



Pillar College Annual Security Report

2016

The Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Although we are not a residential institution and we have no on-campus housing, we believe it is important to comply with the requirements of The Clery Act so that an accounting of crime on the Pillar College campus is shared with current and prospective students.

The majority of our operations are in one building where we have a formal reception desk. We do not employ security personnel. If a crime happens to you or you're a witness, immediately go to a safe place and call 9-1-1. Don't let reporting a crime or an emergency be an afterthought. Stay on the line and be as accurate as possible, tell the dispatcher exactly what has happened. Reporting of any crimes is taken with the utmost concern for confidentiality and privacy.

Pillar College has established procedures for making timely warning reports to the campus community of incidents that pose a potential threat to students and other members of the college community. In these situations, the Emergency Response Team will decide whether to disclose the incident through a public notice to the community or an emergency notification system.

The College has established an emergency notification system that will alert the college community of any threat and the severity related to the threat. If a situation arises in which the campus community may be at special risk due to a crime incident or possible threat, the Executive Vice President or his or her designee will notify the public via electronic means as quickly as possible.

Statistics are maintained concerning occurrences on campus, in or on non-campus buildings or property in the immediate area. Please see below for the most recent data regarding the following criminal offenses reported to campus authorities or local police agencies in the previous calendar year.

Newark Campus

<u>Criminal offenses*</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
1. Murder/non-negligent manslaughter	None	None	None
2. Negligent manslaughter	None	None	None
3. Forcible sex offenses	None	None	None
4. Non-forcible sex offenses	None	None	None
5. Robbery	None	None	None
6. Aggravated assault	None	None	None
7. Burglary	1	1	None
8. Motor Vehicle theft	None	None	None
9. Arson	None	None	None
10. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violation, and illegal weapons possession	None	None	None

Somerset Campus

<u>Criminal offenses*</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
1. Murder/non-negligent manslaughter	None	None	None
2. Negligent manslaughter	None	None	None
3. Forcible sex offenses	None	None	None
4. Non-forcible sex offenses	None	None	None
5. Robbery	None	None	None
6. Aggravated assault	None	None	None
7. Burglary	None	None	None
8. Motor Vehicle theft	None	None	None
9. Arson	None	None	None
10. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violation, and illegal weapons possession	None	None	None

* Statistics reported by local campus authorities only. Crime statistics were requested but not provided by local authorities as of October 1, 2016.

Keeping Pillar College a Safe Place

The cooperation and involvement of all members of the Pillar College community is essential in promoting safety. Students, faculty, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. An individual’s awareness of environment and surroundings is the best place to start.

- Report any suspicious-looking individuals that you believe do not belong Pillar College facilities to the nearest College representative.
- Do not leave valuable items in your car, including personal items and school-related materials such as textbooks.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary, and certainly do not advertise what you have.
- Keep your purse, backpack, and other personal belongings close to your body.
- Mark personal items that you bring on campus, including textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon to the College.
 - The carrying of weapons on campus or at College-sanctioned events is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.

- If you feel that you are in imminent danger, call 9-1-1. To report non-emergency issues that make you feel unsafe or threatened, call the College Safety Line at 973-803-5000, ext. SAFE (7233).
- Notify the College using the College Safety Line if you have a protective order issued against an individual that cites Pillar College as a protected location.

CARE Team

The CARE Team (Campus Assessment, Response, Evaluation) is a group of College administrators that serves as a clearing house for individuals to report concerning student interactions and/or behavior. The group reviews reports to carefully determine:

- If intervention is necessary
- Appropriate course of action
- Any necessary follow-up

The purpose of the CARE Team is to identify students of concern and increase the probability that they receive the needed care and resources to strengthen retention and student success and minimize the risk of campus disruption or danger.

How to Report Crimes and Safety Related Incidents

In case of any emergency, dial 9-1-1 (9-9-1-1 from any on-campus telephone) for local emergency personnel. For non-emergencies, report your concern by calling the PC Safety Line. To make a report in person at the Newark campus, see the receptionist on the 7th floor. To make a report in person at the Somerset site, see the Student Concierge.

When reporting incidents to local authorities or College personnel, try to include the following information:

- Nature and severity of the incident.
- Timing of the incident
- Location of the incident
- Description of the suspects involved
- Injuries that have occurred
- Description of any weapons involved
- Description of any property involved

If you so choose, you may remain anonymous.

Other Considerations for Incident Reporting

All members of the Pillar College community are encouraged to report all criminal activity in an accurate and prompt manner. The delay of reporting crimes can impede emergency intervention or the investigative process. Prompt and accurate reporting helps Pillar College to be a safer place.

Voluntary Confidentiality

Pillar College allows the victims or witnesses to report crimes on a voluntary confidential basis. The report of criminal activity may be anonymous and the person reporting the crime may request confidentiality. If substantiated, the crime will be included in the crime statistics.

Release of Disciplinary Proceedings of Perpetrators for Violent Crimes and Sex Offenses

Upon written request, Pillar College will disclose to the victim of a crime of violence, or a non-forcible sex offense, the outcomes of any disciplinary hearing conducted by Pillar College against the student-perpetrator. If the victim is deceased as a result of the crime or offense, Pillar College will provide the results of the disciplinary hearing to the victim's next of kin, as requested.

Timely warnings and emergency notifications

Pillar College Alert

Pillar College Alert is the Wireless Emergency Notification System for the Pillar College. It is used by Pillar College as a way to instantly reach mobile devices and e-mail when an urgent situation needs to be communicated. Pillar College Alert notifications.

How to Receive Pillar College Alert Notifications

Pillar College students, faculty, and staff can register by visiting the student portal at <https://www.mysconline.com/> and entering your mobile number and/or email address. You will receive a text confirming that you have opted into the alert system to receive emergency notifications. Your registration information is private and will not be shared.

Activating Pillar College Alert

In the event of a campus-wide emergency, such as violent crimes in progress or a fire, you should immediately contact local emergency authorities by dialing **9-1-1**. If possible, also alert the Pillar College CARE Team by calling the PC Safety Line (ext. SAFE or 7233).

Protocol and Communication for Crime Alerts (timely warnings)

The CARE Team will post a "crime alert," advising that there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus. The crime alert will be sent to mobile devices and email. In addition, these timely reports will be posted in visible and accessible areas on the campus, such as bulletin boards.

Additional Safety Related Policies

Building Security

The College's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public during normal business hours. However, after normal business hours, facilities are locked and not available for use by students or the public.

Working Partnerships with Local and State Law Enforcement

Pillar College advocates and supports a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. Campus personnel work closely with local authorities to assist with incidents that

may occur off-campus. Only local law enforcement agencies have the authority to make arrests at College facilities, campus personnel do not have this authority.

Missing Person Policies and Procedures

The investigation and resolution of missing person(s) cases are the responsibility of the law enforcement community. All missing person reports should be made to local emergency and local law enforcement agencies.

Maintaining a Drug and Alcohol Free College

Alcoholic beverages, illegal drugs, misuse of prescription medications, and firearms are not permitted on Pillar College premises, including rented classrooms and offices operated by Pillar College. Refusal to comply may result in dismissal from the College.

Students convicted of crimes involving illegal drugs may lose their eligibility to receive federal financial aid.

Drug and Alcohol Abuse Prevention Programs

Pillar College has developed relationships with community organizations which provide programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees, respectively. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. The extents to which these services are offered or made available vary depending on the institutional classification of the individual (i.e. faculty/staff or student).

Sexual Harassment

Sexual harassment is defined as unwelcome, gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in, or benefit from the College's educational program and/or activities. Sexual harassment can be carried out by a College employee, other students, as well as non-employee third parties. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender. **Examples of conduct that may be unlawful sexual harassment include:**

- The distribution or showing of emails, text messages, pictures, or electronic content of a sexual nature;
- Propositioning or pressuring an individual for sexual activity;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Touching of a sexual nature;
- Performing sexual gestures or touching oneself in front of others;
- Spreading sexual rumors or describing sexual experiences; and,
- Telling sexual jokes.

Sexual harassment falls under three categories: quid pro quo, hostile environment, and retaliatory harassment. Quid pro quo sexual harassment exists when there are: (1) unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and (2) submission to or rejection of such conduct results in adverse educational actions. An example of quid pro quo sexual harassment would be a faculty member lowering a student's grade for not submitting to sexual advances. Hostile environment sexual harassment exists when an individual creates a contentious environment that is sufficiently serious enough that it denies or limits a student's ability to participate in or benefit from the College's programs. The conduct does

not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment. Retaliatory harassment is an adverse action taken against an individual because of a person's participation in a complaint or investigation of discrimination or sexual misconduct. Any student who has been sexually harassed should immediately notify one of the College officials listed below in the Non-Confidential College reporting section.

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, including with bodily fluids, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. **Examples of sexual exploitation include, but are not limited to:**

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch a sexual experience)
- Engaging in voyeurism;
- Knowingly transmitting a Sexually Transmitted Disease/Infection or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Applicable Definitions

Consent is clear, knowing and voluntary by an individual of legal age. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances,

- including Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sexual activity, continued pressure beyond that point can be coercive.

Reporting Procedures

While Pillar College encourages reporting of rape and sexual assault, it is ultimately the student's decision whether to file a criminal and/or College complaint unless the student is a minor. Pillar College counselors, Pillar College Victim Advocate Liaison, chaplains, and administrative personnel will assist the student in contacting and reporting the incident to Campus Police and/or local police, if they so choose.

Criminal Complaint

1. File a police report through the appropriate local law enforcement agency.
2. See "Getting Help" below for additional guidance.

Getting Help

If you are raped or sexually assaulted:

- Go to a safe place.
- Notify the police immediately.
- Consider contacting a trusted individual for support.
- Preserve ALL physical evidence of the assault. Do not cleanse yourself in any way. Save all clothing from the time of the attack in separate paper bags. Do not clean anything. If rape drugs are suspected, and you are not jeopardizing your safety, try to obtain a sample of the drink.
- **Get emergency medical care ASAP.** Request a urine test if rape drugs are suspected.
- Write down as much as possible about the attack, including a description of the assailant.
- Consider talking with a counselor by reporting the incident to the CARE Team using the Pillar College Safety Line.

Confidential College Reporting

Students desiring confidentiality of the incident should report the incident using the Pillar College Safety Line. The College will refer the student to an appropriate counselor.

Students who are victims of sexual assault can have their academic accommodations changed by the institution when requested and reasonably available.

Non-Confidential College Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents. The College considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution

when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. To file a complaint against another student, contact the CARE Team using the Pillar College Safety Line.

To file a complaint against a Pillar College employee, contact one of the following:

- Executive Vice President
- Vice President for Public Affairs & Operations
- Vice President for Academic Affairs
- Vice President of Student Life
- Assistant Vice President of Academic Affairs

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- In all cases, the CARE Team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. If the sanction is appealed, the Vice President of Academic Affairs, or designee, will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

College Reporting Obligations

Federal Statistical Reporting Obligations

The College has a duty to report sexual misconduct for federal statistical reporting purposes under the Clery Act (34 CFR 668.46). **All personally identifiable information is kept confidential**, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporting obligations for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Family Educational Rights and Privacy Act (FERPA) Exemptions

The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under FERPA; however, the College observes the legal exceptions set forth below:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for an student who is found in violation of a College policy that is a “crime of violence” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College will release this information to the complainant in any of these offenses, regardless of the outcome.

This policy adaptation is derived from a copyrighted model policy developed by the National Center for Higher Education Risk Management (NCHERM.org). Unauthorized use without NCHERM consent is prohibited.

Sex-offender Registries

The states of New Jersey and New York each have a Sex Offender Registry which provides for the tracking of convicted sex offenders living or working in their states, as reported to the respective state. The national registry can be found at **www.nsopr.gov**

- New Jersey - www.nj.gov/njsp/info/reg_sexoffend.html
- New York - www.criminaljustice.ny.gov/nsor/

Pillar College encourages all students, faculty, and staff to review the sex-offender registry to become more aware of potential dangers in their area.



Pillar College Emergency Management Plan

October 2012

In the event of a campus emergency, check:

Phone: 800-234-9305, ext. 9

E-mail: any correspondence from emergency@pillar.edu

Web site: www.pillar.edu

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I. Introduction

This document outlines the Emergency Response Plan for Pillar College, detailing the college community response to various emergency situations. The plan is designed to operate in any type of emergency or disaster, whether natural or man-made, operational or technological.

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Pillar College’s resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or her/his designee may declare a state of emergency. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate emergencies of various types and magnitudes.

The purpose of the plan is to provide information that will prevent injury, save lives, and protect property during emergency events. **An effective response depends upon an informed campus community that is familiar with basic procedures and is able to respond to an emergency.** Emergency planning and response typically incorporates four phases. This plan is intended as a tool that can be utilized throughout any of the four phases.

1. **Mitigation phase** – Evaluate hazards and risks and provide for the development of risk mitigation, contingency and response plans. This should be done both at an institutional and departmental as well as a campus-wide level.
2. **Preparedness phase** – Identify and carry out actions that will increase emergency preparedness. This includes testing of alert and notification systems, training, public awareness efforts, and emergency exercises.
3. **Response phase** – Respond to events appropriately, as set out in the plan
4. **Recovery phase** – Follow necessary procedures to restore College functions to pre-event conditions.

These procedures apply to all Pillar College personnel, as well as all facilities and properties occupied by Pillar College.

Emergency Levels

Three levels of emergency/incident are recognized within the Plan.

Level 1 – A minor, localized incident confined to a single office, building, floor or laboratory that can be resolved with existing College resources or with limited outside help. Examples of this type of incident are water leaks, power outages, small chemical spills, minor accidents, etc. Major response procedures would not be activated for a Level 1 event.

Level 2 – Larger in scope and size, this is an event or emergency that disrupts a sizable portion of the campus community or affects a significant number of people. A Level 2 incident may require assistance from external organizations such as the Moorhead Fire Department, Moorhead Police Department, FM Ambulance or Clay County HazMat. These types of incidents may have the potential to escalate and have serious life safety and operational impact. Examples of this type of incident include: building fire, large scale/dangerous chemical spill, extensive power or utility outage, flooding, etc. The Emergency Response Plan may be fully or partially implemented as required.

Level 3 – This is a campus-wide event causing widespread damage and injuries, or has the immediate potential to cause widespread damage, injuries or loss of life. Normal College operations may be suspended. Level 3 incidents would require College-wide cooperation and extensive coordination with external organizations such as the local fire department, police department, Office of Emergency Management, etc. Examples of this type of incident include: tornadoes affecting campus or the immediate vicinity, severe flooding, terrorist activity, explosions or armed assailant(s) on campus. The Emergency Response Plan would be fully implemented.

II. Plan Overview

The simple and basic design of this plan is intended to be easily understood and incorporated by every member of the campus community. By becoming familiar with the plan, it is hoped that individuals and departments/offices on campus will have a degree of confidence and certainty in executing a quick, organized response to any level of incident. It is intended that College departments/offices may perform functions during an emergency related to those that they perform on a day-to-day basis. Each department/office should make sure that all individuals are familiar with departmental operating procedures as well as the procedures outlined in the plan. Implementation of the Emergency Response Plan seeks to ensure that the following priorities will occur:

Save Lives

Required Actions – Building evacuations, fire suppression, hazardous materials release response, lock downs, medical aid. Proper communication and notification and training will be necessary to accomplish these actions.

Protect College Property

Required Actions – Perform building and campus inspections, establish facilities security plans.

Restore Operations

Required Actions – Secure vital College records, reoccupy or relocate space, recover supplies, recover lost utility functioning.

Meet Community Needs

Required Actions – Provide available space to the campus community and to the community at large, fulfill mutual aid agreements, mobilize campus support to meet community emergency needs

This document contains overall organizational and operational concepts, summarizes the roles and responsibilities of departments, and provides details on the proper immediate response to specific incidents/emergencies. College departments play a key response role as outlined in the Critical Functions/Responsible Units section of the plan. Each member of the campus community should take responsibility to familiarize himself or herself with the plan.

III. Emergency Preparedness and Training

Training sufficient to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted annually under the direction of the Director of Security/Public Safety. This training will include work such as a table top exercise or other appropriate training. Preparedness and training for emergency media communications procedures will be conducted under the Director of Communications.

IV. Incident Management

All emergencies will be managed using a structure based on the National Inter-Agency Incident Management System's (NIMS) Incident Command System (ICS). ICS should be used on every Level 2 or Level 3 incident. It provides a common framework under which different agencies can function effectively during an emergency. ICS operates under the direction of one Incident Commander.

V. Command and Control

A. Policy Directors

The Policy Directors shall determine all campus-wide policy matters as they relate to the campus emergency or disaster. All decisions, which reference campus evacuations, campus closure or restrictions, postponements and resumptions, and special circumstance personnel policies, are the responsibility of the Policy Directors in consultation with the Emergency Response Team members. Policy Directors shall maintain liaison with the College's Board of Trustees.

The Policy Directors shall be comprised of the following individuals:

1. President
2. Vice President for Academic Affairs
3. Executive Vice President
4. Vice President for Operations and Public Affairs
5. Vice President of Strategic Initiatives

B. Emergency Response Team (ERT)

The Emergency Response Team (ERT) shall serve in a direct support capacity to the Policy Directors. The Emergency Response Team (ERT) shall include, but is not limited to the following individuals:

1. Executive Vice President
2. Vice President of Academic Affairs
3. Vice President for Operations and Public Affairs
4. Vice President of Strategic Initiatives
5. Assistant Dean and Registrar
6. Assistant Vice President of Finance
7. Webmaster and IT Liaison

VI. Command Personnel

1. Incident Commander – Manages the incident and develops strategic decisions. There must be an IC at every incident.
2. Safety Officer – Ensures safe working conditions for personnel. Notifies the IC of unsafe conditions.
3. Communications Officer – Makes provision for equipment and support for telephone, e-mail, radio, cellular phone, messenger services and other means of communications during the major emergency or disaster situation. Coordinates provision of communications services during a disaster situation including appropriate links with off-campus responders.
4. Public Information Officer - Releases accurate and timely information concerning the incident to the media. Controls the location of media personnel. Helps the public understand the incident and provides estimates for incident duration.
5. Operations Officer – Directs the prime tactical activities. In small incidents the IC may manage the operations section. In larger incidents, the IC will appoint an operations chief to oversee the operations section.
6. Planning Officer – Responsible for the collection, evaluation, dissemination, and use of information about the incident, and also monitors the status of resources used or needed.
7. Logistics Officer – Provides services, facilities and material for the incident.
8. Finance Officer – Responsible for tracking all incident costs and evaluating financial considerations of the incident.

VII. Emergency Response Team (ERT) Duties and Responsibilities

The Emergency Response Team will assist in the implementation of the strategies developed to mitigate the effects of the emergency or disaster. Since Pillar College operates in leased facilities within multitenant buildings, building management and security personnel are an integral part of our response team and plans. This plan assumes notification of and coordination with appropriate building personnel. The following list of functions to be undertaken by the internal staff members of the College Emergency Response Team. It is not intended to be all encompassing. If an office/department is cited as involved, and its director is not available, appropriate designated staff should assume the responsibilities outlined below. This should be used as a checklist during the response and recovery phase of an event as well as a planning tool during mitigation and preparedness phases.

Executive Vice President

- A. The Executive Vice President shall normally serve as IC and is responsible for the overall coordination of the College's emergency response:
- B. Determines the type and magnitude of the emergency.
- C. Establishes the appropriate emergency command post.
- D. Initiates immediate contact with Pillar College's President or designee.
- E. Notifies and utilizes College and appropriate building safety and security personnel, outside law enforcement agency assistance, and/or other available resources in order to maintain safety and order.
- F. Notifies the members of the ERT and advises them of the nature of the emergency.
- G. Notifies and conducts liaison activities with outside organizations such as law enforcement, fire department, and disaster and emergency services personnel.
- H. Ensures that appropriate notification is made to off-campus staff when necessary.
- I. Performs other related duties as may be directed by the nature of the emergency.
- J. Acts as Operations Officer if appropriate.
- K. Prepares and submits a report to the President appraising the final outcome of the emergency.

Vice President of Public Affairs and Operations

The Vice President of Public Affairs and Operations shall normally serve as Public Information Officer and the Logistics Officer. As Logistics Officer:

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting as required.
- E. Surveys habitable space and relocates essential services and functions.
- F. Provides portable emergency generators and fuel supply during actual emergency or disaster periods.
- G. Provides for storage of vital record at an alternate site.

As Public Information Officer, his/her responsibility is to ensure all departments and appropriate staffs are informed of the proper media procedures. He/she will serve as the chief spokesperson for the College and/or will prepare talking points for other designated College officials who may engage with the media/public. This will be critical to successful implementation of the Plan in the event of an emergency. Effective response will also depend on the following:

- A. Develops timely responses to media requests.
- B. Effectively utilizes available resources, both internal and external.
- C. Clearly defines the roles and responsibilities of individual staff members and departments.
- D. Responds to media inquiries and schedules news conferences as necessary and appropriate.
- E. Carefully plans communications with all interested parties.

Assistant Dean and Registrar

The Assistant Dean and Registrar shall normally serve in the area of Planning.

- A. Assists in the dissemination of all information and directives intended for the student population.
- B. Contacts counseling/mental health professional when appropriate to provide necessary counseling during and after emergency.

Webmaster and IT Liaison

The Webmaster and IT Liaison shall serve in the area of Communications Officer.

- A. Coordinate the resources and expertise necessary to maintain or establish telephone and or/emergency communications services.
- B. Provides for the security and protection of computer and information systems.
- C. Provides for temporary computer and information services which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services and accounting.

Vice President of Strategic Initiatives

The Vice President of Strategic Initiatives shall serve as the Safety Officer.

- A. Coordinates with other ERT members as necessary.
- B. Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to minimize the potential for injury to rescue and clean-up personnel. In addition, these efforts will lessen the opportunity for further injury to possible victims.
- C. Coordinates rescue and clean-up operations to conform to applicable safety, health and environmental regulations.
- D. Coordinates with appropriate authorities and personnel to ensure the safe and successful clean-up and disposal of hazardous material.

Assistant Vice President of Finance

The Assistant Vice President of Finance shall serve as Finance Officer.

- A. Provides an accounting summary of financial impact of emergency response, clean-up, and recovery.
- B. Coordinates and supervises the activities of outside regulatory, investigative or insurance-related agencies.
- C. Contacts Pillar's legal counsel.
- D. Initiates the request for spending necessary for emergency operations.
- E. Coordinates all available funding provided for clean-up and recovery expenses.

VIII. Emergency Notification

The Pillar Emergency Notification System (ENS) is activated upon the direct order of the Executive Vice President. Once the ENS has been activated, the Executive Vice President will contact all ERT members and provide them with the instructions for reporting to the appropriate Emergency Operations Center. Depending on the origin and nature of a campus-wide (Level 2 or Level 3) emergency, the campus community will be alerted by one or more of the following methods:

- Phone: recorded updates will be available at 1-800-234-9305, ext. 9

- Emergency Alert Text Messaging (via CampusVue): Students, faculty and staff sign up for text messaging through CampusVue. In the event of a Level 2 or 3 emergencies, a text message notification will appear on cell phones that are registered in the system. To sign up, go to the student portal at www.pillar.edu.
- E-mail: Any correspondence from emergency@pillar.edu should be opened immediately. This address is reserved exclusively for emergency information.
- Web site- In the event of an ongoing campus emergency, regular updates will be provided on the following web site: www.pillar.edu. This will help ensure access to online emergency information, even if the College server is not operational.

IX. Emergency Operations Center (EOC)

The primary Emergency Operations Center is located in the Military Park Building in Newark, 20th floor conference room. The Campus Emergency Response Team will gather in this location, either in person or through other communication vehicles. The team will provide updated information and assistance to one another; deploy resources as necessary, and to coordinate responses to campus-wide emergencies. If the Military Park Operations Center is not available to be used, the Somerset site at 600 Apgar Rd. will serve as the alternate EOC site.

X. Declaration of State of Emergency

The authority to declare a campus State of Emergency rests with the Pillar College President or his/her designee as follows:

During the period of any Level 2 or Level 3 campus major emergency, the Incident Commander shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When they consider a situation to be a Level 2 or Level 3 emergency, the Incident Commander advises the President to declare a campus State of Emergency.

State of Emergency

A campus State of Emergency means:

- Only registered students (if classes are in session), current faculty and staff are authorized to be on campus. Visitors and guests will be asked to leave as safety permits.
- The President may dismiss employees, or may declare the campus closed in advance of the normal opening of the workday. Wage compensation will be adjusted according to contractual agreements.
- Only faculty or staff members with emergency response duties will be allowed to enter the immediate emergency site.
- Employees with emergency response duties will be asked to report to campus, or remain on campus, to fulfill responsibilities. Accommodations and meals will be provided to emergency personnel if necessary.

Sample Announcement

By the use of the following statement guideline, and at the recommendation of the Emergency Response Team, the College president may declare a state of emergency:

“Because of _____ I am declaring a state of emergency for Pillar College. I am also invoking the Campus Emergency Management Plan, and pressing into service the Emergency Response Team to start appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain the integrity of our campus facilities. During this emergency, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present in Pillar College facilities. Those who cannot present proper identification (College ID or employee registration) showing their legitimate business will be escorted from the facilities, or be subject to arrest. In the event of an on campus disaster site, only those faculty and staff members who have been assigned specific emergency duties will be allowed to enter the immediate disaster site. All media access and communications to the public will be through our Vice President of Public Affairs and Operations. Any media inquiries will be directed to that office. Information flow to our College constituents will be through Pillar College email, the emergency text notification system, and www.pillar.edu. This declaration will last until further notice by the Office of the President.”

XI. General Response Procedures

While these procedures may not be appropriate in every emergency situation, they provide guidelines to follow and may be modified according to circumstances.

All emergencies on Pillar’s campus shall be reported to:

- A. 911 (or 9-911 from Pillar College landlines)
- B. Military Park Building Security at 973-642-7060
- C. Pillar College Operator at 973-803-5000

Until outside assistance arrives, the acting senior administrator shall have the responsibility to initiate the following chronology of events:

- A. Assure Human Safety
 - a. Emergency, Pillar College, and/or Military Park building security personnel shall be dispatched to the scene to confirm the emergency or disaster conditions.
 - b. The acting senior administrator shall request the appropriate assistance from fire department or emergency services personnel to assure human safety.
 - c. The acting senior administrator will immediately contact the Executive Vice President or the next highest-ranking member of the Emergency Response Team.
 - d. The Executive Vice President or a designated member of the ERT shall immediately contact at least one of the Policy Directors in the following order:
 - i. President
 - ii. Executive Vice President
 - iii. Vice President of Public Affairs and Operations
 - iv. Vice President for Academic Affairs
 - v. Vice President of Strategic Initiatives
 - vi. Assistant Vice President of Finance
 - vii. Assistant Dean and Registrar

- e. In consultation with the Policy Directors and ERT members contacted, the Incident Commander will assign one of the following Emergency Status with respect to the campus conditions and status of the College and in turn shall activate the Emergency Notification System (ENS).
 - i. NORMAL CAMPUS CONDITION – ENS not activated.
 - ii. LEVEL 1 Emergency – ENS may be activated. ERT members may not meet as a group but will be apprised of conditions. An Emergency Operations Center may be established.
 - iii. LEVEL 2 Emergency – ENS will be activated. ERT members will report as directed by the Incident Commander. An Emergency Operations Center will be established in the location determined by the Incident commander.
 - iv. LEVEL 3 Disaster – ENS will be activated. All ERT members will report to the Emergency Operations Center. ERT members should report, bringing appropriate emergency items as needed for an extended period of time.
 - f. Before 911 or security personnel arrive, assure safety of people in building if possible. Coordinate evacuation if situation is life threatening.
- B. Minimize Damage to Facility
- a. Under supervision of 911 or Building Security personnel, contact the Vice President of Public Affairs and Operations.
 - b. Remove valuable records and equipment, if you are able to do so safely.
- C. Coordinate Communications
- a. After notification from Incident Commander, the Director of Marketing prepares internal and external statements.
 - b. The Vice President of Public Affairs and Operations contacts external media to alert the community about the emergency situation as appropriate.
 - c. The Vice President of Public Affairs and Operations coordinates notices to students, faculty, staff, and their families with the appropriate department/office. For students; Assistant Dean and Registrar; for employees: Executive Vice President.
 - d. Emergency Response Team engages in debriefing, post-crisis review.
- D. Minimize Legal and Financial Risks
- a. The Assistant Vice President of Finance contacts College legal counsel and appropriate insurance companies to establish procedures to archive all activities and expenditures associated with the emergency.

XII. Evacuation Procedures

- A. Building Evacuations
- Evacuation Coordinators. The primary role of Evacuation Coordinators is to assist in building evacuations and account for people. They are familiar with evacuation routes in their building and have received training in evacuation and basic emergency procedures.

- a. Building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by 911 personnel, or emergency evacuation coordinators.
 - b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
 - c. Assist others in exiting the building, especially people with physical challenges. If elevators exist in a building, they are reserved for people with physical challenges. OTHERWISE, DO NOT USE THE ELEVATORS IN THE EVENT OF FIRE.
 - d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
 - e. DO NOT return to an evacuated building unless told to do so by 911 personnel or emergency coordinators.
- B. Campus Evacuation
- a. Evacuation of all or part of the campus grounds will be announced by the emergency director, emergency coordinator, 911 personnel, or emergency coordinators.
 - b. Everyone must immediately leave the area of campus in question.
- C. Relocation of People with Physical Challenges
- a. In the event of an emergency, people with physical challenges should observe the following procedures:
 - i. Move towards an exit.
 - ii. As a first choice, use the building elevator, BUT NEVER IN THE EVENT OF A FIRE.
 - iii. If assistance is not immediately available, stay in the exit corridor or the stairway landing. Call for help until rescued. People who cannot speak loudly should carry a whistle or have another way of attracting the attention of others.
 - 1. 911 personnel, Military Park Building personnel, or emergency coordinators, will first check exit corridors and exit stairwells for trapped persons.
 - 2. Faculty and staff with physical challenges should notify their department of their schedules.

NOTE: It is suggested that people with physical challenges prepare ahead of time for an emergency by instructing faculty, staff or classmates on how to provide assistance in an emergency.

XIII. Reporting Emergencies

Call 911 (cell phones) or 9-911 (campus landline phones) followed by Military Park Building Security (973-642-7060)

Stay calm. Stay on the line until you are told to hang up. Be prepared to provide the dispatcher the following information:

- 1. Type of emergency
- 2. Location of the emergency
- 3. Types of injuries, if any
- 4. Number of people involved (victims and suspects)

5. Your name
6. The phone number of the phone you are using and your cell phone number

XIV. Testing

In order to adapt to changing campus requirements and to ensure continuous improvement of the Pillar College Emergency Operation Plan, testing and review will be done as follows:

1. Emergency notification and evacuation procedures will be tested semi-annually during times of both peak and non-peak campus usage.
2. The Policy Directors will review the Emergency Operation Plan as needed and at minimum on an annual basis.

XV. Mental Health

Students and Employees alike may experience mental health challenges. Some individuals will need professional assistance and much of the initial mental health crisis response involves two primary goals which include normalizing feelings and helping victims find effective ways of coping with their ongoing stress. Individuals need to be reassured that the strange and upsetting feelings that they may be experiencing after a trauma are normal and that a wide array of feelings are often experienced.

Typical responses to crisis include the following:

- Fatigue
- Being easily startled or hyper-vigilance
- Headaches, sweating, gastro-intestinal problems, or problems with sleep or appetite
- Feelings can become intense and sometimes unpredictable
- Typical reactions may include feelings of irritability, anger, fear, guilt, anxiety, feeling like you are numb or not part of the world, and helplessness or hopelessness
- Problems with concentration, organization, missing classes, or memory problems
- Social isolation, blaming, inability to experience pleasure or outbursts of anger

It is important to recognize that there is not one “normal” pattern of reaction to the extreme stress of a traumatic event and your emotions as well as your body can react in ways that are confusing due to the mind/body connection.

All non-emergency mental health concerns should be reported to the Director of Student Life (973-803-5000, ext. 2004). If the Director of Student Life determines that some psychological aid is necessary, he/she will work with the Richard Hall Community Mental Health Center to solicit necessary counseling or other psychological needs.

Response Guide

I. Introduction

This guide was developed by the Pillar College Emergency Response Team. It provides vital information concerning emergency response practices and procedures at Pillar College. All members of the campus community should familiarize themselves with the contents of this document and keep it easily accessible at all times.

II. Reporting an Emergency

All campus emergencies should be reported to

- a. 911 (or 9-911 from Pillar College landlines)
- b. Military Park Building Security at 973-642-7060
- c. Pillar College Operator at 973-803-5000

III. Chemical Spills

- a. Chemical spills, which do not pose an obvious threat:
 - i. Attempt to confine the spill IF you have been trained and it is safe to do so. If you have contact with the spilled material, remove contaminated clothing immediately and flush all affected areas of the body affected with large amounts of water for at least 15 minutes. Get away from the spill area to fresh air.
 - ii. Notify Military Park Building Security and report the following:
 1. Floor and room number
 2. Type of accident
 3. Chemicals and quantities involved
- b. Chemical spills, which pose an obvious threat:
 - i. Notify 911 on cell phones, or 9-911 on campus landline phones, Military Park Building Security and the Pillar College Operator and report the following:
 1. Floor and room number
 2. Type of accident
 3. Chemicals and quantities involved
 - ii. See Evacuation Procedures.

IV. Criminal Activity

- a. All Acts of Violence

After first making sure that you are safe, call 911 (cell phone) or 9-911 (campus landline) immediately. Be prepared to provide the following information:

 - i. Location of the incident

- ii. Location of any victims
- iii. Number of suspects involved
- iv. Description of suspects—sex, race, height, weight, hair color, age, clothing
- v. Direction of travel of suspects and how they fled the scene—on foot or in a vehicle
- vi. Vehicle description—car, pick-up, SUV, make, model, color, license plate number
- vii. Types of weapons used
- viii. Your name, current location and telephone number

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

b. Acts of Violence - Sexual Assault

After first making sure that you are safe, call 911 (cell phone) or 9-911 (campus landline) immediately. Be prepared to provide information as noted in the previous section on All Acts of Violence. In addition:

- i. Get medical treatment promptly.
- ii. Do not shower or change clothing – important physical evidence can be gathered after an assault.
- iii. Seek support and counseling by calling the Director of Student Life at 973-803-5000, ext. 2004.

c. Bomb/Biological/Chemical Threats

If the threat is contained in a written message, do not throw it away. Keep the message and any envelopes, and call someone. Limit handling of the message and envelope. Keep track of the following information:

- i. To whom in particular, if anyone, was the message sent?
- ii. How was the message sent (campus mail, U.S. mail, e-mail)?
- iii. Have previous threats been made?
- iv. If the threat is made by e-mail, do not delete the message — leave it open.
- v. Read the e-mail threat to determine if you are in immediate danger. Notify 911 on cell phones, or 9-911 on campus landline phones, Military Park Building Security and the Pillar College Operator. Follow police and emergency coordinator instructions.

If the threat is received by telephone, remain calm and try to get as much information as possible about the threat and the caller. Do not hang up the phone. Ask someone else to call 911 (cell phones) or 9-911 (campus landline phones) and Military Park Building Security or have someone else make the emergency calls while you remain on the line with the person calling in the threat. Keep track of the following information:

- i. Date and time of call
- ii. Time and location where the incident will occur (name of building, location in the building, location on campus grounds).
- iii. What type of bomb, biological agent or chemical will be used?

- iv. What is the reason for the threat?
- v. Who is the target?
- vi. Who is responsible for the threat?
- vii. Who is the caller—sex, estimated age, emotional state (excited, calm, upset, etc.)?
- viii. Did the caller have a particular accent, voice pattern or unusual/distinct word usage?
- ix. Did you hear any background noises (music, traffic, trains, voices, etc.)?

d. Suspicious Items/Packages

Report any suspicious items/packages to 911 (cell phones) or 9-911 (campus landline phones) and Military Park Building Security from another location. Do not use cell phones or two way radios near the item/package. Tell others to stay away from the item or package. Do not investigate or touch the item/package.

e. Hostile Person/Hostage Situation (Inside building)

If a person in a campus building is posing a threat of or is causing serious bodily harm, get away or seek cover immediately and call 911 (cell phones) or 9-911 (campus landline phones) and Military Park Building Security.

- i. Consider if you would be safer by staying in the building or leaving the area.
- ii. Do not activate the fire alarms to evacuate the building. People attempting to evacuate may be put in harm's way.
- iii. Look for all possible exits if it becomes necessary to leave.
- iv. Go into a classroom, dorm room or office and lock the door.
- v. Stay low, away from windows, and barricade the doors if possible.
- vi. Students and staff should not attempt to leave the building until told to do so by security or police personnel—unless it is clear that you are in more danger by staying in the building.

f. Hostile Person/Hostage Situation (On Campus Grounds)

If a person is posing a threat of or is causing serious bodily harm on the campus grounds, act as follows:

- i. Consider if you would be safer by staying in place or by leaving the area.
- ii. Get away from the threat as soon as possible
- iii. When you get away from the area, call 911 (cell phones) or 9-911 (campus landline phones) and Military Park Building Security and warn others not to go near the area.
- iv. If you decide it is too dangerous to run from the person(s) and you must hide, try to find a spot where you are concealed and that offers protection.

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

g. Suspicious Person/ Illegal Activity

If you believe that a crime is being committed or that a person is acting suspiciously, trust your instincts and call 911 (cell phones) or 9-911 (campus landline phones) and Military Park Building Security. Report everything you observed about the crime or suspicious person including:

- i. Location of the suspected crime or person
- ii. What the person is doing
- iii. Description of the people involved
- iv. If you saw any weapons
- v. Vehicle description and license plate number
- vi. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

h. Acts of Terrorism

In March, 2002, the United States implemented the "Homeland Security Advisory System" to provide a comprehensive means to disseminate information regarding the risk of terrorist attacks. This system provides warnings in the form of a set of graduated "threat conditions" that increase as the risk of terrorist threat increases. Pillar College will respond as follows for each of the threat conditions:

Green (Low Risk)

- i. Maintain written emergency plans to address all hazards. Disseminate relevant information to campus community members.
- ii. Continue safe and common sense practices in daily routines.
- iii. Report suspicious circumstances and/or individuals using established guidelines.

Condition Blue (Guarded)

- i. Review all applicable emergency plans.
- ii. Assess mail handling procedures against intelligence with respect to current security threat level.
- iii. Report suspicious circumstances and/or individuals using established guidelines.

Condition Yellow (Elevated)

- i. Share pertinent information directly related to threat level with the *Emergency Response Team* (ERT).
- ii. Review campus Emergency Management Plan (this document). Review contingency and evacuation plans.
- iii. Meet with appropriate representatives of critical infrastructure facilities (Military Park Building Security, IT, etc.) to review contingency plans and/or implement increased security measures as appropriate.
- iv. Remind all employees to be suspicious and inquisitive and maintain heightened awareness of people, vehicles and activities.

- v. Advise personnel who handle mail and package delivery to remain vigilant and report any concerns or suspect items.

Condition Orange (High)

- i. Provide briefings as necessary to members of *Emergency Response Team* (ERT).
- ii. Ensure all members of *Emergency Response Team* (ERT) are available for service. Identify and/or notify alternate members if primary members are unavailable.
- iii. Communicate via e-mail with all members of the campus community regarding the increased threat level and advise them to take appropriate actions.
- iv. Identify any planned events where large attendance is anticipated. Consult with event organizers regarding emergency preparedness and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
- v. Report suspicious circumstances and/or individuals using established guidelines.

Condition Red (Severe)

- i. Implement appropriate portions of Emergency Preparedness Plan. Convene meetings of Emergency Response Team to determine level of campus response.
- ii. Activate campus Control Center as necessary.
- iii. Implement appropriate staffing plans (including staff recall) within departments and divisions that support the campus response (as outlined in Emergency Preparedness Plan).
- iv. Consider cancellation of classes and the release of employees not involved with response to the situation.
- v. Control access and implement positive identification checks of all personnel involved in the response. If necessary, issue/create temporary identification or access credentials.
- vi. Search all suitcases, briefcases, packages, etc. brought into critical facilities.

i. Civil Disturbances

Civil disturbances such as demonstrations, boycotts, sit-ins, strike/work stoppage, civil violence, and unrest constitute potentially dangerous situations and require that the following steps be taken:

- i. Classes may be cancelled to avoid commuter students from traveling through a declared danger zone in the community. If classes are in session, and a decision is made to cancel classes, commuter students already on campus will remain on campus in the class room or other specially designated facilities. Students will be directed to leave campus when civil authorities gain control of the situation and authorize movement on local streets.
- ii. All employees on campus will remain until the local emergency travel restrictions are lifted; employees who have not reported to the campus will be advised to remain home until notified to report to work.
- iii. Safety, security and emergency personnel assure that all remaining students and staff are safe, and facilities are secured.

j. Weapons

If you suspect that a person is carrying a weapon on campus, alert Military Park Building Security. Report the following information:

- i. Location of the person with the weapon
- ii. What the person is doing
- iii. Physical and clothing description of the person with the weapon
- iv. Type of weapon
- v. Vehicle description and license plate number
- vi. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

V. Fire

Familiarize yourself with the locations of fire extinguishers and all exits in your building.

If you see or smell smoke or fire, do the following:

- a. Call 911 (cell phones) or 9-911 (campus landline) and activate the building's fire alarms at a red pull station.
- b. Always assume that an emergency exists if fire alarms are sounded.
- c. Get out of the building. All rooms must be evacuated. Walk quickly to the nearest exit. Do not use elevators.
- d. Test doors to see if they are hot. If they are hot, the fire may be blocking your exit. Seal the crack under the door with clothing or towels, preferably wet.
- e. Open a door or window in the room and hang clothing, a sheet or a towel outside to attract the attention of emergency rescue personnel.
- f. If possible, wait for emergency personnel to come and get you.
- g. Shout at regular intervals to alert emergency personnel of your location.
- h. If smoke is present—stay close to the floor to avoid the smoke.
- k. Once outside, stay at least 500 feet from the building and out of the way of emergency personnel.

VI. Medical

a. Injury

If a person is seriously injured, call 911 (cell phones) or 9-911 (campus landline) and Military Park Building Security. Be prepared to provide the following information:

- i. Location of the injured person
- ii. Condition of the injured person—level of consciousness, breathing, blood loss, legal or illegal drug and alcohol use, type of injuries.
- iii. Name, address, phone number(s) of the injured person.

iv. Your name, address, phone number.

b. Pandemic and Infectious Disease (Pathogenic Micro-Organisms)

Pandemic influenza is a unique public health emergency that will likely occur with little warning. An influenza pandemic will likely occur in multiple waves. The effect of the initial wave on individual communities will be relatively prolonged (as long as six to eight weeks) when compared to the minutes-to-hours observed in most natural disasters. The next pandemic could have a devastating impact on the health and well being of the American public.

Pillar College with direction from local health officials will declare when it is time to activate plans for the pandemic phase. It is difficult to ascertain exactly what will happen during an influenza pandemic, so plans will need to be adapted to reflect circumstances and situations as they arise.

An outbreak of meningitis, hepatitis, salmonella, anthrax, botulism, plague, smallpox, or other health problem, could cause an epidemic. Students and staff should be aware of the following:

- i. Pillar Colleges response will follow the American College Health Association Guidelines (http://www.acha.org/Publications/Guidelines_WhitePapers.cfm) relating to infectious diseases.
- ii. The College will enlist the services of local health agencies to assist the Emergency Response Team (ERT).
- iii. The ERT will obtain as much information as possible, type of problem, where, and how many people are affected.
- iv. Community emergency response personnel will assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread (if communicable disease). The Incident Commander will notify the other team members.
- v. If quarantine is deemed necessary, the Incident Commander, under direction of Health Care officials, will secure the area, allowing only authorized personnel to enter.
- vi. The ERT will coordinate with outside agencies (immunization, and treatment of victims) to determine the next phase in the response plan, notify the families of affected students, and provide information to the remainder of the student body.
- vii. Students, faculty, and/or staff in need of counseling services following the emergency will be referred to the Director of Student Life as appropriate.

c. Suicide Attempt

If someone is threatening suicide, call 911 (cell phones) or 9-911 (campus landline) and Military Park Building Security. Be prepared to provide the following information:

- i. Location of the suicidal person.
- ii. Suicidal person's name, address, and phone number.
- iii. Your name, current location, address and phone number(s).
- iv. Your relationship to the suicidal person.
- v. What the suicidal person said or did to make you think she/he is suicidal.

- vi. Are you aware of the suicidal person's plan?
- vii. Does the suicidal person have any weapons?
- viii. Has the suicidal person threatened anyone?

Suicide prevention assistance is available from the Suicide Hotline 701-232-4357.

VII. Utility Failure

- a. Gas Leaks
 - i. Stop what you are doing and evacuate the area.
 - ii. Do not switch on any electrical equipment this could cause an explosion.
 - iii. Call 911 (cell phones) or 9-911 (campus building) and Military Park Building Security immediately.

- b. Plumbing problems/Flooding
 - i. Do not use any electrical equipment
 - ii. If the leak is a small plumbing problem, call Military Park Building Security for assistance.
 - iii. If a pipe has burst or rainfall is causing building flooding, call Military Park Building Security and vacate the area if necessary.

- c. Power Failure
 - i. Report power failures to Military Park Building Security
 - ii. Stay in your locations/seats for a little while and wait for the power to return.
 - iii. If the power does not return in a reasonable length of time (~ 10 minutes), evacuate the classroom or office. Hallways should be lit with emergency lighting. Evacuation should take advantage of available lighting.
 - iv. Caution others that there is no rush; they should take their time exiting the building. Emergency lighting should be functioning in the hallways and stairways but if for some reason it is not, move carefully..

VIII. Weather/Environmental

- a. Snow/Blizzard

Weather-related updates, including any announcements about cancelled classes or closing the campus can be checked by calling 800-234-9305, ext. 9. Information will also be posted on our main website (www.pillar.edu) and distributed through the text emergency alert system.

- b. Tornado

If the National Weather Service issues a tornado warning for the Newark or Somerset areas, the citywide Civil Defense Sirens will sound (These sirens are tested the first Wednesday of each month at 1 p.m.). If the sirens sound during the non-testing time:

- i. Go to the lowest level of the building you are in and stay away from windows and exterior doors.
 - ii. Monitor emergency weather statements and developments on a battery-operated radio since violent storms can often lead to power outages.
 - iii. If power remains available, monitor emergency weather radar statements on a radio, smart phone, TV or computer.
- c. Flooding
 - i. Remove belongings from the floor if possible.
 - ii. Small items of value may be taken with you if you must leave.
 - iii. Move to a higher floor.
 - iv. If sidewalks and streets are overcome with water, do not evacuate the building. Move to a higher floor.
- d. Hurricane, Earthquake, Radioactive Releases and Other Natural Disasters
 - i. All students/staff/faculty will be notified to evacuate the campus or move to designated secure locations without delay. This means to leave in an orderly fashion by any and all means possible.
 - ii. All employee personnel, except those with specific safety and security responsibilities, will be notified and required to evacuate the campus or move to designated secure locations as quickly and orderly as possible.
 - iii. The ERT will check to ensure that all offices and classrooms have been evacuated and secured (time permitting), and then leave the campus grounds without further delay.
 - iv. Students and employees will be advised to monitor the news media, the Pillar website, and Pillar College's information hotline (800-234-9305, ext. 9) to determine when it is safe to return to campus including WAWZ - 99.1 FM.
 - v. Notification to return to campus will be communicated only after the campus or the contaminated area(s) have been declared safe by the appropriate authorities.

IX. Mental Health

Students and Employees alike may experience mental health challenges. Some individuals will need professional assistance and much of the initial mental health crisis response involves two primary goals which include normalizing feelings and helping victims find effective ways of coping with their ongoing stress. Individuals need to be reassured that the strange and upsetting feelings that they may be experiencing after a trauma are normal and that a wide array of feelings are often experienced.

Typical responses to crisis include the following:

- Fatigue
- Being easily startled or hyper-vigilance
- Headaches, sweating, gastro-intestinal problems, or problems with sleep or appetite
- Feelings can become intense and sometimes unpredictable

- Typical reactions may include feelings or irritability, anger, fear, guilt, anxiety, feeling like you are numb or not part of the world, and helplessness or hopelessness
- Problems with concentration, organization, missing classes, or memory problems
- Social isolation, blaming, inability to experience pleasure or outbursts of anger

It is important to recognize that there is not one “normal” pattern of reaction to the extreme stress of a traumatic event and your emotions as well as your body can react in ways that are confusing due to the mind/body connection.

All non-emergency mental health concerns should be reported to the Director of Student Life (973-803-5000, ext. 2004). If the Director of Student Life determines that some psychological aid is necessary, he/she will work with the Richard Hall Community Mental Health Center to solicit necessary counseling or other psychological needs.

X. Procedures

a. Evacuation

911 personnel, Military Park Building Security or emergency coordinators may instruct you to evacuate or to remain in place depending on the type of emergency.

Evacuation procedures may vary depending on the nature of the emergency. Buildings will be evacuated when an alarm sounds or upon notification by emergency personnel. Be prepared to do the following:

- Activate the building’s alarm if emergency personnel tell you to do so, or if it is apparent that people will be harmed if they do not leave (i.e. fire).
- When the building evacuation alarm is sounded or when you are told to leave by emergency personnel, walk quickly to the nearest exit. Do not use elevators. Do not take time to shut down computers.
- Once outside, leave the immediate area.
- Do not return to the evacuated area until advised that it is safe to do so by emergency personnel.
- Be ready to assist people with physical challenges.

b. Securing Areas

Some emergencies may require that you take shelter inside buildings. Incidents such as a hostile person, severe weather or a hazardous material release are examples of times when you may be asked to stay in a specific area.

Military Park Building Security or law enforcement and emergency personnel will instruct you to evacuate or remain in place depending on the nature and context of the emergency.

If you are ordered to lock down an area:

- Stay in your office or classroom.
- Close windows and doors and stay away from them.

- iii. Lock doors if possible.
- iv. Turn off air-conditioning, ventilation and lighting if possible.
- v. Close window coverings.
- vi. Remain quiet and in place until notified by emergency personnel.
- vii. Silence phones and do not use them unless you are in contact with emergency personnel.
- viii. Barricade doors and take cover to protect yourself.