



# Pillar College Emergency Management Plan

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Revised 3/5/2020  
Revised 4/3/2020  
Revised 4/6/2020  
Revised 12/22/2020  
Revised 05/12/2022  
Revised 05/18/2022  
Revised 02/21/2024

**In the event of a campus emergency, check:**

**Phone: 800-234-9305, ext. 9**

**E-mail: any correspondence from [emergency@pillar.edu](mailto:emergency@pillar.edu)**

**Web site: [www.pillar.edu](http://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 Fire Department, Police Department, FM Ambulance or 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 tabletop 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. Executive Vice President
3. Vice President of Finance and Administration
4. Vice President of Strategic Alliances
5. Vice President of Academic Affairs and Student Engagement
6. Campus Director – Paterson

#### **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. Vice President of Finance and Administration
2. Vice President of Strategic Alliances
3. Campus Director – Paterson
4. Vice President of Academic Affairs and Student Engagement
5. Executive Vice President
6. Senior Director of Information Technology

## 7. Human Resources General Associate

### 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. Vice President of Finance and Administration – Directs the prime tactical activities. In small incidents the IC may manage the operations section. In larger incidents, the IC will appoint an operation 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.

#### Vice President of Strategic Alliances

- A. The VP Strategic Alliances 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. Prepares and submits a report to the President appraising the final outcome of the emergency.

### **Vice President of Finance and Administration**

The Vice President of Finance and Administration shall serve as 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.

### **Executive Vice President**

The Executive Vice President shall normally serve as Public Information Officer. 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.
- F. Work in concert with Human Resource General Associate and serve as a conduit for direct communication with the staff.

### **Vice President of Academic Affairs and Student Engagement**

The Vice President of Academic Affairs and Student Engagement 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.

### **Senior Director of IT**

The Senior Director of IT 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.

### **Campus Director - Paterson**

The Campus Director shall serve as the Safety Officer for the Paterson site.

- 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.

### **Vice President of Finance and Administration**

The Vice President of Finance and Administration and Administration 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.

### **Human Resource General Associate**

The Human Resource General Associate serves to monitor Covid cases, provides guidance, and assists in disseminating protocols to staff as it relates to Covid.

- A. Monitor covid count throughout the cities where our campuses are located.
- B. Conduct monthly announcements to all staff during staff meeting for covid updates and notices.
- C. Facilitate process for quarantine of staff and faculty based on CDC guidelines.
- D. Communicate to Pillar College Community incidents, school closures, staff scheduling.
- E. Receive, review, and store all covid vaccinations, and positive and negative covid test results.

## VIII. Emergency Notification

The Pillar Emergency Notification System (ENS) is activated upon the direct order of the Vice President of Finance and Administration and Administration (*based on agreed discussion with the President's Cabinet and informed decision rendered to the Chair of the Board*). Once the ENS has been activated, the Vice President of Finance and Administration and Administration 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](http://www.pillar.edu).
- E-mail: Any correspondence from [emergency@pillar.edu](mailto: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](http://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, 20<sup>th</sup> 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 Paterson site at 111 Washington Street 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 the Executive Vice President. 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](http://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
  1. Emergency, Pillar College, and/or Military Park building security personnel shall be dispatched to the scene to confirm the emergency or disaster conditions.
  2. The acting senior administrator shall request the appropriate assistance from fire department or emergency services personnel to assure human safety.
  3. The acting senior administrator will immediately contact the Executive Vice President or the next highest-ranking member of the Emergency Response Team.

4. The acting senior administrator or a designated member of the ERT shall immediately contact at least one of the Policy Directors in the following order:
  - i. President
  - ii. Vice President of Finance and Administration
  - iii. Vice President of Strategic Alliances
  - iv. Vice President of Academic Affairs and Student Engagement
  - v. Executive Vice President
  - vi. Campus Director – Paterson
  - vii. Human Resources General Associate
5. 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.
6. 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**

1. Under supervision of 911 or Building Security personnel, contact the Vice President of Finance and Administration and Administration.
2. Remove valuable records and equipment, if you are able to do so safely.

**C. Coordinate Communications**

1. After notification from Incident Commander, the Executive Vice President prepares internal and external statements.
2. The Executive Vice President contacts external media to alert the community about the emergency situation as appropriate.
3. The Executive Vice President coordinates notices to students, faculty, staff, and their families with the appropriate department/office. For students; Vice President of Academic Affairs and Student Engagement; for employees: Vice President of Finance and Administration.
4. Emergency Response Team engages in debriefing, post-crisis review.

**D. Minimize Legal and Financial Risks**

1. The Vice President of Finance and Administration and Administration 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, each personnel is to direct themselves to the following spot according to campus location:  
Newark Location: Proceed across the street (Park Place) to the carousel in Military Park; secondary meeting is the parking lot of First Baptist Peddie Memorial, 572 Broad Street.  
Paterson Location: Proceed to the corner of Washington Street and Van Houten St.  
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 and follow further directives from emergency director, emergency coordinator, or 911 personnel.

### **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.

- D. Critical Incident Stress Debriefing
  - a. Upon the end of an incident, the emergency response team will conduct a critical incident stress debriefing to evaluate processes and procedures during said incident.

### **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 Vice President of Academic Affairs and Student Engagement (973-803-5000, ext. 1104). If the Vice President of Academic Affairs and Student Engagement determines that some psychological aid is necessary, he/she will work with community resources 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. It applies to all Pillar College students, personnel and facilities, and has been created under and by the authority of the President and Board of Trustees of 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. Procedures

### a. Evacuation

911 personnel, 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:

- i. 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).
- ii. 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.
- iii. Once outside, go to the Carousel area of the Military Park for roll call and further instructions. Secondary meeting is parking lot Peddie Baptist Church, 572 Broad St.
- iv. Do not return to the evacuated area until advised that it is safe to do so by emergency personnel.
- v. 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:

- i. Stay in your office or classroom.
- ii. 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.

## IV. Active/Hostile Shooter

### **If a hostile intruder/active shooter is Outside your building:**

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

### **If a hostile intruder/active shooter is INSIDE your building:**

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter

- e. Number of persons who may be involved
- f. Your location

**If exiting the building is not possible, the following actions are recommended:**

1. Go to the nearest room or office.
  - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

**If a hostile intruder/active shooter Enters your office or classroom:**

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place) Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
  - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
  - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
  - c. Play dead (pretend to be unconscious), or
  - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
  - e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

**If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:**

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Campus Safety & Security Officer

**If you decide to flee during a hostile intruder/active shooter situation:**

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

**What to expect from responding police officers:**

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

## **V. Other 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 Vice President of Academic Affairs and Student Engagement at 973-803-5000, ext. 1104.

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.**



## VI. 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.

## VII. 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 coronavirus, 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](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 Vice President of Finance and Administration and Administration office will be in touch with the local health agencies.
- iv. The ERT will obtain as much information as possible, type of problem, where, and how many people are affected.
- v. 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.
- vi. If quarantine is deemed necessary, the Incident Commander, under direction of Health Care officials, will secure the area, allowing only authorized personnel to enter.
- vii. 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.
- viii. 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.

## VIII. 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..

## IX. 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](http://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 and Paterson 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.

## X. 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

## XI. 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.

## **XII. Covid-19 Response Plan**

### **Coronavirus Operations Management:**

The Pillar College community will implement the Emergency Management Plan as detailed in this document in managing the Coronavirus (Please visit <https://pillar.edu/restart-plan> for the most up to date information). The following are additional directions for managing operations during this this pandemic:

#### **General Safeguarding**

The Pillar College safeguards include but are not limited to cleaning and sanitization; requiring face coverings; maintaining adequate supplies, such as personal protective equipment and cleaning supplies; requiring individuals to engage in social distancing practices at all times; and training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

Stage 1: The following protocols and practices are implemented on campus:

- No staff, faculty, or students allowed on campus – Employees will work remotely, Faculty and Students will engage and participate in classes remotely.

Stage 2: The following protocols and practices are implemented on campus:

- Requiring face coverings: All staff, faculty, and students are required to have face coverings while indoor in shared spaces and outside when social distancing is not possible. Signage will be posted at all entry points and throughout the campus regarding this requirement. Proper-use guidelines are communicated to staff and students as updates occur. Enforcement and penalties for non-compliance by on-campus individuals are in place.
- Maintaining adequate supplies, such as personal protective equipment (PPE) and cleaning supplies: All campus operation staff members will keep stocked and on-hand all recommended products (such as soap, alcohol-based hand hygiene products, cleaning and disinfectant

supplies, tissues and receptacles for their disposal). Products will be available on all floors throughout the campus, students, staff, and visitors will be required to ensure social distancing and we have asked that no bodily contact should be made. Hand sanitizer will be made available at all entry points, along with a non-contact temperature reading device. Staff, students, and faculty are required to wash their hands per the guidelines provided by the CDC (<https://www.cdc.gov/handwashing/when-how-handwashing.html>).

- We are requiring individuals to engage in social distancing practices at all times: Department leaders have been asked to work with HR to reduce the number of employees onsite within their specific department at a time to ensure social distancing standards of six feet apart. All staff and faculty will be on an A/B schedule (A schedule staff and faculty: on campus Monday and Wednesday, work remotely on Tuesday, Thursday, and Friday – B schedule staff and faculty: on campus Tuesday and Thursday, work remotely on Monday, Wednesday, and Friday) with all departments will follow this protocol. Employees are reminded often to maintain social distance through official communications, department meetings, and campus signage.
- Administrative controls that are in place include reducing class and meeting size; remotely delivering the majority of academic classes; meeting virtually whenever possible; and allowing identified employees to telecommute. Certain seating is closed to maintain proper social distancing, and markings are placed on floors where people routinely wait or queue in line. Physical barriers are installed, and offices are rearranged as needed. Students and staff are required to sign an acknowledgment form and agree to follow all safety measures.
- Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols: Essential employees receive training on PPE use and proper cleaning and disinfecting techniques, as well as COVID-19 training, from Pillar College Operations Staff. All employees and students returning to campus are required to complete training with detailed campus safety protocols and expectations, which includes signs and symptoms of COVID-19 and ways to protect themselves and others and to ensure a safe campus.
- Cleaning and sanitization: An enhanced cleaning protocol and schedule is in place since there are more individuals on campus. This applies to public bathrooms and spaces, all in-use classrooms and meeting rooms, and high-touch areas throughout campus. (Computer labs, the Library, and other common spaces remain closed.)

- Sanitizing wipes are available in all appropriate locations including classrooms/labs, meeting rooms, and offices. On-campus employees are directed to clean and sanitize their workspaces regularly. Cleaning logs are maintained and posted.

Stage 3: Stage 2 protocols and practices are followed, and additional procedures to be implemented on campus include the following:

- Cleaning and Sanitization: Library terminal and computer lab workstation users are encouraged to wipe down keyboards before and after use with College-provided sanitizing wipes. Cleaning logs are maintained and posted.
- Requiring face coverings: No additional protocols or practices are needed – follow Stage 2 specifications.
- Maintaining adequate supplies, such as PPE and cleaning supplies: No additional protocols or practices are needed – follow Stage 2 specifications.
- Requiring individuals to engage in social distancing practices at all times: No additional protocols or practices are needed – follow Stage 2 specifications.
- Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols: No additional protocols or practices are needed.

### **Screening, testing, and contact tracing protocols**

Relevant components of Pillar College Restart Plan are shared with members of the Essex, Union and Middlesex County Health Commission to ensure compliance with public health measures and collaboration with our local health department. As public health guidance and changes in the rate of presence of COVID-19 in the local area occur, the College may revise portions of this Plan.

#### **Screening Protocols**

Stage 1: The following protocols and practices are implemented on campus:

- No staff, faculty, or students allowed on campus – Employees will work remotely, Faculty and Students will engage and participate in classes remotely.

Stage 2 and 3: The following protocols and practices are implemented on campus:

- The completion of daily on-line self-screening forms will be required by everyone visiting or working on-campus before gaining access to services and resources.
- Each student, faculty, staff, and visitor will be required to have a daily temperature screening on campus in conjunction with the completion of the screening forms. Follow-up will occur with respondents who report symptoms and with those who fail to respond to the survey by the established deadline each week.

- Individuals who are not feeling well, are exhibiting COVID-19 symptoms, or have had direct exposure to someone who tested positive are directed to stay off campus and immediately inform their Supervisor and Human Resources (employees) or Health Services (students). Symptomatic individuals stay home and seek appropriate medical care, including testing for the virus if indicated. Those who have been exposed to someone who tested positive are advised to self-quarantine and consult with their personal medical provider.
- Staff will be notified of protocols during monthly staff meeting before returning to work.
- Students will be notified via email, and protocols will be posted on the college's website under the "Pillar College COVID-19 Updates" page.

### **Testing Protocols**

Stage 1: The following protocols and practices are implemented on campus:

- No staff, faculty, or students allowed on campus – Employees will work remotely, Faculty and Students will engage and participate in classes remotely.

Stage 2 and 3: The following protocols and practices are implemented on campus:

- Daily non-touch electronic temperature screening will available and required upon entry to the campus by staff, faculty, and students. We continue to encourage staff and students who are sick or who have had close contact with a person with COVID-19 to stay home.
- If in the case that someone becomes ill and shows symptoms related to Covid-19, that person is required to leave campus immediately and encouraged to seek their personal primary care provider. If Health Services is closed for any reason, students will be directed to the following resources: local urgent care facilities, United Health Care Physician Hotline, Health Services Telehealth. We will notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff, faculty, and students about potential exposure while maintaining confidentiality as required. We will advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- We will implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible), and provide requested reasonable accommodation absent undue hardship to individuals with disabilities.

### **Contact Tracing Protocols**

Stage 1: The following protocols and practices are implemented on campus:

- No staff, faculty, or students allowed on campus – Employees will work remotely, Faculty and Students will engage and participate in classes remotely.

Stage 2 and 3: The following protocols and practices are implemented on campus:

- Daily tracking of Student, Faculty, Staff and Visitors will be implemented via contact tracing forms that will require upon entry each day onto the campus.
- Daily tracking of space utilization will be implemented and required by all departments.



- The Pillar College Emergency Response Team will assist the Health Department by identifying how to reach impacted individuals. Supervisors of all College employees will oversee their work attendance. Faculty will maintain attendance records of their students who are attending face-to-face classes on campus.
- All individuals who are on campus are instructed to pay particular attention to their surroundings and those they come in contact with, in order to make any needed contact tracing efforts as effective as possible. The Newark Department of Health Services coordinates with Pillar College Emergency Response Team any off-campus contact tracing related to anyone who tested positive for COVID-19 and has worked on or physically visited the campus.

## **Instruction**

Although the COVID-19 pandemic required institutions to suddenly transition to distance learning modalities, the College recognizes that students and graduates must learn to navigate successfully in the ever-expanding digital environment to achieve post-graduate success in the workplace.

All courses regardless of current stage are supported by Blackboard Ultra, a robust learning management system (LMS) that was implemented in Pillar's 15-week programs. All teaching faculty and adjuncts are trained on the Blackboard system. Additionally, all students received an introduction to navigation on Blackboard at orientation.

### **In-Person Courses and Social Distancing and Other General Safeguarding Measures For Classrooms**

Stage 1: There are no in-person classes held on campus.

- All instruction is online through these delivery models:
  - ***Online SYNC***: A fully online instructional delivery with synchronous class sessions scheduled weekly for either 5-week (accelerated) or 8-week modules.
  - ***Online ASYNC***: A fully online instructional delivery without scheduled class sessions and where students pursue their work independently in 8-week modules.
- There are no in-person classes taught on campus while in Stage 1.

Stage 2: The following accommodations are in place:

- Online SYNC and Online ASYNC delivery models remain available for classes where faculty are immunocompromised or at-risk for COVID-19.
- A limited number of courses will be offered in the Hybrid Flex delivery model where faculty are willing to teach onsite. In all cases, students will have the option to remain in remote learning.

- ***Hybrid Flex*** - A delivery modality where classes meet face-to-face with socially distanced groups of students at one of Pillar's campus or instructional sites and simultaneously stream content online to classmates attending remotely.

The following steps are implemented to ensure that Hybrid-Flex classrooms are in compliance with social distancing guidelines and other health and safety regulations:

- All participants of in-person instruction including students, faculty and campus staff are required to complete a virtual orientation outlining the safeguarding requirements, protocols and screening measures prior to arriving on site
- In-person enrollment is limited to the maximum number of allowable occupancies under the current guidelines.
- Chairs/desks are positioned at least 6 feet away, when mandated, from each other with all unused furnishings removed from the room.
- Face coverings are recommended, or required when mandated, indoors.
- Sanitizing and handwashing stations are available in every classroom, reception area and student lounge spaces
- All furniture used in the classroom will be wiped down by campus staff personnel prior to class start and after each class is dismissed.
- Attendance is taken at every in-person class for contact tracing, as needed.

In all cases, faculty and students who present COVID19 symptoms or a positive diagnosis must not participate in on-campus instruction. Engagement in the classroom through streaming content online is the recommended accommodation for students to maintain participation in the coursework.

Stage 3: The same guidelines outlined for Stage 2 remain in effect but applied on a large scale to match the maximum occupancy restrictions allowed in Stage 3.

**Accommodating Immunocompromised, or At High-Risk For COVID-19, or Have Received A Positive Diagnosis Of COVID-19, and Are Unable to Attend Classes In-Person**

The integration of technology will be incorporated in every course Pillar College. Faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19 and are thus unable to attend classes in-person will have the option to continue coursework via remote learning.

Stage 1:

- All instruction is offered online and therefore faculty and students who are immunocompromised have the opportunity to participate in learning activities remotely. Students who have received a positive diagnosis of Covid-19 are accommodated by allowing extended time to complete coursework.

Stage 2: The following accommodations are in place:

- Faculty who are immunocompromised or at high-risk for COVID-19 are approved to teach remotely through virtual or online classes and will not be required to report to campus.
- Students who are immunocompromised, or at high-risk for COVID-19, or prefer the remote learning experience may do so by notifying the Registrar's Office.
- Hybrid-flex courses offer a combination of in-person and online participation. Classrooms that accommodate the hybrid-flex modality will be equipped with large-screen HD TV with a high-definition camera that enables visual interface with the instructor, online students and students in the classroom and have a view of the whiteboard and/or monitors that display visual presentations for learning. Additionally, all class sessions will be video recorded and available for playback for any students who were unable to participate in the live class session.

Stage 3:

- The same guidelines outlined for Stage 2 remain in effect but applied on a large scale to match the maximum occupancy restrictions allowed in Stage 3.

**Ensuring High-Touch Areas and Shared Surfaces in Classrooms Are Cleaned and Sanitized After Every Use**

Stage 1:

- N/A as all instruction is remote, and no activities are offered onsite.

Stage 2 and 3: The following protocols are in place:

- Virtual orientations are required for all staff, faculty and students prior to returning on-site to a campus or instructional site. The orientation will train attendees on the required protocols for sanitizing furniture, equipment and entrances/exits.
- Campus operations staff will ensure that each location is fully stocked with sanitizing materials for each check-in-area and classroom

- Signage will be posted at entrances and in each classroom outlining the protocols for current safeguarding practices.
- Faculty and students will be instructed on wipe-down protocols at the beginning and end of each class.

### **On campus residential housing**

- Pillar College is a commuter-based institution and as such does not offer residential housing or related services.

### **LIBRARIES AND COMPUTER LABS (on other facilities as needed)**

#### **Operating the Computer Labs and Library**

##### Stage 1:

- All Pillar College libraries and computer labs are closed. All research services and academic resources are available remotely through online servicing. Pillar Staff work remotely from home and connect via the internet to meet with students virtually, or support students by email or phone.
- Students without access to computer devices are directed to the IT department for a possible loaned device such as a laptop or chrome book (pending availability).

##### Stage 2 and 3:

- Computer labs and libraries operate during posted hours. Employees will be required to wear protective face coverings, when mandated. Adherence to occupancy restrictions will be strictly observed with stations positioned with at least six feet distance between each station, when mandated.
- Faculty and students will be required to make appointments for in-person visits to labs or libraries. If capacity is reached in the space, lab staff will create a wait list and direct individuals to a safe room or waiting area and will be notified when entry is available. The Resource Coordinator will monitor the safe room and waiting areas to ensure that occupancy does not exceed maximum in-person limits.
- Students must schedule appointments for curbside pickup of instruction materials.
- A survey will be administered to every new or returning student to determine accessibility to devices and internet. Students who demonstrate a need for either or both will be instructed on protocols for utilizing a computer lab, including scheduling appointments. In all cases, students

will be encouraged to utilize remote services so as to limit the necessity of accessing information resources on campus.

### **Social Distancing Measures and Cleaning Protocols in The Computer Lab and Library**

Stage 1:

- The Campus Library and computer labs are closed and unable to be accessed in person.

Stage 2 and 3:

- Computer labs and libraries operate during posted hours. Employees will be required to wear protective face coverings at all times, when mandated. Adherence to occupancy restrictions will be strictly observed with stations positioned with at least six feet distance between each station, when mandated.
- Computer labs and libraries will only offer seating to accommodate the maximum in-person limit for indoor gatherings. Desks and chairs will be spaced 6 feet apart with all extra furniture removed, when mandated.
- Academic Resource Staff will be provided cleaning and sanitation materials and will be trained and required to wipe down desks, devices and furniture within the lab or library before and after each use.

### **Occupancy Restrictions for The Computer Lab and Library**

Stage 1:

- Library and computer labs remain closed with no options for occupancy of facilities.

Stage 2 and 3:

- Computer labs and libraries will only offer seating to accommodate the maximum in-person limit for indoor gatherings. Desks and chairs will be spaced 6 feet apart with all extra furniture removed, when mandated. All students and guests will be required to check-in at designated reception areas. The receptionist and academic resource center staff will maintain communication regarding occupancy limits and if the limit is reached, the receptionist will direct any overflow students to a designated, social-distanced waiting area.
- Advanced appointments will also be encouraged with time slots that adhere to occupancy limits of the lab and library.

### **Student services**

Stage 1:

- All student services are remote.

Stage 2 and 3:

- Student Service Center will abide by the policies and plan that the Emergency Response Team implements for all Pillar College offices and departments. We will put distancing rules in place and sanitize based on the Emergency Response Team's protocol.
- Student Service Center will abide by the policies and plan that the Emergency Response Team implements for all departments.
- We will continue to offer the same services remotely that we have been offering since working from home – email and phone communication.

### **Transportation**

- Pillar College does not provide transportation services to the college community.

### **Dining**

Stage 1:

- All staff, faculty, and students are remote, all campuses are closed.

Stage 2 and 3:

- Pillar College does not provide dining services to the college community. The Newark Campus café which typically provides snack and beverage items will continue to offer only pre-packaged snack items, much as would be found in a vending machine.

### **Study abroad and international travel**

Stage 1:

- Due to travel restrictions and complications of Covid-19, Pillar College suspended all programs that involved international travel for its students, faculty and staff for the academic year 2020-2021.
- A notice of the cancellation of travel abroad programs were posted on the College Global Learning Experience webpage.

Stage 2 – 3:

- Pillar College reengaged programs that involve international travel for its students, faculty and staff for the academic year 2021-2022 and 2022-2023.

### **Athletics**

- Pillar College does not offer any first-tier level sports programs such as those that are sanctioned by one of the collegiate sport governing bodies (e.g. NCAA, NJCAA).

### Stage 1 -3:

- Pillar College's second-tier intramural and recreational sports clubs have been suspended since Fall 2020 Semester.

### **Additional information**

- Student engagement activities are at the heart of student life experiences at Pillar College. Online, social media and interactive tools continue to be extensively utilized to keep the community creatively connected, and robust student services will continue to be available both on campus and online to offer ongoing support for all types of needs throughout the semester.

### **Return-to-work/emergency response team**

#### 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:
  - President
  - Vice President of Finance and Administration and Administration
  - Vice President of Strategic Alliances
  - Vice President of Academic Affairs and Student Engagement
  - Executive Vice President
  - Campus Director – Paterson

#### 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:
  - Vice President of Finance and Administration
  - Vice President of Strategic Alliances
  - Campus Director – Paterson
  - Vice President of Academic Affairs and Student Engagement
  - Executive Vice President
  - Senior Director of Information Technology
  - Human Resources General Associate