

Ramapo College of New Jersey
Emergency Preparedness Plan

Ramapo College of New Jersey
Emergency Preparedness Plan

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Ramapo College of New Jersey
Emergency Preparedness Plan

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Supplemental documents: Location – to be Held Offsite and in Emergency Business Operations kits.

- I. Division/Department Critical Resources for Each Critical Function
- II. Division/Department Business Continuity Team Personnel
- III. Building Occupant Detail
- IV. Additional Division/Department Documents:
 1. Business Continuity Plan including Business Continuity Procedures
 2. Standard Operating Procedures.

Note: All requests for procedural changes, suggestions, or recommendations are directed to be submitted in writing to the Chief Planning Officer.

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Article I: Introduction of Emergency Preparedness Plan

Section I.01 Introduction

The safety and security of Ramapo College students, faculty, staff and visitors are a priority of the College's leadership and an integral part of our commitment to excellence. We strive to provide excellent uninterrupted service to our constituency. To that end, this Emergency Preparedness Plan will assist us in identifying the protocol if and when an "event" occurs and jeopardizes the safety of those on campus and/or prevents us from continuing our normal daily operations.

The Critical Incident Management/Emergency Response/ Business Continuity Plans for Ramapo College of New Jersey have been developed to guide the College's response to, and management of, emergencies and critical incidents on campus.

The Complete Plan is designed to maximize public safety, preserve property, minimize danger, restore normal operations of the College, and assure communications within the College and with surrounding communities and agencies.

This Plan will be set in operation if a natural or induced crisis affecting the College reaches proportions that exceed standard established measures. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration. Additionally the Plan is intended to assign responsibility for particular support activities and provide the College community with a framework for the development of unit, as well as facility-specific plans.

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Article I: Section 1.02 Plan Overview

- Identifies the chain of command for decision making on campus during a crisis;
- Details how the members of Incident Command and the Incident Control Units interact and communicate;
- Defines protocol for initiating emergency response communication;
- Defines protocol for disseminating information on campus and to the surrounding community;
- Identifies processes and procedures for evacuation of staff, students and faculty;
- Identifies how and when the Incident Control Unit invokes the need to convene the Critical Incident Management Team;
- Defines the processes and procedures that will occur between the Incident Control Unit and Critical Incident Management Team to identify if the business continuity plans are required;
- Identifies when normal operations resume.

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Article I: Section I.03 Plan Structure and Operations

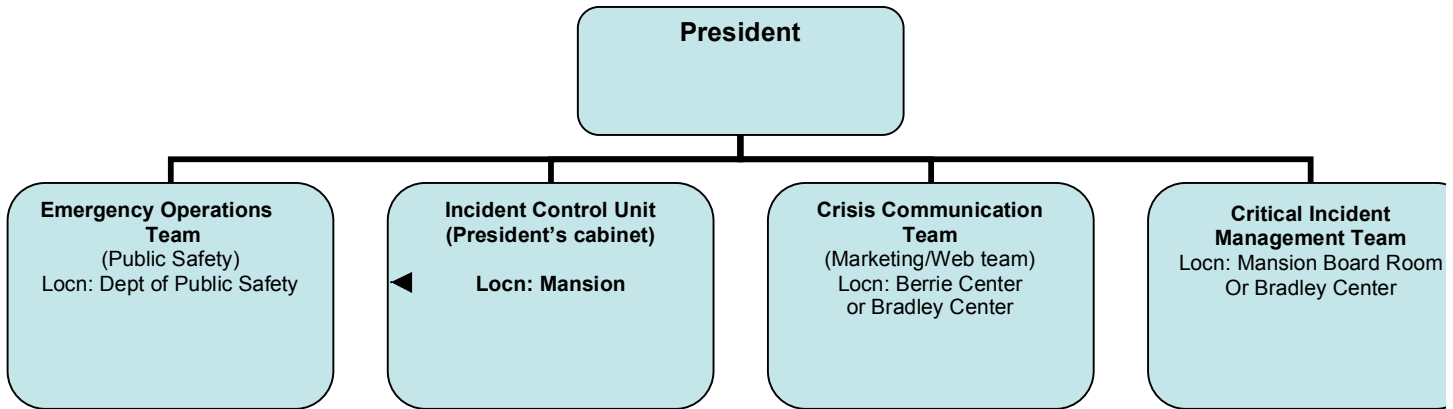
The **Ramapo College Emergency Preparedness Plan** has three main components, each of which deals with separate but interrelated aspects of an emergency situation. The components are listed below:

- **Crisis Management Policy and Procedure** - executive level strategy development and implementation of activities aimed at directing and managing all aspects of the response to and recovery from an emergency situation.
- **Emergency Response and Communication Policy and Procedure** - immediate actions aimed primarily at protecting people and property from injury or damage caused by any emergency situation.
- **Business Continuity of Operations Policy and Procedure** – activities, including substantial pre-planning, aimed primarily at assuring that all critical functions and operations continue to be performed during and after any emergency situation.

In an emergency on campus, the Emergency Preparedness Plan provides for a structured assessment process and cascaded activation of each of the three main components listed above. Supplementing this plan are the detailed departmental plans that are controlled and maintained by each unit head and facility specific plans.

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Article I: Section I.04 Organization



Emergency Operations Team: Includes Public Safety officer responsible for Incident Command, with direct communication to the Director of Public Safety.

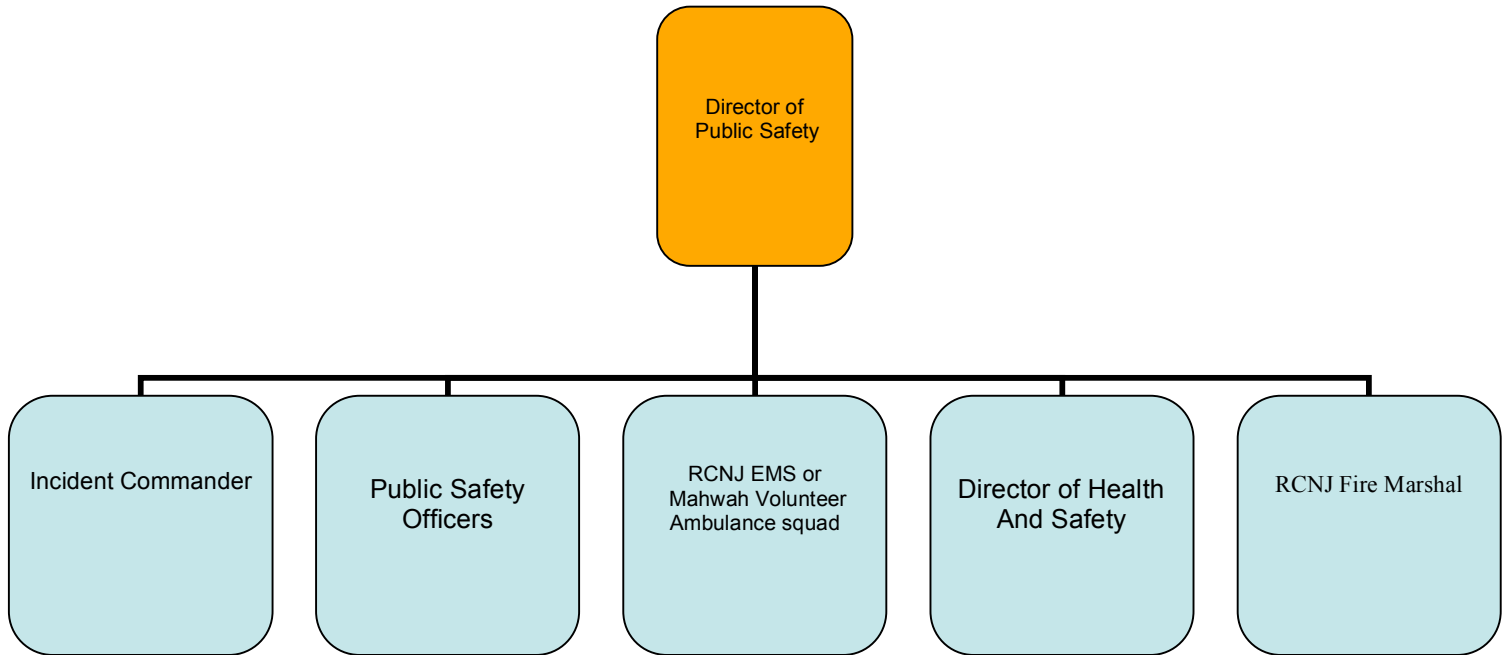
Incident Control Unit: Upper level decision body directing the institution's activities during the crisis.

Crisis Communication Team: AVP for Marketing and Communications, directing the web team and publicity team regarding information for the public regarding the incident. All information will be disseminated from the Emergency Communication Center.

Critical Incident Management Team: Managers of key areas charged to put into place the decisions made by the President, the Critical Incident Team with recommendations by Director Public Safety. The CIMT will be housed in the Critical Incident Command Center.

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Emergency Operations Team*

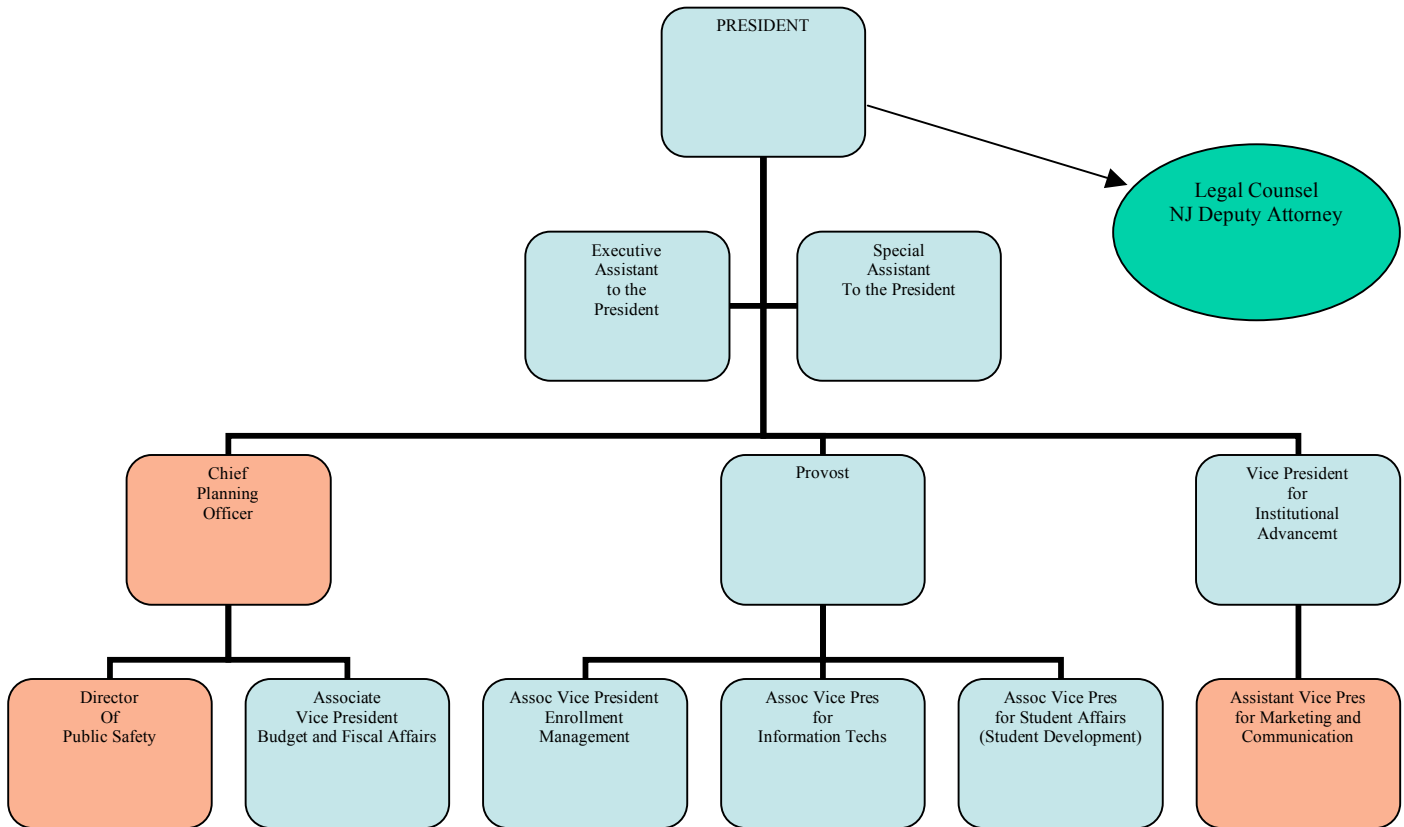


***note: members of this team will vary depending on crisis and types of assistance needed.**

External Agencies involved might include:
Mahwah Police Dept. (and other local PD's),
Mahwah Fire dept (and other local FD's),
Bergen County HAZMAT,
Valley, Bergen Regional, Good Samaritan Hospitals;
NJ State Police.

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Incident Control Unit**

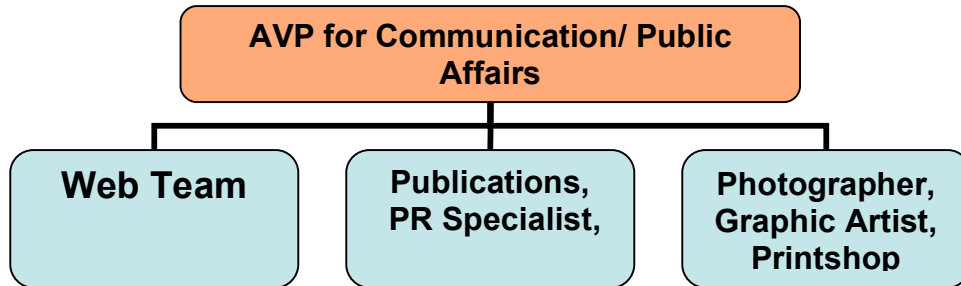


**** Note:**

- The Chief Planning Officer serves as chair of Critical Incident Management Team.
- The Assoc VP for Marketing and Communications serves as chair of Communications Team.
- The Director of Public Safety serves as chair of the Emergency Operations Team.

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Crisis Communication Team



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Article I: Section 1.05 **GLOSSARY OF TERMS**

- A. **Crisis Communication Team:** Led by the Assistant Vice President for Marketing and Communications, this team is responsible for composing and distributing information regarding the crisis.
- B. **Critical Incident:** An event that will possibly cause deaths or significant injuries to faculty, staff, students, or the public; or will shut down business, disrupt operations, cause physical or environmental damage; or that will threaten the institution's financial stability.
- C. **Critical Incident Command Center (CICC):** The Command Center is the location selected by the Critical Incident Management Team (CIMT) to be used by them or their designees to develop responses and manage the recovery process related to a long term crisis situation. The CIMT determines the location, hours of operations and how it will be staffed. Those staffing the CICC will be in continuous communication with the Emergency Operation Center operated by the Department of Public Safety. The CICC may be a "virtual" location when circumstances dictate it to be beneficial, when physical facilities are not available and/or technical capacity is not available to support the communications required by the CIMT. The CICC will be insulated from media contact.
- D. **Critical Incident Management Team (CIMT):** The Critical Incident Management Team supports the President and Incident Commander by providing resources required to overcome the incident. It consists of departmental managers. Their role is to provide support and resources in the areas of planning, operations, logistics and administration. This team of RCNJ operational experts will work with the Incident Control Unit to re-establish control during and after the incident. The team will be working closely with the Incident Control Unit as the incident progresses. It is the Critical Incident Management Team that assists in restoring the infrastructure and processes to ensure continuity and restore business to normal.
- E. **Emergency Communications Center:** A site in a location physically distant from the critical incident; the site will be chosen in consultation with Public Safety. The Assistant Vice President for Marketing and Communication will deliver information to the media from this location. The location should have a stage with a podium for purpose of disseminating information to the media. Viable locations on campus include the Berrie Center, the Bradley Center or the Trustees Pavilion. The parking directly adjacent to these buildings will be used by press vehicles. If the Berrie Center or the Bradley Arena is used, the South gate will be the designated entrance, if the Pavilion is used, the North gate will be the designated entrance for press vehicles.
- F. **Emergency Operations Center:** The EOC will be located at the Department of Public Safety. All information flows to and from the scene of the incident ultimately culminating in reports to the Director of Public Safety. The EOC will not be located near nor be dependent on the Critical Incident Command Center. The EOC has as its primary responsibility on-scene activities at the site of the incident
- G. **Emergency Operations Team:** Consists of the responding officer, the Director of Public Safety and other officers as designated by the Director of Public Safety. This team will cooperate and coordinate with official emergency response authorities from the Township of Mahwah.

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- H. **Emergency Unit:** A Unit properly trained and equipped for specific emergencies. The Unit provides, on a 24-hour basis, immediate response in order to bring the emergency situation under control.

Emergency Units are identified as:

RCNJ Department of Public Safety
RCNJ Fire Marshal
RCNJ EMS Squad
Mahwah Police Department
Mahwah Fire Department
Mahwah Department of Emergency Management
Bergen County Police Department
Bergen County Office of Emergency Management
Bergen Regional Hospital
New Jersey State Police
New Jersey Department of Community Affairs, Office of Fire Marshal
Valley Hospital, Ridgewood, NJ
Good Samaritan Hospital, Suffern, New York
Bergen County HAZMAT
Mahwah Volunteer Ambulance Squad
Contractors hired by RCNJ to Supplement College services

- I. **Incident Commander (IC):** The Incident Commander is the person **at the scene of the crisis incident**, designated by the President to be in charge of the emergency response and “on-scene” operations. It is the highest ranking authority (based on type of incident) with the appropriate expertise consistent with incident. (It can be the ranking officer of the Department of Public Safety on scene and later transferred to the Assistant Director of Public Safety; or in case of a pandemic situation it would be the Associate Director of Health Services or designee).
- J. **Incident Control Unit, (ICU):** The Incident Control Unit consists of the RCNJ President and members of the President’s Cabinet and any official deemed essential by the President or his designee. The Incident Control Unit is responsible for decisions, approval of plans and actions, and management of all matters related to RCNJ and the critical incident.
- K. **Resource Unit:** A unit providing assistance to emergency units in the form of information, expertise, and/or procurement of materials and services.

Resource Units are identified as:

Business Continuity
Budget/Purchasing
Environmental Health & Safety
Facilities
Center for Health and Counseling Services
Human Resources
Information Technology Systems, (ITS)
Marketing and Communications

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Bergen County Emergency Management
Bergen County Health Office
NJ Department of Public Safety
US Postal Service

- L. **State of Emergency:** This situation exists when a critical incident (occurring on campus or off campus) has resulted in substantial disruption of RCNJ functions; is likely to be long term; it disrupts continuity of normal operations and threatens the well being of the College community. A state of emergency may require modification of or altering normal functions, established procedures and/or policies without submitting to a formal process. ONLY the President of RCNJ or his designee may declare a “State of Emergency” on the college campus. In the event of a statewide emergency, the Governor can close all state agencies.

Article I: Section 1.06

Review, Update and Distribution of the Plan:

The Plan is a “living document” that requires yearly review and updating. This overall Plan and the Departmental Plans will be reviewed and changed (if necessary) every year.

The Emergency Preparedness Committee will review the overall plan. Departmental Business Continuity plans will be maintained by the Unit Heads.

- A. A Committee appointed by the President and his/her Cabinet and chaired by the Chief Planning Officer is charged to review the Emergency Preparedness Plan and Departmental Plans on an annual basis. This Committee recommends revisions to the President and Cabinet. Notification of this review process and schedule will be sent to all emergency and resource units serving the College for the purpose of soliciting revised information. Additionally, the plan is to be reviewed as appropriate following an event that requires the activation of the Critical Incident Management Team.
- B. The committee also monitors and reviews the plan on an annual basis verifying:
- Accuracy,
 - Appropriateness and
 - Usefulness

of information, materials and activities regarding Emergency Preparedness, Critical Incident Management and Business Continuity Plan.

Distribution of the Plan

Provisions to distribute and make available the updated versions to appropriate college personnel will be made on a yearly basis.

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Article II: Section 2.01 **Critical Incident Management: Policy and Objectives**

The Emergency Preparedness Plan is designed to maximize public safety, preserve property, minimize danger, restore normal operations of the College, and ensure communications within the College and with surrounding communities and agencies.

This Plan:

- A. Becomes operational if a natural or induced crisis reaches proportions that exceed standard established measures. A crisis may be sudden and unforeseen, or there may be warning.
- B. Is sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.
- C. Assigns responsibility for particular support activities and provides a framework for the development of unit, as well as facility-specific plans.

The College conducts continuous assessments, planning, and implementation of systems, processes, procedures, instruction, training, and exercises to minimize the risk of personal injury, property loss and interruptions of service resulting from critical incidents. The College relies upon and cooperates with public bodies and agencies charged with disaster control activities and services.

Four elements compose the foundation of the College's critical incident strategy.

- **Mitigation**- committed to take necessary and prudent steps to minimize risk.
- **Preparedness**-develops and implements necessary and prudent measures to provide for continuity of critical operations.
- **Response**-committed to develop appropriate systems, support mechanisms and networks to react to critical incidents.
- **Recovery**-develops reasonable and prudent resources and systems to restore normal activities as quickly as possible following an emergency or a disaster.

The plan was developed in accordance with appropriate laws, regulations and policies that govern and guide crisis/emergency preparedness and reflects the best and most current thinking in this area. The College and responding emergency units conform to the FEMA guidelines for Incident Unified Command structure under the National Incident Management System (NIMS or ICS).

The Plan provides a process for aiding local communities when appropriate, although the primary responsibility is to the RCNJ community.

When necessary, coordinating a response with the Township of Mahwah, County of Bergen, State of New Jersey and Federal authorities will provide the following outcomes:

- A more rapid response and systematic approach to critical incidents;
- A venue for promptly identifying and supporting College decisions necessitated by a critical incident;
- A system for evaluating all critical incidents with the goal of providing improved plans to protect lives and property as well as reduce exposure to vicarious liability; and

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- Improved management public information.

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Article II Section 2.02 Chain of Command

- 1) President
- 2) Provost
- 3) Chief Planning Officer
- 4) Vice President for Institutional Advancement
- 5) Associate Vice President for Student Affairs (Student Development)

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Article II Section 2.03 Operating Procedures

Article II Section 2.03.1

Procedure: Critical Incident Management

Critical Incident Planning Prioritization Criteria include the following:

1. Protect human life;
2. Prevent/minimize personal injury;
3. Protect the environment from severe long-term degradation;
4. Prevent/minimize damage to physical assets, including structures, animals, and research data;
and
5. Restore normal operations.

In the event of a crisis incident the Department of Public Safety immediately notifies the President.

The President (or designee):

- Puts into action the appropriate procedures necessary to respond to the incident and safeguard persons and property.
- Consults with the Director of Public Safety or his designee regarding the incident and the possible need for a declaration of a campus state of emergency. Defines the threat level and communicates it to the community. (See [Appendix A-1](#) and [Appendix A-2](#))
- Determines the need for convening the Incident Control Unit (ICU);
- Provides liaison to the Board of Trustees;
- Directs the planning, response and management of incident control and recovery activities in accordance with established policies and procedures. This may include charging the Critical Incident Management Team to convene and make recommendations;
- Makes communication decisions in consultation with the AVP for Marketing and Communications. In severe cases, an immediate Alert Me Now message will be sent. (See Emergency Communication Response Protocol – Article III).

Article II Section 2.03.2

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Emergency Operations Team:

- Consists of the responding officer, the Director of Public Safety and other Public Safety officers as designated by the Director;
- Has primary responsibility for immediate response;
- Cooperates and coordinates with official emergency response authorities from the Township of Mahwah, County of Bergen, State of New Jersey and Federal authorities.

Critical Incident Management Team:

- Begins the process of reviewing the probable length of disruption and what business continuity efforts must be initiated;
- Reports information back to President regarding recommended solutions;
- Acts on the direction given to them by the President;
- Consults the Business Impact Analysis, the academic/business calendar and their department's continuity plans to determine set of recommendations to forward to the ICU.

Article II Section 2.03.3

Restricting Access

In the event of a critical incident or a declared state of emergency, it may become necessary to restrict access to the entire campus or to specific areas on campus.

- A. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter a restricted area affected by the incident.
- B. Employees are directed to check with their managers to identify whether they are needed on campus or not. They may be part of a "resource unit" and therefore are "essential employees" and are required to be on campus.

Article II Section 2.03.4

EOC: Emergency Operations Center:

- a) The Department of Public Safety office will serve as the Emergency Operations Center (EOC) for the College during a critical incident. Alternate location: the Pavilion or portable site created specifically for this use by consulting with the Mahwah Office of Emergency Management or other public agencies as necessary. The decision regarding the location of the alternate site will be relayed to the Incident Control Unit. The President will direct the publication of this information through the Assistant VP for Marketing and Communications and the Chief Planning Officer.
- b) Is the main headquarters for incident command and is staffed by the Department of Public Safety.

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- c) College employees staffing the EOC will assist and facilitate the resolution of the incident. They also report updates to the Incident commander, who will in turn report to the President.
- d) Radio, video access, telephone, emergency generator and computer communications capabilities are all required in an EOC.

During an initial crisis the members of the EOC will:

- Provide resources and information to field operations;
- Coordinate response;
- Assist and facilitate the Incident Commander in providing resolution;
- Track and provide status reports on activities that have been initiated and the resources that have been mobilized to assist field operations;
- Manage activities away from the scene;
- Brief the President or designee on the status of the operation; the President or designee will update and direct the CIMT (Critical Incident Management Team), EOT (Emergency Operation Team) and ECT (Emergency Communication Team).

Once the critical incident is stabilized the members of the EOC will:

- Provide support to incident commander and other public safety staff to activate the next steps consistent with the President's instructions.

Article II Section 2.03.5

Evacuation and Relocation Protocol:

Designated Shelter Sites:

A temporary shelter or facility will be identified:

- A) Bradley Center or
- B) Pavilion or
- C) Student Center Alumni Lounges.

Prior to relocating to the alternate location/temporary shelter, department heads/supervisors are requested to take inventory of the staff reporting to them. It is important that we can account for each member of the staff during a crisis. For essential employees, department heads should know how to contact them in the event we must activate the Business Continuity plans. Essential employee classifications are defined in [Appendix A-3](#). Before releasing any staff members, please make sure they fill out the Campus Census forms in [Appendix A-4](#). These documents assist us in locating them in the event their next of kin contact the school.

- a) The Department of Public Safety in conjunction with the Emergency Response Units conduct an assessment of the need to "shelter in place" or evacuate a building, area or the entire campus. The assessment is forwarded to the President and/or his designee.
- b) If evacuation is ordered, College Public Safety Officers and other College personnel are dispatched to the evacuation site(s). See map and list of evacuation sites in [Appendix A-5](#).
- c) Through the Unified Command of College Officials and Emergency Response Units the Director of Public Safety/designee confers with the ICU regarding further evacuation or relocations. All information is then disseminated to the President and/or his designee.

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- d) When the Unified Command of College Officials and Emergency Response Units determines a building, location, area, safe to be reoccupied, The Director of Public Safety will bring forward the information for reoccupation to the President and ICU. The order to reoccupy or remain evacuated will be given to the Incident Commander at the direction of the ICU. Any reoccupation can occur only with the permission of President/designee.
- e) Coordination for assistance, equipment, and supplies will be determined at the relocation site as needed.
- f) Immediate medical assistance will be requested for injured persons. If mass injuries have occurred, the Mahwah Emergency Service responders will implement the operative mutual aid plan. Ramapo's EMS will respond as defined in [Appendix A-6](#). Building fire alarm systems are used to notify occupants of the requirement to evacuate a facility unless an emergency precludes this action. All faculty, staff and students have been directed to become familiar with the Emergency Management and Evacuation Plan for their organizational unit as well as the buildings where they work.
- g) Members of the College community are directed to become familiar with the location and use of exits, stairwells, elevators, fire alarms, and established areas of shelter for those buildings which they typically use over the course of a semester. In order to facilitate this, the College has evacuation drills regularly in all buildings.
- h) If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate using an evacuation chair or a carry technique. Evacuation chairs (Evacu-Trac chairs) are located in every Area of Rescue Assistance in the Academic Building Cores, and in the stairwells (upper most floor) of the Library, G building, H Building, Anisfield School of Business, Student Center Annex, Berrie Center, Mackin Hall, Bischoff Hall, Pine Hall, Linden Hall, Laurel Hall, Overlook Hall and the Thomases Commons. These chairs are to be used only by trained personnel.

Article II Section 2.03.6

Evacuation/Refuge Plan for Persons with Physical Disabilities

- a) Students with mobility disabilities are encouraged to register with the Office of Specialized Service.
- b) Faculty/staff with mobility disabilities are encouraged to register with Human Resources. See the Registration Form for Persons with Disabilities in [Appendix A-7](#), is available on the Human Resources website. You can complete this form and press "submit" (your information will be automatically sent to HR or you can print it and send via interoffice mail marked confidential.)
- c) A list of the class locations of the registered students with mobility disabilities (or other disabilities that would affect evacuation) is distributed to emergency coordinators and the Department of Public Safety.
- d) All persons with disabilities are asked to proceed to the designated area of rescue assistance in the building they are occupying.
- e) Emergency coordinators must check designated areas of rescue assistance before they exit the building and if someone is waiting for assistance to contact Public Safety. Assistance will be provided to facilitate a quick exit from the building.

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- f) If a power outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window with natural light that is also near a working telephone. During regular working hours, Emergency Coordinators should be notified so they can advise emergency personnel. If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Public Safety at extension 6666. Some campus telephones may not operate during a power outage, but pay telephones and mobile phones are likely to be operating. As soon as information is available, the campus emergency information line (201-236-2902) will have a recorded message stating when power is likely to be restored. The College homepage website will also provide updated information. In the academic areas there are elevators that run off the emergency generator. They are as follows: Student Center Annex, G Building, and Anisfield Building; in the Residence Halls: Linden, Laurel, Pine, Overlook, Mackin, and Bischoff (not Village).

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Article III Emergency Communication Protocol

Article III Section 3.01 Policy and Objectives:

Emergencies can occur at any time and without warning. Careful planning with an emphasis on safety will assist community members in responding appropriately to crises and emergencies. This plan addresses media relations and communications issues.

The goal of the Emergency Communication protocol is to provide accurate information and visible leadership in a timely fashion. Without prescribed communication protocols in place, potentially damaging issues can negatively affect the College's long-term image, credibility and public relations.

This plan establishes communication protocols to ensure that campus officials and communicators are familiar with both procedures and their specific roles. This plan is designed for internal use and is not intended to establish any standard of care enforceable by third parties.

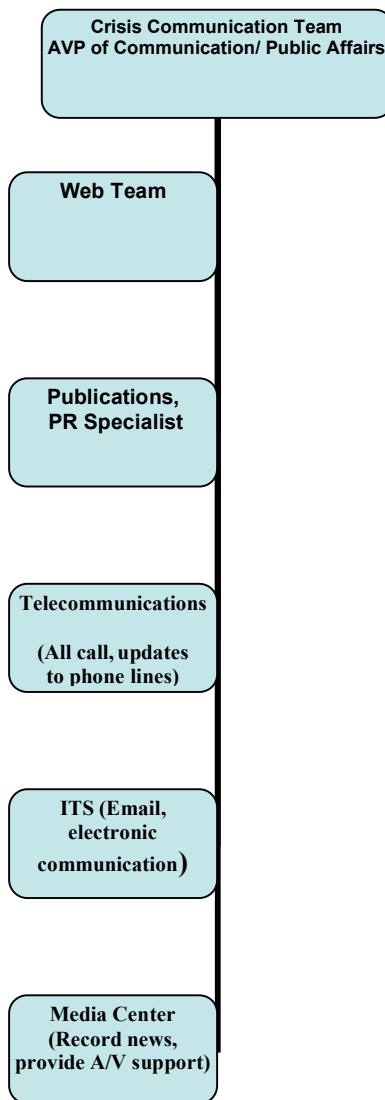
Objectives

- To provide accurate, factual and timely information to students, employees and the public.
- To ensure that messages delivered during a crisis are consistent with the values and mission of Ramapo College.
- To ensure that official communications are uninterrupted, regardless of circumstances.

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Article III Section 3.02 Organization

Crisis Communication Team



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Article III Section 3.03 Operating Procedures:

Article III Section 3.03.1 Actions to be taken

1. Assess Situation: Gather and verify information. Report new facts to members of crisis team. Post information on the web.
2. Assistant Vice President for Marketing and Communications is the official spokesperson for the campus, in her absence, Vice President for Institutional Advancement is the spokesperson.
3. The college will make no public announcements before facts are verified and family members have been notified.
4. Make notifications as detailed in section 3.03.3.
5. Reconvene Crisis Communication team during the incident as needed. Communicate with the Emergency Operations Center (EOC) to have the media relations area established. Should the situation warrant, an offsite media center one will be established.
6. Monitor and save all print and broadcast coverage.
7. Update appropriate constituencies as needed throughout the incident.
8. Draft correspondence detailing the facts.
9. Identify actions taken to address the situation.
10. Reconvene the team after the incident to review and revise plan as necessary.

Article III Section 3.03.2 Responsibilities

The Assistant Vice President for Marketing & Communications will:

- Coordinate the release of public information with media and external agencies as appropriate.
- Oversees the flow of communications and briefs the President, members of the Critical Incident Management Team, and other College officials, as appropriate.
- Monitors media coverage during and after the incident.
- Forward articles and/or video to Cabinet members to help assess the impact of the College response and to determine next steps.
- Establish media relations at a location chosen in consultation with the Department of Public Safety; media will be informed that all briefings will occur at the media relations location.
 - The Berrie Center will serve as the location for media resources and briefings.
 - Media staff and vehicles will be parked in the "Lot A-2 or A-3" across from the Berrie Center; or in Lot A-1 for the Bradley or in Lot adjacent to the Pavilion, Mackin and Bischoff Halls for the Pavilion. All press vehicles enter via South Gate and are directed to that location.
 - If Berrie Center not a viable location: media relations will identify alternate locations that may have access to telecommunications services.
 - Should the situation warrant an offsite media location, an offsite Emergency Communications Center will be established.
- Official information will be available at one of these sites for the public.
- Coordinate with the Director of Business Continuity and other CIMT members to notify customers, employees, and the general public on progress toward recovery.

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Article III Section 3.03.3

Emergency Communication Procedures

A) Methods and Outlets

The Ramapo College of New Jersey notification systems will transmit critical information to the campus community as quickly as possible. Content for text for emergency messages will be prepared by the Department of Public Safety, Assistant Vice President for Marketing & Communications or the President and Cabinet. Where possible, one of the pre-scripted messages will be used and tailored to the emergency. Information will be disseminated as appropriate. (Note: see Examples of Pre-scripted messages for voice mail, text and email detailed in [Appendix B.](#))

The following means of communication may be used:

1. Alert Me Now mass communication system:

Note: The incident commander or his designee will send out message when required by Clery regulations. Subsequent notifications will be authored by the Assistant Vice President of Communications and Marketing and distributed consistent with the college's broadcast policy.

2. The Voice Mail System - Broadcast messages.
3. The RCNJ Web Site - Home Page announcement
4. Email System
- 4 Mass Media Outlets
- 5 RCNJ Radio Station, Cable Station and other local commercial stations.
- 6 Facebook: Ramapo has established a Facebook site where we will post emergency announcements.

Preparing and delivering the messages

The Assistant Vice President of Marketing & Communications will communicate an emergency announcement with back up by the Vice President of Institutional Advancement. The protocol identified in the college's broadcast policy will be followed.

Section IV: Pandemic Plan

Section 4.01 Policy and Objectives

Pandemic Planning is consistent with our goal to develop a culture of preparedness. This planning process affords the institution the opportunity to ensure continuity of services and also protection of our students, faculty and staff in all circumstances that may arise.

Our Pandemic Plan resides within our Emergency Preparedness Plan and is consistent with other aspects of Contingency Planning.

This plan serves as a guide to help us respond appropriately to a pandemic situation. Flexibility is needed based on up to date information variables. We will actively monitor the CDC (www.cdc.gov) and the WHO organization website (www.who.int) and information they publish during the course of a suspected pandemic. We will also monitor activities and events on other college campuses within our geographic area and nationwide.

The World Health Organization (WHO) describes 10 points of reference for Pandemic influenza (flu):

1. Pandemic influenza is different than seasonal influenza;
2. Influenza pandemics are recurring events of another pandemic;
3. The world may be on the brink;
4. All countries will be affected;
5. Widespread illness will occur;
6. Medical supplies will be inadequate;
7. Large numbers of deaths will occur;
8. Economic and social disruption will be great;
9. Every country must be prepared; and
10. The WHO will alert the world when the pandemic threat increases (pandemic alert phases).

The objectives of our Pandemic Plan:

- * Minimize the risk of pandemic influenza to students, faculty and staff;
- * Support students who remain on our campus;
- * Continue functions essential to college operations during a pandemic; and
- * After the pandemic, resume normal academic, administrative and, research operations as soon as possible.

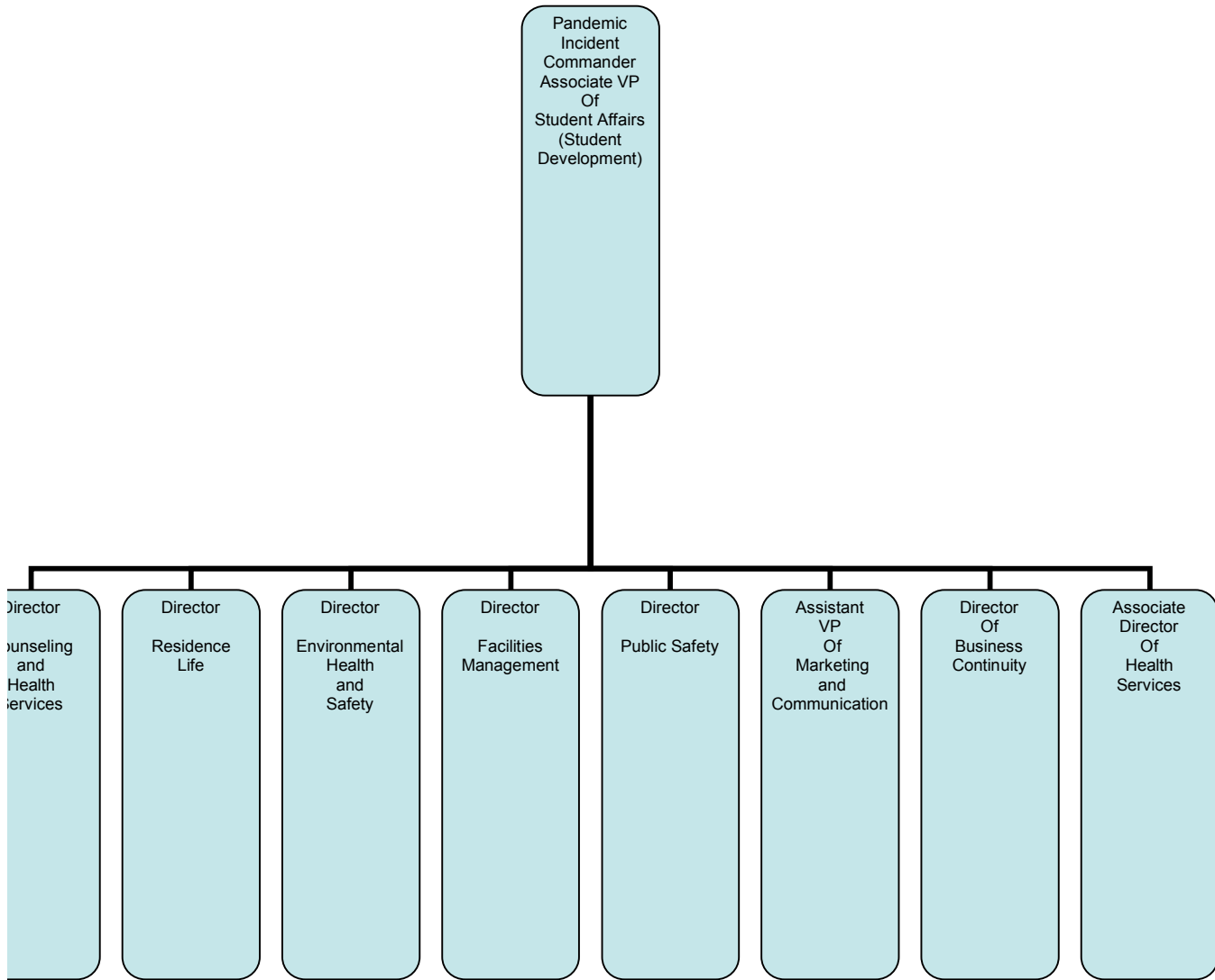
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In order for effective Pandemic Planning to occur, a Pandemic Assessment Team will be convened to discuss strategic plans and begin to invoke the activities detailed in this plan. The members of the committee will be representative of various departments on campus (e.g. Facilities Management, Residence Life, Health Services, Environmental Health and Safety, Marketing and Communications). The team will be convened by the Associate Vice President of Student Affairs, Student Development. Information, updates and recommendations will be discussed and reported to the Incident Control Unit (President's cabinet and incident commander). The Incident Control Unit (see section I.04 of Emergency Preparedness Plan) will direct the Pandemic Assessment team regarding the direction and activities they feel consistent with the issue at hand. Each team will convene to prepare reports detailing information and directives.

This Pandemic Plan functions within the guidelines defined in our Emergency Preparedness Plan, with the teams identified therein meeting and directing activities on campus. If necessary, the Critical Incident Management Team will be convened and activities consistent with maintaining the functioning of the units within the Pandemic will be discussed and directives given.

Section 4.02 Organization
Pandemic Assessment Team

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Some members of this committee may change, based on the needs of the college and the nature of the pandemic illness.

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The Incident Commander in any pandemic situation is the Associate Vice President of Student Affairs, Student Development or designee. He/she convenes and chairs the Pandemic Assessment Team. He/she confers with the Incident Control Unit and provides recommendation as the Pandemic situation progresses. The ICU sets direction and communicates that to the Incident Commander and Pandemic Assessment Team. The protocol within the Emergency Preparedness Plan will be followed should we activate the Pandemic planning process.

The following plan will identify institutional activities that we anticipate will occur in each defined level of the pandemic. This is a guide to assist us in controlling the spread of the pandemic on campus at the same time attempting to plan for the continuity of academic instruction and business functions that occur daily on campus.

Section 4.03 Communication Protocol:

Communication to the community will be consistent with the procedures defined in the Emergency Preparedness Plan. The Incident Commander will decide protocol required for each pandemic situation. It will be necessary to report the status of a possible Pandemic on campus to the College community¹. Level 1 and Level 2 communications will include information on how to protect yourself and other health related measures you can take to prevent the spread of the pandemic. Level 3 communications will inform the community of occurrences of the virus on campus. Regular updates will be provided through the appropriate tools to include College web site, email, voice mail and if indicated in severe instances, our emergency communication system. Health related information will be provided by the Office of Health Services. Marketing and Communication will assist in developing content of the communication, distribution and posting of information. Venues may include web sites, email, student newspaper, student radio station, college cable station (RCTV/Channel 3), posters, digital sign boards and any other means appropriate for the dissemination of information. Special attention will be paid to inform those visiting our campus for seminars, meetings, athletic events etc. of the pandemic events that may be occurring on campus.

¹ Community will include internal and external groups who have a need to be on campus. It will include students, faculty, staff, and groups renting/using our facilities, persons coming on campus to attend events. Particular care will be made to reach out to these person(s) with information that could/would inform their decision to come on campus.

Section 4.04 Threat Levels

Definitions:

Identification of “Levels”:

The levels defined below will guide our actions and the protocol the institution will follow for effectively dealing with the student, academic and business challenges that each level introduces.

Level 1: Confirmed cases of human-to-human transmission of new strain of flu (global)

ACTION: Minimal local action required, monitor

Level 2: Suspected case(s) on campus or suspected/confirmed cases in Bergen County area

ACTION: Some activity and communication with College community and surrounding area. Distribute appropriate personal protective equipment to emergency responders along with associated activities (training, fit testing for respirators, etc)

Level 3: Confirmed case(s) on campus, in increasing numbers

ACTION: Incident Control Unit follows recommendations made by Pandemic Assessment Team, monitors activity, and makes decision regarding continuation of classes, work and non-academic activities. Also review external groups coming to campus, decide whether to continue service to them (i.e. should they come onto campus)

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Level 1 Activities will include:

- Assess the pandemic situation worldwide, statewide, county wide and campus wide
- Identify prophylaxis activities that should be used to prevent the spread of the virus
- Convene meetings of pandemic assessment team to develop plans in the event the pandemic situation worsens on campus
- Be very proactive in communicating with students, faculty, staff and parents
- Assess number of N95 respirators available, order additional if necessary
- Provide Pandemic training to EMS, RA's, Public Safety, Facilities and Food Services

Level 2 Activities will include:

- Continually assessing the pandemic situation worldwide, statewide, county wide and campus-wide
- Conduct medical evaluations for emergency responders
- Provide appropriate training for staff (e.g. N95 respirator training, etc.) so that they can function effectively in level 2 or level 3 situations
- Continuing appropriate communication to the community
- Begin planning activities to ensure continuation of services to on-campus students
- Begin planning activities to address continuity of academic and business services

Level 3 Activities will include:

- Assessing the pandemic situation worldwide, statewide, county wide and campus wide
- Continuing appropriate communication to the community
- Consider activating emergency action plan
- May use emergency notification system, depending on severity of pandemic situation on campus
- Consider need to restrict access and movement on campus
- Identify additional services that may be required due to current level of pandemic situation on campus. (e.g. additional cleaning requirements, additional or special food service needs, telecommuting, distance/online learning options etc.)
- Convene members of service departments (Residence Life, Food service, ITS, Human Resources, Enrollment Management etc) to identify alternate plans if necessary
- Provost and Deans will offer suggestions, recommendations to faculty regarding the delivery of instruction

See appendix E-1, E-2, E-3 for suggested/sample activities that we anticipate will be ongoing during each level of the pandemic.

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Appendix A-1:

Homeland Security Alert Codes

Listed below are the five levels of terrorism alerts outlined by the Department of Homeland Security, as well as the recommended government and private-sector responses. The alert status is subject to change in response to regional, national or world events. Please feel assured that the College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the state and local police department, the Red Cross and FEMA, the College has access to an abundance of resources. For more information please refer to the following Web sites: www.fema.gov, www.cdc.gov, <http://www.whitehouse.gov/homeland/>, and www.redcross.org. The intranet will provide more information on the actions the College has taken in regard to a specific code.

RED: Severe risk of terrorist attacks.

- Assign emergency response personnel and pre-position specially trained teams.
- Monitor, redirect or constrain transportation systems.
- Close public and government facilities.
- Increase or redirect personnel to address critical emergency needs.

ORANGE: High risk of terrorist attacks.

- Coordinate necessary security efforts with armed forces or law enforcement agencies.
- Take additional precaution at public events.
- Prepare to work at an alternate site or with a dispersed work force.
- Restrict access to essential personnel only.

YELLOW: Elevated condition. Significant risk of terrorist attacks.

- Increase surveillance of critical locations.
- Coordinate emergency plans with nearby jurisdictions.
- Assess further refinement of protective measures within the context of the current threat information.
- Implement, as appropriate, contingency and emergency response plans.

BLUE: Guarded condition. General risk of terrorist attack.

- Check communications with designated emergency response or command locations.
- Review and update emergency response procedures.
- Provide the public with necessary information.

GREEN: Low risk of terrorist attacks.

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- Ensure emergency personnel receive training.
- Assess facilities for vulnerabilities and take measures to reduce them.
- Refine and exercise planned protective measures.

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Emergency Closing / Information

Please use the following resources to keep yourself up to date with emergencies and the school's closing status.

- Emergency Closing / Information Phone Number
(201) 236-2902

Emergency Closing / Information on the Web
Ramapo Intranet
<http://guide.ramapo.edu>

Local Resources

College Resources

- Ramapo College Health and Counseling Services
<http://www.ramapo.edu/students/chc/index.html>
- NJ Public Employees Occupational Safety and Health Program:
<http://www.state.nj.us/health/eoh/peoshweb/>

New Jersey Resources:

- New Jersey Office of Emergency Management
<http://www.state.nj.us/njoem/>
- New Jersey Homeland Security:
<http://www.state.nj.us/njhomelandsecurity/>
- Fire Prevention and Safety Tips:
<http://www.state.nj.us/dca/dfs/>
- Indian Point:
<http://www.safesecurevital.org/>
- NJ Department of Environmental Protection:
<http://www.state.nj.us/dep/>
- NJ Department of Health:
<http://www.state.nj.us/health/>
- Centers for Disease Control and Prevention:
<http://www.cdc.gov/>

Links to Other National Resources

- Disaster Preparedness for People with Disabilities:
<http://www.state.nj.us/njoem/preparedness.html>
- FEMA for kids, pets and disasters
<http://www.fema.gov/kids/pets.htm>

Terrorism Fact Sheets

- Anthrax:
http://www.state.nj.us/health/cd/f_anthrax.htm
- Dirty Bombs:
<http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/dirty-bombs.html>
- Nuclear Power Plant Emergency Planning and Preparation:
<http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/emer-plan-prep.html>
- Potassium Iodide:
<http://www.nrc.gov/what-we-do/regulatory/emer-resp/emer-prep/ki-faq.html>

State, federal and international agencies

- State of NJ:
<http://www.state.nj.us/>
- New York City:
http://home.nyc.gov/portal/index.jsp?pageID=nyc_home
- Washington DC:
<http://www.washingtondc.gov/>
- White House:
<http://www.whitehouse.gov/news>
- State Department:
<http://travel.state.gov/>
- Department of Defense:
<http://www.defenselink.mil/>
- United Nations:
<http://www.un.org/>
- New Jersey State Police:
<http://www.njsp.org/>

Airlines

- American Airlines:
<http://www.aa.com/>

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- United Airlines:
<http://www.united.com/>
- Airline Toll Free Numbers and Web sites:
<http://www.geocities.com/Thavery2000/>
- Airport Web sites:
<http://www.airportnet.org/depts/membership/arptmem.htm>
- Real Time FAA Airport Status:
<http://www.fly.faa.gov/flyFAA/indexzilla.html>

Transportation information

- Federal Aviation Administration:
<http://www2.faa.gov/>
- NJ Transit:
http://www.njtransit.com/ta_advisorynotices.jsp
- Amtrak:
<http://www.amtrak.com/>
- MTA:
<http://www.mta.nyc.ny.us/>
- NJ.com (NJ road closures):
<http://www.nj.com/terror/index.ssf/?terror/roads.html>
- NJ Turnpike Authority Information Sources:
<http://www.state.nj.us/turnpike/>
- State of NJ Department of Transportation Homepage:
<http://www.state.nj.us/transportation/>

_News Agencies and Information Resources

National News

- ABC:
<http://abcnews.go.com/>
- CBS:
<http://www.cbsnews.com/sections/home/main100.shtml>
- MSNBC:
<http://www.msnbc.com/news/default.asp?cp1=1>
- NY1 News:
<http://www.ny1.com/ny/TopStories/SubTopic/index.html?topicintid=1&subtopicintid=1&contentintid=16017>
- New York Times:
<http://www.nytimes.com/>
- CNN
<http://www.cnn.com>

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- New Jersey Online Flash News:
<http://www.nj.com/newsflash/>

Local Newspapers

- Bergen Record:
<http://www.northjersey.com/>
- Star-Ledger:
<http://www.nj.com/news/ledger/>

Homeland Security and Preparedness:

- US Department of Homeland Security:
<http://www.dhs.gov/dhspublic/>
- Ready.Gov (Preparedness Information from the US Department of Homeland Security):
<http://www.ready.gov/>
- American Red Cross:
<http://www.redcross.org/>
-

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Appendix A-2

Threat levels and RCNJ protocol and response:

Threat Levels: Red, Orange, Yellow.

What a Red Alert Would Mean to Ramapo College of New Jersey

A Red Alert is the federal government's warning that a "Severe Risk of Terrorist Attack is facing the nation."

At Ramapo College of New Jersey, this is the highest alert warning and depending on the nature and location of the threat, there are several different actions that the College may decide to take. The New Jersey Office of Counter-Terrorism sends out recommended practices for those organizations that are preparing to act on a Red Alert.

During a Red Alert the following may be required:

- Checkpoints at all entrances to campus, requiring all to show Ramapo College ID and/or state who you are visiting on campus and/or have an appointment with.
- If you cannot show ID or a verified reason to come on campus, you might be asked to leave and return when the alert level has been lowered.
- Show your college ID as you move around campus.
- Register visitors as prior to their arrival on campus, ask visitor to provide a state issued picture ID.

It is likely that if a Red Alert is posted, checkpoints would be put in place and a request would be made for assistance from the Mahwah PD and the State Police. Public Safety Officers would be posted at critical locations.

What an Orange Alert Would Mean to Ramapo College of New Jersey

In response to the federal government's elevated Homeland Security threat level to **Condition Orange (high)**, the College has heightened its security measures. The measures are comprehensive and involve various offices and departments at the College.

While the College has not received or been alerted to any specific threats, we want to assure the community that we remain vigilant in maintaining the highest security measures possible at this time of higher national alert. Students, faculty and staff should go about their normal business but should report any suspicious activity immediately to Public Safety at (201) 684-6666.

You can also help by following these heightened security measures:

- Show your college ID and current parking decal upon entering the campus, if requested.

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- Do not prop open or compromise building/residence hall entrance doors/windows. Correct these situations when you observe them.
- Secure your area when you are not present.
- Protect access codes and keys.
- Familiarize yourself with evacuation plans and routes.

In the event of an actual emergency, the campus community will be notified through a variety of mechanisms including the intranet, e-mail and voice mail. You may also check the emergency phone number, (201) 236-2902, for news bulletins.

Please feel assured that the College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the local police department, the Red Cross and FEMA, the College has access to an abundance of resources.

What a Yellow Alert Would Mean to Ramapo College of New Jersey

In response to the federal government's reduction of the Homeland Security threat level to **Condition Yellow**, college security measures have been adjusted as follows:

- Public Safety is no longer maintaining checkpoints at college entrances.
- Public Safety is no longer checking IDs at college events, i.e. basketball games.

We continue to encourage the following:

- Do not prop open or compromise building/residence hall entrance doors/windows. Correct these situations when you observe them.
- Secure your area when you are not present.
- Protect access codes and keys.
- Familiarize yourself with evacuation plans and routes.

Students, faculty and staff should go about their normal business but should report any suspicious activity immediately to Public Safety at (201) 684-6666.

All faculty/staff who do not have a proper College ID or vehicle decal should request them at the Office of Public Safety in C-102.

All persons should be advised that the alert status is subject to change in response to regional, national or world events.

In the event of an actual emergency, the campus community will be notified through a variety of mechanisms including the Intranet, e-mail and voice mail. You may also check the emergency phone number, (201) 236-2902, for news bulletins.

Please feel assured that the College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the local police department, the Red Cross and FEMA, the College has access to an abundance of resources.

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Appendix A-3

Essential Employee Policy:

The College determines specific titles that are deemed to be “essential” in the event of inclement weather or other adverse situation that requires the curtailment of College operations and services. When there are actual or imminent changes in conditions or circumstances that are serious enough to disrupt all or a portion of the functions of the College, “essential” employees may be required to report to work or remain at work until further notice.

Generally, managers are considered “essential” employees in most emergency situations, except for College closings of a short duration because of inclement weather. All staff in Public Safety, designated staff in Facilities/Housekeeping, and designated staff in ITS are considered “essential” during all College closings. When specific situations arise, the decision is made as to who will be called in. Essential employees will be issued labels to affix to their College ID’s.

Each circumstance presents obstacles that may require different work titles to resolve the various problems. Prior to or during a critical situation any staff member may be declared an Essential Attendance Employee. These decisions will be made only by the Director (or designee) of the affected unit in consultation with Human Resources.

There are three categories for designations of essential employees:

Inclement Weather – Employees required to report to work when the College is closed or has a delayed opening or early closing due to inclement weather and/or adverse conditions. “Weather” essential employees are required to report at their regular starting time.

Business Continuity – Employees whose duties and responsibilities are essential to the public health, safety or welfare. A department list of “Business Continuity” essential employees may vary based upon the length and nature of the business interruption, i.e. one (1) day, (5) day, or thirty day. Employees may be required to report to an alternate work location(s).

Homeland Security Alert System “Red” Essential – Employees critical to the delivery of key College services. Employees traveling during a “Red” alert must have credentials/letter attesting to the nature of their critical function.

August 5, 2009

Appendix A-4

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Ramapo College of New Jersey
Student/College Employee/Visitor Census Form

Resident: Commuter: Staff: Faculty: Visitor: Other: _____ Phone: _____

Home: _____ Cell: _____

Res Hall: _____ Room: _____ Or Address: _____

Date of Birth: _____

Vehicle Information:

Make: _____ Year: _____ Model: _____ Color: _____

License Plate: _____ State: _____ Where parked? _____

Have you contacted your home: Yes No

Are you planning on leaving the campus? Yes No

Where are you planning to go? _____

How can we reach you? _____

Signature: _____

Date/Time

Ramapo College of New Jersey
Student/College Employee/Visitor Census Form

Resident: Commuter: Staff: Faculty: Visitor:

Other: _____ Phone: _____ Home: _____ Cell: _____

Name: _____ Res Hall: _____ Room: _____ or

Address: _____

Date of Birth: _____

Vehicle Information:

Make: _____ Year: _____

Model: _____ Color: _____

License Plate: _____ State: _____ Where parked? _____

Have you contacted your home: Yes No

Are you planning on leaving the campus? Yes No

Where are you planning to go? _____

How can we reach you? _____

Signature _____

DATE/Time

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Designated Outdoor Assembly



Areas:

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Emergency Preparedness Plan

Building/wings Directed to this area	Star	Location	Outdoor Pole No.
G Building	1	Side of G behind E-wing at top of Visitor's Circle	G-3
H Building	2	Near G-H parking lot by pond	HJ
Mail Room/Print Shop	3	Student center outside dining area	
Student Center	4	Pole in parking lot behind B wing	
Library	5	Loading dock at Library	
Mansion and E Wing	6	Side of the Mansion by directory	16
C and D Wings	7	Behind Arch, across from D Wing	M15
A and B Wings	8	Behind Berrie Center, across from A Wing	60
Berrie Center	9	Back of Berrie building on walkway by directory	62
McBride House	10	One pole up the hill on Mansion Road	D7
Trustees Pavilion	11	Front of building	W24
Bradley Athletic Center	12	Across Cherry Lane on Mansion Rd	28
Library	13	Behind Berrie Center on main path by directory	52

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Appendix A-6:

The role of on-campus EMS in an Emergency

The EMS Supervisor would have the following responsibilities and reports to the Incident Command Center:

- Direct and supervise EMS operations, coordinate other EMS personnel and activities
- Works in coordination with police and fire command post officers
- Survey and assess the medical needs of the situation
- Determines any need for EMS equipment, manpower and requests additional as needed through the Incident Command
- Confirms the number and type of casualties with Incident Command
- Monitors and adjusts the MCI plan as needed
- Designates additional staff as needed to triage center, transport center, treatment center, etc.

A member of EMS would be designated as the Triage Officer who reports to the EMS Supervisor:

- Directs and supervises the site triage
- Establishes procedures for transportation of patients according to priority, and coordinates with Transportation Officer
- Determines the manpower needs at incident site
- Coordinate EMS personnel assigned to site of incident
- Maintains communication with EMS Command
- Coordinates management with Treatment Officer

A member of EMS would be designated as the Treatment Officer who reports to the Triage Officer:

- Directs and supervises patient care in patient care areas
- Responsible for patient flow (entrance and exit points of patient care areas)
- Determines and requests need for additional manpower/equipment
- Assures Triage System in implemented and patients are transported based on Triage System

A member of EMS would be designated as the Public Information Officer and reports to the EMS Supervisor:

- Provides accurate information to Incident Command

A member of EMS would be designated as the Transportation Communications Officer and reports to the EMS Supervisor:

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- Establishes and maintains ambulance transportation area
- Establishes and maintains ambulance holding area and a one-way traffic flow of ambulances
- Determines need for additional ambulances
- Reports patient information to hospital.
- Reports patient information and hospital designation to EMS Supervisor

The EMS Coordinator (Associate Dir of Health Services):

- Is assigned to the Command Post
- Works with Incident Command and EMS Supervisor as needed
- Supervises the administrative needs of the incident
- Ensures that activities essential to EMS are initiated with the appropriate agencies
- Assures continuation of availability of EMS
- Provides support to Command Post as needed.

Responding EMS Units:

- Avoid unnecessary radio communications
- Driver of Ambulance remains with ambulance
- Ambulance crew stay with stretcher
- Driver leaves all extra equipment (backboards, blankets, oxygen, etc.) in designated equipment area
- Leave area immediately after receiving patient so flow of traffic continues
- Transportation Officer will notify ambulance of destination.

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Appendix A-7

REGISTRATION FORM
PERSONS WITH DISABILITIES

The College is committed to developing and implementing procedures to assist persons with disabilities during an emergency. In that effort, we provide an opportunity for faculty and staff to inform us regarding their special needs in the event of a situation requiring evacuation. If you are an individual who may need special assistance, please complete the information below. This information will be maintained in a confidential manner and shared only with those involved in emergency response.

Name
Title
Unit/Department
Office Location
Office Extension
Cell Phone
E-mail
Work Schedule
Nature of Disability
Special Assistance Required

It is recommended that you carry with you at all times any special instructions regarding assistance that may be required during an evacuation.

For questions about this, please contact the Department of Human Resources at extension 7506 or e-mail sgazill@ramapo.edu

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Emergency Preparedness Plan

REGISTRATION FORM
PERSONS WITH DISABILITIES

Please submit this form to Human Resources and make sure you mark the envelope with “Confidential” to ensure privacy. (This form is also available on the Web, under Human Resources).

Register for Accommodations:

Name: _____

Title: _____

Unit/Department: _____

Office Location: _____

Office Extension: _____

Cell Phone: _____

E-mail: _____

Work Schedule: _____

Nature of Disability: _____

Special Assistance Required: _____

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Appendix B: Emergency Categories

This appendix lists the general categories of emergencies, along with applicable sub-categories relevant to the emergency communications plan.

Category: Police Emergency

- Violent assault with serious injury
- Shooting
- Stabbing
- Bomb Threat
- Serial Crime
- Hostage
- Other Police Emergency

Category: Fire/Hazardous Materials Emergency

- Fire, Imminent hazard, smoke condition or Explosion.
- Hazardous Material-MV Accident
- Hazardous Material-Chemical Leak
- Gas or fuel Leak
- Electrical Emergency

Category: Health Emergency

- Epidemic/Pandemic
- Water Emergency
- Sewer Emergency
- Air Quality Emergency

Category: Natural Disaster

- Hurricane
- Severe Thunderstorm
- Severe Windstorm
- Tornado
- Flooding
- Extreme Heat
- Blizzard
- Earthquake
- Severe drought
- Sever dry conditions creating potential fire hazard
- Other Hazardous Weather

Category: Other Emergency

- Emergency N.O.S. (not otherwise specified)
- Campus Closure

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Appendix B: Message Examples

This appendix provides detailed examples, along with a prototype, for each category of emergency notification message.

Category: Police Emergency

Prototype: Reported (“*Shooting/Stabbing/Bomb Threat/Serial Crime/Hostage/Other Police Emergency*”) **TIME DATE at LOCATION.** (“*Avoid LOCATION/Evacuate LOCATION/Shelter-in-place/Stay Indoors/Monitor MEDIA/OTHER ACTION*”).
RCNJ Responders on scene. Go to www.ramapo.edu for more information.

SMS Example: Reported Shooting: Room C-114. Avoid area between B and D wings; shelter in place. RCNJ Responders on scene. Go to www.ramapo.edu for more information (160)

Email Example: Reported Police Activity - Shooting: 10:00am on 4/6/07 in C-114. Avoid the area between B and D wings. All individuals on campus should stay inside their current location. All facilities on RCNJ campus have been secured. Additional security officers and police have been added to entrance points around campus. Mahwah Police are on the scene. Go to www.ramapo.edu for more information.

Voice Example: There is police activity due to a reported shooting as of 10:00am on April 6, 2007 in C wing, on the campus. You should avoid the area between B and D wings. Everyone on campus should stay inside. All facilities have been secured. Additional security officers and police have been added to entrance points around the campus. RCNJ and Mahwah police are on scene investigating. Go to www.ramapo.edu for more information and updates on this incident.

Category: Fire/HazMat

Prototype: Reported (“*Fire/HazMat-Chem/HazMat-Bio/HazMat-Rad/Gas Leak/Electrical*”) **TIME DATE at LOCATION.** (“*Avoid LOCATION/Evacuate LOCATION/Shelter-in-place/Stay Indoors/Monitor MEDIA/OTHER ACTION*”).
RCNJ Responders on scene. Go to www.ramapo.edu for more information.

SMS Example: HazMat-Chem: 10:00 am 12/25 on Rt 202-Mahwah. Avoid area around Bradley Center; evacuate adjoining buildings. RCNJ Responders on scene. Go to www.ramapo.edu for more information. (160)

Email Example: HazMat-Chemical: 10:00am on 12/25/07 on Rt 202 - Mahwah. Avoid the area around Bradley Center, Use South Entrance/exit onto Rt 202. Bradley Center and nearby buildings (Admissions McBride House) should be evacuated immediately. RCNJ Police and Mahwah Fire Department are on the scene. Go to www.ramapo.edu for more information.

Voice Example: Reported hazardous materials chemical emergency as of 10:00am on December 25, 2007 at the Bradley Center, located at 505 Ramapo Valley Rd in Mahwah. All students, faculty, staff, and others should avoid the areas around the Bradley Center, from Rt 202 to the McBride House and from Bandshell to Bradley Center. The

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Bradley Center and the Mc Bride House are being evacuated immediately. RCNJ Police, H&S, and the Mahwah Fire Department are on the scene. Go to www.ramapo.edu for more information and updates on this incident

Category: Health Emergency

Prototype: Reported ("*Health/Water/Sewer Emergency*") TIME/DATE at LOCATION. ("*Avoid LOCATION/Evacuate LOCATION/Shelter-in-place /Stay Indoors/Monitor MEDIA/OTHER ACTION*"). RCNJ Responders on scene. Go to www.ramapo.edu for more information.

SMS Example: Water Emergency: 12:30p 10/23 at Trustees Pavilion. DO NOT USE WATER from tap. RCNJ Responders on scene. Go to www.ramapo.edu for more information. (137)

Email Example: Water Emergency: 12:30pm on 10/23/07 at Trustees Pavilion. Water contaminated with sewage. DO NOT USE WATER from taps for drinking, eating, washing, etc. RCNJ Physical Plant, H&S, and local utility responders on scene. Go to www.ramapo.edu for more information.

Voice Example: There is a water emergency as of 12:30pm on October 23, 2007 at Trustees Pavilion. The water has been contaminated with sewage. Do not use water from the taps for eating, drinking, washing, experiments, or other purposes. RCNJ Physical Plant and H&S departments, and local utility responders are on the scene. Go to www.ramapo.edu for more information and updates on this incident.

Category: Natural Disaster

Prototype: ("*Hazardous Weather/Earthquake/Flood/Other Natural Disaster*"): TIME/DATE at LOCATION. ("*Avoid Location/Evacuate LOCATION/Shelter-in-place/Stay Indoors/Monitor MEDIA/OTHER ACTION*"). RCNJ Responders on scene. Go to www.ramapo.edu for more information.

SMS Example: Severe T-Storm w/Lightning: 11:15p 11/12 RCNJ Campus, Mahwah. Stay Indoors. Monitor radio/TV/web for weather information. Go to www.ramapo.edu for more information. (158)

Email Example: Hazardous Weather-Severe Thunderstorm with Lightning: 11:15pm on 11/12/07 for the RCNJ, Mahwah Campus and surrounding area. Stay indoors. Monitor local radio and television stations and the Internet for weather information. Go to www.ramapo.edu for more information.

Voice Example: There is a hazardous weather emergency of severe thunderstorms and lightning as of 11:15pm on November 12, 2007 for RCNJ Mahwah Campus and surrounding area. You should stay indoors and monitor television, radio, and the internet for weather information. Go to www.ramapo.edu for more information and updates on this incident.

Category: Other

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- Prototype: TYPE: TIME/DATE at LOCATION. (“*Monitor MEDIA/OTHER ACTION*”). Go to www.ramapo.edu for more information.
- SMS Example: Campus Closed-Weather: 1200a 10/23 at RCNJ. State of Emergency-Essential Employees to report; others stay home. Go to www.ramapo.edu for more information. (159)
- Email Example: Campus Closed due to Weather: 12:00am on 10/23/07 the RCNJ Campus has been closed; a State of Emergency exists in northern Bergen County due to severe weather. Essential employees are to report to work; all others are advised to stay home. Monitor the news media for information on the weather. Go to www.ramapo.edu for more information.
- Voice Example: The RCNJ Campus has been closed due to weather as of 12:00am on October 23, 2007. A state of emergency exists in Northern Bergen County due to the severe winter weather. Essential employees should report to work immediately; all others are advised to stay home. Please monitor the local media for weather updates. Go to www.ramapo.edu for more information and updates on this incident.

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Appendix C

Incident Control Unit (ICU): President, Chair

Member Position Responsibilities	DUTIES CHECKLIST
<p><i>President:</i></p> <ul style="list-style-type: none"> - Act as highest level of campus authority during an emergency, crises or disaster. - Acquires response resources from outside the College as necessary. 	<ul style="list-style-type: none"> <input type="checkbox"/> Assess situation; obtain information and periodic updates from Emergency Operations Team (Public Safety) <input type="checkbox"/> Activate a state of emergency, if necessary, and/or activate the <i>Emergency Communication Center (ECC)</i>. <input type="checkbox"/> Authorize public statements through Assistant Vice President for Marketing and Communications. <input type="checkbox"/> Establish communications (or direct designee) with College Board of Trustees, the offices of the state i.e. Governor's office, Attorney General's office, and other Federal, State and local officials as the situation warrants. <input type="checkbox"/> Authorize the following protective or precautionary actions as appropriate: <ul style="list-style-type: none"> <i>o Partial or total campus evacuation (evacuations for site specific emergencies may also be ordered by the Incident Commander or the highest ranking college or community law enforcement officer on duty)</i> <i>o Sheltering, campus closure and/or re-opening; declared curfew.</i> <i>o Cancellation and reservation of classes and all other events.</i> <input type="checkbox"/> Confer with the Incident Control Unit (Provost and all VP's, some Associate VP's) concerning actual or potential effect of the crisis or disaster situation on critical mission of the institution. Activate business Continuity Plan if warranted. <input type="checkbox"/> Establish target date for resumption of full or limited administrative and academic schedules and prioritize resumption. <input type="checkbox"/> Order de-activation of campus state of emergency when all phases of emergency have concluded.

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Incident Control Unit (ICU): Director of Public Safety:

Member Position Responsibilities	DUTIES CHECKLIST
<p><i>Director of Public Safety</i></p> <p>The Director of Public Safety is the Emergency Response leader.</p> <p>Designated to be in immediate charge of the emergency response operations at Ramapo College and is thus empowered to direct the response of College personnel and coordinate with all outside local, state or federal emergency response and law enforcement agencies responding to campus emergencies.</p>	<p><input type="checkbox"/> Coordinate with emergency response agencies (Mahwah Police/Fire and Office of Emergency Management) regarding the need to evacuate affected or threatened areas.²</p> <p>With regard to evacuation operations:</p> <p><input type="checkbox"/> Have staff report situation analysis as to the nature, scope, and severity of the incident(s) and issue decisions regarding requests for mutual aid, evacuation taking into considering the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nature of the emergency(s) and multiple incidents <input type="checkbox"/> Areas of the campus affected or threatened <input type="checkbox"/> Containment potential <input type="checkbox"/> Number of fatalities and injuries and damage assessment to College facilities <input type="checkbox"/> Comply with Clery Act³ requirements for notification standards to issue public warnings. <p><input type="checkbox"/> Coordinate with Associate Director of Health Service to arrange for emergency medical care for students, faculty and staff with local EMS.</p> <p><input type="checkbox"/> Assist responding police in emergency services to provide security at ECC and its staff and all other control locations on campus.</p> <p><input type="checkbox"/> Assist responding agencies in assigning assembly points including availability of disabled access vehicles.</p> <p><input type="checkbox"/> If evacuations or relocations are ordered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate College's Public Safety and parking services with emergency response agencies for traffic control and security for the evacuated area and shelters, <input type="checkbox"/> Coordinate with emergency responders to patrol vacated areas and provide perimeter and traffic control as necessary <input type="checkbox"/> Coordinate with VP of Institutional Advancement and Assistant VP of marketing and Communications to provide information on evacuation routes/shelter sites to the public through the media. AVP will determine the content.

² NOTE: RCNJ Public Safety Officers do not have arrest power nor do they carry weapons. All activities of this nature must be done by responding agencies i.e. Mahwah Police Department, NJ State Troopers, etc.

³ Clery Act: <http://www.securityoncampus.org/schools/cleryact/34cfr668.46.html>; 22 U.S.C, 1092 (f) (3)

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Incident Control Unit (ICU): Provost:

<p>Member Position Responsibilities</p> <p><i>Provost:</i></p> <p>May act as the President's designee.</p> <p>Responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other programs interrupted by an incident.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Acts as President's designee if necessary.<input type="checkbox"/> Serve as lead representative in matters related to academic interface with ECC operations.<input type="checkbox"/> Assess staffing effects of a disaster on academic areas.<input type="checkbox"/> Assist in determining security requirements for academic areas.<input type="checkbox"/> Assess impact of crisis on scheduling for academic units and initiate activation of departmental business continuity plans as necessary.
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Incident Control Unit (ICU): Chief Planning Officer

Member Position Responsibilities	DUTIES CHECKLIST
<p><i>Chief Planning Officer</i></p> <p>May act as the President's designee.</p> <p>Assess and advise on financial/legal issues.</p> <p>Acts as chair of the Critical Incident Management Team.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confer with other Incident Control Unit (ICU) Team members to assess potential or actual monetary impact of the crisis or disaster at hand. <input type="checkbox"/> Assure that all finance and administration departments are operating in emergency response mode to support the emergency response and business continuity operations of all departments and divisions. <input type="checkbox"/> Assess impact of crisis on finance and administration departments and initiate activation of departmental business continuity plans as necessary. <input type="checkbox"/> Coordinate/provide transportation services for campus evacuation and other emergency needs. <input type="checkbox"/> Direct HR/OSS professionals to ensure that persons with special needs such as the hearing impaired, blind, or non-English speaking are made aware of the evacuation order, assembly points, and transportation modes. Coordinate the use of foreign language interpreters if needed. Contact HR for list of foreign speaking employees and their languages. <input type="checkbox"/> Brings direction from the ICU to CIMT members with respect to next steps. <input type="checkbox"/> Designate staff to track expenditures for all events tied to event for reimbursement to assure maximum financial recovery for the College. <input type="checkbox"/> Confer with other ICU staff to assess requests for reimbursement or other finance issues. <input type="checkbox"/> Confer with Deputy Attorney General.

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Incident Control Unit (ICU): Associate Vice President, Student Affairs (Student Development)

<p>Member Position Responsibilities</p> <p><i>Associate Vice President, Student Affairs (Student Development)</i></p> <p>Assess crisis management needs for students; provide short and long-term plan for student housing and food service and coordinate records survey.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Coordinate with Associate VP, Student Affairs (Student services) to ensure student needs are met for residential and commuter students.<ul style="list-style-type: none">- Organize and administer existing housing and food supplies.- Evaluate the need for and arrange for emergency student housing and food services. <input type="checkbox"/> Coordinate/arrange for student counseling personnel, medical triage and other student necessities as warranted, such as<ul style="list-style-type: none">o Post-Vention counselingo Student financial assistanceo Student inventory <input type="checkbox"/> Develop plan to recruit student volunteers and coordinate the recruitment and manage student volunteers with VP, Finance and Administration.<ul style="list-style-type: none">o Registration of volunteerso Skills needed/availableo Assignment of volunteers
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Incident Control Unit (ICU): Vice President, Advancement

<p>Member Position Responsibilities</p> <p><i>Vice President, Advancement</i></p> <p>May act as the College spokesperson if Assistant VP of Marketing and Communication not available.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Communicate pertinent information with constituencies; keep them abreast of the situation on campus. (e.g. alumni, Friends of Ramapo, government agencies, corporations, other interested parties.) <input type="checkbox"/> Serves as the Public Information Officer in the event the Assistant Vice President of Marketing and Communication is unavailable. <input type="checkbox"/> Works as a member of the Incident Control Unit, attend meetings and participate in the decision making and fact-finding as necessary. <input type="checkbox"/> Coordinates with Assistant Vice President of Marketing and Communication to prepare information/communications to send to constituencies post stabilization of event. <input type="checkbox"/> Works with business partners to arrange emergency off site meeting space or media/press briefing center. Also act as liaison in the event other alternate space is needed at our business partners' sites. <input type="checkbox"/> On behalf of the President establishes communications with College Board of Trustees, the offices of the state i.e. Governor's office, Attorney General's office, and other Federal, State and local officials as the situation warrants. <input type="checkbox"/> Assists the CIMT in detailing a communication to the essential staff.
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Incident Control Unit (ICU): Assistant Vice President for Marketing and Communications, Spokesperson

<p>Member Position Responsibilities</p> <p><i>Assistant Vice President for Marketing and Communications</i></p> <p>Formulate and disseminate general public information.</p> <p>Acts as Liaison between ICU and Crisis Communications Team</p>	<p>DUTIES CHECKLIST</p> <p>When authorized by the Chair of the ICU:</p> <p><input type="checkbox"/> Establish procedures for release of public information noting that unless otherwise directed, the Assistant Vice President of Marketing and Communications is the official spokesperson for the College.</p> <p><input type="checkbox"/> Acts as liaison for all media requests. This AVP is the liaison between college administration and media.</p> <p><input type="checkbox"/> Designate location for media to setup providing for needed supplies and utilities. (Note: identify if the media location will be on campus or offsite.)</p> <p><input type="checkbox"/> Determine the need for on-scene media briefings and designate a media-briefing center. (in the event our communication center is offsite, briefings will be held at a designated location; that location will be communicated to media personnel.)</p> <p><input type="checkbox"/> Prepare and issue public statements that are concise, factual and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.</p> <ul style="list-style-type: none"> • Prepare recorded telephone messages regarding the nature of the crisis and the state of the campus. • Facilitate posting of frequent updates to information that will inform the public and interested parties regarding the current state of the emergency/event. (on our website, emergency website, call in emergency phone recorded message, sent out through emergency communication system alerts, sent to digital signage on campus and any other media deemed appropriate.) • See that call in information lines are in place to inform concerned community members. Work with HR staff to communicate messages for non English speaking for current staff/contractors. <p><input type="checkbox"/> Interacts with ICU and CIMT as necessary regarding communication to be sent/posted.</p>
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Incident Control Unit (ICU):
College Counsel (Deputy Attorney General)

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<p>Member Position Responsibilities</p> <p><i>College Counsel (Deputy Attorney General)</i> Legal advice and direction.</p>	<p>DUTIES CHECKLIST</p> <p><input type="checkbox"/> Provide legal guidance to the Crisis Management Team members and assess the emergency situation for legal risk to the College and personnel providing voluntary assistance.</p> <p><input type="checkbox"/> Provide/monitor/advise ECC executive on legal responsibilities/authority for emergency declarations, intergovernmental aid, social control (curfews), other restrictions</p>
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Associate Vice President, Enrollment Management

<p>Member Position Responsibilities</p> <p><i>Associate Vice President, Enrollment Management</i></p> <p>Assess impact of crisis on Admissions, Testing Center, Financial Aid, First Year Experience and Advisement, Registrar, and Graduation Office.</p> <p>(Director of admissions will act as designee in AVP/Enrollment Management's absence)</p>	<p>DUTIES CHECKLIST</p> <p><input type="checkbox"/> Coordinate with Office of Marketing and Communication: content of notification to prospective and admitted students,</p> <p><input type="checkbox"/> Coordinate with the Division of Enrollment Management: an assessment of crisis upon maintenance of student records and financial aid processing.</p> <p><input type="checkbox"/> Coordinate with Enrollment Management division and Office of Marketing and Communication: a plan to keep current students and parents apprised of crisis events and resolution.</p> <p><input type="checkbox"/> Assess impact of event on recruiting and accepting students. Continue recruitment and admissions procedures and responsibilities from off campus, if possible.</p> <p><input type="checkbox"/> Assess impact of event on enrollment services for current students. Work with Provost and Registrar regarding various options for continuance of services for currently enrolled students.</p>
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Incident Control Unit (ICU):

Associate Vice President of Information and Technology

Member Position Responsibilities	DUTIES CHECKLIST
<i>Associate Vice President, Information Technology</i>	<ul style="list-style-type: none"><li data-bbox="574 489 1235 575">☐ Determine status of College network. Conduct communications and converged network (data, voice, video) damage assessments.<li data-bbox="574 611 1227 674">☐ Establish and manage emergency telephone services and IT systems using available resources.<li data-bbox="574 701 1198 787">☐ Confer with members of the Incident Control Unit to determine emergency information technology and converged network services needs.<li data-bbox="574 821 1276 907">☐ Implement disaster recovery plan for critical IT systems, activating contracts with external organizations for alternate work sites as needed.<li data-bbox="574 940 1230 1003">☐ Communicate decisions, alternate plan updates to the ICU and CIMT.<li data-bbox="574 1037 1219 1123">☐ Assist in defining and implementing alternate sites, if necessary, and providing all technical support services required.

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Critical Incident Management Team (CIMT):

Chief Planning Officer is the Chair of CIMT

Associate Vice President, Budget and Fiscal Affairs (Chief Planning Officer)

Member Position Responsibilities	DUTIES CHECKLIST
<p><i>Associate Vice President, Budget and Fiscal Affairs</i></p> <p>Assess and advise on finance issues.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Advise/assist Chief Planning Officer to carry out his/her responsibilities and duties; serve as primary substitute for Chief Planning officer in case of absence or incapacitation. <input type="checkbox"/> Controls budget used for emergencies, business continuity and disaster recovery. Manages financial assets, makes recommendations regarding source of funding including options such as financing. Controls expenditures during emergency <input type="checkbox"/> Develop emergency procurement system for goods and services; establish lines of credit, identify and plan for cash reserves in the event electronic services are unavailable. <input type="checkbox"/> Coordinate with Dir of Human Resources and Controller on documentation for payroll services. <input type="checkbox"/> Responsible for planning the financing of emergency funding. Also that are in place continue, which are not necessary and how to revert back to normal budgeting processes. <input type="checkbox"/> Key decision maker regarding reconciliation and controls for a seamless transition from emergency to resumption of normal processing.

Associate Vice President, Student Affairs (Student Services).

Member Position Responsibilities	DUTIES CHECKLIST
<p><i>Associate Vice President, Student Affairs (Student Services).</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Associate VP, Student Affairs (Student Development) to ensure student needs are met for residential and commuter students. <ul style="list-style-type: none"> - Organize and administer existing housing and food supplies. - Evaluate the need for and arrange for emergency student housing and food services <input type="checkbox"/> Responsible as the “on campus” administrator in Residence Halls. <input type="checkbox"/> Works with other managers on the CIMT to develop plan to continue business operations.

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	<p>□ Works with other Student Affairs professionals to develop plans and support services for residential students, off campus constituents ((i.e. interns, coop students, alternate spring break participants).</p>
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Critical Incident Management Team (CIMT):

Controller/Director of Business Services

<p>Member Position Responsibilities</p> <p>Controller/Director of Business Services</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsible for accounts payable, accounts receivable, payroll and accounting functions during the crisis. <input type="checkbox"/> Works with other managers on the CIMT to develop plan to continue business operations. <input type="checkbox"/> Serves as Risk Manager on the CIMT. Is knowledgeable about insurance policies and maintenance agreements.
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Comptroller, Institutional Advancement

<p>Member Position Responsibilities</p> <p>Comptroller, Institutional Advancement</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsible for IA accounts payable, accounts receivable, payroll deductions (donations) and accounting functions during the crisis. <input type="checkbox"/> Works with other managers on the CIMT to develop plan to continue business operations. <input type="checkbox"/> Works with Vice President of Institutional Advancement to provide information to appropriate parties, internal and external to campus.
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Director of Purchasing

<p>Member Position Responsibilities</p> <p>Director of Purchasing</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Works with Team in purchasing emergency supplies and equipment. <input type="checkbox"/> Works with Associate VP of Budget and Fiscal Affairs to manage and track emergency budget.
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Critical Incident Management Team (CIMT):

ITS: Manager of systems

<p>Member Position Responsibilities</p> <p>ITS: Manager of systems</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Works with CIO to provide emergency services as necessary.<input type="checkbox"/> Assist CIO and members of the community to provide continuity of operation needs during the declared crisis.<input type="checkbox"/> Assist CIO in repairing and restoring systems as defined re: the priorities of critical systems.<input type="checkbox"/> work with CIMT to review and assess stability of systems and validity of restore, verify data.
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ITS: Manager of Telecommunications

<p>Member Position Responsibilities</p> <p>ITS: Manager of telecommunications</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Works with CIO to provide emergency services as necessary.<input type="checkbox"/> Assist CIO and members of the community to provide continuity of operation needs during the declared crisis.<input type="checkbox"/> Assist CIO in repairing and restoring systems as defined re: the priorities of critical systems as defined in the business continuity plan.<input type="checkbox"/> Attend to phone and network repairs as needed.
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Critical Incident Management Team (CIMT):

ITS: Banner Manager

Member Position Responsibilities	DUTIES CHECKLIST
ITS: Banner Manager	<input type="checkbox"/> Works with CIO to provide emergency services as necessary. <input type="checkbox"/> Assist CIO and members of the community to provide continuity of operation needs during the declared crisis. <input type="checkbox"/> Assist CIO in repairing and restoring systems as defined re: the priorities of critical systems <input type="checkbox"/> Works with CIMT to review and assess stability of systems and validity of restore, verify data.

IT: Help Desk Manager

Member Position Responsibilities	DUTIES CHECKLIST
IT: Help Desk Manager	<input type="checkbox"/> Works with CIO to provide emergency services as necessary. <input type="checkbox"/> Assist CIO and members of the community to provide continuity of operation needs during the declared crisis. <input type="checkbox"/> provide installation of hardware at alternate locations if deemed necessary. Make the installation as close to each unit's office hardware/software as is feasible. <input type="checkbox"/> Assist CIO and members of the college community when normal operations are reinstated.

AVP of Budget/Personnel, Employee Relations and Ethics Liaison Officer

Member Position Responsibilities	DUTIES CHECKLIST
AVP of Budget/Personnel, Employee Relations and Ethics Liaison Officer	<input type="checkbox"/> works with Director of HR and CPO to ensure contract provisions are adhered to; consult with legal counsel as necessary. <input type="checkbox"/> work with Director of HR and ICU and CIMT regarding defining of on call, essential employees and the status of those employees not required to work during crisis.

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Critical Incident Management Team (CIMT):

Director of Human Resources

<p>Member Position Responsibilities <i>Director of Human Resources</i></p> <p>Provide employee information and notification. Organize workforce for operational use.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poll other Crisis Management Team members to determine personnel needs. <input type="checkbox"/> Provide employee information and notification. Organize workforce for operational use. <input type="checkbox"/> work with AVP of Budget/Personnel, Employee Relations and Ethics Liaison Officer, ICU and CIMT regarding defining of on call, essential employees and the status of those employees not required to work during crisis. <input type="checkbox"/> Maintain a tracking system for all events tied to payroll and timekeeping issues. <input type="checkbox"/> Provide guidance to all managerial staff on acceptable procedures and documentation for timekeeping and payroll operations. Assist other College departments/units in implementation of these procedures as needed. <input type="checkbox"/> Attempt to meet staffing needs by utilizing in-house resources. If available workforce insufficient or unable to perform tasks required, be prepared to secure additional staffing. This can include: <ul style="list-style-type: none"> -contract agency temps -shared services with other colleges/universities -state or federal agencies -professional associations/organizations. <input type="checkbox"/> Communicate evacuation orders, assembly points, and transportation modes to persons with special needs such as the hearing impaired, blind, or non-English speaking <input type="checkbox"/> Designate and arrange for staffing of registration centers for disaster service workers. <input type="checkbox"/> Assist Public Safety in developing security plans for re-entry after the event.
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Critical Incident Management Team (CIMT):

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Director for Facilities:

<p>Member Position Responsibilities <i>Director for Facilities</i></p> <p>Conduct facility damage assessment; prioritize salvage operations and short term building replacement program.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with outsourced service providers. <input type="checkbox"/> Respond to and advise Crisis Management Team members on facilities needed <input type="checkbox"/> Maintaining inventory of all facilities resources and their deployment. <input type="checkbox"/> Coordinate Physical Plant's response to crisis. <input type="checkbox"/> Assess physical damage to facilities and structural integrity of buildings <input type="checkbox"/> Initiate emergency repairs, maintain utilities and other services. <input type="checkbox"/> Assist emergency personnel/security/other CIMT on building inventory, providing blueprints and other data as requested.
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Associate Vice President for Finance:

<p>Member Position Responsibilities <i>Associate Vice President, Administration and Finance</i></p> <p>Advise/assist on issues regarding physical plant and building needs.</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advice/assist CPO to carry out his/her responsibilities and duties; <input type="checkbox"/> Assist Controller, Director of Purchasing to develop emergency procurement system for goods and services as they relate to buildings and grounds. <input type="checkbox"/> work with Director of Facilities and assist dealing with local building and grounds problems. <input type="checkbox"/> Coordinate with external contractors as needed.
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Director of Specialized Services:

<p>Member Position Responsibilities <i>Director of Specialized Services</i></p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate with students with special needs such as the hearing impaired, blind, mobility disability or other special needs are made aware of the evacuation order, assembly points, and transportation modes. <input type="checkbox"/> Communicate with OSS student population and with special instructions as appropriate. <input type="checkbox"/> Assist Public Safety in developing security plans for re-entry after the event.
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Critical Incident Management Team (CIMT):

Director of Counseling Services

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Member Position Responsibilities Director of Counseling Services	DUTIES CHECKLIST <ul style="list-style-type: none"> <input type="checkbox"/> Assess psychological needs of students. <input type="checkbox"/> Coordinate providing psychological services to students. <input type="checkbox"/> Coordinate psychological services with emergency response agencies.
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Associate Director of Health Services

Member Position Responsibilities Associate Director of Health Services	DUTIES CHECKLIST <ul style="list-style-type: none"> <input type="checkbox"/> Assess medical needs of students. <input type="checkbox"/> Coordinate providing medical services to students. <input type="checkbox"/> Coordinate with Director of Public Safety to arrange for emergency medical care for students, faculty and staff with local EMS. Coordinate medical services with emergency response agencies.-
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Registrar

Member Position Responsibilities Registrar	DUTIES CHECKLIST <ul style="list-style-type: none"> <input type="checkbox"/> works with Provost and Assoc VP of Enrollment management to determine if the current class schedule requires modification. <input type="checkbox"/> Identify classes that should be moved and work with Events and Conference to identify an alternate location. <input type="checkbox"/> counsel the Provost and AVP of enrollment management regarding the effect of the event and discuss length of possible outage (if any). <input type="checkbox"/> Work with Bursar, Financial Aid, Advisement and others regarding the delivery of service to students and the impact of an outage.
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Critical Incident Management Team (CIMT):

Associate Registrar

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Member Position Responsibilities Associate Registrar	DUTIES CHECKLIST <input type="checkbox"/> works with Events and Conferences, Provost, Registrar, CPO identifying classrooms available for alternate uses. <input type="checkbox"/> assist with extracting data from Banner as it relates to class lists, room schedule reports faculty schedules and any other academic data related to the business continuity plan.
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Director of Residence Life

Member Position Responsibilities Director of Residence Life	DUTIES CHECKLIST <input type="checkbox"/> Ensure that persons with special needs such as the hearing impaired, blind, or non-English speaking are made aware of the evacuation order, assembly points, and transportation modes <input type="checkbox"/> Assist Public Safety in developing security plans for re-entry after the event. <input type="checkbox"/> Act as conduit for information dissemination: taking statements prepared by AVP of Marketing and Communication and disseminating info to students using communication tools available (including Alert Me Now, Voice Mail, email, posters, my.ramapo groups, RA's etc) <input type="checkbox"/> Maintain calm order within Residence Halls, assist students as needed. <input type="checkbox"/> Refer students to counseling, health services or OSS as needed. <input type="checkbox"/> Work with Director of Food Services and other campus personnel to assure food, water and other necessities are available to students.
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Critical Incident Management Team (CIMT):

Director of Food Services

Member Position Responsibilities	DUTIES CHECKLIST
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<p>Director of Food Services</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ensure continuity of food services to campus during crisis event. <input type="checkbox"/> if current dining facilities are unavailable, provide food and drink in locations designated by ICU. <input type="checkbox"/> work with Assistant VP of marketing to communicate any changes in service and food offerings. (eg: no late night, disposables, no self serve etc) <input type="checkbox"/> decide (in case of pandemic) how food will be delivered to those indisposed and unable to get out of bed. <input type="checkbox"/> decide if and when food supply will be depleted, recommend alternate ways to provide food to the community. <input type="checkbox"/> coordinate emergency food and drink rations if necessary.
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Director of Event and Conferences

<p>Member Position Responsibilities Director of Event and Conferences</p>	<p>DUTIES CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> have available the current schedule of events on campus that involve external groups. <input type="checkbox"/> work with public safety, HR and the Assistant Vice President of marketing and communication regarding notifying groups on campus and modifying current and future schedule of events as necessary. <input type="checkbox"/> work with Registrar and VP of Enrollment Management regarding the need for alternate space for classes and other college related activities. <input type="checkbox"/> Coordinate the use of academic space in providing needed alternate facilities; notify external groups if necessary. <input type="checkbox"/> works with Associate Registrar, Provost, Registrar, CPO and Director of Facilities identifying space available for alternate uses.
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Critical Incident Management Team (CIMT):

Director of Athletics

<p>Member Position Responsibilities</p>	<p>DUTIES CHECKLIST</p>
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Director of Athletics	<ul style="list-style-type: none"> <input type="checkbox"/> counsel ICU regarding scheduled athletic activities. <input type="checkbox"/> assists in crowd control should crisis occur during an athletic event on campus. <input type="checkbox"/> works with coaches to manage athletic teams during the crisis if they are on or off campus. Communication protocol should be clearly established and followed. All statements given to coaches should be vetted with the assistant vice president of marketing and communication.
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Director of Environmental Health and Safety

Member Position Responsibilities <i>Director of Environmental Health and Safety</i> Assess and advise on safety and environmental issues.	DUTIES CHECKLIST <ul style="list-style-type: none"> <input type="checkbox"/> Assess impact of situation on environment and make required notifications and coordinate remedial actions. <input type="checkbox"/> Asses health and safety at the site and provide guidance on appropriate protective measures for employees. <input type="checkbox"/> Assist with the evaluation and coordination of outside contractors to address health and safety matters (hazardous material clean up, mold remediation, etc). <input type="checkbox"/> Maintaining inventory of chemicals in affected area along with material safety data sheets.
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Director of Business Continuity

Member Position Responsibilities Director of Business Continuity	DUTIES CHECKLIST <ul style="list-style-type: none"> <input type="checkbox"/> Work with Director of HR and ICU and CIMT regarding defining of on call, essential employees and the status of those employees not required to work during crisis. <input type="checkbox"/> Work with Directors of each Business unit regarding their continuity of operations plans and assist in implementation of plans. <input type="checkbox"/> Be available as needed to assist business needs of any unit requiring assistance. <input type="checkbox"/> Review restoration process, reconciliation processes, and review other critical functions with any unit in need of assistance. <input type="checkbox"/> Assist CIMT in communicating their needs and facilitate recovery process. <input type="checkbox"/> Assure appropriate audit control checks and balances are in place after resumption of normal operations.
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Critical Incident Management Team (CIMT):

Fire Marshal

Member Position Responsibilities	DUTIES CHECKLIST
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Fire Marshal	<ul style="list-style-type: none">□ Assess impact of situation as related to state fire codes.□ Act as liaison with local and state fire officials.□ Provide guidance on building and safety issues (fire watch, notifications).□ Assist the fire alarm contractor with an evaluation, repair and/or replacement of fire detection and suppression equipment.
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Appendix D:
Supplemental Protocol for Emergency Situations

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Emergency Preparedness Plan

Appendix E-1: Level 1 Activities:

Team/Person Responsible: Incident Commander (Associate Vice President of Student Affairs/Student Development) or designee.

1. Communicate with Bergen County Department of Health and local hospitals regarding planning and surveillance
2. Communicate and benchmark other college Student Affairs, Health Services and Environmental Health & Safety departments
3. Update emergency action plan with Assessment Team and Incident Control Unit as situation evolves
4. Assess facts, discuss with Assessment Team, consider if we are functioning at correct level as defined in this document

Teams: Pandemic Assessment Team

Associate Vice President of Student Affairs/Student Development, chair. Director of Facilities, Associate Director of Health Services, Director of Environmental Health & Safety, Director of Center of Health & Counseling, Director of Public Safety, Director of Residence Life, Director of Business Continuity and Assistant VP of Marketing and Communications

Activity:

1. Associate Vice President of Student Affairs/Student Development (or designee) is identified as Incident Commander and charged to convene the Pandemic Assessment Team
2. Convene team regularly
3. Monitor situation; provide reports for Pandemic Assessment Team and ICU

Team/Person Responsible: Public Safety

1. Purchase adequate supplies of N95 respirators

Team/Person Responsible: Facilities

No Action Required

Team/Person Responsible: Environmental Health & Safety

1. Assess respiratory protection plan and personnel who will be using respirators

Team/Person Responsible: Emergency Coordinators

No Action Required

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Team/Person Responsible: Incident Control Unit (See Article I Section 1.04)

No Action Required

Team/Person Responsible: Media Relations (Marketing and Communications)

No Action Required

Team/Person Responsible: Ramapo College Emergency Medical Services (EMS)

1. Refresher training on Pandemic Flu provided for all members
2. Notify Student Health Services of all suspected cases

Team/Person Responsible: Residence Life

No Action Required

Team/Person Responsible: Dining Services

No Action Required

Team/Person Responsible: Student Health Services

1. Assure standard precautions in place and adequate supply of personal protective equipment
2. Respiratory protection equipment in place
3. In-service training for flu
4. Provide Pandemic training to EMS, RA's, Public Safety, Facilities and Food Services
5. Follow County and State protocol for patient testing
6. Publicize regular yearly flu clinic held on campus.

Team/Person Responsible: Counseling Services

No Action Required

Team/Person Responsible: ITS and Telecommunications

No Action Required

Team/Person Responsible: Student Affairs

No Action Required

Team/Person Responsible: Human Resources

1. Facilitate and publicize external health service providers' yearly flu clinic being held on campus at employee's expense.

Team/Person Responsible: Academic Affairs

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1. Work with Study Abroad Office to monitor and communicate with our students and faculty abroad (in affected countries)

Team/Person Responsible: Enrollment Management

1. Work with Health Services, Incident Control Unit to communicate with students regarding possible pandemic

Team/Person Responsible: Events and Conferences and Center for Innovative and Professional Learning (CIPL)

1. Work with Health Services, Incident Control Unit to communicate with members of the community that will be coming on campus regarding possible pandemic

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Appendix E-2: Level 2 Activities:

Team/Person Responsible: Incident Commander (Associate Vice President of Student Affairs/Student Development)

1. Communicate with Bergen County Department of Health and local hospitals regarding planning and surveillance
2. Communicate and benchmark other college Student Health Services and Environmental Health & Safety, and Student Affairs departments
3. Update emergency action plan with Assessment Team President or designee of suspected and/or confirmed cases on campus or in county
4. Ensure emergency personnel receive N95 training and fit testing from Environmental Health & Safety
5. Compose communications with Media Relations with input from the Pandemic Assessment Team regarding signs/symptoms and other pertinent information
6. Notify Associate VP Student Affairs (Student Services) and Director of Center for Health & Counseling Services if confirmed cases (as notified by the Board of Health) have occurred on campus
7. Assess facts, discuss with Assessment Team, consider if we are functioning at correct level as defined in this document. Notify ICU if confirmed cases exist, and also notify the ICU that we have increased to level 3

Teams: Pandemic Assessment Team

Associate Vice President of Student Affairs/Student Development, chair
Director of Facilities, Director of Environmental Health & Safety, Director of Center of Health & Counseling, Director of Public Safety, Director of Residence Life, Director of Business Continuity and Assistant VP of Marketing and Communication.

1. Associate Vice President of Student Affairs/Student Development or designee is Incident Commander
2. Monitoring of situation
3. Confer with Assistant VP of Marketing and Communications (College spokesperson) and discuss message to the community
4. Make recommendation to President regarding on campus and off-campus movement (e.g. on-campus scheduled events and off-campus sporting events).
5. Residence Life and Dining Services develop plan for services if student self quarantine necessary
6. Emergency personnel receive fit testing and training from Environmental Health & Safety
7. Members of the Assessment Team provide updates on status of pandemic to Incident Control Unit

Team/Person Responsible: Public Safety

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1. Emergency Personnel receive N95 fit testing and training on respiratory protection from Environmental Health & Safety
2. Receive medical evaluations from Health Services
3. Assure adequate supply of N95 respirators

Team/Person Responsible: Facilities

1. Identify preventive measures based on type of flu/pandemic
2. Provide updates to Pandemic Assessment Team
3. Assess with Pandemic Assessment team when to implement preventive measures

Team/Person Responsible: Environmental Health & Safety

1. Provide informational sessions for Emergency Coordinators
2. Train and fit emergency personnel for respirators

Team/Person Responsible: Emergency Coordinators

1. Follow instructions provided by Director of Environmental Health and Safety
2. Remain available for further instructions
3. Receive medical evaluations from Health Services

Team/Person Responsible: Incident Control Unit (See Article I Section 1.04)

No Action Required

Team/Person Responsible: Media Relations (Marketing and Communication)

1. Draft internal and external bulletins and announcements. Provide recommendations to the Pandemic Assessment Team as needed
2. Direct Web staff to post timely information on website

Team/Person Responsible: Ramapo College Emergency Medical Services (EMS)

1. Notify Student Health Services of all suspected cases
2. Receive medical evaluations from Health Services
3. Emergency personnel receive N95 respirators fit test and training on respiratory protection from Health Services
4. Implement Department of Health and CDC policy on transporting individual(s) to hospitals in conjunction with Student Health Services
5. Implement current pandemic flu protocol as per New Jersey Department of Health
6. Assure adequate supply of N95 respirators

Team/Person Responsible: Residence Life

1. Formulate plan to address needs/support of students

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2. Identify area for self-quarantine of residential students (those who are unable to go home) to use when Level 3 is invoked; identify protocol for moving students and ensuring basic needs are met. (food, water, etc)

Team/Person Responsible: Dining Services

1. Ensure emergency response menu is planned for various degrees of need
2. Ensure food delivery process is planned and delivery supplies are on hand
3. Identify meal delivery need and method for self quarantined students
4. Maintain log (appendix X4) of ill students needing box meals and their location

Team/Person Responsible: Student Health Services

1. Update Pandemic Assessment Team on status
2. Initiate campaign on self protection
3. Monitor Health Care workers and members of RC-EMS
4. Emergency personnel receive current influenza vaccination if available
5. Health Services Personnel receive N95 respirators, fit testing and training from Environmental Health & Safety
6. Provide medical evaluations for emergency personnel and Public Safety to determine if they are eligible to wear N95 masks
7. Provide Pandemic training to EMS, RA's, Public Safety, Facilities and Food Services
8. Assure adequate supply of N95 respirators

Team/Person Responsible: Counseling Services

No Action Required

Team/Person Responsible: ITS and Telecommunications

No Action Required

Team/Person Responsible: Student Affairs

No Action Required

Team/Person Responsible: Human Resources

1. Serve as the workforce planning resource to Pandemic Assessment Team or Incident Control Unit as requested
2. Review the Business Continuity Plan for list of critical processes/tasks and staff required to maintain minimum College operations, and updating as may be necessary in consultation with affected units
3. Review campus closure process and update staff sections as necessary
4. Review and analyze staff attendance records for patterns and consult with Pandemic Assessment Team or Incident Control Unit accordingly

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5. Ensure essential employee lists are updated and employees have been notified (annual notice requirement)

Team/Person Responsible: Academic Affairs

1. Provost provides information to Deans regarding Pandemic Assessment Team updates if appropriate
2. Provide data to Pandemic Assessment team regarding delivery of instruction and other academic activities that might be affected by the pandemic if appropriate
3. Provide advice and direction to faculty regarding syllabus, attendance and other suggestions to ensure continuity for the delivery of instruction

Team/Person Responsible: Enrollment Management

1. Act as resource to Provost. Provide information regarding classes, class rosters locations, and other data as necessary
2. Assist sending out informational announcements to faculty, students regarding any changes in schedule, location or dates for delivery of instruction
3. Work with Provost Office to plan for alternate options should the needs arise (i.e. the pandemic moves to level 3)
4. Review all System calendars (Ress and Ad Astra) to review activities planned on campus for our academic activities, external groups and other extracurricular activities. This will inform decisions made in this level (2) or as we move into level 3.

Team/Person Responsible: Events and Conferences and Center for Innovative Professional Learning (CIPL)

1. Act as resource to Provost and/or AVP of Marketing and Communication. Provide information regarding classes, class rosters locations, events and locations and other data as necessary
2. Assist sending out informational announcements to faculty, students and other constituents regarding any changes in schedule, location or dates for delivery of instruction, events
3. Work with Provost Office and AVP of Marketing and Communication to plan for alternate options should the needs arise (i.e. the pandemic moves to level 3)
4. Review all System calendars (RESS and Ad Astra) to review activities planned on campus for our academic activities, external groups and other extracurricular activities. This will inform decisions made in this level (two) or as we move into level three.

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Appendix E-3: Level 3 Activities:

Team/Person Responsible: Incident Commander (Associate Vice President of Student Affairs/Student Development)

1. Communicate with Bergen County Department of Health and local hospitals regarding notification
2. Communicate and benchmark other college Student Health Services and Environmental Health & Safety departments
3. Notify Residence Life and Dining Services of number of potential contacts that may require isolation
4. Emergency personnel receive N95 respirators from Environmental Health & Safety
5. Prepare communication to distribute to deans and Public Safety regarding preparedness
6. Update emergency action plan with Assessment Team and President or designee as situation evolves
7. Meet with Pandemic Assessment Team and assess need to activate Emergency Operations Center; review staff that are absent, make sure all responsible groups in this plan are covered with designees. Communicate with campus community of temporary change in group leaders
8. Incident commander “activates” level 3 and communicates that to President/designee and/or departments charged in this plan
9. Prepares and delivers daily reports for the Incident Control Unit (ICU).
10. Implement Emergency Action Plan with Assessment Team & Advisory Group Coordinator
11. Works with Media Relation to use Emergency Alert system “Alert Me Now” to communicate with faculty/staff and students (if seriousness of pandemic warrants immediate notification)
12. Emergency personnel receive N95 respirators from their supervisors

Teams: Pandemic Assessment Team

Associate Vice President of Student Affairs/Student Development, Chair
Director of Facilities, Director of Environmental Health & Safety, Director of Center of Health & Counseling, Director of Public Safety, Director of Residence Life, Director of Business Continuity and Assistant VP of Marketing and Communication.

1. Associate Vice President of Student Affairs/Student Development or designee is Incident Commander
2. Monitoring of situation
3. Confer with Assistant VP of Marketing and Communication (College spokesperson) and discuss message to the community
4. Make recommendation to Incident Control Unit regarding on campus and off campus movement. (e.g.: delivery of instruction, on-campus scheduled events and off campus sporting events)
5. Meet with Residence Life and Dining Services review plan for services if student self-quarantine necessary, and make recommendations to activate based on circumstances
6. Emergency personnel receive N95 respirators from their supervisors
7. Maintain contact among Assessment Team Members
8. Communicate with Bergen County OEM

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Team/Person Responsible: Public Safety

1. Secure buildings and post signage
2. Assist at Student Health Services by assigning officer to Student Health Services Facility
3. Clear Parking Lots for medical staging areas if the situation warrants

Team/Person Responsible: Facilities

1. Implement preventive measures based on type of flu/pandemic
2. Provide updates to Pandemic Assessment Team

Team/Person Responsible: Environmental Health & Safety

1. Convene Emergency Coordinators; provide direction and instructions on their role in emergency situation
2. Assist Student Health Services as needed

Team/Person Responsible: Emergency Coordinators

1. Follow instructions provided by Director of Environmental Health and Safety
2. Remain available for further instructions

Team/Person Responsible: Incident Control Unit (See Article I Section 1.04)

1. Receive Pandemic Assessment Team's report from Incident Commander
2. Provide oversight for student, staff, faculty and family notifications if appropriate
3. Activate Emergency Operations Center, if appropriate
4. Evaluate information on institutional effects of the incident and set response priorities as appropriate (may include temporary suspension of classes or closure, and/or approving telecommuting for key staff members who are ill)

Team/Person Responsible: Media Relations (Marketing and Communications)

1. Compose announcement to be sent to community
2. Provide additional communication capabilities for use in Emergency Operations Center, Emergency Communication center (if needed) and other areas as needed
3. Communicates with college students, staff and faculty. If immediate notification is indicated and/or severity of situation warrants it, utilize all communication tools available (may include use of Alert Me Now emergency Notification system)
4. Establish a Media Relations Center: coordinate press releases and manage news teams and interviews, etc
5. Continual update of website information

Team/Person Responsible: Ramapo College Emergency Medical Services (EMS)

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1. Refresher training on Pandemic Flu provided for all members
2. Notify Student Health Services of all suspected cases
3. Implement Department of Health and CDC policy on transporting individual(s) to hospitals in conjunction with Student Health Services
4. Implement current pandemic flu protocol as per New Jersey Department of Health

Team/Person Responsible: Residence Life

1. Set up Housing Command Center, identify leaders and communication structure within Residence Life
2. Contact all Residence Life personnel and advise of emergency situation
3. Implement system to identify temporary location of displaced students
4. Activate plan from Level 2 to provide facility and process if students chose to self-quarantine (for those students unable to return home) in conjunction with the guidance from the Bergen County Department of Health or the NJ Department of Health

Team/Person Responsible: Dining Services

1. Review emergency response menu, ensure plan includes for various degrees of need
2. Ensure food delivery process is planned and delivery supplies are on hand
3. Set up Dining Services command center and recall Emergency personnel
4. Contact Dining Services personnel and advise of emergency situation
5. Identify meal delivery need and method for quarantined students
6. Identify roles of Emergency personnel: food productions, food delivery
7. Maintain log (appendix X4) of quarantined students needing box meals and their location

Team/Person Responsible: Student Health Services

1. Update Pandemic Assessment Team on status
2. Contact Mahwah Police should there be deaths or serious illness that requires assistance from law enforcement
3. Assure adequate supply of N95 respirators for EMS

Team/Person Responsible: Counseling Services

1. Triage and offer crisis intervention services to appropriate community members
2. Counseling Services initiates counseling for Emergency personnel.

Team/Person Responsible: ITS and Telecommunications

1. Provide additional communication capabilities for use in Emergency Operations Center, Emergency Communication center (if needed) and other areas as needed

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2. Assist employees who have been approved to work from home with telecommuting capabilities and access to critical systems as needed. Provide guidance for forwarding phones and setting up “bounce messages”

Team/Person Responsible: Student Affairs

1. Provide data to Pandemic Assessment team regarding extracurricular activities that might be affected by the pandemic; assess whether events should be cancelled
2. Work closely with Residential Life staff to notify students in Residence halls if appropriate (e.g. confirmed cases in dorm, etc)

Team/Person Responsible: Human Resources

1. Recommend activation of Business Continuity Plan in consultation with the Business Continuity Director and Chief Planning Officer
2. Notify essential employees of the need to report to campus. Implement alternate staffing plans as may be necessary
3. Communicate with those staff¹, updating them on status of pandemic
4. Update the emergency phone line to include timely and updated information in coordination with AVP Marketing and Communications
5. Implement emergency telecommuting or alternate work arrangements as may be deemed necessary
6. Routinely update the Pandemic Assessment Team or Incident Control Unit on workforce status

¹ Human Resources does not maintain employee contact (home/cell) phone numbers. Communication would have to be passive, web, emergency phone line or College accounts using office voice or email.

Team/Person Responsible: Academic Affairs

1. Assess whether academic schedule can continue during current epidemic/pandemic situation; if not, communicate the plans for cancellation of classes, school closure early dismissal etc
2. Review the impact on classes and academic schedule of flu with ICU and Pandemic Assessment Team
3. Provide Assistant VP of Marketing and Communication information regarding the delivery of instruction and discuss how to disseminate. Use Alert Me Now if appropriate
4. Continually assess whether school can resume, define outage and alternate options, what will occur if classes can not resume. i.e. current semester, future semesters, finals, registration, graduation etc
5. Provide advice and direction to faculty regarding syllabus, attendance and other suggestions to ensure continuity for the delivery of instruction including identifying alternate means of delivery of instruction (i.e. distance learning tools, web conferencing, etc)

Team/Person Responsible: Enrollment Management

1. Work with Provost to assess whether academic schedule will continue in level 3. Assist with planning efforts should alternate arrangements/locations are necessary
2. Assist Provost by providing data as necessary to assess the current enrollment and/or other data as requested

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Team/Person Responsible: Events and Conferences and Center for Innovative Professional Learning (CIPL)

1. Work with Provost and AVP of Marketing and Communication to assess whether current schedule will continue in level three. Assist with planning efforts should alternate arrangements/locations are necessary
2. Assist Provost, AVP of Marketing by providing data as necessary to assess the current enrollment, schedule of events and/or other data as requested

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Appendix E-4: Food Service Box Meal Delivery

Instructions for Requesting Meal Delivery During Isolation for Students living on campus with a meal plan

While you are isolating in your room or apartment, you may request to have meals delivered to your room if you have a meal plan. Students who do not have a meal plan may use Ramapo Dollars to purchase meals. Delivered meals will be a pre-determined menu based upon Student Health Services recommendations for clear liquids and/or foods best tolerated with flu-like symptoms. Three meals from this menu will be delivered during the next scheduled delivery time (see schedule below) after your call is received.

We ask that you make the call to the dining services and provide: your name, hall, room number and “R” number.

A Ramapo College Dining Services staff member will deliver the meals in disposable containers to the front desk of your hall area office for apartments and the RA on duty will then bring it up and leave it outside the door of your room. (in the event the RA’s are not on duty other arrangements will be made.)

Students living on campus, please contact Dining Services at ext. 7773 (201-684-7773).

You may call this number anytime between 6:00 a.m. to 5:00 p.m. Mon.- Fri. , Sat.& Sun. from 9:00 a.m.- 5:00 p.m. (Please note this number has voicemail capabilities if by chance a staff person does not pick-up right away. Please leave your information on the voice mail.)

All deliveries to all halls will occur between these times:

- 7:30 am.-8:30 a.m. (Mon.-Fri.)
- 11:30 a.m.-12:30 a.m.
- 5:30 p.m.-6:30 p.m.

Thank you for your understanding and cooperation with these procedures which are intended to best meet the needs of our residents. Get Well Soon!

The list that follows is a sample of the items that will be included in the box meal.
The content of the box will depend on the illness and will be designed in consultation

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with the nutritionist and nurse. The meal below was designed for influenza-like illness.

SICK TRAY NEEDS:

STAGE 1: First 24-48 hours of flu-like symptoms:

In disposable to go boxes, place:

- 2 - Cans of Soup or broth
- 2 - Pkg. Saltine Crackers
- 2 – Hot Tea Bags
- 3 – Packets of sugar

Place disposable box and the following items into dining bag:

- 1 – Fruit in a cup / Applesauce
- 1 - Can of Ginger Ale
- 1 – Gatorade
- 2 – 16 oz. Bottled Water
- 1 – Gelatin cup
- 2 KFS sets/a few napkins/ 2 paper hot cups/ 8 oz. disp. bowl

STAGE 2: After fever subsides-3rd-4th day:

In disposable to go box, place:

- 2 – Cans of Soup
- 1 – Pkg. Oatmeal or Cream of Wheat
- 2 - Pkg. Saltine Crackers
- 1 – Banana
- 2 – Slices Texas Toast
- 4 – PC of Peanut Butter
- 1 – Small Turkey Sandwich w/ Cheese
(1- mayo PC)
- 2 – Hot Tea Bags
- 3 – Packets of sugar

Place disposable box and the following items in bag:

- 1 – Pudding cup or gelatin cup
- 1 - Can of Ginger Ale
- 1 – Gatorade
- 2 – 16 oz. Bottled Water
- 2 – 12. oz. Bottled Water
- 2 – KFS set/napkins/ 2 paper hot cups/ 8 oz. disp. bowl

* Subject to change due to nature of illness and/or availability of sick pack contents.

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