

## Comprehensive Emergency Plan

**2023-2024**



25 Gibbons Circle, New Brunswick NJ 08901



151 Ryders Lane, New Brunswick, NJ 08901

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## **Purpose of Emergency Procedures Manual**

The purpose of this manual is to help parents and staff members of the Douglass Developmental Disabilities Center identify various types of emergencies and educate them as to the procedures that will be in effect for each type of emergency. This manual will serve as a general plan of action specifically for the Douglass Developmental Disabilities Center (DDDC). It will not supersede university, municipal, state, or federal plans, when such plans are in effect. This manual may be revised at any time.

It is important to note that the following emergency procedures are designed to protect persons and property, and that safety is the responsibility of all members of the DDDC staff. It is a requirement that all staff members follow the procedures and report safety hazards to the administrator/supervisor of their unit or to his/her designee.

## **Emergency Preparedness**

The Douglass Developmental Disabilities Center wants to ensure a safe environment for our students/clients, parents, and other occupants of our buildings. Each room in the building is equipped with a diagram indicating the exit routes from that room to each exterior door as well as the location of fire extinguishers and fire alarms. In addition, there is an Automated External Defibrillator (AED) located in each building. At the 25 Gibbons Circle location, the AED is located on the wall in the main office. At the 151 Ryders Lane building, the AED is located behind the receptionist's desk. All classroom and communal areas are equipped with emergency food, water, flashlights (with batteries), and radios.

**Emergency Drills:** Each month, the DDDC will participate in a fire evacuation drill and an additional Emergency Drill. Emergency Drills will consist of one of the following: Evacuation Drill, Evacuation to Safe Haven Drill, Shelter-in-Place Drill, or Lock Down Drill. Whenever possible, drills will be conducted with a Rutgers University Police Officer and a representative from Rutgers Public Safety who will provide suggestions for improvements to our procedures. Documentation of each Emergency Drill will be kept on file.

In response to emergencies, DDDC staff will communicate with Emergency Personnel using 9-1-1 and the Rutgers Police Department's non-emergency number 732-932-7211. In any instance in which it is determined by the Director or Director Designee with consultation from Emergency Personnel that students/clients should be picked up, parents/guardians will be contacted using the ConnectEd Emergency Notification System. Staff will remain with students/clients until they have been picked up.

## Types of Emergencies/Disasters and Their Assigned Procedures

This section of the manual will discuss the specific actions staff members will take for each type of emergency. Below is a list of common emergencies and the action plan (more detail provided on Page 4-8) to be followed in each instance:

EMERGENCY	ACTION PLAN
Illness/ Accidental Injury	Call 911, If appropriate, make building page for nurse/ CPR certified staff
Fire	General Evacuation/ Evacuation to Safe Haven (See <b>Appendix B</b> for evacuation routes)
Bomb Threat/ Building Explosion/ Gas Leak	Evacuation/ Evacuation to Safe Haven (see <b>Appendix A</b> for Bomb Threat Checklist)
Armed Attack/ Assault or other perceived threat/ criminal activity in DDDC building	Lockdown (see <b>Appendix D</b> for lockdown location list/ maps)
Suspicious Persons or Activities (outside DDDC building)	Shelter in Place
Chemical/ Biological/ Nuclear/ Radiological Attack	Shelter in Place - tape windows and doors or as instructed by Emergency Personnel
Severe Storm/ Tornado	Shelter in an Interior Room/ Hallway or as instructed by Emergency Personnel

## Types of Emergencies/Disasters and Their Assigned Procedures

### **Illness Outbreak/Pandemic Response:**

Procedure: Consult with Rutgers University Occupational Health, Rutgers Environmental Health and Safety, & Middlesex Department of Health to ensure compliance with any required illness outbreak/pandemic response. Secure any recommended/required PPE through Rutgers Procurement Services.

**Evacuations:** (See Appendix B for diagrams of building evacuation routes. Evacuation routes are also posted in each room.)

**General Evacuation:** This procedure is required for any emergency that requires that staff and students/clients exit the building.

Procedure:

1. In response to the sound of a fire alarm or a building page (DDDC Intercom system) to evacuate the building, all occupants of the building will exit the building using the nearest unobstructed door and wait for further instruction at a distance far from the building (at 25 Gibbons Circle, wait behind the playground/track area, at 151 Ryders Lane, wait on grassy area across Dudley Lane).
2. If in the classroom at the time of the notification, the teacher or a designated staff member will bring the classroom/team's emergency bag (containing first aid kit, flashlight, radio, attendance sheet, etc.).
3. Staff will accompany students/clients out of the building and provide close supervision of them while waiting outside. When possible, classrooms should evacuate as a group and remain as a group once outside.
4. 9-1-1- will be called by Director, Director Designee, or any other staff who are able to make a phone call. 9-1-1 Operator will be informed of the location of the emergency and that the building has been evacuated.
5. Once outside the teacher/team leader or designated person in charge of each school program classroom or adult program team will do a classroom count and using an attendance sheet determine which students/clients and staff are missing. Director and Emergency Personnel will be informed immediately of any missing individuals.
6. In the case of an extended evacuation or a situation in which re-entry to the building is declared unsafe by Emergency Personnel, Director or Director Designee will inform parents/transportation companies of the situation and identify an alternate pick-up location using the Emergency Notification System (Blackboard Connect). Staff will remain with students/clients until all are picked up.
7. Re-entry to the building will take place only when Emergency Personnel (RUPD, Fire Department, etc.) indicate it is safe to re-enter.

## Types of Emergencies/Disasters and Their Assigned Procedures

**Evacuation to Safe Haven:** This procedure is required for any emergency that requires that staff and students/clients exit the building and move away from the immediate vicinity of the building. Safe Haven locations are identified below:

25 Gibbons Circle: Gibbons Dorms Recreation Hall B

151 Ryders Lane: Nielson Dining Hall

Procedure:

1. In response to the sound of a fire alarm or a building page/other information indicating the need to evacuate to a Safe Haven, all occupants of the building will exit the building using the nearest unobstructed door and walk as a group to the designated Safe Haven.
2. If in the classroom at the time of the notification, the teacher or a designated staff member will bring the classroom/team's emergency bag (containing first aid kit, flashlight, radio, attendance sheet, etc.).
3. Staff will accompany students/clients out of the building and provide close supervision of them while walking to the Safe Haven. When possible, classrooms should evacuate as a group and remain as a group while traveling to Safe Haven.
4. Once outside and while traveling to the Safe Haven, the teacher/team leader or designated person in charge of each school program classroom or adult program team will do a classroom count and using an attendance sheet determine which students/clients and staff are missing. Teacher/Team Leader or designated person in charge of each team will inform the Director or Director Designee and Emergency Personnel immediately if any individuals are missing.
5. 9-1-1- will be called by Director, Director Designee, or any other staff who are able to make a phone call. 9-1-1 Operator will be informed of the location of the emergency and will be informed that the building has been evacuated.
6. In the case of an extended evacuation or a situation in which re-entry to the building is declared unsafe by Emergency Personnel, Director or Director Designee will inform parents/transportation companies of the situation and identify an alternate pick-up location using the Emergency Notification System (Blackboard Connect). Staff will remain with students/clients until all are picked up.
7. Return to the DDDC building will take place only when Emergency Personnel (RUPD, Fire Department, etc.) indicate it is safe to re-enter.

Safe Haven Emergency Contacts 2022-2023 Program Year

Gibbons Circle/Recreation Hall B

1. Michael Tolbert 732-715-5186 (c)/ [mtolbert@echo.rutgers.edu](mailto:mtolbert@echo.rutgers.edu)

2. Nathan Johnson 848-932-9363 (w)/ 848-202-0211 (c)

Ryders Lane/ Nielson Dining Hall

1. Dave Donlon 848-932-1932/ [dave.donlon@dining.rutgers.edu](mailto:dave.donlon@dining.rutgers.edu)

2. Dave Mule 848-932-9782/ [dmule@dining.rutgers.edu](mailto:dmule@dining.rutgers.edu)

## Types of Emergencies/Disasters and Their Assigned Procedures

### Emergencies That Require Remaining inside DDDC Facility:

**Shelter in Place:** This procedure is required for any emergency in which there is a perceived danger outside of building.

Procedure:

1. In response to a building page or other information indicating the need to Shelter in Place, all occupants of the building will remain in the building. Staff and students/clients should remain in the room they are in unless they are exposed to the outside through windows. If this is the case, all staff and students should move to a more protected room. Hallway traffic will be minimized except when necessary until the situation is better defined. Normal classroom activities can continue but staff and students will stay away from windows and exterior doors.
2. 9-1-1- will be called by Director, Director Designee, or any other staff who are able to make a phone call. 9-1-1 Operator will be informed of the location of the emergency and will be informed that the building is in a Shelter in Place.
3. As information about the emergency becomes available, Director or Director Designee will communicate updates through building page or in person.
4. Teachers/Team Leaders will determine the location of all students/client (using an attendance sheet) in the building to provide oversight. Director or Director Designee and Emergency Personnel will be notified if any individuals have not been located.
5. Any team members who are not in the building will be contacted and informed to stay away from the building until the situation is declared resolved by Emergency Personnel.
6. Director or Director Designee will inform the other DDDC building of the Shelter in Place and staff will not travel between buildings for the duration of the Shelter in Place status.
7. In the case of an extended shelter in place, Director or Director Designee will alert parents/transportation companies using the Emergency Notification System (Blackboard Connect).
8. Shelter in Place status will end only when Emergency Personnel (RUPD, Fire Department, etc.) indicate it is safe to resume normal functioning.

\*If shut down of ventilation system is advised by Rutgers University Emergency Management/ Police Department, contact RU Facilities (see Appendix D for contact info).

## Types of Emergencies/Disasters and Their Assigned Procedures

**Shelter in an Interior Room:** This procedure is required for a weather emergency (i.e., Tornado warning) in which there is a need to move away from exterior walls of the building.

Procedure:

1. In response to a building page or other information indicating the need to shelter in an interior room, staff/students will move immediately to an interior room (see list below for interior rooms in each DDDC building).
2. Once in an interior room, the teacher/team leader or designated person in charge of each school program classroom or adult program team will do a classroom count and using an attendance sheet determine which students/clients and staff are missing. Teacher/Team Leader or designated person in charge of each team will inform the Director or Director Designee and Emergency Personnel immediately if anyone is missing.
3. 9-1-1- will be called by Director, Director Designee, or any other staff who are able to make a phone call. 9-1-1 Operator will be informed of the location of the emergency and will be informed that the occupants of the building are sheltering in interior rooms.
4. As information about the emergency becomes available, Director or Director Designee will communicate updates through building page or in person.
5. Any team members who are not in the building will be contacted and informed to stay away from the building until the situation is declared resolved by Emergency Personnel.
6. Director or Director Designee will inform the other DDDC building of the situation and staff will not travel between buildings for the duration of the emergency status.
7. In the case of an extended shelter event, Director or Director Designee will alert parents/ transportation companies using the Emergency Notification System (Blackboard Connect).
8. Shelter in interior room status will end only when Emergency Personnel (RUPD, Fire Department, etc.) indicate it is safe to resume normal functioning.

DDDC Interior Rooms	
25 Gibbons Circle	151 Ryders Lane
Room 116 - Barbara Kristoff's office	Room 109 - Assessment room
Room 117 - internal office	Room 113 - Assessment room
Hallway (Copier "Moe")	Room 120 - Exercise Room
Hallway next to Room 108 - IS1 classroom	Room 123 - Metros
Laundry room - lower level	Room 124 and 125 (Copy room and office)
Hallway on lower level	Room 126 - Life-skills
Restrooms on lower level	Room 129 - US6
Research Room- Lower level	Room 162 - the nurse's office
Ramp in Multipurpose room (lower level)	Internal offices 113A, 146, 120A, 120B
Speech and Behavior Analysts' office	(Donna, Debra)
	All Rest Rooms
	Nurse's Office



## Types of Emergencies/Disasters and Their Assigned Procedures

**Lock Down:** This procedure is required for an emergency in which there is a perceived threat within the DDDC building. See Appendix E for a list and maps of lockdown rooms.

Procedure:

1. In response to a building page or other information indicating the need to Lock Down, all occupants of the building will remain in the room they are in, lock the door from the inside, close any curtains/blinds on exterior windows, cover door windows, turn out the lights, and remain quiet (including silencing cellular telephones).
2. Room occupants will move to an area of the room least visible to an intruder.
3. 9-1-1- will be called by Director, Director Designee, or any other staff who are able to make a phone call. 9-1-1 Operator will be informed of the location of the emergency and will be informed that the building is in lock down.
4. Once in a locked room, the teacher/team leader or designated person in charge of each school program classroom or adult program team will do a classroom count and using an attendance sheet determine which students/clients and staff are missing. Teacher/Team Leader or designated person in charge of each team will inform the Director or Director Designee and Emergency Personnel immediately if any individuals are missing if they can do so safely.
5. Once a door is locked, no one will be allowed to unlock the door until the emergency status is over.
6. As information about the emergency becomes available, Director or Director Designee will communicate updates through building page or in person. Additional information may dictate that the action plan change (e.g., may be safer to move to a different part of the building or try to evacuate).
7. Any team members who are not in the building will be contacted (if this can be done safely) and informed to stay away from the building until the situation is declared resolved by Emergency Personnel.
8. If safe to do so, Director or Director Designee will inform the other DDDC building of the Lock Down and staff will not travel between buildings for the duration of the Lock Down status.
9. In the case of an extended Lock Down, Director or Director Designee will alert parents/transportation companies using the Emergency Notification System (Blackboard Connect) but only if it is safe to do so.
10. Lock Down status will end only when Emergency Personnel (RUPD, Fire Department, etc.) determine it is safe to resume normal functioning.

## Roles and Responsibilities of Staff

It is the responsibility of all DDDC staff members to remain alert and identify any potential emergency. Any staff member has the authority to make a building page to alert others of a potential threat, suggest a possible action plan (evacuate, lock down, etc.), and call 9-1-1. Once made aware of the emergency, the Director or the Director Designee will take responsibility to monitor the ongoing emergency and identify the ongoing action plan. It is the responsibility of all staff members to attend to instructions by Director or Director Designee and to understand how to respond to specified actions including evacuation (including knowledge of the correct evacuation route), shelter in place and lock down procedures.

It is the responsibility of each staff member to ensure the safety of the students/clients at the DDDC. Staff are to assume responsibility for each child/client until the emergency is terminated and normal operations resume. Staff members are to act in a calm and efficient manner during emergency operations and drills.

### *The nurse's role in case of a medical emergency*

In the event of multiple serious injuries, obtain outside line and dial 9-1-1- immediately (provide location of incident; type of incident; any hazards; approximate number of victims and type of assistance required – one ambulance for every five patients). The nurse will assess the situation, triage affected individuals, and assign a staff member to each seriously injured party before ambulance arrives. The nurse will be responsible for giving essential medications with the support of the staff and have student emergency information and "Permission to Treat" forms on hand.

### *Teacher/Team Leader's Role in Case of Emergency When Unable to Reach the Nurse*

In the event of an emergency and the teacher is unable to reach nurse, the following items should be readily available:

1. First aid kit
2. The Community Emergency Bag; Attendance information
3. The student/client's daily and as needed medication which is important to maintain the wellbeing of the individual.

At least two staff should have cell phones available for emergency assistance until the medical staff arrives.

## Unusual Incident Reporting (UIR)

ADULT PROGRAM only– to be completed by the Behavior Analyst or the Assistant Director of the Adult Program.

PROCEDURES: All Douglass Adult Program (DAP) employees must report any UIR according to procedures and within the time frame prescribed.

<https://www.nj.gov/humanservices/ddd/providers/staterequirements/incidentreporting/>

Instructions for reporting:

<https://www.nj.gov/humanservices/ddd/assets/documents/providers/incident-reporting-initial-report-instructions.pdf>

- The DAP will report all incidents; maintain reports as confidential files (separate from the client record); and be responsible for notifying the DDD Regional UIR Coordinator and the service recipient/client's parent/guardian by phone, fax or message machine as soon as possible (see time frames below)
  - o All UIRs will be reported to the DAP Behavior Analyst/Assistant Director
  - o All UIRs will be identified by category
    - A or B (see full policy manual addendum for definitions)  
<https://www.nj.gov/humanservices/ddd/assets/documents/providers/Incident%20Reporting%20Levels%20and%20Categories.pdf>
    - UIRs meeting multiple categories should be assigned the highest level category
    - Guardians will be notified in-person or by phone within 2 hours of all minor, moderate or major injuries as per Stephen Komninos law. UIR initial incident reports must be reported by the end of the working day regardless of missing information.
    - B incidents must be reported the same working day with written reports (if there is a delay it must be explained in the report)
  - o The UIRMS (Unusual Incident Reporting Management System) database will be used to report all incidents (FAX is an alternative option)
  - o <https://secureupload.dhs.state.nj.us/updoc/>
    - If the database is unavailable, the DAP staff will call the regional office
    - Required reporting time frames remain in effect regardless of database availability
    - All UIRs must be reported on DHS Initial UIR forms (see sample attached) and sent to DDD ORM -Trenton (Office of Risk Management).

## **Roles & Responsibilities of Parents/Guardians**

Parents should familiarize themselves with the Center's emergency plan. They should be aware of the different emergencies and corresponding protocols and follow emergency instructions as set forth by local authorities.

Parents/Guardians will be informed about the occurrence of emergencies through the Emergency Notification System (Blackboard Connect). Note: Parents/Guardians must keep contact information current. Parents must arrange to be able to pick up their child in the event of an emergency. If they are unable to do so, their child must be picked up by an authorized individual, identified on the emergency card filled out at the beginning of each school/program year. Parents and authorized individuals will be asked to show identification when picking up their child in the case of an emergency. Children will only be released to parents or an authorized individual when Emergency Personnel have determined it is safe to do so.

If a child/client takes medication at school/program daily, the parents or guardians should keep an emergency supply of the required medication at the Center.

Parents should keep the Center's phone number with them during the day, in case of an emergency.

Parent(s)/Guardians are urged to list any out-of-state emergency contacts with the Center. In case local lines are impacted by the emergency, Center personnel can leave a message with the out-of-state emergency contact regarding events occurring at the Center.

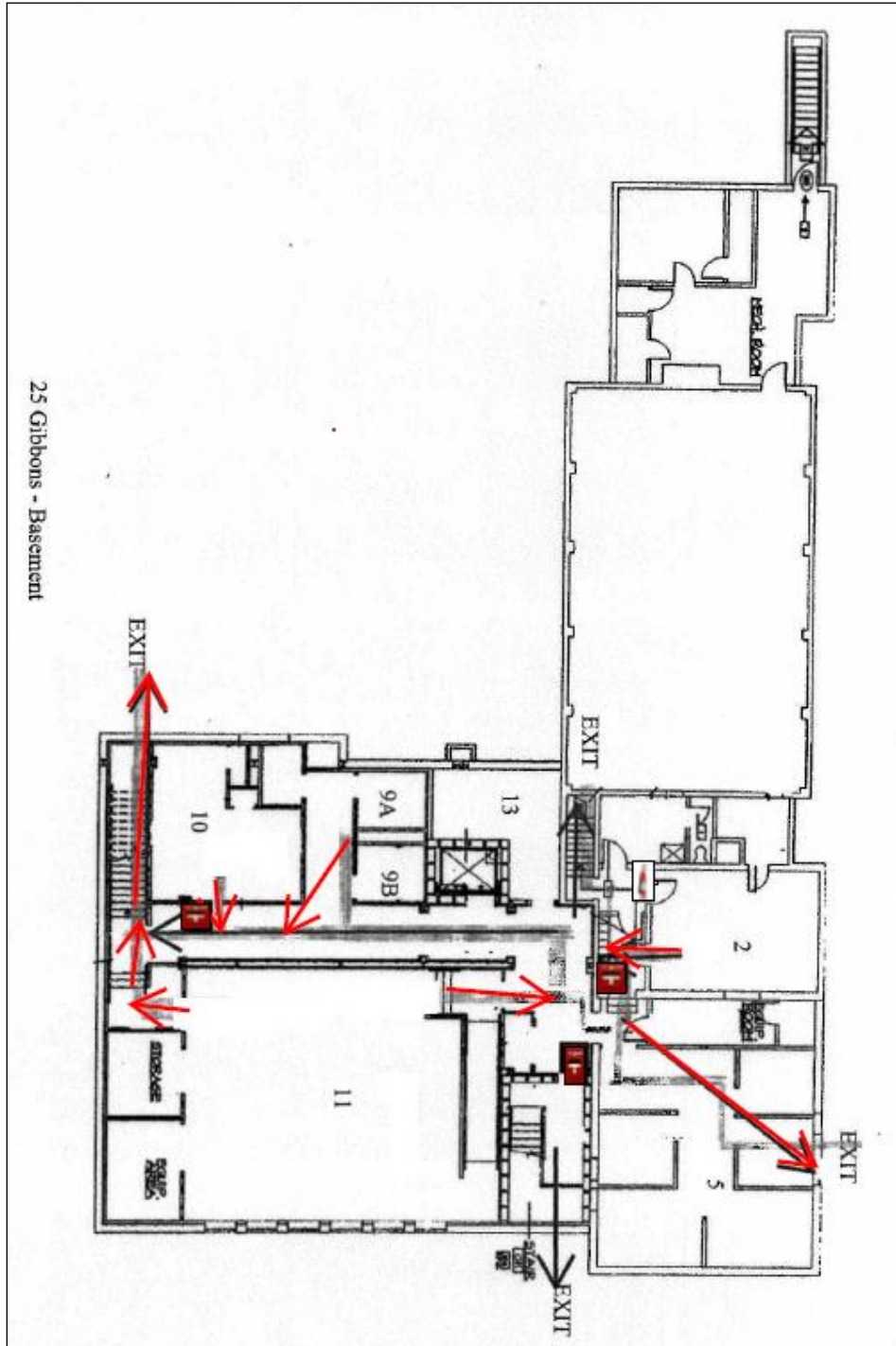
## APPENDIX A

### BOMB THREAT PROCEDURE

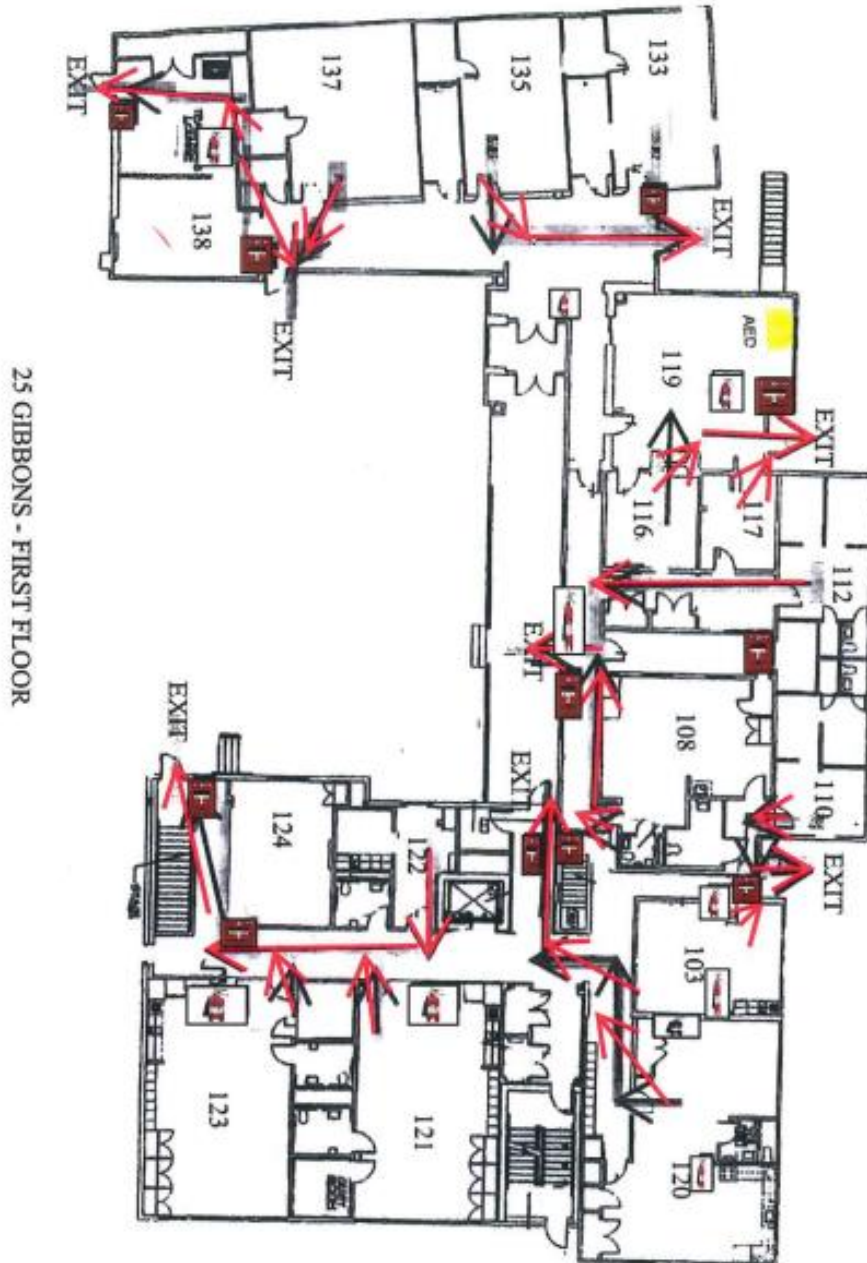
New Jersey State Police		BOMB THREAT CHECKLIST	
<b>QUESTIONS TO ASK:</b>			
1. When is bomb going to explode?			
2. Where is it right now?			
3. What does it look like?			
4. What kind of bomb is it?			
5. What will cause it to explode?			
6. Did you place the bomb?			
7. Why?			
8. What is your address?			
9. What is your name?			
<b>EXACT WORDING OF THE THREAT:</b>			
" _____ _____ "			
Sex of the caller ▶			
Race of the caller ▶			
Age of the caller ▶			
Length of call ▶			
Number at which call is received ▶			
Time ▶			
Date ▶			
<b>CALLER'S VOICE:</b>			
Calm	Loud	Nasal	Clearing throat
Angry	Laughter	Stutter	Deep breathing
Excited	Crying	Lisp	Cracking voice
Slow	Normal	Raspy	Disguise
Rapid	Distinct	Deep	Accent
Soft	Slurred	Ragged	Whispered
Familiar - Who did it sound like? ▶			
<b>BACKGROUND SOUNDS:</b>			
Street noises	Crockery	Animal noises	Factory machinery
Voices	PA System	Clear	Static
Music	House noises	Local	Long distance
Motor	Office machinery	Booth	Disguise
Other ▶			
<b>THREAT LANGUAGE</b>			
Well spoken (educated)		Incoherent	
Foul		Taped	
Irrational		Message read by threat maker	
REMARKS:			
<b>REPORT CALL IMMEDIATELY TO YOUR BUILDING ADMINISTRATOR ☎</b>			
Your Name ▶		Position ▶	

## APPENDIX B

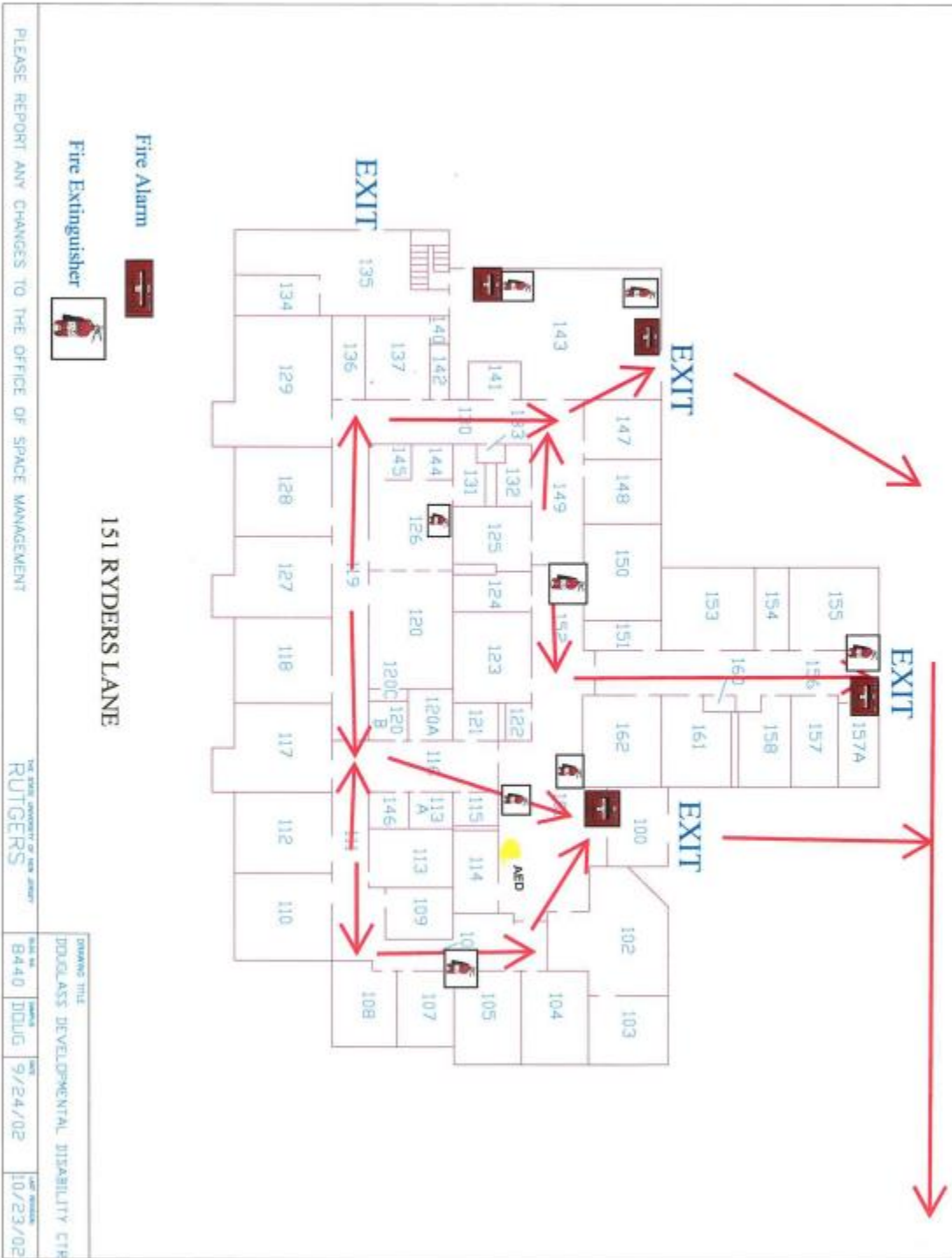
### EVACUATION ROUTE AND SAFETY EQUIPMENT - GIBBONS (BASEMENT)



## EVACUATION ROUTE AND SAFETY EQUIPMENT - GIBBONS (MAIN FLOOR)



## EVACUATION ROUTE AND SAFETY EQUIPMENT - RYDERS LANE





## APPENDIX C

### Public Emergency Services Contact Information

Fire Department	New Brunswick Fire Dept	911/ 732-745-5254
Emergency Medical Services	Rutgers Emergency Services	911/ 732-932-7111
Police Department	Rutgers University PD	911/ 732-932-7211
Emergency Management	Rutgers Office of Emergency Mgmt	911/ 848-445-3000
Hospital	RWJ University Hospital	732-828-3000
Public Health Department	New Brunswick Health Department	732-745-5015
State Environmental Authority	NJ Depart. of Environ. Protection	866-337-5669
National Response Center-EPA	US Environmental Protection Agency	800-424-8802
Electrician	RU Facilities and Maintenance	848-445-1234
Plumber	RU Facilities and Maintenance	848-445-1234
Fire Protection	RU Institutional Planning & Operations	848-445-1234
Elevator Service	RU Facilities and Maintenance	848-445-1234
Hazardous Material Clean up	RU Environmental Health & Safety	848-445-2550
Clean up/Disaster Restoration	Rutgers Office of Emergency Mgmt	848-445-3000
Cyber Security	Rutgers Office of Information Tech.	833-648-4357
Health Emergency/Pandemic	Middlesex County Health Depart.	732-745-8490

## APPENDIX D

List of Lock Down Rooms (rooms without windows that lock and contain emergency supplies)

### 151 Ryders Lane

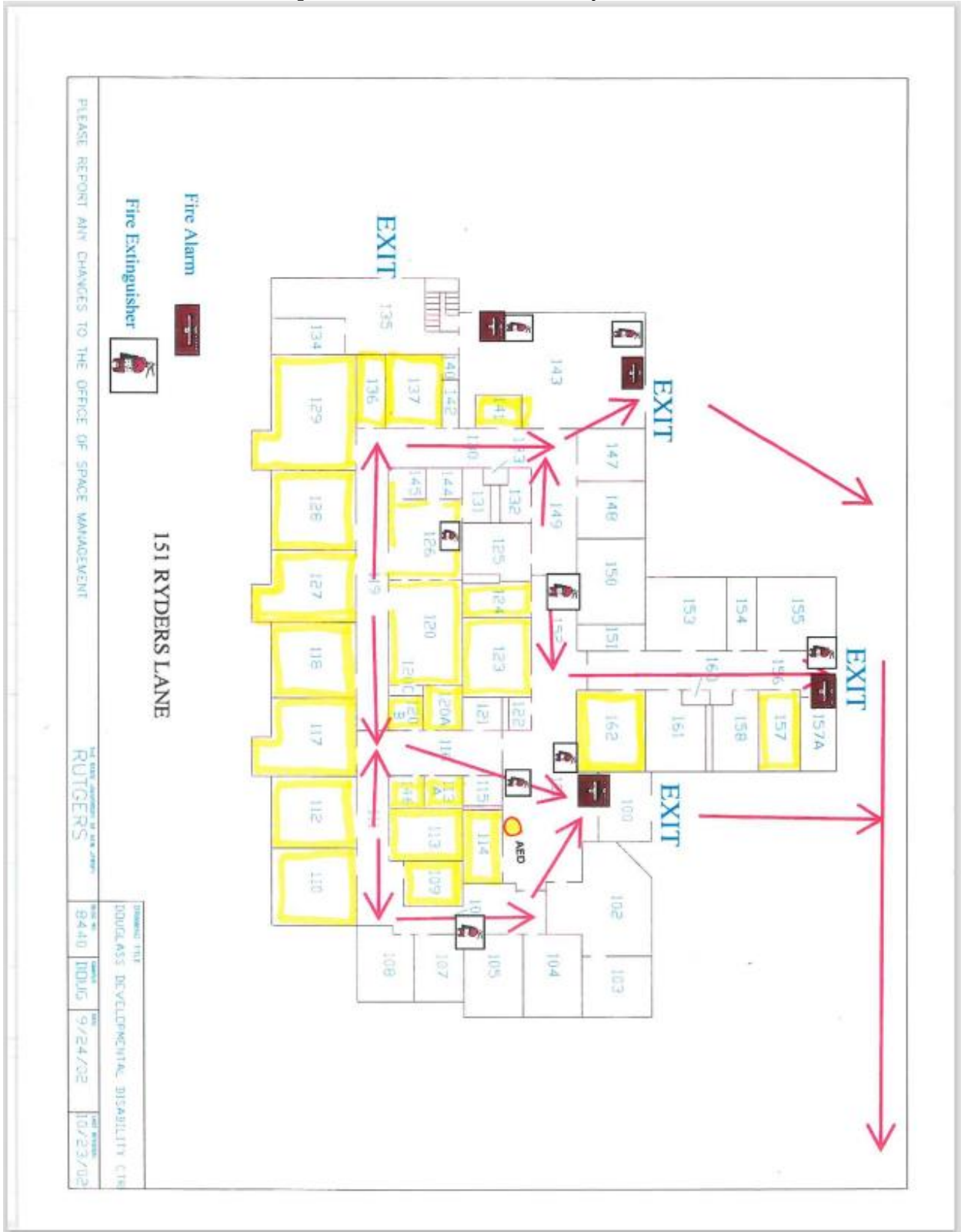
Room #Bldg. 8440
109
113
114
120
123
124
126
141
143
157
162
110/112
113A
117/118
120A
120B
127/128
129/136/137

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### 25 Gibbons Circle

Room # Bldg. 8370
112
113
115
116
117
120
121
122
123
133
135
137
108/110

Map of Lockdown Rooms- 151 Ryders Lane



Map of Lockdown Rooms-25 Gibbons Circle (1<sup>st</sup> floor)



Map of Lockdown Rooms- 25 Gibbons Circle (basement)

