



# EMERGENCY MANAGEMENT PLAN



Journal Square Campus  
North Hudson Campus

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## **EMERGENCY MANAGEMENT PLAN OVERVIEW**

### **INTRODUCTION**

An *emergency* is defined as a natural or man-made event that significantly disrupts the environment, such as damage to the College's buildings and grounds due to severe wind/rain/snowstorms, tornadoes, hurricanes, or earthquakes. In addition, an event that disrupts operations, such as loss of utility services (power, water, telephones) within the College or in the surrounding community, may constitute an emergency situation. Additionally, any unplanned event that can cause personal injury to students, staff or the public or disrupt operations by causing physical or environmental damage or threatening the College's financial standing or public image may be deemed an emergency.

Hudson County Community College (HCCC) is committed to supporting the well-being of its students, faculty, staff, and visitors. Preparing an Emergency Management Plan (EMP) and allocating resources to respond to possible emergencies is one way in which the College offers this support. The EMP is designed to maximize human survival, preserve property, minimize danger, ensure continuity of operations, restore normal activities as quickly as possible, and maintain essential communications between the College and the surrounding community.

This plan establishes clear guidelines detailing the appropriate response to disasters and Potential Injury Creating Events (PICE) in order to avoid or minimize the risk of personal injury and/or property loss in the event an emergency or crisis situation, which threatens the operation of the College. The procedures contained in this document are intended as guidelines and, as such, should be used when responding to an emergency situation. The proper use of available resources and personnel is essential when dealing with a crisis situation. It is intended that once the President, or designee, declares an emergency situation, all staff, students, and visitors will abide by the procedures described in the EMP.

The plan is set in operation whenever a natural or induced crisis affecting the College reaches proportions that cannot be addressed by routine operating procedures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. The plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration. The College President, or his designee, is responsible for declaring a state of emergency. Once declared, it is expected that all faculty, staff, and students will abide by the procedures described herein.

The plan addresses four phases of emergency management: (1) mitigation; (2) preparedness; (3) response; and (4) recovery. Its scope is primarily based on an extensive hazard/threat vulnerability analysis, which included the identification of potential threats, and the direct and indirect effect they may have on the College.

Some key issues addressed by the EMP include identifying:

- Alternative means of meeting essential building utility needs when the College must provide continuous service during an emergency.
- Backup for both internal and external communication systems in the event of failure of the primary communication systems.
- Alternate roles and responsibilities of college personnel during emergencies, including command structure organization and reporting relationships both internally and externally within the command structure.



## **GOALS**

The main goal of the EMP is to prevent injury or loss of life to college faculty, staff, students, and visitors and damage to physical property owned or maintained by the College.

Additionally, the following outcomes are expected as a result of developing the EMP:

- Improved response time to emergency situations;
- Enhanced communications among emergency responders (both internal and external); and,
- Improved management of public information.

## **OBJECTIVES**

- Identify specific procedures to respond to a variety of emergency situations based largely on a hazard/threat vulnerability analysis performed by HCCC.
- Establish, in coordination with local, county, and state offices of emergency management (OEM), an appropriate incident command structure for reporting and responding to emergency situations.
- Provide effective and efficient services to the College and immediate geographic area through timely sharing of information between the College and external OEM's including:
  - Essential command structure elements and control centers for emergency response.
  - Names, roles, and telephone numbers of appropriate external command structure personnel; and
  - Resources and assets that could potentially be shared or pooled in an emergency response situation.

## **CRITICAL PLAN COMPONENTS AND GUIDELINES**

### **NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)**

The NTAS is a means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people.

The College, in response to this system, has developed a response plan located in **Appendix A** to assist the Office of Public Safety and Security and Administrators in reacting to the different levels of Homeland Security threats.

### **HAZARD/THREAT VULNERABILITY ANALYSIS**

The College conducted, with assistance from the Office of Emergency Management, a hazard/threat vulnerability analysis that identifies potential areas of vulnerability (**Appendix B**). The analysis establishes criteria for evaluating the impact that a natural, human, and/or technological event may have on the College, and based on these results, specific response plans were developed as part of the EMP. Historical local area and Hudson County disaster data, experience and knowledge of college operations was used to complete the process.

The following is a list of events that were considered as part of the hazard/threat vulnerability analysis. However, it should be noted that plans were not created for some of the events as they are considered low to zero risk (e.g., tidal wave, volcano, etc.).

#### **Naturally Occurring Events**

- Severe Weather/Hurricane/Tornado/Blizzard/Ice Storm
- Earthquake

- Tidal Wave
- Drought
- Flood (External)
- Wildfire
- Landslide
- Dam Inundation
- Volcano
- Pandemic/Epidemic

#### Technological Events

- Electrical Failure
- Generator Failure
- Fuel Shortage
- Natural Gas Failure
- Water Failure
- Sewer Failure
- HVAC Failure
- Elevator Failure
- Communications Failure
- Information Systems Failure
- Fire/Arson
- Flood (Internal)
- Hazmat Exposure (Internal)
- Supply Shortage

#### Human Related Events

- Terrorism, Biological/Anthrax
- Very Important Person (VIP) Situation
- Child Abduction
- Hostage Situation
- Civil Disturbance
- Aircraft Crash
- School Shooting
- Bomb Event
- Bomb Threat
- Evacuation
- Labor Action

#### Events Involving Hazardous Materials

- Chemical Exposure (External)/Small-Medium Sized Internal Spill/Large Internal Spill
- Terrorism (Chemical)
- Radiological Exposure (Internal)
- Terrorism (Radiological)

## **COMMUNITY EMERGENCY MANAGEMENT PLANNING**

The College maintains direct relationships with local fire and police officials and the local and county Office of Emergency Management, who are responsible for coordinating community-wide emergency management efforts. The purpose for developing relationships with neighboring responders is to ensure that the community and the College are adequately supported during an emergency situation. The network of responders has partnered to develop an Incident Command System that accomplishes mutual goals as well as the sharing of information relative to resource and asset allocation during emergency situations.

The Office of Public Safety and Security interacts directly with the Jersey City, Union City and Port Authority Police Departments and has coordinated individual site evaluations to determine opportunities to increase security and decrease vulnerability to such situations as access control and bomb threats.

The Jersey City or Union City Police Department can always be contacted via a **9-1-1** phone call for any emergency that impacts upon the College (e.g., Active Shooter, Bomb Threat, Hostage Negotiations, etc.)

In addition, the Port Authority Police Department (PAPD) can be contacted via the Port Authority Central Police Desk at **201-239-3500**. The PAPD can support with college emergencies such as Tactical/Hostage Rescue; VIP Protection; Building Collapse Rescue; Chemical, Biological or Radiological incidence response; Vehicle Extrication; High Angle Rescue (usually for suicide attempts); Confined Space Rescue and Animal Control.

## **THE OFFICE OF PUBLIC SAFETY AND SECURITY**

The HCCC Office of Public Safety and Security is responsible for the Security at all HCCC campus buildings. All security officers and supervisors report to the Executive Director, Public Safety and Security. This Department reports to the Office of the Vice President for Business and Finance. An organizational chart representing this department is located in **Appendix C**. In addition, an Office of Public Safety and Security contact list is located in **Appendix C1**.

The HCCC Office of Public Safety and Security does not have police authority to apprehend or arrest anyone involved in illegal acts on campus or immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a College student, the Office of Public Safety and Security will refer the individual to the Associate Dean of Student Affairs for disciplinary action.

Major offenses such as murder, rape, robbery, aggravated assault, burglary, auto theft, and all sex offenses are reported immediately to the local police when and where the offense took place. The police will then conduct the investigation.

The Office of Public Safety and Security Command Center is on the 1<sup>st</sup> Floor of the 81 Sip Avenue Journal Square Student Center Building. The main Security contact phone number is **201-360-4080**. This area is "manned" 24 hours per day seven days per week.

The Department maintains an excellent rapport with State, County, and local Police Agencies (See **Appendix D** for listing of these agencies).

Upon receiving a report, trained personnel will immediately dispatch a security officer to the area by use of a two-way radio. Officers conduct both mobile and foot patrols of the respective locations during the day/evening hours as required.

Specific security officer post locations have been identified to ensure appropriate security coverage and support. These post locations are as follows:

Post #	Description	Address	Bldg. Code	Extension
N1	Front Desk	4800 Kennedy Blvd.	NHC (N)	4777
N2	ID Checking	4800 Kennedy Blvd.	NHC (N)	4777
N3	CDC Entrance	4800 Kennedy Blvd.	NHC (N)	4718
N4	Rover	4800 Kennedy Blvd.	NHC (N)	N/A
N5	Ped Bridge 3 <sup>rd</sup> floor	4800 Kennedy Blvd.	NHC (N)	4719
1	Command Center 1	81/87 Sip Ave.	G	4080/4085
2	Command Center 2	81/87 Sip Ave.	G	4080/4085
3	SOC	81/87 Sip Ave.	G	4089
4	SOC	81/87 Sip Ave.	G	4089
5	Front Desk	70 Sip Ave.	A	4149
6	Front Desk	162/168 Sip Ave.	C/D	4092
7	Front Desk	161 Newkirk St.	E	4710
8	Front Desk	870 Bergen Ave.	F	4086
9	Front Desk	81/87 Sip Ave.	G	4085
10	Front Desk	119 Newkirk St.	I	4087
11	Front Desk	2 Enos Place	J	4096
12	Front Desk	71 Sip Ave.	L	4090
13	Front Desk	263 Academy St.	STEM (S)	4711
14	Rover	263 Academy St.	STEM (S)	N/A

Officers conduct both mobile and/or foot patrols of the respective locations during the day/evening hours as required.

#### **NATIONAL INCIDENT COMMAND SYSTEM (NIMS)**

NIMS provides a framework for interoperability and compatibility by balancing flexibility and standardization.

- NIMS provides a **flexible** framework that facilitates government and private entities at all levels working together to manage domestic incidents. This flexibility applies to all phases of incident management, regardless of cause, size location, or complexity.

- NIMS provides a set of **standardized** organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

These components include:

- Command and management.
- Preparedness.
- Resource management.
- Communications and information management.
- Supporting technologies.
- Ongoing management and maintenance.

NIMS standard incident management structures are based on three key organizational systems:

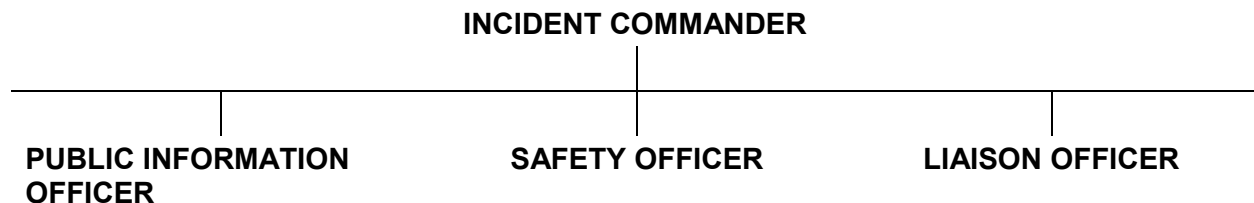
- The **Incident Command System (ICS)** defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident
- The **Multiagency Coordination System**, which defines the operating characteristics, management components, and organizational structure of supporting entities.
- The **Public Information System**, which includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

Per NIMS, the College has established an ICS that identifies certain roles and responsibilities for selected college staff when an emergency is declared. This structure is outlined in **Appendix E**. An HCCC Emergency Management Team contact list is located in **Appendix E1**.

Initially, the Incident Commander will be the senior first-responder (e.g., Office of Public Safety and Security) to arrive at the scene. As additional responders arrive, command will be transferred on the basis of who has primary authority for overall control of the incident.

As an incident grows in size or becomes more complex, the responsible jurisdiction or agency may assign a more highly qualified Incident Commander. At transfer of command, the outgoing Incident Commander must give the incoming Incident Commander a full briefing and notify all staff of the change of command.

As an incident grows, the Incident Commander may delegate authority for performing certain activities to others, as required. When expansion is required, the Incident Commander may use a command staff that may include Security personnel.



- Public Information Officer – handles all inquiries and coordinates the release of information to the media with the Vice President of Advancement and Communications, or designee.

- Safety Officer – monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- Liaison Officer – is the on-scene contact for other agencies assigned to the incident.

The Incident Commander will base the decision to expand or contract the Incident Command System organization on three major incident priorities.

1. Life Safety – Priority is always life safety of the emergency responders and the public.
2. Incident Stability – Determining the strategy that will: Minimize the effect that the incident may have on campus and surrounding area. Maximize the response effort while using resources efficiently.
3. Property Conservation – Minimizing damage to property while achieving the incident objectives.

As an incident becomes more involved, the Incident Commander can activate additional Command Staff (Planning, Operations, Logistics and/or Finance/Administration), as necessary. Each section, in turn, has the authority to expand internally to meet the needs of the situation.

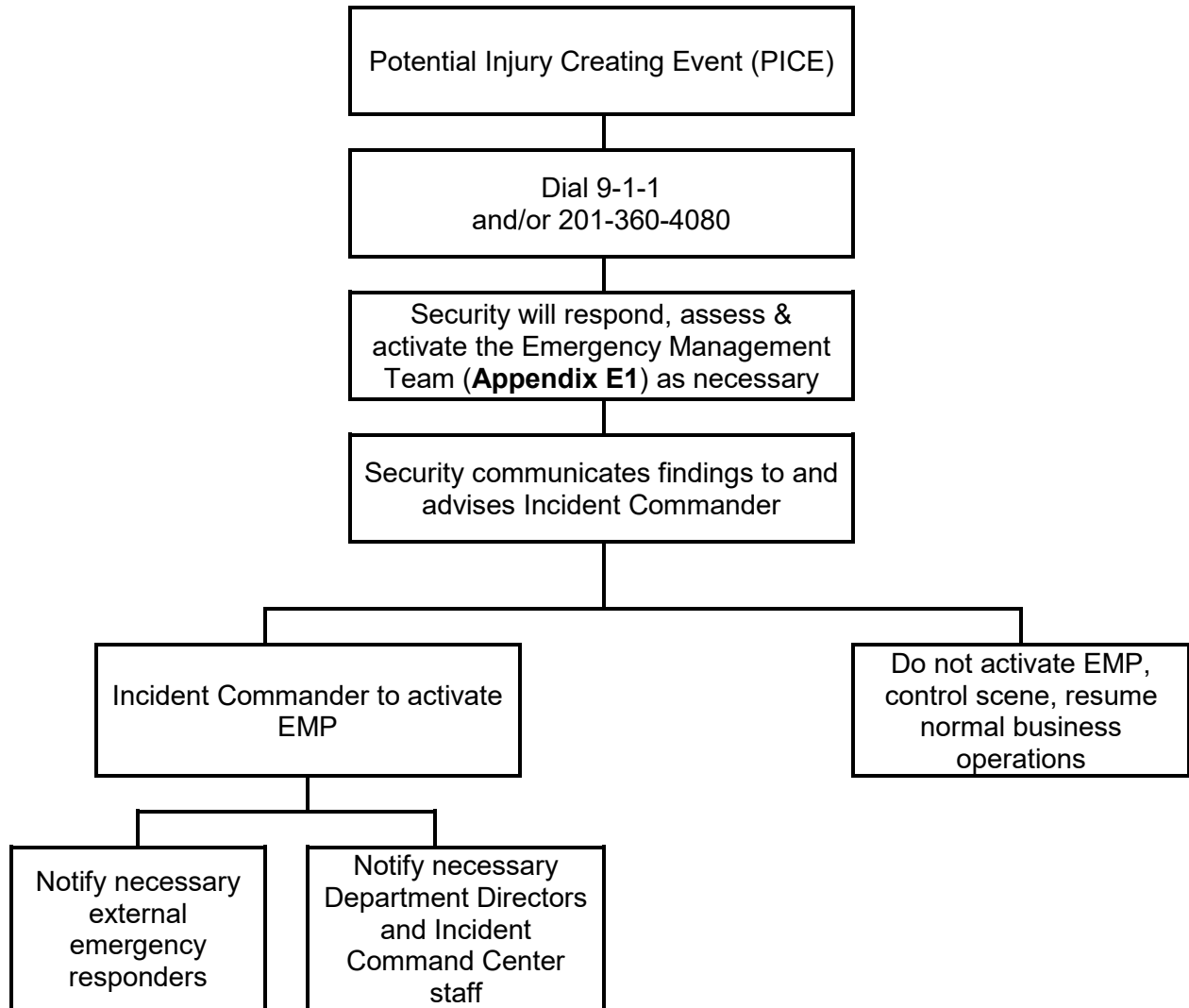
The ICS also includes designating specific locations within the College to house an Incident Command Center where designated Command Staff personnel gather, and all communications originate. The Incident Command Center should be equipped with the following items:

- Emergency Management Plan
- Emergency Power
- Writing boards/flip charts/pens
- Voice and data outlets
- Telephones/fax machine
- Flashlights/back up batteries
- Desk top computers with data cable connection
- TV
- Phone directory
- Building site diagrams (**Appendix F**)

The Incident Command Center will be established at one of the following location(s):

<b>SITE</b>	<b>Incident Command Center Primary</b>	<b>Incident Command Center Secondary</b>
Jersey City Campus	G Building 81 Sip Ave. (Command Center)	A Building 70 Sip Ave Mary T. Norton 4th Floor
Union City Campus	4800 Kennedy Blvd. (1 <sup>st</sup> Floor)	N-207

- **PLAN ACTIVATION**





## **COMMUNICATION WITH THE HCCC COMMUNITY**

In the event of an emergency, the following communication methods can be used to communicate direct telephone communication, mass communication (Connect-ED), e-mail or fire alarm activation.

Built exclusively for post-secondary institutions, the **Connect-ED** service allows HCCC leaders and the Office of Public Safety and Security to send time-sensitive notifications to thousands of people in minutes via text- and voice-messaging emergency-alert system. This system will be used in the event of a crisis or emergency that poses an immediate and life-threatening danger to the College community.

In addition, the HCCC website and social media can also be used. They include: [www.hccc.edu](http://www.hccc.edu); the HCCC Portal; Facebook - [www.facebook.com/hccc.edu](http://www.facebook.com/hccc.edu) & Twitter- @hudsonccc

## **MANAGEMENT OF SUPPLIES**

The Director of Contracts and Procurement, or designee, will supervise the purchase and maintenance of supplies and regular stock items. Relationships will be maintained with the Local and County Office of Emergency Management to ensure the availability and distribution of necessary supplies.

Essential supplies, including batteries, food, etc., may need to be provided to support the disaster effort. This will be conducted by contacting appropriate suppliers and/or Local and County Offices of Emergency Management.

It should be noted that the Associate Dean of Business, Culinary Arts & Hospitality Management maintains a supply of food at the 161 Newkirk facility.

## **TRANSPORT VEHICLES**

The Office of Public Safety and Security maintains a vehicle fleet. Drivers are equipped with security radios that can communicate directly with Security Command Center. A listing of these vehicles is in **Appendix G**.

## **RESUMING OPERATIONS FOLLOWING AN EMERGENCY**

The College has procedures in place to restore operational capabilities to pre-emergency conditions. Once an emergency is deemed over by the Incident Commander, a HCCC Emergency Management Team will assess damage to the facility to determine whether the facility(s) can provide a safe environment for its occupants and resume normal operations. Professional engineers may be called upon to assist with the inspection.

As part of the assessment and for insurance purposes, pictures and/or videos may be taken of all damages to the affected area(s) including buildings, grounds, and equipment.

Potential environmental impacts will be evaluated to ensure there is no negative effect as a result of the emergency situation.

Employee support programs may need to be instituted, (i.e., crisis counseling, flexible work hours, cash advances, day care, etc.) particularly if staff and the College have been directly impacted by the emergency.

Additional recovery efforts following the emergency may include:

- Clearing debris and securing unsafe buildings as necessary.
- Restoring internal and external communication devices.

- Taking an inventory of equipment and supplies for damage and determining if additional supplies need to be obtained from suppliers. Damaged supplies and equipment will be retained until approval is received from the insurance agent for disposal.
- Notifying the community through local media services what services the College will be providing and where they will be provided in the event services are moved from one building to another.
- Notifying the proper insurance company who will contact a third-party expert to prepare claims.
- Ensuring records and data have been protected and restoring information as necessary from backup tapes.
- Keeping detailed records.

Once a disaster has occurred, and the State has declared a state of emergency, the State will evaluate the recovery capabilities of the State and local governments. If it is determined that the damage is beyond their recovery capability, the governor will normally send a request letter to the President, directed through the Regional Director of the appropriate FEMA region. The President then makes the decision whether or not to declare a major disaster or emergency.

After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75 percent of the eligible costs.

If there is damage to a school building due to a disaster, remember the following guidelines when considering FEMA funding reimbursement:

- Prepare a list of the damage sites and mark them on a county road map or city map.
- Gather copies of insurance policies on damaged structures.
- Be prepared to share information about historic structures that might be damaged, and structures that may have environmental concerns.
- Track costs and keep disaster-related equipment, materials and labor costs separate from non-disaster work. Be prepared to explain immediate expenditures associated with any emergency work.

Consult the Jersey City and/or Hudson County Offices of Emergency Management for additional Guidance.

## **MEDIA MANAGEMENT**

During a college emergency, all communications with the media and the public are to take place through the Communication Department. A representative from the department will be appointed as the Public Information Officer.

The Department of Communications has developed a “Master Print List for Press Releases” and a “Media Contact List” located in **Appendix H**. A resource guide called the “*National Incident Management System Basic Guidance for Public Information Officers*” is located in **Appendix I**.

If hosting the media at HCCC becomes necessary, possible staging areas include:

1. Culinary Conference Center 161 Newkirk St. (E Building) Banquet Room First Floor
2. 70 Sip Avenue (A Building) Mary T. Norton Room (next to the President’s Office)

## **CRISIS COUNSELING**

A single act of violence or terrorism can adversely affect tens to hundreds of people. Therefore, the Center for Academic and Student Success will coordinate mental health and crisis counseling efforts. Two (2) Academic Counselors with degrees in Social Work and Psychology are employed within the department. These counselors serve as an excellent resource in managing mental health and crisis counseling efforts. A roster of these counselors along with their emergency contact information is located in **Appendix J**.

The Office of Human Resources will coordinate mental health and crisis counseling efforts for employees. The College currently uses the services of an employee assistance program called “**New Directions**”. <https://www.ndbh.com/Home/About>

The Employee Assistance Program (EAP) assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. EAPs generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members.

EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Many corporations, academic institution and/or government agencies are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations. Counselors at the EAP can be reached 24 hours a day, seven days a week at **833-848-1764**. Employees in crisis are able to contact counselors on their own or may be referred by their supervisor or a representative from the Human Resources department.

## **STUDENT CRISIS PROTOCOL**

To support students, HCCC has developed specific Student Crisis Protocols (**Appendix K**).

This referral guide outlines the procedures to be used in the unlikely event of a student crisis situation. The guide was developed by the Crisis Response Team made up of representatives from Student Affairs, Academic Affairs, Human Resources, and Safety & Security. This referral guide defines a number of possible student crises, responsibilities of the various responders, communication channels, guidelines for a variety of student emergency situations, and vital contact information for internal and external resources.

## **CLOSING OF THE COLLEGE**

The Department of Communications will also assist in communicating school announcements including whether the College will be closed due to an emergency (e.g., Severe Storm). School closing announcements, which are only issued through the President’s Office, will follow the Emergency Closing procedures outlined in **Appendix L**.

In the event of a delayed opening or the need to close the College, direct telephone communication, or e-mail can be used to communicate. The **Connect-ED** service can also be used in the event of a closing or delayed opening of the College community.

In addition, the HCCC website and social media can also be used. They include: [www.hccc.edu](http://www.hccc.edu); the HCCC Portal; Facebook - [www.facebook.com/hcccedu](https://www.facebook.com/hcccedu) & Twitter- @hudsonccc.

Immediately after being notified of closing, the Department of Communications will contact the following radio and television stations to report HCCC opening and closing information:

- WCBS 880 AM, WINS 1010 AM, WVNJ 1160 AM, and WADO 1280 AM
- WNBC-TV and News 12

Staff and students will also have the option to:

- Log onto our “MyHudson” portal
- Access Facebook and/or Twitter
- Call phone (201) 714-7100 and press 1 for emergency information.

## **EDUCATION**

Emergency management education and training is accomplished through a number of different vehicles including New Employee Orientation, Student Orientation, and annual training. This training will be coordinated as necessary by the Office of Public Safety and Security.

## **EMERGENCY MANAGEMENT DRILLS**

At least annually, either in response to an emergency or in planned drills, the College will attempt to test this Plan. This drill will be coordinated with outside emergency response agencies and will consist of either a tabletop drill or functional exercise.

The drills will be critiqued, and corrective actions implemented to ensure the effectiveness of the Emergency Management Program.

Documentation for these drills will be maintained by the Office of Public Safety and Security.

## **EMERGENCY RESPONSE PLANS**

### **ACTIVE SHOOTER**

#### **DEFINITION**

An *active shooter* by US government agencies (including the US Department of Justice, FBI, US Department of Education, US Department of Homeland Security, and Federal Emergency Management Agency) is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

#### **GENERAL INFORMATION**

Active shooter situations are unpredictable and evolve quickly. Because active shooting situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

As with any incident, the safety of the students and faculty is the primary objective. The Office of Public Safety and Security’s responsibility is to isolate and/or contain the threat and ensure the students, faculty, staff, etc. are located out of harm’s way.

The College presents an additional concern due to its open campus philosophy. This philosophy must be a consideration in a lockdown/evacuation decision. Shooting incidents in-progress in the area of the College, which may place students, etc. in danger, should generate a campus/building lockdown and/or evacuation.

The request for a school lockdown or evacuation must be made through the Incident Commander (or his designee) or other local law enforcement agency. Staff and students (if possible) will be trained on Homeland Security “Run-Hide-Fight” as well as the **ALICE** procedures identified below.

# **ALICE**<sup>®</sup>

TRAINING INSTITUTE

## **ALERT**

Initial Alert may be a gunshot, PA announcement, etc...  
Avoid code words.

## **LOCKDOWN**

If Evacuation is not a safe option, barricade entry points.  
Prepare to Evacuate or Counter if needed.

## **INFORM**

Communicate real time information on shooter location.  
Use clear and direct language using any communication  
means possible.

## **COUNTER**

As a last resort, distract shooters ability to shoot accurately.  
Move toward exits while making noise, throwing objects,  
or adults swarm shooter.

## **EVACUATE**

Run from danger when safe to do so using non-traditional  
exits if necessary. Rallying point should be predetermined.

**AliceTraining.com**

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, or designee

### **PLAN ACTIVATION**

Any person observing, or being made aware of, a shooting incident will immediately notify 9-1-1 and the Office of Public Safety and Security by dialing x-4080 when it is safe to do so. Be prepared to provide as much information as possible:

- What is the location of the shooting?
- What is your name and department?

- Have you or anyone else been injured?
- The likelihood of a hostage situation
- The possibility that other actors are involved
- What weapons and/or explosives are involved

#### Incident Commander

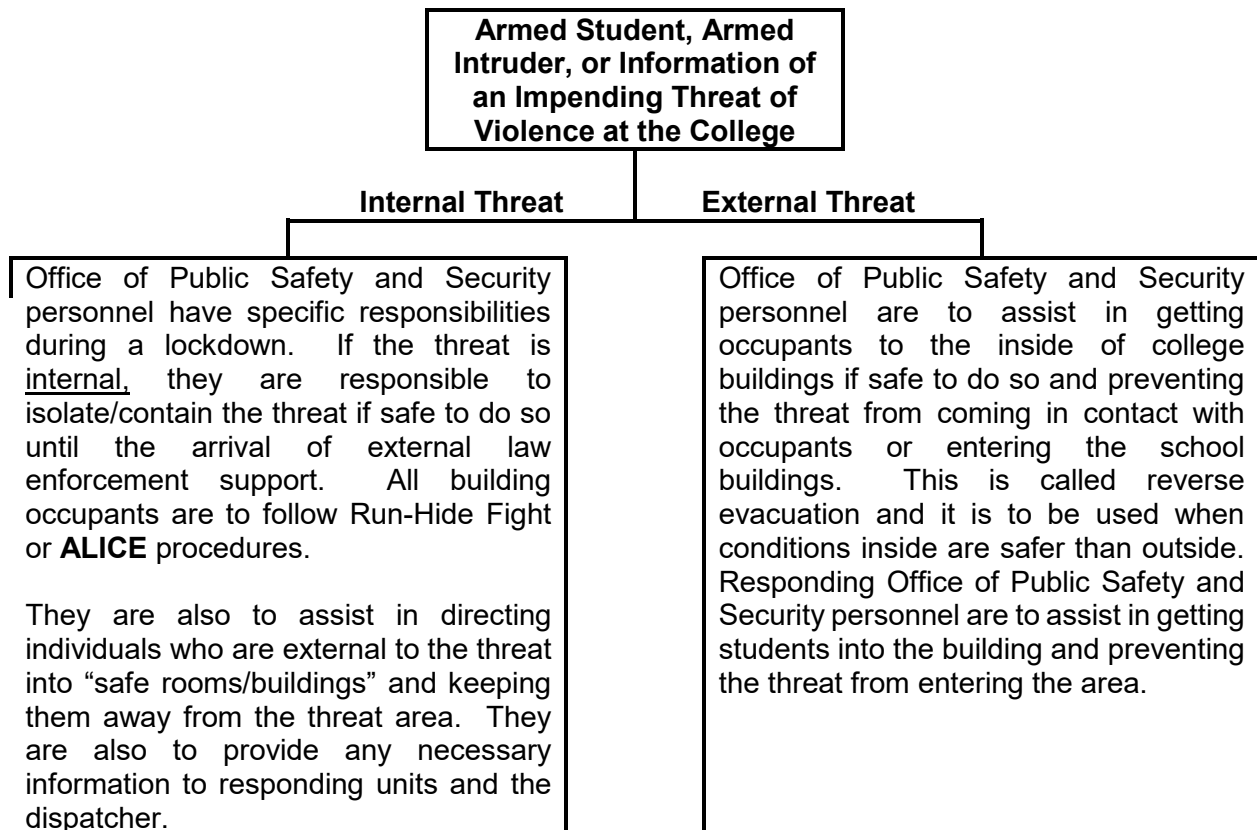
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Consult with Office of Public Safety and Security and determine if the Incident Command Center should be established.
- Activate **Appendix E1**.

#### **PLAN RESPONSE**

##### Office of Public Safety and Security

- Follow procedures as dictated by Office of Public Safety and Security and law enforcement policies and procedures. Use clear text to notify all Security Officers.
- Ensure the Jersey City Police are notified as soon as possible via 9-1-1.
- Establish an inner perimeter to isolate and contain the threat.
- Establish an outer perimeter to control concerned parents, students returning to school, control emergency response vehicles, etc. These individuals are to be directed to a safe location. The outer perimeter maintained by Office of Public Safety and Security should be large enough so that personnel on the outside are not in danger, nor causing a distraction to Tactical and other law enforcement personnel. Outer perimeter personnel will be responsible for pursuit of persons/vehicles fleeing outside of the inner perimeter, surveillance units if utilized, and control of travel routes.
- Do not attempt to initiate a tactical action unless so authorized by the Incident Commander or his designee.





When reverse evacuation is necessary:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to the nearest lockable classroom
- Check for injuries and assist in the evacuation of injured individuals if it is safe to do so.

During a lockdown (to protect building occupants from potential dangers in the building), all classroom, office doors, etc. are to remain locked, if possible, until the “all clear” is announced.

Incident Commander

- Prepare for calls from concerned parents, friends, etc. regarding the safety of their loved ones.
- Advise Department of Communications to be prepared to manage the release of information to the news media.

**PLAN TERMINATION**

Incident Commander

- Consult with the Office of Public Safety and Security personnel and others as appropriate, to determine that the shooting event has been completely controlled and that recovery can begin.
- Recall Security Officers from their deployed locations, as appropriate.
  - Note: Additional security may be needed in and around the crime scene to preserve evidence.

- Issue a broadcast phone mail and e-mail providing department heads with a college status update.

## **PLAN RECOVERY**

### **Incident Commander**

- Serve as the point-of contact with the Office of Public Safety and Security and Emergency Response Officials in the shooting investigation and coordinate all college activities needed to assist the investigation officials.
- Consolidate all incident reports, prepared by Office of Public Safety and Security personnel, of damage and requirements for special recovery efforts.
- Notify Department Heads of the termination and advise them to direct their departments in the return to normal school operation.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Coordinate family and/or staff support as necessary to deal with the impact the event may have had on these individuals. This can be coordinated through Counseling & Wellness Department (**Appendix J**).

### **Executive Director, Engineering and Operations**

- Complete clearing of the damaged area, consistent with safety considerations and the needs of the shooting investigation.
- Secure any unsafe damaged areas, or areas needed for the investigation, by marking them “**CLOSED**” and erecting barricades.
- Inspect the shooting area to determine the extent and degree of blast, flame, smoke, and water damage.
- Prepare a plan for the temporary and permanent repair of the damage and will submit the plan to the Incident Commander and college administrators.
- Restore to the affected area, as appropriate, services and utilities that may have been turned off or damaged.
- Provide assistance to Custodial Services in clearing the area and will provide advice regarding safety matters to the cleanup crews.
- Damage may be severe enough to make clearing activity possibly unsafe in certain areas. If the Executive Director, Engineering and Operations considers any area unsafe, it will not be cleared. The Executive Director, Engineering and Operations will close off and mark all unsafe areas to prevent entry.

### **DEPARTMENT HEADS**

- Notify their department personnel of the termination, as appropriate. They will direct their departments in the return to normal operation
- Inventory their records, supplies and equipment, and will report to the Incident Commander the extent of damage. If records have been damaged, they will work out with the Incident Commander a plan for restoration of the records.

### **Department of Communications**

Prepare and release to the news media the desired reports on the shooting.

## **AIRCRAFT DOWN (CRASH)**

### **DEFINITION**

An aircraft down (crash) is defined as the crash of any motorized or fueled aircraft onto the College campus.

**Note:** Airports will classify aircraft emergencies as Alert I (Standby), Alert II (Potential) or Alert III (Actual) accident. Other emergencies will be classified as General Alerts. A hazardous material release will be classified as a HAZMAT Alert.

**ALERT I (STANDBY)** – This indicates that an aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving safe landing. This is notification only and not considered an emergency.

**ALERT II (POTENTIAL)** - This indicates an aircraft is having operational difficulty that could result in an accident. If the information is readily available, the College will be notified of this information through the OEM, Police, etc. so appropriate response activities can be coordinated.

**ALERT III (ACTUAL)** - This indicates an aircraft is involved in an actual accident.

**GENERAL ALERT** - This indicates a fire, explosion, bomb threat, hijacking, major medical incident, natural disaster, airfield power failure, civil disturbance, or similar emergency situation has occurred.

**HAZMAT ALERT** - This indicates a hazardous material release as occurred from the aircraft.

### **GENERAL INFORMATION**

The Jersey City Campus does represent a flight path to local airports. This includes small commuter planes. Nevertheless, local crash and rescue units will accomplish actual rescue and firefighting.

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, designee

### **PLAN ACTIVATION**

Information concerning an aircraft crash on campus will either be visibly obvious or will be communicated telephonically to the Office of Public Safety and Security by dialing **201-360-4080**.

The Incident Commander will immediately be notified, and after consultation with the Office of Public Safety and Security, will make the determination as to whether or not to activate the Emergency Response Plan.

Office of Public Safety and Security

Activate **Appendix E1** as directed by the Incident Commander.

### **PLAN RESPONSE**

- After the effects of the explosion and/or fire have subsided, notify the Office of Public Safety and Security. Provide your name and describe the location and nature of the emergency.
- If possible, activate the building fire alarm. If the alarm fails to activate, report the emergency by telephone as described in the previous sentence. Dial 9-1-1 if necessary.

- If necessary, walk quickly to the nearest marked exit and ask others to do the same. The procedures outlined in the Evacuation section of this plan should be adhered to. Note that due to the location of the aircraft disaster, it may potentially be necessary to initiate a “lock down” procedure to protect students from explosions and falling objects. However, if the building you are in is on fire as a result of the crash, EVACUATE.
- Once your building is evacuated, move to a clear area away from the affected area. (see Building Evacuation Plan in **Appendix M**)

#### Office of Public Safety and Security

- Notify appropriate emergency responders (e.g., Jersey City Fire Department).
- Assist emergency responders as necessary.
- Notify Facilities and request a Senior Administrator to respond to the scene.
- Secure campus buildings to permit access for emergency response personnel.
- Keep all individuals a safe distance from the aircraft. Secure the scene.
- Do not touch items or debris found at the incident.

#### Office of Engineering and Operations

- Coordinate the inspection and assessment of the building as soon as possible to determine the degree of damage and the need to relocate employees, students, etc., beginning with the most seriously damaged locations.
- Be responsible for repair of the refrigerators and/or for obtaining temporary refrigeration capability if necessary.
- Evaluate the condition of the building and for restoring the building to operating condition.
- Determine any unsafe areas and limit access where appropriate
- Report the status of emergency lighting systems and generators and if any college areas are on emergency power.
- Coordinate the monitoring of possible air contaminants.

#### Department of Communications

Prepare and issue information regarding the status of the College to the news media.

### **PLAN TERMINATION**

The termination of the emergency will not be clean-cut as the residual damage, disruption of services, and other abnormal conditions may remain for a considerable time. However, the Incident Commander, Executive Director, Engineering and Operations, and the appropriate outside authorities will determine the emergency condition has ended.

#### Incident Commander

- Advise the Chief Information Officer (CIO), or designee, to issue a broadcast e-mail/phone mail providing Department Heads with a college status update.
- Recall Security Officers from their deployed locations as conditions permit.
- Advise Department of Communications to provide status update to college community.

### **PLAN RECOVERY**

#### Incident Commander

- Notify personnel of the termination via broadcast phone and e-mail if possible.
- Ensure all borrowed supplies and equipment are returned as promptly as feasible.

- Ensure that all borrowed or temporarily relocated supplies are returned as promptly as feasible.
- Organize a committee to explore alternate facilities to continue education services.
- File and pursue applications for relief funds from federal, state, and local sources, and will investigate the possible replacement of equipment and supplies from sources such as OEM, and FEMA.

#### Executive Director, Engineering and Operations

- Prepare a detailed list of all damage.
- Prepare a list of all temporary repairs that have been made.
- Develop a recommended plan and prioritize for making additional temporary repairs and permanent repairs.
- Advise Office of Public Safety and Security of findings.

#### Department of Communications

Continue to issue status and advisory information to the news media to keep the public and campus community informed.

## **BOMB THREAT**

### **DEFINITION**

A *bomb threat* is any warning or threat that a potential explosive device may have been placed on college property. Bomb threats, most often conveyed through a telephone call, can also be received through the mail, e-mail, notes, graffiti, internet postings or verbally by a person claiming to be carrying or controlling explosives with the intention and/or capability to detonate them where the College population can be injured or personal property damaged.

### **GENERAL INFORMATION**

Statistics indicate that most bomb threats are hoaxes. Nonetheless, statistics are a poor justification for not keeping students and staff safe. A bomb threat, besides being a crime, must be taken seriously, independent of whether or not it “seems” real. (For the record, dedicated bombers do not provide threats: they simply place their bombs and use the element of surprise to satisfy their existence.)

The first step in responding to a bomb threat must be taken by the person receiving the threat (telephone operator, receptionist, etc.). This individual should attempt to obtain as much information as possible, using as a guideline the Bomb Threat Checklist (**Appendix N**). Remember, the more you can find out about the threat, the greater the likelihood that no one will be injured and that the person making the threat will be brought to justice.

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, designee

### **BOMB THREAT NOTIFICATION**

There are three likely methods of receiving a bomb threat.

#### Telephone

The most probable means of receiving a bomb threat is through a telephone call to the College’s main switchboard. Remain calm, signal an associate to listen in if possible, and attempt to obtain as much information as possible. Immediately look at the caller ID display in your telephone, if you have an LCD display. Often callers know not to remain on the line for long. If possible, keep the person talking and write on a pad a message to a co-worker: “Bomb Threat, Call 9-1-1, caller ID shows (xxx)xxx-xxxx.” Keep the person talking. Everything the caller says is useful in averting injury. Note that the call could also be forwarded to another location (e.g., Office of Public Safety and Security, etc.). While this call location will also provide useful information, a recorder will generally not be available and the person receiving the threat must rely on his knowledge of emergency procedures to obtain helpful information.

#### Letter, Social Media, E-Mail, or Delivered Package

Bomb threats are occasionally made by letter, social media, e-mail, and, in some cases as part of a small package delivered by a courier.

If you open a letter, e-mail, or letter/package containing a bomb threat, handle it as little as possible. If the threat is contained in a letter/package, put it down and quietly evacuate the room. Do not handle the letter/package -- even in an attempt to place it in a seemingly less dangerous location. Contact the Office of Public Safety and Security immediately at **201-360-4080** and evacuate following the appropriate evacuation guidelines. E-mails should be printed and reported to the Office of Public Safety and Security as soon as possible. Do not send e-mail to the trash bin.

## Through Face-To-Face Verbal Communication

Occasionally, a person will enter a facility and announce that he/she is carrying a grenade or has explosives in a bag and a detonator in his/her hand. This situation represents a very specific threat and is potentially very dangerous. Do not challenge the messenger. If you are within earshot and out of line of sight, listen and do all that you can to stop other individuals from inadvertently entering the area.

In all cases described above, the person receiving the bomb threat must call the Office of Public Safety and Security immediately after taking the initial response steps just described. He/she should convey as much information about the situation to the police.

## PLAN ACTIVATION

- Upon receiving a bomb threat phone call, remain calm and signal a work associate to listen in, if possible. Keep the person talking and obtain as much information as possible.
- Contact the Office of Public Safety and Security via **201-360-4080** and advise that the bomb threat phone call was received.
- Provide any important information obtained during the call such as caller's gender, age, ethnicity, etc. Document via the Bomb Threat Report Form.
- Notify Security patrols of the threat location.
- Notify the Executive Director, Public Safety and Security.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Activate **Appendix E1** as directed by the Incident Commander.

## Incident Commander

Assess the information and threat using the criteria below.

<p style="text-align: center;"><b>Low Risk Threat</b></p> <p><b>Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.</b></p> <ul style="list-style-type: none"><li>✓ Threat is vague and indirect</li><li>✓ Information contained within the threat is inconsistent, implausible, or lacks detail</li><li>✓ Caller is definitely known and has called numerous times</li><li>✓ The threat was discovered instead of delivered (e.g. a threat written on a wall)</li></ul> <p style="text-align: center;"><b>Medium Risk Threat</b></p> <p><b>Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.</b></p> <ul style="list-style-type: none"><li>✓ Threat is direct and feasible</li><li>✓ Wording in the threat suggest the perpetrator has given some thought on how the act will be carried out</li><li>✓ May include indications of a possible place and time</li><li>✓ No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility</li><li>✓ Indication the perpetrator has details regarding the availability of components needed to construct a bomb</li><li>✓ Increased specificity to the threat (e.g. "I'm serious!" or "I really mean this!")</li></ul> <p style="text-align: center;"><b>High Risk Threat</b></p> <p><b>Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.</b></p> <ul style="list-style-type: none"><li>✓ Threat is direct, specific, and realistic; may include names of possible victims, specific time, location of device</li><li>✓ Perpetrator provides his/her identity</li><li>✓ Threat suggests concrete steps have been taken toward carrying out the threat</li><li>✓ Perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance</li></ul> <p>Source: US Department of Homeland Security</p>
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- Assign all available Office of Public Safety and Security to search central egress corridors. All elevators and stairwells not on pre-designated egress routes should not be used until searched.
- Request outside assistance if needed.

## PLAN RESPONSE

### Office of Public Safety and Security

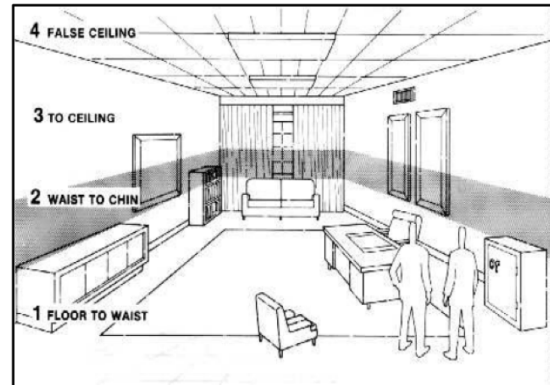
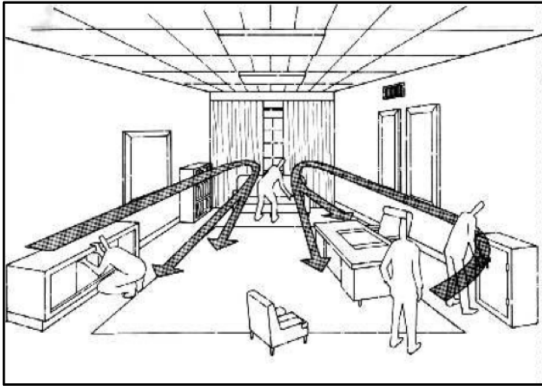
- Security will alert personnel in all spaces of any suspicious object to evacuate using the guidelines established in **Appendix O** (*Bomb Threat Stand-Off Distances*). Advise occupants to remove all personal items when evacuating (e.g., handbags, briefcases, etc.).
- Instruct the Office of Public Safety and Security to keep anyone but departmental staff or uniformed identified law enforcement personnel from moving closer to the device.
- Upon the arrival of qualified bomb experts, they will determine prudent local, additional relocation measures.
- Upon discovery of any suspicious object, instruct search team to continue search activities in all other areas. All search activities should be completed and reported to the Incident Command Center. It is not unusual for such a search to reveal more than one "suspicious object."
- Upon notification of an individual personally delivering a bomb threat, advise college personnel to take no action against the individual and not make any attempt to restrain the individual. Take all action -- OUT OF SIGHT OF THE POTENTIAL BOMBER -- to ensure that additional personnel do not enter the threatened area. Make every attempt to monitor the location of the potential bomber without confrontation or physical contact.
- Evaluate the situation and determine if classes must be cancelled.
- Follow all Office of Public Safety and Security and County Prosecutor's policies and procedures.

### Search Team

- Search all locker rooms, telephone booths, public and quasi-public areas, external perimeters, and other parking facilities.
- Search parking areas within 300 feet of the populated spaces within the College for suspicious vehicles and any objects left on the ground or in containers.
- All of the search activities noted above are directed toward locating any suspicious object -- particularly objects larger than the volume of a 12-ounce soft drink container. Such a device could contain about 1 pound of explosive and could prove fatal and injure others in adjacent rooms and central corridors. Searches should be particularly concerned with disconnected lengths of pipe-like materials. Such objects 2 to 4 inches in diameter and less than 12 inches long are capable of inflicting significant injury over exposed distances of 100 feet or so.
- After each search team has completed its search pattern, it will report by telephone to the Incident Command Center confirming its search area and reporting its finding.
- If any suspicious device is found, the leader of the search team finding the device will calmly execute the following actions as soon as practical:
  - Make certain that no one touches, handles, disturbs, or moves the device.
  - Notify the Incident Command Center by telephone, providing as much information as possible about the precise location, size, and nature of the object. Remember anything you can reliably report could save a life in the next few minutes.
  - Quietly relocate everyone from the immediate vicinity, which is defined as 300 feet.

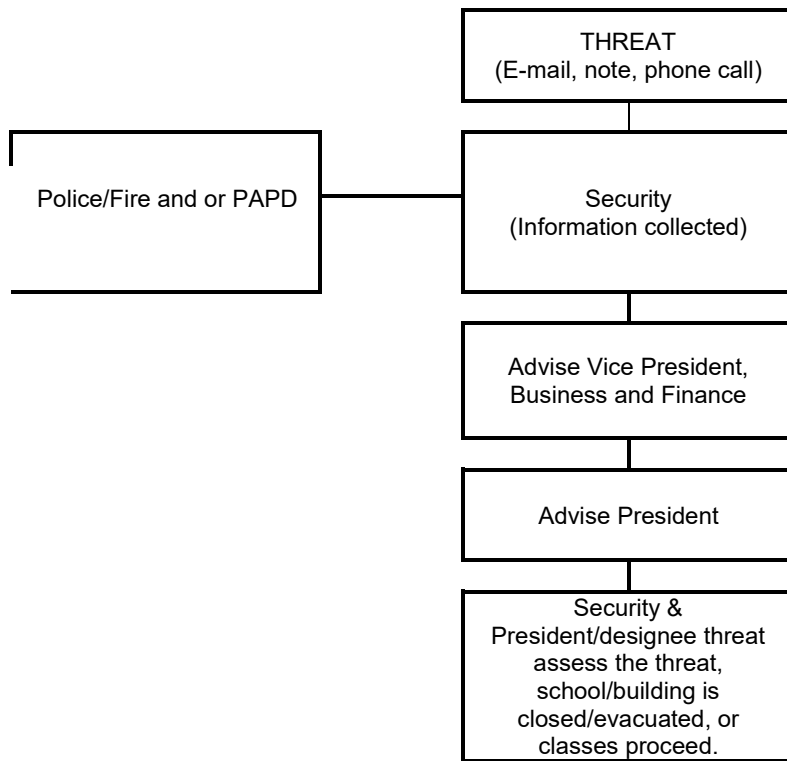
- If a suspicious object (or vehicle) is found outside any college building, the Office of Public Safety and Security will immediately cordon off the area to a distance of at least 300 feet in all directions. All occupied college spaces on all floors within 300 feet of the object and directly facing the object will be cleared.

- SEARCH TECHNIQUES are as FOLLOWS:

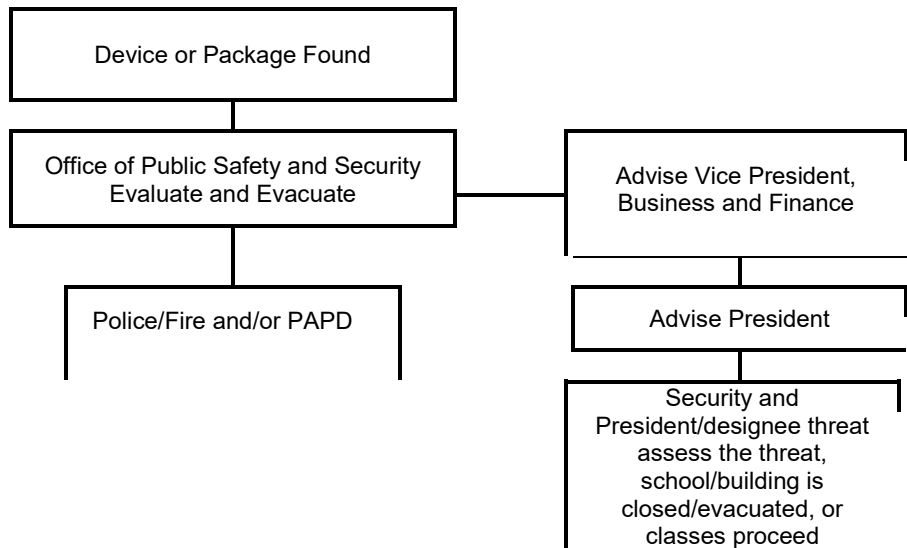


Please note: During searches, two-way radio transmissions will be minimized within the exclusion zone since radio transmission can activate specially manufactured explosive devices.

**BOMB THREAT DECISION MATRIX**



**BOMB THREAT COMMUNICATION DECISION MATRIX**



## **PLAN TERMINATION**

### Incident Commander

- Consult with Security, Police, or other Law Enforcement Agency to determine when the device(s) has been disposed of or determined not to be a real threat.
- Determine when all (other) organized search activities have resulted in negative findings.
- Declare that the Bomb Threat Emergency is terminated if it is safe to do so.
- Recall Office of Public Safety and Security from their deployed locations, provided that the officers concur that their service is no longer needed at these locations.
- Activate the HCCC internal and external communication plan (e.g., Connect-Ed).
- Advise Department of Communications to provide status update to campus community.

## **PLAN RECOVERY**

### Department Heads

- All personnel should return to their department and continue normal duties.
- All restrictions on normal pedestrian and vehicle movements will be removed.

### Incident Commander

- Document the threat scenario and all actions taken as part of the emergency response.
- Confer with law enforcement personnel to determine potential improvements with the Bomb Threat Response.
- Building occupants will be permitted under normal conditions.

## **PSYCHOLOGICAL TRAUMA RESPONSE**

Coordinate staff/student support as necessary to deal with the impact the event may have had on those impacted by the event via **Appendix J**.

## CHILD ABDUCTION

### DEFINITION

Child abduction is defined as the unauthorized taking of a child from the College campus.

### INCIDENT COMMANDER

Executive Director, Public Safety and Security, designee

### PLAN ACTIVATION

Notification to the Office of Public Safety and Security of a child abduction can come from the person that observes the abduction or becomes aware of the unexplained absence of a child. If a child abduction is suspected, a phone call to **201-360-4080** or **9-1-1** must immediately be made to the Office of Public Safety and Security or Police.

Office of Public Safety and Security

Activate **Appendix E1** as advised by the Incident Commander.


### PLAN RESPONSE

Incident Commander

- Deploy Security staff to the appropriate locations and college exits.
- Advise the Security Command Center to announce “**Code Adam/missing child**” with a description and location.
- Have Security Officers respond to the area of the abduction to gather necessary information and if possible, an identification of an abductor. This includes names, phone numbers, etc. of potential eyewitnesses. Attempt to confirm the abduction by checking with all locations where the possible child may have been or could be expected to visit. Do not allow anyone into or out of the crime scene area!
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Advise appropriate college personnel via broadcast phone mail and e-mail to be on the lookout for the abductor and child.
- Ensure closed circuit television cameras are monitored and videotape is secured if applicable and if available.
- Develop and document as much information about the alleged abduction as possible, remembering that time is critical. Remember that the area of the abduction will be considered a crime scene, do not touch anything that may be used as evidence. The necessary information includes at least the following:
  - ❑ Name, age and description of the child.
  - ❑ Reasons for believing the child may have been abducted.
  - ❑ Place and time last seen.
  - ❑ Persons who last saw the child.
  - ❑ Persons with the child when last seen.
  - ❑ Determine if any medication is being received.
  - ❑ Determine if the child or any bystanders were injured in the abduction
  - ❑ Description of the suspect and vehicle.
- Notify the College’s Legal Advisor as appropriate of information as it becomes available.
- Assign the Office of Public Safety and Security to assist outside law enforcement as necessary.

- Assign the Office of Public Safety and Security, as required, to the area of the possible abduction to ensure that the area is kept cleared of personnel and that nothing is touched so that evidence is properly preserved for the investigation. These Security Officers will not leave their post until authorized to do so.
- Assign a Security Officer to assist the Department of Communications as necessary. Media will be staged in the location as dictated by the Public Information Officer.
- Assign the appropriate college representative to contact the necessary parent/guardian if necessary.
- Ensure the Center for Student and Academic Success is contacted to coordinate mental health and crisis counseling efforts.
- Security, will take charge of the abduction investigation and all other pertinent actions including notification to the Hudson County Prosecutors Office, FBI, etc.

Note: The State of New Jersey has developed an AMBER (America's Missing: Broadcast Emergency Response) Alert Plan that calls for the broadcast media to issue an "Amber Alert" when a child has been abducted and is believed to be in grave danger.



**AMBER ALERT ACTIVATION CRITERIA:**

The investigating agency must immediately contact the New Jersey State Police Missing Persons Unit through the Regional Operations Intelligence Center (ROIC) at (609) 963-6900, extension #1.

**Activation Criteria for an AMBER Abducted Child Alert:**

- 1.** The child has been abducted, (Family and Non-family)
- 2.** The child is **under the age of 18.**
- 3.** Authorities must believe that the abducted **child is in danger** of death or serious bodily injury.
- 4.** There is reason to believe that an **AMBER Alert** would assist in locating the child, considering all relevant circumstances, including whether there is enough descriptive information pertaining to the child, the abductor(s), the means of transport, and the amount of time that has elapsed since the child was last seen and/or reported missing.

**CHILD ABDUCTION RESPONSE TEAM (CART)  
CRITERIA FOR NOTIFICATION:**

**CART is an organized, rapid, and planned response to an abducted child or other missing child/person incident.**

The investigating agency must contact their **County Prosecutor's Office.** A list of the County Prosecutor's Office CART Coordinators can be obtained from the Regional Operations Intelligence Center (ROIC) at (609) 963-6900, extension #1

**Contact the County Prosecutor's Office CART Coordinator when:**

- 1.** An **AMBER Alert** has been issued by the New Jersey State Police.
- 2.** A missing child is **13 years of age or younger** and whose whereabouts are not currently known.
- 3.** Any other abduction or missing child investigation that **requires an immediate response** in order to protect the well-being of the child/person.

*The County Prosecutor is **not limited** by the above criteria for the activation of a County CART response for any missing/endangered person.*

**(609) 963-6900, ext. 1**

## **PLAN TERMINATION**

### Incident Commander

- Consult with the Office of Public Safety and Security to determine that the Child Abduction Plan can be terminated.
- Notify representatives from the Incident Command Center that the emergency has ended.
- Notify the Department of Communications of the termination of the emergency.
- Recall Security from their deployed locations, as necessary.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

## **PLAN RECOVERY**

- All applicable department heads will notify their personnel of the termination and will direct their personnel to return to normal status as conditions permit.
- Ensure crisis counselors are available through the Center for Student and Academic Success to support college staff.
- The Executive Director, Public Safety and Security will continue to work with outside law enforcement agencies as requested and will serve as the point of contact for the police investigation.
- Schedule a meeting to critique the event, revise policies, conduct training, etc.



## **CHEMICAL/BIOLOGICAL/ RADIOLOGICAL/NUCLEAR/EXPLOSIVE (CBRNE) TERRORISM**

### **DEFINITION**

A *CBRNE event* is a man-made event that involves the deliberate act of mass destruction utilizing a chemical, biological, radiological nuclear and explosive material.

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, designee

### **BIOLOGICAL TERRORISM OVERVIEW**

Biological terrorism involves viruses, bacteria, fungi, or toxins from living organisms. A Biological attack might be either "announced", such as when a terrorist or terrorist group publicly claims that they have committed an act such as contaminating a community water system or an attack might be more covert or "unannounced", as were the recent mailings of anthrax-contaminated letters. Biological agents have a variety of incubation periods. Some cause an immediate reaction in an exposed person. Others may cause symptoms to occur days or weeks later.

In addition to anthrax, the toxin that causes botulism, the agents of plague and tularemia, and even contagious viruses such as smallpox are potential agents of terrorism. There are many potential routes of exposure to a biological agent. Someone may be exposed through the skin. An example of this is cutaneous anthrax acquired from handling anthrax-contaminated mail. Someone could also ingest a biological agent in contaminated food. For instance, a few years ago, a religious group in the U.S. attempted to spread salmonella through salad bars at public restaurants. Biological agents could also be inhaled, for example, if a plane flew over a sporting event and released an agent.

Preparation and detection are critical and, in some cases, the first indication that something has happened will likely be noted by the faculty and/or the Office of Public Safety and Security. Once an illness is suspected or identified, the Jersey City Health Officer should be contacted immediately via 9-1-1.

The following questions should be asked:

- Are there a large number of students all exhibiting the same symptom such as vomiting or fever?
- Is there one case of an uncommon disease such as smallpox or anthrax?
- Is there an illness that is unusual for the particular individuals, such as a group with salmonella?
- Are there higher levels of sickness or death than normally expected?
- Is there one student with more than one disease?
- Are there more cases of an illness such as flu during the non-flu season?

### **CHEMICAL TERRORISM OVERVIEW**

Chemical terrorism involves the release of chemical compounds. This includes the improper use of chemicals used in our day-to-day activities, and the use of chemicals developed by the military for use in war.

Chemical terrorism can occur through the use of chemical weapons, or through intentional release of industrial chemicals by attacking commercial or transportation facilities where such chemicals are stored or used. Chemical attacks are likely to be an acute event, which develops rapidly in a fairly well-defined geographic area, such as, the release of sarin nerve agent in the Tokyo subway.

Other potential chemical agents include nerve agents such as VX: blistering agents such as mustard gas, agents that affect the lungs, such as chlorine: and others such as cyanide.

If a chemical agent is used in a terrorist attack, the agent will most likely cause immediate and conspicuous symptoms or distress, so it is important to contact emergency medical services and public health officials immediately. Possible clues to a potential or unfolding chemical attack include:

- Unexplained explosions at chemical plants or on trains or trucks carrying toxic chemicals.
- Many students and staff in a well-defined, often enclosed space becoming ill, and
- Illness in groups that would not normally have the type of illness.

**Appendix P** provides the College with guidance on how to manage the school's ventilation system in the event of an Outdoor or Indoor Chemical Attack or release.

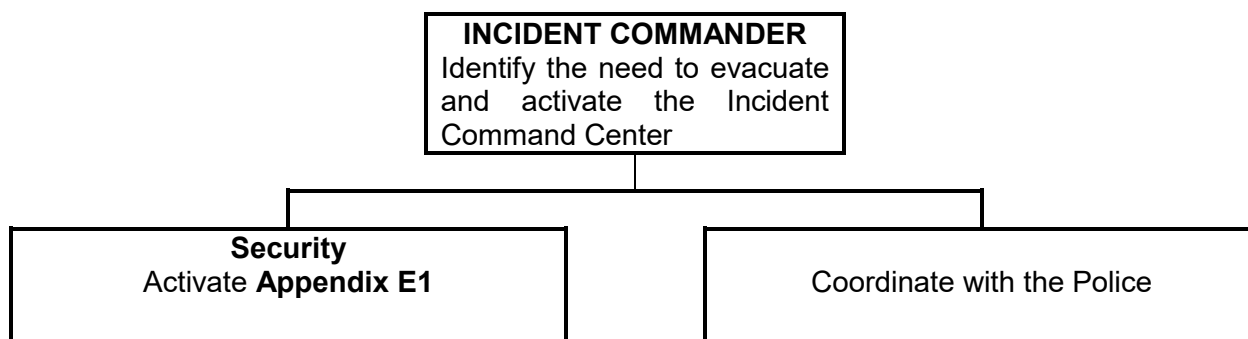
### **NUCLEAR TERRORISM OVERVIEW**

Nuclear terrorism is the intentional or threatened use of radioactive materials including those found in nuclear weapons and nuclear plants or found in other settings such as in medical devices. This so-called 'dirty bomb' would consist of waste by-products from nuclear reactors wrapped in conventional explosives, which upon detonation would spew deadly radioactive particles into the environment.

In the event of a terrorist nuclear attack, people may experience two types of exposure from radioactive materials: external exposure and internal exposure. External exposure occurs when a person comes in contact with radioactive material outside the body. Internal exposure occurs when people eat food or breathe air that is contaminated with radioactive material. Exposure to very large doses of external radiation may cause death within a few days or months. External exposure to lower doses of radiation and internal exposure from breathing or eating radioactive contaminated material may lead to an increased risk of developing cancer and other adverse health effects. These adverse effects range from mild, such as skin reddening, to severe effects such as cancer and death, depending on the amount of radiation absorbed by the body (the dose), the type of radiation, the route of exposure, and the length of time of the exposure.

If there is a nuclear detonation, bodily injury or death may occur as a result of the blast itself or as a result of debris thrown from the blast. People may experience moderate to severe skin burns, depending on their distance from the blast site. Those who look directly at the blast could experience eye damage ranging from temporary blindness to severe retinal burns.

### **PLAN ACTIVATION**



## **METHODS OF NOTIFICATION**

The event will either be very obvious to the College community or occupants of campus buildings will be notified that a CBRNE emergency condition exists, via one of the following ways:

- Media (TV, radio, etc.)
- Voice Mail via the Chief Information Officer
- E-mail via the Chief Information Officer
- Verbal/Person to Person
- Connect-ED

Building occupants will be provided with clear response instructions and advised to either evacuate or shelter in place.

## **PLAN RESPONSE**

### **Incident Commander**

- Contact the Office of Public Safety and Security to dispatch and coordinate outside emergency resources including Hudson County Office of Emergency Management, Jersey City Health Officer, Jersey City Township Police, and Fire Department.
- Advise Security to assist with medical response operations and specific agent response procedures.
- Deploy Office of Public Safety and Security or other emergency personnel to key areas as dictated by the location of the event.
- Ensure Office of Public Safety and Security personnel are posted at the campus exits to prevent non-emergency personnel from entering the campus and facilitate the exit of all vehicles if necessary.
- In the event of a suspected Anthrax letter or package, follow guidelines as dictated by the New Jersey Department of Health and Centers for Disease Control (CDC) at

<https://www.cdc.gov/anthrax/bioterrorism/threat.html>

### **Office of Public Safety and Security**

- Serve as a resource to the Incident Commander for issues involving air monitoring, sampling, and agent specific resource information.
- Ensure Standard Precaution techniques are adhered to in responding to biological incidents.
- Ensure personal protective equipment (e.g., gloves, respirators, etc.) are appropriate and properly used during response activities.

### **Executive Director, Engineering and Operations**

- Support the response as necessary.
- In the event of a biological, nuclear or chemical “cloud”, that presents a potential airborne hazard, use the shutoff locations outlined in **Appendices P**.

### **Decontamination**

If necessary, decontamination services are available through the Police Department via 9-1-1.

## **PLAN TERMINATION**

### Incident Commander

- Declare that the emergency condition has ended.
- Coordinate building decontamination and sampling issues if appropriate.
- Ensure air-handling systems that have been shut off are opened and are functional.
- Advise the Office of Public Safety and Security to remain at the existing open entrance to the College to facilitate the return of the community if evacuation was necessary.
- Recall Security Officers from their deployed locations, if appropriate
- Notify the local OEM that the College has terminated its emergency condition.
- Advise the Office of Information Technology Services to issue a broadcast e-mail/phone mail providing Department Heads with a college status update.
- Advise Department of Communications to provide status update to campus community.

## **PLAN RECOVERY**

### Incident Commander

- Critique the incident with local emergency responders including the Township Health Officer, OEM, etc.
- Evaluate costs associated with the evacuation and if necessary, apply for federal disaster funding.

### Office of Public Safety and Security

Notify Office of Public Safety and Security of the termination, and direct personnel in the completion of their emergency duties and their return to normal status. Personnel will be rescheduled as appropriate.

## **CIVIL DISTURBANCE**

### **DEFINITION**

A *civil disturbance* is defined as a gathering of people that reaches a state of disorder. It is automatically an emergency condition since the presence of the group interferes with normal college function and access.

**Note:** A list of HCCC Labor Unions is located in **Appendix Q**.

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, or designee

### **PLAN ACTIVATION**

Incident Commander

- Immediately notify the Office of Public Safety and Security, via 201-360-4080, of the size, location, and status of the disturbance; the degree of interference with college operation; the existence or likelihood of damage; and the likelihood of penetration into critical areas. Dispatch Security Officers to the scene of the disturbance.
- Determine the best routes to use when clearing the area of the disturbance.

Office of Public Safety and Security

Activate **Appendix E1** as directed by the Incident Commander.

### **PLAN RESPONSE**

Incident Commander

- Keep affected Command Staff advised of the progress of the disturbance.
- If necessary, read the following directive:  
“I am \_\_\_\_\_. This assembly, and the conduct of each participant, is seriously disrupting the operations of Hudson County Community College and is in clear violation of the rules of the College. You have been previously called upon to disperse and terminate this demonstration. (You have been, or will be, given the opportunity to discuss your grievances in the manner appropriate to the College and in no event will the Administration of this college accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the College’s Administration, take whatever measures are necessary to restore order – including request for law enforcement intervention. Any student/individual who continues to participate in this demonstration or conduct is subject to suspension or arrest.”

Office of Public Safety and Security

- Dispatch officers to the scene.
- Notify the Executive Director, Public Safety and Security if he is not aware of the situation.
- Keep the Incident Commander advised of conditions at his post and request mutual aid as necessary from Local and County law enforcement.
- Direct all visitors in the disturbance area to immediately leave the area, and preferably to leave the College, using routes designated by the Incident Commander

- Attempt to contain the group in its initial location and try to keep group members from leaving the group and moving to other locations.
- Attempt to keep individuals from outside the disturbance from the entering the disturbance area.
- Contact the Department of Communications to arrange for photographing the disturbance, if necessary.
- Follow the Office of Public Safety and Security and County Prosecutors Office Policies and Procedures.

Note: The Office of Public Safety and Security will use reason and persuasion to contain the group and to have it leave the College; they will use physical force only to protect themselves, college staff, and visitors from physical harm or to protect the College from serious damage.

#### **PLAN TERMINATION**

Incident Commander

- Recall Security Officers from their deployed locations.
- Advise the Chief Information Officer (CIO), or designee, to issue a broadcast phone and e-mail providing Department Heads with a college status update.
- Notify the Department of Communications to provide status update to campus community.

Department Heads

Notify their department personnel of the termination, as appropriate.

#### **PLAN RECOVERY**

Executive Director, Engineering and Operations

- Check all areas that were entered by the members of the disturbance group for possible damage, and will arrange for temporary repair, as appropriate. Report any damage to the Office of Public Safety and Security.
- Coordinate the clean-up of all areas impacted by the Civil Disturbance, as necessary. During the check and cleaning of the entered area, if any suspicious items or damage is identified, the items will not be touched and all persons will be kept away from the items, and the Office of Public Safety and Security will be notified immediately via **201-360-4080**.

## **COMMUNICATION FAILURE**

### **DEFINITION**

Communication failure is defined as a loss of the ability to transfer voice messages between two or more separated locations. External communication failure is defined as the inability of the College to transfer voice messages to and from the outside world. Internal communication failure is defined as the inability to transfer voice messages within the College.

### **GENERAL INFORMATION**

The College can provide for alternate communication methods in the event of a failure. The College has the capabilities and resources to provide both internal and external back up communication in the event of a failure or disruption of normal services.

The loss of communication may or may not be obvious. The loss of the telephone switch will interrupt all voice communication except for cell phones.

### **INCIDENT COMMANDER**

Chief Information Officer, or designee

### **PLAN ACTIVATION-TELEPHONE SYSTEM FAILURE**

Office of Public Safety and Security or Department of Communications

- Activate **Appendix E1**.
- Notify Security.

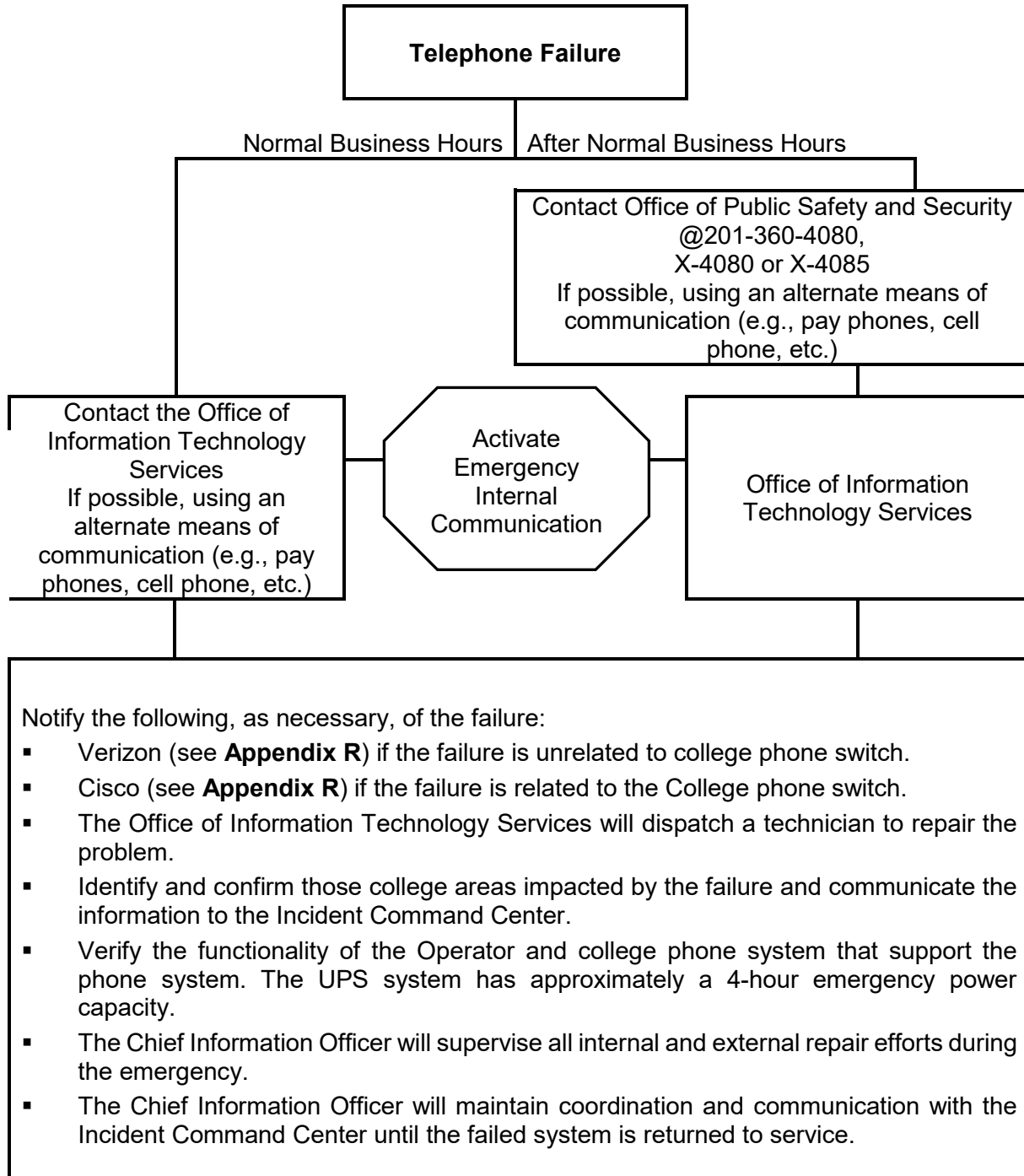
Office of Information Technology Services

Upon notification or discovery of a telephone failure, consult with Security and/or, the President, to determine the need to activate the Incident Command Center.

The phone switch (located at 70 Sip Avenue – 3<sup>rd</sup> floor, data room) has a battery backup system with approximately a 10–15-minute capacity.

The “360” phone number prefix is tied to the phone switch. All telephone sets issued throughout the College have this prefix with the exception of the main college telephone numbers that are 201-714-7100, 201-714-7200, and 201-714-7300.

## PLAN RESPONSE



### Incident Commander

- Coordinate with the Office of Information Technology Services and notify the service provider of the emergency using the best means available.
- Attempt to obtain an estimate of when telephone communications will be restored.
- Coordinate with the Executive Director, Public Safety and Security and determine the need to dispatch Office of Public Safety and Security to critical locations throughout the campus.



## **ALTERNATE COMMUNICATION SOURCES**

There are alternate communication sources listed below that may provide limited internal and external communication capability. These communication sources do not go through the College switch and use a different commercial switch from the College trunks. These links must be checked for proper operation.

### Phones

Cellular phones are another source of external communication in the event of a voice communication failure.

### Radio Communications System

The Office of Public Safety and Security maintains a two-way radio communications system that provides internal radio contact.

### E-mail

Electronic mail can be used as well to communicate with all departments global e-mail can be initiated through the Office of Information Technology Services.

## **SPECIFIC RESPONSIBILITIES**

### Incident Commander

- Ensure that a list of phone numbers, for each office/department that will use emergency telephone lines is available.
- Ensure that personnel assigned to use a pay phone have a supply of coins or a calling card.

### Office of Public Safety and Security

- Ensure that all radios not in use are inserted into charging racks.

## **PLAN TERMINATION**

When phone service has been returned, the Incident Commander will declare that the Communication Failure has ended.

### Incident Commander/Executive Director, Public Safety and Security

- Recall Security Officers from their deployed locations and notify them of the termination of the failure.
- Issue a "broadcast" e-mail/voice message to all college departments advising them that the Communication Failure is cleared.
- Advise Department of Communications to provide status updates.

## **PLAN RECOVERY**

### Incident Commander

- Direct their departments in the return to normal operation.
- Ensure all disconnected fax machines are reconnected and returned to normal operation.

## **EARTHQUAKE**

### **DEFINITION**

An earthquake is ground shaking caused by a sudden movement of rock in the Earth's crust. Such movements occur along faults, which are thin zones of crushed rock separating blocks of crust. When one block suddenly slips and moves relative to the other along a fault, the energy released creates vibrations called seismic waves that radiate up through the crust to the Earth's surface, causing the ground to shake.

Earthquakes may last only a few seconds or may continue for up to several minutes. They can occur at any time of the day or night and at any time of the year. They are caused by stress that builds up over time as blocks of crust attempt to move but are held in place by friction along a fault. (The Earth's crust is divided into large plates that continually move over, under, alongside, or apart from one another atop the partly molten outer layer of the Earth's core.) When the pressure to move becomes stronger than the friction holding them together, adjoining blocks of crust can suddenly slip, rupturing the fault and creating an earthquake. (FEMA)

### **PLAN ACTIVATION**

The need for the planned severe storm response will be obvious.

Incident Commander

- Declare that an earthquake condition exists.
- Advise Office of Public Safety and Security to prepare for extended shifts and recall off duty personnel.
- Activate the internal and external communication plan (e.g., Connect-ED).

### **PLAN RESPONSE**

Students, faculty, staff, and visitors should respond initially to earthquakes according to the following procedures:

If indoors during an earthquake:

1. Seek refuge under a desk, table, or other substantial furniture or fixtures. Stay away from windows and items that could topple over or fall from overhead.
2. Do not exit buildings until the shaking ceases. After shaking concludes, proceed quickly to the nearest safe exit.
3. Once outside, move to an open area away from buildings (50 feet or more if possible). Be prepared for aftershocks.
4. Meet with other occupants of your building in designated outdoor waiting areas. After gathering outdoors, wait for directions from emergency response personnel.
5. Do not reenter buildings until authorized to do so.

If outdoors during an earthquake:

1. Move quickly away from buildings, utility poles, and other structures (at least 50' from structures if possible). Avoid downed power lines as they may be energized.
2. If in an automobile, stop at the nearest safe location, preferably away from power lines. Stay in the vehicle for the safety it offers.

Building occupants should gather in groups outside of buildings after an earthquake subsides. Gather a safe distance (at least 30 feet) from main entrances. After building occupants gathering outdoors should wait for instructions from emergency response personnel.

#### Incident Commander

- Monitor local TV, radio, and internet sources.
- Notify the Executive Director, Engineering and Operations Department to prepare to assess damage
- Ascertain whether travel is presently restricted. The information on the restrictions will be announced via the Governor's office. Security and OEM should be consulted for further information.
- Notify the Jersey City Police and the OEM of the status of HCCC, as appropriate
- Advise Security Officers to go to key locations, as appropriate. Security Officers will make appropriate announcements using PA systems, bullhorns, e-mail, etc. to alert staff, students, faculty, etc. of the pending emergency.
- Advise Security if HCCC will remain open. If the College is closed, ensure entrances and buildings can be secured.

#### Department Heads

- Report to the Command Post their status of damage, internal casualties, and other problems and unusual conditions, as appropriate.
- Consult with the Command Post to determine the best way to provide adequate staffing in their departments during the period of restricted travel. This may require some combination of holding certain personnel currently on duty or activating an appropriate re-call list.

#### Executive Director, Engineering and Operations

- Ensure that the physical plant is adequately prepared for all conditions that may threaten the institution (i.e., adequate fuel).
- Conduct a physical inspection of all roof surfaces to locate and remove any debris that may potentially be a hazard.
- Inspect all exterior doors to ensure, they are secure and properly closed.
- Inspect the grounds of the campus to locate and remove any potential hazards.
- Check all fuel supplies for generators, heating plant, and facility vehicles to guarantee adequate supplies.
- Evaluate supplies of materials needed to secure or protect various areas of the College and, if necessary, additional materials will be obtained.
- Maintain a list of emergency suppliers of water, fuel, and electrical power.
- In the event of a utility failure, refer to specific utility failure plans.

#### Director of Contracts and Procurement

- If the emergency includes restrictions on travel that will last more than four hours after the normal change of shifts, provide emergency supplies for staff personnel required to remain at the College.

#### Media

- Activate plan.

## **PLAN TERMINATION**

When it appears that the earthquake emergency has ended, that all casualties have been accounted for, and/or that travel is no longer restricted, the Incident Commander, after consultation with Security, the Hudson County Office of Emergency Management, and other Command Staff, as appropriate, will declare that the emergency condition has ended.

### **Incident Commander**

- Have Executive Director, Engineering and Operations assess damage to the facility.
- Recall security officers from their deployed locations.
- Notify the Office of Emergency Management that HCCC has terminated its emergency status.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

## **PLAN RECOVERY**

### **All Department Heads**

- Notify their personnel of the termination, resume normal operations as feasible, and reschedule personnel and activities as necessary.
- Ensure that borrowed or relocated supplies and equipment are returned as promptly as is feasible.
- Inventory supplies and equipment and arrange for re-supply and repair as necessary.
- All cleanup and recovery activities will continue as required, as determined by the Incident Commander.

### **Director of Contracts and Procurement**

- Direct food service to return to normal operation.

### **Executive Director, Engineering and Operations**

- Prepare a detailed list of all damage.
- Prepare a list of all temporary repairs that have been made.
- Develop a recommended plan and priority for making additional temporary repairs and permanent repairs, including facility improvement if desirable and feasible.

### **Incident Commander**

- Investigate the availability of federal, state, and local funds to help defray the costs of emergency medical care and the temporary and permanent repairs to the College, if the storm has produced casualties and/or damage.
- Consult with risk management to coordinate insurance claims.

## EVACUATION

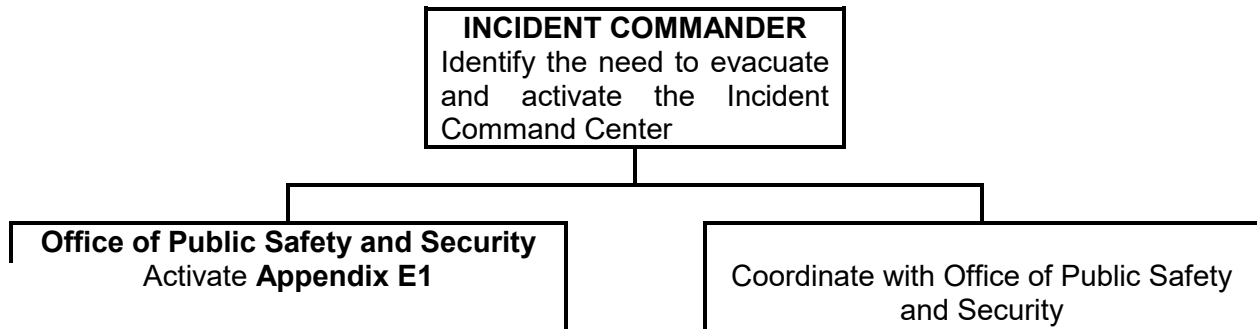
### DEFINITION

An emergency evacuation condition is defined as any event that requires the removal of individuals from either a college facility or the College campus.

### INCIDENT COMMANDER

Executive Director, Public Safety and Security, or designee

### PLAN ACTIVATION



### PLAN RESPONSE

#### Incident Commander

- Contact the Office of Public Safety and Security to dispatch and coordinate outside emergency resources.
- Assign emergency personnel to building entrances to limit access into the facility.
- Determine the need to notify the JC Police to prepare for traffic control assistance.
- Notify the Office of Emergency Management of the evacuation emergency, if necessary.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

#### Office of Public Safety and Security

- Respond to the evacuation location to assist as necessary.
- Provide human and traffic control.
- Direct external emergency responders to the evacuation location.

#### Executive Director, Engineering and Operations

- Report the status to the Incident Commander.
- Provide an estimate of when the problem will be resolved so that the evacuated individuals can return to their buildings.

## EVACUATION PROCEDURES

### Method of Notification

Occupants of campus buildings will be notified that an emergency evacuation condition exists, necessitating the evacuation of the building in one of the following ways:

- Activation of the building fire alarm. This is signaled by an audible alarm, visual (strobe) alarm, or both.
- Verbal notification

### Building Evacuation

Upon notification that a building must be evacuated, occupants of the building should walk quickly and calmly (DO NOT RUN) to the nearest marked building exit. DO NOT USE ELEVATORS. If necessary, use an alternate exit if the nearest exit is inaccessible.

In a smoke-filled room, stay low to the floor. If available, a wet towel or cloth placed over the nose and mouth can act as an effective temporary smoke filter.

In the classroom, the instructor is responsible for immediately evacuating his/her class from the building and ensuring that the classroom doors are closed upon exiting.

Occupants of offices should make sure that doors are shut as they leave. In large offices occupied by many individuals, the department head or supervisor should ensure that doors are closed.

Once outside, evacuees must stand at least, not less than (300) three hundred feet away from the building, so as to allow clearance for emergency personnel to operate with their apparatus. Evacuees are to follow the instructions of the staff members or authorized emergency personnel if a distance greater than the minimum suggested is required to guarantee their safety. If possible, department heads and faculty should verbally advise employees, students, and other evacuated individuals to gather and remain at the Suggested Assembly Area which may include locations as directed by the Office of Public Safety and Security.

**Appendix M** is a “Building Specific Evacuation Plan” that identifies Evacuation Areas and Evacuation Routes that should be followed for each building. The Office of Public Safety and Security will be responsible for maintaining this listing.

If necessary, Office of Public Safety and Security or other emergency response personnel may direct you to an alternate location. Please provide them with your complete cooperation. Please note that parking lots and roadways may be used by emergency response vehicles and therefore, must not be used as assembly areas.

## **GUIDELINES FOR INDIVIDUALS WITH DISABILITIES**

If evacuation is not possible, individuals with physical disabilities may remain in a building during an emergency evacuation condition only if they are non-ambulatory, when elevator assistance is essential for their evacuation, and/or they are located either above or below the ground floor. All other persons without disabilities should evacuate the building in an emergency evacuation condition. Elevators must not be used during an emergency evacuation condition unless its use is authorized by an appropriate emergency responder (e.g., Security, Fire Department, etc.). Those individuals that are sight impaired should seek assistance from any of the building's occupants.

Additional guidelines:

- If on the ground floor, exit by normal means to a Suggested Assembly Area.
- If above or below the ground floor, seek a safe location/room, preferably one with a window, communication device, and a solid door. If possible, dial x-4080 or 9-1-1 (or have someone call for you) to contact the Office of Public Safety and Security and advise that you are a person with a physical disability (identify the disability) and are in need of rescue assistance from an emergency responder. Provide your building, floor, room number, and telephone number from which the call is being placed. If it is safe to do so, remain by the phone. The dispatcher will periodically contact the individual to keep them informed. If a telephone is not readily accessible, have someone advise an emergency responder of your specific location.

NOTE: Disabled persons that are occupying a college building during hours that are not considered to be normal working hours (generally between 11PM and 7AM Monday through Friday and at any time during the weekend) are encouraged to contact the Office of Public Safety and Security at extension 4080 and inform the dispatcher they are in the building.

## **GUIDELINES FOR SECURITY IN ASSISTING INDIVIDUALS WITH DISABILITIES**

When disclosed, the Department of Disabilities does provide Security a copy of a students' schedule. Security will adhere to the following guidelines when assisting individuals with disabilities:

- Assist those individuals with disabilities as a priority.
- An individual that is non-ambulatory should be relocated to a Suggested Rescue Area. This is generally a secure stairwell or other room that is fire/smoke rated and has a communication device.
- Dial x-4080 or 9-1-1 to notify the Office of Public Safety and Security/Police of the building, floor, and room number where the individual is located.
- Security maintains a wheelchair in the following three buildings that could possibly be used to transport individuals with disabilities:
  1. **Culinary – 161 Newkirk St.**
  2. **Command Center – 81 Sip Ave**
  3. **North Hudson Campus – 4800 JFK**

## **PLAN TERMINATION**

Incident Commander

- Declare that the emergency condition has ended.
- Recall security officers from their deployed locations, if appropriate

- Notify the local OEM that the College has terminated its emergency condition.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Advise the Department of Communications to provide status update to campus community.

#### **PLAN RECOVERY**

##### **Incident Commander**

Prepare a plan for the return of the evacuated staff and students to the building.

##### **Office of Public Safety and Security**

Notify the Office of Public Safety and Security of the termination, and direct personnel in the completion of their emergency duties and their return to normal status. Personnel will be rescheduled as appropriate.

##### **Registrar's Office**

Resume normal scheduling and reschedule admissions that had been deferred because of the emergency.



## **FIRE/ARSON**

### **DEFINITION**

A fire is defined as any flame or smoke that is accidentally created and that may cause injury to persons or damage to the College.

Arson is defined as a fire that is deliberately set, and is frequently fed with accelerants, with the intent to cause injury and/or damage.

### **GENERAL INFORMATION**

All fires will be presumed to be arson and will be treated accordingly. While the actual isolation and fighting of the fire are the same for both cases, care will be taken to observe any suspicious persons, activities, materials, odor, smoke color, and/or conditions that may indicate arson. If feasible, the fire scene where the fire started will be protected to preserve evidence for the subsequent fire/arson investigation.

### **INCIDENT COMMANDER**

Executive Director, Public Safety and Security, or designee

- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

Security

Activate **Appendix E1** as directed by the Incident Commander.

### **Before a Fire Emergency**

- ❑ Know the locations of fire alarm pull stations in your area. These stations are designed to be easily activated.
- ❑ Know at least two different ways to evacuate the area you are occupying.
- ❑ Know the location of fire extinguishers in your area.
- ❑ Be aware of individuals in your area that may need assistance in evacuating.
- ❑ Be aware of any rooms where an alarm may not be audible including bathrooms, etc.

### **PLAN ACTIVATION/RESPONSE**

In the event of a fire or smoke condition in the building the following “**R-A-C-E**” procedures should be implemented immediately:

- ❑ **Rescue** students, visitors and staff in danger
- ❑ **Activate** the fire alarm pull station. There are fire alarm pull stations located throughout the College buildings. These pull stations will send an alarm directly to a central station monitoring company who will notify the Police/Fire Department.

Note: In the event of a fire alarm system failure that impacts upon a college facility, the Office of Public Safety and Security will be notified immediately. Appropriate fire watch procedures will be implemented if necessary. If the system is expected to be non-operational for greater than four hours, the Fire Department will be advised.

- ❑ **Contain** the smoke/fire by closing doors if possible.
- ❑ **Evacuate** the building following the guidelines outlined in the Evacuation Plan section.

HCCC has developed a comprehensive Fire Plan located in **Appendix S**.

#### Life Safety Technology

The College has also developed in **Appendix T** a Life Safety Systems Resource List that provides an overview of the Life System Technology available at each college building. The list also includes detailed information on the fire alarm system for each HCCC building.

#### Fire Extinguishers

Multi-purpose, carbon dioxide and water based, fire extinguishers are located at least every 75 feet in each college building and should be used on small controllable fire only. Staff and students are not obligated to use a fire extinguisher.

How to Use an Extinguisher, remember the word **PASS**:

**P** **ULL** the pin.

**A** **IM** the nozzle at the base of the flames.

**S** **QUEEZE** the handle.

**S** **WEEP** the agent over the base of the flames.

## HOSTAGE TAKING

### DEFINITION

A hostage taking is defined as the forcible holding of a person with the intent to publicly obtain some desired action or reward. The difference between hostage taking and kidnapping is that the hostage taking, and the desired ending action are usually done publicly, whereas the kidnapping is usually done secretly and ending action is usually the secret payment of money. For the purpose of this Emergency Management Plan, a kidnapping becomes a hostage taking when the kidnapped victim is being held on the HCCC property. A hostage taking is always a law enforcement emergency and may also be a medical emergency.

### INCIDENT COMMANDER

Executive Director, Public Safety and Security

### PLAN ACTIVATION

Notifying the Office of Public Safety and Security of a hostage taking can come from any person that observes the hostage taking or becomes aware of it because of unusual activity within the College area.

Incident Commander

- Confirm the hostage taking by checking the location where the hostage is reportedly held.
- If the Incident Commander concludes that a hostage taking has occurred, after consultation with the other Command Staff, he will declare that a Hostage Emergency exists.

Office of Public Safety and Security

Activate **Appendix E1** as directed by the Incident Commander.

Public announcements will not be made without the approval of the Incident Commander.

### PLAN RESPONSE

Incident Commander

- Immediately notify Office of Public Safety and Security officers, giving all known information.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- Dial 9-1-1 and advise the Police and or the PAPD.
- Coordinate a plan for handling the news media with the Public Information Officer.
- Notify department(s), impacted by the hostage taking, and direct that all available information on the hostage and the taker be assembled and reported to the Incident Command Center.
- Direct security officers as required to the area where the hostage is held.
- Assign a security officer to the Department of Communications for media control.
- If the hostage and/or hostage taker is or was a member of the staff, contact the appropriate Department Heads and Human Resources and obtain as much information as possible about the individual.
- If any bystanders are injured, notify emergency medical services immediately.
- Consider the management and assembly of relatives and close co-workers of the hostage and the hostage taker.
- Consideration will be given for appropriate translation services.

Office of Public Safety and Security

- Dispatch officers to the scene.

- Notify the Executive Director, Public Safety and Security if he is unaware of the situation.
- Request appropriate mutual aid from County and Local law enforcement agencies.
- Keep the area cleared of all personnel not involved in the hostage taking activity.
- Keep the Incident Commander/Executive Director, Public Safety and Security advised of the situation.
- Security officers will NOT take any action that might endanger the hostage.
- Upon their arrival, the Office of Public Safety and Security will be responsible for all actions with respect to the hostage-taking event.
- Follow Office of Public Safety and Security and law enforcement policies and procedures.

#### Department of Communications

Be prepared to implement the department's crises management plan including a media staging area. Implementation will take place after approval by Security.

#### **PLAN TERMINATION**

##### Incident Commander

- Consult with appropriate law enforcement officials to determine that the HCCC Emergency Management Plan can be terminated. Upon agreement with the police, the Incident Commander will declare that the Hostage Emergency has ended.
- Recall security officers from their deployed locations, as applicable.
- Advise the Office of Information Technology Services to issue a broadcast phone mail/e-mail providing Department Heads with a college status update.

#### **PLAN RECOVERY**

##### Department Heads

Notify their personnel of the termination and direct their personnel to return to normal status as conditions permit.

##### Incident Commander

Continue to provide assistance to the Office of Public Safety and Security as requested and continue to provide assistance to the relatives and co-workers as recommended by crises counselors.

##### Department of Communications

Continue to provide information to the news media and campus community.

##### Executive Director, Engineering and Operations

Coordinate the cleanup of the area where the hostage was held.

#### **PHYSIOLOGICAL TRAUMA RESPONSE**

Coordinate staff/student support as necessary to deal with the impact the event may have had on those impacted by the event using the resources in **Appendix J**.

## **MISSING STUDENT**

### Purpose

Hudson County Community College is committed to creating, securing and providing a safe and secure environment for our faculty, students and staff and visitors. In order to support this commitment, the “Missing Student Notification Procedure” sets forth the rule and procedures to be followed, in the event an HCCC student is reported missing.

### Scope

The policy applies to all HCCC faculty, students, staff, and visitors.

### Policy Statement

If there is reason to believe that a student is, or has been missing, that information should be communicated to **201-360-4080 or 9-1-1**. The Office of Public Safety and Security is open 24 hours a day, 7 days a week. All members of the Hudson County community are encouraged to file a report when they suspect that a student is missing.

The Office of Public Safety and Security will contact Vice President for Student Affairs and Enrollment and support in conducting the investigation of any missing student, to determine in fact whether the student is missing in accordance with this policy.

### Procedures

Any report of a missing student, from any source reported by any source, must immediately be directed to the Office of Public Safety and Security.

When a student is reported missing, the Office of Public Safety and Security will:

- Focus its full attention, consideration and resources to the case.
- Initiate an investigation to determine the validity of the missing person report.
- Notify the President’s Office and the Office of Students Affairs, or a designee.
- Make a determination as to the status of the missing student.
- Notify the local police department or other appropriate law enforcement agencies within twenty-four (24) hours, after the College receives a report that a student is missing.
- If the student is under the age of eighteen (18), and not emancipated, the student’s custodial parent or guardian as indicated in the College’s records will be notified within twenty-four (24) hours of the determination that the student is, in fact missing.
- Notify other surrounding colleges, universities, and schools that the student is missing.
- If the missing student has identified a “confidential contact person” during his/her registration process, or anytime thereafter, that person will be notified.

## PANDEMIC/INFLUENZA

### What is the Flu (Source: Centers for Disease Control)

Influenza (flu) is a contagious respiratory illness caused by influenza. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, young children, and people with certain health conditions are at high risk for serious flu complications.

For more information from the CDC, go to: <https://www.cdc.gov/flu/about/>

### How are avian, pandemic, and seasonal flu different?

- [Avian flu](#) is caused by avian influenza viruses, which occur naturally among birds.
- [Pandemic flu](#) is flu that causes a global outbreak, or pandemic, of serious illness that spreads easily from person to person.
- [Seasonal flu](#) is a contagious respiratory illness caused by influenza viruses.
- [Novel coronavirus](#) - Novel (meaning “new”) coronavirus is a virus strain that has only spread in people since December 2019.

Office of the Secretary of Higher Education has developed specific COVID-19 resources available at <https://www.state.nj.us/highereducation/COVID-19.shtml>

### HCCC Return to Campus Task Force

The College has developed a “Return to Campus Task Force” that includes representatives from the following HCCC departments:

- President
- Vice President for Academic Affairs
- Vice President for Advancement and Communications
- Vice President for External Affairs and Senior Counsel to the President
- Vice President for Business and Finance
- Vice President for Diversity, Equity and Inclusion
- Vice President for Human Resources
- Vice President for Student Affairs and Enrollment
- Associate Vice President, Continuing Education and Workforce Development
- Dean, Academic Affairs and Assessment
- Dean of Libraries
- Academic Associate Deans
- Chief Information Officer
- Executive Director, Center for Online Learning
- Executive Director, Engineering and Operations
- Executive Director, Institutional Research and Planning
- Executive Director, North Hudson Campus
- Executive Director, Public Safety and Security
- Executive Director, Secaucus Center and Early College Programs
- Associate Dean, Nursing and Health Sciences
- Associate Dean, Student Affairs

- Associate Registrar
- Director of Accessibility Services
- Director of Health-Related Programs
- Director of Communications
- Director of Contracts and Procurement
- Director of Nursing Program
- Associate Director, Financial Aid
- Associate Director, North Hudson Campus
- Faculty Members
- Student Government Association Representatives
- Administrative Assistant

This task force has formulated a plan to safely manage the pandemic and follows the guidance of the CDC and recommendations from the New Jersey Department of Health.

A copy of the Hudson County Community College (HCCC) Pandemic Plan is located in **Appendix U** and addresses the following response procedures:

- Office of Information Technology Services
- Office of Human Resources/Payroll
- Division of Academic Affairs/Center for Online Learning
- Division of Continuing Education and Workforce Development
- Office of Engineering and Operations
- Division of Business and Finance
- Culinary Conference Center
- Office of Public Safety and Security
- Department of Communications

In addition, the task force has developed guidelines for the greater HCCC community. These guidelines have been posted to the HCCC website at:

<https://www.hccc.edu/community/returntocampus/index.html>

## SEVERE WEATHER/HURRICANE/TORNADO

### DEFINITION

Severe weather is defined as any weather condition that may cause many casualties, major damage, or seriously restricts the ability of people to travel. The most likely severe storms are hurricanes, tornadoes, and massive snowfalls. These produce an emergency condition either because they cause damage to the College or to the adjacent area, cause casualties in the College or adjacent area, and/or restrict mobility such that access/egress to the College, required for normal operations, is difficult or impossible.

The intensity of a land falling hurricane is expressed in terms of categories that relate wind speeds and potential damage. A Category 1 hurricane has lighter winds compared to storms in higher categories. A Category 4 hurricane would have winds between 131 and 155 mph and, on the average, would usually be expected to cause 100 times the damage of the Category 1 storm. Depending on circumstances, less intense storms may still be strong enough to produce damage, particularly in areas that have not prepared in advance.

Hurricane-force winds can easily destroy poorly constructed buildings. Debris such as signs, roofing material, and small items left outside become flying missiles in hurricanes. Extensive damage to trees, towers, water and underground utility lines (from uprooted trees) and fallen poles can cause considerable disruption.

A tornado is defined as a vortex of air rising into a cloud. When associated with hurricanes, tornadoes are not usually accompanied by hail or a lot of lightning, clues that citizens in other parts of the country watch for. Tornado production can occur for days after landfall when the tropical cyclone remnants maintain an identifiable low-pressure circulation.

### INCIDENT COMMANDER

Executive Director, Public Safety and Security, or designee

### PLAN ACTIVATION

The need for the planned severe storm response will be obvious, either from actual weather conditions or forecasts of severe weather. *In addition, the Jersey City Office of Emergency Management Coordinator will provide to the Office of Public Safety and Security, via fax, severe weather alerts as appropriate.*

Incident Commander

- Declare that a severe weather condition exists and follow the Emergency School Closing Procedures in **Appendix L**.
- Advise the Office of Public Safety and Security to prepare for extended shifts and recall off duty personnel.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

Office of Public Safety and Security

Activate the **Appendix E1** as directed by the Incident Commander.

### PLAN RESPONSE

Incident Commander

- Monitor local TV, radio, and Internet weather sources.
- Notify the Executive Director, Engineering and Operations Department to prepare the College for the severe weather anticipation.



- Ascertain whether travel is presently restricted. The information on the restrictions will be announced via the Governor's office. The Office of Public Safety and Security and OEM should be consulted for further information.
- Notify the Police and the OEM of the status of the College, as appropriate
- Advise the Office of Public Safety and Security to dispatch Security Officers to key locations, as appropriate. Security Officers will make appropriate announcements verbally, e-mail, etc. to alert staff, students, faculty, etc. of the pending emergency.
- Advise the Office of Public Safety and Security if the College will remain open. If the College is closed, ensure entrances and buildings can be secured.

#### Department Heads

- Report to the Incident Command Center their status of damage, internal casualties, and other problems and unusual conditions, as appropriate.
- Consult with the Incident Command Center to determine the best way to provide adequate staffing in their departments during the period of restricted travel. This may require some combination of holding certain personnel currently on duty or activating an appropriate recall list.
- During high wind scenarios (e.g., tornadoes), advise all students, etc. to seek shelter in an interior hallway on a lower floor away from windows.

#### Executive Director, Engineering and Operations

- Ensure that the physical plant is adequately prepared for all severe weather conditions that may threaten the institution (i.e., adequate fuel).
- Commence with snow removal activities if necessary.
- Conduct a physical inspection of all roof surfaces to locate and remove any debris that may potentially be a hazard during high wind conditions and inspect all roof drains to ensure proper function
- Inspect all exterior doors to ensure, they are secure and properly closed.
- Inspect the grounds of the campus to locate and remove any potential hazards associated with a high wind condition.
- Check all fuel supplies for generators, heating plant, and facility vehicles to guarantee adequate supplies.
- Evaluate supplies of materials needed to secure or protect various areas of the College and, if necessary, additional materials will be obtained prior to the onset of any severe weather condition.
- Access the list of emergency suppliers of water, fuel, and electrical power.
- In the event of a utility failure, refer to specific utility failure plans.

#### Director of Contracts and Procurement

- If the emergency includes restrictions on travel that will last more than four hours after the normal change of shifts, provide emergency supplies for staff personnel required to remain at the College.

#### Director of Communications

Keep the news media advised of the conditions at the College and of the response by the College to the storm emergency.

#### **PLAN TERMINATION**

When it appears that the severe storm has ended, that all casualties have been accounted for, and/or that travel is no longer restricted, the Incident Commander, after consultation with the

Office of Public Safety and Security, Police, County Office of Emergency Management, and other Command Staff, as appropriate, will declare that the emergency condition has ended.

#### Incident Commander

- Have Executive Director, Engineering and Operations assess damage to the facility.
- Advise the Office of Public Safety and Security to recall Security Officers from their deployed locations.
- Notify the Office of Public Safety and Security and the Office of Emergency Management that the College has terminated its emergency status.
- Advise the Office of Information Technology Services to issue a broadcast phone mail and e-mail providing Department Heads with a college status update.
- Advise Department of Communications to provide status update to campus community.

#### **PLAN RECOVERY**

##### All Department Heads

- Notify their personnel of the termination, resume normal operations as feasible, and reschedule personnel and activities as necessary.
- Ensure that borrowed or relocated supplies and equipment are returned as promptly as is feasible.
- Inventory supplies and equipment and arrange for re-supply and repair as necessary.
- All cleanup and recovery activities will continue as required, as determined by the Incident Commander.

##### Executive Director, Engineering and Operations

- Prepare a detailed list of all damage.
- Prepare a list of all temporary repairs that have been made.
- Develop a recommended plan and priority for making additional temporary repairs and permanent repairs, including facility improvement if desirable and feasible.

##### Incident Commander

- Investigate the availability of federal, state, and local funds to help defray the costs of emergency medical care and the temporary and permanent repairs to the College, if the storm has produced casualties and/or damage.
- Ensure insurance claims are coordinated.

## UTILITY FAILURE RESPONSE PLANS

### **ELEVATOR FAILURE**

#### **POLICY**

To define the steps that should be taken in the event of an elevator failure.

#### **GENERAL INFORMATION**

Elevator systems are maintained in the following college buildings:

- 70 Sip Avenue
- 162-168 Sip Avenue
- Culinary Conference Center  
161 Newkirk Street
- 870 Bergen Avenue
- 81 Sip Avenue
- 119 Newkirk Street
- 2 Enos Place
- 71 Sip Avenue
- 26 Journal Square
- 263 Academy Street
- 4800 Kennedy Blvd.  
Union City, NJ

Possible reasons for an elevator failure:

- Power failure
- Failure of relay switches to reset
- Failure of hall/cab door to close tightly
- Automatic shut-off by safety-control mechanism

Warning signs or indicators of failure:

- Audible alarm
- Call from elevator to the Security Command Center at **81 Sip Avenue**.
- Sounds of passengers calling out or banging on interior doors
- Elevator not responding to call buttons

Back-up mechanisms or reserves:

- Stairways
- All elevators have emergency lighting and intercoms, which communicate directly with the Office of Public Safety and Security.

#### **INCIDENT COMMANDER**

Executive Director Engineering and Operations, or designee

## DEPARTMENT SPECIFIC PROCEDURES

### Staff Personnel Discovering Failure

- Try to determine if passengers are on board by calling out at the approximate level the elevator has stopped.
- If passengers on board do not need to be evacuated urgently, assure them that help is on the way.
- Notify the Office of Public Safety and Security.
- Contact Executive Director, Engineering and Operations during normal business hours.

### Office of Public Safety and Security

- Contact the Facilities and Fire Departments to assist with extrication.
- After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Facilities personnel via **Appendix V**.
- Activate **Appendix E1** as directed by the Incident Commander.

### Executive Director, Engineering and Operations

- Notify the Office of Public Safety and Security of the current status of the failure.
- Instruct passengers on board, if any, to press reset or other buttons inside the car that may correct the problem.
- Diagnose specific failure cause and perform corrective action as necessary. Refer to departmental policies and procedures manual for specific guidelines for further instructions.
- A vendor contact list is accessible via **Appendix W**.

### Incident Commander

- Determine the necessity for employing system contingency plan if repair cannot be accomplished in a timely manner.
- Monitor corrective action and contingencies until repairs have been completed.

## PLAN TERMINATION

### Incident Commander

- Notify all departments of the termination, as appropriate.
- Advise the Office of Information Technology Services to issue a broadcast e-mail/phone mail providing department managers with a college status update.

## PLAN RECOVERY

### Incident Commander

- Direct departments to return to normal operation.
- Identify costs associated with the failure and submit to the Vice President for Business and Finance.
- Critique the incident.
- Identify potential capital cost improvements.

## HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) FAILURE

### POLICY

To define the steps that should be taken in the event of failure of all or part of the heating, ventilation, or air conditioning (HVAC) system failure.

### GENERAL INFORMATION

Possible reasons for an HVAC failure:

- Equipment failure
- Damage from an incident

Warning signs or indicators of failure:

- Increased or decreases in departmental or room temperature.
- Increased complaints relative to air temperature or quality.
- Audible and visual alarm systems.

Areas that may be affected:

- All areas

### INCIDENT COMMANDER

Executive Director Engineering and Operations, or designee

### DEPARTMENT SPECIFIC PROCEDURES

#### Departmental Responsibility

Notify the Executive Director, Engineering and Operations in the event of a service interruption or failure. The Executive Director, Engineering and Operations will contact the appropriate vendor via **Appendix W**.

#### Executive Director, Engineering and Operations

- Notify the Office of Public Safety and Security of the current status of the failure.
- Diagnose specific failure cause and perform corrective action as necessary. Refer to departmental policies and procedures manual for specific guidelines for further instructions.
- Evaluate the need to provide additional ventilation.
- Notify the Incident Commander of the failure, and corrective action taken.
- Supervise all repair efforts during the emergency.

#### Office of Public Safety and Security

- Activate **Appendix E1** as directed by the Incident Commander.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).
- After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Facilities personnel via **Appendix V**.

#### Incident Commander

- Determine the necessity for employing system contingency plan if repair cannot be accomplished in a timely manner.
- Monitor corrective action and contingencies until repairs have been completed.

## **PLAN TERMINATION**

Incident Commander

- Advise the Office of Information Technology Services to issue a broadcast phone mail providing Department Heads with a college status update.
- Advise Department of Communications to provide status update to campus community.

## **PLAN RECOVERY**

Incident Commander

- Direct departments to return to normal operation.
- Critique the incident.
- Identify costs associated with the failure and submit to The Vice President for Business and Finance.
- Identify potential capital cost improvements.

## INFORMATION/COMPUTER SYSTEM FAILURE

### POLICY

To define the steps to be taken in the event of a failure to the computer or information system please see the Information Technology Organizational Chart **Appendix C**.

### GENERAL INFORMATION

Possible reasons for a computer system failure:

- Equipment failure
- Power failure

Warning signs or indicators of failure:

- Inability to access the computer system (i.e., internet, intranet, electronic mail)

Automatic back-up mechanisms or reserve:

- Battery backup system (UPS), which has approximately a 4-hour battery capacity.

Areas that may be affected:

- All areas equipped with the system noted above.

### INCIDENT COMMANDER

Chief Information Officer, or designee

### DEPARTMENT SPECIFIC PROCEDURES

Departmental Responsibility

- Notify IT in the event that the system cannot be accessed or other failure condition. This is accomplished by dialing **201-360-4310** (Help Desk).
- Establish a “paper” system in the event the student information management system is inoperable.

Executive Director, Engineering and Operations

- If notified, contact IT to alert the department of the failure.
- Provide any further assistance as necessary.
- If power failure related, determine cause and repair if possible

Office of Information Technology Services

- Notify the Office of Public Safety and Security of the current status of the failure.
- Activate the department’s Disaster Recovery and Business Continuity Plan.
- Assess failure condition and perform the necessary repairs.
- Communicate with the necessary departments and Incident Commander the status of the failure.
- Coordinate the need to contact outside vendors (**Appendix R**).

Office of Public Safety and Security

- Activate **Appendix E1** as directed by the Incident Commander.

Incident Commander

- Determine the necessity for employing system contingency plan if repair cannot be accomplished in a timely manner.
- Monitor corrective action and contingencies until repairs have been completed.

#### **PLAN TERMINATION**

Incident Commander

- Advise the Office of Information Technology Services to issue a broadcast e-mail/phone mail providing Department Heads with a college status update.

#### **PLAN RECOVERY**

Incident Commander

- Direct departments to return to normal operation.
- Critique the incident.

Chief Information Officer

- Identify costs and potential capital cost improvements associated with the failure and submit to the Vice President for Business and Finance.
- Identify potential capital cost improvements.



## **NATURAL GAS FAILURE/LEAK**

### **POLICY**

To minimize potential risks associated with natural gas failure, the following guidelines will be utilized in the event of failure.

### **GENERAL INFORMATION**

Natural gas is the primary fuel source for the boilers.

Possible reasons for a natural gas failure:

- Equipment failure
- Rupture of gas lines

Warning signs or indicators of failure:

- Smell of gas

Areas that may be affected:

- All areas

### **INCIDENT COMMANDER**

Executive Director Engineering and Operations, or designee

### **DEPARTMENT SPECIFIC PROCEDURES**

In the event that the natural gas supply is interrupted, the following procedure is to be followed:

Executive Director, Engineering and Operations

- Notify the Office of Public Safety and Security of the current status of the failure.
- Contact PSE&G. Remember to write down the name of the individual with whom you spoke in daily log.
- Notify the Incident Commander of the failure and corrective action being taken.
- Supervise all internal and external repair efforts during the emergency.
- Maintain coordination with the Incident Command Center until the failed system is returned to service.
- In the event that personnel are unable to respond to a normal or emergency service request, outside emergency services will be provided on a 24-hour, 7 day a week basis.
- Coordinate air monitoring with the Health and Safety Department if necessary.

Office of Public Safety and Security

- Ensure the building(s) is safely evacuated as directed in the Evacuation Plan.
- After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Office of Engineering and Operations personnel via **Appendix V**.
- Activate **Appendix E1** as directed by the Incident Commander.
- Advise the Fire Department as soon as possible.

Incident Commander

- Monitor corrective action and contingencies until repairs have been completed.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

## **PLAN TERMINATION**

Incident Commander

- Advise the Office of Information Technology Services to issue a broadcast phone mail and e-mail providing Department Heads with a college status update.

## **PLAN RECOVERY**

Incident Commander

- Direct departments to return to normal operation.
- Critique the incident.
- Identify costs associated with the failure and submit to the Vice President for Business and Finance.
- Identify potential capital cost improvements.

## **SEWER/PLUMBING FAILURE**

### **POLICY**

To define the steps that should be taken in the event of a failure of the plumbing system or any part thereof.

### **GENERAL INFORMATION**

Areas that may be affected:

- All areas

Possible reasons for failure:

- Blockage of the main sewer line
- Blockage of internal waste lines and mains
- Failure of sewage ejector or sump pumps

Warning signs or indicators of failure:

- Overflowing toilets
- Slow drainage or water back-up in sinks and over floor drains

Automatic back-up mechanisms or reserves:

- None

### **INCIDENT COMMANDER**

Executive Director Engineering and Operations, or designee

### **FAILURE OF INTERNAL/EXTERNAL SEWER MAIN**

Executive Director, Engineering and Operations

- Notify the Office of Public Safety and Security of the current status of the failure.
- Notify the College's utility plumbing contractor (**Appendix W**).
- If sewer line failure results in flooding, Executive Director, Engineering and Operations will coordinate the removal of the water with wet vacuums. Begin with critical care areas if affected.

Note: In the event of a major flood caused by a storm drain overflow, request emergency pumping by the fire department.

### **FAILURE OF INTERNAL PLUMBING LINES**

- Facilities will locate the point of blockage and correct the problem. Request outside assistance if necessary.

### **EXECUTIVE DIRECTOR, ENGINEERING AND OPERATIONS**

Obtain wet vacuums and respond if sewer line failure results in flooding. Begin with classroom areas if affected.

### **OFFICE OF PUBLIC SAFETY AND SECURITY**

Ensure the building(s) and campus is safely evacuated as directed in the Evacuation Plan.

After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Office of Engineering and Operations personnel via **Appendix V**.

#### Departmental Responsibility

Instruct ALL staff, students, and visitors that the toilets cannot be used.

#### Incident Commander

- Determine the necessity for employing system contingency plan if repair cannot be accomplished in a timely manner.
- Monitor corrective action and contingencies until repairs have been completed.
- Consider contacting the local Health Officer.

#### **PLAN TERMINATION**

#### Incident Commander

- Advise the Office of Information Technology Services to issue a broadcast e-mail/phone mail and providing Department Heads with a college status update.

#### **PLAN RECOVERY**

#### Incident Commander

- Direct departments to return to normal operation.
- Critique the incident.
- Identify costs associated with the failure and submit to the Vice President for Business and Finance.
- Identify potential capital cost improvements.

## **WATER FAILURE PLAN**

### **POLICY**

To define the steps to be taken in the event of a failure of the water distribution system or any part thereof.

Hudson County Community College is supplied with domestic water from the township water system through the United Water Company.

### **GENERAL INFORMATION**

Areas that may be affected:

- All areas

Possible reasons for failure:

- Breakage or disruption of the main water line into the College
- Breakage or disruption of the water line inside the College
- Contamination of the outside water supply.

Warning signs or indicators of failure:

- Decreased flow of water at the delivery points
- Change of water odor, taste, color, texture

### **INCIDENT COMMANDER**

Executive Director Engineering and Operations, or designee

### **DEPARTMENT SPECIFIC PROCEDURES**

Executive Director, Engineering and Operations

- Contact the water company via **Appendix W** to determine the expected length of the water interruption.
- Contact the Jersey City Township Fire Department to inform them of the problem and if appropriate, to let them know that internal sprinkler service will be inoperative.
- Notify the Office of Public Safety and Security.
- Inform all departments of the expected length of the interruption.
- If the water supply cannot be restored within two hours notify the Director of Contracts and Procurement, if necessary, for assistance in obtaining bottled water.
- Contact the College's utility services contractor to repair water main.

Once the water pressure problem has been corrected:

- Fire Department shall be notified that all sprinkler services are back in operation.
- Office of Engineering and Operations staff shall check all toilet facilities and make necessary adjustments or repairs to the operations of the toilet/urinal devices.
- Open up sink faucets in affected areas and let water run until, if appropriate, signs of rusty water are gone. Coordinate any testing through the College's Office of Engineering and Operations.
- Advise the Office of Public Safety and Security and Incident Commander.

Office of Public Safety and Security

- Activate **Appendix E1** as directed by the Incident Commander.
- After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Facilities personnel via **Appendix V**.

Incident Commander

- Monitor corrective action until repairs have been completed.

#### **PLAN TERMINATION**

Incident Commander

- Advise Office of Information Technology Services to issue a broadcast e-mail/phone mail providing Department Heads with a college status update.
- Advise Department of Communications to provide status update to campus community.

#### **PLAN RECOVERY**

Incident Commander

- Direct departments to return to normal operation.
- Critique the incident.
- Identify costs associated with the failure and submit to the Vice President for Business and Finance.
- Identify potential capital cost improvements.

## ELECTRICAL FAILURE

### DEFINITION

Electrical Failure is defined as the loss of commercial electric power, such that electrically driven systems and equipment are inoperative.

### GENERAL INFORMATION

The need for the planned electrical failure response will be obvious, since all electrical devices will momentarily stop operating. Various systems (e.g., phone switch, IT systems, etc.) are supported by alternate power sources such as UPS systems and emergency lighting systems are supported by backup battery systems.

HCCC maintains the following emergency generators that support elevators emergency lighting and IT dedicated equipment.

LOCATION	TYPE
Library (Roof)	CUMMINS (Natural Gas)
North Hudson (Roof)	GENERAC (Natural Gas)
STEM (Roof)	CUMMINS (Natural Gas)
81 Sip Ave (Roof)	CUMMINS (Natural Gas)

### INCIDENT COMMANDER

Executive Director Engineering and Operations, or designee

### PLAN ACTIVATION

Incident Commander

- Assess the condition and determine the need to activate the Emergency Management Plan.
- Activate the HCCC internal and external communication plan (e.g., Connect-ED).

Office of Public Safety and Security

- Activate **Appendix E1** as directed by the Incident Commander.
- Help ensure the safe evacuation of building occupants if necessary.
- After hours and weekends, all calls should continue to be made to the through the Office of Public Safety and Security who will contact appropriate Facilities personnel via **Appendix V**.

### PLAN RESPONSE

Incident Commander

- Direct the Office of Information Technology Services to proceed with a shutdown of computers.
- Ensure the College community is informed of the failure and of the fact that the College is on back up emergency power. The College community should be advised to turn off all non-essential equipment.
- Dispatch the Office of Public Safety and Security to all entrances to assist in evacuation and building lockdown.

- Advise the Office of Public Safety and Security if the College needs to be closed.

#### Department Heads

Immediately inspect their areas to determine that all battery-powered emergency lights and equipment items are still functioning normally. This inspection will be repeated frequently throughout the duration of the electrical failure until a decision is made to evacuate the building. Any inoperative lighting or equipment items will be reported to Executive Director, Engineering and Operations.

#### Executive Director, Engineering and Operations

- Contact PSE&G at 201-330-6457. The contact will be informed of the electrical failure, and if possible, the cause of the failure and an estimate of its duration will be determined.
- Contact the Executive Director, Engineering and Operations and report any information obtained from the commercial/private electric technician.
- Executive Director, Engineering and Operations will respond to determine if the failure of normal power was internal or external.
- The electrician will notify the Executive Director, Engineering and Operations of loss of service and if cause was internal or external. The Director or designee will notify affected areas with an estimated duration of loss.
- If the cause of the failure was external, the director or designee will contact the electric utility carrier via their emergency phone number to report the outage and determine the estimated duration of loss of service.
- If the cause of the failure was internal, the contract electricians will proceed with repairs to restore normal power service.
- If additional emergency power is required, the contract electricians will be dispatched to provide temporary power.
- Verify the status of all food refrigerators (e.g., Culinary Arts) and arrange for relocation of critical supplies, or for temporary refrigeration (dry ice, refrigerated trailers, etc.), as appropriate.
- Direct personnel to turn OFF all electric and computer equipment and unplug it from the receptacle. This will prevent improper startup of the equipment when normal electrical power is restored.

#### Department of Communications

- Prepare and issue to the media the desired news release.

#### **PLAN TERMINATION**

The end of the Electrical Failure Emergency Response will also be obvious. All regular lights and electrical equipment will return to normal operation. The lights connected to the emergency generators will momentarily dim as the switch over to commercial power is made.

#### Incident Commander:

- Notify the electrical utility company and the Office of Public Safety and Security that the emergency has been terminated.
- Recall all Security Officers from their deployed positions, as conditions permit.
- Advise the Office of Information Technology Services and Instructional Support Services to issue a broadcast phone mail and providing Department Heads with a college status update.
- Re-open college if it is closed.
- Advise Department of Communications to provide status update to campus community.



## Department Heads

- Notify personnel of the termination, resume normal operations, and reschedule personnel and activities as necessary.
- Direct that equipment that was turned OFF be returned to normal operations using standard startup procedures.

## **PLAN RECOVERY**

### Incident Commander

- Direct departments to return to normal operation
- Critique the incident
- Identify costs associated with the failure and submit to the Vice President for Business and Finance.
- Identify capital cost improvements.

### Executive Director, Engineering and Operations

- Obtain all lists of lighting and equipment failures from Department Heads. These failed items will be promptly repaired and returned to service.
- Remove all temporary wiring or connections installed to provide extraordinary emergency electrical service and return the emergency electrical system to its normal configuration.

## **APPENDIX A – NATIONAL TERRORISM ADVISORY SYSTEM**

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

This page also contains any current NTAS advisories and archived copies of expired advisories.

<https://www.dhs.gov/national-terrorism-advisory-system>

APPENDIX B – HAZARD VULNERABILITY ANALYSIS

**HUDSON COUNTY**  
**HAZARD MITIGATION PLAN**

HUDSON COUNTY  
NEW JERSEY

OFFICE OF EMERGENCY MANAGEMENT  
HUDSON COUNTY  
NEW JERSEY

2020 Update

Volume I

Prepared for:  
Hudson County Office of Emergency Management  
Authorized by Hudson County Executive  
Tom DeGise and Board of Chosen Freeholders

Prepared by:  
Tetra Tech, Inc.  
6 Century Drive, Suite 300  
Parsippany, NJ 07054

# HAZARD MITIGATION PLAN

## **Purpose**

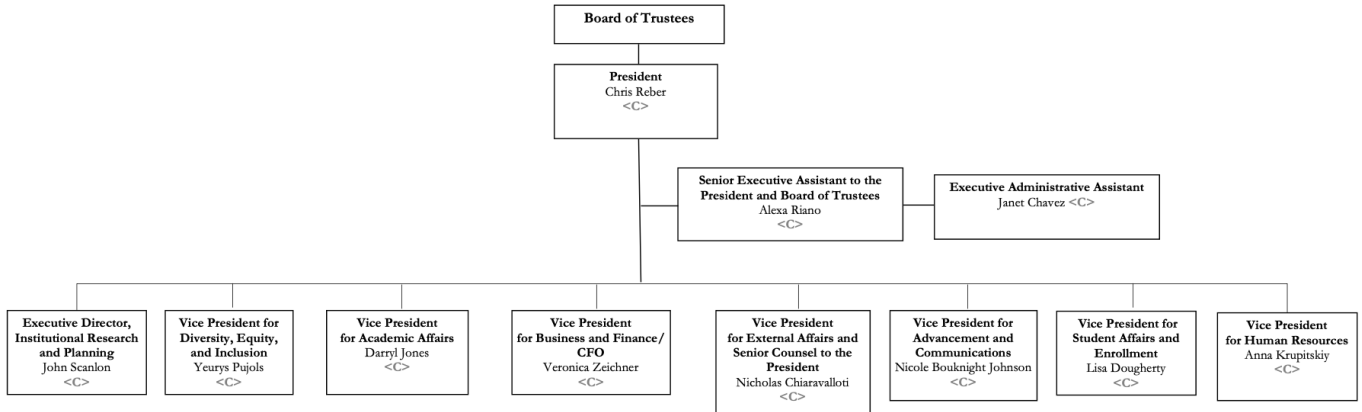
The purpose of this project is to update the Hudson County Hazard Mitigation Plan (HMP). A HMP demonstrates a jurisdiction's commitment to reducing risks from natural hazards and serves as a guide for decision makers as they commit resources to minimize the effects of natural and human caused hazards. The HMP is the blueprint for reducing the county's vulnerability to disasters and hazards. The HMP is intended to integrate with planning mechanisms already in place such as building and zoning regulations, environmental planning, and long-range planning mechanisms. The planning process includes conducting a thorough hazard vulnerability analysis (HVA), creating county and municipal disaster mitigation priorities, and creating subsequent mitigation actions and projects for the county and participating municipalities.

A copy of the Hudson County HMP is located at the link below:

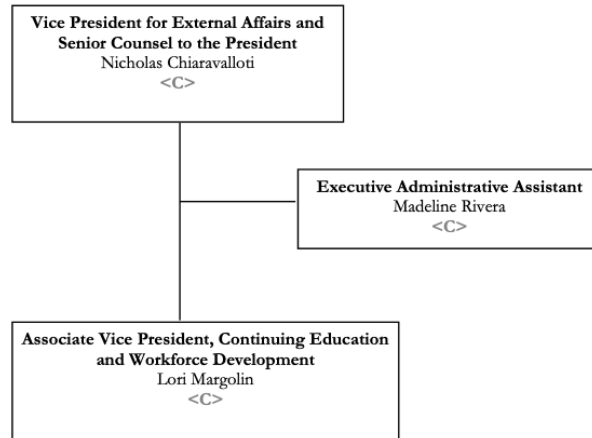
<https://www.hcnj.us/roads-and-public-property/emergency-management/hazard-mitigation-plan/>

## APPENDIX C – ORGANIZATIONAL CHARTS

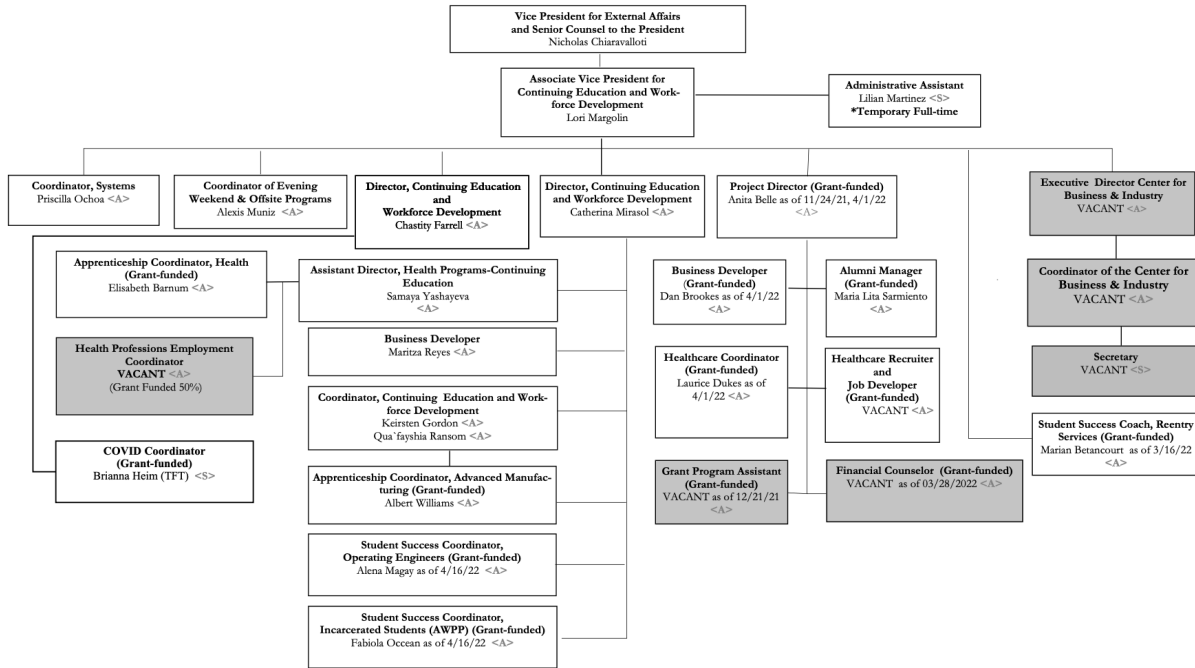
### President



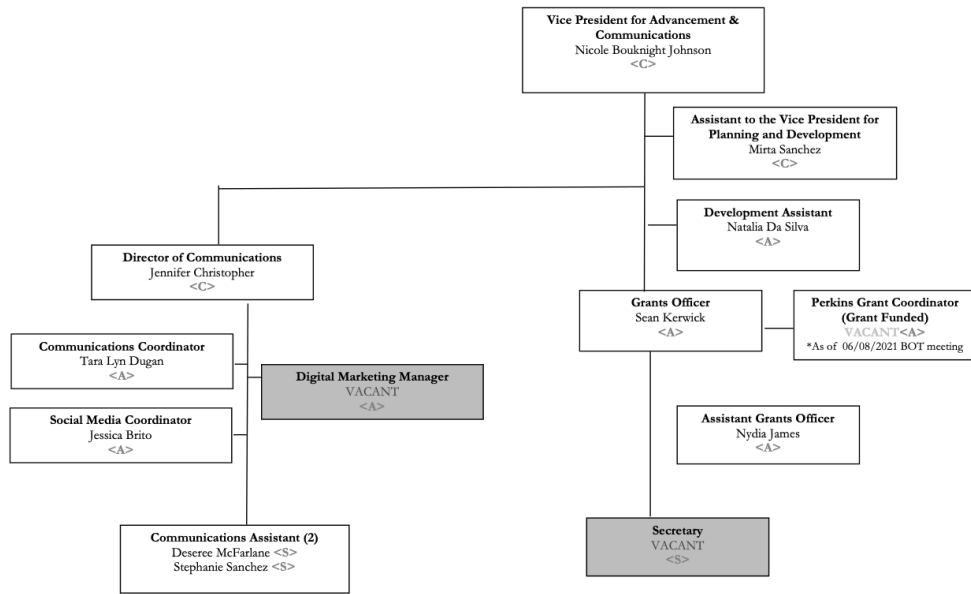
## Vice President for External Affairs and Senior Counsel to the President



# Continuing Education and Workforce Development

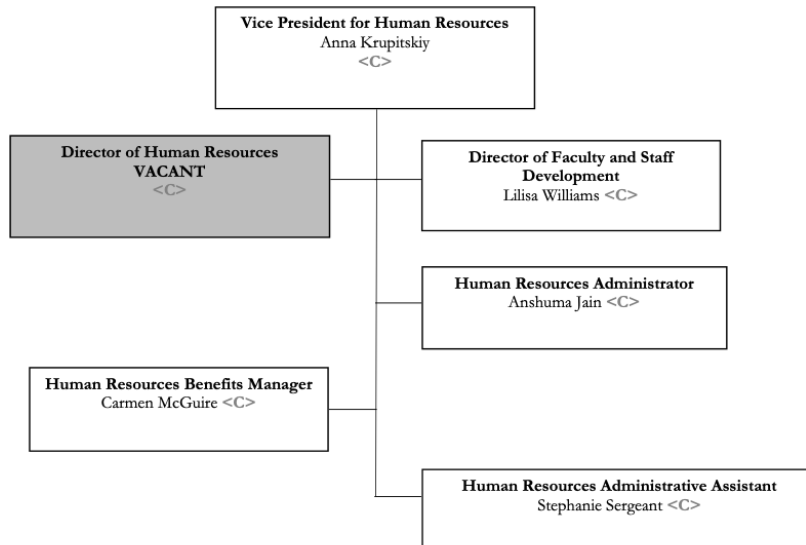


## Vice President for Advancement & Communications

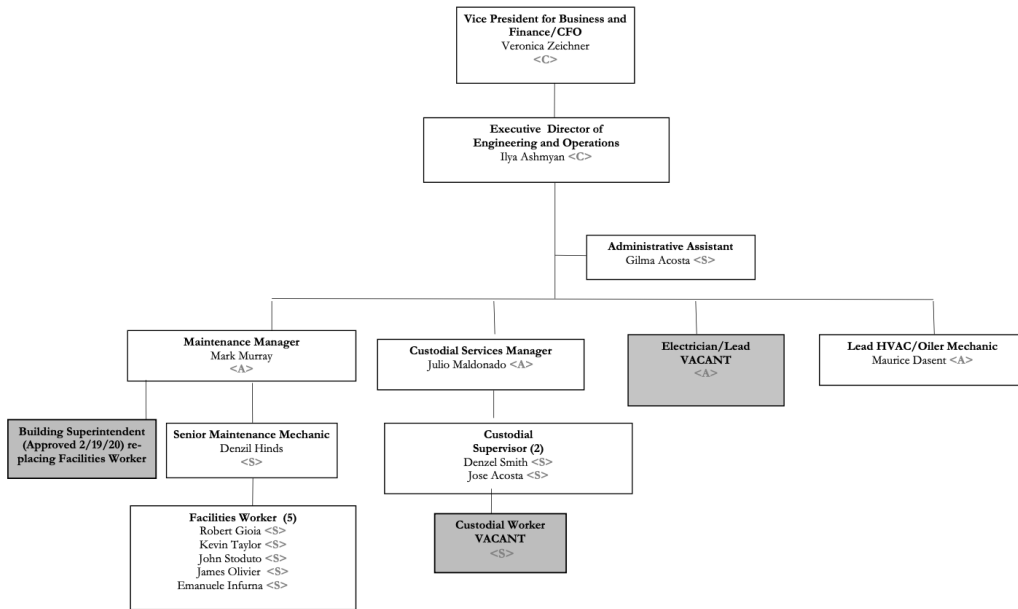




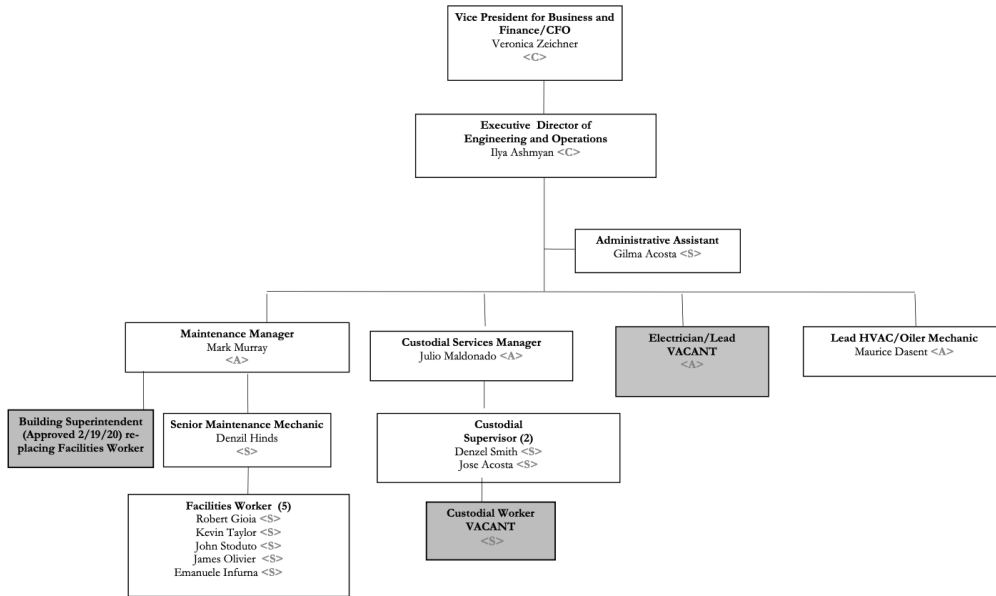
## Vice President for Human Resources



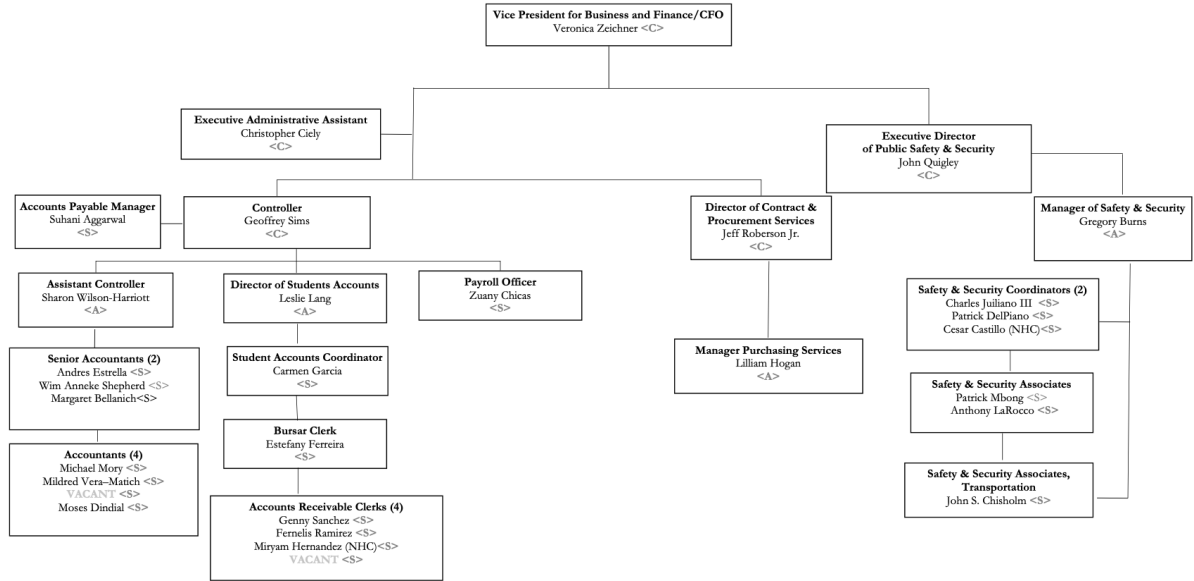
# Operations



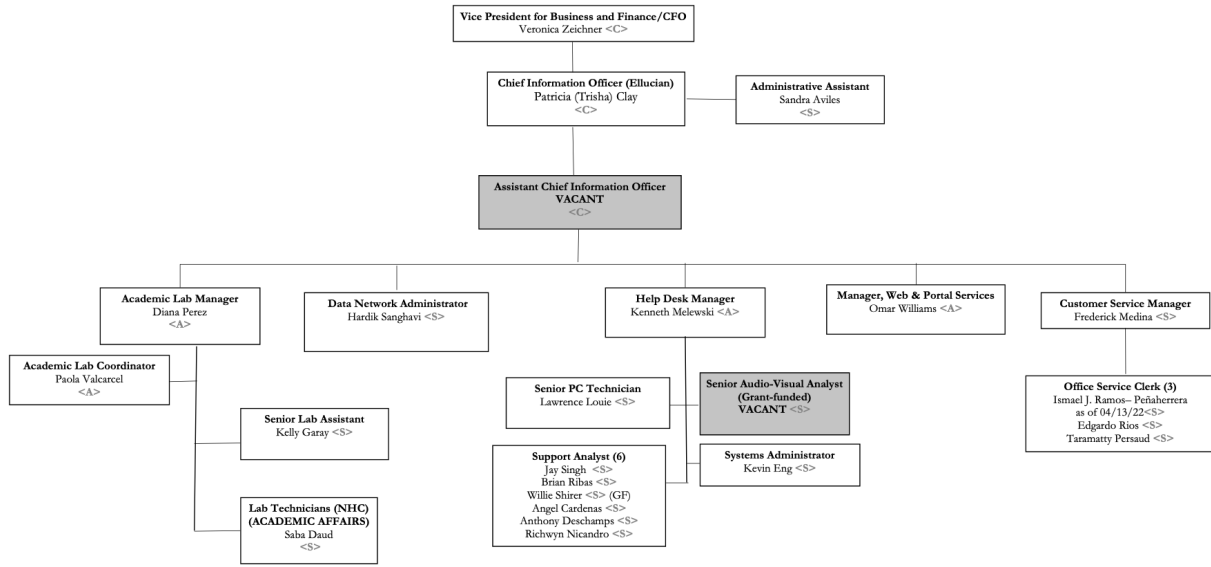
# Operations



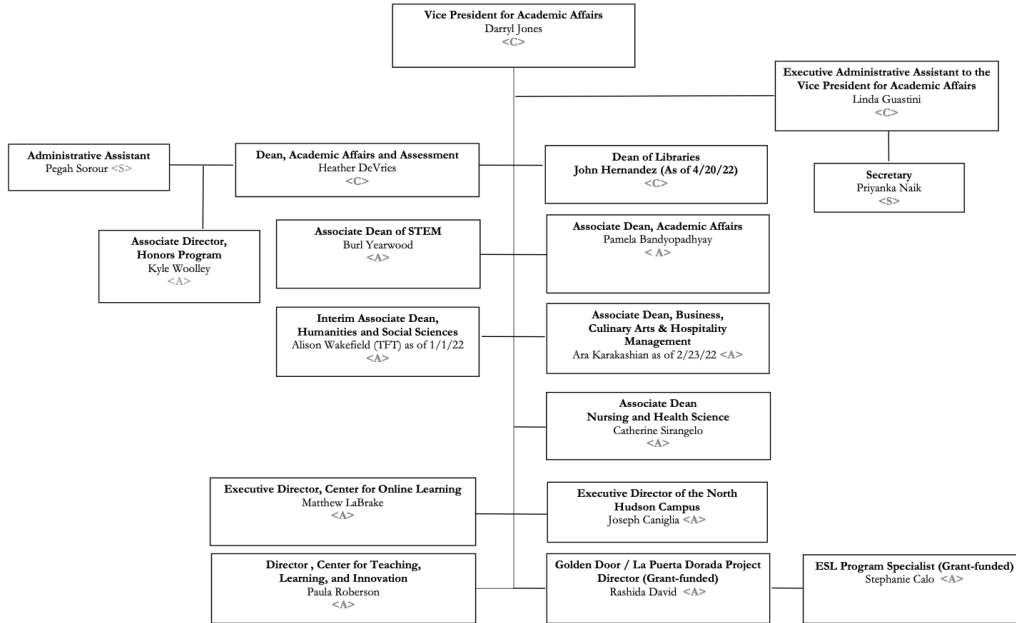
## Finance & Public Safety



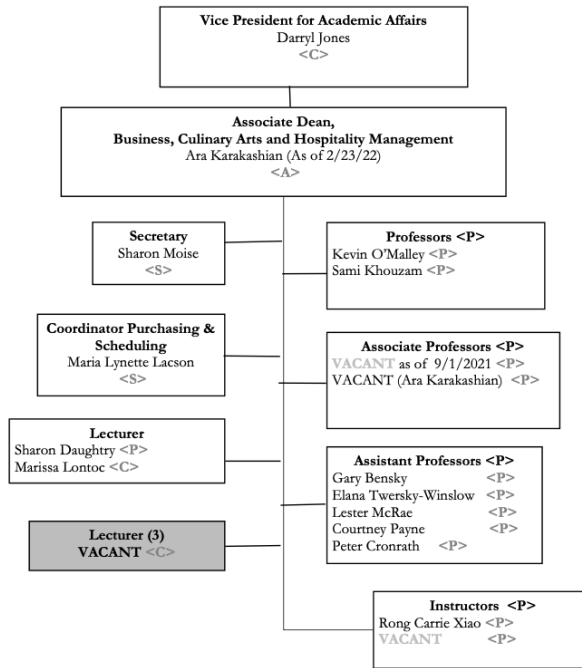
## Information Technology



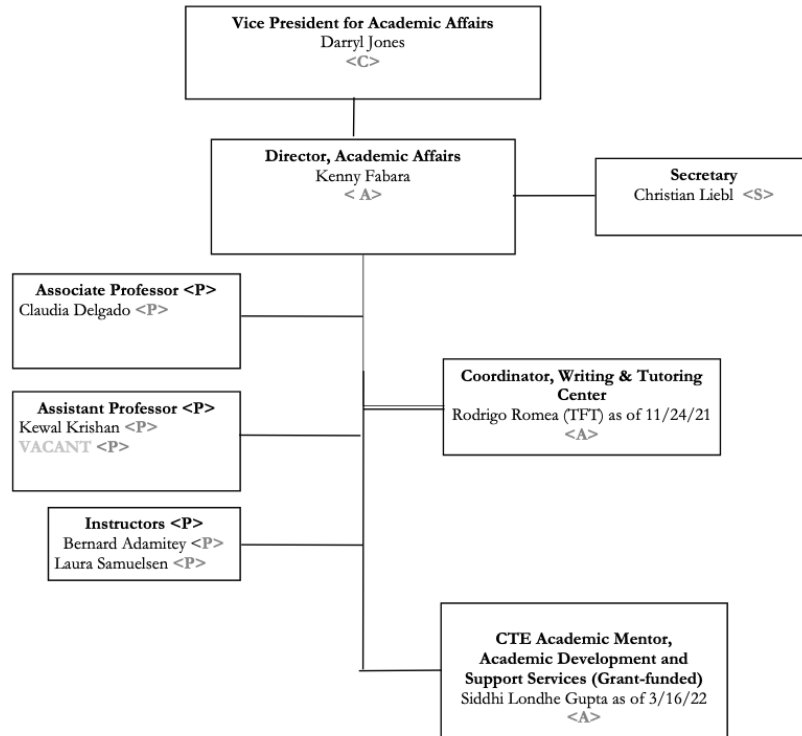
## Vice President for Academic Affairs



## Academic Affairs, Business, Culinary Arts & Hospitality Management

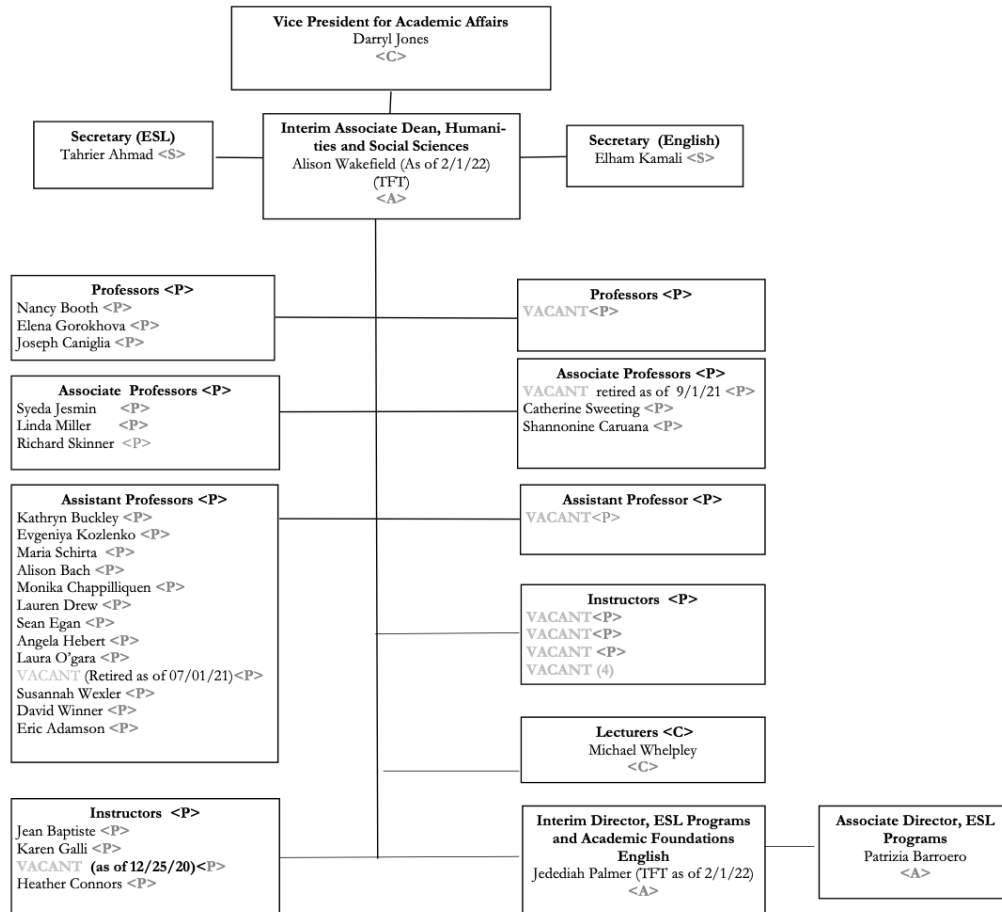


# Academic Affairs, Academic Development and Support Services

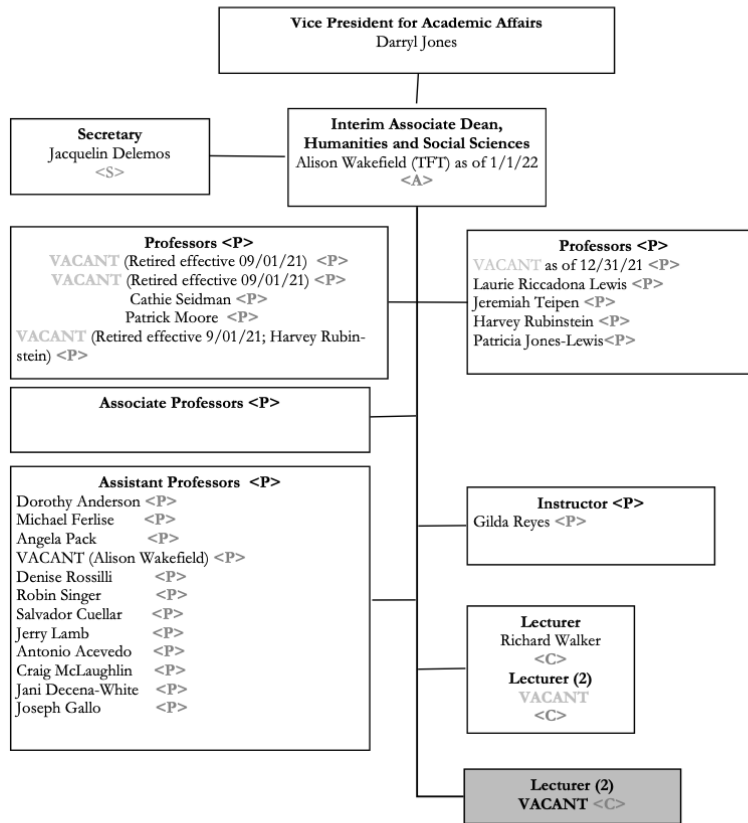




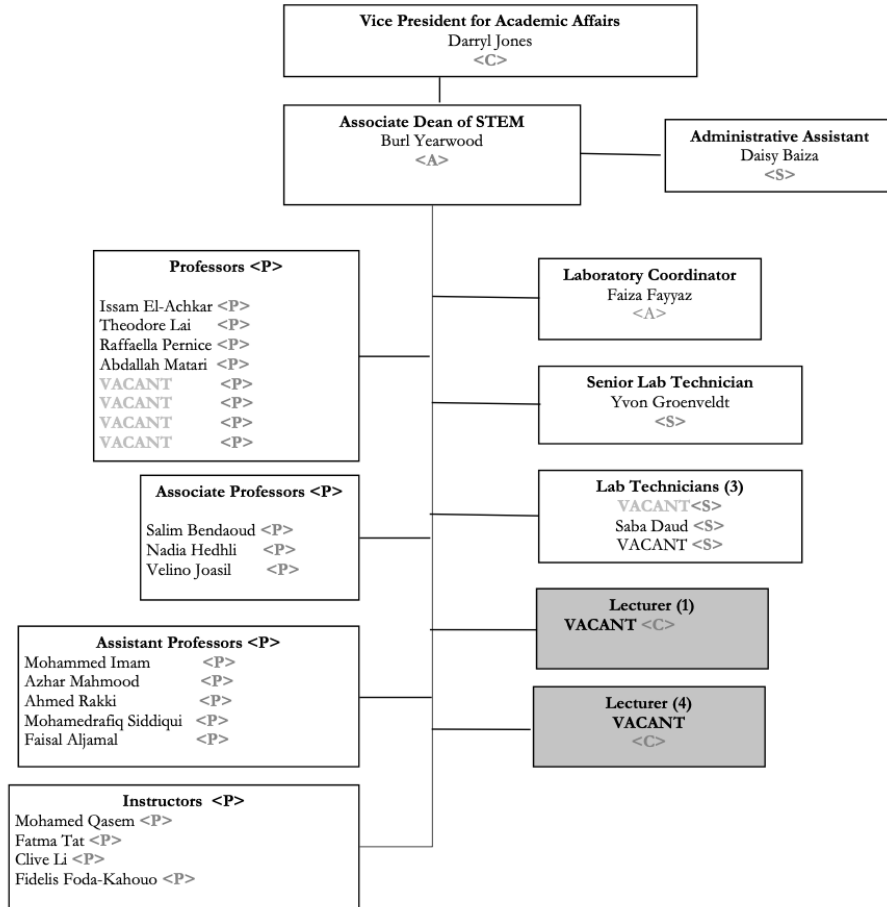
## Academic Affairs, English & ESL



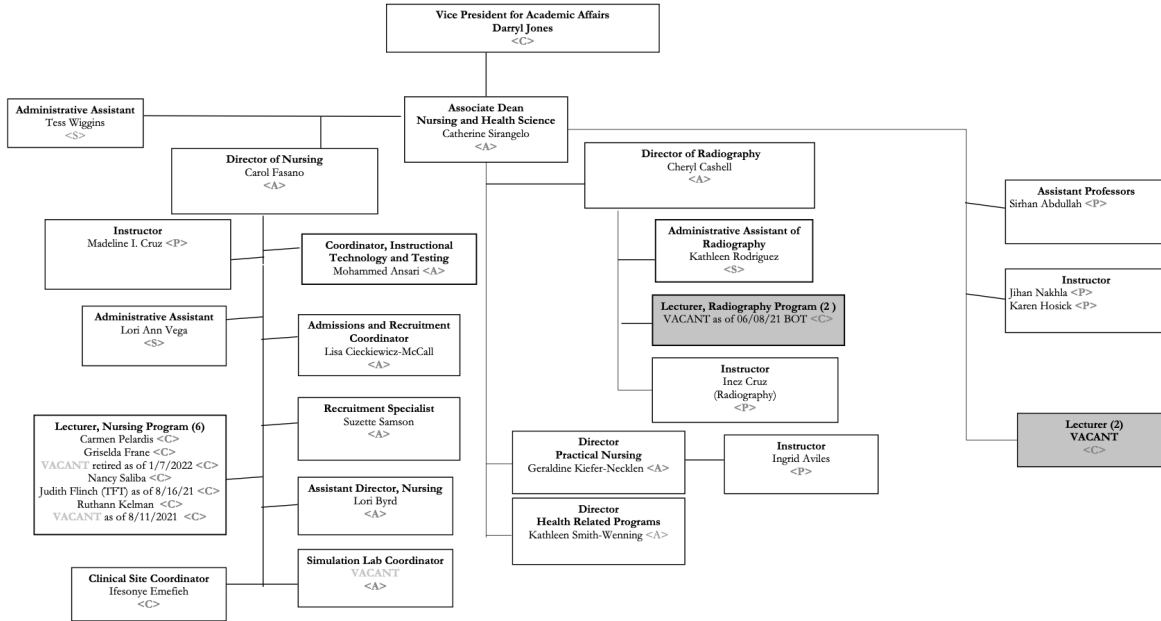
## Academic Affairs, Humanities and Social Sciences



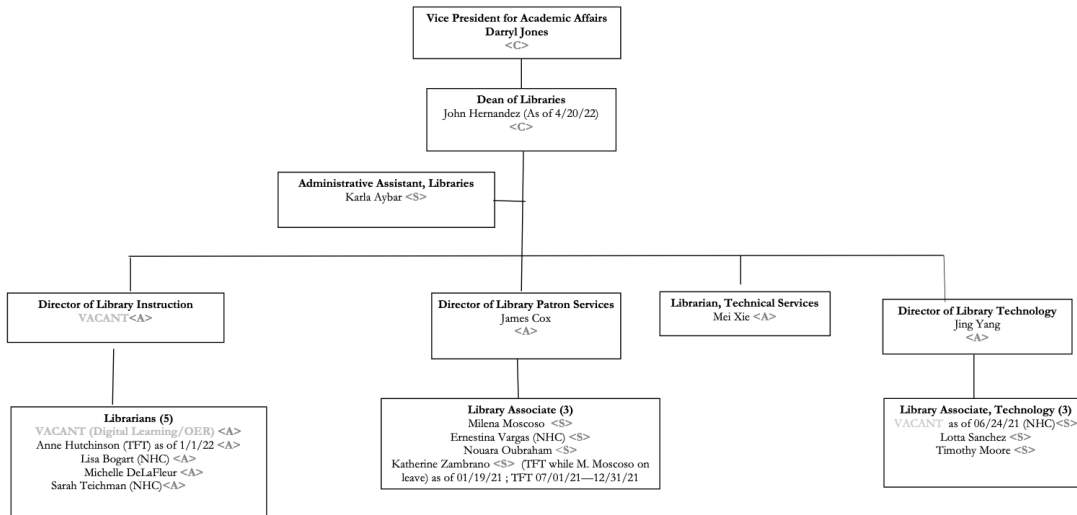
# Academic Affairs, STEM



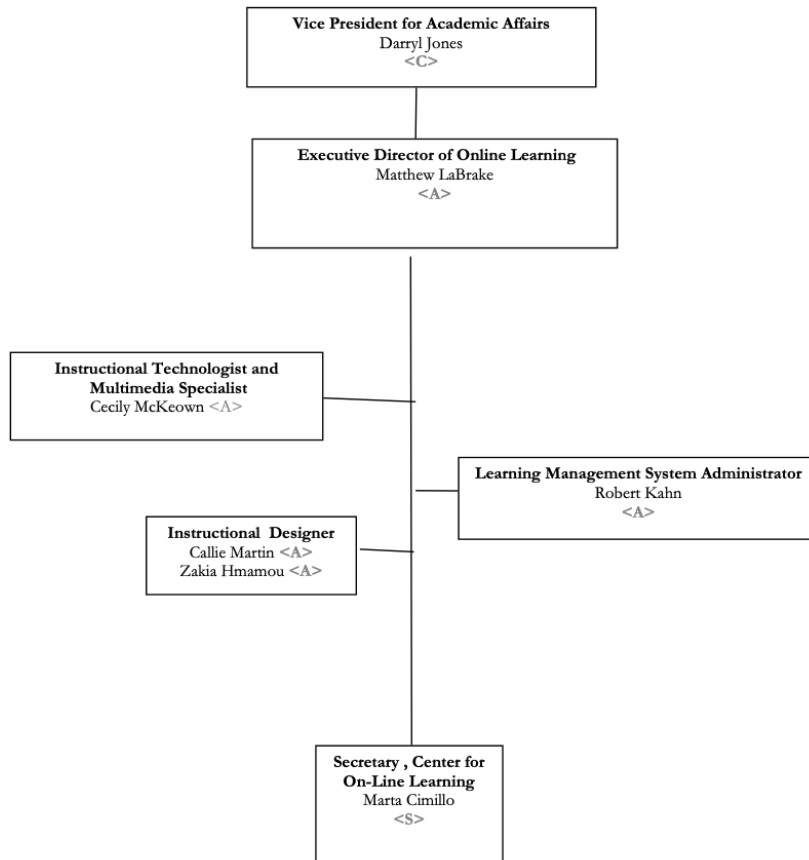
## Academic Affairs, Nursing and Health Sciences



## Academic Affairs, College Libraries

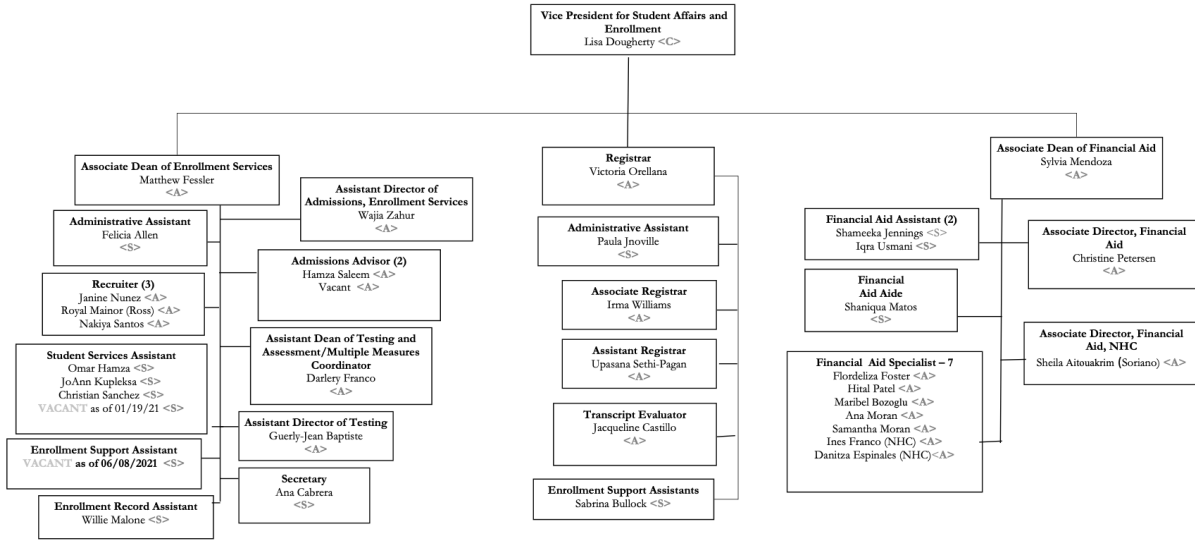


## Academic Affairs, Center for Online Learning



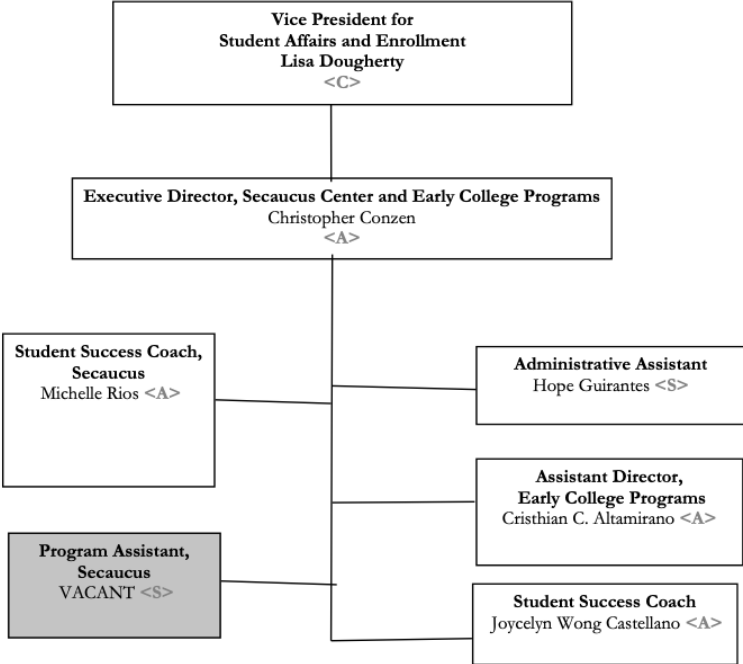


## Student Affairs and Enrollment

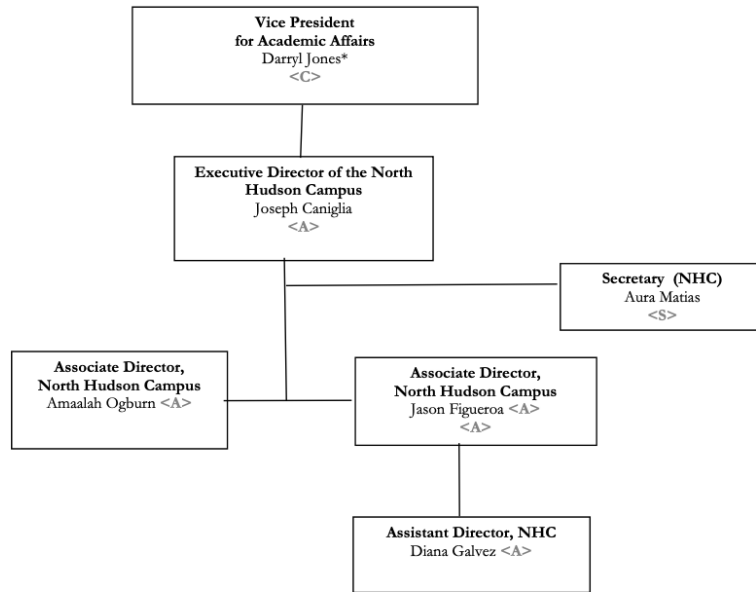




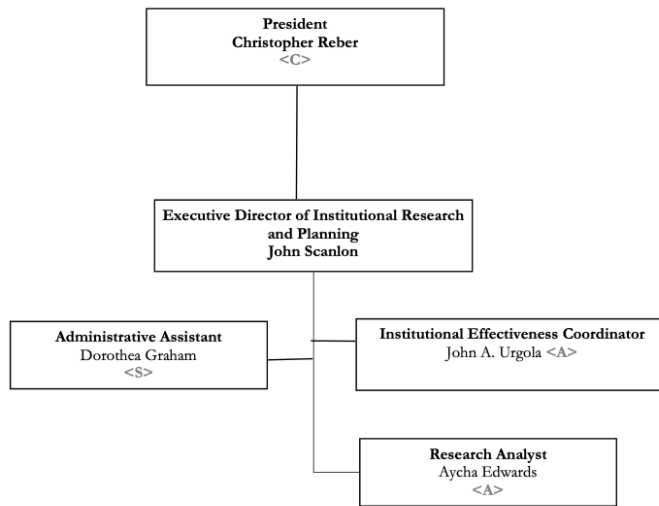
# Secaucus Center and Early College Programs



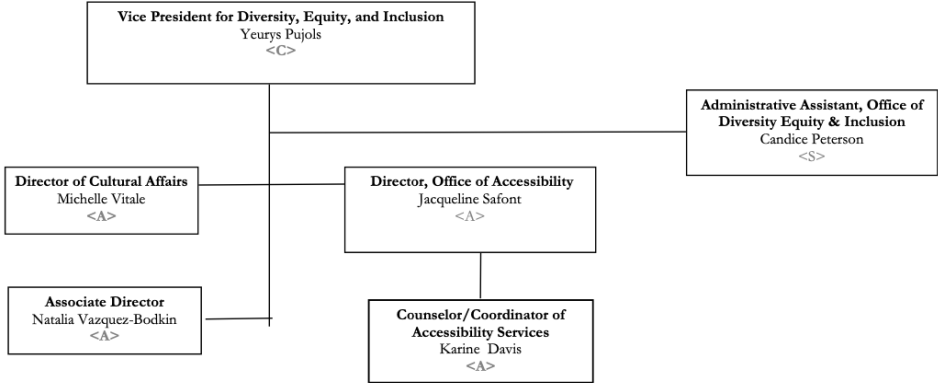
# North Hudson Campus



## Institutional Research and Planning



# Vice President for Diversity, Equity, and Inclusion



## APPENDIX C1- OFFICE OF PUBLIC SAFETY AND SECURITY CONTACT LIST

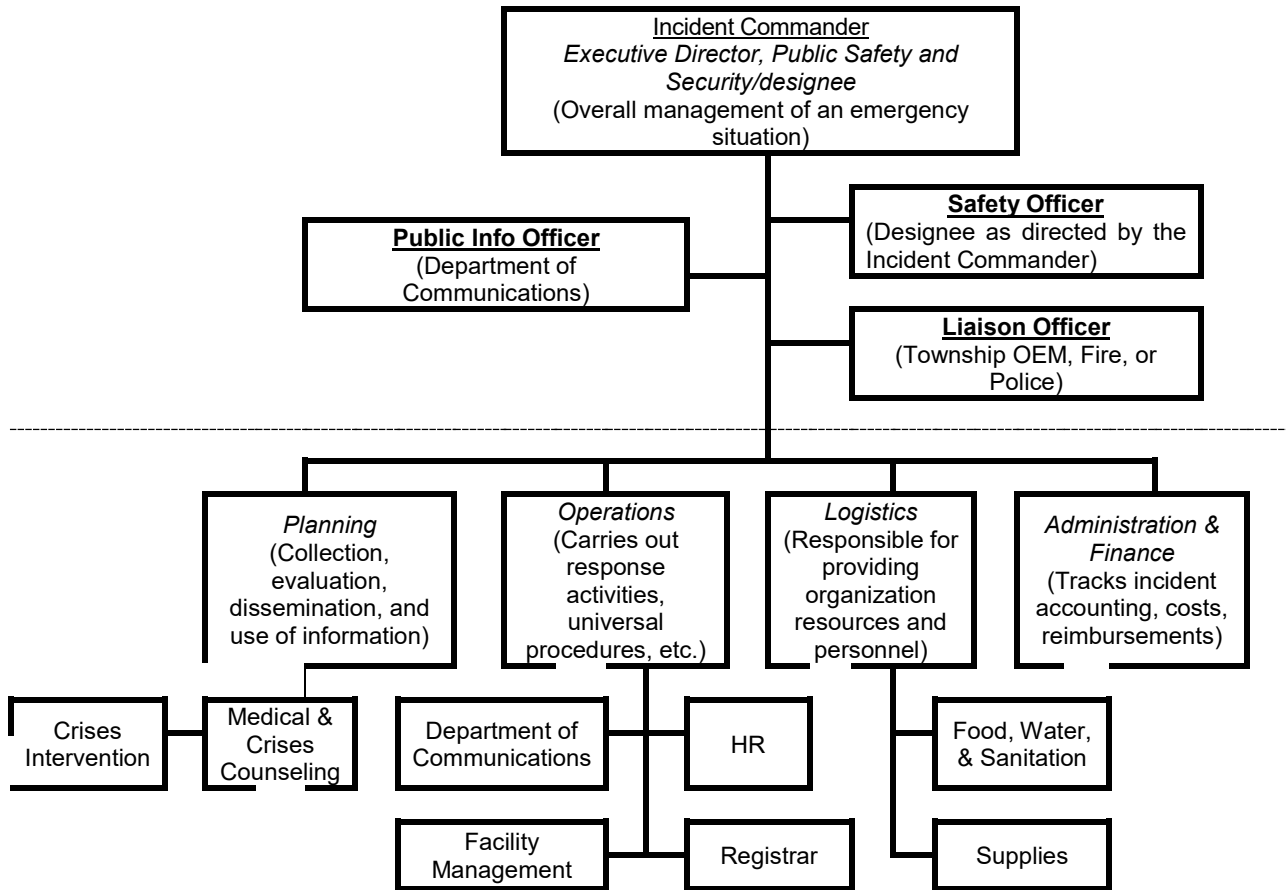
<b>Name</b>	<b>Title</b>	<b>Phone#</b>	<b>E-Mail</b>
Gregory Burns	Manager of Safety& Security	(201) 360- 4082	<a href="mailto:gburns@hccc.edu">gburns@hccc.edu</a>
Cesar A. Castillo (North Hudson)	Safety & Security Coordinator	(201) 360- 4694	<a href="mailto:cacastillo@hccc.edu">cacastillo@hccc.edu</a>
Charles Juiliano III	Safety & Security Coordinator	(201) 360- 4098	<a href="mailto:cjuiliano@hccc.edu">cjuiliano@hccc.edu</a>
Patrick Del Piano	Fire Safety / Security Coordinator	(201) 360- 4091	<a href="mailto:pdelpiano@hccc.edu">pdelpiano@hccc.edu</a>
Patrick Mbong	Safety & Security Associate	(201) 360- 4093	<a href="mailto:pmbong@hccc.edu">pmbong@hccc.edu</a>
Anthony LaRocco (works PM)	Safety & Security Associate	(201) 360- 4084	<a href="mailto:alarocco@hccc.edu">alarocco@hccc.edu</a>
John Chisholm	Safety & Security Associate	(201) 360- 5375	<a href="mailto:jchisholm@hccc.edu">jchisholm@hccc.edu</a>
Milton Brown	Captain (of the Guards)	(201) 360- 5374	<a href="mailto:mbrown@hccc.edu">mbrown@hccc.edu</a>
Jeneve Jaichon	Lieutenant	(201) 360- 4085	<a href="mailto:jjachon@hccc.edu">jjachon@hccc.edu</a>
Sargeant Williams	Lieutenant	(201) 360- 4089	<a href="mailto:swilliams@hccc.edu">swilliams@hccc.edu</a>

**APPENDIX D- EMERGENCY RESPONDER CONTACT LIST**

<b>AGENCY</b>	<b>CONTACT INFO</b>
<b>Port Authority Police Department</b>	Superintendent of Police/ Director, Public Safety Department Port Authority of NY & NJ 241 Erie Street Room 302 Jersey City, NJ 07310 201-239-3520
<b>Jersey City Police Department</b>	9-1-1 or 201-547-5477
<b>Jersey City Fire Department</b>	9-1-1 or (201) 547-4239
<b>Union City Police Department</b>	201-348-5790
<b>North Hudson Regional Fire &amp; Rescue</b>	11 Port Imperial Boulevard West New York, NJ 07093 201-601-3542
<b>Jersey City OEM</b>	Tel: 201-547-5566/201-547-5681 Cell: 201-424-8625 (201) 547-5681 Sgt. W. Greg Kierce, Director <a href="mailto:wkierce@njicps.org">wkierce@njicps.org</a>
<b>Hudson County OEM</b>	Coordinator James Woods 201-369-5200 201-832-5615
<b>Department of Health &amp; Human Services</b>	199 Summit Avenue Unit F Jersey City, NJ 07304 Tel: 201-547-6800 Health Complaints: 201-547-5285 Fax: 201-547-5168  Stacey Flanagan, Director Tel: 201-547-6800
<b>Health Director Union City</b>	201-348-5608

## APPENDIX E – INCIDENT COMMAND STRUCTURE

Incident Command has been in place since the formation of the first modern schools. In an emergency, the Executive Director, Public Safety and Security assumes control or management responsibility, and activates others as needed. For relatively small incidents, the Executive Director, Public Safety and Security may perform all the roles of the ICS structure. If an incident grows, he may activate other personnel as needed. In turn, once activated, each individual below may activate others needed to complete necessary functions.



## INCIDENT COMMANDER POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

### Task

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander and agency administrator.

4. Assess incident situation:

- Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:

- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location of first Planning Meeting.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.





11. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.



12. Authorize release of information to the media:

- If operating within a Unified Command, ensure all Incident Commanders approve release.



13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).
- Contingency planning.
- Formal Planning Meeting.



14. Ensure Planning Meetings are conducted as indicated:

**Sample Planning Meeting Agenda**

<b>Agenda Item</b>	<b>Responsible Party</b>
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.

## FINANCE/ADMINISTRATION SECTION CHIEF POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.



### Task



#### 1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



#### 2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.



3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.



4. Ensure all Sections and the Supply Unit are aware of charge code.



5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

## Sample Planning Meeting Agenda

<b>Agenda Item</b>	<b>Responsible Party</b>
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.
- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.

- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

13. Assist Logistics in resource procurement:

- Identify vendors for which open purchase orders or contracts must be established.
- Negotiate ad hoc contracts.

14. Ensure coordination between Finance/Administration and other Command and General Staff.

15. Coordinate Finance/Administration demobilization.

16. Provide briefing to relief on current activities and unusual events.

17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

## LIAISON OFFICER POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:



## Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All



9. Document all activity on Unit Log (ICS Form 214).

## LOGISTICS SECTION CHIEF POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.



### Task

1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:

- Provide summary of emergency.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

8. Attend Planning Meetings:

## Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
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10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response timelines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

## OPERATIONS SECTION CHIEF POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task



1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.
- Determine location of current Staging Areas and resources assigned there.



2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.



3. Establish operational period.



4. Establish and demobilize Staging Areas.



5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.



6. Develop and manage tactical operations to meet incident objectives.



7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.
- Evaluate and enforce use of appropriate protective clothing and equipment.
- Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness of tactics.
- Desired contingency plans.

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify resources needed to accomplish assignments.

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section timekeeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up to date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings:

## Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
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6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All



16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

## PUBLIC INFORMATION OFFICER POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task



1. Obtain briefing from Incident Commander:

- Determine current status of Incident (ICS Form 209 or equivalent).
- Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
- Determine point of contact for media (scene or Command Post).
- Determine current media presence.

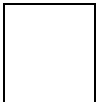


2. Participate in Administrative Officer's briefing:

- Determine constraints on information process.
- Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.



3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.



4. Coordinate the development of door-to-door protective action statements with Operations.



5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

#### Sample Initial Information Summary

**We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*. *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at *[location]* and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.**



6. Arrange for necessary workspace, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).
- Field (scene) Information.
- Internal Information.



- 7. Establish contact with local and national media representatives, as appropriate.
- 8. Establish location of Information Center for media and public away from Command Post.
- 9. Establish schedule for news briefings.
- 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- 13. Obtain approval for information release from Incident Commander:
  - Confirm details to ensure no conflicting information is released.
  - Identify site and time for press briefings and confirm participation by other Incident Management Team (IMT) members.
- 14. Release news to media, and post information in Command Post and other appropriate locations.
- 15. Record all interviews and copy all news releases:
  - Contact media to correct erroneous or misleading information being provided to the public via the media.
- 16. Update off-incident agency personnel on a regular basis:
  - Utilize electronic mail for agency updates.
  - Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
  - Provide standard statement which can be given to general requests for information.
- 17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:
  - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.
- 18. Attend Planning Meetings:

## Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

19. Respond to special requests for information.

20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

21. Confirm the process for the release of information concerning incident-related injuries or deaths.

22. Document all activity on Unit Log (ICS Form 214).

## PLANNING SECTION CHIEF POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader



### Task

1. Obtain briefing from Incident Commander:

- Determine current resource status (ICS Form 201).
- Determine current situation status/intelligence (ICS Form 201).
- Determine current incident objectives and strategy.
- Determine whether Incident Commander requires a written Incident Action Plan (IAP).
- Determine time and location of first Planning Meeting.
- Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
- Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.



10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.



11. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

**Agenda Item**

**Responsible Party**

- |    |  |  |
|----|--|--|
| 1  | Briefing on situation/resource status.                 | Planning/Operations Section Chiefs           |
| 2  | Discuss safety issues.                                 | Safety Officer                               |
| 3  | Set/confirm incident objectives.                       | Incident Commander                           |
| 4  | Plot control lines & Division boundaries.              | Operations Section Chief                     |
| 5  | Specify tactics for each Division/Group.               | Operations Section Chief                     |
| 6  | Specify resources needed for each Division/Group.      | Operations/Planning Section Chiefs           |
| 7  | Specify facilities and reporting locations.            | Operations/Planning/Logistics Section Chiefs |
| 8  | Develop resource order.                                | Logistics Section Chief                      |
| 9  | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs            |
| 10 | Provide financial update.                              | Finance/Administration Section Chief         |
| 11 | Discuss interagency liaison issues.                    | Liaison Officer                              |
| 12 | Discuss information issues.                            | Public Information Officer                   |
| 13 | Finalize/approve/implement plan.                       | Incident Commander/All                       |

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.
- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

14. Coordinate preparation of the Safety Message with Safety Officer.

15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

16. Instruct Planning Section Units in distribution of incident information.

17. Provide periodic predictions on incident potential.

18. Establish a weather data collection system, when necessary.

19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

20. Ensure Section has adequate coverage and relief.

21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

22. Ensure preparation of demobilization plan, if appropriate.

23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

24. Provide briefing to relief on current and unusual situations.

25. Ensure that all staff observe established level of operational security.

26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

27. Submit all Section documentation to Documentation Unit.

## SAFETY OFFICER POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available and being used.

3. Staff and organize function, as appropriate:

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief Assistant Safety Officers prior to Planning Meetings.

8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).

9. Participate in Planning and Tactics Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

10. Attend Planning meetings:

Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.

13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

14. Document all activity on Unit Log (ICS Form 214).

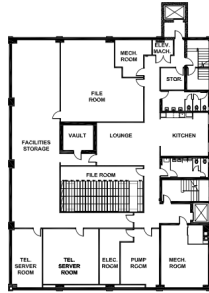


**APPENDIX E1 – HCCC EMERGENCY TEAM CONTACT LIST**

<b>DEPARTMENT</b>	<b>CONTACT</b>	<b>PHONE EXTENSION</b>
<b>PRESIDENT</b>	Dr. Chris Reber President	4001
<b>ACADEMIC AFFAIRS</b>	Dr. Darryl Jones Vice President for Academic Affairs	4011
<b>ADVANCEMENT AND COMMUNICATIONS</b>	Nicole Bouknight Johnson Vice President for Advancement and Communications	4004
<b>COUNSEL</b>	Dr. Nicholas Chiaravalloti Vice President for External Affairs and Senior Counsel to the President	4009
<b>ENGINEERING AND OPERATIONS</b>	Ilya Ashmyan Executive Director Engineering and Operations	4693
<b>FINANCE</b>	Veronica Zeichner Vice President for Business and Finance/Chief Financial Officer	4043
<b>HUMAN RESOURCES</b>	Anna Krupitskiy Vice President for Human Resources	4070
<b>INFORMATION TECHNOLOGY SERVICES</b>	Patricia M. Clay Chief Information Officer	4351
<b>PRESIDENT'S OFFICE</b>	Janet Chavez Executive Administrative Assistant	4003
<b>SECURITY</b>	John Quigley Executive Director of Public Safety	4081
<b>SECURITY</b>	Gregory Burns Safety and Security Manager	4082
<b>STUDENT AFFAIRS</b>	Lisa Dougherty Vice President for Student Affairs and Enrollment	4160

# APPENDIX F – SITE DIAGRAMS

02. building inventory  
70 SIP



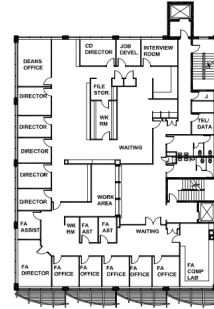
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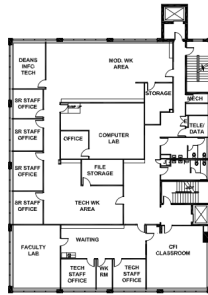
SIP AVE.



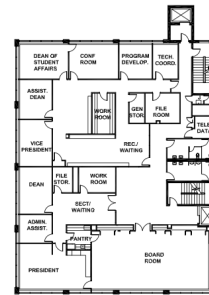
FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR

# 26 JOURNAL SQUARE

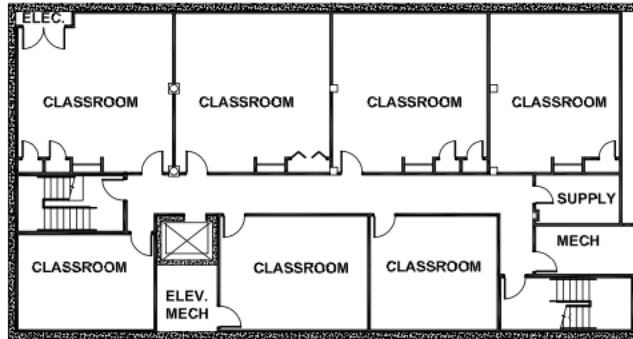
Building Square Footage (Gross) ..... 5,500 +/- sq. ft.  
Administration / Executive Offices



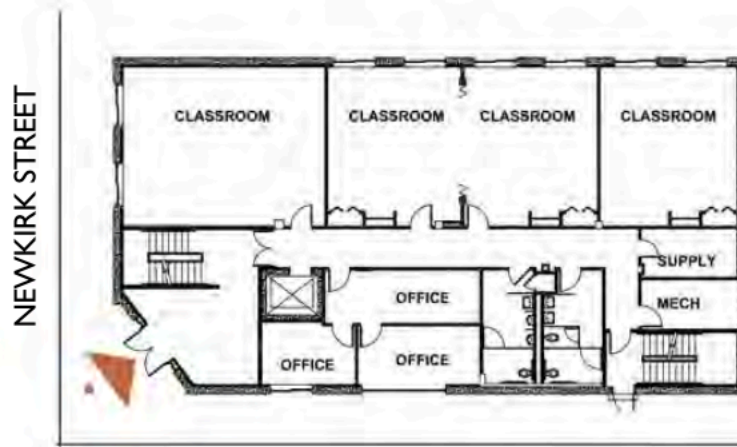
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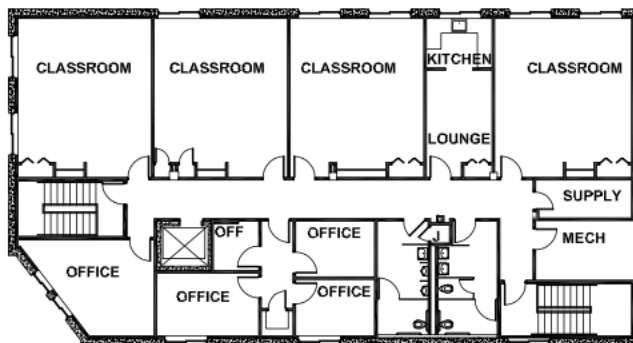
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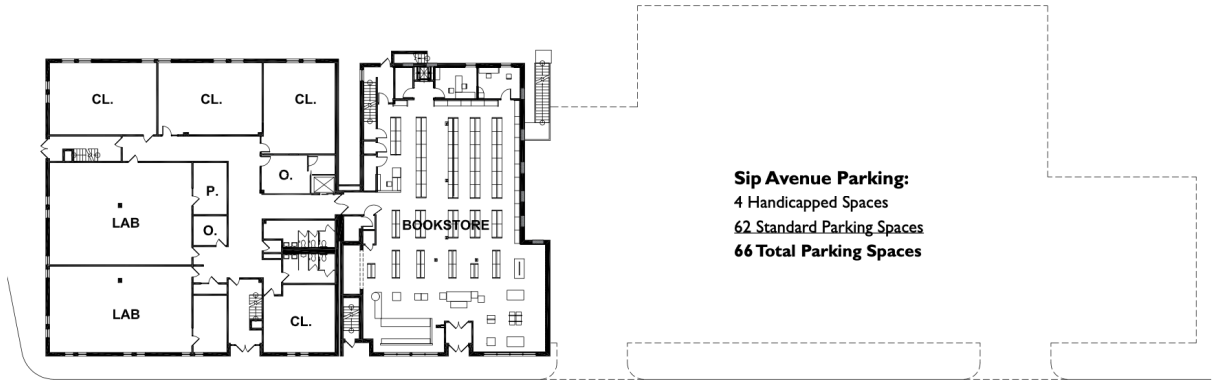


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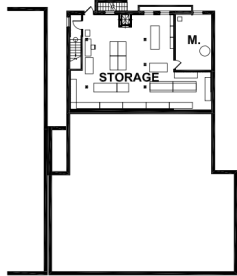


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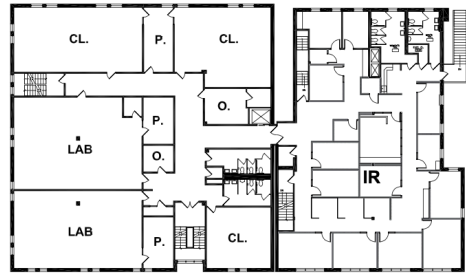
# 162-168 SIP



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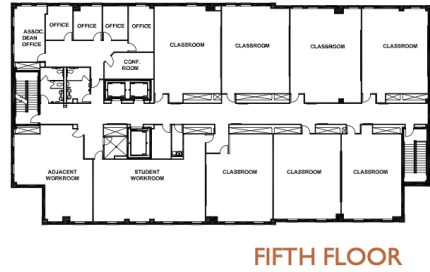
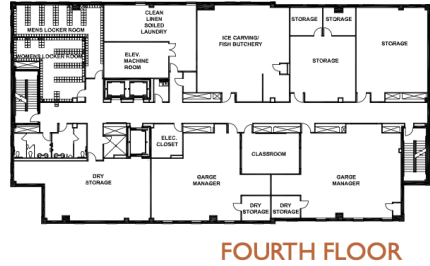
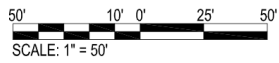
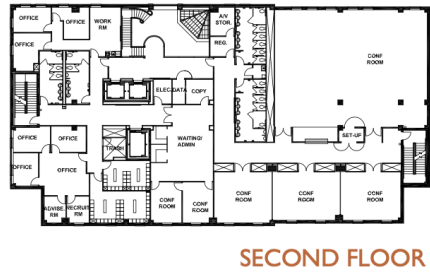


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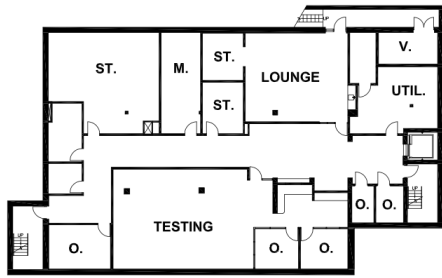


## SECOND FLOOR

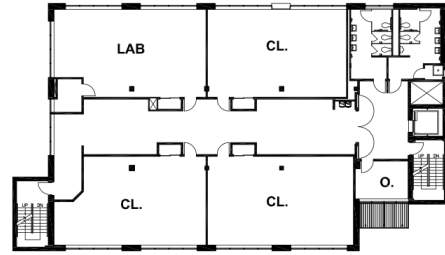
# 161 NEWKIRK - CULINARY ARTS INSTITUTE



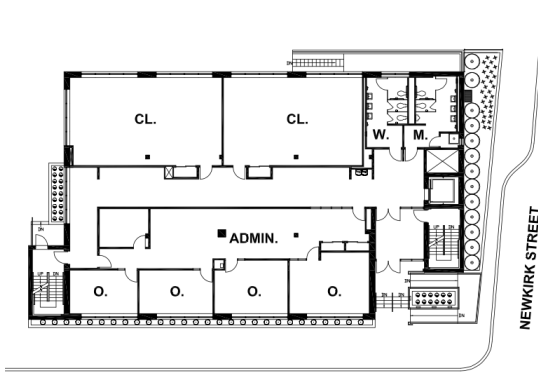
02. building inventory  
**2 ENOS PLACE**



LOWER LEVEL

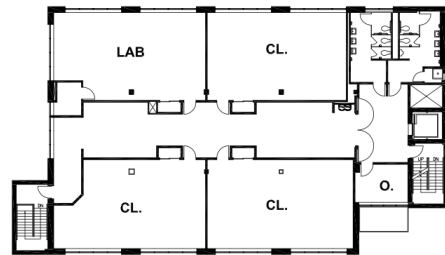


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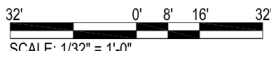


ENOS PLACE

FIRST FLOOR



THIRD FLOOR



02. building inventory

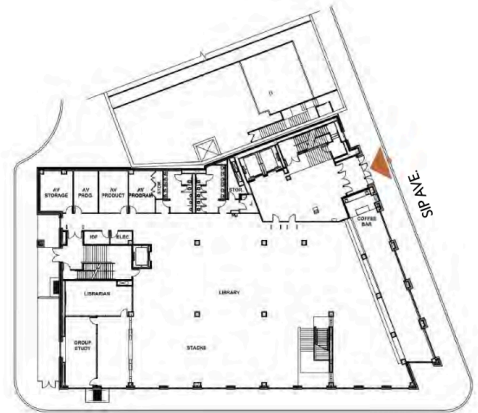
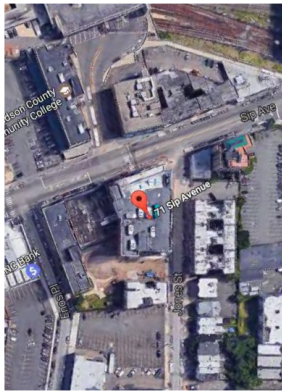
# LIBRARY - 71 SIP AVENUE

Building Square Footage (Gross) ..... 115,560 sq. ft.  
 Building Square Footage (Net) ..... 87,240 sq. ft.

- Library ..... 1 Library
- Offices ..... 5 Offices
- Classrooms ..... 33 - 36 Classrooms
- Gallery / Multi-purpose Room ..... 1 Gallery / Multi-purpose
- Testing Center ..... 1 Testing Center
- Tutoring Center ..... 1 Tutoring Center



LOWER LEVEL

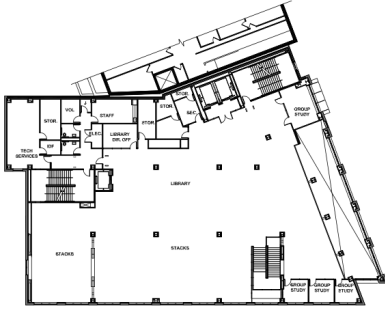


JONES STREET

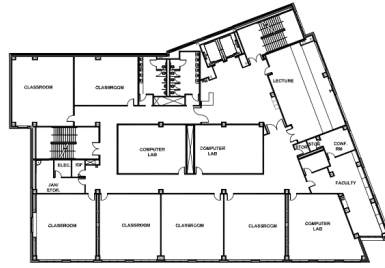
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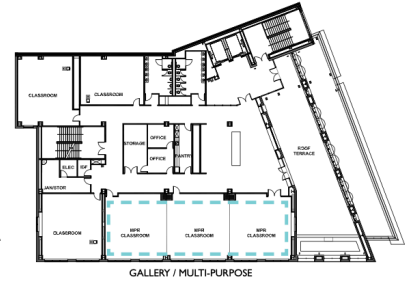
# LIBRARY - 71 SIP AVENUE



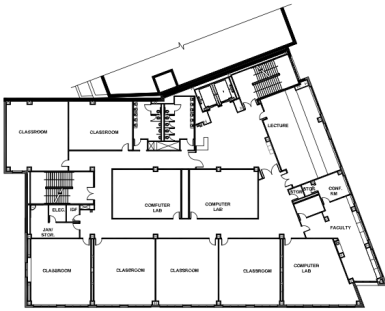
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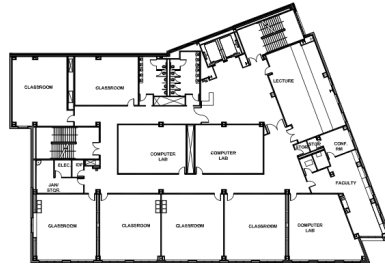
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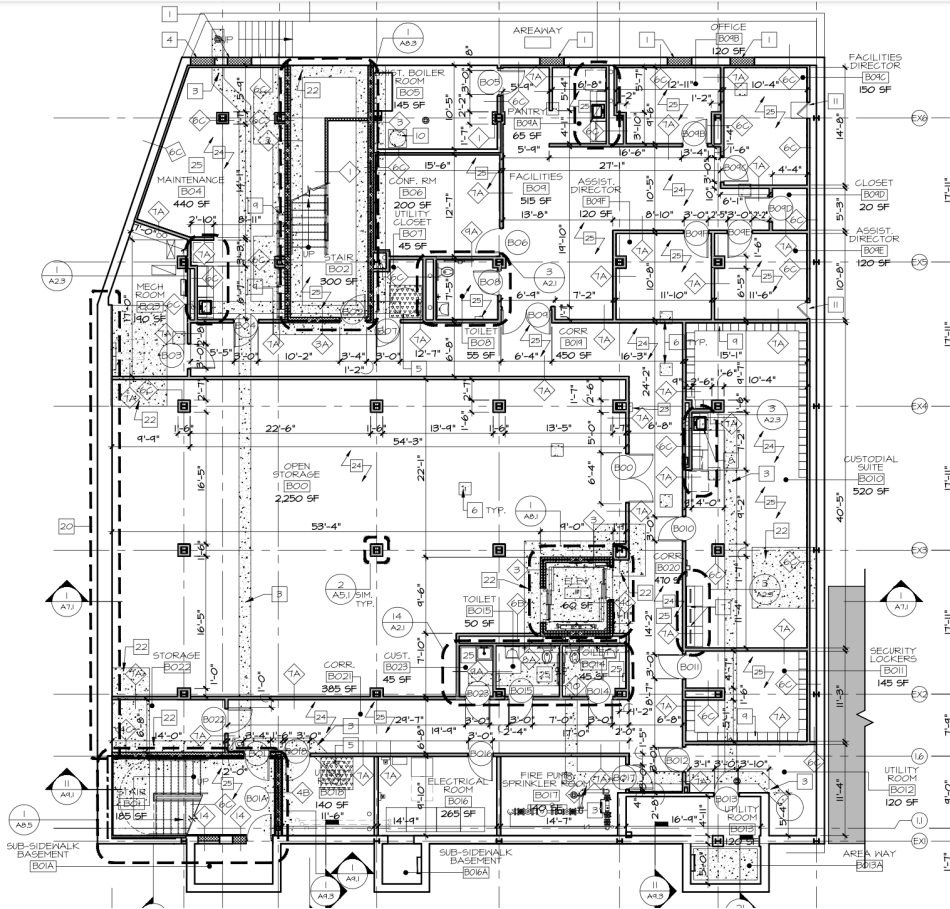
SIXTH FLOOR



THIRD FLOOR



FIFTH FLOOR



wayne, nj 07470  
tel 973.256.0202 || fax 973.256.0227

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GERMANO RUBINO, AIA NJ # AJ 08084  
JOSEPH DI CARA, AIA NJ # AJ 08265

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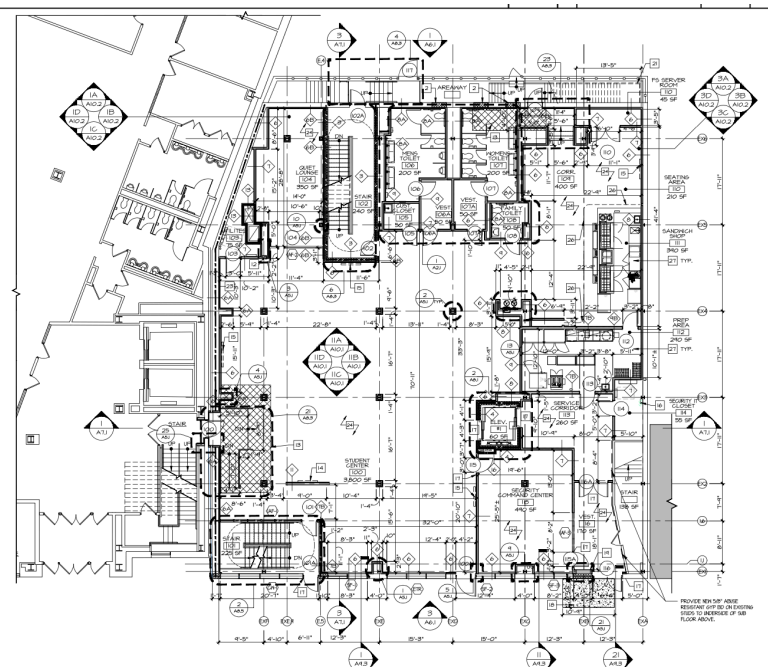
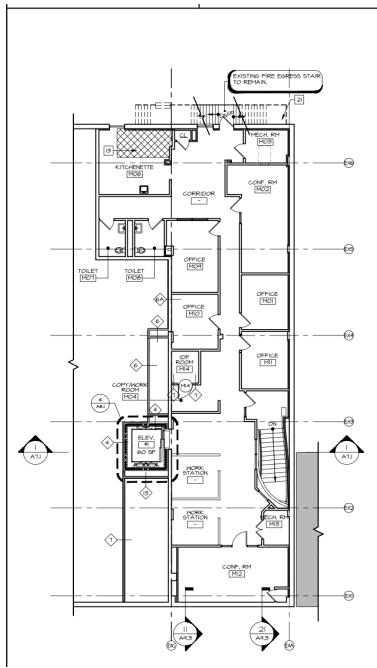
DO NOT SCALE THE DRAWINGS. USE CALCULATED DIMENSIONS. SCALES INDICATED REFER TO SHEETS PRINTED AT FULL SIZE AND ARE NOT APPLICABLE TO REDUCED DRAWINGS.

**STUDENT UNION CENTER  
INTERIOR RENOVATIONS AT:**

**HUDSON COUNTY  
COMMUNITY  
COLLEGE**  
81 SIP AVENUE,  
JERSEY CITY, NJ 07306

**BASEMENT FLOOR PLAN  
NOTES & DETAILS**

REV.	DATE:	DRN	CHK
	10/22/16	KK	A.B.
			ISSUED FOR BID



**di cara | rubino**  
architects

30 gales drive  
wayne, nj 07470  
tel 973.256.0202 || fax 973.256.0227

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**FOR CONSTRUCTION**

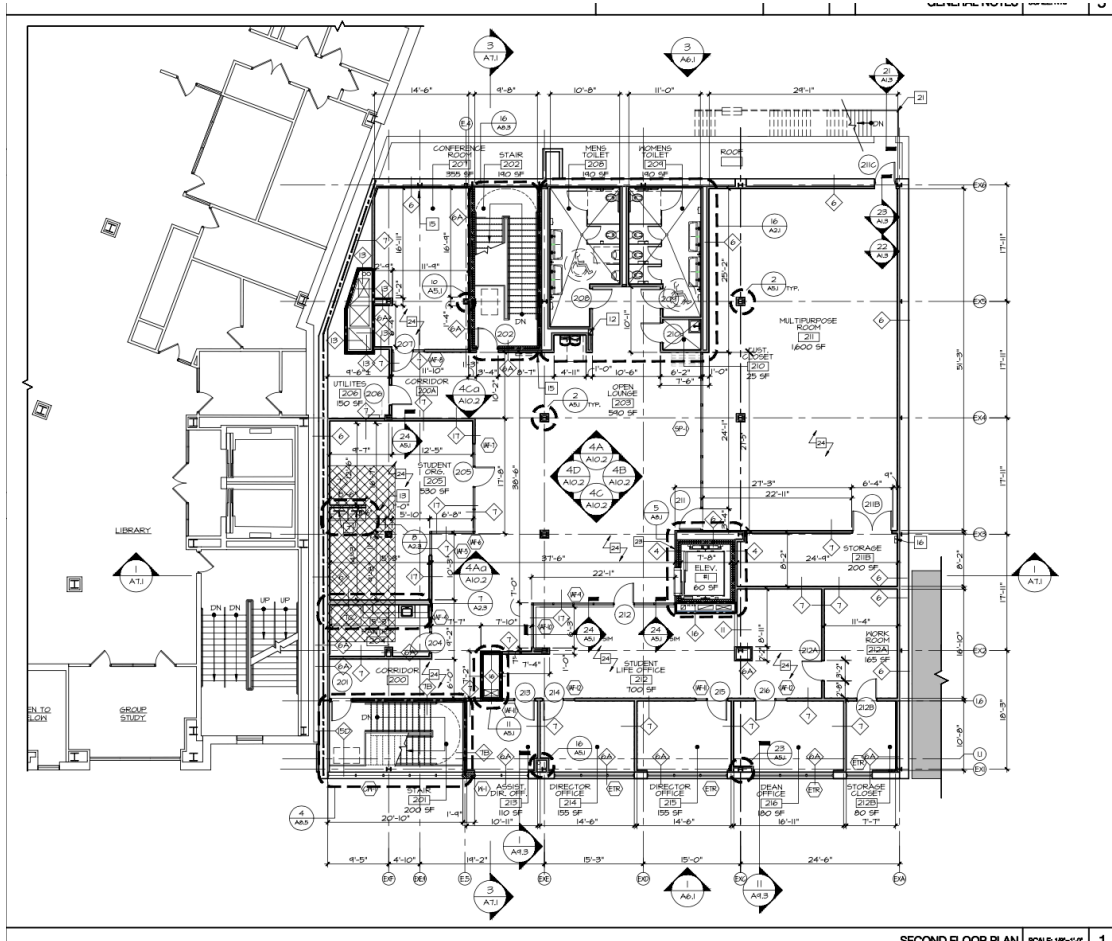
**STUDENT CENTER  
INTERIOR RENOVATIONS AT:**

**HUDSON COUNTY  
COMMUNITY  
COLLEGE**  
81 SIP AVENUE,  
JERSEY CITY, NJ 07306

**FIRST FLOOR &  
MEZZANINE PLAN  
NOTES & DETAILS**

REV.	DATE:	DRN	CHK
		KK	A.B.
			COMPILED SET

REMOVE 100 SF OF AREA  
RESERVED OFFICE USE  
DUE TO REDUCTION OF 3RD  
FLOOR AREA.



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30 galvani drive  
Wayne, NJ 07470  
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**STUDENT UNION CENTER**  
INTERIOR RENOVATIONS AT:

**HUDSON COUNTY COMMUNITY COLLEGE**  
81 SIP AVENUE,  
JERSEY CITY, NJ 07306

**SECOND FLOOR PLAN**

REV.	DATE	DRN	CHK
	10/22/08	JK	A.B.

PROJECT NO. 3297 SHEET NO. A1.3

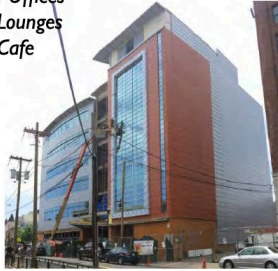
SECOND FLOOR PLAN SCALE: 1/8"=1'-0" 1

02. building inventory

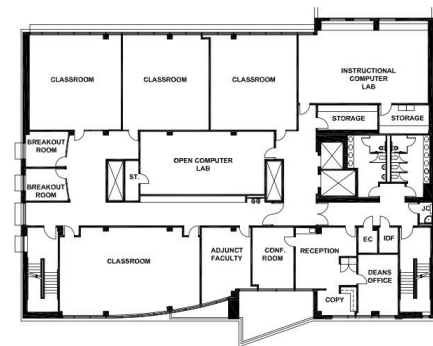
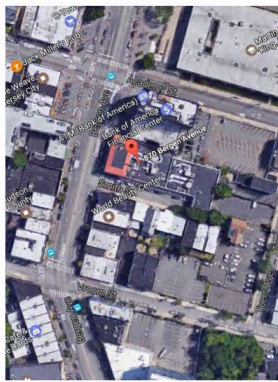
# STEM BUILDING - 263 ACADEMY STREET

Building Square Footage (Gross) ..... 70,070 sq. ft.

- Classrooms ..... 12 Classrooms
- Lecture Rooms..... 2 Lecture Rooms
- Labs..... 17 Labs
- Offices..... 20 Offices
- Lounge..... 5 Lounges
- Cafe..... 1 Cafe

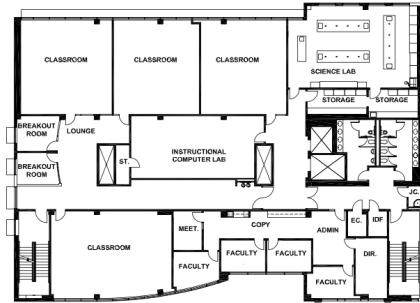


ACADEMY STREET **FIRST FLOOR**

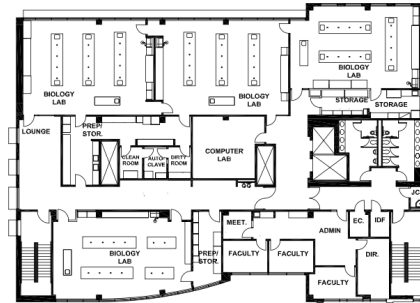


**SECOND FLOOR**

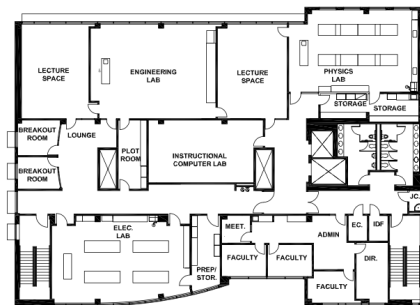
# STEM BUILDING - 263 ACADEMY STREET



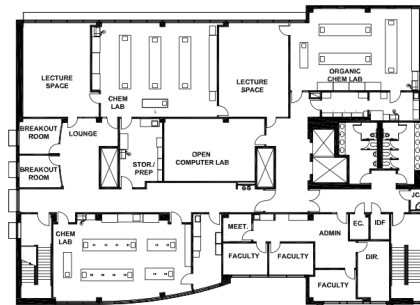
THIRD FLOOR



FIFTH FLOOR

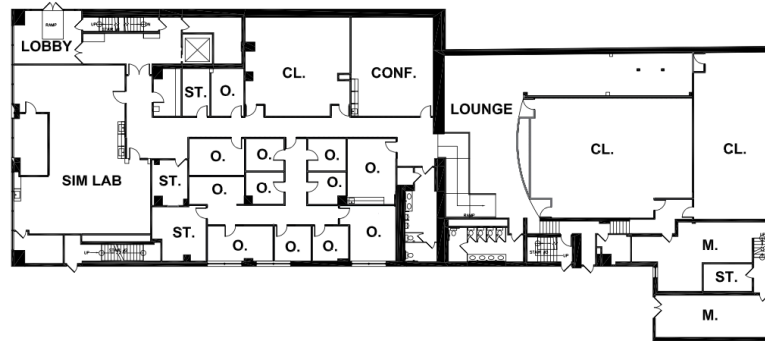


FOURTH FLOOR

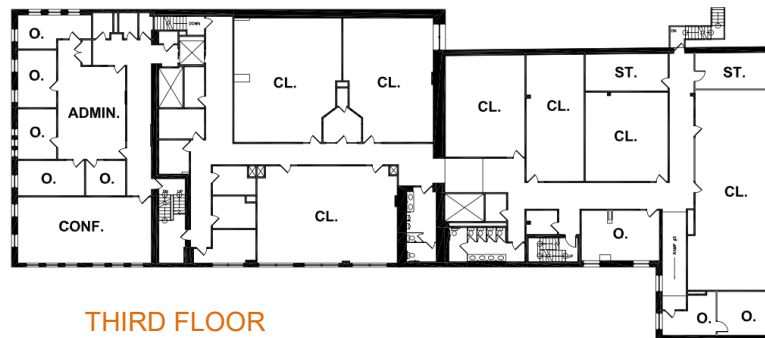


SIXTH FLOOR

# 870 BERGEN AVENUE



FIRST FLOOR 



THIRD FLOOR

SECOND FLOOR



02. building inventory

# NORTH HUDSON CAMPUS

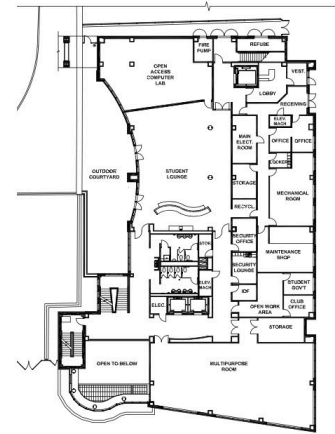
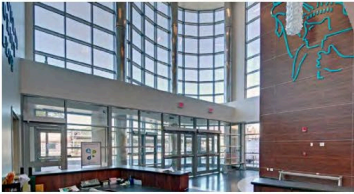
4800 John F. Kennedy Blvd., Union, NJ

Building Square Footage (Gross) ..... 92,350 sq. ft.

Classrooms .....	15 Classrooms
Labs .....	7 Labs
Offices .....	27 Offices
Lounge .....	1 Lounges
Testing Center .....	1 Testing Center
Bookstore .....	1 Bookstore
One Stop Center .....	1 One Stop Center
Multi-Purpose .....	1 Multi-Purpose
Library .....	1 Library
Fitness Center .....	1 Fitness Center



**FIRST FLOOR**



**SECOND FLOOR**











**APPENDIX G –**

**HCCC FLEET VEHICLE MASTER LIST**

<b>#</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>PLATE #</b>	<b>VIN#</b>	<b>DEPARTMENT</b>
1	2017	BUICK	LACROSSE	CG3BKD	1G4ZP5SS9HU141616	PRESIDENT
2	2010	BUICK	LACROSSE	V278CG	1G4GC5EG4AF166850	SECURITY
3	2020	CHEVROLET	EXPRESS	CG3CBK	1GAZGNFP8L1243714	SECURITY
4	2020	CHEVROLET	EXPRESS	CG4CBK	1GAZGNFP3L1243572	SECURITY
5	2005	GMC	SAVANA 3500	N275CG	1GJHG39U651259284	SECURITY
6	2009	FORD	ESCAPE XLT	V260CG	1FMCU93G99KA25216	SECURITY
7	2020	CHEVROLET	EQUINOX	CG2CHJ	3GNAXSEV3L716475	SECURITY
8	2009	FORD	E-350 ECONOLINE	V253CG	1FBSS31L19DA00337	STUDENT ACTIVITIES
9	2015	FORD	TRANSIT CONNECT	CG8ANH	NMOLE6E79F1192655	MAILROOM
10	2011	FORD	F-250 SUPER DUTY	Z343CG	1FT7W2B62BED00865	FACILITIES
11	2011	FORD	VAN	Z344CG	1FTNE1EW6BDA44655	FACILITIES
12	2013	FORD	TRANSIT CONNECT	CG9AHA	NMOLS7CNXDT146639	FACILITIES
13	2015	FORD	F-250 SUPER DUTY	CG9ANH	1FT7X2B6XFEC38327	FACILITIES



## APPENDIX H –

National/International Publications	Email	Web/Other
Boston Herald	newstips@bostonherald.com	
Chicago Sun-Times	cfusco@suntimes.com	
Chicago Tribune	cwolfram@chicagotribune.com	
CNN		<a href="https://www.cnn.com/feedback">https://www.cnn.com/feedback</a>
The Dallas Morning News	leaton@dallasnews.com	
The Denver Post Dispatch	tips@denverpost.com	
The Detroit News	gmiles@detroitnews.com	
The Examiner (Washington, DC)	pklein@washingtonexaminer.com	
The Hartford Courant	rbgreen@courant.com	
The Indianapolis Star	alvie.lindsay@indystar.com	
Los Angeles Times	scott.sandell@latimes.com	
MarketWatch	jberman@marketwatch.com	
The Philadelphia Inquirer/Philadelphia Daily News	crubin@phillynews.com	
Orlando Sentinel	jcutter@orlandosentinel.com	
St. Louis Post Dispatch	jbuchanan@post-dispatch.com	
U.S. News & World Report	dcmphillips@usnews.com	
The Wall Street Journal (Education)	Patrick.thomas@wsj.com	
The Wall Street Journal (Politics)	Ryan.Tracy@wsj.com	
The Washington Post	national@washpost.com	
Washington Times	cbryant@washingtontimes.com	

Local/Regional	Email	Web/Other
1010 WINS	mevorach@wins.com	
ABC 7 Eyewitness News	abc7ny@abc.com	<a href="https://abc7ny.com/eyewitness-news-wabc-tv-channel-7-online/1509867/">https://abc7ny.com/eyewitness-news-wabc-tv-channel-7-online/1509867/</a>
Steve Adubato		<a href="https://steveadubato.org/about/contact-us.html">https://steveadubato.org/about/contact-us.html</a>
Asbury Park Press	newstips@app.com	
Cambio Newspaper	<a href="mailto:news@cambiopaper.com">news@cambiopaper.com</a>	
CBS 880	desk@wcbs880.com	
CBS-TV New York	spersaud@cbs.com	
Courier-Post	jall@gannettnj.com	
The Daily Record	newsroom@northjersey.com	
El Especialito		
Fox TV New York	joe.silvestri@foxtv.com	
Hudson County Chamber of Commerce	<a href="mailto:info@hudsonchamber.org">info@hudsonchamber.org</a>	
Hudson County View	<a href="mailto:thehudsoncountyview@gmail.com">thehudsoncountyview@gmail.com</a>	
Hudson Reporter	editorial@hudsonreporter.com; icnews@hudsonreporter.com	
Hudson Reporter (Bayonne Community)	bcneditorial@hudsonreporter.com	
Hudson Reporter (No. Bergen & Secaucus)	editorial@hudsonreporter.com	
Insider NJ	<a href="mailto:max@insidernj.com">max@insidernj.com</a>	
The Italian Voice	italianvoice@optonline.net	
JC-1TV	ajpmedia@hotmail.com	
Jersey Access Group	jaginfo@jagonline.org	
Jersey City Times	<a href="mailto:info@citytimes.com">info@citytimes.com</a>	
Jersey Journal	ron.zettinger@journal.com	
La Tribuna Hispana USA	<a href="mailto:sales@latribunahispana.com">sales@latribunahispana.com</a>	
My 9 News	9newsdesk@foxtv.com	
New Jersey 101.5 FM	newsjerz@nj1015.com	
New Jersey Hills Media Group	eparker@newjerseyhills.com	
New Jersey Monthly	<a href="mailto:research@njmonthly.com">research@njmonthly.com</a>	
The New York Observer	<a href="mailto:editorial@observer.com">editorial@observer.com</a>	
New York Post	<a href="mailto:tips@nypost.com">tips@nypost.com</a>	
News 12 NJ	News12nj@news12.com	
Newsday (Long Island, NY)	<a href="mailto:editor@newsday.com">editor@newsday.com</a>	
NJ Advance Media	<a href="mailto:sjnews@njadvancemedia.com">sjnews@njadvancemedia.com</a>	
NJ Family	editor@njfamily.com	
NJ Monthly	<a href="mailto:kschiager@njmonthly.com">kschiager@njmonthly.com</a>	
NJ Spotlight	<a href="mailto:lilo@njspotlight.com">lilo@njspotlight.com</a> ; <a href="mailto:jmooney@njspotlight.com">jmooney@njspotlight.com</a>	
NJTV News	FalkD@njvonline.org	
North Jersey News	newsroom@northjersey.com	
The Observer of Keamy	editorial@theobserver.com	
PBS (Channel 13)	<a href="mailto:communications@wnet.org">communications@wnet.org</a>	
The Press of Atlantic City	<a href="mailto:BKeough@pressofac.com">BKeough@pressofac.com</a>	
The Record	newsroom@northjersey.com	
River View Observer	jcalobserver@aol.com	
ROI - Return on Information - New Jersey	<a href="mailto:ebader@roi-nj.com">ebader@roi-nj.com</a> ; <a href="mailto:estrauss@roi-nj.com">estrauss@roi-nj.com</a>	
South Jersey Times	<a href="mailto:sjnews@njadvancemedia.com">sjnews@njadvancemedia.com</a>	
The Star Ledger	PRESSRELEASE@njadvancemedia.com	
TAPinto	<a href="mailto:slenox@tapinto.net">slenox@tapinto.net</a>	
The Times	PRESSRELEASE@njadvancemedia.com	
The Trentonian	editor@trentonian.com	
WBGO 88.3 FM	<a href="mailto:dboyle@wbgo.org">dboyle@wbgo.org</a>	
WBLS	info@wbls.com	
WNBC New York	Desk@NBCNewYork.com	
WMBC	<a href="mailto:news@wmbctv.com">news@wmbctv.com</a>	
WVNJ	<a href="mailto:psa@wvnj.com">psa@wvnj.com</a>	

## APPENDIX I – RESOURCE FOR PUBLIC INFORMATION OFFICERS

[https://www.fema.gov/sites/default/files/documents/fema\\_nims-basic-guidance-public-information-officers\\_12-2020.pdf](https://www.fema.gov/sites/default/files/documents/fema_nims-basic-guidance-public-information-officers_12-2020.pdf)



# National Incident Management System Basic Guidance for Public Information Officers

*December 2020*

## APPENDIX J – CRISIS COUNSELOR ROSTER

- Main Office – 201.360.4229 Main office
- Associate Dean Sheila Dynan, LCSW – [sdynan@hccc.edu](mailto:sdynan@hccc.edu) 973.216.2896 cell
- Associate Director Counseling & Wellness – Doreen Marie Pontius, LCSWS – 201.912.2839 cell
- Full-time social worker – predominantly in North Hudson - Deliana Acosta, LSW - 201.360.4611 [dacosta@hccc.edu](mailto:dacosta@hccc.edu) – Phone number cell – 201.423.8470 cell
- Per Diem – on-call - Thomas Larson - [tlarson@hccc.edu](mailto:tlarson@hccc.edu) – Phone number cell – 973.986.330

# Crisis Response Protocol



## Referral Guide for Faculty, Staff, and Students



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<b><u>GENERAL PROTOCOL</u></b> Sexual Assault on Campus	Page 5
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## **A Message from The President**

Greetings,

This referral guide outlines the procedures to be used in the unlikely event of a student crisis situation. The guide was developed by the **Crisis Response Team** made up of representatives from Student Affairs, Academic Affairs, Human Resources, and Safety & Security. This referral guide defines a number of possible student crises, responsibilities of the various responders, communication channels, guidelines for a variety of student emergency situations, and vital contact information for internal and external resources.

Generally, a student crisis does not include student disciplinary incidents. Student misconduct matters should be handled through normal operating procedures (refer to the HCCC Student Handbook and Planner) unless there is some unusual aspect to the situation that would impact the larger campus community and necessitates to be handled as a crisis.

This referral guide is a living document. It will be reviewed and revised on a periodic basis – or any time deemed necessary by a significant change in college operations or structure. Training sessions for appropriate employees will be conducted periodically to ensure the awareness of the protocols, and to test readiness and functionality of the protocols.

We hope that you find it helpful and look forward to your feedback.

Christopher R. Reber, Ph.D., President  
Hudson County Community College

## WORKING DEFINITIONS

- **MEDICAL CRISIS:** (e.g., severe injury, seizure, deep lacerations, abundant bleeding, loss of consciousness or respiration, cardiovascular incidents, heart attacks, convulsions, etc.)
- **DRUG OVERDOSE:** a drug overdose is taking too much of a substance, whether it is prescription, over-the-counter, legal, or illegal. Drug overdoses may be accidental or intentional. Narcan kits are available at all Safety and Security posts.
- **MENTAL HEALTH CRISIS:** psychotic behavior, violent or suicidal behavior and/or ideation.

Note: When a psychological emergency is accompanied by an emergent medical need (broken bones, deep lacerations, etc.) the medical needs of the patient are addressed first. Psychological needs are secondary.

- **“ON-SCENE” CONTACT:** Individual reporting the crisis situation
- **SEXUAL ASSAULT:** Sexual Assault, often referred to as rape, is legally defined differently in each state. In New Jersey, the law defines sexual assault as “the penetration, no matter how slight, in which physical force or coercion is used or in which the victim is physically or mentally incapacitated” (NJSA 2C:14-1). The law in New Jersey, which is gender neutral, does not specify male or female, but uses the words “actor” and “victim” to describe the persons involved.
- **VICTIM:** Individual who has been assaulted.

### **GENERAL PROTOCOL FOR MEDICAL AND PSYCHOLOGICAL EMERGENCY**

All information to be released to the public and/or media will be coordinated by the

Department of Communications in consultation with Student Affairs. **The identity of the victim must NEVER be revealed to the media or public.**

**For NON Medical/Psychological Emergencies and Crises, Please refer to the HCCC Emergency Management Quick Reference Guide (<https://myhudson.hccc.edu/security>)**

## ACTION PLAN

### **During Business Hours**

- STEP 1:** The **“ON-SCENE” CONTACT** will immediately notify **911** (EMS) and **SAFETY & SECURITY** (ext. 4080/4777). Note: Provide Safety & Security or **911** (EMS) with the nature/severity of the emergency, location, and a contact number.
- STEP 2:** **SAFETY & SECURITY** will contact **911** (EMS) if not already done by **“ON-SCENE” CONTACT** and report to the site for assistance. The **“ON-SCENE” CONTACT** will remain on-site until assistance has arrived. Address any unsafe conditions that may exist.
- STEP 3:** **SAFETY & SECURITY** will contact the evening and weekend coordinator if after hours.

## NEXT DAY FOLLOW-UP

- Within 24 hours, involved parties will (in conjunction with **SAFETY & SECURITY**) complete Incident & Security Reports.
- **Associate Dean of Student Affairs or designee** will forward the report to all appropriate departments and follow-up with the student/involved parties.

- The **Crisis Response Team** will conduct an after-action analysis, if applicable.

<b>GENERAL PROTOCOL FOR SEXUAL ASSAULT ON CAMPUS</b>
--

**ACTION PLAN**

**During Business Hours**

**STEP 1:** The “**ON-SCENE**” **CONTACT** will immediately notify **911** (EMS) and **SAFETY & SECURITY** (ext. 4080/4777). Note: Provide Safety & Security or **911** (EMS) with the nature/severity of the emergency, location, and a contact number.

**STEP 2:** **SAFETY & SECURITY** will immediately contact the **Associate Dean of Student Affairs or designee**. Safety & Security will respond, assess any unsafe conditions, and make every effort to preserve the scene and protect any evidence. **The Vice President for Human Resources is contacted if the assault involves a faculty, staff, or employee of the College.**

**STEP 3:** **The Responding Officer(s)** will alert the **VICTIM** of all of their rights and the right of access of immediate medical assistance/care.

**IF THE VICTIM AGREES TO MEDICAL ATTENTION**

**STEP 4:** **SAFETY & SECURITY** will contact **911** (EMS).

**STEP 5:** All involved parties will (in conjunction with **SAFETY & SECURITY**) complete Incident & Security Reports.

**REPORTING THE CRIME**

**ON-CAMPUS & OFF CAMPUS INCIDENT REPORT:** **SAFETY & SECURITY** will forward a copy of the report to the Maxient Reporting System.

**\*\* SEE GENERAL NOTES\*\***

**NEXT DAY FOLLOW-UP**

- Within 24 hours, involved parties will (in conjunction with **SAFETY & SECURITY**) complete Incident & Security Reports.
- **Associate Dean of Student Affairs or designee** will forward the report to all appropriate departments and will follow-up with the student/involved parties.
- **The Crisis Response Team** will conduct an after-action analysis, if applicable.

**STEP 3:** **SAFETY & SECURITY** will contact the evening and weekend coordinator if after hours.

**NEXT DAY FOLLOW-UP**

- Within 24 hours, involved parties will (in conjunction with **SAFETY & SECURITY**) complete Incident & Security Reports.
- **Associate Dean of Student Affairs or designee** will forward the report to all appropriate departments and follow-up with the student/involved parties.
- **The Crisis Response Team** will conduct an after-action analysis, if applicable.

**GENERAL PROTOCOL FOR DEATH DUE TO ACCIDENT, HOMICIDE, SUICIDE OR  
SUDDEN TRAGEDY**

**ACTION PLAN – ON CAMPUS**

**During Business Hours**

- STEP 1:** The “**ON-SCENE**” **CONTACT** will immediately notify **911** (EMS) and **SAFETY & SECURITY** (ext. 4080/4777). Note: Provide Safety & Security or **911** (EMS) with the nature/severity of the emergency, location, and a contact number.
- STEP 2:** **SAFETY & SECURITY** will immediately contact the **Associate Dean of Student Affairs or designee**. Safety & Security will respond, assess any unsafe conditions, and make every effort to preserve the scene and protect any evidence. **The Associate Vice President for Employee Relation is contacted if the assault involves a faculty, staff, or employee of the College.**
- STEP 3:** **SAFETY & SECURITY** will secure the scene where the deceased is discovered. Note: Nothing is to be touched at the scene until the local authorities arrive on site.
- STEP 4:** **The College**, in consultation with the presiding reporting authorities, will notify the family as well as greet family members once they arrive on campus.
- STEP 5:** **The College designee** will correspond with appropriate college officials.
- STEP 6:** **SAFETY & SECURITY** will maintain order and decorum at the scene, and not allow outsiders to gain access to the College facilities and provide support as needed.
- STEP 7:** Involved parties (in conjunction with **SAFETY & SECURITY**) complete a Security Incident Report.

**NEXT DAY FOLLOW-UP**

- Within 24 hours, involved parties will (in conjunction with **SAFETY & SECURITY**) complete Incident & Security Reports.
- **Associate Dean of Student Affairs or designee** will forward the report to all appropriate departments and follow-up with the student/involved parties.
- **Associate Dean of Student Affairs or designee** will continue to coordinate support services and referrals to those closely involved or affected by the death and follow-up with the family and extend condolences and support.
- **The College designee** will coordinate communication to necessary on campus parties including the deceased current faculty and deans. Human Resources handles all communication of faculty, staff, and employees.
- The **Crisis Response Team** will conduct an after-action analysis, if applicable.

## GENERAL NOTES

**Please Note: Safety & Security should be called for all crisis situations noted in this reference guide.**  
**Psychological Emergency**

When a psychological emergency is accompanied by an emergent medical need (broken bones, deep lacerations, overdose, etc.), the medical needs of the patient are addressed first. Psychological needs are secondary.

**Urgent concerns that require immediate intervention are:**

- Suicidal ideations
- Fear of losing control and possibly hurting someone
- Physical assault or witness to an assault or accident
- Trauma associated with sexual assault
- Fear for their life or the life of someone they know
- Abuse (Emotional/Physical)
- Recent death of a friend or family member
- Severe panic/anxiety attack
- Giving away prized possessions

**The Suicidal Student – High Risk Indicators:**

Suicide is the second leading cause of death among college students. It is important to view all suicidal comments as serious and make appropriate referrals. Watching for some of the following behaviors will also give you clues to what is going on with a student:

- Expresses hopelessness or guilt
- Sudden mood or behavior changes
- Expresses that life is not worth the trouble
- A severe loss or threat of loss
- Sleeping much more and later than normal

**Medical Emergency on Campus**

**If a student is having a seizure:**

- Remain Calm – Seizures may appear frightening to the person who is watching the seizure. They usually last only a few minutes and generally do not require medical attention. Remember that the person having a seizure may be unaware of their actions and may or may not hear you.
- Protect from further injury: If necessary, ease the person to the floor. Move any hard, sharp or hot objects well away. Protect the person's head, and body from injury. Loosen any tight neckwear.
- Do not restrain the person – If danger threatens, gently guide the person away. Agitation during seizure episodes is common. Trying to restrain or grabbing hold of someone having a seizure is likely to make the agitation worse and may trigger an instinctive aggressive response.
- Do not insert anything in the mouth – The person is not going to swallow the tongue. Attempting to force open the mouth may break the teeth or cause other oral injuries.
- Roll the person on their side after the seizure subsides – This rescue position enables saliva to flow from the mouth, helping to ensure an open-air passage.
- After any type of seizure, comfort and reassure the person to assist them in reorienting themselves. The person may need to rest or sleep. If the person wanders, stay with them and talk gently to them.

## **Sexual Assault on Campus**

- **Safety & Security** is to secure area and allow the proper authorities to handle the situation fully.
- Make sure the victim has a safe place to be, following the care you provide.
- Attend to the needs of witnesses.

## **Death Due to Accident, Homicide, Suicide or Sudden Tragedy**

- Nothing is to be touched at the scene until the local authorities arrive on site. The **POLICE DEPARTMENT** has *official jurisdiction* and will consider the area where the deceased was discovered a “crime scene”.
- The Associate Dean of Student Affairs or designee will notify appropriate offices of the student’s death. Offices included, but not limited to: The Office of the President, Provost, including the student’s professors, Registrar, Student Services, Financial Aid, Bursar, etc.

“ON-SCENE” CONTACT should remain on-site until Safety & Security has arrived.

**HUDSON COUNTY  
EMERGENCY CONTACT DIRECTORY**

**EMS TEAM**

911

**HCCC SAFETY & SECURITY**

Journal Square Campus 201 360-4080

North Hudson Campus 201 360-4777

**JERSEY CITY POLICE DEPARTMENT (JCPD)**

**Emergency – 911**

Main – 201 547-5477

**JERSEY CITY MEDICAL CENTER (JCMC)**

**(Major Medical Emergency)**

**911 (Emergency)**

201 915-2040

201 915-2210 (mobile screening)

**CHRIST HOSPITAL**

**Project SART (Sexual Assault Response Team)**

201 795-5757

**MOBILE CRISIS UNIT**

**911 (Emergency)**

**201-433-6161**

**UNION CITY POLICE DEPARTMENT (UCPD)**

3715 Palisade Avenue

Union City, NJ 07087

Phone: 201 348-5790

Fax: 201 319-0456

<http://unioncitypd.org/>

**PALISADES MEDICAL CENTER**

7600 River Road

North Bergen, NJ 07047

201 854-5000

<http://www.palisadesmedical.org/>



## APPENDIX L –



### EMERGENCY CLOSING PROCEDURES

#### Introduction

This document outlines the procedure to be followed for an Emergency Closing.

If the College must be closed for an emergency, such as inclement weather, high wind, power outages, fires, and bomb threats, either before the normal business day begins or during the normal day, this decision will be made by the President or his designee, with exceptions noted below.

No College facility, office, or operation may close until such decision is made and communicated according to the procedures outlined below. Likewise, faculty may not cancel classes until so authorized by an appropriate College authority.

Once the decision is made to close the College, a chain of communications will be made commencing with the President or in his absence, the Senior Vice Presidents. In the event of closing the College prior to the beginning of day classes, individuals will be notified via Connect-ED Emergency Notification System, which will send emails, texts, voice and /or TTY/TDD messages to college students, faculty, and staff members who have registered for this free and confidential service.

#### EMERGENCY ASSESSMENT – WEATHER RELATED

The President will assess all appropriate conditions, which may warrant an emergency closing. When inclement weather is the cause, forecast reports will be received from both campuses and surrounding areas by the College designee, Safety & Security Director at regular intervals. An assessment of weather conditions will include these steps:

Prior to beginning of a regular school day Monday through Sunday

1. By 5:00 a.m. the College designee, Executive Director of Public Safety will have contacted weather forecast services to ascertain actual weather conditions local to the College.
2. The Executive Director of Public Safety will discuss the situation with Vice President, Academic Affairs and make recommendations. Vice President, Academic Affairs will consult with the College President shall make decisions to remain open to close or to delay the opening for the day, and/or for the evening or both.
3. Once the decision to close or have a delay opening, the chain of notification process will be enacted. Personnel will be notified via Connect-Ed and/or telephone if needed.
4. The exception to the above shall be for the Culinary Arts Institute. The Culinary Arts Institute commences classes by 6:00 a.m. Because of travel time required for faculty and students of the Institute prior to when a decision would be made for all other areas of the College, it is necessary that a decision to close the Culinary Arts Institute only, be made by 10:00 p.m. the night before any anticipated inclement weather and possible closing date. The Executive Director of Culinary Arts Institute shall assess forecasted conditions with the Executive Director of Public Safety. The Executive Director of Culinary Arts Institute shall telephone the President and Vice President for Academic Affairs directly prior to 10:00 p.m. with a

recommended course of action for the Institute. The President in conjunction with the Senior Vice Presidents shall make the decision to remain open, or to close, the Culinary Arts Institute for the following day, and/or for the following evening or both. The Executive Director of Culinary Arts Institute shall notify all necessary personnel in the Institute.

During the regular work/school day. Monday through Friday

1. When the normal work / school day or evening classes are already in progress, weather conditions will be monitored by the Security Director through weather forecasts and observation of local conditions.
2. When conditions warrant, the Executive Director, Public Safety and the Executive Director for Engineering & Operations will consult with the President, Senior Vice Presidents. The President shall make any decision to remain open, to close early and/or cancel classes for the remainder of the day and/or for the evening or both.
3. Once the decision to close has been made, the notification process will be enacted at the College. Personnel will be notified through Connect-ED.

During weekends Saturday and/or Sunday

1. When day or evening classes are already in progress, weather conditions will be monitored by the Executive Director of Public Safety and the Executive Director for Engineering & Operations using weather forecast and direct reports from the on-duty Security personnel.
2. When conditions warrant, the Security and Safety Director will discuss with the President and Senior Vice Presidents. The President shall make any decision to remain open, to close early and/or for the evening or both.
3. Once the decision to close has been made, the notification process will be enacted. Personnel normally off-site during these times will be notified through Connect-Ed. Evening/Weekend/Offsite Program coordinators shall make sure those personnel and students on-site are informed of the closure. These personnel, normally on campus during these times, shall be notified via Connect-Ed.

Extended Weather Conditions Beyond a One-Day Period

1. If it is necessary to extend any closure beyond a one-day period as a result of continued weather conditions, the above procedure shall be repeated for as many days as necessary.

### **EMERGENCY ASSESSMENT – NON-WEATHER RELATED**

Non-snow emergencies such as high wind, power outages, bomb threats, fires and other similar emergencies will be under the immediate direction of the Executive Director for Engineering & Operations and the Executive Director of Public Safety. The assessment and notification system described herein will be modified as necessary depending on the nature of and the time and sensitivity of the event.

### **CONNECT-ED EMERGENCY NOTIFICATION**

1. Immediately after the President has made a decision to close, or delay opening, the Connect-ED Notification System will be enacted as follows:
2. The Security Director will contact the Director of Communications
3. Immediately after being notified of closing, the Director of Communications shall contact the following radio and television stations: **WADO 1280 (AM), WVNJ 1160 (AM), 1010 WINS (AM), WCBS 880 (AM), NEWS 12, and WNBC-TV**; with the College school closing announcement. These announcements are also posted on the College's **Facebook, Twitter and College website on main page**. These announcements are the primary method of notifying off-campus students of closure. The Director of Communication will also activate the Connect-Ed emergency notification system, which will send email, text, voice and/or TTY/TDD messages to college students, faculty and staff members who have registered for this free and confidential service.

4. Immediately after being notified of school closing, the Chief Information Officer (IT) shall place a weather-related closure message on the automated selection menu choice of the main College telephone number (201) 714-7100. This message is the secondary method of notifying off campus students of a closure.
5. Security personnel for each building shall perform a sweep of all rooms and notify students found in areas (i.e., student lounges, restrooms, etc.) of school closing.
6. Immediately after performing complete building sweeps, Security personnel shall place a notice of closure at each building entrance door. This message is the final method of notifying.

#### GENERAL INFORMATION

1. If day session classes are canceled, all College offices will close for the same period, with the exception of college personnel that are essential to the emergency response.
2. If evening sessions are not canceled in conjunction with daytime classes, a decision to hold or cancel the evening sessions will generally be made by 3:00 p.m., Monday-Sunday.
3. All decisions to reschedule canceled classes or extend a term, if necessary, will be made by the Vice-President of Academic Affairs in consultation with the Division Deans / Directors.
4. Snow and ice removal operations will be under the direction of the Executive Director for Engineering & Operations. Sidewalks, entrances and parking lots will be cleared of accumulations as soon as possible.
5. If you have any questions in your area, please contact your supervisor.  
Questions or comments concerning the overall plan should be directed to the Executive, Director of Public Safety at Ext. 4081.

**APPENDIX M –**

<b>BUILDING- SPECIFIC EVACUATION PLANS</b>				
<b>BUILDING CODE</b>	<b>BUILDING</b>	<b>LOCATION</b>	<b>ROOMS</b>	<b>EVACUATION</b>
A	Jersey City 70 Sip Avenue	All FLOORS	<b>Secondary Exit</b>	<b>NOTE:</b> Staircase B is the Secondary Exit out of 70 Sip Ave. This staircase is located at the Rear of the building & will put you in the Fenced in parking lot. Make left out of parking lot to assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	Basement	A019, Ladies' & Men's Restrooms	Go toward Stairway A, go upstairs exit out 1 <sup>st</sup> Floor doors next to Security Desk. Make left and proceed to assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	1 <sup>st</sup> Floor	A102, A104	Exit Bursars office, proceed to Exit out the Main Entrance of building and make a left and proceed to assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	1 <sup>st</sup> Floor	A108, A106, A105, Admissions Area	Exit Areas, exit out the Main Entrance proceed to the assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	1 <sup>st</sup> Floor	A109, A110, A111, Student Service area	Exit areas, exit out the Main Entrance proceed to the assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	1 <sup>st</sup> Floor	A119 - Conference Room	Exit areas, exit out the main entrance proceed to the assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	2 <sup>nd</sup> Floor	All offices on the 2 <sup>nd</sup> floor, Ladies' & Men's Restrooms	Take Stairway A to the 1 <sup>st</sup> floor, exit through Reception Area Main Entrance, and Exit onto Sip Avenue and make a left. Proceed to assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	3 <sup>rd</sup> Floor	All offices on the 3 <sup>rd</sup> floor, Ladies' & Men's restrooms	Take Stairway A to the 1 <sup>st</sup> Floor, exit through Reception Area Main Entrance, and Exit onto Sip Avenue and make a left. Proceed to assembly area located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	4 <sup>th</sup> Floor	All offices in the President's area, Men's & Ladies' Restrooms	Exit floor through Stairway A, located next to the Elevator, and out the Main Entrance of the building. Make a left and proceed to the assembly area, which is located at the corner of Sip & Summit Avenue.
A	Jersey City 70 Sip Avenue	4 <sup>th</sup> Floor	All offices in the Student Affairs & Academic Affairs area	Exit floor through Stairway A, located next to the Elevator, and out the Main Entrance of the building onto Sip Avenue. Make a left and proceed to the assembly area, which is located at the corner of Sip & Summit Avenue.
C / D	Jersey City 162-168 Sip Ave.	Basement	Storage Area	Go up Staircase to 1 <sup>st</sup> Floor into bookstore and proceed to front of building out Main Entrance doors onto Sip Ave. make left to proceed to parking lot assembly area.
C / D	Jersey City 162-168 Sip Ave.	1 <sup>ST</sup> Floor	Bookstore	Exit through the Main Entrance doors onto Sip Ave. make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip. Ave	1 <sup>st</sup> Floor	Mailroom area, Security Desk, Room 102, Office 108, Men's & Ladies' Restrooms	Exit out the Sip Ave. main doors onto Sip Ave. make left and proceed to parking lot to assembly area.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
C / D	Jersey City 162-168 Sip Ave.	1 <sup>st</sup> Floor	Classrooms 105,106,107	Exit out Stairway B, to Tonnelles Ave. make right and proceed to corner of Kennedy Blvd. to assembly area.
C / D	Jersey City 162-168 Sip Ave.	2 <sup>nd</sup> Floor	Room 202, 203, 211, Men's & Ladies' Restrooms	Exit down Staircase A, to 1 <sup>st</sup> Floor Sip Ave. exit doors make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Ave.	2 <sup>nd</sup> Floor	Receptionist, Offices 216,217,219	Exit down Staircase A, C, or D, to 1 <sup>st</sup> Floor Exit door onto Sip Ave. make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Ave.	2 <sup>nd</sup> Floor	Department of Communications, Offices 222,223,224,225,226	Exit down Staircase A, C, or D to 1 <sup>st</sup> Floor exit door onto Sip Ave. make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Ave.	2 <sup>nd</sup> Floor	Offices 227, 228, 229, 230, Conference Room, Men's & Ladies' Restrooms and Kitchen Area	Exit down Staircase A, C or D to 1 <sup>st</sup> Floor exit door onto Sip Ave. make left and proceed to parking lot to assembly area.
E	Jersey City 161 Newkirk St.	1 <sup>st</sup> Floor	Men's & Ladies' Restrooms, E104, E106, E113	Exit out the Main Entrance onto Newkirk St. make left and walk to corner of Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	1 <sup>st</sup> Floor	Shipping & Receiving	Exit Staircase A, onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	1 <sup>st</sup> Floor	Fine Dining & Banquet Hall	Exit Staircase B, onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	2 <sup>nd</sup> Floor	All Conference Rooms	Exit down Staircase B, to 1 <sup>st</sup> Floor Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	2 <sup>nd</sup> Floor	204, 222, all interior offices in the area, Men's & Ladies' Restrooms	Exit down through the Main Entrance to lobby Exit out to Newkirk St. make left and walk to corner of Van Rypen Ave. to assembly area.
E	Jersey City	2 <sup>ND</sup> Floor	218A, 218B, 218C, & All Administrative Offices	Exit down Staircase A, to 1 <sup>st</sup> Floor Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	3 <sup>rd</sup> Floor	304, 306, 313, 316, Kitchens, Men's & Ladies' Restrooms	Exit down Staircase A, to 1 <sup>st</sup> Floor Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	3 <sup>rd</sup> Floor	307, 308, 310	Exit down Staircase B, to 1 <sup>st</sup> Floor Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	4 <sup>th</sup> Floor	406, 407, 408, 417, 418, Kitchens, Men's & Ladies' Restrooms	Exit down Staircase A, to 1 <sup>st</sup> Floor Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	4 <sup>TH</sup> Floor	E412, E413, E414, Ice Carving & Butcher Lab	Exit down Staircase B, to 1 <sup>st</sup> Floor Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	5 <sup>TH</sup> Floor	504, 515, 516, 517, Follett Lounge	Exit down Staircase A, to 1 <sup>st</sup> Floor Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	5 <sup>TH</sup> Floor	E505, E512,	Exit down Staircase B, to 1 <sup>st</sup> Floor Exit door onto Cobble St. to assembly area.
F	Jersey City 870 Bergen Ave.	1 <sup>st</sup> Floor	101,103,104,106,107,108,1 09,110,111, Admin. Suite, Men's Restroom	All rooms will Exit out the front lobby area & proceed to corner of Academy St. to assembly area.
F	Jersey City 870 Bergen Ave.	1 <sup>ST</sup> Floor	114,120,125,129, Ladies' Restroom, Student Lounge	All rooms will Exit out the Smith Street Emergency Exit door which is located to the left of Staircase C. Exit out building to assembly area on Smith St.
F	Jersey City 870 Bergen Ave.	2 <sup>ND</sup> Floor	201, 202, 204, 206, 213, Men's Restroom	All rooms will Exit down Staircase A, to 1 <sup>st</sup> Floor & Exit out Emergency Exit door out building onto Smith St. to assembly area.
F	Jersey City 870 Bergen Ave.	2 <sup>nd</sup> Floor	208, 210, Ladies' Restroom	All rooms will Exit down Staircase C, to 1 <sup>st</sup> Floor & Exit out Emergency Exit door out building onto Smith St. to assembly area.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
F	Jersey City 870 Bergen Ave.	2 <sup>ND</sup> Floor	203, 205, 207, 209, 211	All rooms will Exit down Staircase C, to 1 <sup>st</sup> Floor & Exit out Emergency Exit door out building onto Smith St. to assembly area.
F	Jersey City 870 Bergen Ave.	2 <sup>ND</sup> Floor	212, 215, 216, 218, 220, 223	All rooms will Exit out Doorway 102C go downstairs to Stem Building proceed to the assembly area in Stem Lounge.
F	Jersey City 870 Bergen Ave.	3 <sup>rd</sup> Floor	301, 302, (All Central Offices Included... A, B, C, D, E) Men's & Ladies' Restrooms	All rooms will Exit down Staircase B, to 1 <sup>st</sup> Floor & Exit out Emergency Exit door out building onto Smith St. to assembly area.
G	Jersey City 81 Sip Ave.	Basement	Rooms- B-04, B-06, B-09, B-09A, B-09B, B-09C, B-09E, B-09F	Proceed to Staircase #2 go upstairs to rear of building 1 <sup>st</sup> Floor Exit door out to Steel walkway behind building walk to Exit Gate to Rear parking lot assembly area.
G	Jersey City 81 Sip Ave.	Basement	Rooms- B-010, B-011, Security Locker Room, Restrooms	Proceed to Staircase #1 go upstairs to front of building 1 <sup>st</sup> Floor & Exit out onto Sip Ave. walk toward Library Building to assembly area.
G	Jersey City 81 Sip Ave.	1 <sup>st</sup> Floor	Rooms- 103, 104, 105, Student Lounge Area, Men's & Ladies' Restrooms	Proceed to front of building & Exit out either front Exit doors onto Sip Ave. walk toward Library Building to assembly area.
G	Jersey City 81 Sip Ave.	1 <sup>st</sup> Floor	Kitchen Service Area, & Food Lounge	Proceed to rear Exit door out to Steel walkway behind building walk to Exit Gate to Rear parking lot assembly area.
G	Jersey City 81 Sip Ave.	1 <sup>st</sup> Floor	Food Prep Area, Command Center	Proceed to front of building & Exit out front double doors onto Sip Ave. & walk toward Library Building assembly area.
G	Jersey City 81 Sip Ave.	2 <sup>nd</sup> Floor	Multi- Purpose Room, 205, 207, Men's & Ladies Restrooms	Proceed to Staircase #2 go down to 1 <sup>st</sup> Floor rear Exit door. Exit door out to Steel walkway behind building walk to Exit Gate to Rear parking lot assembly area.
G	Jersey City 81 Sip Ave.	2 <sup>nd</sup> Floor	Rooms- 212, 212A, 213, 214, 216, Open Lounge, Kitchen,	Proceed to Staircase #1 go down to 1 <sup>st</sup> Floor & Exit out onto Sip Ave. & walk toward Library Building assembly area.
G	Jersey City 81 Sip Ave.	2 <sup>nd</sup> Floor		<b>NOTE:</b> Multi - Purpose Room has an Emergency Exit down the Fire Escape in Rear of Building.
G	Jersey City 81 Sip Ave.	Mezzanine	Security Office M – 01, Fire Safety M – 10, Security Manager M – 11, Conference Room, Front Office Cubicles	Proceed to front Staircase & go down to 1 <sup>st</sup> Floor & Exit out onto Sip Ave. walk toward Library Building to assembly area.
G	Jersey City 81 Sip Ave.	Mezzanine	Exe. Director Public Safety M – 09, Security Office M – 02, Kitchen, Men's & Ladies' Restrooms	Proceed to rear Exit door go down Fire Escape Staircase to 1 <sup>st</sup> Floor to Rear parking lot to assembly area.
I	Jersey City 119 Newkirk St.	Basement	I001, I002, I008, I009	Proceed to Staircase A, go upstairs to 1 <sup>st</sup> Floor & Exit out Main Entrance of building onto Newkirk St. Make right & proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	Basement	I003, I007	Proceed to Staircase B, go upstairs to 1 <sup>st</sup> Floor & Exit out Emergency door onto Dick St. to assembly area.
I	Jersey City 119 Newkirk St.	1 <sup>st</sup> Floor	I101, I102, I106	Exit out the Main Entrance of the building onto Newkirk St. Make right and proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	1 <sup>ST</sup> Floor	I103, I104, I105, Restrooms	Exit towards Stairway B, proceed out the Emergency Exit door onto Dick St. to assembly area.
I	Jersey City 119 Newkirk St.	2 <sup>nd</sup> Floor	I201, I202, I203, I207 & I208	Exit toward Stairway A, proceed to 1 <sup>st</sup> Floor Exit out the Main Entrance of the building onto Newkirk Street. Make right and proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	2 <sup>ND</sup> Floor	I204, I205, I206, Restrooms	Exit toward Stairway B, proceed to 1 <sup>st</sup> Floor Exit out the Emergency Exit door onto Dick St. to assembly area.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
J	Jersey City 2 Enos Place	Basement	J002, J003, J004, J005, J006, J007	Exit toward Stairway #2 proceed Upstairs to Ground Level. Exit out building onto Enos Place, make right & proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	Basement	J001, J008	Exit toward Room J001 <u>Emergency Door Exit</u> . Go Upstairs & gather in parking lot area away from building to assembly area.
J	Jersey City 2 Enos Place	Basement	J009, J010, J011, J012, J013	Exit toward Stairway #1 proceed upstairs to 1 <sup>ST</sup> Floor Exit out building onto Newkirk Street. Cross street onto Tuers Avenue and proceed to School #11 parking lot to assembly area
J	Jersey City 2 Enos Place	1 <sup>ST</sup> Floor	J102, J103, J104, J105, J106	Exit out Stairway #2, exit out of building onto Enos Place, make right and proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	1 <sup>st</sup> Floor	J101, J107, J105, J108, Men's & Ladies' Restrooms	Exit out Main Entrance of building onto Newkirk St., cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
J	Jersey City 2 Enos Place	2 <sup>nd</sup> Floor	J202, J203	Exit toward Stairway #2, proceed downstairs to 1 <sup>st</sup> Floor. Exit out of building onto Enos Place. Make right & proceed to parking lot to assembly area
J	Jersey City 2 Enos Place	2 <sup>nd</sup> Floor	J201, J204, J205, Men's & Ladies' Restrooms	Exit toward Stairway #1, proceed downstairs to 1 <sup>st</sup> floor. Exit out of building onto Newkirk St., cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
J	Jersey City 2 Enos Place	3 <sup>rd</sup> Floor	J302, J303	Exit toward Stairway #2, proceed downstairs to 1 <sup>st</sup> Floor. Exit out of building onto Enos Pl. Make right & proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	3 <sup>rd</sup> Floor	J301, J304, J05, Men's & Ladies' Restrooms	Exit toward Stairway #1, proceed downstairs to 1 <sup>st</sup> Floor. Exit out of building onto Newkirk St., cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
L	Jersey City 71 Sip Ave.	Lower Level	L-002, L-15, Conference Room, L-003, Tutorial Room	Use separate Interior door at Staircase #1 proceed upward to Main Lobby & Exit out of Front Entrance onto Sip Ave. Make Left & walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Ave.	Lower Level	L-004, Men's & Ladies Restrooms	Use Separate Interior Door at Staircase #2 proceeds upward to 1st Floor Rear of Building and Exit out. Go to Jones Street, Make Right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Ave.	1 <sup>st</sup> Floor	Main Library Area, Coffee Bar, Men's & Ladies Restrooms	Proceed thru Glass Doors to Main Lobby and Exit out onto Sip Ave. Make Left and walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Ave.	1 <sup>ST</sup> Floor	L-107, L-108, L-109, L-110, L-116, L-119	Proceed to Rear of Building and Exit out onto Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Ave.	2 <sup>nd</sup> Floor	Main Library Area, L-212, L- 214, L-219, L-221, L-222, L- 223	Proceed to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Ave.	2 <sup>nd</sup> Floor	L-200, L-202, L-207, L-209, Men's & Ladies Restrooms	Proceed to Staircase #2 Go down to 1 <sup>ST</sup> Floor and Exit out Rear of Building. Proceed to Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.  <b>Note:</b> Interior Staircase #3 Go's between 1 <sup>ST</sup> & 2 <sup>ND</sup> Floors.
L	Jersey City 71 Sip Ave.	3 <sup>rd</sup> Floor	L-316, L-317, L-318, L-319, L-320, L-327	Proceed thru Double Doors to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place to assembly area

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
L	Jersey City 71 Sip Ave.	3 <sup>rd</sup> Floor	L-305, L-306, L-312, L-313, L-314, Men's & Ladies Restrooms	Proceed thru Double Doors to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Ave.	4 <sup>th</sup> Floor	L-416, L-417, L-418, L-419, L-420, L-427	Proceed thru Double Doors to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place to assembly area
L	Jersey City 71 Sip Ave.	4 <sup>th</sup> Floor	L-405, L-406, L-412, L-413, L-414, Men's & ladies Restrooms	Proceed to Staircase #2 Go down to 1 <sup>ST</sup> Floor and Exit out to Rear of Building. Proceed to Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Ave	5 <sup>th</sup> Floor	L-516, L-517, L-518, L-519, L-520, L-527	Proceed thru Double Doors to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Ave	5 <sup>th</sup> Floor	L-505, L-506, L-512, L-513, L-514, Men's & Ladies Restrooms	Proceed to Staircase #2 Go down to 1 <sup>ST</sup> Floor and Exit out Rear of Building. Proceed to Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Ave.	6 <sup>th</sup> Floor	Atrium, L-614, L-616, L-617, L-618	Proceed thru Glass Doors to Staircase #1 Go down to 1 <sup>ST</sup> Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Ave.	6 <sup>th</sup> Floor	L-605, L-606, L-612, L-613, Men's & Ladies Restrooms	Proceed to Staircase #2 Go down to 1 <sup>ST</sup> Floor and Exit out Rear of Building. Proceed to Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.  <b>Note:</b> Art Gallery and Terrace are located on this Level.
N	Union City 4800 Kennedy Blvd. N.H.C	1 <sup>st</sup> Floor	104A, 104B, Bookstore	Exit Main Entrance onto Kennedy Blvd. Make right & proceed to 49 <sup>th</sup> St. Make right & proceed to assembly area near Light Rail Station.
N	Union City 4800 Kennedy Blvd. N.H.C	1 <sup>st</sup> Floor	105M, 105O, 105R, 105S	Exit toward back of the building toward Staircase #4. Go upstairs 1 (one) flight to 48 <sup>th</sup> St. Exit building, make left & proceed half way down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	1 <sup>st</sup> Floor	105A, 105B, 105C, 105D, 105E, 105F, 105G, part of 105M	Exit past Main Elevators to Main Entrance. Exit onto Kennedy Blvd., make right & proceed to 49 <sup>th</sup> St. Make right & proceed to Light Rail Station assembly area.



BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
N	Union City 4800 Kennedy Blvd. N.H.C	2 <sup>nd</sup> Floor	203, 204, 205, 206, 207	Go towards front of the building past Main Elevators to Staircase # 1 or # 3. Go downstairs to 1 <sup>st</sup> Floor Lobby Area and Exit building onto Kennedy Blvd. Make right and proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	2 <sup>nd</sup> floor	209, 210, 211, 212, 213, 216, 216A, 223, 224, Courtyard	Go toward back of building to Exit at Street Level onto 48 <sup>th</sup> St. Make left and proceed halfway down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	3 <sup>rd</sup> Floor	303 Main Area, Restrooms	Go toward front of building past Main Elevators to Staircase #1 or #3. Go down to 1 <sup>st</sup> Floor Lobby area & Exit building onto Kennedy Blvd. Make right & proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	3 <sup>rd</sup> Floor	303 Rear Area, 305, 306, 309 & Security Guard Post	Go toward back of building toward the Light Rail Bridge. Walk through overpass & proceed to 49 <sup>th</sup> St. assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	4 <sup>th</sup> Floor	402, 403, 404, 405, 406, 407, 408, Restrooms	Go toward front of building past Main Elevators to Staircase #1 or #3. Go down to 1 <sup>st</sup> Floor Lobby area & Exit building onto Kennedy Blvd. Make right & proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	4 <sup>th</sup> Floor	409, 409A, 410, 412, 413, 414, 415	Go toward back of building past Single Elevator. Go to Staircase #2, go down to 1 <sup>st</sup> Floor and Exit building onto 48 <sup>th</sup> St. Make left & proceed halfway down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	5 <sup>th</sup> Floor	502, 503, 504, 505, 506, 507, 508, 516, Men's & Ladies' Restrooms	Go toward front of building & go past Main Elevators to Staircase #1. Go down to 1 <sup>st</sup> floor lobby area. Exit building onto Kennedy Blvd. Make a right & proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	5 <sup>th</sup> Floor	509, 510, 511, 513, 513A, 514, 515	Go toward back of building past single elevator. Go to Staircase #2, go down to 1 <sup>st</sup> Floor & Exit building onto 48 <sup>th</sup> St. Make left & proceed halfway down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	6 <sup>th</sup> Floor	602, 603, 607, 608, Men's & Ladies' Restrooms	Go toward Main elevators & proceed to Staircase #1. Go down to 1 <sup>st</sup> Floor Lobby Area & Exit building onto Kennedy Blvd. Make right & go to 49 <sup>th</sup> St. to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C	6 <sup>th</sup> Floor	610, 611, 612, 614, 615, 616, 617, Main Office Area	Go toward back of building toward Staircase # 2. Go down to 1 <sup>st</sup> Floor and Exit onto 48 <sup>th</sup> St. Make left & go halfway down block to assembly area
N	Union City 4800 Kennedy Blvd. N.H.C	7 <sup>th</sup> Floor	701,702,702A,702B,703D,702 E, 702F,702G, Men's & Ladies' Restrooms	Go toward front of building past Main Elevators to Staircase # 1. Go down to 1 <sup>st</sup> Floor lobby area & exit building onto Kennedy Blvd. Make right & proceed to Light Rail Station assembly area.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
N	Union City 4800 Kennedy Blvd. N.H.C	7 <sup>th</sup> Floor	703F, 703G, 703H, 703I, 703J, 703K, 703L, 703M, 703Q, Mailroom, 703A, 703C,703P,703E,703R,703D,7 04, 705,706	Go to back of building toward Staircase # 2. Go down to 1 <sup>st</sup> Floor and Exit building onto 48 <sup>th</sup> St. Make left & proceed halfway down block to assembly area.
S	Jersey City 263 Academy St.	1 <sup>st</sup> Floor	Stem Café, Lecture Room	Exit out Rear Building make left & proceed around Exterior Walkway of building to Academy St. Make Right & go to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	1 <sup>st</sup> Floor	Science Lecture Hall	Exit out to Lobby & Exit out Main Entrance of building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	1 <sup>st</sup> Floor	Lobby, Men's & Ladies Restroom	Exit out Main Entrance of building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	1 <sup>st</sup> Floor	Rear Hallway	<b>NOTE:</b> Staircase #3 & Elevator #3 Connects to 870 Bergen Ave. Building (F). Both access the 1 <sup>st</sup> & 2 <sup>nd</sup> Floors of Building (F).
S	Jersey City 263 Academy St.	2 <sup>nd</sup> Floor	S204,S204A,S204B,S206,S21 7,S216,S215,S215A,Men's & Ladies Restrooms	Exit to Staircase #1 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	2 <sup>nd</sup> Floor	S205,S207S208,S209,S212,S 213	Exit to Staircase #2 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	3 <sup>rd</sup> Floor	S317,S314,S315,S316,S306C, S305,S306A,S306B,S304,S30 6E, Men's & Ladies Restroom	Exit to Staircase #1 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	3 <sup>rd</sup> Floor	S307,S309,S308,S312,S313	Exit to Staircase #2 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	4 <sup>th</sup> Floor	S417, S414, S415, S416, S405, Men's & Ladies Restrooms	Exit to Staircase #1 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	4 <sup>th</sup> Floor	S413, S412, S409, S408, S407, S418,S406	Exit to Staircase #2 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	5 <sup>th</sup> Floor	S514, S509, S512, S513, S505, S501, Men's & Ladies Restrooms	Exit to Staircase #1 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
S	Jersey City 263 Academy St.	5 <sup>th</sup> Floor	S506, S507, S508,S515A,S515B	Exit to Staircase #2 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	6 <sup>th</sup> Floor	S617, S614, S615, S616, S605, Men's & Ladies Restrooms	Exit to Staircase #1 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	6 <sup>th</sup> Floor	S606, S618, S607, S608, S609, S612, S613	Exit to Staircase #2 & proceed down to 1 <sup>st</sup> Floor & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	7 <sup>th</sup> Floor	<b>Staircase #1</b>	<b>Note: Penthouse-</b> All Utilities – Security & Maintenance Only <b>Roof Acces</b>
X	Jersey City 26 Journal Sq.	14 <sup>th</sup> Floor	X2 thru X10	Exit into Lobby Area of Floor make left to Stairway A, Go downstairs to 1 <sup>st</sup> Floor and Exit building onto Sip Ave. make right & proceed to corner of Enos Place to assembly area.
X	Jersey City 26 Journal Sq.	14 <sup>th</sup> Floor	X12 thru x18	Exit thru office Stairway B, Go downstairs to 1 <sup>st</sup> Floor & Exit building onto Sip Ave. make right & proceed to corner of Enos Place to assembly area.

APPENDIX N –

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- |                       |                      |
|-----------------------|----------------------|
| • No return address   | • Poorly handwritten |
| • Excessive postage   | • Misspelled words   |
| • Stains              | • Incorrect titles   |
| • Strange odor        | • Foreign postage    |
| • Strange sounds      | • Restrictive notes  |
| • Unexpected delivery |                      |

*\* Refer to your local bomb threat emergency response plan for evacuation criteria*

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the  
Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



## BOMB THREAT CHECKLIST

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME CALLER  
HUNG UP: \_\_\_\_\_

PHONE NUMBER WHERE  
CALL RECEIVED: \_\_\_\_\_

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_









### Information About Caller:

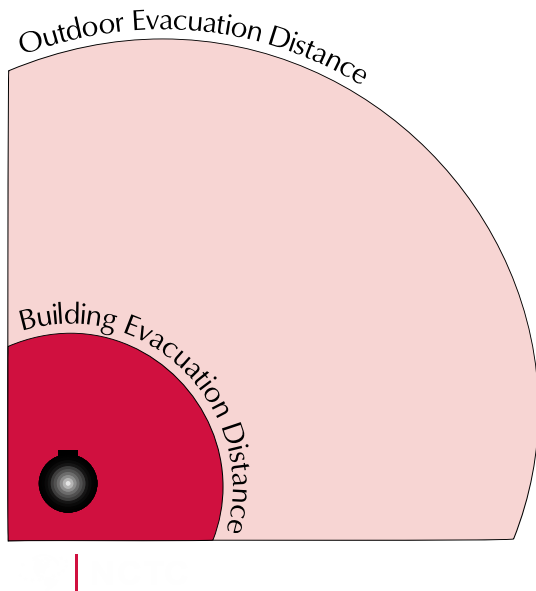
- Where is the caller located?  
(background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal	<b>Other Information:</b>	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

**APPENDIX O**

**UNCLASSIFIED**

Threat Description		Explosives Capacity <sup>1</sup> (TNT Equivalent)	Building Evacuation Distance <sup>2</sup>	Outdoor Evacuation Distance <sup>3</sup>
	Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
	Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
	Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
	Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
	Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
	Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

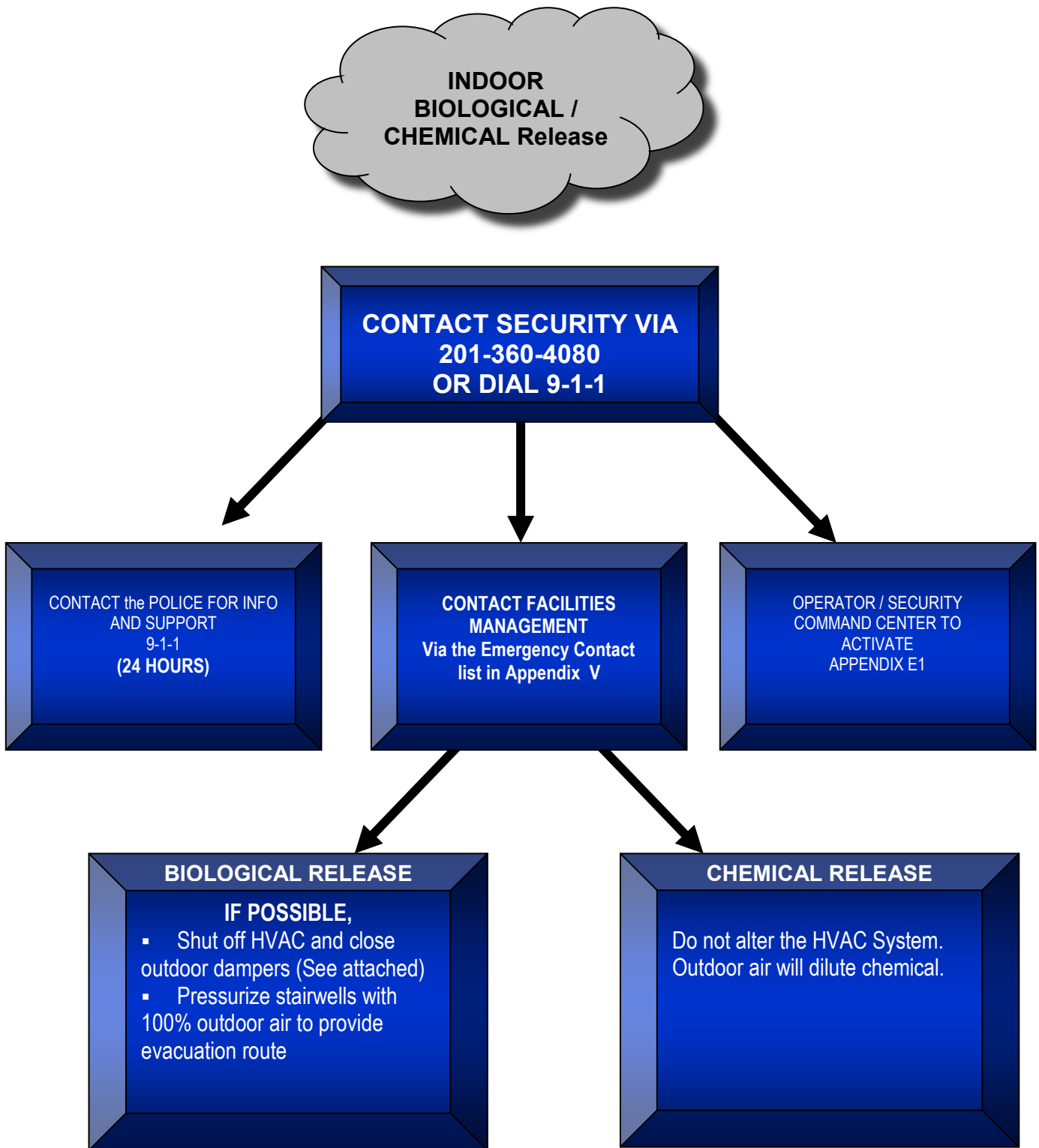


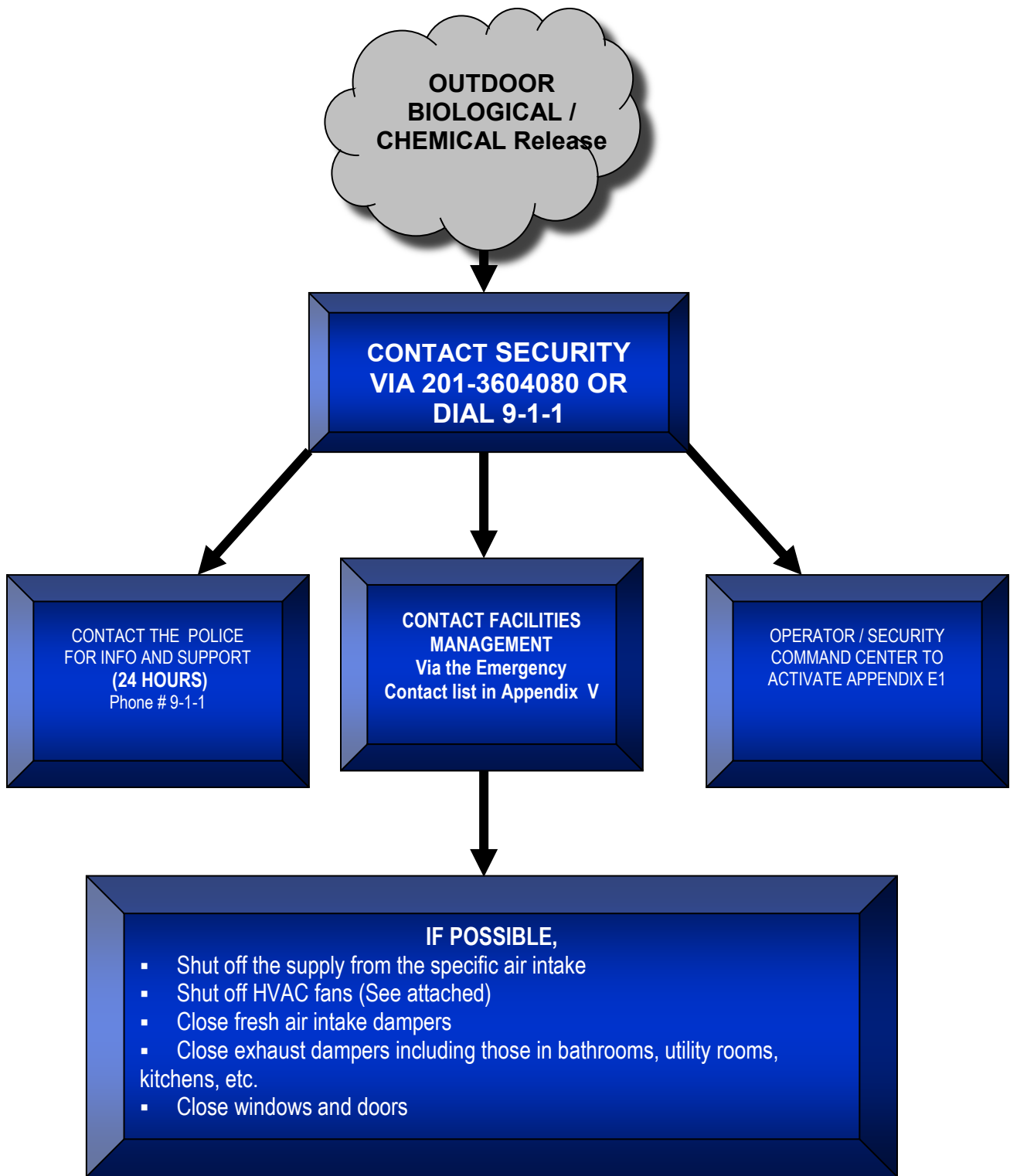
All personnel must evacuate (both inside of buildings and out).

**UNCLASSIFIED**

000841D 10-05

**APPENDIX P –**





**HUDSON COUNTY COLLEGE  
VENTILATION CONTROL LOCATIONS**

<b>BUILDING</b>	<b>HVAC SHUTOFF LOCATION</b>
C/D - Building 162-168	Roof
A - Building 70	Roof
F - Building 870	Roof
N - Building 4800	Roof
G - Building 81	Roof
J - Building 2	Roof
E - Building 161	Roof
I - Building 119	Roof
L - Building 71	Roof
S - Building 263	Roof



APPENDIX Q

## HCCC Labor Unions

<b>UNION</b>	<b>UNION REP</b>	<b>PHONE NUMBER</b>
<b>Support Staff</b>	Dorothea Graham	201-360-4772
<b>Professional Association Faculty</b>	Michael Ferlise	201-360-4675
<b>Admin Union</b>	Christine Petersen	201-360-4213
<b>Adjunct Faculty</b>	Nancy Lasek	732-762-1932

**APPENDIX R**

**Information Technology  
Vendor Contact List**

<b>Vendor</b>	<b>Phone Number</b>
<b>Dell</b>	<b>800-624-9897</b>
<b>JCT Solutions</b>	<b>201-991-7400</b>
<b>Nutanix</b>	<b>855-688-2649</b>
<b>Cisco</b>	<b>800-553-2447</b>
<b>NJEdge</b>	<b>855-832-3343</b>
<b>Aspire Transforms</b>	<b>732-847-9600</b>
<b>Citrix</b>	<b>800-424-8749</b>
<b>Vmware</b>	<b>877-486-9273</b>

**APPENDIX S**

# *H.C.C.C. FIRE*

**HUDSON COUNTY COMMUNITY COLLEGE**

**FIRE/EMERGENCY  
EVACUATION PLAN**

## **FIRE SAFETY PLAN**

**PREPARED BY**

**Patrick Del Piano, Firefighter, JCFD**

**CERTIFICATION**

**NEW JERSEY CITY UNIVERSITY**

**DEPARTMENT OF FIRE SCIENCE**

Revised: April 2022

**FIRE SAFETY PLAN**

**HUDSON COUNTY COMMUNITY COLLEGE  
JOURNAL SQUARE CAMPUS & NORTH HUDSON CAMPUS**

**FIRE SAFETY MANAGER:**

**PATRICK DEL PIANO**

**PHONE NUMBER:**

**201-360-4091**

**CELL PHONE NUMBER:**

**201-927-2141**

**BUILDING OWNER:**

**H.C.C.C.**

**LOCATION ADDRESS: JOURNAL SQUARE CAMPUS & NORTH HUDSON CAMPUS**

## **PURPOSE AND OBJECTIVE:**

### **PURPOSE:**

The purpose of this Fire Safety Plan is to protect all employees and visitors in the Building from injury, property loss, or the loss of life in the event of any emergency situation. And to establish a method of systematic, prompt, safe and orderly evacuation of an area, a floor, or the entire building by the occupants in event of fire or other emergency, in the least possible time to a safe area; also the use of available fire protection equipment (including suppression systems and alarms) that may have been provided for the controlling or extinguishing of fire and the safeguarding of human life. An emergency may constitute anyone (1) of the following:

Fire – tornado – earthquake – bomb threat – chemical spill –  
Or any situation that has the potential for the loss of  
Life and/or property.

### **OBJECTIVE:**

The objective of the plan is to provide proper fire safety education as a part of employee indoctrination and to maintain a continuing fire prevention program for all employees to assure the immediate reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department. The Fire Safety Manager or his alternate must be on duty whenever the building is occupied.

The Fire Safety Plan shall be distributed to all occupants of the building, and a copy must be kept in the Fire Command Station. All employees must be given those portions of the plan that pertain to the area they occupy. The object of the plan is to provide for the safety of all employees and others in the building in case of fire or in the event of any emergency situation that has the potential for the loss of life and/or property. A major advantage of this plan lies in the fact that its preparation is likely to disclose weak points and gaps among the elements included. Constructive action can then be taken to correct the deficiencies.

Another advantage of the plan is that the knowledge of its existence by the building occupants will engender confidence, especially on the part of those disturbed by reading or hearing reports of fires in other buildings. Responsibility for the preparation of the plan rests with the Owner and the Fire Safety Manager. The Fire Safety Manager is responsible for the operation of the entire plan. The Fire Safety Manager will work closely with the Jersey City Fire Department.

### **RESPONSIBILITIES:**

The Fire Safety Manager is responsible for the operation of the Fire Safety Plan and the training of all other members of the Fire Safety Team. The Deputy Manager is responsible in the absence of the Fire Safety manager. The Evacuation Supervisor is responsible for the operation of the plan when the Fire Safety Manager or Deputy Manager is not on duty. The Fire or Floor Wardens are designated by management as those in charge of a floor or a specific area of the building in the case of a fire. Searchers are trained and supervised by the Fire Safety Manager. In every building, it is essential to make provisions for alternates at all positions. The staff should be three deep (this means two alternate persons) at each position. This will allow for cases where those assigned to the position are not available. The Organizational Chart is included in this plan along with a brief explanation of their duties. Instructions about the response to fire must be given to each occupant of the building so that they know what actions they are to take in any emergency. All building occupants must be given a copy of portions of the plan that pertain to them and outlines their individual response to an emergency.

### **FIRE COMMAND STATION:**

The Fire Command Station is located on the first floor adjacent to the entrance door near the Alarm Panel. The Fire Safety Manager or his alternate will meet the Fire Department at the Command Station and report all information about the incident to the Fire Department. The Fire Safety Manager will remain at the Command Station for the duration of the emergency.

### **ALARM, DETECTION AND SUPPRESION SYSTEMS:**

The building is equipped with the following:

- Automatic Smoke Detectors on every floor.

- Emergency Lighting.
- Alarm Pull Stations at the exit stairwell and throughout every floor.
- Automatic Sprinkler System. Spare sprinkler heads.
- Emergency Elevator Recall, Phase 1 & 2
- 24-Hour Security.
- Lock Box.
- Emergency Generators.

Make sure every occupant knows how to “**independently**” notify the Fire Department regardless of the type of system. Detailed instructions as to every occupant’s response to any alarm must be given.

**COMMUNICATIONS:**

The building is equipped with a distinctive alarm and a loudspeaker system, on every telephone for communication. Communication is essential in any emergency, to advise all occupants of the situation, and if necessary, to direct their movements. The greatest danger in a fire emergency is lack of knowledge, information and panic. Calm, steady direction and formation, supplemented by reassurance from the Fire Safety Manger, Fire Floor Wardens, and staff, can be most effective in preventing panic.

**ELEVATOR RECALL:**

The elevators are equipped with phase 1 and phase 2 elevator recalls. Upon activation of an alarm in the elevator lobby, elevators shall return nonstop to the designated floor and power doors shall open and remain open.

Spare elevator keys (6 keys, clearly marked) must be kept at the Command Station for Fire Department use.

**DIAGRAMS:**

Diagrams and floor plans showing the locations of detectors, alarms, heating, ventilating, and air conditioner systems, stairs, elevators, public address systems, fire extinguishers, and emergency lighting must be available. Plans showing the location of controls for air conditioners and elevators, location of plugs for public address systems, details of emergency lighting systems, and details of fire pump should be filed with the Fire Department. The plan, for each individual element of the building’s system such as elevators, should be on a separate sheet for quick and easy reference in an emergency situation. If too much information is included on any one page it could be confusion under stress conditions. Each Floor Warden should have a set of plans for the area for which he is responsible, with sufficient supplementary information to show physical relationships with adjoining spaces. The Fire Safety Manager must keep a copy of all plans and diagrams at the Fire Command Station for use by Fire Department Personnel.

**EVACUATION PLAN:**

In an emergency it may become necessary to evacuate the entire building. It is critical that all occupants of the building be familiar with the correct evacuation procedures and routes. The stairways are located on the east and west sides of the building and must be used for evacuation. There are floor evacuation plans located in the halls near the elevators on every floor in the building. The plans indicate the proper exit routes to be followed if evacuation is necessary. Take the time to become familiar with the evacuation plans. In the event of any emergency follow these plans to ensure a safe and speedy evacuation to the pre-arranged meeting place.

**EVACUATION PROCEDURES:**

Upon hearing an alarm, members of the safety team must respond immediately to the affected area to assist visitors in evacuation procedures. All other occupants must evacuate the area or the building immediately and assemble at your pre-arranged meeting place designated for your building. Pay attention to instructions from the Fire Safety Manager. If you are unable to immediately evacuate alert the Security Desk via telephone giving your location and condition. Immediately call the Fire Department (911). If you are in any danger immediately evacuate to a safe area, closing doors and windows behind you. Evacuate quickly and calmly to the preplanned meeting place.

Listen carefully and follow instructions. Do not waste time. Exit immediately via the stairs and notify Fire Department. Always exit down and out. Never exit towards the roof. Never enter a smoke filled area. If you must go through a smoke filled area, crawl under smoke on your hands and knees, place a towel, scarf or handkerchief over your face to filter out smoke. Do not stand up! If your clothes catch fire do not run! Running gives the flame more oxygen. Stop where you are! Drop to the ground! Cover your face and mouth with your hands to protect them! Roll over and over to smother flames! Have everyone practice this process. Use buddy system when leaving building. Do not leave the meeting place; remain in the area until a head count is taken to make sure everyone is present or accounted for. Never re-enter building unless instructed to by the Fire Department. If you hear instructions over your buildings public address

system, listen carefully and do as you are told. You may be instructed to remain where you are. **In the event of a fire or emergency the alarms will be activated. Upon hearing an alarm, employees and all occupants shall immediately evacuate the premises.**

### **EVACUATION ROUTES:**

All occupants must immediately evacuate the building using stairs on the east and west of the building to the nearest entrance/exit doors. Occupants must know the configuration and the evacuation route of their individual floor and exactly what their response to any situation must be. Complete evacuation to the street may be impractical. Elevators will not be available. Assurances should be given that adequate, protected stairs are provided for movement. All occupants should be familiar with the location of these stairs. Make sure all occupants carry out the following procedures:

## **RESPONSE TO FIRE ALARM OR SMOKE ON YOUR FLOOR OR IN YOUR AREA**

**FEEL EVERY DOOR WITH YOUR HAND.  
IF HOT, DON'T OPEN, IF COOL, OPEN SLOWLY.**

**HEAD FOR STAIRS  
REMAIN CALM – DO NOT PANIC**

**NEVER ENTER A SMOKE-FILLED AREA**

**ALL SMOKE AND FIRE CONDITIONS MUST BE REPORTED TO THE FIRE DEPARTMENT IMMEDIATELY.**

### **RESPONSE TO FIRE ALARM OR SMOKE IN YOUR AREA:**

- A. Alert everyone to the emergency. Do not waste time gathering valuables. **If it poses no danger, turn off all electrical equipment. Exit immediately. Go to stair well exit; await follow instructions of Fire Safety Manager. Be prepared to leave upon command from FSM or Fire Department.**
- B. If fire is in your apartment evacuate immediately. Close all doors behind you as you exit to confine fire and smoke. If it is safe alert other floor residents. In commercial building, immediate vacate the entire fire floor.
- C. If you are in no immediate danger remain in your apartment, or on your floor. Alert security via telephone; give your name, condition and location.
- D. Sound the Fire Alarm in the area. **IMMEDIATELY NOTIFY FIRE DEPARTMENT VIA TELEPHONE WHEN YOU REACH A SAFE AREA.**
- E. Evacuation to outside. Exit to outside go to the prearranged meeting area (Parking Lot across the street). Await instructions from Fire Safety Manager or Fire Department Personnel. Never return to the building unless the Fire Department says it is safe. Do not leave the area, everyone must be accounted for.
- F. **Never use the elevator to evacuate.**
- G. Check all normally unoccupied rooms (closets, storerooms, bath rooms, etc.) To Make sure that everyone has vacated. **Remember some people hide from danger!**
- H. Fire Brigade members must always stay with everyone to prevent panic or Re-entry into hazardous area.
  - I. One member of the Fire Brigade must remain at exit doors for crowd control.
  - J. If there is any absenteeism, assign other employees to duties under the plan.
  - K. Teach everyone evacuation plans and to always report fire or smoke. Teach occupants to report all emergencies. Also to report anyone who does not adhere to safety requirements?
  - L. Learn your building's evacuation plans. Make sure everyone in the building knows what to do in an emergency. Practice your escape routes together. Post emergency numbers near all telephones.

Learn the sound of your building's fire alarms. Immediately notify any new employees of the Fire Safety Plan and their responsibilities.

- M. Remain Calm – Do Not Panic.
- N. Remember, always evacuate down and out.

### **EXITS:**

Make sure all exit doors are kept closed and that all exit corridors and stairways are kept clear and unobstructed. Apartment exit doors shall be approved fire rated and self-closing. Hallways and exit doors and passageways must never be blocked and have clear paths to exit stairwells. Always use stairways on the east and west sides of the building to evacuate. Never use the elevators. Always evacuate down and out. Do not go up toward the roof.

### **ASSEMBLY AREA:**

If building evacuation becomes necessary, immediately upon evacuation, all occupants will gather in the assigned areas for that building. Use buddy system when leaving building. Do not leave the area. Remain in the area until a head count is taken to make sure everyone is present or accounted for. Never re-enter building unless instructed to by the Fire Department. Develop a system to insure all occupants have evacuated and are accounted for.

### **PLANNING FOR THE HANDICAPPED:**

The most important aspect of emergency planning for the handicapped is Management's Attitude!!! Special attention should be given to the presence of expectant mothers, the elderly, or any person with mobility difficulty or any handicap. Make sure someone assists the handicapped to evacuate. The current list of all handicapped people in the building is included in this plan. Immediately give this information to responding Fire Department Personnel.

### **FIRE PROTECTION SYSTEMS:**

- A. Fire Safety Manager must visually inspect all fire suppression systems monthly.
- B. Fire Safety Manager must visually inspect alarm systems monthly.
- C. Fire Safety Manager must visually inspect fire extinguisher locations monthly.
- D. Weekly check the smoke detectors by Fire Safety Manager.
- E. Qualified service personnel shall test all Fire Protection Systems in accordance with their individual inspection schedules.

### **FIRE COMMAND STATION LOG:**

The Fire Safety Manager shall maintain a comprehensive log at the fire Command Station containing the following:

- A. Description of each incident occurring, including date, time, location and action taken. An incident shall include, but is not limited to, fire, alarm, alarm activation, trouble signal, fire protection equipment malfunction and any unrecorded communication pertaining to fire or life safety.
- B. Test and maintenance record of all fire protection systems.
- C. Fire Drill records.

### **FIRE DRILL REQUIREMENTS:**

Fire is always unexpected and so drills must be held at unexpected times and in unexpected ways. Drills are designed to familiarize the occupants and staff with all available means of egress. Drills must be conducted once every six months. Correct drills will allow for the safe, timely and orderly evacuation of the building occupants. The importance of drills cannot be overemphasized. It is vital to everyone's safety that the entire building population of the building be carefully schooled in what to do in any emergency.

- A. Occupants of the building shall not be required to leave the floor or use the exits during the drill. The Fire Safety team must participate in all drills.

- B. A written record of fire exit drills containing the following information shall be kept on the premises for a three-year period and made available for inspection by the Fire Official.
1. Time of drill;
  2. Date of drill;
  3. Weather conditions
  4. Number of occupants evacuated
  5. Total time for evacuation; and
  6. Other information relevant to the drill.

**DRILL SCHEDULE:**

Drills are conducted in the months of January and September (every six months). The best way to familiarize building occupants with emergency procedures is to “go thru the motions”. People may be reluctant to take the time for this purpose. Management must recognize the problems involved and not be unduly demanding. In new building, drills are especially important. All plans are useless, if the plans are not read, understood, followed and practiced.

**ALARM TRANSMISSION:**

Test the alarms to make sure everyone recognized the sound. Any person discovering fire or smoke should without delay cause the transmission of an alarm of fire both of the following methods:

- a. Telephone (911)
- b. Activate Alarm Pull Stations

NOTE – Also notify the Fire Safety Manager and Fire Wardens that the alarm has been transmitted.



**ORGANIZATIONAL CHART AND FIRE SAFETY PLAN ASSIGNMENTS**

**FIRE SAFETY MANAGER: Patrick Del Piano** \_\_\_\_\_

**Contact #: 201 -360-4091**

**NORMAL BUSINESS HOURS: 8 am – 4 pm Monday - Friday**

During normal working hours, there shall be at least one person on duty designated as the Fire Safety Manager. In the event of an emergency the "Fire Safety Manager" shall immediately report to the Fire Command Station, ensure that the Fire Department has been notified and supervise and coordinate the staffing of the Command Station. Direct the evacuation procedures and all aspects of the Fire Safety Plan. Report conditions in the building to the Department. Advise Fire Department Personnel in the operation of all building systems and the operation of the Command Station. It is essential that the Fire Safety Manager remain at the Fire Command Station for the duration of the emergency. All members of the Fire Safety Team must be physically able to perform the duties assigned under the plan. All members of the Fire Safety Team must wear some identification (Caps, Visors, Vests, Shirts or Badges) that will make them readily and clearly recognizable. When the building is not occupied, the security guard on duty will immediately report to the Fire Command Station and meet responding Fire Fighters.

**DEPUTY FIRE SAFETY MANAGER:**

**Gregory Burns** \_\_\_\_\_ **Contact # 201 -360-4082**

In the absence of the Fire Safety Manager, the Deputy Manager will assume all the duties and responsibilities of the Fire Safety Manager.

**BUILDING EVACUATION SUPERVISOR:**

**Anthony LaRocco** \_\_\_\_\_ **Contact # 201-360-4084**

At all times when the building is occupied and there is no Fire Safety Manager on-duty, there shall be a least one Building Evacuation Supervisor on-duty. During an emergency the Building Evacuation Supervisor shall report to and staff the Fire Command Station and direct the execution of the evacuation, assuming the duties and responsibilities of the Fire Safety Manager.

**FIRE WARDEN:**

All members of the Fire Safety Team must be physically able to perform the duties assigned under the plan. Fire Wardens shall direct the evacuation of the floor. Fire Wardens shall be familiar with the Fire Safety Plan, the location of all exits and the location and operation of any fire alarm system.

Conduct drills and practice with occupants, to make certain that all personnel know what actions to take in the event of any emergency. Ensure that all occupants receive copies of the portions of the Fire Safety Plan that relate to their actions in the event of an emergency. Fire Wardens must supervise the response to any emergency. Remain in contact with the Command Station. Notify all occupants of the situation. In the event of fire the Fire Warden shall begin the evacuation procedures.

FIRE WARDEN: \_\_\_\_\_ FLOOR: \_\_\_\_\_

FIRE WARDEN: \_\_\_\_\_ FLOOR: \_\_\_\_\_

**SEARCHES:**

Searchers are members of the Fire Warden team trained and supervised by the Fire Safety Manager and assigned to assist the Fire Wardens in the evacuation of the affected floors. Search all closets, storerooms, bathrooms, normally closed rooms and all remote areas to ascertain that all occupants have left the floor. After leaving the floor Searchers shall report to the Fire Command Station.

FLOOR: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

**FIRE BRIGADE:**

\_\_\_\_\_

Fire Brigade members must report to the Fire Floor and the floor below during any emergency. The brigade must assist in the evacuation of the floor, assist any handicapped or mobility restricted individuals. One member will remain at the exit door for crowd control while others stay with Fire Command Station.

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# Fire Safety Manager Emergency Checklist

Upon notification of any emergency condition, immediately respond to the Fire Command station.

1. Transmit alarm. Yes \_\_\_\_\_
2. Determine exact location of fire.
3. Recall elevators. Yes? \_\_\_ No? \_\_\_
4. Contact Fire Wardens on floor.
5. Direct Fire Safety Team response and evacuation.
6. Contact building service personnel (engineer, plumber custodian, security).
7. Have floor plans, elevator keys, master keys, phones etc. ready for Fire Department.

Ascertain information:

1. Exact location of fire. \_\_\_\_\_
2. Extent of fire. \_\_\_\_\_
3. Smoke conditions. \_\_\_\_\_
4. Number of occupants. \_\_\_\_\_
5. Status of occupants, endangered, trapped handicapped?
6. Is evacuation in progress? Yes \_\_\_ No \_\_\_
7. Identify elevators in use. \_\_\_\_\_
8. Identify evacuation stairway. \_\_\_\_\_
9. Smoke detectors activated? Yes \_\_\_ Location \_\_\_\_\_
10. Sprinklers operating? Yes \_\_\_, Number of heads? \_\_\_\_\_
11. HVAC shut down? Yes \_\_\_ No \_\_\_
12. Any access stairs on fire floor? Yes \_\_\_ No \_\_\_
13. Is floor sprinkle red? Yes \_\_\_ No \_\_\_
14. Is fire contained in compartment? Yes \_\_\_ No \_\_\_
15. What actions have been taken by building personnel?

Meet and relay all information to Fire Department Incident Commander.

**Post this checklist at the fire Command Station**  
**Refer to during emergency**





















Fire Drill Report

H.C.C.C

**Fire Safety Manager: Patrick Del Piano**

Scheduled Drill: Yes: \_\_\_\_ No: \_\_\_\_ Unannounced Drill: Yes: \_\_\_\_ No: \_\_\_\_

Drill Date: \_\_\_\_\_

Floor Location: \_\_\_\_\_

Time Initiated: \_\_\_\_\_

Evacuation Time: \_\_\_\_\_

Total Evacuation Time: \_\_\_\_\_

All Clear Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Number of Occupants Evacuated: \_\_\_\_\_

Any Uncooperative Persons: \_\_\_\_\_

Alarm Activation Device: \_\_\_\_\_

Location of Device: \_\_\_\_\_

Drill Supervised By: \_\_\_\_\_

**Rate the Drill:**

Item	Good	Fair	Poor
Floor/ Fire Warden Response			
Fire Brigade Response			
Personnel Familiarization			
Evacuation Procedures			
Speed of Evacuation			
Communication During Drill			
Personnel Familiarity with Alarm & Detection Systems			
Visitor Response			

Comments:

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Kitchen Suppression System Cleaning Schedule

Cleaning Co.

**H.C.C.C**

**Fire Safety Manager: Patrick Del Piano**

Item	Date	Date	Date	Date	Date
Appliances					
Filters					
Back Splash					
Grease Tray					
Interior Hood					
Exterior Hood					
Fan					
Duct					
Other					
Cleaning Method:					
Inspected By:					

Service Technician: \_\_\_\_\_

Service Date: \_\_\_\_\_

A reasonable Cleaning would require cleaning of filters (weekly/ quarterly) depending on the use and amount of grease-laden vapor produced. A full cleaning may be required. Owners may be capable of performing the cleaning themselves.



# APPENDIX T

## LIFE SAFETY SYSTEM TABLE/FIRE ALARM LISTING - HUDSON COUNTY COMMUNITY COLLEGE

BUILDING	ADDRESS	SECURITY DESK PHONE #	FLOORS	DESIGNATED AREAS OF REFUGE	EMERGENCY LIGHTING	SPRINKLERED	FIRE PANEL LOCATION	ELEVATOR	PA SYSTEM
A	70 Sip Avenue	4149	4	No	Yes	Yes	Main Lobby Desk & A003 Basement	Yes	No
S	263 Academy St.	4711	6	Yes	Yes	Yes	Main Lobby Utility room	Yes	No
C/D	162-168 Sip Avenue	4092	2	No	Yes	Telephone Closet and Basement	Main Lobby Closet Room D112	Yes	No
E	Culinary Conference Center 161 Newkirk Street	4710	5	No	Yes	Yes	Main Lobby Ballroom	Yes	No
F	870 Bergen Avenue	4086	3	No	Yes	Yes	Main Lobby and Mechanical Room First Floor	Yes	No
G	81 Sip Avenue	4105	2 & Mezz. Level	Yes	Yes	Yes	Command Center Student Lounge	Yes	No
I	119 Newkirk Street	4087	2	No	Yes	Yes	Basement	Yes	No
J	2 Enos Place	4096	3	Yes - Stairwell A	Yes	Yes	Basement Room J013	Yes	No
L	71 Sip Avenue	4090	6	Yes - Outside Stairwells	Yes	Yes	Lobby Security Desk	Yes	Yes - @ Security Desk
N (Union City)	4800 Kennedy Blvd. Union City, NJ	4777	7	Yes - Stairwells	Yes	Yes	Fire Command Room - 103A	Yes	Yes - @ Fire Command Room
X	26 Journal Square	N/A	15 - HCCC occupies 14 <sup>th</sup> Floor	No	Yes	Yes	1 <sup>st</sup> Floor by the Elevator	Yes	No

### Fire and Burglar Alarm Information

Building Location	Monitoring Co.	Telephone #	System Location	Password or Acct #	Extension
263 Academy Street (Bldg. S)	Burglar	Lomax	1-800-631-7370	Main Lobby	4711
	Fire	Johnson Controls	1-888-746-7539	Main Lobby/Utility Room	
71 Sip Av. (Bldg. L)/ 65-79 sip	Burglar	Lomax	1-800-631-7370	Lobby & Gallery	4090
	Fire	A.F. A	1-888-746-7539	Lobby	
70 Sip Avenue (Bldg. A)	Burglar	Lomax	1-800-631-7370	Lobby	4149
	Fire	A. F. A	1-800-624-1471	Basement	
162/168 Sip Ave. (Bldg. C/D)	Burglar	Lomax	1-800-631-7370	Lobby Closet	4092
	Fire	A. F. A	1-800-624-1471	Lobby Closet	
161 Newkirk St. (Bldg. E)	Burglar	Lomax	1-800-631-7370	Lobby	4710
	Fire	A. F. A	1-800-624-1471	Banquet Room	
870 Bergen Av. (Bldg. F)	Burglar	Lomax	1-800-631-7370	Lobby	4086
	Fire	A.F. A	1-800-624-1471	Mechanical Room	
81 Sip Av. (Bldg. G)	Burglar	Lomax	1-800-631-7370	Command Center, Student Lounge & Mezzanine Security Suite	4085 4089 4105
	Fire	Johnson Controls	1-800-624-1471	Command Center	
119 Newkirk St. (Bldg. I)	Burglar	A. F. A	1-800-624-1471	Lobby	4087
	Fire	A. F. A	1-800-624-1471	Basement	

2 Enos Place (Bldg. J)	Burglar	Lomax	1-800-631-7370	Lobby		4096
	Fire	Johnson Controls	1-888-746-7539	Basement		

4800 Kennedy Blvd. (Bldg. N)	Burglar	Lomax	1-800-631-7370	CDC & Lobby		4777
	Fire	Johnson Controls	1-888-746-7539	Front Lobby		
	Burglar	Lomax	1-800-631-7370			

Lomax Security – 201-432-6267 201-432-6704	Office Fax	AFA	Office	732-846-4000	Fax	732-846-5272
		JOHNSON CONTROLS	Office	973-586-4418	Fax	973-586-4413

**APPENDIX U**

**Hudson County Community College (HCCC) Pandemic Plan**

**Levels of Emergency**

Level 1 (Global/National)	Confirmed case(s) globally or nationally	Awareness and Preparedness
Level 2 (Regional)	Confirmed case(s) in Tri-State area	Mobilization of Resources
Level 3 (Campus)	Confirmed case(s) on HCCC campus	Full Implementation

**Activities**

<b>HCCC Response and Action</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Convene Pandemic Taskforce (see Appendix)	<ol style="list-style-type: none"> <li>1. Assign someone to monitor situation and give regular updates.</li> <li>2. Convene TF to review and update Pandemic plan.</li> <li>3. Gather and review information from NJ-LINCS (NJ local information network and communication), Hudson Regional Health Commission, and Jersey City OEM (Office of Emergency Management) NJDHSS (New Jersey Department of Health and Senior Services), and National Advisories from the CDC (Centers for Disease Control)</li> <li>4. Assess faculty/staff travel to affected area; assess potential travel restrictions</li> <li>5. Test Connect-Ed notification system</li> <li>6. Communicate to campus community as appropriate, including mental health counseling needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Convene taskforce and establish regular meetings.</li> <li>2. Identify appropriate co-chairs and sub-committees.</li> <li>3. Consider potential operational and instructional changes, including remote options.</li> <li>4. Identify list events which may need to be cancelled or modified.</li> <li>5. Notify all partners who operate on campus(es).</li> <li>6. Purchase necessary supplies.</li> <li>7. Consult with NJCCC, K-12, and other partners.</li> <li>8. Consider college-sponsored travel restrictions.</li> <li>9. Identify essential personal and confirm technology needs.</li> <li>10. Prepare faculty and students for online instruction.</li> <li>11. Establish budget for pandemic-related expenses.</li> <li>12. Communicate to campus community as appropriate, including</li> </ol>	<ol style="list-style-type: none"> <li>1. Send Connect-Ed notification to close campus</li> <li>2. Move instruction and operations off-campus.</li> <li>3. Coordinate with NJCCC, K-12, and other partners.</li> <li>4. Consult with BOT, union leaders and Cabinet.</li> <li>5. Communicate with college community, including mental health counseling needs.</li> </ol>

		mental health counseling needs.	
Information Technology Services	<ol style="list-style-type: none"> <li>1. Identify ITS Essential Personnel</li> <li>2. Meet with COL to discuss Faculty and Student Support of instruction</li> <li>3. Determine VPN Availability</li> <li>4. Determine ITS Remote Support Readiness</li> </ol>	<ol style="list-style-type: none"> <li>1. Take inventory of devices and remote access for faculty/staff</li> <li>2. Prepare essential personnel for remote work</li> <li>3. Develop training aids for remote work tools</li> <li>4. Communicate tools to essential personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist faculty and staff with remote technology needs</li> <li>2. Support remote work transition</li> <li>3. Update normal communication channels with notices of remote operation status</li> <li>3. Update website and portal to notify the community of status</li> </ol>
Human Resources/Payroll	<ol style="list-style-type: none"> <li>1. Identify HR and Payroll Essential Personnel</li> <li>2. Assess employee services and support</li> <li>3. Assess VPN Availability, including equipment.</li> <li>4. Determine HR remote services functions and readiness</li> </ol>	<ol style="list-style-type: none"> <li>1. Audit employee direct deposit usage and time-keeping entries; notify employees who do not use direct deposit or web time entry for time keeping.</li> <li>2. Audit HR services for electronic submission/response readiness, including forms, actions and requests.</li> <li>3. Notify college-wide administrative personnel to begin submission of forms, requests and actions electronically.</li> <li>4. Conduct Working Remotely Orientations college wide.</li> <li>5. Conduct Remote Work Test days with HR/Payroll essential personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication to all college-wide administrative personal/management to submit forms, requests and actions for HR/Payroll processing electronically.</li> <li>2. Move all HR functions and services remotely, to include electronic communication and processing.</li> <li>3. Conduct weekly teleconference meetings with HR/Payroll personnel, or more as needed to ensure processing.</li> <li>4. Include announcements of changes on HR portal/website and communications college-wide if appropriate.</li> <li>5. Continue conducting Working Remotely Orientations college wide.</li> <li>6. Hold virtual Q&amp;As for employees' college wide.</li> <li>7. Hold virtual informational workshops and resources sessions for employees college wide.</li> <li>8. Continue holding professional development</li> </ol>

			and educational programs virtually.
Academic Affairs/Center for Online Learning	<ol style="list-style-type: none"> <li>1. Consult with DEAG Community college affinity group. Share/check strategies, plans, resources across Community colleges</li> <li>2. Identify license and resources needed</li> <li>3. Meet with ITS to Strategize Faculty and Student Support of instruction</li> <li>4. Determine volume of work, timeline.</li> <li>5. Develop workshops.</li> <li>6. Develop infrastructure for remote support</li> <li>7. Determine how to increase coverage with small team.</li> <li>8. Determine and reach out to partners with roles and resources.</li> <li>9. Communicate with partners, leadership.</li> <li>10. Plan for continuity.</li> <li>11. Meet with Deans to assess situation and needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate through multiple ways regarding strategy, plans</li> <li>2. Conduct multiple workshops, 1-1 support.</li> <li>3. Develop course shells, check all faculty and students have access.</li> <li>4. Communicate through website - faculty and student focused information</li> <li>5. Work with ITS to plan phones transferred and remote access enabled</li> <li>6. Work with faculty and Deans to get different online needs addressed</li> <li>7. Create a template for faculty to use to increase consistency for students.</li> <li>8. Share strategies with VPAA, Deans and faculty as appropriate.</li> <li>9. Address accessibility, exams and other needs.</li> <li>10. Develop videos and how to for online tools.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with all stakeholders.</li> <li>2. Continue online workshops, support.</li> <li>3. Strategize support with Canvas, Center for Online Learning</li> <li>4. Work closely with leadership</li> <li>5. Keep website updated</li> <li>6. Update resources as needed</li> <li>7. Assess situation and plan for long term.</li> </ol>

Continuing Education and Workforce Development	<ol style="list-style-type: none"> <li>1. Convene staff and communicate information.</li> <li>2. Determine inventory of responsibilities.</li> <li>3. Update staff contact list.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request equipment and VPN access for staff, where necessary.</li> <li>2. Prepare devices for remote work.</li> <li>3. Establish communication channels for students, instructors and staff.</li> <li>4. Conduct remote work tests.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update staff and communicate work processes.</li> <li>2. Support remote work transition and ensure operations are functioning properly.</li> <li>3. Hold daily team meetings virtually.</li> <li>4. Continue working remotely.</li> <li>5. Keep in communication with Cabinet to determine end date of remote work.</li> </ol>
Facilities/Maintenance	<ol style="list-style-type: none"> <li>1. Communicate to facilities team about the pandemic situation.</li> <li>2. Check CDC website on cleaning, disinfection supplies recommended for use.</li> <li>3. Inspect cleaning supplies inventory and reorder items Facilities are short with.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate to facilities staff on the latest development of pandemic situation.</li> <li>2. Inspect Campuses buildings HVAC systems to make sure ducts are cleaned and air filters replaced.</li> <li>3. Check on Cleaning, Plumbing, and HVAC vendors blank POs to make sure funds are available for these vendors to be called in during the emergency if needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate to Facilities staff about the latest development,</li> <li>2. Based on President/Cabinet directions create Facilities essential employees' teams to cover buildings operations during the crisis.</li> <li>3. Address additional cleaning/disinfection needs by using both Facilities and vendors labor and supplies.</li> </ol>
Finance and Administration	<ol style="list-style-type: none"> <li>1. Communicate relevant information to staff.</li> <li>2. Review level of operating reserves.</li> <li>3. Update staff and bank contact list.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request any additional system or connectivity (VPN) access for staff.</li> <li>2. Prepare team for remote work.</li> <li>3. Schedule regular WebEx meetings with work team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update staff for new developments and monitor work process.</li> <li>2. Hold regular virtual meetings that were scheduled.</li> <li>3. Keep in close communication with management and Cabinet.</li> </ol>

		<ol style="list-style-type: none"> <li>4. Ensure connectivity to bank portals.</li> <li>5. Access list of all payables coming due.</li> <li>6. Confirm Bursar team has remote access in-place and is operating to service students.</li> </ol>	<ol style="list-style-type: none"> <li>4. Evaluate all College cash and debit card accounts for adequate funding.</li> <li>5. Discuss possible line of credit needs with bank and cash management fund.</li> <li>6. Work with IT for any necessary phone transfers or on-line modules.</li> </ol>	<ol style="list-style-type: none"> <li>4. Respond promptly to questions or requests from stakeholders.</li> <li>5. Ensure all processes (e.g., AP, Student Accounts) run unabated.</li> <li>6. Maintain high level of financial services to the College community.</li> </ol>
Culinary Conference Center		<ol style="list-style-type: none"> <li>1. Review business schedule for potential losses</li> <li>2. Review of Force Majeure clauses for contracted events</li> <li>3. Review benefits for employees to ensure elimination of coverage gaps</li> </ol>	<ol style="list-style-type: none"> <li>1. Review meeting schedules to ensure compliance with local and federal guidelines</li> <li>2. Coordinate with clients to postpone/cancel events as needed</li> <li>3. Prepare for separation of staff for extended period of time.</li> <li>4. Review effect on supply chains</li> <li>5. BI Insurance review for potential claims</li> </ol>	<ol style="list-style-type: none"> <li>1. Cancel events and notify clients</li> <li>2. Café's shut down</li> <li>3. Alert supply chains to cancel deliveries</li> <li>4. Notify staff</li> <li>5. Remain in remote contact to conduct business</li> </ol>
Campus Safety and Security		<ol style="list-style-type: none"> <li>1. Monitor and communicate with government resources, federal, state and local CDC, NJSP ROIC, and OEM.</li> <li>2. Identify essential staff and security posts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review post and shift schedules and develop alternate strategies for a changing environment.</li> <li>2. Review and revise inter campus shuttle requirements.</li> <li>3. Liaise with Facilities and ITS</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with the staff and contracted services.</li> <li>2. Adjust building access as required.</li> <li>3. Execute all directives as issued by senior leadership.</li> </ol>

		3. Communicate with contracted security officers and County stakeholders.	to insure unfettered access.	
Department of Communications		<ol style="list-style-type: none"> <li>1. Develop communication plan</li> <li>2. Create portal page and web page as placeholders and begin to populate with general information</li> <li>3. Link to government sites (i.e. CDC)</li> </ol>	<ol style="list-style-type: none"> <li>1. Create press release</li> <li>2. Disseminate communication via print, email, and social media</li> </ol>	<ol style="list-style-type: none"> <li>1. Post updates and announcements to portal/website/social media.</li> <li>2. Respond to questions/concerns posted on social media</li> <li>3. Issue press releases</li> <li>4. Develop communication in the case that an HCCC community member is infected.</li> <li>5. Respond to media, if applicable</li> <li>6. Translate announcements in Spanish and Arabic</li> </ol>



Appendix  
Pandemic Task Force

President  
Vice President for Academic Affairs  
Vice President External Affairs and Senior Counsel to the President  
Vice President for Human Resources  
Vice President for Student Affairs and Enrollment  
Dean, Academic Affairs and Assessment  
Academic Associate Deans  
Chief Information Officer  
Executive Director, Public Safety and Security  
Executive Director, Engineering and Operations  
Associate Dean, Nursing and Health Sciences  
Director, Health-Related Programs  
Director of Communications  
Director of the Nursing Program  
Director, Continuing Education and Workforce Development  
General Manager, Culinary Conference Center  
Associate Director, Counseling and Wellness  
Faculty Members  
Student Government Association Representative  
Administrative Assistant

**APPENDIX V – FACILITIES DEPARTMENT CONTACTS**

<b>Contact Name</b>	<b>Office #</b>	<b>Cell number</b>
Ilya Ashmyan	201-360-4693	201-208-1525
Mark Murray	201-360-4099	201-726-9728
Denzil Hinds		201-253-6214
Julio Maldonado	201-360-4688	201-423-4150
Jose Acosta	201-360-4727	201-936-3515
Denzel Snith	201-360-4226	201-377-8297

APPENDIX W

FACILITIES DEPARTMENT VENDOR CONTACT LIST

UTILITY VENDORS	OFFICE PHONE
Accuspec	203-261-8100
Accurate Door & Hardware	973-812-2266
All American Sewer Service	973-773-9023
Allegro Sanitation	201-863-1063
Allen Paper & Supply Co.	973-538-4826
Arco Construction	973-575-5200
Automated Building Controls	732-918-8958
Bob's Glass	201-333-2931
Boiler Room	516-488-4848
Broadway Sunoco	201-333-5480
Central Paint Building Supply Union	201-348-8400
Chase F. Connolly	201-998-8080
Cintas	973-347-3901
Columbia Filters	201-438-3883
Commercial Kitchen Cleaning	973-248-1141
Concord Engineering	856-427-0200
Constellation Energy	888-547-2618
Cover Stitches	201-348-6699
Delval Equipment	484-571-1812
Dependable Construction	302-421-9152
Direct Energy Business	800-437-7265
Door Jockey	732-942-6099
Dude Solutions	877-639-9899
Durable Door	973-627-8700
East Coast Collision	201-433-7300
Elite Signs	732-329-0157
Fastenal	973-491-2635
Foley, Inc.	732-885-5555
GAMS	201-955-0222
Garden State Environmental	201-652-1119
Gates Flag & Banner Co.	973-478-7600
General Plumbing Supply, Inc.	201-285-5867
Grainger	800-472-4643
Home Depot	201-521-9437
Hufnagel Landscaping	201-869-5680
Hutchins HAVC, Inc.	732-203-0001
IDS Autoshred	732-244-0950
In-Line	201-339-8122
Jack's Service Garage	201-656-3321
Jersey City Municipal Utilities	800-422-5987
Jewel Electric Supply Co.	201-656-1615
Johnston Communications	800-437-9828
Liberty Mechanical	973-344-6131
Maik	201-933-9098
MAST Construction	201-386-1833
Maverick Building Services	201-939-2611

UTILITY VENDORS	OFFICE PHONE
MSC Industrial Supply Corp.	800-645-7270
McKenzie Door (Service)	800-938-3667
National Office C/O CFI	
New Jersey Door Works	908-624-1234
NK Architects	973-539-5353
North Hudson Sewerage Authority	201-963-6043
Orkin	732-333-8321
Partner Group	732-380-1700
Parking Authority (Jersey City)	201-206-8933
Pennetta	201-708-3282
ProTec	973-428-8868
PSE&G (Emergency)	201-330-6457
RCS (Data)	732-905-9090
Sal Electric	201-798-4406
Sealant Technology	609-268-0585
Suez Water New Jersey	877-219-5520
Thyssen Krupp (Elevators)	908-497-9297
Trane	973-244-7000
Troller Electric, Inc.	732-928-1630
Tsigonia Paint Sales	201-435-0979
UGI Energy Service	800-427-8545
United Cleaning Corp.	973-942-4825
William J, Guarini	201-656-1530