Disaster Preparedness Plan

The Franklin F. Moore Library
Rider University
Lawrenceville, New Jersey

Library Academic Policy Committee
Rider University

October 2007
Table of Contents

Preamble

Appendix – A Map of Locations of Fire Alarms and Extinguishers

University Wide Threats

Campus Safety

Threats to Collections

Leaks and Flood Emergencies

Power Failure

Inventory of Supplies

Inventory of Emergency Services & Equipment

Freeze Drying
Rider University Libraries

Disaster Plan

The Libraries recognize that different responses are required for events primarily involving the safety of people and those primarily involving the safety of collection. With this in mind, this disaster plan recognizes the University plan for events posing threats primarily to people, and focuses attention on events threatening collections. Appended here, as section I., are reproductions of the documentation from the University website section entitled Campus Safety, located at www.rider.edu/139_10252.htm.

Section II. Collections Protection and Recovery

Many quotidian efforts go into conserving collections for extended longevity of usefulness. In the event of disasters threatening the survival of collections, special measures must be undertaken as quickly as is consistent with human safety. The following pages provide a basic outline of resources to deploy and steps to take for the most desirable outcomes.

F. William Chickering
Dean of University Libraries

October 2007
BUILDING EVACUATION PROCEDURES
(FIRE, EXPLOSION, EARTHQUAKE)*

EVACUATION

EVACUATION of a building:

Walk -- do not run.

DO NOT USE ELEVATORS
Seek out people with special needs and provide assistance if possible.
Professional Emergency Responders will provide assistance.

Gather outside at your designated campus area assembly point (See Evacuation Area Section), where your building marshal/facility monitor will take role and account for all personnel. If it is not safe to return to your building, wait for instructions from Public Safety or responding police or other individuals in charge.

EVACUATION FOR PEOPLE WITH DISABILITIES

After an evacuation is ordered:

Check on people with special needs during an evacuation. A buddy system, in which people with disabilities arrange for volunteers to alert them and assist them in an emergency, is a good method.

Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

DO NOT USE ELEVATORS, unless authorized to do so by police, public safety or fire personnel. Elevators can fail during a fire.

If the situation is life threatening, call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location and area involved.

EXPLOSION

In the event of an EXPLOSION in the Building:

Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris.

After the immediate effects of the explosion have subsided, call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location, and the area involved.

* From the Rider University Emergency Response Plan.
FIRE - ADMINISTRATION BUILDINGS

1. What to do when a smoke or fire alarm sounds:

A. Proceed to the nearest EXIT. Leave the building immediately. DO NOT use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible.

B. Report to the building’s designated assembly point. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an “all clear.”

C. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another stairwell.

D. If you are unable to evacuate your room, DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE. If possible, seal the bottom edge of the door with a coat or jacket (wet if possible). If your window opens hang an object (e.g. coat, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

2. What to do when smoke or fire is seen:

A. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells or by doors leading directly to the outside. If possible, confine the fire by closing the door to the room. Only attempt to extinguish the fire if you are trained to use a fire extinguisher.

B. Evacuate the building, then DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES to report a fire and give the following information:
   1. Your name, telephone number and the location you are calling from.
   2. The location of the emergency (e.g. Library, first floor, etc.)
   3. Describe the situation (e.g. smell of smoke, open flames, etc.)
   4. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
   5. Hang up only after the Emergency Operator has done so, or told you to.

C. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building’s designated assembly point. Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.

D. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an “all clear.”
Department heads should appoint an **accountability monitor** and choose an **assembly point** for their section or department.

An **accountability monitor** is a person who is responsible for making sure all of the occupants of their area are accounted for at the assembly point. The accountability monitor reports anyone missing to the Public Safety officers. This person should be someone who is familiar with the coming and going of personnel and visitors in your section or department (i.e. who’s on vacation, out sick, at a meeting).

The **assembly point** is a predetermined point outside the building. It is at this point that all occupants of your section or department will report to upon leaving the building and will be accounted for by the accountability monitor. Choose an assembly point that is nearby and a safe distance from the building.

Faculty should have an evacuation plan with a predetermined assembly point for their classrooms and review the plan with their students.

The emergency evacuation plan should be discussed among the staff. Review the routes of exit from your office and discuss ways to assist any fellow coworkers or students with special needs.

**STOP, DROP AND ROLL**

*if your clothing catches on fire:*

- STOP - - Don’t Run
- DROP to the ground
- ROLL over and over to smother the flames

Your own common sense is the finest safety device ever developed. Above all - use your head.

**FIRE - RESIDENCE HALLS**

1. **What to do when a smoke or fire alarm sounds:**

   A. Proceed to the nearest EXIT. Leave the building immediately. **DO NOT** use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible.

   Report to the building’s designated assembly point. Stay at the assembly point to be accounted for and given further instructions. **DO NOT** re-enter the building until a uniformed member of the Emergency Response Team has given an “all clear.”

   B. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch **DO NOT** open the door. If the door is not hot, brace yourself and open the door slightly.

   C. If intense heat or smoke is present, **DO NOT** open the door any further, close the door and stay inside the room or use another stairwell.
D. If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). If possible, hang an object (e.g. coat, towel, sheet, shirt, etc.) out of the window to attract attention. DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE. Follow any instructions given by the Emergency Response Team.

2. What to do when smoke or fire is seen:

A. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells, or by doors leading directly to the outside. If possible, confine the fire by closing the door to the room. DO NOT attempt to extinguish the fire.

B. Evacuate the building, then DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES to report a fire and give the following information:
   1. Your name, telephone number and the location you are calling from.
   2. The location of the emergency (e.g. Gee Hall, room #A225, etc.)
   3. Describe the situation (e.g. smell of smoke, open flames, etc.)
   4. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
   5. Hang up only after the Emergency Operator has done so, or told you to.

C. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present use another EXIT. If smoke is present keep low or as close to the floor as possible. Report to the building’s designated assembly point. Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.

D. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an “all clear.”

E. STOP, DROP AND ROLL
   If your clothing catches on fire:

   STOP - - Don’t Run
   DROP to the ground
   ROLL over and over to smother the flames

Your own common sense is the finest safety device ever developed. Above all - use your head.
ACTIVE SHOOTER RESPONSE

Since the recent tragic events at Virginia Tech, many people have asked what they should do if caught in an “active shooter” type incident on campus. These kinds of situations are always unpredictable but there are things that should be immediately done to protect oneself.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

Notify anyone you may encounter to exit the building immediately.

1. Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive.
2. Call 911 and the Rider University Public Safety Department at (609) 896-7777, providing each dispatcher with 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(s)
   e. Number of persons who may be involved
   f. Your exact location
   g. Injuries to anyone, if known
3. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting your residence hall is not possible, the following actions are recommended:

If you are not in your room, then go to the nearest room or office.

1. Close and lock the door.
2. Turn off the lights.
3. Seek protective cover. Stay away from doors and windows.
4. Keep quiet and act as if no one is in the room.
5. Do not answer the door
6. Call 911 and the Rider University Public Safety Department at 609-896-7777 if it is safe to do so, providing each dispatcher with the following information:
   a. Your name
   b. Your location (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. Injuries if known
   g. Wait for police to assist you out of the building.
If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

Go to the nearest room or office.

1. Close the door. If the door has an interior lock, please lock.
2. Turn off the lights.
3. Seek protective cover. Stay away from doors and windows.
4. Keep quiet and act as if no one is in the room.
5. Do not answer the door.
6. Call 911 and the Rider University Public Safety Department at 609-896-7777 if it is safe to do so, providing each dispatcher with the following information:
   a. Your name
   b. Your location (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. Injuries if known
7. Wait for police to assist you out of the building.

The Lawrence Township, Princeton Borough, and Princeton Township Police Departments are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the police will evaluate the situation to determine the best course of action for the safety of the Rider community. Once the police respond, they will be responsible for all tactical operations. Rider University will provide available service assistance.

Follow up assistance is encouraged from available on campus resources (i.e. Student Health, Counseling, Residence Life, Public Safety, Dean of Students, Human Resources).

**BOMB, PHONE, AND E-MAIL THREAT**

If you receive a BOMB THREAT, a PHONE THREAT or a THREAT BY E-MAIL:

Assume the threat is real.
Remain calm.
If you have received a harassing or vicious call, please DO NOT DELETE this message.
If possible, call Public Safety from a different phone at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location and area involved.
Malicious Call Trace (To trace harassing phone calls)
While on the live call:

1. Push transfer button;
2. Dial *33 (you will hear a tone);
3. Hang up;
4. Call 7777 (Lawrenceville) or 8315 (Westminster).

CHEMICAL HAZARD

In case of chemical spills, leaks or strange odors:

- Remove yourself from the area, and keep others away.
- Do not walk into, touch, or smell any of the spilled substance.
- Try not to inhale gases, fumes or smoke. If possible, cover mouth with a cloth while leaving the area.
- Stay away from any accident victims until the hazardous material has been identified.
- Try to stay upstream, uphill and upwind of the accident.
- Call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location and information about the spill (area involved, injuries, type of chemicals, amount). Public Safety will notify the Manager of Environmental Health and Safety, Lab Manager, Facilities Management, and any other needed resources.

Immediate First Aid

ALWAYS BE FAMILIAR WITH ANY CHEMICALS YOU ARE WORKING WITH.

If you have been exposed to a chemical, refer to the Material Safety Data Sheet (MSDS) for that chemical or chemical compound. Go to the Health Hazard Data Section, usually on the first page. This should include First Aid Information.

MSDS copies are maintained in each laboratory and work area, in the Lab Manager’s Office, and in the Department of Public Safety.

CIVIL DISTURBANCE, DEMONSTRATION, RIOT

In case of a CIVIL DISTURBANCE, DEMONSTRATION or RIOT:

- Avoid area of disturbance, demonstration or riot.
- Secure your area (lock doors and safes; remove files, vital records and, if possible, expensive equipment).
- Call Public Safety at 7777 (Lawrenceville) and 8315 (Westminster) and state your name, location and area involved.
ELECTRIC, GAS, WATER / UNIVERSITY-WIDE UTILITY OUTAGE

To report a minor, localized utility (i.e. electric, gas, water) problem:

Call Facilities Management at 5080 or Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location and area involved.

In case of a major, campus-wide utility (i.e. electric, gas, water) problem:

Remain calm.
Follow directions from Public Safety for immediate action.
If evacuation of a building is required (See Evacuation Area Section), seek out people with special needs and provide assistance (call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) for assistance).

If you are trapped in an elevator:

Remain calm.
Press the Emergency Button located on the elevator control panel.
If elevator is equipped with a telephone and/or intercom, provide Public Safety with your name, location and area involved.
If you have a cellular phone, with a signal, call Public Safety at (609) 896-7777.
Do not attempt to exit elevator through emergency hatches without the assistance of the Public Safety, Facilities Management, and/or fire personnel.¹

If people are trapped in an elevator:

Tell passengers to stay calm and that you are getting help.
Call Public Safety at 7777 and state your name, location and area involved.

EMERGENCY KIT CHECKLIST

Be familiar with evacuation plans and multiple exit routes; be aware of possible hazards.

Here are some items you may want to have on hand:

Flashlight with extra batteries
First Aid kit (band-aids, gauze tape, alcohol swabs, antibacterial ointment, saline solution, scissors, tweezers)
Battery-operated radio - - AM/FM - - with extra batteries
Bottled water and non-perishable food
Backpack/Duffel Bag
Prescription medications, medical and personal hygiene supplies
Full tank of gas in car that has been maintained
Personal identity and other important papers and documents
Extra cash and change

*From the Rider University Emergency Response Plan.
List of emergency contact numbers
Protective clothing, rainwear, shoes and sleeping supplies
Fully charged cell phone and charger
Car and home (residence hall) keys and maps

**FLOODING**

In case of building FLOODING:

- Secure equipment (shut off electrical equipment).
- Move to higher ground.
- Call Public Safety at 7777 (Lawrenceville) and 8315 (Westminster) and state your name, location and area involved.

In case of Area Flooding:

In the case of imminent weather-related flooding, the Department of Public Safety and Rider Administration will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes.

If the University is closed or classes canceled, notification will be provided by e-mail, weather hotline, Rider’s website, and designated radio stations located on the Rider web site.

**HOMELAND SECURITY ADVISORY SYSTEM LEVELS**

1. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks.
2. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks.
3. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks.
4. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks.
5. **Sever Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks.

Go to: [http://www.dhs.gov/dhspublic](http://www.dhs.gov/dhspublic), and click on ‘Threat Advisory’ for additional information on the System Levels.

**IMPORTANT INFORMATION**

**Definitions:**

- Evacuation [Inside Out]: To leave from and vacate a particular building (i.e., fire).

---

*From the Rider University Emergency Response Plan.*
Reverse Evacuation [Outside In]: Used to move students, faculty, and staff quickly inside a building (i.e., weather emergency).

Shelter-In-Place: Describes people staying indoors in the event of a potential or sudden emergency (i.e., hazardous material leak).

Types of Emergencies:

Natural Emergencies: Those that are weather related (i.e., earthquakes, floods, winter storms, lightning, tornadoes, hurricanes) and may have an extreme impact on the community.

Technological Emergencies: Events that have a direct impact on the University community, but are caused by human omission or error. They usually occur with little or no warning. The most common are fires or explosions, but also include structural failures, hazardous materials accidents, transportation accidents and communication failures.

Civil Emergencies: Significant and deliberate human acts such as riots, terrorist acts, physical assault, and vandalism that do or could cause injury, property damages, and/or disruption of the University community.

Emergency Response Levels:

Level 1: A localized, contained, incident that is quickly resolved using internal resources or limited help.

Level 2: A major emergency that impacts portions of the campus, and that may affect mission critical functions or life safety. CIRT (Critical Incident Response Team) may be activated.

Level 3: A major emergency that involves one or both campuses. CIRT will be activated.

Level 4: A major emergency that involves the entire campus and surrounding community. CIRT will be activated.

Responsibilities:

Vice Presidents, Deans, and Department Heads:

Maintain emergency contact information on assigned personnel.

Conduct periodic safety checks of assigned work areas in advance of emergencies.

Ensure assigned personnel are familiar with emergency preparedness (i.e., building evacuation, assembly point locations, accountability, communication).

Faculty and Supervisors:

*From the Rider University Emergency Response Plan.*
Educate their students and/or employees concerning basic University emergency procedures as well as evacuation procedures for their building or activity.
Inspect classrooms and/or work areas to reduce hazards and minimize accidents.
Inform their students and/or staff of an emergency and initiate emergency procedures, as directed.

Students:

Become familiar with building evacuation procedures.
Know the assembly locations for the buildings they frequent.
Keep informed by checking the Rider web site (www.rider.edu) or in an emergency the University hotline (Lawrenceville 609-219-2000) (WCC 609-219-2001) and/or campus voicemail.
In the event of an emergency, listen to their professor or staff supervisor.
Follow their instructions.

INFORMATION SITE LOCATIONS

INFORMATION SITE LOCATIONS have been established for the purpose of distributing information to those University community members on campus in the event of a pending or sudden emergency. All community members are encouraged to become familiar with these locations.

**IF IN BLDG:**

**GO TO:**

<table>
<thead>
<tr>
<th>Academic Annex</th>
<th>Daly's Dining Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Bart Luedeke Center</td>
</tr>
<tr>
<td>Alumni Gym</td>
<td>Daly’s Dining Hall</td>
</tr>
<tr>
<td>Bart Luedeke Center</td>
<td>BLC Theater</td>
</tr>
<tr>
<td>Centennial House</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Chapel</td>
<td>Maurer Gym</td>
</tr>
<tr>
<td>Daly’s Dining Hall</td>
<td>General Seating</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Yvonne Theater</td>
</tr>
<tr>
<td>General Services</td>
<td>Golf Cart Bay</td>
</tr>
<tr>
<td>Maurer Gym</td>
<td>Natorium (or pool area)</td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>Main Floor Lobby</td>
</tr>
<tr>
<td>Moore Library</td>
<td>Circulation Desk Area</td>
</tr>
<tr>
<td>Science Hall</td>
<td>Lecture Room 102</td>
</tr>
<tr>
<td>Student Recreation Center</td>
<td>Daly’s Dining Hall</td>
</tr>
<tr>
<td>Sweigart Hall</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Van Cleve House</td>
<td>Daly’s Dining Hall</td>
</tr>
<tr>
<td>Zoerner House</td>
<td>Daly’s Dining Hall</td>
</tr>
</tbody>
</table>
MEDICAL EMERGENCIES

If serious injury or illness occurs, activate Emergency Medical Services (EMS):

For on-campus emergencies, call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) immediately and state your name, location and nature of the problem. Please stay on the telephone until Public Safety advises you to hang up.

For off-campus emergencies, dial 911 immediately and state your name, location and nature of the problem. Please stay on the telephone until the dispatcher advises you to hang up.

Do not move the injured unless they are in imminent danger.
Do not touch another person’s blood or other bodily fluids.

PSYCHOLOGICAL CRISIS

If a PSYCHOLOGICAL CRISIS occurs:

Never try to handle a situation you believe to be dangerous on your own.
Notify Public Safety at 7777 (Lawrenceville) or 8315 (Westminster). Clearly state that you need immediate assistance and provide your name, location and area involved. Public Safety will contact Counseling Services if necessary.  

RESIDENCE HALL EVACUATION ASSEMBLY POINTS

The following areas are DESIGNATED ASSEMBLY POINTS for each residence hall. The designated points are outdoor points. In parenthesis are indoor locations for each hall in case of long-term evacuation of the building or inclement weather.

RESIDENCE HALLS

Lawrenceville Campus

Conover - behind Olson Hall, at the A wing side (Olson A Lounge)
Gee - across the residential roadway in the open, grassy area (Lincoln A Lounge)
Hill - in the grassy area by Ziegler A wing (Ziegler A Lounge)
Kroner - behind Wright Hall (Wright B Lounge)
Lincoln - across the residential roadway at the volleyball court (Gee A Lounge)
Olson - across the residential roadway by the Hill C wing (Gee B Lounge)
Poyda - in the grassy area by Centennial Lake (Ridge House Lounge)
Ridge House - across the roadway in the grassy area at the rear of U. House (House 4 Lounge)
Switlik - by Hill Hall, A wing side (Olson B Lounge)
University House - grassy area in front of U. House near Centennial Lake (House 5 Lounge)
Wright - in the grassy area by the volleyball court (Kroner A Lounge)
Ziegler/New Building - in the grassy area behind Ziegler (Wright A Lounge)

*From the Rider University Emergency Response Plan.
Westminster Choir College - Princeton Campus

Seabrook Hall - The Great Plains (Dining Commons)
Dayton - The Great Plains (Dining Commons)
Ithaca - The Great Plains (Dining Commons)
Princeton - The Great Plains (Dining Commons)

RIDER UNIVERSITY CAMPUSS EMERGENCY RESOURCE TEAMS

CRITICAL INCIDENT RESPONSE TEAM

EMERGENCY DIRECTOR:

President - 5001

EMERGENCY COORDINATOR:

Associate Vice President for Student Affairs and Dean of Students - 5101

MEMBERS:

Vice President for Academic Affairs and Provost - 5010
Vice President for Enrollment Management - 5290
Vice President for Finance - 5016
Vice President for University Advancement - 5167
Associate Vice President for Planning - 5228
Associate Vice President for Institutional Technology - 5196
Assistant Vice President for Facilities Management - 5080
Director of Public Safety - 5049
Director of Public Relations - 5192
ADMINISTRATIVE RESPONSE TEAM CHAIRS:

Facilities Team: Assistant Vice President for Facilities Management - 5080  
Student Affairs Team: Associate Vice President for Student Affairs and Dean of Students - 5101  
Communication Team: Director of Public Relations - 5192  
OIT Support Team: Associate Vice President for Institutional Technology - 7500  
Human Resources Team: Director of Human Resources - 5140  
Academic Team: Vice President for Academic Affairs and Provost - 5010  
Public Safety Team: Director of Public Safety - 5049  
Financial Impact Team: Vice President for Finance - 5016

SEVERE WEATHER

To find out if the University is closed or if classes are canceled:

Call the University Weather Hotline at:
Lawrenceville: (609) 219-2000  
Westminster Choir College: (609) 219-2001

If caught in a tornado, hurricane, or high winds:

Seek shelter safely indoors, preferably in basement or center of structure;  
Move away from windows, mirrors, and other glass;  
After the immediate effects of the weather have subsided, call Public Safety at 7777 (Lawrenceville) or 8315 (Westminster) and state your name, location, and the area involved.  
In the event of a pending or actual lightning storm, persons present may be asked to immediately evacuate athletic fields or other campus facilities by the Athletics Department or Public Safety.

THREATENING AND VIOLENT BEHAVIOR

If you are faced with THREATENING or VIOLENT BEHAVIOR:

A. Everyone is asked to assist in making each campus a safe place by being alert to suspicious situations and promptly reporting them.  
B. If you are a victim or witness to any on-campus offense, AVOID RISKS and contact Public Safety immediately.  
C. Notify Public Safety at ext. 7777 (Lawrenceville) or ext. 8315 (Westminster).  
   Report the incident, including the following:
   1. nature of the incident  
   2. location of the incident  
   3. description of the person(s) involved  
   4. description of the property involved
Please stay on the telephone until Public Safety advises you to hang up.

If you observe a criminal act or a suspicious person on campus, immediately report the incident to Public Safety.
Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.
Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.
*From the Rider University Emergency Response Plan.

WHAT TO DO IF TAKEN HOSTAGE:

A. **Remain calm and be patient.** Time is on your side. Avoid drastic action.

B. **The initial 45 minutes are the most dangerous.** Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don’t make mistakes that could hazard your well-being.

C. **Don’t speak unless spoken to and only when necessary.** Don’t talk down to the captor, who may be in agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

**Try to rest.** Avoid speculating. Comply with instructions the best you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor to additional offenses.

**Public Safety will make reasonable efforts to protect life and property at Rider University, including, when warranted, requesting assistance from local, state, and federal law enforcement agencies.**

**WORKPLACE VIOLENCE**

Threats, threatening behavior, acts of violence against Rider University faculty, staff, administrators, students, and/or visitors within the Rider community, or willful damage to property, will not be tolerated. Violations of this policy may lead to disciplinary actions up to and including suspension, dismissal, arrest and prosecution.
HARASSMENT

All students, faculty, staff and administrators at the University have the right to expect a safe work environment. Harassment is any action that may reasonably be expected to threaten, coerce or intimidate an individual or a class of individuals. Where the alleged harassment involves a potential violation of federal or state anti-discrimination laws, the University’s affirmative action officer may be called upon to investigate the allegations, using procedures approximating those outlined in the University’s “Sexual Harassment Policy”, which is published in The Source and the Academic Policy Manual, both of which are available on the Rider website. However, nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the University community.
Contact the Director of Human Resources, 895-5683 or extension 5683.
In case of damage from water either from a leaking roof, broken pipes, seepage or the water used by firefighters to control a fire, action must be taken within 48 hours of the emergency or the damage may be irreversible.

Follow the procedures outlined below. They are in rough chronological order but in some instances, many of the activities are carried on simultaneously.

TAKING STOCK OF THE SITUATION

Once the disaster area has been designated safe to work in, the Disaster Action Team will determine the extent of damage, propose appropriate steps for remedying the situation, and locate space for recovery. If leaking continues, cover book ranges, cabinets, and equipment with plastic sheeting, or if possible remove materials from shelves. For materials that are wet, the team will decide whether they should be air dried, removed to a freezer facility, or discarded.

CONTROL OF ENVIRONMENT

To slow down the growth of mold and mildew, the temperature and humidity must be low in the emergency area. Use fans, open windows, open doors, and use dehumidifiers to increase air circulation.

Be aware of electrical equipment and wiring, which may be sitting in water. If necessary, the power should be turned off to eliminate the possibility of electric shock. Department of Public Safety will determine if the area is safe to enter.

RECOVERY OF MATERIALS THAT ARE SLIGHTLY WET

Good table space is essential for the recovery area where materials are sorted and dried. The area must have good air circulation, low temperature and low humidity. Book trucks must be available for removal of materials from the disaster area to the recovery area and then, if necessary, to an outside facility.

For books that are slightly wet:

- Cover worktable with paper towels or blank newsprint.
- Stand books upright on their drier ends with pages slightly fanned out.
- Coated stock must have every page interleaved with a paper towel.
- Place paper towels between the front and back of the adjacent flyleaves.
- As all books dry, interleave paper every 50 pages or so and repeat the process several times in a 12-hour period.
- After books have been dried, use a book press to treat waffled or mildly distorted bindings.
BOOKS THAT ARE HEAVILY SOAKED

Loosely wrap heavily soaked books in freezer paper and place them in plastic milk crates for shipping to freezing facility. Do not overload milk crates since wet books are very heavy. Mark each crate with an easily identified number so that materials can be kept in shelf list order. If the books cannot be frozen before they are dried, interleave the pages with blank newsprint or paper towels.

SPECIAL MATERIALS THAT ARE WET

Electronic Equipment, Computers

Immediately call the Safety Coordinator (x5724) or other Department of Public Safety personnel who will be able to evaluate the situation and determine if it is safe to work or walk around electrical equipment that may be wet. If water has reached wiring, DO NOT attempt to turn off the electricity.

As far as PCs and other computer equipment are concerned, if there is no threat to personal safety and the equipment is not wet, save in-process documents to disk, store disk in a safe place and turn off the equipment.

Film, Microfilm, Photographs

Wet film, microfilm and photographs should not be allowed to dry since they will begin to crinkle and stick together if they dry. They should be kept soaked in clean tap water in plastic bags, which can be shipped to an outside facility for restoration.

Videotapes, Audiotapes, Computer Tapes

These tapes should be removed from water as soon as possible and their contents copied to save the information on them. Water-damaged magnetic tapes may not be fully recovered. If magnetic tapes are only slightly wet, wipe them dry with soft absorbent material (Handiwipe).

RECORD KEEPING

A careful record (to include photographing) should be made of the number of books, periodicals, videotapes, etc., damaged, restored or lost. This information can be used for insurance purposes or for official reports of the administration or faculty.
EXAMPLES OF POWER FAILURE SITUATIONS

1. An electrical storm occurs making it likely electrical power will be interrupted.

2. The Department of Public Safety or Facilities Management calls the Library to say there is an emergency and all electrical power will be turned off.

3. A member of the library staff opens the doors of the Library and discovers the power is off.

4. Electrical power is interrupted, just for a few minutes.

PROCEDURES

In the case of a power failure that lasts more than 10 minutes, standard evacuation or fire drill procedures should be followed. If the emergency should occur in the evening hours, flashlights from Disaster Supplies should be located and used to assist in evacuating the building.

Department of Public Safety (x7777) and Facilities Management (x5080) should be notified immediately.

A prolonged power failure will effect the equipment in the Computer Room. Dave Reynolds, Sharon Yang, or Darlena Dyton will follow a series of instructions to protect the computer equipment in an emergency. In their absence, anyone on the staff can follow these same emergency instructions, which are posted in the computer room.

Phone numbers:
Dave Reynolds: x5494; Cell No: 908-910-4930
Sharon Yang: x5730; Home: 609-882-8604; Cell No. 609-903-3474
Darlena Dyton: x7214; Home: 609-890-4848; Cell No. 609-721-1414
BOMB THREATS

If a suspicious object or package is found or a bomb threat is received, it is essential to:

1. Notify the Department of Public Safety (Emergency phone ext. 7777).
2. Clear the entire building immediately if advised by the Department of Public Safety. If the building is evacuated, no one should re-enter the building until the Department of Public Safety has declared the area safe for use.

If a bomb threat is received by phone:

1. If possible, use cell phone or other device to call 609-896-7777 simultaneously to notify Public Safety. If a staff member receives a call reporting a bomb threat, he or she should remain calm and try to get answers to the following questions as quickly as possible:
   - When will the bomb explode?
   - Where is the bomb?
   - What does the bomb look like?
   - When was the bomb planted?
   - What will detonate the bomb?

2. The staff member receiving the bomb threat should carefully note the following:
   - The exact words used by the caller.
   - The stated motive for the bomb threat.
   - The quality of the caller’s voice (whether it is young or old, female or male, or someone with an accent).

3. If possible during the phone conversation, the staff member should signal to a nearby employee who can then notify the Department of Public Safety (Emergency phone ext. 7777). The Department of Public Safety will notify all other appropriate personnel, including the Dean of University Libraries. If the staff member is alone, end the phone call as quickly as possible and call the Department of Public Safety (Emergency phone ext. 7777). As soon as they have been notified, clear the entire building. No one should re-enter the building until the Department of Public Safety has declared the area safe for use.
3rd Floor

- ND
- HC
- PQ
- PQ 1925
- PG
- 339
- 340
- 342
- JK
- JN
- ← N

301 B-C
Conference Room

301 E
Library
Presentation Center I

Copy machine

Restrooms

337
Library
Presentation Center II

338
Riderona

• = electrical outlets

C = computers/catalog & databases
INSERT LOCATION OF FIRE ALARMS AND FIRE EXTINGUISHERS IN THE LIBRARY HERE

(4th floor of Moore Library)
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol (Denatured)</td>
<td></td>
<td>Acme 609-883-9706 On Shelf at Circ</td>
<td>To clean the bindings of books infested by mold</td>
</tr>
<tr>
<td>Book Trucks</td>
<td>15</td>
<td>Circulation Desk</td>
<td>To transport Library materials from the scene of the disaster</td>
</tr>
<tr>
<td>Boots, Rubber</td>
<td>6 pairs</td>
<td>Facilities Call: 896-5080</td>
<td></td>
</tr>
<tr>
<td>Brooms</td>
<td>6</td>
<td>Facilities Call: 896-5080</td>
<td></td>
</tr>
<tr>
<td>Buckets</td>
<td>6</td>
<td>Facilities Call: 896-5080</td>
<td></td>
</tr>
<tr>
<td>Dehumidifiers</td>
<td>1</td>
<td>Riderana</td>
<td>To combat mold development by humidity control</td>
</tr>
<tr>
<td>Disinfectant (Lysol, Clorox)</td>
<td></td>
<td>Acme 609-883-9706 On Shelf at Circ</td>
<td>To destroy mold infestations on shelves, walls, floors</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>6</td>
<td>Facilities Call: 896-5080</td>
<td>For fans, generators, water pumps</td>
</tr>
<tr>
<td>Fans</td>
<td>4 large, 2 small</td>
<td>Facilities Storeroom (1st Floor)</td>
<td>To air dry wet books</td>
</tr>
<tr>
<td>First Aid Kits</td>
<td></td>
<td>At Circulation Desk and one in Box 1 CVS Pharmacy US 1 &amp; Texas Ave, Lawrence Twp., NJ 609-882-1950</td>
<td></td>
</tr>
</tbody>
</table>

An inventory of supplies should be taken every July by the Departmental Secretary and supplies replaced at that time.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashlights</td>
<td>5</td>
<td>2-Circulation Desk 1-Computer Room 1-Periodicals Office 1-Reference Desk</td>
<td></td>
</tr>
<tr>
<td>Freezer Paper</td>
<td></td>
<td>Acme 609-883-9706 On Shelf at Circ</td>
<td>To separate books, which are being packed for freeze drying</td>
</tr>
<tr>
<td>Generator</td>
<td></td>
<td>Facilities Call: 896-5080</td>
<td>Provide an emergency source of electric power</td>
</tr>
<tr>
<td>Hand trucks</td>
<td>10</td>
<td>Facilities Call: 896-5080</td>
<td>To move boxes of books at one time</td>
</tr>
<tr>
<td>Mops</td>
<td>6</td>
<td>Facilities Call: 896-5080</td>
<td></td>
</tr>
<tr>
<td>Paper Towels</td>
<td>12 rolls</td>
<td>Facilities Storage Room (1st floor)</td>
<td>To interleave books being air dried; to cover drying tables</td>
</tr>
<tr>
<td>Plastic Garbage Bags</td>
<td>Box 1 &amp; 2</td>
<td>On Shelf at Circ in boxes 1 &amp; 2 Acme 609-883-9706</td>
<td>To carry away ruined books; to hold microforms, tapes and films that are wet</td>
</tr>
<tr>
<td>Plastic Milk Crates</td>
<td>20-25</td>
<td>Daly Dining 896-5061</td>
<td>To transport wet books to a freezing facility</td>
</tr>
<tr>
<td>Plastic Sheeting</td>
<td>many sheets in box</td>
<td>On Shelf at Circ 1 roll, in Box 2</td>
<td>To protect book shelves, books, and equipment from water leaks</td>
</tr>
<tr>
<td>Scissors</td>
<td>7-10</td>
<td>Box 1</td>
<td></td>
</tr>
<tr>
<td>Tape (masking)</td>
<td>5 rolls</td>
<td>Box 1</td>
<td>To hold plastic sheeting in place</td>
</tr>
<tr>
<td>Wet/Dry Vacuums</td>
<td>3</td>
<td>Facilities Call: 896-5080</td>
<td>To pick up small quantities of water</td>
</tr>
<tr>
<td>Water Pumps</td>
<td>4</td>
<td>Facilities Call: 896-5080</td>
<td>To remove large quantities of water from a flooded area</td>
</tr>
<tr>
<td>Wax Paper</td>
<td>1 Roll</td>
<td>Box 2</td>
<td></td>
</tr>
</tbody>
</table>

List updated 10/07
PERSONNEL TO CALL IN A DISASTER

In all emergencies involving fire, flood or other disaster situations, the person first discovering the disaster should call:

DEPARTMENT OF PUBLIC SAFETY: 896-7777 or ext. 7777 (Emergency)

- Public Safety will notify the local Fire Department, Public Service Electric and Gas Company, etc., and then notify the Dean of University Libraries and a member of the Disaster Action Team who will call appropriate personnel, as the situation warrants.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office No.</th>
<th>Home No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rider University</td>
<td>Vickie Weaver</td>
<td>609-896-5321</td>
<td>609-896-5029</td>
</tr>
<tr>
<td>Department of Public Safety,</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Dispatcher will contact</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Rider University</td>
<td>James Flatley</td>
<td>609-896-5029</td>
<td>609-896-5029</td>
</tr>
<tr>
<td>Dept. of Public Safety</td>
<td></td>
<td></td>
<td>Dispatcher will contact</td>
</tr>
<tr>
<td>Asst. Director/Captain</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Dispatcher will contact</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Rider University</td>
<td>Frank Scharibone</td>
<td>609-896-5724</td>
<td>609-896-5029</td>
</tr>
<tr>
<td>Dept. of Public Safety</td>
<td></td>
<td></td>
<td>Dispatcher will contact</td>
</tr>
<tr>
<td>Safety Coordinator</td>
<td></td>
<td>609-896-5724</td>
<td></td>
</tr>
<tr>
<td>Dispatcher will contact</td>
<td></td>
<td>609-896-5029</td>
<td></td>
</tr>
<tr>
<td>Dean of University Libraries</td>
<td>F. William Chickering</td>
<td>609-896-5111</td>
<td>609-306-3170</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Robert Congleton</td>
<td>609-895-5248</td>
<td>215-736-8432</td>
</tr>
<tr>
<td>Moore Library</td>
<td></td>
<td>609-896-5248</td>
<td></td>
</tr>
<tr>
<td>Disaster Action Team</td>
<td>Darlena Dyton</td>
<td>609-896-5000</td>
<td>609-890-4840</td>
</tr>
<tr>
<td>Support Svcs. Mgr.</td>
<td></td>
<td>x7241</td>
<td>Cell# 609-721-1414</td>
</tr>
<tr>
<td>Andrew D’Apice</td>
<td>609-896-5000</td>
<td></td>
<td>609-477-2745</td>
</tr>
<tr>
<td>Evening Supervisor</td>
<td>x7471</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Fire Marshalls</td>
<td>Janice Kucak</td>
<td>609-896-5112</td>
<td>609-893-3104</td>
</tr>
<tr>
<td>Coleen Carr</td>
<td>609-896-5000.x7213</td>
<td>609-799-9680</td>
<td></td>
</tr>
<tr>
<td>Bob Congleton</td>
<td>609-895-5248</td>
<td>215-736-8432</td>
<td></td>
</tr>
<tr>
<td>Ann Hickey</td>
<td>609-895-5633</td>
<td>609-844-0228</td>
<td></td>
</tr>
<tr>
<td>Kathy Holden</td>
<td>609-896-5110</td>
<td>215-321-9383</td>
<td></td>
</tr>
<tr>
<td>Karl Niederer</td>
<td>Jason Wagner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Jersey State Archives</td>
<td>Educational Testing Service Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>225 West State Street</td>
<td>400 Rosedale Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O. Box 307</td>
<td>Princeton, New Jersey 08541</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trenton, New Jersey 08625</td>
<td>609-734-5296</td>
<td></td>
<td></td>
</tr>
<tr>
<td>609-633-8334</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Ronald Becker                 | Gary Saretzky                |
| Special Collections, University Archives | Monmouth County Archives     |
| Alexander Library             | 125 Symmes Drive             |
| Rutgers University            | Manalapan, New Jersey 07726 |
| New Brunswick, New Jersey 08903 | 732-308-3772                 |
| 732-932-7006                  | Home #609-392-4484           |

| George Blood                  |                              |
| Safe Sound Archive – Audio & Video |                         |
| 21 West Highland Avenue       |                              |
| Philadelphia, PA. 9118-3309   |                              |
| 215-248-2100                  |                              |
INVENTORY OF EMERGENCY SERVICES AND EQUIPMENT
(A member of the Disaster Action Team makes calls to contacts)

MOISTURE CONTROL

Moisture Control Services/Munters
Cargocaire Engineering Corporation
198 Green Pond Road
Rockaway, New Jersey 07866
Contact: Ron Chamberlain
Phone: 1-800-ICANDRY (1-800-422-6379)
1-800-MUNTERS (1-800-686-8377)

Services:
Water Pumping
Water vacuuming
Moisture removal – floors, walls, furniture
Air-drying of materials

FREEZERS

Freezing water-soaked materials within 48 hours after a disaster can minimize mold damage. Freezing has no injurious effects on paper and binding and it can be used safely for books, periodicals, maps, and other paper materials. It is not recommended for microforms and photographic prints.

Aramark
Daly Dining Hall
Contact: Matthew Smith
Phone: 609-896-5061

Artic Ice Cream Company
22 Artic Parkway
Trenton, New Jersey
Phone: 609-393-4264

Atlas Cold Storage
2525 Bergey Road
Hatfield, Pennsylvania 19440
Contact: Ellen Van Patten
Phone: 215-721-0700, x111
FREEZE DRYING

In this process, the water in the materials remains frozen but is removed in the drying process without becoming liquid. This process is one of the few ways of reducing staining of materials and saving glossy coated paper stock.

American Freeze-Dry Inc.
39 Lindsey Avenue
Runnemede, New Jersey 08078
Contact: John or Francine Zioance
Phone: 856-546-0777

Services:
Vacuum freeze drying of books
Refrigerated trucks by arrangement
Freezer storage, minus 20 degrees
Plastic milk crates
Smoke odor removal by arrangement
Fumigation by arrangement
Cleaning of materials by arrangement

PLASTIC MILK CRATES

These are the best containers for carrying wet books to a freezing or freeze dry facility. Water drains easily out of the sides of the crates.

Aramark
Daly Dining Hall
Contact: Mark Miller
Phone: 609-896-5061

Johanna Foods
Johanna Farms Road
Flemington, New Jersey
Phone: 908-788-2200 (X414)
Contact: Judy Burbower

Updated 3/2012 jk