

# MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

**Policy Name:** Emergency Shelter at Monmouth University

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**Page 1 of 7**

**Issued by:** Crisis Management Team

**Approved by:** President & Cabinet

## **POLICY:**

### **EMERGENCY SHELTER AT MONMOUTH UNIVERSITY**

1. Taking shelter can be a critical element in protecting the campus community in times of emergency situations. Sheltering at Monmouth University will take two forms. They are **Consolidation** and **Shelter-in-Place**. Although seeking shelter would normally be for a short duration (4 to 12 hours), the University has food/water capability for sheltering the campus population for a 72-hour period.

## **PROCEDURES:**

### **CONSOLIDATION PLAN**

- 1) The decision to utilize any part of the Consolidation plan would be made by the University President or his/her designee in consultation with the Chairperson of the Crisis Management Team. In the absence of the University President, the following chain of succession will be utilized: the Vice-President for Administrative Services, the Vice-President for Student Life and Leadership Engagement.
- 2) In the event of consolidation, those affected would be notified as to the appropriate action through one or more of the following means:

Regroup  
University Voice Mail  
University E-Mail  
University Radio WMCX 88.9 (FM)  
Police vehicle P.A. systems and megaphones  
Monmouth University Website  
Electronic Signs

- 3) In the consolidation plan, the University would house the campus population (or parts of the campus population) in any, or all, of the following three buildings:

The Samuel Hays Magill Commons (the Dining Hall)  
The Rebecca Stafford Student Center  
Multipurpose Activity Center (MAC)

It should be noted that in utilizing this plan, the Samuel Hays Magill Commons (Dining Hall) would be the first building used, followed by the Rebecca Stafford Student Center. The last facility to be utilized would be the Multipurpose Activity Center.

- 4) The decision to consolidate into any/all of the above buildings might be for any of the following reasons, as well as those not mentioned:
  - a) an electrical blackout, or emergency situation on the North Campus, requiring a movement of that particular campus population to the above facilities. Campus Police and Residential Life Personnel will notify students as to which of the above facilities they would report to.
  - b) a fire/smoke/dangerous condition in a residential life facility requiring the evacuation of that facility to one of the above locations.
  - c) The emergency evacuation of any campus building, requiring that those individuals evacuated, be given shelter.
  - d) The need to move any outdoor campus activity (sport camp, picnic, etc.) to a secure indoor location due to an emergency situation.
  
- 5) Upon evacuation of any building, normal crisis management procedures will be in effect regarding assembly points and head counts of individuals. Furthermore, whenever possible:
  - a) When the affected building is a residential life facility, police personnel and residential life staff will search the affected building(s) to ensure that everyone has been evacuated.
  - b) When the affected building is a building other than a residential life facility, police personnel and facilities management personnel will search the affected buildings to ensure that everyone has been evacuated.
  - c) The police department will further ensure that the building(s) involved are locked prior to leaving.
  
- 6) Once evacuation or assembly indoors has taken place, department heads, R.A.s, A.C.s, and appropriate group leaders will be advised to proceed to their designated consolidation locations. All groups should be kept separate and intact.
  
- 7) Members of the Crisis Management Team, or other designated persons, will assume responsibility for the structures where members are evacuated to, and will set up a command post inside their respective building(s). Upon consolidation being completed, they will meet with department heads, A.C.s and group leaders, and give them pertinent instructions. If consolidation is ordered, the following individuals must report to the below listed consolidation locations. If any of the consolidation locations are not, or cannot be used, the individual(s) should report to an open consolidation location.

**The Samuel Hays Magill Commons (Dining Hall)**

Mary Anne Nagy  
Kathy Maloney

**The Rebecca Stafford Student Center**

Shannon Kileen  
Amy Bellina  
Petra Ludwig

**Multipurpose Activity Center (MAC)**

James Pillar  
Vaughn Clay  
Lu-Ann Russell

8) Once in their designated location, department heads, A.C.s and group leaders should keep an active roster of their group. They should further keep their group together. A member of each group should respond to the building command post and receive information on food, sleeping arrangements, medical treatment, communications options, and hygiene arrangements. **There may be incidents where contaminated water is an issue. If this is the case, signs will be immediately posted advising the campus population of this fact.**

9) If parents or guardians respond to pick up a juvenile being sheltered, proper identification of the parent/guardian must be obtained for each juvenile taken from the location. The head of each sheltered group is responsible for making sure this documentation is carried out. Any questions as to the appropriateness of releasing a juvenile to a responding adult should be forwarded to the highest ranking University official on scene.

10) Once consolidated, any adult wishing to leave must be signed out of the facility and removed from active rosters.

11) All evacuated members will be prohibited from returning to their evacuated facility until formal approval is given.

**SHELTER-IN-PLACE PLAN**

1) Although evacuation of the campus is the University's planned response to most serious emergency situations where advance notice is given, there are situations where evacuation might not be effective. Sheltering-In-Place is the use of any classroom, office, residential facility, or building for the purpose of providing temporary shelter for any of the following reasons:

Hazardous Material Release  
Chemical Truck Overturning

Chemical Train Derailment  
Chemical Facility Accident  
Pipeline Rupture  
Terrorist Attack  
Release of Biological Agents  
Release of Chemical Agents  
Radiological Release  
Weather Related Incidents (Tornado, Hurricane, and Flood)

2) The decision to utilize the Shelter-In-Place plan would be made by the University President or his/her designee in consultation with the Chairperson of the Crisis Management Team. In the absence of the University President, the following chain of succession will be utilized: the Vice-President for Administrative Services, the Vice-President for Student Life and Leadership Engagement.

3) In the event of the utilization of the Shelter-In-Place plan, those affected would be notified by one or more of the following means:

Regroup  
University Voice Mail  
University E-Mail  
University Radio WMCX 88.9 (FM)  
Police vehicle P.A. systems and megaphones  
Monmouth University Website  
Electronic Signs

4) Certain emergency conditions might necessitate shutting down the HVAC and exhaust systems. If Facilities Management personnel are readily available, they will shut down the needed HVAC and exhaust systems. If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.

5) Many Shelter-In-Place emergencies do not permit the luxury of consultation regarding the implementation of this plan. Time permitting, the decision to Shelter-In-Place would be made by the University President and his/her designee in consultation with the Chairperson of the Crisis Management Team. Every attempt should be made by the University Police to follow this procedure. If, in the opinion of the ranking, on-duty Police supervisor, a dangerous situation required the immediate implementation of the Shelter-In-Place plan, he/she should begin the notification process of the campus population in the following order of priority:

- a) A Regroup message will be sent out.
- b) Police dispatch will notify patrol units to advise the campus population by P.A. system to immediately seek shelter, and to implement the Shelter-In-Place plan.

- c) Contact with campus radio (WMCX) will be made advising them to begin broadcasting the implementation of the Shelter-In-Place plan, the reason, and the need to stay indoors until further notice.
  - d) Contact with Facilities Management will be made advising them to shut down the HVAC and exhaust systems on campus (if appropriate). If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.
  - e) Contact will be made with the University Vice-President for Administrative Services, Vice-President of Student Life and Leadership Engagement, and the Chief of Police.
  - f) The Office of Vice-President of Administrative Services will notify the campus population of the implementation of the plan, and the need to remain indoors, as well as other pertinent information. They will make this notification by Regroup as well as one or more of the following means: University E-Mail, University Voice Mail, and University Website.
- 6) The response of the campus population to the decision to Shelter-In-Place should be to immediately go indoors. Once inside members should:
- a) Shut all windows and doors.
  - b) Seal any gaps around windows and doors with wet towels, clothing, etc.
  - c) If possible, go to a room with no windows.
  - d) Monitor by radio, University E-Mail, and University Voicemail the circumstances of the emergency.
  - e) Avoid using the building phone system except for emergency use. Emergency responders may be trying to get in touch with you. If you have a cell phone and call your family/friends, advise them that you are Sheltering-In-Place and not to attempt picking you up. Further advise them not to come to the campus until officials announce it is safe to do so.
  - f) Avoid the use of water until notified it is safe.
  - g) In the event hazardous material contamination (chemical, biological, radiological), it is very important to separate those individuals who have been exposed. If possible, select a room in which those contaminated individuals might stay in until emergency assistance and decontamination can take place.
  - h) Remain in the shelter until University officials notify you that it is safe to leave.
  - i) It is important to remain calm and follow the recommendations of Police personnel, administrators, A.C.s and other designated leaders.
- 7) Different emergencies call for different responses. The following are basic courses of action to remember in specific Shelter-In-Place emergencies:
- a) During a **chemical release**, you should seek shelter in a room **above** ground level (most chemicals settle to the lowest level), preferably one without windows. You should also follow step #6 which is listed above.

- b) During a **biological release**, you should seek shelter in an internal room, preferably one without windows. You should also follow step #6 which is listed above.
- c) In the event of a **nuclear or radiological release**, stay indoors and go to a basement or other underground area if available. You should also follow step #6 which is listed above.
- d) During a **tornado**, you should go to an underground room if one is available. If possible you should take refuge in a small interior room, closet or hallway. In a multiple story building, go to the lowest floor and stay in interior rooms away from windows and doors. Go to the center of the room and avoid corners (they attract debris). You should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck. You should also avoid sheltering in places with a wide span roof such as auditoriums or gymnasiums. Lastly, you should not seek shelter in a vehicle.
- e) During a **flood**, seek shelter above water level and do not touch electrical equipment if you are wet or standing in water.
- f) During a **hurricane** you should stay indoors and away from glass doors and windows. If possible you should take refuge in a small interior room, closet or hallway. In a multiple story building, go to the first or second floors and stay in interior rooms away from windows. Lastly, you should lie on the floor under a table or other sturdy object, while protecting your head and neck.
- g) Although **electrical storms** are common occurrences, and you would not normally be notified of Shelter-In-Place plans, you should be aware of the following:
  - Seek shelter indoors (or in a vehicle) immediately.
  - Avoid showering or bathing. Plumbing/bathroom fixtures conduct electricity.
  - Avoid using a corded phone except for emergencies. Cordless and cell phones are safe to use.
  - Unplug appliances and other electrical items such as computers. Power surges from lightning can cause serious damage.

8) Once notified of the “all clear”, those affected should:

- a) Open windows and doors.
- b) Turn on heating, air conditioning, or ventilation systems.
- c) Go outside and wait until the buildings have been vented.
- d) Remain outside until advised by University officials to go inside.

9) It is important to remember that during any emergency the ability to contact Police Headquarters may be compromised due to the volume of incoming calls. Unless your call is of an emergency nature, you are requested to contact the Emergency Information Telephone Line at 732-263-5900 to receive updated information as to what is taking place and what actions to take. This telephone line will be updated as the emergency situation unfolds. Naturally, if you need immediate assistance, you are requested to call the Police at 732-571-4444 or dial 911.