



EMERGENCY OPERATIONS PLAN

Fall 2017
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I. EASTERN SCHOOL OF ACUPUNCTURE AND TRADITIONAL MEDICINE MISSION STATEMENT

The purpose of the Eastern School of Acupuncture and Traditional Medicine is to offer professional training, education and services in acupuncture, Oriental medicine, and the traditional healing modalities that enhance the health and well-being of the greater community.

II. SCOPE, AUTHORITY AND DEFINITION

The basic emergency procedures at The Eastern School of Acupuncture and Traditional Medicine (hereinafter ESATM) are provided to protect lives and property through the effective use of campus and community resources. Should an emergency arise or escalate beyond the scope of routine measures, the ESATM president or her appointee will declare a state of emergency and these contingency guidelines will be implemented, pursuant to NJ Rev Stat § 18A:3B-69 (2016).

These procedures apply to all personnel, buildings and grounds operated by ESATM. When students and/or staff are at off-campus locations, ESATM will defer to the emergency plan used by that off-campus facility. Since emergencies and disasters are not predictable, the guidelines outlined in this manual may require immediate modification.

This plan is developed and under the authority and authorization of ESATM.

An emergency is defined as an incident (potential or actual) which affects human life and/or well-being, building, properties operated by ESATM, and that will disrupt the overall operation of ESATM.

A disaster is an event or occurrence which can seriously impair or halt the operation of ESATM and put human life and/or well-being at risk. Disasters may affect the surrounding community.

III. FIRST RESPONSE

The President or her appointee will serve as the overall Emergency Director during any major emergency involving the campus or occupants. Affected areas are to be closed off immediately. The first priority is given to any casualties who will be treated immediately and transported to medical facilities as needed.

IV. DECLARATION OF A CAMPUS STATE OF EMERGENCY

The ESATM President or her appointee has the authority to declare a campus state of emergency. Two appointees, the Emergency Director and the Emergency Coordinator, will directly assist the President.

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V. STEPS FOLLOWING A CAMPUS STATE OF EMERGENCY

The Emergency Coordinator will initiate the appropriate procedures to meet the emergency, safeguard people and property and maintain ESATM facilities. This person will consult immediately with the Emergency Director regarding the emergency and subsequent actions to be taken.

During a campus state of emergency, only registered students and ESATM employees are authorized to be present on campus. ID Cards must be exposed and available. Those individuals who cannot present proper ESATM identification will be directed to leave the campus immediately. Unauthorized persons remaining on campus may be subject to arrest in accordance with New Jersey laws and statutes. Only those faculty authorized by ESATM to respond to an emergency or disaster may be allowed to enter the disaster site.

VI. COLLEGE EMERGENCY TEXT NOTIFICATION SYSTEM

All students, faculty and staff are requested to sign up for the ESATM Club Texting text alert system. More information can be found on the company website, www.clubtexting.com.

Students' contact information is entered into the program at the New Student Orientation. Staff and faculty have the option to register at the time of hire.

Emergency notification will be posted on www.esatm.edu, and in the event the campus is closed, notification will be made on the website as well as via Orbund, at <https://server14.orbund.com/einstein-freshair/index.jsp>.

VII. EMERGENCY PHONE NUMBERS

Bloomfield Police Department: **911** OR 973-680-4000
Bloomfield Fire Department: **911** OR 973-680-4160

VIII. EMERGENCY RESPONSE TEAM

Emergency Response Director	Aida Morales-Almanzar, CEO/President
Emergency Response Coordinator	Rebecca Reisen, Director of Student Services
Safety Response Officer	Kelly Williams, Director of Admissions

IX. HOW TO PREPARE FOR EMERGENCIES

- Register your cell phone with the campus emergency notification system;
- Become familiar with the contents of the guidelines contained in this document;
- Check the appropriate section of these guidelines for handling the specific emergency;
- Remember that a major emergency may involve a number of smaller emergencies that will need to be handled separately;
- If evacuating the building, take this manual with you, if readily available;

- Keep your ESATM ID Card with you at all times; and
- Read information in advance such as Emergency Preparedness by FEMA or the Red Cross.

X. WHAT TO DO IN AN EMERGENCY

- Call **911** in all emergencies;
- If danger is imminent, move yourself and others away from the danger;
- Unless you are a licensed first aider, do not attempt first aid on a victim. See the First Aid section below;
- If the order is to evacuate the building, do not try to rescue personal items;
- If the order is a lockdown, do not attempt to leave the building;
- Communicate any and all changes in your situation to a member of the Emergency Response Team either in person or via telephone; and
- Do not contact or talk to the media.

XI. EVACUATION OF CAMPUS

A. Evacuation Sites

The ESATM and Provident Bank parking lot is the primary evacuation center for ESATM. The alternate evacuation area is outside 2 Broad Street, at the intersection of Broad Street and Bloomfield Avenue.

Always follow directions from the Police and Emergency Response personnel.

B. Evacuation Procedures

Evacuation procedures are posted in each classroom, clinic reception, clinic intern room, and the administration office. As with any emergency, do not stop to collect personal belongings

C. Faculty Responsibilities

- The building alarm will sound and/or a member of the Emergency Response Team will instruct the building occupants to evacuate the premises;
- Faculty must bring an attendance sheet with them for the head count (see XXXIII. Attendance Form for Evacuation Site);
- Evacuate to designated area or follow instructions of emergency personnel;
- Faculty must inform a member of the Emergency Response Team of student who are not able to evacuate due to disability or injury;
- Keep roadways clear for emergency vehicles; and
- Instruct students to stay with the faculty member.

D. Staff Responsibilities

- The building alarm with sound and/or a member of the Emergency Response Team will instruct the building occupants to evacuate the premises;
- Staff should make sure that all guests in the building are evacuated;

- Inform a member of the Emergency Response Team of any building occupants who are not able to evacuate due to disability or injury;
- Evacuate to designated area or follow the instructions of emergency personnel; and
- Keep roadways clear for emergency personnel.

XII. LOCKDOWN OF CAMPUS

Also known as “Shelter in Place,” the purpose of a lockdown is to prevent members of the ESATM Community from traveling into a dangerous situation. The reasons for a lockdown could include a threatening person on the premises, downed power lines, and extremely severe weather.

- Go immediately to the nearest room with a door lock;
- Close and lock all doors in classrooms, clinic, and offices. Do not assume that the building is locked; Make sure individual rooms are locked;
- Close windows and pull down shades or blinds to prevent sight from the outside;
- Turn cell phones to Vibrate or Silent;
- Remain calm and do not engage in loud conversation;
- All occupants of the room should be sitting or lying on the floor away from all windows;
- Notify a member of the Emergency Response Team of your status (location, number of people in the room, any injuries); and
- Do not open the door until the “All-Clear” message is announced.

TYPES OF EMERGENCIES

XIII. ACTIVE SHOOTER

The following has been adopted from the U.S. Department of Homeland Security (hereinafter DHS): Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, and often before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

DHS recommends the following action when there is an active shooter: Evacuate, Hide Out, Take Action.

- Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind;
- Evacuate regardless of whether individuals agree to follow;
- Leave your belongings behind;
- Help other people escape, if possible;
- Prevent individuals from entering an area where the active shooter may be located;
- Keep your hand visible for police to observe;
- Follow the instructions of police or other emergency personnel;

- Do not attempt to move wounded people; and
- Call 911 when you are in a safe location.

- Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view; and
- Provide protection if shots are fired in your direction (i.e.: an office with a closed, locked door).

To prevent an active shooter from entering your hiding place, lock the door or use heavy furniture to block the door. If the active shooter is nearby, lock the door, silence your phone, hide behind large items /furniture, and remain quiet.

If you are not able to evacuate and hiding out is not possible, remain calm. Call 911 if possible. If you cannot speak, leave the phone line open and allow 911 dispatcher to listen.

- Take Action

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible;
- Throwing items and improvising weapons;
- Yelling; and
- Committing to your actions.

When law enforcement arrives, they may shout commands and/or push individuals to the ground for their safety. Remain calm and follow all instructions. Keep your hands visible at all times and avoid making quick movements.

When calling 911 or the Police, the following information should be provided:

- Location of the active shooter;
- Number of shooters;
- Physical description of shooter(s); and
- Number of potential victims.

Good Practices for coping with an active shooter situation are:

- Be aware of your environment and any possible dangers;
- Take note of the nearest exits;
- Call 911 as soon as possible; and
- Only take action against an active shooter as a last resort; your chance of survival is much greater if you try to incapacitate him/her.

XIV. ASSAULT OR SEXUAL ASSAULT

In the event of an assault or sexual assault, it is critical to get help as soon as possible.

- Call 911 and alert a member of the Emergency Response Team;
- Report your name, location, and details of what occurred. If you are reporting for another person, give his/her name and location;
- Give as much detail as possible about the attacker, including gender, race, hair color and length, eye color, height, weight, distinguishing marks (tattoos, scars), what the attacker said, accents or speech impediments, and what he/she was wearing;
- The victim should not bathe or shower until after being seen by a medical professional.

An assault or sexual assault can have a deep psychological impact. It is critical to seek psychological support after an attack. The Director of Student Services can provide information for services specific to helping a victim of assault or sexual assault.

XV. BIOLOGICAL AGENT

Biological agents are those organisms that can cause distress to the skin, respiratory, or gastrointestinal systems. Examples are anthrax and ricin, as well as organisms that may be used for study in laboratories under contained situations.

- If you have a suspicious envelope or package which contains fine white particles, immediately place it in a plastic bag or any container that can be sealed;
- Evacuate the room and close the door;
- Wash your hands thoroughly with antibacterial soap and rinse well;
- Alert a member of the Emergency Response Team and/or 911;
- Prevent others from entering the room. If others have been exposed, have them wash with antibacterial soap and water also;
- Give the Emergency Response personnel the names and contact information for all the people who might have been exposed; and
- Seek medical attention immediately after an exposure.

XVI. BOMB THREAT

If you receive the bomb threat via telephone:

- Try to keep the caller on the phone to obtain as much information as possible;
- If possible, ask someone to contact a member of the Emergency Response Team;
- Ask the caller the following:
 - Where is the bomb?
 - When will it explode?
 - What does it look like?
 - What kind of bomb is it?
 - What is your name?

- What is your phone number? and
- Also record the following information:
 - Time of call;
 - Approximate age and sex of caller from you observations;
 - Speech patterns such as accents or impediments;
 - Emotional state of caller;
 - Background noises such as music, traffic, horns, talking, etc.;
- If you are alone, 911 immediately after the phone conversation; and
- If the caller indicates the bomb is in the building where you are, notify as many people as possible and pull the fire alarm to evacuate the building. Make sure any people with disabilities are properly evacuated. Do not use elevators.

XVII. CHEMICAL OR HAZARDOUS MATERIALS SPILL

In the event of a chemical or hazardous materials spill:

- Evacuate the room in which the spill has taken place and close the door;
- Pull the fire alarm to notify building occupants to evacuate the building;
- Notify a member of the Emergency Response Team with the following information:
 - Name of chemical;
 - Exact location of spill; and
 - Any injuries as a result of the spill.
- Move at least 500 feet from the building, keeping road, sidewalks, and driveways clear for emergency vehicles and remain at designated area until further notice.

XVIII. CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing, or rallies will be peaceful and not obstructive. Any demonstration should not be disrupted unless one or more of the following conditions emerge:

- Interference with the normal operations of ESATM;
- Prevention of access to campus buildings; or
- Threat of physical harm or damage to person or ESATM facilities.

All demonstrations will be monitored by a member of the Emergency Response Team and, if necessary, the Bloomfield Police Department.

It is critical to remain uninvolved to secure one's own safety. If a demonstration becomes violent:

- Stay in the building and notify a member of the Emergency Response Team;
- If you are outside, leave the immediate area of the disturbance;
- If the demonstration is situated between you and your vehicle, walk off campus and use alternative transportation; and
- Encourage students to remain uninvolved and follow either of the steps above.

XIX. EARTHQUAKE

Even in the northeastern United States, there is always the chance of an earthquake, but there is no way of predicting or giving any warning to when one may occur. We may not feel shaking all of the time because some earthquakes can only be felt by sensitive instruments. Other times, earthquakes can be very dangerous and occur in highly populated areas placing many people at risk.

Homes and buildings can be severely damaged, and the ground can literally split apart. Planning and proper responses are crucial to protecting yourself before and after an earthquake. While you may think the earthquake has stopped, there is always the potential for aftershocks. Aftershocks can be severe and happen within the first hour after the main shock. The rate of aftershocks decreases quickly but can be felt up to weeks or even months after a large earthquake occurrence.

The following are tips covering situations in which you may find yourself when an earthquake strikes.

If indoors:

- Drop to the ground;
- Take cover by getting under a sturdy table or desk;
- Stay inside until the shaking stops;
- Stay away from glass or anything that can fall, like light fixtures and furniture; and
- Do not use elevators.

If outdoors:

- Stay where you are if you are not near any buildings, streetlights, or utility wires;
- Do not move from the area you are in until the shaking stops; and
- Remember that aftershocks can be just as bad as the earthquake itself.

In a moving vehicle:

- Stop as quickly as possible, but stay in the vehicle;
- Avoid stopping near or under buildings, trees, overpasses and utility wires;
- Proceed cautiously once the shaking has stopped; and
- Avoid roads, bridges, or ramps that have been damaged.

If you are trapped under debris:

- Do not light a match because materials or fumes around you could ignite;
- Do not move frantically or kick up dust because you could injure yourself;
- Cover your mouth with a handkerchief or clothing to protect yourself from breathing in dust and other airborne toxins;

- Tap on a pipe or wall so rescuers can locate you; and
- Shout only as a last resort because it could cause you to inhale dangerous amounts of dust.

XX. EXPLOSION OR DOWNED AIRCRAFT

- Immediately take cover under tables, desks or other objects that can give you protection against falling glass and debris;
- If, after the explosion subsides, you smell smoke or see fire, activate the fire alarm and evacuate the building; Do not use elevators;
- Alert a member of the Emergency Response Team and 911;
- Note injuries that need treatment and the condition of building;
- Note any person who cannot evacuate building as a result of disability or injury; and
- Once outside, move at least 500 feet from affected area including crash site and affected buildings and report to designated evacuation site for head count.

XXI. FIRE

- Call 911 to report location of fire or smoke;
- Activate the building alarm by pulling down on the handle of the fire alarm;
- Evacuate the building, closing doors if possible to contain the fire and smoke;
- Do not lock the doors;
- Do not use the elevators;
- Once outside, move at least 500 feet from the building;
- Notify a member of the Emergency Response Team or emergency personnel of any people who might still be in the building and their location; and
- Do not try to contain the fire yourself.

If you are trapped inside the building:

- Close the door to the room you are located within;
- Block the bottom of the door with a towel, piece of clothing or small rug to prevent smoke from coming into the room. Do not block the door with anything that cannot be pushed out of the way from the outside;
- Try to get near a window and place an article of clothing outside the window as a marker for emergency personnel;
- Stay as low as possible to avoid smoke and to obtain fresh air; and
- Shout out at regular intervals to alert emergency personnel as to your location.

XXII. MEDICAL AND FIRST AID

- Call 911 if illness or injury appears to be life threatening; and
- Alert a member of the Emergency Response Team if illness or injury appears to be non-life threatening. Signs of life threatening illness or injury include:
 - Spurting or pulsating blood flow from the injured person;
 - The person is not breathing;
 - The person appears conscious but cannot speak;
 - The person complains of pain in chest, back, or neck; or

- The person is unconscious.

Important Information:

- Do not move the injured person unless they are in immediate danger from their surroundings;
- Cover the person with a blanket, jacket, or coat;
- Make note of what caused the injury, the time of the incident, and other people present; and
- Stay with the injured person until emergency medical personnel arrive.

XXIII. MENTAL HEALTH CRISIS

A mental health crisis is when an individual is threatening to harm himself/herself and or others, or appears to be out of touch with reality. At the time of a mental health crisis, you should:

- Notify a member of the Emergency Response Team;
- Clearly state that you need immediate assistance and give your name, location, and description of the incident;
- Call 911;
- The person should be transported to the hospital via the EMS and ambulance;
- If the person informs you that they do not need psychiatric attention, contact the East Orange Mobile Crisis Unit at 973-266-4479 for an on-site evaluation;
- Move other people in the proximity of the incident away from the person;
- Do not try to subdue or overtake the person;
- If you feel that you are in danger, move away or leave the area; and
- FERPA and HIPAA laws may apply to this situation. Do not engage in a discussion about the individual unless the person is an emergency medical personnel or a member of the Emergency Response Team.

XXIV. PANDEMIC RESPONSE

A pandemic is an incident of widespread virus or bacteria that affects large portions of the population and is easily transferred from one human to another.

The best way to prevent the spread of a virus is:

- Avoid contact with people who are ill;
- Stay away from others if you are ill;
- Cover mouth and nose with tissue when coughing or sneezing (do not cough or sneeze into hands);
- Wash hands frequently or use a sanitizing hand gel;
- Avoid touching eyes, nose or mouth; and
- Avoid handshaking.

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Immediate care:

- Persons experiencing any flu symptoms should avoid contact with others and get plenty of rest and fluids;
- Symptoms include:
 - Fever;
 - Chills and body aches;
 - Cough;
 - Sore throat;
 - Headache;
 - Diarrhea; and/or
 - Vomiting.

If these conditions do not improve or worsen, contact a health care provider as soon as possible.

Emergency medical attention is required if the following symptoms appear:

- Difficulty breathing or shortness of breath;
- Pain or pressure in the chest or abdomen;
- Sudden dizziness;
- Confusion; or
- Severe or persistent vomiting or diarrhea.

Based upon the nature and scope of the pandemic emergency, the Emergency Response Team will respond according to the federal, state, and local guidelines based on the level of response required.

XXV. SEVERE WEATHER

Severe weather is defined in two ways: watches and warnings. Watches encompass circumstances where atmospheric conditions are conducive to severe weather such as thunderstorms, floods, blizzards, hurricanes, and/or tornadoes in a specific geographic area. Warnings indicate that the severe weather has been sighted and is a definite threat to a specific geographic area.

- Flood Emergency:
 - You will be notified by a member of the Emergency Response Team and/or police of an appropriate evacuation route. Do not deviate from the route; and
 - Check emergency closing notifications to determine if the campus has been closed.
- Snow Emergency:
 - School closures will be posted on all emergency closing systems; and
 - If the campus is to shut down after normal work hours have started, Emergency Response personnel will notify all departments.
- Tornado preparedness:
 - During a tornado warning, get to the lowest point of the building (basement or lowest floor);

- Kneel facing a solid outside wall;
- Avoid windows;
- Use clothing or blanket to cover heads and eyes;
- All exterior doors should be closed;
- Wait for the “All Clear” signal before moving from location;
- If outside, go to the closest building and get to the lowest point of that building away from windows;
- Severe Thunderstorm:
 - If outside, get into the closest building;
 - Remain inside, away from windows until storm has passed;
 - Avoid traveling under power lines and trees; and
 - Watch for objects being carried by the wind; Severe thunderstorms often have high winds as well as lightning.

XXVI. SUSPICIOUS PACKAGE

A suspicious package is any package that appears out of place or has any number of characteristics as follows:

- Excessive postage;
- Handwritten or poorly typed address;
- Incorrect titles;
- Title but no name;
- Misspellings;
- Oily stains, discoloration or odor;
- No return address;
- Excessive weight;
- Protruding wires or foil;
- Excessive packaging materials such as tape, string, rope;
- Noise emanating from package;
- Marked with restrictive endorsements such as personal or confidential; and
- Shows a city or state in the postmark that does not match the return address.
- Do not touch the package or allow anyone else to do so;
- Alert a member of the Emergency Response Team, and call 911;
- Instruct everyone to leave the room and close the door;
- If you have handled the package or envelope and an unknown substance has spilled out, do not try to clean it up;
- Cover the spilled contents immediately with anything available: trash can, paper, clothing, plastic bag, etc.;
- Evacuate all people from the room and close the door;
- Immediately wash your hands with anti-bacterial soap (if possible) and rinse very well with water;
- Instruct all those who were in the room to do so as well; and
- Make a list of all people who were in the room with the package or envelope and give to the Police.

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XXVII. UTILITIES FAILURE/POWER OUTAGE

Emergencies such as electric power failure, natural gas leaks, and plumbing failure are rare but do occur. During these emergency situations, remain calm and follow the listed procedures to minimize this disruption.

Electrical Power Outage:

- Remain calm and, if possible, locate a flashlight and a cell phone;
- Determine if the outage is within a particular room, building, or campus-wide;
- If the power outage is within your room, contact a member of the Emergency Response Team;
- If the power outage is within your building or is campus-wide, you will be notified by campus emergency personnel to either remain sheltered in place or to evacuate to a specific location;
- If instructed to evacuate, proceed cautiously to the nearest exit;
- If you are in an area that has minimal lighting or is unlighted, proceed cautiously to an area that has lighting; and
- Provide assistance to others in your area that may be unfamiliar with the space.

Elevator Failure:

- If you are in an elevator that has stopped, use the “Alarm” and “Call for Help” buttons; and
- If you discover an elevator that has stopped and there are occupants on the elevator, contact a member of the Emergency Response Team.

Natural Gas Leak:

- If you believe that you smell natural gas in the area that you are occupying, cease all operations and immediately vacate the area;
- Do not turn on or off any electrical appliances, ceiling/table lights, etc.;
- Do not light any matches or lighters; and
- When you are removed from the area with the natural gas smell, call the Bloomfield Police Department

Water Flooding and/or Plumbing Failure:

- Alert a member of the Emergency Response Team of the exact location and severity of the water leak and/or flood;
- Use extreme caution if there are electrical appliances and outlets near the water leak and/or flood;
- If there is any possible danger to yourself and others, evacuate the area cautiously;
- If you know the source of the water and can safely stop it (e.g., unclog the drain, turn off the water, etc.), do so cautiously;
- Be prepared to assist as directed in protecting objects that may be damaged due to the flooding; and
- Take only essential steps to avoid or reduce immediate water damage by covering, removing or elevating them.

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Campus-Wide Closure Information:

- If a utility failure is severe and requires an extended amount of time to repair, the ESATM administration may opt to close the college until further notice;
- In the event that ESATM closes, the ESATM community will be notified through emergency text messages, electronic mail, www.esatm.edu, and/or by official ESATM personnel.

XXVIII. THREAT AND/OR ACTS OF TERRORISM

Since 1983, the U.S. Department of State has used Title 22 of the United States Code, Section 2656(d) to define terrorism as “politically motivated violence, perpetrated against noncombatant targets by sub-national groups or clandestine agents, usually intended to influence an audience.”

In the event that a threat or act of terrorism is directed at any member of the ESATM community, it is important to report this information as soon as possible:

- If you receive a threat that you believe to be an act of terrorism, notify a member of the Emergency Response Team and call 911;
- Report your name, location, and what occurred;
- Provide the Police with as much information that you can recall. For instance:
 - Did the person state what he/she intended to do and when?
 - Where did this person say that they would do this?
 - What exactly did the person say to you that made you feel threatened?
 - A physical description if you spoke to the person face to face;
 - A description of the person if you spoke over the telephone;
 - Date and time of call;
 - Approximate age and gender of caller;
 - Speech patterns such as accents or impediments;
 - Emotional state of caller;
 - Background noises – music, traffic, horns, background talking, etc.
- To avoid panic, it is important to not share information with other students, ESATM employees, and/or members of the media/press; and
- Allow the Emergency Response Team and local/state/federal police agencies to investigate and handle this information.

XXIX. THREAT VIA SOCIAL MEDIA

With the emergence of new technological ways to communicate information, ESATM has developed a policy to deal with threats made to its campus community through social mediums found on the internet. Social Media is any electronic based communication tool including Facebook, Twitter, phone text messaging, instant messaging, etc.

- Threats include any message that indicates implied and/or inferred threats to the safety and security of the ESATM community such as individuals, buildings, operations, processes, services, technology resources, BC network, etc.;

- Threats include actions or intimidations to cause physical and/or psychological harm to members, family, and/or friends of the ESATM community, an individual's place of residence, as well as damage to ESATM property, resources, and services.
- Actions by College:
 - Any threat that is in written format should be saved, which includes electronic formats found social media sites or phone text messages;
 - Any threat should be reported to a member of the Emergency Response Team immediately and the text or social media threat should be made available to them;
 - The nature of the threat may be reported to the Bloomfield Township Police Department for investigation;
 - Any threat that seems imminent should be reported to the Bloomfield Township Police by calling 911; and
 - Threats may be punishable under federal and/or NJ State terroristic acts laws and/or under ESATM guidelines.

XXX. VIOLENT OR CRIMINAL BEHAVIOR

Always be alert! Report any suspicious behavior to a member of the Emergency Response Team. Give that person the following information:

- Nature of incident;
- Location of incident;
- Description of people involved; and
- Injuries or property damage

What to do if you hear gunfire:

- Get into a room and lock the door;
- Stay away from windows;
- Turn off the lights;
- Turn cell phones to vibrate; and
- Stay quiet.

If outside:

- Seek shelter in a building, shrubbery, or vehicle;
- Make yourself as inconspicuous as possible by using anything to cover yourself;
- Do not scream or panic;
- Call 911

What to do if you are taken hostage:

- Be patient, do not fight the captor;
- Follow instructions, do not argue or plead;
- Treat the captor with respect and maintain eye contact;
- Avoid appearing hostile;
- Be observant;
- Try to remember details to report to emergency personnel;
- Try to establish a rapport with the captor, but do not talk down to him/her; and

- Listening is often a good approach.

What to do when the police arrive:

- Make sure the police can see your empty hands;
- Do not point;
- Answer their questions without gestures;
- Do exactly as they instruct; and
- Remember, the police do not know who the offender is when they arrive on the scene. The Police will approach everyone with suspicion until they can determine who the identity of the alleged perpetrator.

XXXI. WEAPONS ON CAMPUS

In the event that a weapon is found on campus:

- Notify a member of the Emergency Response Team;
- Give your name, location, and type of weapon;
- Do not touch or handle the weapon;
- Do not allow anyone else to touch or handle the weapon; and
- As long as it is safe, stay in that location until emergency personnel arrive.

XXXII. ALL CLEAR, MEDIA RELATIONS, COLLEGE SPOKESPEOPLE, STATEMENTS

All Clear

After an emergency, a member of the Emergency Response Team will announce that the emergency is over and under control and call an “All Clear” announcement indicating that you may return to any business you were involved with prior to the emergency.

Media Relations

Print and broadcast media learn very quickly about crisis situations through a variety of means. Police scanners are often one source. Scanner channels are open to public listening in most cases. In rare instances, a scanner may be blocked or scrambled by the Police due to the nature of the emergency in order to prevent escalation of the crisis situation.

Spokespeople for ESATM

The President of ESATM or her designee is the first point of contact. Information should flow from the President or her designee to a person designated by the president to be relayed to the media. No other person on- or off-campus is authorized to speak to the media about any crisis or emergency situation at ESATM.

XXXIII.FEDERAL INFORMATION SHARING LAWS

Two federal laws, as well as various state laws, limit the disclosure of private information. The Family Educational Rights and Privacy Act (FERPA) governs the privacy of educational records.

The Health Insurance and Portability and Accountability Act of 1996 (HIPAA) governs the privacy of medical records.

FERPA

The purpose of FERPA is to provide students with access to educational records while protecting their privacy through minimum standards for record keeping. Failure to comply with FERPA can result in the loss of federal education funding for educational institutions from primary school to colleges and universities.

FERPA requires a written consent to release any information found in an education record. Information considered appropriate for directories or sharing between ESATM offices and personnel:

- Student name, address, and phone number;
- Date and place of birth;
- Major field of study;
- Official activities;
- Dates of attendance;
- Degrees and awards received;
- Most recent education institution;
- Height and weight for sports purposes

Information that requires consent:

- Personally identifying information;
- IQ scores;
- Medical records;
- Grades;
- Psychologist, counselor and/or teacher reports;
- School disciplinary records

Information can be shared without consent:

- Verbal communication based on personal knowledge or observations as long as the information does not come from the educational record;
- Information shared with other school officials having a legitimate educational interest in receiving the information;
- Information disclosed pursuant to the judicial process, such as court orders or subpoenas;
- Information released in response to an emergency to protect the health and safety of the student or other persons;
- Information contained in records that are created and maintained separately from education records by the educational institution's law enforcement unit;
- Information regarding the final result of a disciplinary proceeding concluding that a student violated school policy for an incident involving a crime or violence or sex offense;
- Information sought in connection with compliance to the Student and Exchange Visitor Information System within the Department of Homeland Security and its Immigration and Customs Enforcement Bureau.

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Health and safety guidelines allow:

- Disclosure of education records to parents if their child is considered to create a health or safety emergency on campus; and
- The imposition of a rational basis test on ESATM's decisions to disclose information in emergency situations.

Administrators must document the emergency circumstances that prompted their decision to disclose information and to whom. Disclosures should not be based on rumor or hunch, but rather articulable and significant in terms of threat to health or safety.

HIPAA

HIPAA regulates the disclosure of health information and the law applies to medical record holders including doctors, nurses, therapists, counselors, social workers, health plan providers, researchers, clearinghouses, insurers, and other health organizations or business associates.

HIPAA requires disclosure of records to patients who are the subject of the records. It also allows disclosure:

- To anyone for whom a patient has provided written authorization;
- When it is necessary for effective treatment;
- To relatives who have been given explicit permission or in emergency situations; and
- In situations where legislators and rule-makers have concluded that privacy is outweighed by other interests (for example, when an individual presents an imminent threat to the health and safety of individuals and the public or when necessary to help law enforcers locate a fugitive or suspect).

XXXIV. ATTENDANCE FORM FOR EVACUATION SITE



Emergency Evacuation Site Attendance Form

Location of Evacuation Site: _____ Date: _____

Person Completing Form: _____ Phone #: _____

	Name of Student, Employee, Patient, Others	Status	Emergency Contact Phone Number
1			
2			
3			
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