Recall/Duty Roster (on file at F&ME)
   - **PWA 2**  Public Works and Facilities SOP's (on file at F&ME)
PWA 3   Mutual Aid Agreements (none)

PWA 4   Equipment/Resource List (on file at F&ME)

PWA 5   Private Contractor List (on file at F&ME)

FIRE AND RESCUE ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Fire and Rescue Annex of the Montclair State University Emergency Operations Plan meets the approval of the Emergency Management Director and the Director of Fire Safety and is hereby approved. This annex supersedes any previously written Fire and Rescue Annex.

1. AUTHORITY AND REFERENCES

   1. Laws, ordinances, regulations, resolutions and directives.

      1. Federal

         1. As cited in the Basic Plan

      2. State

         1. J.S.A. 52:27D-192 Uniform Fire Safety Act

         2. J.A.C. 5:70 Uniform Fire Code

         3. J.S.A. 40A:14-54.1 Authority at the scene of a fire


      3. References, guidance material and other documents.

         1. Federal

            1. FEMA Disaster Operations, CPG 1-6, 1980

            2. USDOT Emergency Response Guidebook, DOT P 5800.4, 1987

            3. NFPA National Fire Codes


         2. State

            1. OEM Directive 33, Procedures for Requesting Mutual Aid as a Result of Fires.

            1. OEM Directive 79, Rules and Regulations - Citizens Duty to Evacuate
2. NJSP, N.J. HAZMAT Emergency Response Courses: Level I

- Awareness, Level II - Operations

3. Municipal

4. Townships of Little Falls

5. Montclair Township

6. City of Clifton

1. **PURPOSE**

   1. The purpose of this Fire and Rescue Annex is to define and to provide guidance for the development and operation of a viable fire and rescue program, during any emergency or disaster situation, and to ensure completion of required emergency actions on the Montclair State University campus. **SITUATIONS**

   2. Little Falls Fire Department carries out the fire and rescue function on the majority of the main campus, in areas within its jurisdictional boundaries. The department is comprised of four volunteer fire companies. Each company is lead under a unified command with its own elected company chief. Each company chief reports to the department chief. The department consists of one-hundred and forty firefighters.

1. The Montclair Fire Department is the agency responsible for carrying out the fire and rescue function on the southern section of campus, located in Montclair Township. The Montclair Fire Department is a full-time paid department operating under a unified command structure, utilizing three stations strategically located within the Township limits. The department consists of eighty-eight firefighters.

2. The Clifton Fire Department is the agency responsible for carrying out the fire and rescue function on the extreme east section of campus, located in the City of Clifton. The Clifton Fire Department is a full-time paid department operating under a unified command structure, utilizing six stations strategically located within the City limits. The department consists of one-hundred and forty firefighters and six civilians.

3. Montclair State University Department of Fire Safety does not conduct fire suppression or rescue activities.

1. Fire Station Locations:

   1. The Little Falls Township Fire Department has four volunteer fire stations located at:

      1. 170 Long Hill Rd, Little Falls, NJ
      2. Paterson Ave, Little Falls, NJ
      3. Wilmore Rd, Little Falls, NJ
      4. Main St, Little Falls, NJ

   2. The Montclair Fire Department has three full-time career stations located at:
3 Engines, 2 Trucks, 1 Rescue (confinement equipment)

5 Engines, 2 Trucks, 2 Ambulances, 1 Rescue

7 Engines, 1 Quint, 1 Truck, 1 Foam Unit, 1 Rescue

5 Ambulances, 2 Haz-Mat Vehicles

1. The Montclair State University Police Department serves as the primary dispatch center for requesting mutual aid assistance for fire and rescue. The respective fire departments serve as the dispatch centers for the municipal fire departments providing the fire and rescue functions in the areas outlined previously, in accordance with each municipality's EOP.

The Montclair State University Department of Fire Safety is equipped with multiple-frequency portable radios and can communicate with the following University and outside agencies:

Police Department

Emergency Medical Services

Office of Emergency Management
1. **OPERATIONS AND CONTROL**

   1. Direction and control for the fire and rescue function shall emanate from the Incident Command Post.

In the event of the activation of the Emergency Operations Center, the EOC shall support the Incident Command Post.

2. The Director of Fire Safety, or designee, will be responsible for serving as liaison to the responding fire departments.

   1. The municipal fire chief or designee will be the fire incident commander within his area of jurisdiction. Communications at the scene will be accomplished in accordance with the respective municipal EOP. Montclair State University will maintain a forward Incident Command Post whether or not it is responsible for incident command. Communication with the EOC will be coordinated through this Incident Command Post.

   2. Upon activation of the Emergency Operations Center the Director of Fire Safety or designee will report to the EOC.

   3. Fire and rescue personnel will communicate with the Incident Command Post and follow established department SOPs.

   4. The Incident Command Post will communicate with the EOC via radio, phone, computer, fax or the best available means at the time.

1. Outside aid requests are initiated by the Montclair State University Police communications desk to the municipal fire departments of Montclair, Little Falls, and Clifton, depending upon the location of the incident.

   1. The command system for major fires or rescue incidents in which more than one fire department is involved shall be as set forth in the jurisdictional municipality's EOP.

   1. In a large scale incident, the jurisdictional municipal fire department's EOP shall specify the procedure for obtaining additional response units according to its established mutual aid plan.

   2. The Fire Departments is the lead agency for rescuing trapped or injured persons involved in a fire or other incident which occurs on campus, with the exception of confined space rescue. The fire departments have the following rescue capabilities:

      - Light Rescue
      - Vehicle Extrication
Confined Space Emergencies are the responsibility of the Montclair Fire Department. The University has an agreement with Montclair to respond to all Confined Space Emergencies, throughout the campus.

1. **RESPONSIBILITIES**

1. The Director of Fire Safety, or designee, is responsible for the implementation of the Fire and Rescue Annex and directs fire and rescue responses.

2. Montclair State University maintains mutual aid agreements with:
   - Montclair Fire Department for confined space rescue.
   - Clifton, Montclair, and Little Falls Fire Departments for all other fire department related responses.

3. Director of Fire Safety shall ensure that fire protection is provided in any emergency shelter, at the time of its activation.

4. The Director of Fire Safety shall be responsible for fire safety inspections of these emergency shelters.

5. The Montclair State University Department of Fire Safety will perform support functions in the following areas:
   - Evacuation

Traffic Control, Flood Evacuation, and Emergency Lighting

- Alerting and Warning Route Alerting
- Sheltering

Fire protection and fire inspection of emergency shelters.

- Emergency Medical Services

Fire support at landing zones for Medevac

- Damage Assessment

The Director of Fire Safety will serve as the Construction Code Official.

- **CONTINUITY OF MANAGEMENT FOR FIRE AND RESCUE**
1. There is a need for a line of succession for the person responsible for the fire and rescue functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

1. Director of Fire Safety
2. Program Assistant, Department of Fire Safety

2. The Director of Fire Safety or designee will be responsible for and preserving essential fire and rescue records and logs. These records and logs include such items as personnel, equipment, damage reports, assistance from other agencies, and incident reports. These records will be kept in a file at University Police Headquarters.

- **ADMINISTRATION AND LOGISTICS**

1. The Director of Fire Safety, or designee, is responsible for the maintenance of all records and reports required for the fire and rescue functions in an emergency.

2. The Director of Fire Safety, or designee, is responsible for the record of expenditures for fire and rescue functions and will ensure that these records are forwarded to University Procurement and Accounting, or to another department in accordance with the established University procurement policies.

3. The procedures for obtaining supplies and equipment during an emergency are as follows:

- Utilize University resources.

- Request mutual aid in accordance with verbal agreements

- Request mutual aid through County Fire Coordinator

- Purchase of major supplies and equipment will be in accordance with established University procurement regulations.

**IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Director of Fire Safety, or designee, is responsible for the maintenance of the Fire and Rescue Annex, and also for ensuring that necessary changes and additions are made.

B. The Director and designee will coordinate, approve, and distribute this Annex and any changes or revisions.

C. The Director of Fire Safety and designee will, on an annual basis, provide for the review and updating of this Annex, SOPs, and attachments based on deficiencies identified through drills, exercises, and actual emergencies.

**X. DEFINITIONS**

EOC: Emergency Operations Center
EOP: Emergency Operations Plan
GPM: Gallons per Minute
ICS: Incident Command System
PSAP: Public Safety Answering Point (9-1-1 System)
SCBA: Self-Contained Breathing Apparatus
SOP:

**XI. APPENDICES** Standard Operating Procedures
FRA-1: Mutual Aid Agreements (on file at Fire Safety offices)
FRA-2: Recall Roster (on file at Fire Safety offices)
INTRODUCTION

STATEMENT OF APPROVAL

This Severe Weather and Flooding Annex of the Montclair State University Emergency Operations Plan meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Severe Weather and Flooding Annex.

1. AUTHORITY AND REFERENCE

   1. Laws, Regulations, and Directives
   2. References, Guidance Material and Other documents

- PURPOSE

The purpose of the Severe Weather and Flooding Annex is to define and to provide guidance for the development and operation of a viable emergency responses during severe weather and flooding situation, and it also ensures completion of required emergency actions.

1. SITUATION

Montclair State University, may be subjected to severe storms which include, but are not limited to hurricanes, tornadoes, snow, rain, excessive heat or cold. These storms can cause disruption of transportation, communications and electrical power. The campus would not normally be severely impacted by a storm unless sufficiently strong winds caused utilities failures, downed trees and flying limbs, overloads in building mechanical systems. The source of potential flooding in the Montclair State University can be traced to rainfall, snowmelt. Flooding of significant magnitude can be expected to result in individuals being isolated by flood waters, disruption of utilities, extensive property damage, disruption of transportation and communication systems and various health hazards associated with the contamination of drinking water and the disruption of sewage treatment facilities. 

V. OPERATIONS AND CONTROL

A. Actions during Heightened Risk

   1. During periods of heightened risk law enforcement, emergency medical services, public information personnel, and Emergency Management Team will be notified of the impending situation via telephone or other means and placed on standby. If necessary, they will be recalled to duty and will report for assignment.

   2. The Director of Emergency Management will be contact with the local county and State agencies to obtain updated information regarding predictions of weather paths, determine potential damages, and identifying immediate partners in the recovery process.

   3. If the EOC is opened and operational, the Emergency Management Team will respond and assume their individual responsibilities (as defined in the EOC Annex of this Emergency Operation Plan).
4. Activation of the Emergency Alerting System may be leveraged to communicate to the Montclair State University constituents. The

Media Relations personnel will work with the Administration and the Office of Emergency Management according to the Public Information Annex of this Emergency Operation Plan.

5. When necessary, all students and non-essential employees will be released. If possible, prior to the release, freeway and street conditions, including safe exit routes, will be ascertained and announced to the University community by all available means, to include local media and the Emergency Notification System.

6. Facilities Services operations shutdown procedures will be followed in areas that may be affected by flood caused fires, explosions, or electrical hazards is of critical importance.

7. Once personnel safety and life-saving issues have been addressed, attention should be immediately directed to minimizing property and equipment damage. When available and if time permits, sand bags will be used where feasible to protect against floodwaters.

8. When feasible, teams will be organized to re-locate vital equipment and records to unthreatened areas (on upper floors of buildings or off-campus).

9. **RESPONSIBILITIES**

1. Emergency Public Information Response

The Director of Media Relations, acting as the Emergency Public Information Officer, is responsible for directing the Emergency Public Information emergency response. The Director or designee will be the point of contact for media inquiries during emergencies.

1. Law Enforcement

The Chief of Police or designee, will be responsible for providing additional staffing for a severe weather or flooding emergency. Twelve hour shifts will be instituted and internal protocols will be adhered to.

1. Residence Life

Residence Life Director will coordinate with staff to account for students that are residing on campus and to facilitate their needs with the use of the EOC.

1. University Health Center

The University Student Health Center will be opened to provide services that will be needed during this emergency. Appropriate staffing will be determined by the Director of the University Health Center. If additional resources are needed, the request will go through the EOC as documented in the EOC Annex of this Emergency Operation Plan.

1. Counselling and Psychological Services will provide additional staffing to provide assistance to individuals affected by this...
The Director of EMS will ensure additional staffing of Emergency Medical Technicians and equipment if a medical emergency arises. Their internal protocols will be followed and congruent with the Emergency Medical Annex of this Emergency Operation Plan.

1. Emergency Management

The Director of Emergency Management will decide with the Chief of Police to open the EOC in regards to a severe weather and flooding event. The OEM Director will manage the EOC and provide information to the Emergency Executive Group for decision making processes they include, but are not limited to, evacuations, class and activities cancellations, emergency shelters, dining needs, relocations, and academic and business continuity planning, resource allocations, receiving and requesting additional resources, and emergency notification system activation.

1. Facilities and Grounds Services

The Director of facilities will be required to provide additional staffing for snow removal, debris removal and create damage assessment teams in case of widespread destruction. Additional resources or outside contractors can be requested through the EOC according the EOC Annex of the Emergency Operations Plan.

1. Mutual Aid Agreements

There are verbal mutual aid agreements in effect in this Annex that include Law Enforcement, Emergency Medical Services, and Fire Rescue Responses. VII. CONTINUITY OF OPERATIONS

1. Line of Succession

There is a need for a line of succession for the person responsible for the emergency function personnel in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and the personnel working within this function will be kept informed of the following line of succession. Each department will maintain a list of personnel detailing their specific line of succession according to the Business Continuity Plan in this Emergency Operation Plan.

1. Essential Records

1. Essential records and logs will be protected and preserved in accordance with departmental policies and procedures.

2. All EOC records and logs pertaining to emergency public information will be forwarded and maintained by the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- ADMINISTRATION AND LOGISTICS

1. Maintenance of Records and Reports

The Director of Emergency Management is responsible for the maintenance of all records and reports required for the
emergency functions in a severe weather or flooding emergency.

1. Expenditures Records

The Director of Emergency Management is responsible for the collection records and expenditures for this emergency. This emergency will be NIMS compliant and ICS will be utilized to manage the event.

1. Procedures for Obtaining Supplies and Equipment

2. The Director of Emergency Management is responsible for collecting expenditures of supplies or equipment during an emergency in accordance to university policy and departmental procedures. During the Event, the Finance Section in the Emergency Operation Center Annex will be responsible to the actual purchases and accounts payable.

3. The Director of Emergency Management will coordinate with the all requests for supplies and equipment directed through the municipal and county Offices of Emergency Management when applicable.

1. ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Annex

The Director of Emergency Management is responsible for the maintenance of the Severe Weather and Flooding Annex and for ensuring the necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed. The most updated version of the annex must be provided to the Director of Emergency Management whenever changes are made.

1. Review and Updating of the Standard Operating Procedures

The Director of Emergency Management is responsible for the review and updating of the Severe Weather and Flooding Annex, SOP’s, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

1. DEFINITIONS

The following terms and acronyms were used in this annex

ENF – Emergency Notification System

EOC – Emergency Operation Center

FEMA – Federal Emergency Management Administration

1. REQUIRED APPENDICES/ATTACHMENTS

Unless noted all required attachments and/or appendices are on file at the

Montclair State University EOC.
POWER FAILURE ANNEX

INTRODUCTION:

STATEMENT OF APPROVAL

This Power Failure Annex of the Montclair State University Emergency Operations Plan meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This Annex supersedes any previously written Power Failure Annex.

1. AUTHORITY AND REFERENCE

1. Laws, Regulations, and Directives

None

1. References, Guidance Material and Other documents.

1. PURPOSE

The purpose of the Power Failure Annex is to define and to provide guidance for the development and operation of a viable emergency response during a power outage, and it also ensures completion of required emergency actions.

- SITUATION

Montclair State University, may be subjected to severe storms and should electrical power go out on campus whether unexpectedly or a scheduled energy blackout, the university will continue to operate as normally as circumstances allow. Employee safety is the top consideration.

1. OPERATIONS AND CONTROL

1. Actions taken during Power Failures

If the power fails before normal business hours (< 8:00 AM)

1. During periods of power failures law enforcement, emergency medical services, public information personnel, and Emergency Management Team will be notified of the situation via telephone or other means and placed on standby. If necessary, they will be recalled to duty and will report for assignment.

2. The Director of Emergency Management will be contact with the local county and State agencies to obtain updated information regarding the power loss and expected times of recovery.

3. If the EOC is opened and operational, the Emergency Management Team will respond and assume their individual responsibilities (as defined in the EOC Annex of this Emergency Operation Plan).

4. Activation of the Emergency Notification System may be leveraged in communicate to the Montclair State University constituents. The
Media Relations personnel will work with the Administration and the
Office of Emergency Management according to the Public Information Annex of this Emergency Operation Plan.

5. When necessary, all students and non-essential employees will be released. If possible, prior to the release, freeway and street conditions, including safe exit routes, will be ascertained and announced to the University community by all available means, to include local media and the Emergency Notification System.

6. Facilities Services operations power failure procedures will be followed in areas that may be affected by power loss such as fires, explosions, or electrical hazards.

7. When feasible, teams will be organized to re-locate vital equipment and records to unthreatened areas or areas that are equipped with generators.

1. Constituents Actions

   1. Employees should activate department emergency contact phone trees to share information.
   
   2. Students and employees should call 973-655-5222 or check www.montclair.edu or social media for updates.
   
   3. University Police and Media Relations will coordinate the dissemination of emergency instructions.

If the power fails during the day:

4. The campus emergency hotline will have recorded message(s) for updates on the situation.

5. Employees should activate department emergency contact phone trees to share information.

6. Employees will be expected to remain on campus, as long as conditions are safe. Supervisors may release staff from campus as appropriate.

7. Course instructors will be the primary source of information for their students, and will determine if lighting is sufficient for instruction to continue or if class should be interrupted or dismissed.

8. Faculty who dismiss their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans.

9. The facilities will be open for students and employees excused from their classrooms or work site until power is restored, and the group will be notified when power is restored. Because the cafeteria also is dependent upon electricity, food service will not be available. Status of the electrical blackout will be posted at one half hour increments (e.g. 11:00 a.m., 11:30 a.m.).

10. Employees who leave their workspaces should take their personal items and lock the door behind them.

11. Emergency corridor lighting in buildings will come on for a period of time and fire alarms should be operational.

12. Residence Life Directors are to confirm that all elevators have been cleared, and will post “do not use” signage.

13. If you are in an elevator during an outage use the emergency phone to notify University Police at 973-655-5222 OR TEXT E-TIPS 67283.

14. Enclosed offices without lights should not be occupied. Where lighting is adequate employees will be expected to continue working.
15. Campus telephones should not be used except in case of emergency.

16. Cellular will operate normally.

17. Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.

18. Avoid opening refrigerators, freezers, or other environmental control rooms during the outage.

19. Do not use candles for illumination. Use battery flashlights and lamps instead.

20. Once power returns, all staff employees should report back to their area and faculty and students should report to their next scheduled class and resume normal operations. If the power fails after dark,

21. Students, faculty and staff are expected to leave campus if power stays off. Faculty who dismiss their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans.

22. Course instructors will be the primary source of information for their students. The Media Communications staff will coordinate with University Police to communicate with instructors regarding the operational status of the campus.

23. University Police vehicles will operate with identifying lighting, if you need assistance flag down these vehicles.

24. When leaving campus – walk with another individual or group whom you trust.

25. Escort shuttles will be available for transportation and have two-way radio communications with University Police

**RESPONSIBILITIES**

1. Emergency Public Information Response

The Director of Media Relations, acting as the Emergency Public Information Officer, is responsible for directing the Emergency Public Information emergency response. The Director or designee will be the point of contact for media inquiries during power loss emergencies.

1. Law Enforcement

The Chief of Police or designee, will be responsible for providing additional staffing for power failure emergencies. Twelve hour shifts will be instituted and internal protocols will be adhered to. The Montclair State University Police Department will activate their emergency lighting and determine if additional lighting or generators are needed in specific areas.

1. Residential Life

Residential life Director will coordinate with staff to account for students that are residing on campus and to facilitate their needs with the use of the EOC. If there are special needs constituents that need to be relocated to a generated power shelter, those requests will be made through the EOC.

This will be congruent with the EOC Annex of this Emergency Operation Plan.

1. University Health Center
The University Health Center will be opened to provide services that will be needed during this emergency. Appropriate staffing will be determined by the Director of the University Student Health Center. If additional resources are needed, the request will go through the EOC as documented in the EOC Annex of this Emergency Operation Plan.

1. Counselling and Psychological Services will provide additional staffing to provide assistance to individuals affected by this event.

2. Emergency Medical Services

The Director of EMS will ensure additional staffing of Emergency Medical Technicians and equipment if a medical emergency arises. Their internal protocols will be followed and congruent with the Emergency Medical Annex of this Emergency Operation Plan.

1. Emergency Management

The Director of Emergency Management will decide with the Chief of Police to open the EOC in regards to a power failure event. The OEM Director will manage the EOC and provide information to the Emergency Executive Group for decision making processes they include, but are not limited to, evacuations, class and activities cancellations, emergency shelters, dining needs, relocations, and academic and business continuity planning, resource allocations, receiving and requesting additional resources, and emergency notification system activation.

1. Facilities and Ground Services

The Director of facilities will be required to provide additional staffing for generator allocations and electricians as needed. Additional resources or outside contractors can be requested through the EOC according to the EOC Annex of the Emergency Operations Plan. Facilities Director will coordinate with the EOC and the power generation plant and Public Service and Gas Company to reinstate electricity as soon as possible.

1. Mutual Aid Agreements

There are verbal mutual aid agreements in effect in this Annex that include Law Enforcement, Emergency Medical Services, and Fire Rescue Responses. VII. CONTINUITY OF OPERATIONS

1. Line of Succession

There is a need for a line of succession for the person responsible for the emergency function personnel in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Director and the personnel working within this function will be kept informed of the following line of succession. Each department will maintain a list of personnel detailing their specific line of succession according to the Business Continuity Plan in this Emergency Operation Plan.

1. Essential Records

2. Essential records and logs will be protected and preserved in accordance with departmental policies and procedures.
3. All EOC records and logs pertaining to emergency public information will be forwarded and maintained by the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation and cost reimbursement. **ADMINISTRATION AND LOGISTICS**

4. Maintenance of Records and Reports

The Director of Emergency Management is responsible for the maintenance of all records and reports required for the emergency functions in a power failure emergency.

1. Expenditures Records

The Director of Emergency Management is responsible for the collection records and expenditures for this emergency. This emergency will be NIMS compliant and ICS will be utilized to manage the event.

1. Procedures for Obtaining Supplies and Equipment

1. The Director of Emergency Management is responsible for collecting expenditures of supplies or equipment during an emergency in accordance to university policy and departmental procedures. During the Event, the Finance Section in the Emergency Operation Center Annex will be responsible to the actual purchases and accounts payable.

2. The Director of Emergency Management will coordinate with the all requests for supplies and equipment directed through the municipal and county Offices of Emergency Management when applicable.

2. **ANNEX DEVELOPMENT AND MAINTENANCE**

3. Maintenance of the Annex

The Director of Emergency Management is responsible for the maintenance of the Power Failure Annex and for ensuring the necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed. The most updated version of the annex must be provided to the Director of Emergency Management whenever changes are made. B. Review and Updating of the Standard Operating Procedures

The Director of Emergency Management is responsible for the review and updating of the Power Failure Annex, SOP's, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

1. **DEFINITIONS**

The following terms and acronyms were used in this annex

**ENF** Emergency Notification System

**EOC** Emergency Operation Center

**FEMA** Federal Emergency Management Administration

1. **REQUIRED APPENDICES/ATTACHMENTS**
Unless noted all required attachments and/or appendices are on file at the Montclair State University EOC.

EMERGENCY MEDICAL ANNEX

INTRODUCTION

Statement of approval:

The Emergency Medical Annex of the Montclair State University Emergency Operations plan meets the approval of the Chief of Police and the Director of Emergency Medical Services and is hereby approved. This Annex supersedes any previously written Emergency Medical Annexes.

. AUTHORITY AND REFERENCES

- Laws, ordinances, regulations, resolutions and directives.
  1. Federal
     1. National Transportation Act of 1974
  2. State
     1. J.A.C 8:40A
     2. J.A.C 8:41A

- References
  1. Federal: As cited in the Basic Plan
  2. State: Communication Plan EMS, State of New Jersey 9/81

New Jersey OEM Annex Checklist, 01/11/1990

USDOT Emergency Response Guidebook, 1987

- PURPOSE:

The purpose of the Emergency Medical Annex is to define and provide guidance for the development and operation of a viable emergency medical program during an emergency or disaster situation and to ensure completion of required emergency actions. Other EMS responsibilities such as rescue, warning and hazardous materials are also addressed.

1. SITUATION
1. Montclair State University Emergency Medical Services is the responsible agency for carrying out the EMS function on campus. Montclair State University Emergency Medical Services is a single station unified command.

1. Emergency Medical Service Station Locations

1. Montclair State University Emergency Medical Service is headquartered in the Student Center Annex, Room 105. During evening and weekend shifts, the Service operates from The Village at Little Falls, 99 Clove Road, Little Falls, New Jersey.

2. Montclair State University Emergency Medical Services is operated by volunteer students, faculty and staff. The number of volunteer employees varies by semester. Average numbers are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU EMS Director</td>
<td>1</td>
</tr>
<tr>
<td>Trained Emergency Medical Technicians</td>
<td>45 (est.)</td>
</tr>
<tr>
<td>Total number of volunteer employees</td>
<td>50 (est.)</td>
</tr>
</tbody>
</table>

3. Montclair State University Emergency Medical Service has 2 Basic Life Support Ambulances.

4. The following significant EMS hazards exist within the Montclair State University campus:

Amtrak /New Jersey Transit Main Rail Line

Science Hall

Co-generation facility-Red Hawk Way

Recreation Center, Abbott and Costello Hall, and Panzer Gymnasium (Chlorine)

Yogi Berra Stadium

Sprague Field

1. Primary and Alternative dispatch centers for the emergency medical service are as follows:

Primary: The Northern New Jersey Medical Intensive Care Communications

Consortium (MICCOM) is the primary dispatch center for Montclair State University Emergency Medical Services.

Alternative: The Montclair State University Police Department has the capabilities to alert the ambulance crews via radio and would serve as an alternate dispatch center.
1. The ambulances are equipped with Multi frequency radios and are able to communicate with the following:

Montclair State University Police
Little Falls Fire Department/EMS
Little Falls Police Department
MICCOM
Clifton Fire Department/EMS
Hospitals (H.E.A.R.)
State Police Emergency Network (SPEN)
Surrounding EMS Units

1. Montclair State University Emergency Medical Service has no specialized capabilities.
2. There are no hospitals or nursing homes which may be expanded into emergency care facilities.

The following buildings may be converted into emergency care facilities:

Blanton Hall (University Health Center)
Panzer Gymnasium (Athletic Training Room)
Student Center

1. The Mass Casualty Plan that the Montclair State University Emergency Medical Service would operate under would be:

Essex County Mass Casualty Plan
Passaic County Mass Casualty Plan

1. **OPERATIONS AND CONTROL:**

1. During periods of heightened risk, EMS personnel will be notified of the impending situation, recalled to standby at EMS headquarters, and deployed as personnel are needed.
1. Emergency medical services direction and control shall emanate from the on-scene EMS Command Post.

2. The EMS Director will be responsible for maintaining a current recall roster for all members of the Montclair State University Emergency Medical Services. The list shall be updated each semester.

The Recall list shall be kept at Headquarters as well as a copy issued to all on call supervisory personnel within the department.

3. The Director / designee of the Montclair State University Emergency Medical Services shall provide for emergency medical staffing on a 24 hour basis during the academic year.

In a declared emergency, shifts will consist of 12 hour periods. The schedule shall provide continual command structure and prevent personnel fatigue.

1. The Montclair State University Emergency Medical Services is advised of and dispatched by the Montclair State University Police Department via MICCOM.

The EMS Director or designee shall be the EMS Incident Commander and will communicate with agencies on the scene via multi-channel radios to the Emergency Operations Center and with emergency service coordinators such as:

- Police Departments
- Fire Departments
- Physical Plant
- Health Department
- Mutual Aid EMS units
- Mobile Intensive Care Units

1. The EMS Director/ designee will report to the Emergency Operations Center when the Emergency Operation Center is opened.

2. Emergency Medical personnel can communicate with the Emergency Operations Center via multi-channel radios.

3. The Montclair State University Emergency Medical Services unit utilizes the National Incident Management System/ICS as outlined in the EMS SOP's.

1. M.S. personnel are dispatched by MICCOM

   1. Requests for mutual aid will be made through MICCOM
   2. When mobilization is necessary the County Office of Emergency
Management will contact Montclair State University Emergency Medical Services via MICCOM.

1. The command system for major emergency medical operations in which more than one agency is involved is as follows:

- The EMS Director / designee shall be the officer in charge.

- The EMS Director's designee will remain at the Incident Command Post to coordinate Emergency Medical Services operations.

- The EMS Director /designee will then establish the triage, and staging area for Emergency Medical Services.

1. The Montclair Fire Department, Clifton Fire Department and Little Falls Fire Departments are the lead agencies for rescuing trapped or injured persons involved in fire or other incidents.

2. The implementation of the Mass Casualty Plan will be a coordinated effort between Montclair State University Emergency Medical Services, The County EMS Coordinator and MICCOM.

3. When emergency shelter and reception care centers are activated, Montclair State University Emergency Medical Services will coordinate with the University Health Center for the delivery of medical care.

4. **Responsibilities**

   1. The EMS Director/designee shall be responsible for the implementing this annex, as well as for directing the emergency medical response.

   2. The EMS Director/designee is responsible for arranging for emergency medical support and hospital care during and after an emergency.

4. **Continuity of Operations for Emergency Medical Services**

   1. There is a need for a line of succession for the person responsible for the emergency medical functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

      1. EMS Director
      2. EMS Captain
      3. EMS 1st Lieutenant

   2. Essential records and logs will be protected and preserved in accordance with standing department orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible litigation.

4. **Administration and Logistics**

   1. The EMS Director is responsible for the maintenance of all records and reports required for the emergency medical function in an emergency.

   2. The EMS Director is responsible for records of expenditures for the emergency medical function in an emergency.

   3. The procedure for obtaining supplies and equipment during an emergency are as follows:

      - Utilize University resources
• Request mutual aid from the County Mobilization Coordinator

• Purchase of major supplies and equipment will be in accordance with established University procurement regulations.

4. ANNEX DEVELOPMENT AND MAINTENANCE

1. The EMS Director is responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

2. The EMS Director is responsible for the review and updating of the Emergency Medical Annex, SOP’S and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

5. DEFINITIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>BLS</td>
<td>Basic Life Support</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency operations Center</td>
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<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Service</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
</tr>
</tbody>
</table>

1. APPENDICES

(All on file at MSU University Police Headquarters)

EMA-1 Recall Roster

EMA-2 Montclair State University EMS Standard Operating Procedures

EMA-3 NJ Emergency Medical Service Multiple Casualty Plan

SHELTER, RECEPTION, AND CARE ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Shelter, Reception, and Care Annex of the Montclair State University Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Shelter, Reception, and Care Officer and is hereby approved. This annex
supersedes any previously written Shelter, Reception, and Care Annexes.

AUTHORITY AND REFERENCES

1. Laws, Regulations, and Directives

1. References, Guidance Material and Other Documents
2. FEMA Sheltering and Care Operations, CPG 2, 8, 1987

III. PURPOSE

The purpose of this Shelter, Reception, and Care Annex is to define and to provide guidance for the development and operation of a viable shelter reception and care program during any emergency or disaster situation and to ensure completion of required emergency actions.

1. SITUATIONS

1. Primary and Support Agencies

   1. The Office of Residence Life, and Auxiliary Services are the primary agencies for sheltering operations at Montclair State University.

   2. Support agencies include the Montclair State University Police Department, the Fire Safety, University Health Services, and Facilities Maintenance and Engineering, and Design and Construction Services.

3. There are currently no agreements with any volunteer organizations to provide shelter services.

1. Shelter Service Personnel

There are approximately 32 employees of the Department of Residence Life that can be called upon to provide shelter services. The 378 employees of the Chartwell (Auxiliary Services department) would provide mass feeding at the University's dining hall facilities.

1. Volunteer Organizations

There are currently no agreements with volunteer agencies to provide shelter services at Montclair State University.

1. Congregate Care Shelters

1. It is the intent of the University to utilize empty bed spaces in existing University residence facilities to shelter displaced persons. The number and location of available bed spaces varies each semester, but are tracked by the Office of
Residential Life keeps approximately 50 mattresses on hand in case of emergency.

2. A number of University facilities have been designated as reception centers to receive displaced persons pending their assignment to vacant beds in residence facilities. These facilities may also serve as congregate care shelters in the event that available bed spaces in residence facilities are insufficient to meet demand.

3. Designated reception centers/congregate care shelters include the following:

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity (spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panzer Gymnasium</td>
<td>300</td>
</tr>
<tr>
<td>SC Cafeteria</td>
<td>380</td>
</tr>
<tr>
<td>Blanton Dining Hall</td>
<td>420</td>
</tr>
<tr>
<td>Student Center Ballrooms</td>
<td>500</td>
</tr>
</tbody>
</table>

Total Capacity 1600

4. These designated shelters may be augmented through the use of other facilities such as student center multipurpose rooms and the lounge areas of residence facilities.

1. Fallout Shelters

Fallout shelters are identified by the OEM Coordinator of the municipality in which the specific campus is located.

1. Shelter Spaces Required

   1. The highest total number of shelter spaces anticipated at Montclair State University is based on the need to evacuate the entire resident population. It is anticipated that the nonresident work population would proceed to their off campus residences.

   2. The resident population totals approximately 5,000 persons. Shelters Rendered Unusable

It is not anticipated that the designated shelters at Montclair State University will be rendered inoperable due to naturally occurring hazards such as flooding or severe weather conditions. However, a hazardous materials incident could affect any of the shelters depending on the location of the incident.

1. **OPERATIONS AND CONTROL**

   1. Actions during Periods of Heightened Risk

      1. All Shelter, Reception, and Care direction and control will initially emanate from the Director of the Office of Residential Life (or the On Scene Command Post, if appropriate). When the Montclair State University EOC is in operation, the direction and control of these functions will shift to the EOC.

      2. The Director of Residence Life, acting as the Shelter officer is responsible for maintaining current recall rosters for the personnel involved in the shelter, reception, and care function. The rosters will be updated annually. Rosters will be verified using a call up system.

      3. Shelter, reception, and care supervisor staffing will be accomplished by having personnel working two twelve (12)
If necessary, Montclair State University will seek assistance from the American Red Cross and the Salvation Army through the Passaic or Essex County Office of Emergency Management, depending on jurisdiction.

Crisis marking of shelter facilities will be accomplished by the placement of signs by public safety personnel.

The management of reception and care facilities at Montclair State University including registration, staffing, lodging, feeding and pertinent evacuee information including sign/sign out procedures will be handled by personnel of the Department of Residence Education and Services, and Auxiliary Services.

The Director of Residential Life, acting as the Shelter Officer, is responsible for implementing this annex and directing the Shelter, Reception and Care emergency response.

There are currently no standard operating procedures that address how the personnel assigned to the shelter, reception, and care function will perform their tasks.

There are currently no formal mutual aid agreements with agencies outside Montclair State University involving the shelter, reception, and care function.

1. Interaction with Other Emergency Groups

1. The Director of Residence Life, acting as the Shelter Officer will report to the University EOC during an emergency.

2. All appropriate information regarding shelter operations will be reported to the EOC via radio, telephone, fax, electronic mail, or messenger.

3. Access to Volunteer Groups

If necessary, Montclair State University will seek assistance from the American Red Cross and the Salvation Army through the Passaic or Essex County Office of Emergency Management, depending on jurisdiction.

1. Crisis Upgrading of Shelters

1. Crisis upgrading of shelters will depend on the size, scope, nature, and anticipated duration of the incident.

2. Technical expertise on the upgrading of shelters will be obtained from the local OEM.

2. Crisis Marking of Shelters

Crisis marking of shelter facilities will be accomplished by the placement of signs by public safety personnel.

1. Management of Reception and Care Activities

The management of reception and care facilities at Montclair State University including registration, staffing, lodging, feeding and pertinent evacuee information including sign/sign out procedures will be handled by personnel of the Department of Residence Education and Services, and Auxiliary Services.

1. RESPONSIBILITIES

1. Responsibility for Shelter, Reception, and Care

The Director of Residential Life, acting as the Shelter Officer, is responsible for implementing this annex and directing the Shelter, Reception and Care emergency response.

1. Standard Operating Procedures

There are currently no standard operating procedures that address how the personnel assigned to the shelter, reception, and care function will perform their tasks.

1. Mutual Aid Agreements

There are currently no formal mutual aid agreements with agencies outside Montclair State University involving the shelter, reception, and care function.
1. Shelter for Special Needs Groups

The Director of the Office of Residence Life, acting as the Shelter Officer, is responsible for the shelter of special needs groups. At Montclair State University special needs groups such as students with disabilities are integrated into campus housing.

1. Acquisition of Equipment and Supplies

   1. The Director of Residence Life is responsible for the acquisition of additional equipment and supplies other than food when needed at shelter sites.
   2. The Director of Auxiliary Services is responsible for the acquisition of food needed at shelter sites.

2. Assignment of Trained Shelter Managers

The Director of Residence Life, acting as the Shelter Officer, is responsible for the period of occupancy.

1. Emergency Mass Feeding Operations

The Director of Auxiliary Services is responsible for assigning personnel for emergency mass feeding operations.

VII. CONTINUITY OF OPERATIONS FOR SHELTER, RECEPTION & CARE

1. Line of Succession

There is a need for a line of succession for the person responsible for the shelter, reception and care functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Director and the personnel working within these functions will be kept informed of the following line of succession:

Shelter Operation:

1. Director of the Office of Residence Life
2. Assistant Director, of the Office of Residence Life
3. Emergency Feeding
4. Director of Auxiliary Services
5. Liaison of Dining Services
6. Chartwell General Manager
7. Essential Records

Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to shelter, reception, and care will be forwarded to the Emergency Management Director to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- ADMINISTRATION AND LOGISTICS
1. Maintenance of Records and Reports

   1. The Director of Residence Life, acting as Shelter Officer, is responsible for maintenance of all records and reports required for the shelter, reception and care functions (excluding feeding) in an emergency.

   2. The Director of Auxiliary Services is responsible for the maintenance of all records and reports required for mass feeding in an emergency.

2. Expenditure Records

   1. The Director of Residential Life is responsible for records of expenditures for the shelter, reception and care functions (excluding feeding) in an emergency.

   2. The Director of Auxiliary Services is responsible for records of expenditures for mass feeding in an emergency.

3. Procedures for Obtaining Supplies and Equipment

   1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing university and departmental orders as outlined in the Resource Management Annex.

   2. The Shelter Officer will coordinate with the University Emergency Management Director for all requests for supplies and equipment directed to municipal and county offices of emergency management.

1. ANNEX DEVELOPMENT AND MAINTENANCE

   1. Maintenance of the Annex

The Director of Residence Life, acting as the Shelter Officer, is responsible for the maintenance of the Shelter, Reception, and Care Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.

1. Review and Updating of Standard Operating Procedures

The Director of Residence Life, acting as Shelter Officer, is responsible for review and updating of the Shelter, Reception, Care Annex, SOP’S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

1. DEFINITIONS

The following terms and acronyms were used in this annex:

EOC – Emergency Operations Center

FEMA – Federal Emergency Management Agency

OEM – Office of Emergency Management
SOP – Standard Operating Procedures

1. **REQUIRED APPENDICES/ATTACHMENTS**

Unless noted, all appendices and/or attachments are on file at the Montclair State University Office of Emergency Management.

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<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
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<tr>
<td>SRCA-1</td>
<td>Shelter SOP’s (on file at Residential Life)</td>
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<tr>
<td>SRCA-2</td>
<td>Shelter List (on file at Residential Education and Services)</td>
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<tr>
<td>SRCA-3</td>
<td>Recall/Duty Roster (on file at primary and support agencies)</td>
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<tr>
<td>SRCA-5</td>
<td>Emergency Agreements with Food Service Vendors (on file at Auxiliary Services)</td>
</tr>
<tr>
<td>SRCA-6</td>
<td>Dining Services Weather Emergency Plan</td>
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**LAW ENFORCEMENT ANNEX**

**INTRODUCTION**

**STATEMENT OF APPROVAL**

The Law Enforcement Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Coordinator and the Chief of Police and is hereby approved. This annex supersedes any previously written Law Enforcement Annexes.

**AUTHORITY AND REFERENCES**

1. Laws, Regulations, and Directives
   
   1. State

   N.J.S.A. Title 18A

2. University

   Montclair State University Police Department Standard Operating Procedures

1. References, guidance material and other documents.

   1. Federal

   1. FEMA Disaster Operations, A Handbook for Local
III. PURPOSE

1. The purpose of this Law Enforcement Annex is to provide guidance for the acquisition, coordination, and effective use of law enforcement resources in response to emergency or disaster situations at Montclair State University.

2. The basic law enforcement responsibilities are to protect life and property, maintain order, prevent crime, and to apprehend and prosecute offenders.

IV. SITUATION

1. Law Enforcement Agency

   1. The Montclair State University Police Department is the lead agency for law enforcement activities on the Montclair State University campus. The Montclair State University Police Department operates under a military style command structure with its headquarters located at 1 Normal Avenue, Montclair NJ.

   2. The Montclair State University Police Department has full time sworn law enforcement personnel consisting of the following:

      Chief of Police (1)

      Captains (1)

      Lieutenants (4)

      Sergeants (4)

      Detectives (4)

      Patrol Officers (17)
3. The Montclair State University Police Department has full-time civilian personnel consisting of the following:

- Dispatchers (3)
- Senior Dispatchers (6)
- Civilian Technicians/Clerical (1)
- Emergency Management Director (1)
- Emergency Medical Services Director (1)

4. The Montclair State University Police Department has vehicles including:

- Marked police patrol vehicles (7)
- Marked police pick-up truck (1)
- Unmarked police vehicles (4)
- Marked police motorcycle (1)

1. Department Organizational Structure

The Montclair State University Police Department is organized into the following divisions and units:

1. Office of the Chief of Police
2. Command Division – Captain

(1) Internal Affairs Function

1. Director of Emergency Management
2. Director of Emergency Medical Services
3. Patrol Division
4. Patrol and Traffic Function
   - Uniformed police patrol squads
   - Security posts/escorts
   - Headquarters communications desk
1. Investigations and Homeland Security Division

(1) Detective Bureau

3. Administrative Division (Budget and Planning)

   1. community relations and crime prevention section
   2. property management section
   3. crime analysis section

4. Communications and Data Retrieval Systems

   1. The police headquarters communications desk is equipped to transmit/receive information via radio on the following frequencies: Frequency May communicate with:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>MSU Police</td>
</tr>
<tr>
<td>MSU EMS</td>
<td>MSU EMS</td>
</tr>
<tr>
<td>OEM</td>
<td>OEM/Fire Safety/CERT</td>
</tr>
<tr>
<td>SPEN 1</td>
<td>NJ police agencies within transmitter range</td>
</tr>
<tr>
<td>SPEN 2</td>
<td>Non NJ police units travelling in NJ within transmitter range</td>
</tr>
<tr>
<td>SPEN 3</td>
<td>NJ police units within transmitter range</td>
</tr>
<tr>
<td>SPEN 4</td>
<td>NJ police, fire, &amp; EMS units within transmitter range</td>
</tr>
</tbody>
</table>

   2. MSU police vehicles and individual officers are equipped to transmit and receive information via radio on the following frequencies:

   Frequency May communicate with:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>SPEN 4</td>
<td>NJ police, fire, &amp; EMS units within transmitter range</td>
</tr>
</tbody>
</table>

4. The MSU police communications desk is also equipped with the following telephone communications systems:

1. Telephone system
2. Campus emergency telephone system
3. The MSU police headquarters communications desk is equipped to retrieve information and communicate with other law enforcement agencies through the New Jersey Criminal Justice Information System (NJCJIS). The following computer systems can be accessed through the NJCJIS computer:
   1. SCIC: NJ State Crime Information Center
   2. NCIC: National Crime Information Center
   3. NLETS: National Law Enforcement Telecommunications

System

1. NJLETS: New Jersey Law Enforcement Telecommunication

System

1. DMV: New Jersey Division of Motor Vehicles
2. VICAP: Violent Crime Index
6. The MSU police communications desk is also equipped with a Computer Aided Dispatch System (CAD) for the recording and retrieval of information regarding criminal activity, public safety emergencies, and police department operations.

7. The MSU police communications desk is equipped with systems to monitor fire alarm systems (55 total) and intrusion alarm systems (approximately 70) in university facilities on the MSU campus.

1. Potential for Major Crimes and Civil Disturbances

   1. The potential for demonstrations, bomb threats, disruptions of university functions, and other civil disturbances is high due to:
      1. a large student body with politically active elements,
      2. high profile research facilities and programs,
      3. the frequent presence of controversial speakers.

   2. The open nature of the campuses, the presence of a youthful population, widespread consumption of alcoholic beverages, and frequent social events contribute to the potential for major crimes against persons and property.

2. Traffic Control Points

In a large scale emergency requiring the securing of campus grounds the following main traffic control points would need to be staffed:

1. MSU Campus

   1. Main entrance of Normal Avenue
   2. Chosen entrance/exits at either Carlisle Road, Clove Road or Quinn Road

   1. Intersection of Quarry Road and Upper Quarry Way (near Lot 24)

   1. Clove Road Residential access points

2. OPERATIONS AND CONTROL

3. Actions to Be Taken During Periods of Heightened Risk

   1. During periods of heightened risk direction and control of police units will normally emanate from the Montclair State University Police Headquarters. If the Montclair State University EOC is activated, MSU Police Headquarters will receive command guidance and directives from the EOC. The EOC will also arrange for necessary resources. If a Command Post is established in the field at the scene of a particular incident, units assigned to that specific incident will be controlled by the Command Post.

   2. During periods of heightened risk the Chief of Police and/or on call command staff will be notified of the impending
situation by the MSU Police Communications Desk via radio, telephone, or pager. The Chief or on call administrator will
determine if off duty police personnel will be recalled to duty.

3. Police personnel recall rosters are maintained by the Records function within the Command Division and are available at
the Headquarters Communications Desk. Division Commanders are responsible for ensuring that updated information is
provided to the Records function and for verifying the roster information semiannually.

4. Police operations are on a 24 hour basis with scheduled on duty supervisory coverage. A police administrator is on call at
all times. During emergencies supervisory staffing would be augmented from the recall roster. A 12 hours on / 12 hours off
schedule for police personnel would be utilized, if necessary, upon the direction of the Chief of Police.

5. Interaction with Other Emergency Groups

1. During an emergency requiring the activation of the Montclair State University EOC, the Chief of Police or his designee
will report to the EOC.

2. During an emergency appropriate information regarding law enforcement and security operations will be reported to the
EOC by the Communications Desk and/or Incident Command Post via radio, telephone, fax, or messenger.

3. The MSU Police Department utilizes the Incident Command System (ICS) for directing law enforcement and security
operations during emergencies.

6. Mobilization and Dispatch of Personnel

1. When an emergency situation occurs, MSU police and security (dispatcher) personnel will be initially dispatched by the
communications desk to the location of the emergency via radio.

2. If the situation warrants the officer in command at the scene (incident commander) will establish an incident command
post and direct law enforcement and security operations from that location. The incident commander will direct
requests for additional resources to Police Headquarters.

3. If necessary, the emergency recall of off duty personnel will be initiated with the authorization of the Chief of Police or
on call command staff. Recalled personnel will be directed to report to

PoPo

3. The incident commander, if unable to effectively deal with the emergency situation with the resources immediately
available, may request police mutual aid from surrounding jurisdictions. The communications desk will contact these other
agencies via telephone, SPEN, or respective County Sheriff's Department.

Responding units will be directed to a designated staging area.

5. The incident commander will ensure that arriving law enforcement and security personnel are properly briefed and given
assignments in support of the operation.

1. Command System for Mutual Aid Situations

1. In the event that personnel from other jurisdictions are utilized, they will be integrated into the emergency operation
under the incident command system. They will be assigned to a specific function and supervised by superior officers
from their agency.

2. The incident commander will retain control and direct the overall operation. Superior officers from the assisting
agencies will be integrated into the command structure.
2. Access into Areas Affected by an Emergency

1. Access into areas affected by an emergency such as evacuated or disaster areas will be controlled through the use of barricades and traffic control posts staffed by law enforcement or security personnel.

2. The scope of the area to be secured or evacuated and the requirements for entry into the affected area will be determined by the incident commander in conjunction with the Emergency Management Coordinator.

3. The Incident commander will ensure that personnel manning the control posts are notified of who may be permitted access into the affected areas.

3. Relocation of Prisoners during Emergencies

1. If the MSU Police Department prisoner holding facilities are compromised, all prisoners are transported to county correctional facilities as soon as possible after processing is completed at Police Headquarters.

2. In the event of an emergency situation directly affecting Police Headquarters, prisoners will be transported directly to the appropriate municipal police headquarters for processing.

4. Victim Inquiries and Notifications

1. Inquiries regarding the status of individuals injured or missing during an emergency will be handled by the Emergency Public Information Officer.

2. Notifications to the families of persons injured or missing during an emergency will be made by members of the Emergency Social Services Unit.

5. RESPONSIBILITIES

1. Responsibility for Law Enforcement Emergency Response

The Chief of the Montclair State University Police Department is responsible for implementing this annex and directing law enforcement/security emergency operations.

1. Standard Operating Procedures

The following are standard operating procedures that address how law enforcement/security emergency operations will be conducted:

1. Incident Command System Description (MSUPD SOP 3.9)

2. Emergency Procedures for Confined Space Rescues (MSUPD SOP 3.9)

3. Death Notifications (MSUPD SOP 3.0)

4. Procedures for Hostage Situations (MSUPD SOP 3.9)

5. Fatal Accidents (MSUPD SOP 3.1)

6. Homicide Investigation Procedures (MSUPD SOP 8.0)

7. Missing Persons Procedures (MSUPD 3.0)

8. Bomb Threat (3.9)
The Montclair State University Police Department has verbal mutual aid agreements with the following law enforcement agencies:

1. Little Falls Police Department
2. Montclair Police Department
3. Clifton Police Department
4. Essex and Passaic County Sheriff's Departments
5. Essex and Passaic County Prosecutor's Offices
6. New Jersey State Police
7. Security at Critical Facilities

The Chief of Police is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters.

- **CONTINUITY OF OPERATIONS FOR LAW ENFORCEMENT**

1. Line of Succession
   1. There is a need for a line of succession for the person responsible for emergency law enforcement functions in order to ensure continuous leadership, authority and responsibility.

2. The Emergency Management Coordinator and the personnel working within the law enforcement/security functions will be kept informed of the following line of succession:
   1. Chief of Police
   2. Captain of Police
   3. Division Commanders
   4. Officer in Charge (OIC)
   5. Essential Records

6. Essential records and logs of law enforcement/security operations during emergencies will be protected and preserved by the Command Division, Records function. These records will minimally include:
   7. computer aided dispatch records
   8. investigation and incident reports
   9. communications desk recorder tapes
   10. EOC and CP logs
11. All EOC, CP, and other records and logs pertaining to law enforcement/security emergency operations will be maintained by the Administrative Division. These records will be available to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

- **ADMINISTRATION AND LOGISTICS**

  1. Maintenance of Records and Reports

  The Chief of Police is responsible for maintenance of all records and reports required for the law enforcement/security functions in an emergency.

  1. Expenditure Records

  The Chief of Police is responsible for records of expenditures for the law enforcement/security functions in an emergency.

  1. Procedures for Obtaining Supplies and Equipment

  1. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing university and departmental procedures as outlined in the Resource Management Annex.

  2. During emergencies the Chief of Police will coordinate with the University Emergency Management Coordinator all requests for supplies and equipment directed to the municipal and county Offices of Emergency Management.

**IX. ANNEX DEVELOPMENT AND MAINTENANCE**

  1. Maintenance of the Law Enforcement Annex

  The Chief of Police is responsible for the maintenance of the Law Enforcement annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

**B. Review and Updating of Standard Operating Procedures**

  The Chief of Police is responsible for review and updating of the Law Enforcement Annex, SOP’S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

**X. DEFINITIONS**

  The following terms and acronyms were used in this annex:

  CP  Command Post

  EOC  Emergency Operations Center

  FEMA  Federal Emergency Management Administration
FMS    Facilities Maintenance Services
ICS    Incident Command System
NCIC   National Crime Information Center
NJCJIS New Jersey Criminal Justice Information System
NJLETS New Jersey Law Enforcement Telecommunications System
NLETS   National Law Enforcement Telecommunications System
MSUPD  Montclair State University Police Department
SCIC   State Crime Information Center
SPEN   State Police Emergency Network
TDD    Telephone Device for the Deaf

1. **REQUIRED APPENDICES/ATTACHMENTS**

   Unless noted, all appendices and/or attachments are on file at University Police Headquarters Communications Desk and at the Montclair State University EOC.

   LEA 1 Mutual Aid Agreements (verbal)

   LEA 2 Critical Facilities List (on file at University Police Headquarters)

   LEA 3 Law Enforcement Resource List (included in Police SOPs)

   LEA 4 Law Enforcement SOP’s related to Emergency Management

   (on file at University Police Headquarters, University Police Substation and accessible online.)

   LEA 5 Recall/Duty Roster (on file at University Police Headquarters, Police Substation and Supervisors vehicle.)
ACCESS AND FUNCTIONAL NEEDS ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Access and Functional Needs Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Emergency Management Director and the Chief of Police and is hereby approved. This annex supersedes any previously written Annexes.

AUTHORITY AND REFERENCES

1. Authorities

2. Federal Authorities

3. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended (P.L. 100-707). Section 308 of the Robert T. Stafford Emergency Management and Disaster Assistance Act, which prohibits discrimination on the basis of race, color, religion, nationality, sex, age, or economic status in all disaster assistance programs.


2. Congressional Charter of the American Red Cross, 36 U.S.C. Section 1 et seq.

1. The Rehabilitation Act of 1973, Sections 504, 508

2. The Americans with Disabilities Act of 1990


1. Title VI of the Civil Rights Act of 1964, which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.
2. Communications Act, Section 713.


2. State Authorities


3. References

4. Federal References

   1. CDC “Public Health Workbook to Define, Locate and Reach Special, Vulnerable and At-Risk Populations in an Emergency” (http://www.bt.cdc.gov/workbook/).

   1. FEMA Comprehensive Preparedness Guide 301: Special Needs Planning

      (http://www.fema.gov/about/divisions/cpg.shtm).


2. State References


2005. State of New Jersey Disaster Recovery Field Manual,
October 1991.


3. Nongovernmental Organization References and Information

Sources

1. American Red Cross Disaster Services Program

Guidance.


1. National Council on Disability (NCD).

2. The National Council on Disability (NCD) is an independent Federal agency with 15 members appointed by the President of the United States and confirmed by the U.S. Senate. The purpose of NCD is to promote policies, programs, practices, and procedures that guarantee equal opportunity for all individuals with disabilities regardless of the nature or significance of the disability and to empower individuals with disabilities to achieve economic self-sufficiency, independent living, and inclusion and integration into all aspects of society.
- **PURPOSE**

1. The purpose of this Access and Functional Needs Annex is to characterize and establish a Montclair State University Access and Functional Needs (AFN) program that ensures that the requirements of all individuals are considered during the mitigation, preparedness, response, and recovery phases of an emergency or disaster.

This annex serves as a bridging document to be used only until all annexes within the Montclair State University operations plan (EOP) have fully considered, adequately incorporated, and accounted for access and functional needs of the population it serves.

1. **SITUATION**

1. Emergencies and disasters resulting from weather-related or naturally occurring events, manmade events, and technological failures may interrupt the usual services needed for many individuals and groups with access and functional needs. Such emergencies and disasters may interrupt communication, electric/gas power systems, and water utilities.

2. Planning Assumptions

   1. Five percent of children ages 5 to 17 have disabilities.
   2. Ten percent of people ages 18 to 64 have disabilities.
   3. Thirty-eight percent of adults 65 and older have disabilities.
   4. Individuals and groups with access and functional needs may be displaced during a catastrophic or major disaster and temporarily housed in public shelters, medical needs shelters, or other facilities. Many people may not be able to return to their communities or previous housing arrangements.
   5. Time needed for assistive evacuation will take longer than for the general population using scarcer resources.
   6. If advance notice of the event is possible, evacuation of access and functional needs populations should begin prior to the general population evacuation.
   7. Non-typical resources, such as oxygen, specialized transport vehicles, durable medical equipment, and medication, may be in short supply or delayed.
   8. Many individuals are unable to heed mitigation recommendations, such as covering windows and anchoring/removing objects outside, due to physical or economic limitations.
   9. Montclair State University, County and/or municipal jurisdictions may develop an access and functional needs annex to their EOP that provides a response structure for community assessments of people with special requirements, shelter, feeding, emergency first aid, medical monitoring, and evacuation and transportation.
   10. Montclair State University, County and/or municipal emergency agencies and other voluntary agencies in the disaster areas respond immediately.

11. **Scope**

This annex provides a definition of access and functional needs to include a function-based definition of special needs and
reflects the capabilities of the individual, not the condition, label, medical diagnosis, or other needs:

1. Children and adults with access and functional needs may have physical, sensory, mental health, cognitive, and/or intellectual disabilities, which affect their ability to function independently without assistance. Others who may also have access and functional needs include but are not limited to women in late stages of pregnancy, the elderly, and individuals needing bariatric equipment or communication assistance.

2. The New Jersey Special Needs Advisory Panel (NJ SNAP) defines access and functional needs populations as people with special needs who have a physical or mental condition and/or medical care need who, after exhausting all other resources (family, neighbors, public transportation, etc.), still need assistance for evacuation and/or sheltering before, during, and possibly after a disaster or emergency.

3. Before, during, and after an incident, members of access and functional needs populations may have special needs in one or more of the following functional areas. For more information see New Jersey Emergency Support Function (ESF) 6 (Mass Care):

1. Maintaining independence: Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. This support may include supplies, durable medical equipment, and attendants or caregivers.

2. Communication: Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance at all because of hearing, vision, speech, cognitive, intellectual limitations, and/or limited English proficiency.

3. Transportation: Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped vehicles or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.

4. Supervision: Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's, or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves and, when in danger, they may lack the cognitive ability to assess the situation and react appropriately.

5. Medical care: Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. These individuals require support of trained medical professionals.

6. This annex identifies the key functions of concern which warrant further investigation to assure addressing access and functional needs are met. Those functions include but are not limited to transportation (NJ ESF #1) communications/warning (NJ ESF #2, #15), mass care (NJ ESF #6), resource management (NJ ESF #7), public health and medical services (NJ ESF #8), long-term community recovery (NJ ESF #14).

7. This annex defines access and functional needs roles and responsibilities of State and local agencies to ensure coordinated emergency management functions (mitigation, preparedness, response and recovery).

8. A medical needs shelter (MNS) plan template provides for uniformity of State/county/local agencies. The Montclair State
University will use guidance provided by the New Jersey Department of Health and Senior Services concerning the operation of MNS's.

9. The use of “Register-Ready—New Jersey's Special Needs Registry for Disasters” provides uniform methodology for registration of people with access and functional needs.

10. This annex may also provide designation of MNS facilities; medical needs shelter operation; transportation needs; multilingual communications; communications for the hearing impaired; unaccompanied minors; and people with service animals.

11. Policies


1. Assumptions

2. Situation (or Disaster Conditions)

1. Emergencies and disasters resulting from weather-related or naturally occurring events, manmade events, and technological failures may interrupt the usual services needed for many individuals and groups with access and functional needs.

2. Such emergencies and disasters may interrupt communication, electric/gas power systems, and water utilities.

3. Planning Assumptions

3. Five percent of children ages 5 to 17 have disabilities.

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5. Time needed for assistive evacuation will take longer than for the general population using scarcer resources.

6. If advance notice of the event is possible, evacuation of access and functional needs populations should begin prior to the general population evacuation.

7. Non-typical resources, such as oxygen, specialized transport vehicles, durable medical equipment, and medication, may be in short supply or delayed.

8. Many individuals are unable to heed mitigation recommendations, such as covering windows and anchoring/removing objects outside, due to physical or economic limitations.
9. Montclair State University, County and/or municipal jurisdictions may develop an access and functional needs annex to their EOP that provides a response structure for community assessments of people with special requirements, shelter, feeding, emergency first aid, medical monitoring, and evacuation and transportation.

10. Montclair State University, County and/or municipal emergency agencies and other voluntary agencies in the disaster areas respond immediately and provide access and functional needs program support as part of their overall emergency response services.

11. MNSs will be opened by a county or municipal jurisdiction prior to evacuation whenever possible. Refer to NJ ESF #6 and NJ ESF #8.

12. Available surplus housing is severely limited throughout New Jersey. Lack of housing may require longer shelter operations and will be a further challenge if alternate discharge of access and functional needs populations is required.

13. Complete restoration of utilities and communications systems needed by many access and functional needs people may take an extensive period of time.

IV. Organization and Assignment of Responsibilities

6. Montclair State University Disability Resource Center of Health and the Montclair State University Student Health Center provide policy direction, control, and assistance for the mass care function in coordination with the active participation of the NJ ESF #6. The Mass Care Coordinator and the Access and Functional Needs Liaison will work to ensure there is no duplication of effort in the shelter functions and that people with access and functional needs can be accommodated (with caregivers if needed) in general population shelters.

7. Montclair State University Access and Functional Needs Liaison will work with the NJ ESF #6 Mass Care Incident Management Team (MC IMT), during activations, along with selected governmental or nongovernmental organization agency representatives. The Montclair State University Access and Functional Needs Liaison serves as the focal point for all matters relating to mass care for individuals with access and functional needs. This individual's responsibilities include but are not limited to:

8. Monitor the status of access and functional needs resources campus wide.

9. Coordinate assistance for individuals with access and functional needs from the medical, social services, and resource management organizations.

10. Provide the primary interaction with nongovernmental organizations on matters of emergency care, access and functional needs issues, status of statewide public and private acute care facilities, and MNSs.

11. The Montclair State University Emergency Management Director, as the individual in charge of the County Emergency Operations Center (EOC) is responsible for the following:

   1. Ensures that the EOC mechanism is responsive to the needs of access and functional needs programs and services during a disaster and provides guidance to the Access and Functional Needs Liaison in the execution of emergency operations.

   2. Serves as the conduit through which requests for State and, if needed, Federal assistance is coordinated and processed.

   3. Places special emphasis on close and continuous relationship with the voluntary organizations active in disasters (VOAD) representatives, and/or community organizations active in disaster (COAD) and other external agencies providing services to individuals with access and functional needs and supporting county efforts in access and functional needs program support.
4. Makes final recommendations concerning policy and field operations for campus support of functional needs based on consultation and advice from the Access and Functional Needs Coordinator.

12. The Director of Montclair State University Transportation and the Director of Montclair State University Division of Disability Resource Center provides expertise on emergency transportation assistance in support of access and functional needs activities. The Director of Montclair State University Transportation also keeps the Access and Functional Needs Liaison and the Montclair State University Office of Emergency Management (OEM) informed of the availability of, requirements for, and/or need for requesting cross-county, State, or federal transportation assistance that may be required for functional transportation support. Refer to NJ ESF #1 Annex.

1. The Director of Student Health coordinates with county and/or municipal jurisdictions, VOADs, COADs, Citizen Corps-Medical Reserve Corps personnel, CERT personnel and other external nongovernmental organizations to support the identification and training of personnel for staffing MNSs, establishes standard minimum criteria for training and staffing MNSs, assists in the identification and transfer of medical support staff from unaffected jurisdictions to local jurisdictions affected by a disaster and requiring staff augmentation, and makes all pertinent recommendations to local jurisdictions regarding recommended staff-resident ratios and pre-stocked supply items for MNSs. The different County Department of Health Departments will follow guidance for MNSs developed by the New Jersey Department of Health and Senior Services. Refer to NJ ESF #6 and NJ ESF #8 Annexes.

2. The Montclair State University Counsel, Department of Law provides legal support on all phases of access and functional needs program support operations. Refer to NJ ESF #13 Annex.

3. The American Red Cross EOC Liaison represents the mass care function.

4. The Salvation Army Emergency Coordinator in the Montclair State University EOC coordinates the statewide activities of their Corps Community Centers and Service Units and advises the EOC of its capabilities.

1. The Montclair State University VOAD Liaison and/or COAD Liaison coordinates the statewide efforts of many voluntary member organizations responding to a disaster or a mass care operation. Many of these agencies have a role in supporting access and functional needs programs.

V. RESPONSIBILITIES

1. The Director of Disability Resources along with the Director of Emergency Management will revise this annex as necessary to ensure access to emergency management services by individuals with access and functional needs by the following:

   1. Develop additional plans, standard operating procedures (SOPs) or guidance in sufficient procedural detail to ensure successful response and recovery during a disaster.

   2. Designate a representative to the Montclair State University EOC to represent access and functional needs populations.

   3. Participate in training and exercising.

   4. Ensure personnel are properly trained to implement this annex.

   5. Maintain current internal personnel notification/recall rosters and implementation procedures as an integral part of access and functional needs SOPs.

   6. Request support from nongovernmental organizations and volunteer organizations as necessary to accomplish the
access and functional needs support mission.

7. Advise the Montclair State University Office of Emergency Management on policies and procedures concerning the provision of access and functional needs support.

8. Monitor municipal, county, and voluntary organization efforts for the establishment and management of access and functional needs support, such as sheltering, feeding, transportation, supplemental disaster health services, emergency first aid services, and other services as needed.

9. Monitor the efforts of the municipal/county officials to perform access and functional needs registration and use of "Register Ready—New Jersey's Special Needs Registry for Disasters."

10. Mobilize all governmental welfare/social service/human services resources within the county.

11. Participate in meetings of the county local emergency planning committee during non-disaster periods.

12. Coordinate fiscal and grant management programs associated with access and functional needs.

13. Monitor efforts for recording and reporting displaced individuals and families. Coordinate assistance as required from county, State and/or Federal agencies.

14. Provide assistance to municipal access and functional needs coordinators, where they are active, on matters of policy and procedure interpretation.

15. Monitor the Federal or State-funded programs administered by Bergen County and municipal agencies regarding access and functional needs programs associated with emergency management.

16. Oversee the provision of emergency shelter, feeding, medical, and alternate site discharge to the access and functional needs population.

17. Within capabilities, provide or support the following Access and Functional Needs Annex services in coordination with Montclair State University Office of

Emergency Management, the Montclair State University

Disability Resource Center and the Red Cross;

1. Shelter operations, including staffing, staff training and recruitment, pre-registration, registration of shelter residents, and shelter management.

1. Coordinate mass feeding at MNSs.

2. Coordinate access and functional needs registration and maintenance of registry lists.

3. Coordinate, as appropriate, with other State agencies to provide transportation, equipment, and supplies in support of access and functional needs during disasters.

4. Coordinate communications between MNSs.

1. The Montclair State University Department of Student Health and the Montclair State University Disabilities Resource Center are the primary agencies responsible for this annex. The lead support agencies are the Montclair State University, Office of Emergency Management. Montclair State University Director of Student Health Center appoints an overall coordinator for mass care activities and the Access and Functional Needs Liaison as coordinator for all functional needs activities. The Montclair State University Student
Health Director and the Montclair State University Disability Resource Center annually reviews the plan and provides comments to the Access and Functional Needs Liaison relating to this annex, associated plans, and guidance.

1. Participate in campus exercises of this annex.
2. Provide the primary agency with points of contact at the county level for coordination of planning and response.
3. Provide support either directly to the county or, upon request, directly to an affected municipal jurisdiction:
   1. Coordinate emergency first aid services, medical support staff and volunteers in shelters.
   2. Identify consumers to expedite the return to normal services whenever possible.
   3. Coordinate crisis counseling and follow-up social services to disaster victims in conjunction with the New Jersey Department of Human Services through the State EOC.
   4. Inspect and enforce standards pertaining to the safety of drugs, food, and milk; conduct epidemic surveillance, control, and immunization activities; and provide laboratory support.
4. Provide representatives as required to the Montclair State University EOC.
5. Maintain contact with the Access and Functional Needs Liaison to coordinate services provided. Where scarce resources are involved, make recommendations to county counterparts for prioritization.
6. Continuously analyze and record statistical data on the magnitude of services provided to evaluate the quality of support, anticipate and estimate future requirements,

   and seek reimbursement as appropriate to the disaster declaration, if a presidential disaster declaration is received.
7. Provide the primary interaction with nongovernmental organizations on matters of emergency healthcare, casualty reporting, status of statewide public and private medical facilities, protective measures during chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) events, and, if necessary, assignment of health or personal care professionals to ensure appropriate medical care.
8. Where capable, implement or support of the following: a. Support, where capable, of the Passaic and Essex County Access and Functional Needs annex.
   1. Determination of general demographics for access and functional needs populations in their jurisdiction.
   2. Operation and maintenance of "Register Ready—NJ's Special Needs Registry for Disaster."
   1. Transportation planning and implementation for access and functional needs evacuation and movement to MNS for people who do not have transportation or lack mobility.
   2. Development, support, or use of implementation of an alert and warning program for functional needs populations not normally accessible through traditional media.
V. CONCEPT OF OPERATIONS

1. General:

2. Access and Functional Needs Liaison participation in the EOC:

Upon determination by the Montclair State University, Office of Emergency Management, the Access and Functional Needs Liaison, as appointed by the Montclair State University Office of Emergency Management will participate in EOC operations to ensure that the access and functional needs activities are coordinated with general shelter requirements and avoid duplication of efforts.

1. Notification Procedures

Montclair State University Office of Emergency Management may activate all or part of this annex based on projected, potential, or actual conditions in Passaic/Essex County, regionally, statewide, nationally, or internationally. Upon implementation of this annex, county, municipal, nongovernment organization resources will be coordinated and used as available. When necessary, Federal assistance will be requested via the New Jersey OEM. Municipal jurisdictions may activate their access and functional needs plans and/or capabilities and/or resources as necessary in accordance with their appropriate plans and procedures.

1. Initial notification of a disaster or potential disaster is made to Montclair State University Administration, Montclair State University Disability Resource Center,

Montclair State University Student Health Director.

2. The Montclair State University Office of Emergency Management determines the Montclair State University EOC activation, the notifications to be implemented, and the level of EOC staffing.

3. The Montclair State University, Office of Emergency Management staff notifies the appropriate Passaic/Essex County supporting agencies by telephone or electronic means to the emergency coordinator or alternate of those agencies.

4. Recall rosters for county agency and volunteer coordinators are maintained by Montclair State University Office of Emergency Management and are kept in the operations room of the Montclair State University EOC.

5. Each responding agency and/or volunteer organization is responsible for providing their own primary and alternate notification system to ensure the availability of key personnel in an emergency.

6. New Jersey Mass Care IMT (MC-IMT)

Responsibilities:

3. Identification and assessment of facilities suitable for use as MNSs in order to support Montclair State University MNS planning.

1. Identification of potential agency roles and responsibilities within the jurisdiction to aid in the staffing of a local, county, or regional MNS.

2. Support for alternate site discharge operations after the disaster.
1. The MC-IMT at the State EOC monitors the disaster situation through reports from the field and coordinates directly with sheltering agencies.

2. The MC-IMT analyzes available information and recommends response priorities to the

Deputy State Director of Emergency Management.

iii. The MC-IMT makes recommendations concerning all NJESF #6 functions through the New Jersey Department of Human Services (DHS) Access and Functional Needs Liaison. These recommendations form the basis for commitment or redistribution of State resources and requests for Federal assistance as required.

IMT: The Access and Functional Needs Liaison representative in the Montclair State University EOC receives, evaluates, processes, prioritizes, and coordinates these requests on a basis for assistance from internal organizations and other entities. State resources, if requested, should be made through the State EOC, where resource shortfalls are identified and requests prepared for Federal assistance.

During a disaster situation, the New Jersey MC-IMT is established at the State EOC. This group provides expertise for all Mass Care functions. The MC-IMT is lead by the NJ DHS Emergency Coordinator, and it is composed of representatives from the following:

1. The MC-IMT at the State EOC monitors the disaster situation through reports from the field and coordinates directly with sheltering agencies.

2. The MC-IMT analyzes available information and recommends response priorities to the

Deputy State Director of Emergency Management.

iii. The MC-IMT makes recommendations concerning all NJESF #6 functions through the New Jersey Department of Human Services (DHS) Access and Functional Needs Liaison. These recommendations form the basis for commitment or redistribution of State resources and requests for Federal assistance as required.

1. If, during the course of a disaster operation, it appears that significant resource shortfalls are developing that seriously inhibit the State's access and functional needs efforts, the MC-IMT prepares prioritized lists of resource requests. Resulting decisions are translated into directives issued by the State EOC. The detailed activities of the MC-IMT are set forth in the NJESF# 6 (Mass Care) Annex to the state EOP.

2. Access and Functional Needs Liaison Participation in MC-IMT:

1. The Access and Functional Needs Liaison establishes a liaison as necessary with State and/or municipal jurisdictions. The Access and Functional Needs Liaison works with supporting agencies to ensure that, wherever possible, people with functional needs can be integrated into general population shelters in accordance with Federal guidance.

2. Coordination and Support

The Access and Functional Needs Liaison representative in the Montclair State University EOC receives, evaluates, processes, prioritizes, and coordinates these requests on a basis for assistance from internal organizations and other entities. State resources, if requested, should be made through the State EOC, where resource shortfalls are identified and requests prepared for Federal assistance.

During a disaster situation, the New Jersey MC-IMT is established at the State EOC. This group provides expertise for all Mass Care functions. The MC-IMT is lead by the NJ DHS Emergency Coordinator, and it is composed of representatives from the following:

1. American Red Cross.

2. Department of Agriculture.

3. Department of Community Affairs.

4. Department of Education.

5. Department of Environmental Protection.


7. Department of Law and Public Safety.
8. Department of Military and Veteran's Affairs.
9. Department of Transportation.
10. The Salvation Army.
15. NJ Department of Children and Families
16. New Jersey Department of Corrections

1. Coordination
2. Response
3. Initial Responses
   1. Assess the impact of the emergency on people and communities with access and functional needs.
   2. Assist the county and/or municipalities in executing existing plans for alert/warning, transportation, evacuation, shelter, reception, and care of people with access and functional needs from affected areas.

The Access and Functional Needs Liaison at the Montclair State University EOC establishes communications and continually assesses shortfalls and identifies solutions in access and functional needs services through monitoring the situation via local EOCs, ESF agencies, and review of incoming message traffic to the Montclair State University EOC.

- Assess resources specific to access and functional needs missions.

1. Task other ESFs for access and functional needs support through established county EOC procedures.

1. Temporary housing accommodations

should be accessible or adaptable within the house and surrounding it. For example - a house may have an outdoor ramp accessible from the parking area, but if the parking area surface is mud or gravel, accessibility by people with mobility impairments will be further hindered.

1. Services should be available to people in their temporary location, such as a mobile trailer park or new community. Such services may include how people will get prescriptions filled, arrange for medical treatment, access para-transit services, and acquire or replace lost durable medical equipment.
- Individual orientation to a new home may be necessary for individuals with access and functional needs, especially those with vision impairments who now need to navigate in a new environment.

1. Recovery

The New Jersey Department of Human Services may use the Alternate Site Discharge Resource Guide to assist State and local officials with the timely, efficient, and effective placement of shelter residents who are displaced and cannot return home. The guide contains technical information, procedures, resource listings (program eligibility, etc.), and forms needed to assist shelter officials and discharge planning teams in placing individuals in the most appropriate setting to meet their needs.

1. Communications

This section reflects the changes as prescribed by Section 508 standards of the Federal government regarding communications to support the access and functional needs annex. The following are points to be considered with the communications section:

1. Does the plan indicate communications, such as emergency warnings and ongoing communication about a disaster event, will be accessible to deaf, hard of hearing, and blind populations via alternative accessible means (e.g., captioning, qualified sign language interpreters, and alternative formats, such as Braille and audio tape), regardless of delivery methods?

- television, radio, Internet, sirens?)

2. Are there indications in the plan that public emergency preparedness education campaigns are inclusive of people with disabilities in both the message and delivery.

3. Are there multiple and redundant methods to alert, warn, and communicate with access and functional needs populations, including the deaf and hard of hearing?

4. Is emergency preparedness information in accessible formats
   - , closed caption, Braille, large print, etc.)?

5. Have provisions been made so that scrolling messages on television do not block captions in order for deaf and hard of hearing to receive messages?

6. Do reverse 9-1-1 systems have the capability to reach teletypewriters (TTY), smart phones, text messaging devices, videophones, and other accessible communications technologies?

7. Are oral announcements for evacuees in emergency facilities, such as shelters, accompanied by American Sign Language interpreters/foreign language interpreters or posted in English and other languages depending on the population needs?

8. Are TTY, closed caption television, and other supportive communication devices available in emergency facilities such as shelters?

9. Does the plan address how public information, community outreach, and rumor control is handled at the shelter?

1. Demobilization

2. As ESF recovery phase operations near completion, access and functional needs populations will be monitored for short- or long-term recovery issues by the Montclair State University Access and Functional Needs Liaison.

VI. INFORMATION COLLECTION AND DISSEMINATION
1. Status reports, shelter population reports, and requests for assistance generated at the municipal levels are to be passed to the Montclair State University EOC through other established communications channels, including telephone, facsimile, New Jersey Law Enforcement Telecommunications System (NJLETS) computer network, radio, closed circuit television, and messenger.

2. Information concerning access functional needs populations in shelters will be reported through the Montclair State University EOC to the State EOC. All voluntary organizations and other nongovernmental organizations providing access and functional needs services will report pertinent information to the Access and Functional Needs Liaison as set forth in this annex or accompanying appendices and/or as requested during the incident.

VII. ADMINISTRATION, FINANCE, LOGISTICS

1. Resource Procurement

This section describes how the ESF will procure or obtain the resources that may be required for implementation. Resources, as a general term, encompass the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for ESF implementation.

1. In all cases, the primary agency, with continuing representation in the county EOC, will serve as the point of coordination to identify resources needed for ESF implementation. The primary agency will also be responsible for requesting and directing mobilization of the resources.

2. When resources are needed, the primary agency representative will use one or more of the following for securing and deploying the needed resources in the most timely and cost effective manner:
   1. Resources under the direct control of the primary agency.
   2. The ESF support agencies.
   3. Other activated county ESFs through that ESF representative in the county EOCs.
   4. From the corresponding State ESF at the State EOC, if activated.

1. Adjacent counties or municipalities through mutual aid agreements.

2. Private-sector vendors or contractors that would have the resources available.


3. The ESF Liaison will be responsible for determining the process of procurement authorization established by the ESF #5 coordinator and ESF #7.

4. In all cases, the primary agency ESF representative will have information readily available regarding the categories or types of resources relevant to ESF operations to facilitate requesting additional resources.

1. Financial Management

   1. The ESF is responsible for managing financial matters related to resources that are procured and used during an
During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent but usually does not exceed 75 percent.

2. For reporting purposes, support entities will be document their expenditures and submit them directly to the Finance/Administration section or a designated finance service officer as soon as possible.

1. ESF Development and Maintenance
   1. The ESF Liaison is responsible for ESF development and maintenance, which is to be completed through assistance and cooperation of the designated support agencies.
   2. The ESF, as well as associated SOPs, checklists, and other documentation, will be reviewed by the ESF Liaison and modified, if indicated, in response to any of the following events:
      1. Upon the request of the Montclair State University Emergency Management Director.
      1. As a part of the countywide process to update the overall Montclair State University EOP and its annexes.
      2. Following any activation of the ESF for response to an actual incident or an exercise.
      3. Following any change or development in any county government, municipal government, or any nongovernmental organization assigned responsibility for ESF implementation.

1. Upon the opening or closing of any major facility of the primary or support agencies that is considered vital to implementation of the ESF

V. ANNEX DEVELOPMENT AND MAINTENANCE


The Director of the Disability Resource Center is responsible for the maintenance of the Access and Functional Needs annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

1. Review and Updating of Standard Operating Procedures

The Director of the Disability Resource Center is responsible for review and updating of the Access and Functional Needs Annex, SOP’s, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.
VI. DEFINITIONS

The following terms Acronyms/Abbreviations/Definitions were used in this annex:

AFN  Access and Functional Needs

ARC  American Red Cross

CBRNE  Chemical, Biological, Radiological, Nuclear, Explosive

DFO  Disaster Field Office

DRC  Disaster Recovery Center

DWI  Disaster Welfare Information

EOC  Emergency Operations Center

ERT-A  Advance Element, Emergency Response Team

ESF  Emergency Support Function

EST  Emergency Support Team

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>FCO</td>
<td>Federal Coordinating Officer</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>MC-IMT</td>
<td>Mass Care Incident Management Team</td>
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<tr>
<td>MNS</td>
<td>Medical Needs Shelter</td>
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<td>NAWAS</td>
<td>National Warning System</td>
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<td>NDMS</td>
<td>National Disaster Medical System</td>
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<td>NGO</td>
<td>Non-Governmental Organization</td>
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<tr>
<td>NJDCA</td>
<td>New Jersey Department of Community Affairs</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>NJDEP</td>
<td>New Jersey Department of Environmental Protection</td>
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<td>NJDHS</td>
<td>New Jersey Department of Human Services</td>
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<tr>
<td>NJDHSS</td>
<td>New Jersey Department of Health and Senior Services</td>
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<tr>
<td>NJDLPS</td>
<td>New Jersey Department of Law and Public Safety</td>
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<tr>
<td>NJDMVA</td>
<td>New Jersey Department of Military and Veterans Affairs</td>
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<td>NJDOA</td>
<td>New Jersey Department of Agriculture</td>
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<td>NJDOT</td>
<td>New Jersey Department of Transportation</td>
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<tr>
<td>NJESF</td>
<td>New Jersey Emergency Support Function</td>
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<tr>
<td>NJLETS</td>
<td>New Jersey Law Enforcement Telecommunications System</td>
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<tr>
<td>NJOEM</td>
<td>New Jersey Office of Emergency Management</td>
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<tr>
<td>NJSP</td>
<td>New Jersey State Police</td>
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<tr>
<td>OEM</td>
<td>Office of Emergency Management</td>
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<tr>
<td>OPB</td>
<td>Operational Planning Bureau</td>
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<tr>
<td>ROC</td>
<td>Regional Operations Center</td>
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<tr>
<td>SCO</td>
<td>State Coordinating Officer</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<tr>
<td>SPN</td>
<td>Special Needs</td>
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<tr>
<td>TSA</td>
<td>The Salvation Army</td>
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<tr>
<td>USPS</td>
<td>United States Postal Service</td>
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<tr>
<td>USACE</td>
<td>U.S Army Corps of Engineers</td>
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</tbody>
</table>
VII. REQUIRED APPENDICES/ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at University Police Headquarters Communications Desk and at the Montclair State University EOC.

MASS CARE ANNEX

INTRODUCTION

STATEMENT OF APPROVAL

The Mass Care Annex of the Emergency Operations Plan for Montclair State University meets the approval of the Chief of Police, Student Health Director, and the Director of Emergency Management and is hereby approved. This annex supersedes any previously written Law Enforcement Annexes.

AUTHORITY AND REFERENCES

1. Laws, Regulations, and Directives
   1. State Mass Care Emergency Support function

1. References, Guidance Material and Other Documents
   1. New Jersey Disaster Operations Field Manual

III. PURPOSE

1. The purpose of Emergency Support Function Mass Care, is to coordinate mass care service delivery and provide available Montclair State University Campus mass care resources for support of emergency response activities within Passaic and Essex Counties. Operations executed by this annex will include, but are not necessarily limited to, the following:

   1. Provide mass care by supplying and distributing shelter, food, emergency medical aid, disaster welfare information, and bulk emergency relief supplies to impacted residents

   2. Provide resources to support other Montclair State University annexes to assist with their respective operational objectives

   3. Monitor: weather, special events, emergent conditions
This annex governs operations by Montclair State University Student Health Center Director related to mass care at the time of an emergency incident. This annex is an integral component of the Montclair State University Emergency Operations Plan (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of this annex are therefore intended to be fully integrated with other activated Montclair State University annexes.

During a major incident that extends beyond Montclair State University jurisdictional boundaries, it may be necessary for this annex to conduct operations in an autonomous manner, working with NJ ESF #6 groups at the municipal, county, state, and federal levels to: identify needs and problem areas related to mass care; formulate mission assignments addressing those needs or problems; and implement mission assignments. This annex may also work directly with NJ ESF #6 committees of neighboring jurisdictions within the New Jersey Urban Areas Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other Memorandums of Understanding, Memorandums of Agreement, or charter agreements in the event of large-scale or catastrophic incidents.

Montclair State University Mass Care annex is intended to be fully consistent with the New Jersey State ESF #6 and ESF#6 of the Department of Homeland Security National Response Framework, to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments.

IV. POLICIES

The policies that govern the operations of this annex, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

1. Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population

2. Support emergency response operations being conducted by other Montclair State University annexes, or by neighboring jurisdictions, when necessary

3. Gather situational awareness information in support of emergency response operations

4. Support disaster recovery operations being conducted by Montclair State University

5. Support emergency preparedness activities being conducted by Montclair State University

6. Follow Passaic and Essex County Department of Human Services guidelines and policies accordingly

IV. SITUATION AND ASSUMPTIONS

1. Situation

The activation of this annex is predicated by an emergency incident of such severity and magnitude that it requires the resources and capabilities of this annex. Situation information for the various hazards Montclair State University faces can be found in the Hazard Analysis, Section I. On File of the EOP Plan.
Montclair State University Student Health Center Director will deploy personnel to the Operations Center upon request.

1. Planning Assumptions

Implementation of this annex is based on the following general planning assumptions:

1. Personnel and resources of the primary and supporting agencies will be available on a timely basis for utilization in emergency response activities.
2. As needed, the primary and support agencies will implement their Continuity of Operations Plans and/or take other such actions to ensure the availability of personnel and resources.
3. Facilities and systems necessary for implementation of this annex will not be damaged, or if damaged, will be operating out of an alternate facility until the primary facility is restored to service.

Implementation of this annex is also based on the following specific planning assumptions:

1. In an emergency or disaster, if support is requested from the Passaic or Essex County Office of Emergency Management to the Department Human Services, the department will cooperate and allocate personnel as requested.

V. CONCEPT OF OPERATIONS

1. General

This annex is responsible for meeting the mass care-related needs of Montclair State University emergency response operations to provide mass care by supplying and distributing shelter, food, emergency medical aid, disaster welfare information, and bulk emergency relief supplies to impacted residents. This annex is activated upon the request of the Montclair State University Emergency Operations Center (EOC) or Incident Commander, and functions under the supervision and coordination of the Montclair State University Office of Emergency Management. The designated support agencies provide assistance and resources to the Montclair State University Office of Emergency Management upon request. The Annex will then implement mission assignments based on requests from other Passaic or Essex County ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the EOC, in accord with the incident action plan approved by the Incident Commander and Policy Group.

1. Notification and Mobilization

The Incident Commander will be responsible for notifying the Montclair State University Office of Emergency Management of the need to activate this annex of NJ ESF # 6, and informing the Passaic or Essex County Office of Emergency Management on a timeline for activation. The Montclair State University Office of Emergency Management will notify their agency staff assigned to the annex and request their deployment to the EOC and other pre-designated locations as determined. In addition, the Montclair State University Office of Emergency Management will notify the support agencies of the ESF activation and, as
required by the incident, request mobilization and deployment of personnel and/or resources to preassigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the Montclair State University Office of Emergency Management will include, at a minimum, assignment of at least one individual to the EOC to staff the NJ ESF #6 position. Depending on the level of activation of the EOC and the size of the emergency response operation, this individual may also serve as the representative for other annexes for which the department is a primary or supporting agency.

Notification and mobilization will emanate from the Montclair State University Emergency Operation’s Center.

Detailed incident response and EOC notification and mobilization procedures can be found in Section on File of the EOP Base Plan.

Pre-existing agreements with private resource providers have been established with the following for use during emergencies as a part of its procedures for this annex:

1. Actions

This section describes the emergency management actions that may be required this annex to prepare for, respond to, recover from, and mitigate against the loss of life or property during emergency incidents.

1. Preparedness

The following general preparedness actions will be taken by the Montclair State University Office of Emergency Management in anticipation of the activation of this annex and NJ ESF #6:

1. Assess pre-incident needs and develop plans to stage resources for rapid deployment

2. Maintain primary and supporting agency NJ ESF #6 resource database

3. Maintain private contractor resource support database for this annex

4. Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #6 primary agencies

5. Participate in drills and exercises to evaluate emergency response capabilities of this annex

The following specific preparedness activities will also be undertaken by the primary and support agencies in anticipation of this annex and NJ ESF #6’s activation:
6. Pre-deploy personnel and resources as needed

1. Response

The following general response actions will be taken by the Montclair State University Office of Emergency Management representative for this annex in the EOC:

1. Receive a briefing from the Incident Commander regarding the present situation and the immediate need for action
2. Establish a 12-hour operations period shift schedule for staffing this annex, if 24-hour operations are required due to the magnitude of the incident
3. Receive and execute mission assignments from other annexes and the Command Staff

The following specific response activities will also be undertaken by the primary and support agencies for this annex:

4. Cooperate with the Montclair State University Office of Emergency Management in assessing municipalities
1. Recovery

For recovery operations, the organizational structure and method of coordination of this annex will remain the same as that used in emergency response operations. As the emergency response transitions into disaster recovery,

This annex will support NJ ESF #6 mission and assignments of N.J. ESF #14.

The following specific recovery activities will also be undertaken by the primary and support agencies for this annex:

1. Assess impact to campus on Social Services Infrastructure to include population served and facilities
2. Mitigation

Montclair State University identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the Montclair State University Emergency Operation Plan.

The following specific mitigation activities will also be undertaken by the primary and support agencies for this annex in the event of a disaster, where applicable:

1. Cooperate with the Montclair State University Office of Emergency Management in identifying and mitigating social service concerns.
2. Communications

This annex communications protocols and procedures should be consistent with general emergency incident response communications protocols and procedures, managed by the ICS Logistics Section in the EOC, the primary and supporting agencies, and as outlined in the EOP Base Plan.
The following specific communication protocols and procedures will also be undertaken by the primary and support agencies for this annex in the event of a disaster:

All communications for this annex will be under the guidance of the Montclair State University Communications Officer through the EOC.

1. Demobilization

In anticipation for demobilization of this annex and the EOC, the Passaic and Essex County Offices of Emergency Management will take the following actions:

1. Review all documentation of this annex operations, expenditures, and personnel time to ensure completeness and accuracy
2. Track all NJ ESF #6 mission assignments and ensure their completion
3. Prepare information, as necessary, to be used in disaster recovery operations if the continued need for NJ ESF #6 in recovery is anticipated
4. Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of this annex.
5. Transmit all documentation to the Incident Commander and request approval to demobilize
6. Demobilize this annex, with notification to all necessary organizations and individuals

VI. ORGANIZATION AND RESPONSIBILITIES

1. Organization

The organizational chart illustrates the position of this annex in the Montclair State University emergency response ICS organization:

An ICS Chart is on file at the Montclair State University, Office of Emergency Management

1. Assignment of Responsibilities

This section designates the primary and support agencies for implementation of this annex.

The Montclair State University, University Health Center is the primary agency for this Annex. Residence Life and Facilities Departments would also assist. If available, Passaic and Essex County agencies, including the Passaic and Essex County Offices of Emergency Management has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this annex. The Montclair State University, Emergency Medical Services, Residence Life, and Student Health is
specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of providing mass care by supplying and distributing shelter, food, emergency medical aid, disaster welfare information, and bulk emergency relief supplies to impacted residents. The Montclair State University Office of Emergency Management responsibilities are as follows:

1. Coordinate deployment of resources and logistical support

The Montclair State University Administration and Finance Department is designated as a support agency for this annex because they are the official financial entity for the Montclair State University.

The Montclair State University Administration and Finance Department responsibilities are as follows:

- Provide financial support and emergency purchasing authorization.

The Montclair State University Police Department is designated as a support agency for this annex because it encompasses the Police, EMS, and Emergency Management.

The Montclair State University Emergency Management Director is designated as a support agency for this annex because they are the experts in resource management. The Montclair State University Office of Emergency Management Director responsibilities are as follows:

- Deploy for resources as appropriate

The American Red Cross is designated as a support agency for this ESF because the American Red Cross has been the nation's premier emergency response organization. As part of a worldwide movement that offers neutral humanitarian care to the victims of war, the American Red Cross distinguishes itself by also aiding victims of devastating natural disasters. Over the years, the organization has expanded its services, always with the aim of preventing and relieving suffering.

The American Red Cross responsibilities are as follows:

- Provide support for shelter operations

The Passaic and Essex County Volunteer Organizations Active in Disaster (VOAD) is designated as a support agency for this annex because they have numerous volunteer groups helpful in an emergency. The Passaic and Essex County Volunteer Organizations Active in Disaster (VOAD) responsibilities are as follows:
Deploy volunteer organizations as needed

The Community Emergency Response Team is designated as a support agency for this annex because they have the necessary resources and expertise. The Community Emergency Response Team responsibilities are as follows:

Deploy trained CERT personnel as needed for various support missions.

The New Jersey Passaic and Essex County Strike Teams and DMAT are designated as support agencies for this annex because the object and purpose of this organization shall be to bring together members of First Aid and Rescue Squads in order to discuss methods of betterment for the ambulance service, the reduction of the loss of life, the development of a better service through an educational program, and to foster a spirit of harmony and friendship among the various non-profit volunteer squads.

The New Jersey State First Aid Council responsibilities are as follows:

Provide medical support as needed

The Salvation Army is designated as a support agency for this ESF because they are trained to meet all kinds of emergencies by providing food, shelter, clothing and spiritual comfort.

The Salvation Army responsibilities are as follows:

Provide mass are support as needed.

VII. INFORMATION COLLECTION AND DISSEMINATION

Information collection and dissemination protocols and procedures should be consistent with general emergency incident response information collection and dissemination protocols and procedures, managed by the ICS Planning Section within the EOC.

The following specific information and dissemination protocols and procedures will also be undertaken by the primary and support agencies for this annex in the event of a disaster:

Programs will be coordinated through the Montclair State University, Office of Emergency Management.

VIII. ADMINISTRATION, FINANCE, LOGISTICS

Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this annex. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Admin Sections. Additional support should be obtained through requests to the Incident Commander or the EOC, as appropriate.

In the event that this annex resources are overwhelmed, the Montclair State University, Office of Emergency Management will
request assistance through N.J. ESF #5. N.J. ESF #5 will coordinate assistance from NJOEM or other agencies via Memorandums of Understanding and Memorandums of Agreement.

All agencies are expected to finance operations and expenditures from their existing budgets. The Montclair State University, Office of Emergency Management, should accurately track and document all expenditures associated with response operations, and provide this information to the primary agency leading the ICS Finance/Admin Section in the EOC. Financial assistance may be available through Federal Public Assistance and other programs.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

1. Maintenance of the Mass Care Annex

The Director of the University Health Center is responsible for the maintenance of the Mass Casualty annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

1. Review and Updating of Standard Operating Procedures

The Director of the University Health Center is responsible for review and updating of the Mass Care Annex, SOP’S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

X. DEFINITIONS

The following terms Acronyms/Abbreviations/Definitions were used in this annex:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>EST</td>
<td>Emergency Support Team</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>MC-IMT</td>
<td>Mass Care Incident Management Team</td>
</tr>
<tr>
<td>MNS</td>
<td>Medical Needs Shelter</td>
</tr>
<tr>
<td>NDMS</td>
<td>National Disaster Medical System</td>
</tr>
<tr>
<td>NJDHS</td>
<td>New Jersey Department of Human Services</td>
</tr>
<tr>
<td>NJDHSS</td>
<td>New Jersey Department of Health and Senior Services</td>
</tr>
</tbody>
</table>
XI. REQUIRED APPENDICES/ATTACHMENTS

Unless noted, all appendices and/or attachments are on file at University Police Headquarters Communications Desk and at the Montclair State University EOC. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and constituents are likely to follow the lead of employees and managers during an active shooter situation.

**Evacuate/Run:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people Call 911 when you are safe
Hide out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction

(i.e., an office with a closed and locked door)

- Not trap you or restrict your options for movement to prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

Remain quiet, if evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight: Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**Additional Ways to Prepare For and Prevent an Active Shooter Situation**

- **Preparedness**- Ensure that your facility has at least two evacuation routes

  Post evacuation routes in conspicuous locations throughout your facility- Include local law enforcement and first responders during training exercises- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location

- **Prevention**- Foster a respectful workplace- Be aware of indications of workplace violence and take remedial actions accordingly For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.

Reactions of Managers during an Active Shooter Situation Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety How to react when law enforcement arrives:
  - Remain calm, and follow officers’ instructions
  - Put down any items in your hands (i.e., bags, jackets)
  - Immediately raise hands and spread fingers
  - Keep hands visible at all times
  - Avoid making quick movements toward officers such as holding on to them for safety
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises Information to provide to law enforcement or 911 operator:
    - Location of the active shooter
    - Number of shooters, if more than one
    - Physical description of shooter/s
    - Number and type of weapons held by the shooter/s
    - Number of potential victims at the location
An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee Employees typically do not just "snap," but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene • Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia, ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION After the active shooter has been incapacitated and
is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

LESSONS LEARNED To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP
