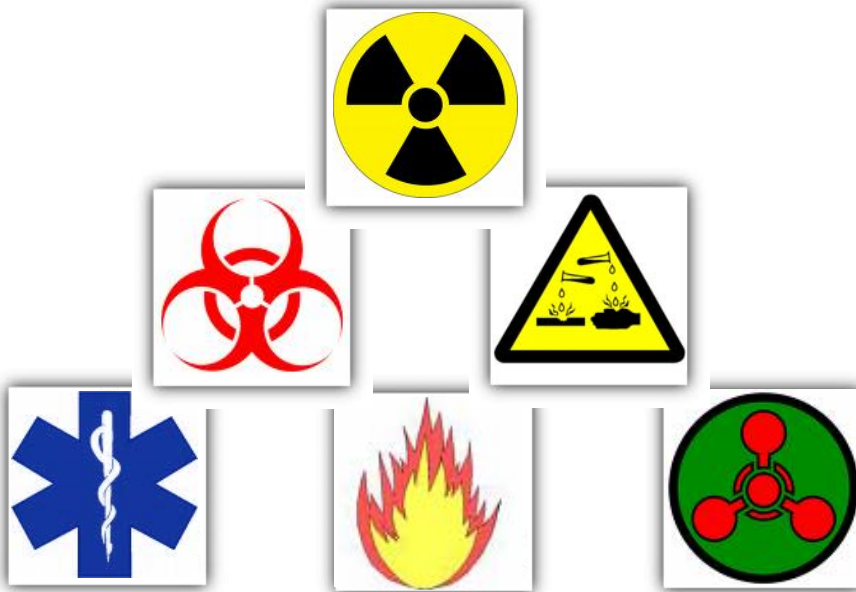




UMDNJ
UNIVERSITY OF MEDICINE &
DENTISTRY OF NEW JERSEY

EMERGENCY RESPONSE GUIDE



IN CASE OF EMERGENCY CALL

Newark	2-4490 or 222
Scotch Plains	9-1-1
Piscataway/New Brunswick	5-4000
Somerset	9-1-1
Stratford/Camden	7-7777
Off Campus	9-1-1

ADDITIONAL INFORMATION ABOUT THIS GUIDE

Fire	Chemical Spill	Radioactive Spill	Biological Spill	Hazardous Materials Exposure
Medical Emergency	Public Safety Security	Bomb Threat Suspicious Package	Indoor Air Quality	Utility Interruption
Evacuation	Shelter-in-Place	Lockdown	Emergency Notification	Important Numbers & Other Information



FIRE

If you see fire or smoke:

RACE

Rescue

Remove any person in immediate danger

Alarm

Pull the fire alarm and alert people in your area

Confine

Close all doors to confine the fire

Evacuate

Evacuate the building using the nearest exit

- Call the campus **Public Safety Emergency Number** (or 9-1-1 if off campus) from a safe location to report the incident and provide any first-hand information.

If you hear a fire alarm:

- Evacuate using the nearest exit or stairwell, OR stand by and stay alert as instructed on the public address system.
- Wait outside in the designated assembly areas, at least 50 feet from the building.

Fire Extinguishers

PASS

- Pull** Pull the pin
- Aim** Aim at the base of the fire
- Squeeze** Squeeze the handle
- Sweep** Sweep slowly from side to side



Never attempt to fight a large fire or one that blocks your escape route!

Site Specific Instructions

Location of nearest exits:

Location of nearest pull box stations:

Location of fire extinguishers:

Top Fire Code Violations

The following fire safety hazards increase the potential for a fire related incident or will impede your means of escape:

- Use of extension cords as a substitute for permanent wiring
- Storage and clutter in the hallways
- Door stops, wedges, or other “hold open” devices with fire-rated doors (e.g., stairwells)
- Storage and clutter in stairwells
- Storage less than 24 inches from ceiling
- Poor housekeeping; large amounts of paper storage (*combustibles*) in offices
- Unsecured compressed gas cylinders
- Flammable liquids stored outside of flammable storage cabinets
- Storage of flammable liquids in standard refrigerators, freezers, or cold rooms



CHEMICAL SPILL

A minor chemical spill is one (1) liter or less of any chemical that is NOT a carcinogen, acutely toxic, or a reproductive hazard.

Major Chemical Spill

- Turn off all ignition and heat sources.
- Alert those in the area and leave.
- Call the **Public Safety Emergency Number**.
 - Give your name and location of the spill.
 - Give the name of the chemical.
 - Give a phone number where you can be reached for further information.

Minor Chemical Spill

- **Review** the Material Safety Data Sheet (MSDS) for the spilled material.
 - MSDS sheets can be obtained on the EOHSS website:
<http://www2.umdj.edu/eohssweb/publications/msds.htm>

- If you do not have this information or need other technical assistance, ask Public Safety to contact EOHSS.
- **Wear** appropriate personal protective equipment to prevent exposure to skin, eyes, and respiratory system.
- **Use** the appropriate spill clean-up kit.
- **Form a dike** with the absorbent and mix with spilled material.
- **Collect the residue**, place it in a waste bag and label it. Dispose of the clean-up material with other chemical waste through EOHSS.
- **Call** Environmental Services to wet-mop the *cleaned* spill area.

Site Specific Instructions

Location of chemical spill kit:

Location of personal protective equipment:




RADIOACTIVE SPILL

A minor radioactive spill is one that laboratory personnel are capable of handling safely without the assistance of safety and emergency response staff. All other radioactive spills are considered major.

Major Radioactive Spill

- **CLEAR THE AREA:** Notify all persons not involved in the spill to vacate the room.
- **PREVENT THE SPREAD:** Cover the spill with absorbent pads, but do not attempt to clean it up. Confine the movement of all personnel potentially contaminated to prevent the spread.
- **SHIELD THE SOURCE:** If possible, the spill should be shielded, but only if it can be done without further contamination or without significantly increasing your radiation exposure.
- **CLOSE THE DOOR:** Leave the room and lock the door(s), secure the area to prevent entry.
- **CALL FOR HELP:** Call the **Public Safety Emergency Number** immediately.

Minor Radioactive Spill

- **NOTIFY:** Notify persons in the area that the spill has occurred.
 - **PREVENT THE SPREAD:** Cover the spill with absorbent paper.
 - **CLEAN-UP:** Use disposable gloves, absorbent paper/pads, shoe covers, and remote handling tongs. Carefully fold the absorbent paper/pads with clean side out and insert into a plastic bag for disposal in the radioactive waste container. Also, put contaminated gloves and other disposable material into the plastic bag.
 - **SURVEY:** Conduct a contamination survey using appropriate wipe sampling procedures. Repeat clean-up until contamination is no longer detected. Check the area around the spill, and hands, clothing, and shoes for contamination using an appropriate survey meter.
 - **REPORT:** Report incident to the Radiation Safety Officer.
- 



BIOLOGICAL SPILL

BSL-2 agents, human blood, blood products, and body fluids

Laboratories

- Restrict access to the spill area; evacuate the area if needed. Notify supervisors and post warnings.
- Laboratories should allow aerosols to settle for 30 minutes before re-entering.
- Wash exposed skin; if eyes are splashed, flush at eyewash station for 15 minutes.
- Remove and bag contaminated clothing.
- Use blood spill kits where available and don appropriate personal protective equipment (PPE).
- Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with spilled materials.
- If spill kit is not available take the following actions:
 - Place paper towels over the entire spill and apply disinfectant.
 - Allow 20-minute contact time with the disinfectant.

- Wipe down spill area with appropriate disinfectant.
- Place contaminated sharps in a sharps container. Place other disposable materials and treat as regulated medical waste.
- Wash hands when gloves are removed.

Clinical Areas

- Report spill to your supervisor. It is not necessary to report the spill to the Public Safety Emergency Number or EOHSS.
- Obtain blood spill kit from the designated area.
- Wear gloves, gown, and eye protection.
- Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with blood/body fluid.
- Place debris in a biohazard bag and sharps in an approved sharps container. Dispose in a regulated medical waste container.
- Decontaminate spill area with 1:10 bleach solution.

Site Specific Instructions

Location of biohazard spill kit:



HAZARDOUS MATERIALS EXPOSURE

Chemical Exposure

A co-worker should assist the exposed individual with the following:

- Remove contaminated clothing.
- Flood exposed area with running water for at least 10 minutes.
- If chemical has splashed in eye, immediately flush eyeball and inner surface of eyelid with water for at least 15 minutes. Hold eye open to ensure effective flushing behind lid.
- If you inhaled chemical vapors, move to an area where fresh air is available.
- Contact Public Safety and seek medical attention immediately.

Radioactive Material Contamination

- Remove contaminated clothing and store for evaluation by Radiation Safety Officer.
- Rinse exposed area thoroughly with mild soap and lukewarm water.
- Do not abrade skin surface. Be especially careful when flushing out wounds.
- If contamination remains, induce perspiration by covering the area with plastic (e.g., plastic food wrap). Then, wash the affected area again to remove any contamination that was released by perspiration.
- Contact Public Safety and seek medical attention immediately.

Blood/Body Fluid Exposure

- Remove contaminated clothing.
- Vigorously wash exposed area with germicidal soap and water for one minute.
- If blood/body fluid has splashed in eye, immediately flush eyeball and inner surface of eyelid with water for at least 15 minutes. Hold eye open to ensure effective flushing behind lid.
- Notify your supervisor to test the blood of the source patient, if known, before she/he leaves. If applicable, information about the sharp which caused the injury should be obtained and documented.
- Seek medical attention immediately!

To obtain medical attention for a blood or body fluid exposure, contact and report the exposure to the following health care provider:

	Newark Scotch Plains	Piscataway New Brunswick Somerset	Stratford	Camden
Employees	Occupational Medicine Services (OMS) 973-972-2900	Employee Health Services 732-445-0123 Press "7"	Stratford Student/Employee Health Services 856-566-6825	Stratford Student/ Employee Health Services 856-566-6825
Students	Student Health and Wellness Center 973-972-8219	Employee Health Services 732-445-0123 Press "7"	Stratford Student/Employee Health Services 856-566-6825	Cooper Hospital Internal Medicine Clinic 856-342-2434

Site Specific Instructions

- During non-business hours, go to the Emergency Department of the nearest hospital.
- Notify the health care provider, listed above, of the exposure on the next business day.



MEDICAL EMERGENCY

To Obtain Emergency Medical Care:

- Contact the **Public Safety Emergency Number** (or 9-1-1 if off-campus) for emergency medical services and transportation to the nearest hospital Emergency Department/Room.
- The employee's supervisor must contact Risk and Claims Management and fax a completed incident report to 973-972-7257 immediately, or as soon as possible.


Falls and Other Impact Injuries

- If injury occurs, minimize movement.
- Obtain medical attention, if necessary.

Minor Cuts and Wounds

- Vigorously wash injury with soap and water for several minutes.
- Apply pressure to stop bleeding.
- Obtain medical attention, if necessary.

Fire/Burns

- **STOP, DROP, and ROLL**, if clothing is on fire.
 - Remove burned clothing (except if clothing adheres to the skin, cut or tear around adherent area to preserve good skin tissue).
 - Run cool water over the burned area for at least 5 to 10 minutes. Do not pack the burned area in ice!
 - Remove all jewelry, belts, tight clothing, etc. from the burned areas.
 - Cover burns with soft, clean, dry dressing, bandage, or sheet. Keep victim warm.
 - Obtain medical attention.
- 




PUBLIC SAFETY - SECURITY

When you Call to Report an Emergency...

- Your call will be answered by a Public Safety or local dispatcher.
- The dispatcher will ask for and you should provide the following information:
 - Your name
 - Your telephone or pager number in a safe location
 - Where you can be reached (building and room number)
 - Where the emergency occurred
 - Nature of the emergency
- Listen for instructions ... get clarification.
- Do not hang up until you are told to do so. You may be put on hold while the dispatcher alerts the supervisor or sergeant on duty; please stay on the line. Follow the dispatcher's instructions. Ask questions if anything is unclear.
- Once you have placed the call to Public Safety or 9-1-1: Please remain available (by phone or pager) in a safe location to speak with the appropriate department that will respond to the emergency (e.g., Public Safety, EOHSS, Radiation Safety, Physical Plant, Environmental Services, or local emergency responders).

Important Information

Violent/Aggressive Individuals - What to Do

- Take threats seriously.
 - If possible, leave the area to notify, or to have your co-workers notify, the **Public Safety Emergency Number** (or 9-1-1 if you are off-campus).
 - If you cannot leave the area, call for help from your co-workers.
 - Do not attempt to subdue the person yourself.
 - Keep other people away from the incident.
 - Stay out of range of a violent person's hands and feet.
 - Maintain at least 2-3 arm's length distance.
 - Don't get backed into a corner - leave room for escape.
 - Report the incident to your supervisor.
 - Complete a UMDNJ Incident Report and submit to Risk and Claims Management.
- 



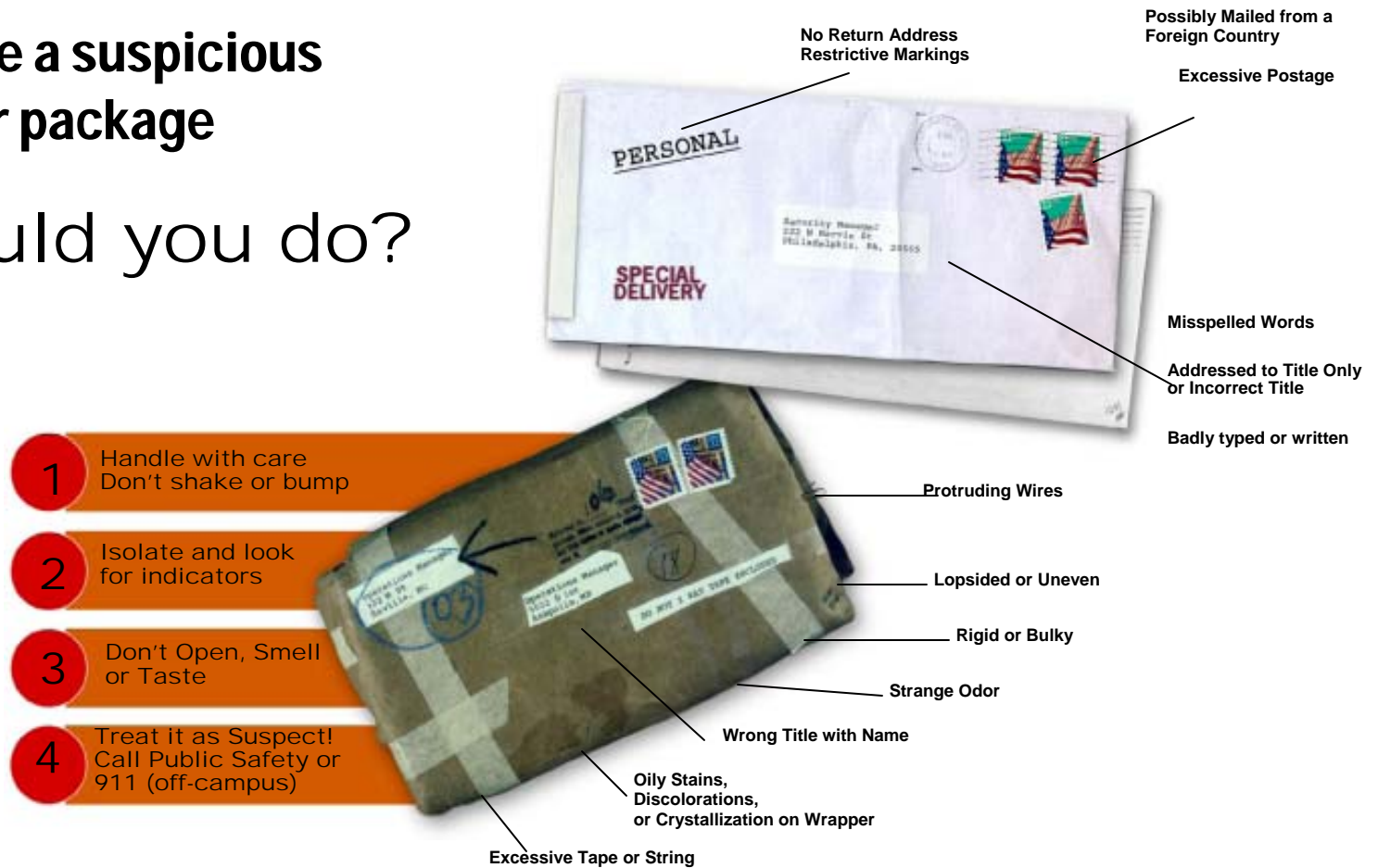
BOMB THREAT - SUSPICIOUS PACKAGE

If you receive a bomb threat by telephone, REMAIN CALM, and:

- Keep the caller on the line as long you can and attempt to get as much information as possible. Ask for the message to be repeated to confirm it. Write down all information received. If possible, record the message.
- Ask for the location of the bomb and the time of possible detonation.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, which may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments.
- Report the threat immediately to the **Public Safety Emergency Number** (or 9-1-1 if off campus).
- Wait for instructions from emergency responders (e.g., Public Safety, Local Police, Bomb Squad, etc.).
- Do not activate the fire alarm.

If you receive a suspicious letter or package

What should you do?



If parcel is open and/or a threat is identified...

For a Bomb

- Leave the area
- Call the Public Safety Emergency Number or 9-1-1 (off campus)

For Radiological

- Limit Exposure - Don't Handle
- Leave the area
- Shield yourself from object
- Call Public Safety or 9-1-1 (off campus)

For Biological or Chemical

- Isolate - Don't Handle
- Call Public Safety or 911 (off campus)
- Wash your hands with soap & warm water



INDOOR AIR QUALITY



The smell of chemicals or smoke should be immediately reported to the Public Safety Emergency Number (or 9-1-1 if off-campus).

Air Quality

- Notify EOHSS and/or Physical Plant if you begin to experience health symptoms that you believe are related to poor indoor air quality, so that your concerns can be investigated.
- Notify Physical Plant if you begin to experience health symptoms you believe to be related to temperature, humidity, and/or insufficient or stagnant air.


Temperature

- Contact Physical Plant if office building temperatures fall outside the desired range of 68 to 79 degrees Fahrenheit for an extended period of time.
- Your Department-specific Disaster Plan (DSDP), School-/Unit- Specific Emergency Operations Plan, and/or the Continuity of Operations (COOP) Plan will be activated if temperatures reach extremes of heat or cold, such that staff must be relocated.

Renovation and Construction

- Physical Plant will notify EOHSS, the campus occupational/employee health service, affected personnel, and their school/unit administrations at least 24 hours in advance (or promptly in emergency situations), of work to be performed on a building that may introduce air contaminants into the employees' work area.
- Employees who have medical conditions (e.g., they are pregnant, asthmatic, immuno-compromised, etc.) and special concerns about potential exposures during or after renovation/construction/repair work should alert their supervisor and request to be relocated while the work is being conducted.
- Employees who are experiencing symptoms are encouraged to complete a UMDNJ Risk and Claims incident report and seek medical attention.

Leased Facilities

- Landlords are responsible for indoor air quality in leased facilities. Indoor air quality issues should be reported to the School/Unit administrator, who will then contact the landlord.
- 



UTILITY INTERRUPTION

Communication Outages

- **Telephone Outages:**
 - Notify the department head/designee and Information Services and Technology (IST) via cell phone or other means at 732-743-3200 or e-mail: isthelp@umdnj.edu.
- **Internet/Data Loss:**
 - Notify Information Services and Technology (IST) at 732-743-3200.

Power Outage

- If there is a threat to life, safety, or property, notify the **Public Safety Emergency Number** immediately (or 9-1-1 if off campus).
- Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- Turn off lights, appliances, window air conditioners, and other energy users to reduce power requirements for restoration.
- Notify department head or designee and call Physical Plant.

Water Failure

- Notify department head or designee and call Physical Plant.
- Discontinue any work with hazardous materials in areas where the emergency shower and/or eye wash stations are disabled due to water failure.

Gas Leak

- Evacuate the area immediately.
- If there is a threat to life, safety, or property, call the **Public Safety Emergency Number** (or 9-1-1 if off campus) immediately.
- DO NOT turn electrical devices on or off, and DO NOT plug or unplug any device, as this may create a spark.
- Notify the department head or designee and call Physical Plant.

Sewage/Drainage Failure

- Notify department head or designee and call Physical Plant.
- If there is a threat to life, safety, or property, call the **Public Safety Emergency Number** (or 9-1-1 if off campus) immediately.
- If backup is large, evacuate the area.

Problems with Ventilation/HVAC, Hoods, and Temperature

- Notify department head or designee and call Physical Plant.

For all other Utility Failures

- Notify department head or designee and call Physical Plant; refer to the University Emergency Operations Plan (U-EOP).

Leased Facilities

- Landlords are responsible for maintaining utilities in leased facilities. Any disruption of utilities should be reported to the School/Unit administrator, who will then contact the landlord.



EVACUATION

- In the event an evacuation is necessary, use the nearest possible exit immediately.
 - Report to the department's designated meeting place.
 - If the primary meeting place is deemed not safe, department personnel should report to the alternate meeting place.
- **Any missing employees, patients and/or students must be reported to the UMDNJ Department of Public Safety immediately.**

Evacuation of Persons with Disabilities (PWDs)

- Persons with disabilities will be assigned two volunteers as “Response Buddies”:
 - Guide or assist in positioning the PWD in a designated safe waiting area, preferably near the stairwell or elevator lobby.
 - Do not carry or lift the PWD! Exercise caution to avoid falls and trips while assisting the PWD.
 - Take position on one side of the hallway near the stair door and wait. Enter the stairwell only if the designated safe waiting area is in the stair landing, or if there is immediate danger in the hallway.
 - Share any phone numbers for emergency communication, if necessary.

- **Response Buddy #1:** Report exact location and number of PWDs waiting in the building to the responding fire department. Be available to provide any relevant information.
- **Response Buddy #2:** Accompany the PWD, assist in safe relocation and communication, as necessary.

IMPORTANT: If your personal safety is at risk, position the PWD inside the stairwell landing and evacuate to report this information.

- Do not evacuate the PWD vertically unless the person is able to ambulate.
- Do not use the elevators unless helped by the fire department.
- You may also call the **Public Safety Emergency Number** to report any PWDs in the building.
- Stay in touch with the PWD and your other Response Buddy periodically, if phone contact is available.

Site Specific Instructions

Primary Exit Route:

Designated Meeting Place:

Secondary Exit Route:

Alternate Designated Meeting Place:



SHELTER-IN-PLACE

A shelter-in-place procedure may be implemented for severe weather, hazardous materials spills, or other dangerous situations that may be or are affecting the building. This type of procedure is generally required if/when the building/facility you occupy is considered safe, however it is not safe to venture outside.

- Follow directions given by police, fire department, and other emergency responders.
- Report to the designated location or find an interior room to shelter in. If possible, it should be above ground level and have the fewest number of windows.
- Secure all doors, windows, and any other openings to the outside.
- Turn off all air conditioners, heaters, and fans. University staff will turn off the HVAC systems as soon as possible.
- Gather essential supplies.
- Account for your staff, faculty, patients, students, volunteers, and visitors, and make a list of anyone else sheltering in your area; call the **Public Safety Emergency Number** to report your location and the persons present.
- Await further instructions; if available, use the Portal (<http://my.umdnj.edu>) or Hotline (1-888-MY-UMDNJ) to get updated information.
- Make yourself comfortable and look after one another.
- All faculty, staff, students, patients, volunteers, and visitors are expected to remain in shelter until informed that it is safe to resume normal activities.

Resuming Normal Operations

When it has been determined that normal operations may be resumed take the following steps:

- Continue to monitor the safety and security of faculty, staff, students, patients, volunteers, and visitors.
- Activate the Continuity of Operations (COOP) Plan, if appropriate.
- File incident reports with Risk and Claims Management for any injuries or property damage sustained.
- Notify employees' families regarding their status.
- Notify employees not present of the department's status.
- Keep detailed records, including photographs and video of the damage.

Site Specific Instructions

Location of Shelter:

Location of Supplies:

Alternate Location:




LOCKDOWN

- Lockdown is a procedure that is implemented when there is an imminent threat of violence or personal harm.
- A lockdown is used when it is more dangerous to evacuate or move to a shelter-in-place area.
- A lockdown may be initiated for an external threat such as a gunman seen in the area, or an internal threat such as an active shooter in the building.



If you become aware of a threat of violence, immediately notify the Public Safety Emergency Number (or 9-1-1 if off campus).

- Notify others in your department of the situation and immediately secure yourself in the nearest office, classroom, or space that has a door that can be closed.
- If possible, lock or barricade the door to the room you are in.
- Close windows, pull shades, and close blinds, if possible.

- If practical, turn off all lights and remain quiet to give the appearance of an unoccupied space.
 - Crouch down near the floor, away from windows and doors.
 - **DO NOT ATTEMPT TO EVACUATE THE BUILDING!**
 - Be prepared to ignore the fire alarm if it is activated - this could be a ploy to get people out into the open. If the fire alarm is activated, do not evacuate unless:
 - You have first-hand knowledge that there is a fire in the building,
 - You are in imminent danger, or
 - You have been advised to evacuate in person by Public Safety or another person in authority (e.g., Local Police Officer).
 - Remain in your lockdown position until a law enforcement officer or other first responder arrives in person to release you.
- 



Alert@UMDNJ EMERGENCY NOTIFICATION

Alert@UMDNJ uses a variety of mechanisms to notify students, faculty, and staff when there is an emergency situation. **If there is a condition which threatens the health and safety of persons on campus, University officials will warn the campus community using one or more of the following methods:**

- **Text Messaging** (to cellular phones and email accounts) – registration required (see below)
- **E-mail** from: alert@umdnj.edu
- **Recorded Message: 1-888-MY-UMDNJ** (1-888-698-6365)
- **UMDNJ Portal:** <http://my.umdnj.edu>
- **UMDNJ Website:** <http://www.umdnj.edu>
- **Alternate Website:** <http://www.umdnj.net>
- **Computer Network Pop-up Messages**
- **Voice mail**
- **Vehicle and Portable Public Address Systems**
- **NOAA All-Hazards Weather Radios**
- **2-way Radios**
- **Variable Message Boards**

■ Media Release/Press Conference

■ Radio and Television Stations

■ STATEWIDE/ALL CAMPUSES

NEWS 12 NEW JERSEY (Cable News)
WKXW 101.5 FM (NJ 101.5)
WBUD-1260 AM

■ CENTRAL NEW JERSEY

WCTC-1450 AM
WMGQ-98.3 FM

■ NORTHERN NEW JERSEY

WCBS-880 AM
WOR-710 AM

■ SOUTHERN NEW JERSEY

KYW-1060 AM (Code: 615)
WBSS-97.3 FM

■ Campus-Specific Emergency Information Numbers

■ Newark/Scotch Plains - all Units
except University Hospital

973-972-4300

■ Newark - University Hospital

973-972-0000

■ Piscataway/New Brunswick/Somerset

732-235-4636

■ Camden

856-757-9771

■ Stratford

856-566-6187

■ Other Campus-, Facility-, and School-Specific Means

To Register for the University's Text Messaging Alert System:

- Log on to the UMDNJ Portal (<http://my.umdnj.edu>); locate the *University-wide Toolbox* and click on the “Emergency Notification Registration” link.
- Enter the required information. Complete all blocks of the form for all the devices which you select for emergency notifications.
- Click on “Submit Information” and you should receive a test message.



IMPORTANT TELEPHONE NUMBERS

	Newark	Scotch Plains	Piscataway New Brunswick Somerset	Stratford Camden
Public Safety - EMERGENCY	973-972-4490 or 222 2-4490 or 222	9-1-1	732-235-4000 5-4000 Somerset: 9-1-1	856-757-7777 7-7777
Off-Campus - EMERGENCY	9-1-1	9-1-1	9-1-1	9-1-1
Public Safety Non-Emergency	973-972-4491	908-889-2485	732-235-9365	856-757-7725
Emergency Management & Occupational Health & Safety (EMOHS)	973-972-6144	973-972-6144	973-972-6144	973-972-6144
Environmental & Occupational Health & Safety Services (EOHSS)	973-972-4812	908-889-2486	732-235-4058	856-566-6189
Radiation Safety	973-972-5305	973-972-5305	REHS - Radiation Safety 732-445-2550	Stratford: 856-566-6189 Camden: 856-342-2723 or 609-319-1608 (cell)
Physical Plant	973-972-5400	908-889-2489	Piscataway: 732-235-4663 New Brunswick: 732-235-6210	856-566-6032
Environmental Services	973-972-5400	908-889-2495	Piscataway: 732-235-4213 New Brunswick: 732-235-6220	856-566-6028
Employee Health	Occupational Medicine Services 973-972-2900	Occupational Medicine Services 973-972-2900	Employee Health Services 732-445-0123 ext. 600	Stratford Student/Employee Health 856-566-6825
Student Health	Student Health & Wellness Center 973-972-8219	Student Health & Wellness Center 973-972-8219	Student Health 732-235-5160	Stratford: Stratford Student/ Employee Health: 856-566-6825 Camden: Cooper Hospital Internal Medicine Clinic: 856-342-2434
Risk & Claims Management	973-972-6277	973-972-6277	973-972-6277	973-972-6277
Information Services & Technologies (IST)	732-743-3200	732-743-3200	732-743-3200	732-743-3200

IMPORTANT NUMBERS

Name	Title/Position	Contact Telephone Numbers			
		Work	Cell	Home	Other (specify)

OTHER IMPORTANT INFORMATION



UMDNJ



EMOHS

OEM **EOHSS** **ORSS**

Emergency Management & Occupational Health & Safety

O E M

The UMDNJ Office of Emergency Management and Occupational Health and Safety is a unit with the University's Central Administration, responsible for enterprise-wide development and implementation of emergency preparedness initiatives, coordination of resources during disasters and other incidents, and the overall health and safety of the University community.

An emergency is a serious situation or occurrence that happens or has the potential to happen unexpectedly and demands immediate action. Our mission is to promote the University's comprehensive disaster awareness, prevention, mitigation, planning, response, and recovery programs. We help protect the lives and property of students, faculty, staff, patients, and visitors of UMDNJ, and facilitate the restoration of vital functions of the University to full working capacity immediately following an event.

The Office of Emergency Management operation provides for the formulation, development, maintenance, and updating of a University-wide, campus-based comprehensive all-hazard Emergency Operations Plan (EOP) and all associated policies, which collectively establish coordinated prevention, mitigation, preparedness, response, and recovery efforts for any disaster that may impact or threaten UMDNJ. In addition, the parallel function of Business Continuity Planning (BCP), also known as Continuity of Operations (COOP) planning, is coordinated by this office.

E M O H S

The Office of Emergency Management and Occupational Health and Safety (EMOHS) has been charged with ensuring that the University is prepared to handle disasters and emergencies, as well as provide comprehensive safety and response programs and compliance with applicable laws, regulations, orders, and best practices related to Emergency Management, Radiation Safety, and Environmental and Occupational Health and Safety.

For more information, please visit:

<http://ready.umdnj.edu>

E O H S S

The Department of Environmental and Occupational Health and Safety Services (EOHSS), created in 1991, provides leadership and strategic vision to promote a culture of health and safety excellence and environmental stewardship within the UMDNJ working, learning, and health care environment. The experienced, professional staff members of EOHSS monitor compliance with applicable health, safety, and environmental regulations and serve as a resource for the University community. EOHSS has a strong presence on all of UMDNJ's campuses. EOHSS staff members are on-call 24/7/365 for chemical spills and other hazardous material incidents, air quality issues and fires. These professionals are internal emergency responders for campus-based incidents.

EOHSS develops and implements fire safety programs and coordinates scheduled exit drills for all University buildings. The department coordinates the hazardous (chemical) waste management program and provides oversight of environmental permitting, including the Clean Air and Clean Water Acts, and underground storage tank regulations. In addition, EOHSS coordinates the Select Agent Program, as well as the Pathogen Registry and Recombinant DNA Program – providing safety and security oversight to these important University endeavors. EOHSS conducts annual laboratory safety and chemical hood audits and provides a comprehensive laboratory safety program including a review of laboratory and animal research protocols involving extremely hazardous chemicals and safe use of laboratory equipment. The department certifies researcher compliance with Environmental Requirements for Department of Defense Grant Applications, and also coordinates the development of laboratory safety design standards.

Department staff members conduct annual audits and assist clinical departments to ensure compliance with national standards such as Safe Medical Devices, Tuberculosis/Respiratory Protection, and Bloodborne Pathogens. Ergonomic assessments are conducted for a wide variety of workstations; the department reviews proposed furniture for new facilities to ensure that it meets ergonomic standards. Also, EOHSS personnel respond to and assess indoor air quality complaints. The department conducts safety assessments and provides training to ensure compliance for service departments, print shops, and other areas. Classroom sessions for faculty, employees, and students, on a wide variety of topics, are designed and provided to help ensure compliance with applicable standards. Online training modules are also available for Clinical Safety, Laboratory Bloodborne Pathogens/ Biosafety, General Laboratory Safety and Respiratory Protection for Clinicians.

O R S S

The Office of Radiation Safety Services (ORSS) maintains the largest radiation safety program in New Jersey. ORSS handles the radiation safety program for the Newark and Stratford Campuses; radiation safety programs for the other campuses are handled through outside contractors. The ORSS program is aimed at preserving the radiological health and welfare of University personnel and the general public, as well as to ensure compliance with Federal (Nuclear Regulatory Commission) and State (Department of Environmental Protection) regulations and policies. ORSS ensures the safe handling and use of radioactive materials and radiation producing equipment for research, diagnostic, and therapeutic purposes. ORSS develops, documents, and implements a radiation protection program commensurate with the scope and extent of licensed activities. It uses, to the extent practicable, procedures and controls based upon sound radiation protection principles to achieve occupational doses to members of the public that are ALARA (As Low As Reasonably Achievable). ORSS issues personal monitors in order to assess the exposure to all individuals who may potentially be exposed to radioactive materials and/or x-rays.

ORSS maintains a centralized program for the receipt and inspection of radioactive material shipments; the office also manages a program for the processing, packaging and disposal of radioactive waste and an intense waste reduction program. ORSS conducts bioanalysis testing, and calibrates all liquid scintillation counters, gamma counters, and dose calibrators. ORSS provides radiation safety orientation training to all incoming investigators, new employees, and students who may come into contact with radiation or radiation producing equipment. Refresher training is offered annually to update University personnel on the various changes in the State and Federal regulations. In order to evaluate the effectiveness of the radiation safety program, ORSS performs routine inspections and surveys of licensed users and radioactive material locations. Additionally, ORSS investigates all incidents involving radioactive material or radiation producing equipment including unauthorized removal, and/or theft, spills, accidental releases, unauthorized receipt, or misadministration.

Published: August 2008

This guide was partially supported by a grant from the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, Grant No. T01HP01407