



Eastern
International
College

Safety, Security, and Emergency Operations Plan

Revised June 29, 2018

Eastern International College

Main Campus

684 Newark Avenue
Jersey City, New Jersey 07306
201-216-9901

Branch Campus

251 Washington Avenue
Belleville, New Jersey 07109
973-751-9051



Eastern
International
College

Safety, Security, and Emergency Operations Plan

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Safety, Security, and Emergency Operations Plan**

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Safety, Security, and Emergency Operations Plan

Introduction

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998 and the revisions of the 2010 HERA, Eastern International College (EIC) is pleased to provide you with this copy of the 2011 Annual Security and Fire Report for EIC.

This report contains important information about safety and security at EIC. In addition to providing statistics about crime and fire safety on the EIC campuses in Jersey City and Belleville for the past three years, it also describes the many ways we strive to keep the EIC Community safe with our crime prevention and security programs. The statistics demonstrates that the EIC campuses are extremely safe. These crime statistics are also mandated to be reported annually to federal agencies.

Description of the Facilities and Equipment

EIC Campus Facilities

EIC has two campus locations: Belleville and Jersey City. Each campus location is comprised of one building. The Belleville building, located at 251 Washington Avenue, is a refurbished, three-floor, modern facility and contains the classroom space, equipment, instructional resources and student services required of an accredited institution. The building is approximately 25,000 square feet and houses 9 classrooms and 7 clinical and computer labs. The Jersey City campus, located at 684 Newark Avenue, is comprised of three floors and is furnished with the latest technology and resources appropriate to EIC programs. The building is approximately 34,000 square feet and houses seven 7 classrooms, five (5) labs/computer labs, and eighteen (18) dental hygiene workstations.

Both campuses offer students and faculty sufficient access to desktop computers, overhead projectors, library resources, information technology and library resources (e.g., DVDs, CDs, videos, charts, illustration materials) and plastic models to facilitate hands-on, effective teaching and learning. Laboratories are well equipped to meet training needs. For example:

- the phlebotomy laboratories are equipped with arm models and phlebotomy supplies;



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- the patient care laboratories are equipped with hospital beds and other related equipment,
- the dental hygiene laboratory is equipped with X-ray machines and patient clinical areas,
- the ultrasound laboratories are equipped with four(4) ultrasound machines at each campus, and
- EKG machines and supplies are available for laboratory activities and tutoring.

The nursing lab at the Belleville campus is equipped with four 4 simulated hospital patient care settings, each complete with an electronic bed, over bed table and bedside stand, headwall containing a blood pressure system, suction, air/oxygen outlets, and equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped for wireless access to the campus network and is a smart classroom with a large screen and ceiling-mounted data projector. The Nursing department also has two simulation manikins along with software components to make the manikins fully functional. The laboratory also serves as a classroom and can accommodate 24 students with tables and chairs.

The entire third floor of the Jersey City site is devoted to the Dental Hygiene Program. The 11,300 square foot space houses the 8-chair dental hygiene clinic, 3 radiology rooms, 1 panorex suite, a 10-student simulator laboratory, two classrooms, plus faculty office spaces, storage and dental clinic reception area. The lab currently has ten student dental simulators and one instructor simulator. (There are plans to add another ten simulators later.) These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. Students practice in pairs on the simulator while watching the large screen overhead video of the instructor performing a dental hygiene procedure.

The Clinical facility is 2013 state of the industry with computers at every station and patient monitors for oral health educational instruction. Digital radiographs can be brought up on the computer screen for treatment planning and patient education, while digital patient record keeping will afford a paper-free environment.

Each campus building has a lounge available for student use. Although the lounges offer vending machine options, each campus is located in an urban location that affords students access to a vast array of dining and refreshment opportunities. Each campus is available through public transportation, which is important because parking is extremely limited at each of the campuses. Each of the buildings is appropriately furnished for administrative operations. Faculty and advisors have access to private areas to secure their files and other areas to meet with students



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to discuss sensitive material, especially when discussing items related to student privacy. Each building has a physical security presence provided by **Beau Dietl & Associates Security and Investigations**.

Description of Equipment in Both Facilities

Both the main campus in Jersey City and the Belleville Branch Campus have desktop computers, overhead projectors, DVDs, CDs, videos, charts, illustration materials, and plastic models that instructors use to facilitate hands-on, effective teaching and learning. Laboratories are well equipped to meet training needs (e.g., phlebotomy laboratories are equipped with arm models and phlebotomy supplies; patient care laboratories are equipped with hospital beds, etc.). EKG machines and supplies are available for laboratory activities and tutoring. Ultrasound laboratories are equipped with four (4) ultrasound machines at each campus.

The Nursing Lab on the Belleville campus is equipped with four (4) simulated hospital patient care settings, each complete with an electronic bed, overbed table and bedside stand, headwall containing a blood pressure system, suction, air/oxygen outlets, and equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped with a computer for wireless access to the campus network and is a smart classroom with a large screen and ceiling-mounted data projector. The Nursing department has purchased two simulation manikins along with software components to make the manikins fully functional. Faculty is oriented to their use under the supervision of the Nursing Department Clinical Coordinator. The laboratory also serves as a classroom and can accommodate 24 students with tables and chairs.

As detailed above, the entire third floor (11,300 sq. ft.) of the Jersey City site is devoted to the Dental Hygiene Program.

The purpose of the Safety, Security, and Emergency Operations Plan is to ensure the safety of students, faculty, staff and visitors to the College campus in the event of an emergency. The plan describes emergency communication, response and evacuation procedures. **The plan considered the requirements detailed in P.L2011, Chapter 214, approved January 17, 2012, Assembly, No. 2405.**

The goals are to:

- Protect Lives and prevent injury
- Protect property



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- Identify essential functions, programs, personnel, and procedures to implement the plan
- Preserve organization throughout, assign authority, and lines of succession
- Ensure continuity of all operations including facilities, databases, records, and communications
- Provide a safe and healthy environment for students, administration, faculty, and staff
- Assure consistency with local authorities

Copies of the Plan are maintained in the administration offices, the library and have been distributed to the executive staff.

Internal training of the plan was conducted in both campuses by September 30, 2012.

The State mandated workshop is scheduled by New Jersey Institute of Technology.

Security Services

Jersey City

The Jersey City campus is afforded with access control identification cards for all employees and students. Cameras are strategically located throughout the building and grounds. Alarms with central station coverage are also provided.

College leadership is reviewing the need for additional security services for the Jersey City campus.

Belleville

Eastern International College utilizes the services of Beau Security and Investigative Services with a local office in Union, New Jersey for security services. Security is provided during the open hours of:

8:00 AM – 10:00 PM	Monday – Thursday
8:00 AM – 5:00 PM	Friday
8:00 AM – 1:00 PM	Saturday



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Security Cameras

Security cameras are strategically located throughout both campuses; inside and out, including parking areas, and entrances. All employees and students have Photo IDs.

Alarms

Both campuses have 24 hour central station alarm and monitoring. Alarms and monitoring include:

- Doors (During non operating hours)
- Motion (During non operating hours)
- Smoke
- Chemical Sensors
- Sprinkler System Flow

The access control system currently used in the new Jersey City campus is currently being designed for Belleville.

Public Address

The telephone system is utilized as an internal public address system in both campuses.



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Emergency Notification & Telephone Numbers

IN CASE OF EMERGENCY, CALL: 9-1-1

Call 9-1-1 to report all emergencies, including fire, injuries requiring medical assistance, bomb threats, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of the emergency, and your contact information.

In the event of an emergency at the school, the Campus Director shall contact each of his/her direct reports. Each direct report shall be responsible for contacting his/her direct reports. This shall continue until all employees have been notified of the emergency situation. A telephone tree has been established for each supervisor with the names of each of the supervisor's direct reports, as well as that individual's home address, home telephone number and alternate telephone number. The telephone tree shall be updated as needed, but no less than quarterly, to ensure that all employees shall be contacted.

A list of emergency telephone numbers shall be maintained by the **President's Office** and the **Campus Director's Office**. The list shall include telephone numbers for:

Jersey City

- local fire department
- local police department
- local hospital
- landlord
- poison control 973-926-8008
- American Red Cross 973-797-3340 (*also an office on-site*)
- local radio stations 877-657-8676 Radio 101.5
- local television stations (*to be handled by External Affairs and the President's office*)
- utility companies PSEG

Belleville

- local fire department
- local police department
- local hospital
- poison control 973-926-8008



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- American Red Cross 973-797-3340 (*also an office on-site*)
- local radio stations 877-657-8676 Radio 101.5
- local television stations (*to be handled by External Affairs and the President's office*)
- utility companies PSEG

Emergency Response Team

The EIC Emergency Response Team responsible for, preparing, mitigating, responding to and recovering from an emergency, including:

- ensuring that all elements of this plan are reviewed and updated as needed, but no less than annually;
- assigning roles and responsibilities to school individuals in the event of a crisis and conducting training for those individuals to perform those responsibilities;
- organizing practice emergencies to test the efficiency and appropriateness of the elements of this disaster recovery plan;
- acting as centralized management during a time of crisis until normal operations have resumed; and

The team members shall receive annual training concerning these responsibilities.

The EIC Jersey City Emergency Response Team includes:

Agnieszka Drupka
Soha Elshick
Dr. Shahida Qureshi (Evening)

Within the Emergency Response Team, **the Jersey City chain of command is as follows:**

Agnieszka Drupka
Soha Elshick
Dr. Shahida Qureshi (Evening)

The EIC Belleville Emergency Response Team includes:



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Dr. Mustafa A. Mustafa
Dr. Julius Wangiwang
Shaline Sookdeo
Roxann D'Alessio (Evening)

Within the Emergency Response Team, **the Belleville chain of command is as follows:**

Dr. Mustafa A. Mustafa
Dr. Julius Wangiwang
Roxann D'Alessio (Evening)

Soha Elshick (Jersey City) and Shaline Sookdeo (Belleville) of the Emergency Response Team shall be responsible for maintaining a record of the actions taken by the Emergency Response Team. The attached forms, Appendix A to this Plan is used.

Before implementing an emergency action plan, a sufficient number of persons must be trained to assist in the safe and orderly evacuation of employees. Training for each type of disaster response is necessary so that employees know what actions are required.

Additional training. In addition to the specialized training for Emergency Response Team members, all employees are trained in the following:

- Evacuation plans
- Alarm systems
- Reporting procedures for personnel
- Shutdown procedures
- Lockdown procedures
- Types of potential emergencies

These training programs are provided as follows:



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- Initially when the plan is developed
- For all new employees
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When exercises show that employee performance must be improved.
- At least annually.
- Drills on a semester basis.

School Closings

In the event that the school must be closed, the school closing and information shall be communicated via, the phone tree, email, radio and on the voice message system. A designated individual from the school shall:

- External Affairs will initiate a message through e2Campus.
- Campus Director will change the telephone mail message for the main line from an outside telephone, advising callers that the school is closed and other important information;
- External Affairs will update the website as soon as possible with information for employees and students regarding the closing;
- IT Director will send a mass E-Mail message to all employees and students with necessary information;
- Campus Director will contact local authorities (e.g. police department) to advise them of the school closing; and
- Campus Director will contact local radio and television stations and ask that a public service announcement be made regarding the school closing.

Each individual shall be responsible for changing his/her individual voice mail message, advising callers that the school is closed.

School Closing Communications

- News 12 NJ



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- NJ 101.5 FM, www.nj1015.com
- College-wide text message through e2Campus
- Eastern International College Website www.eicollege.edu and Twitter
- Main Campus Telephone Numbers: Jersey City 201-216-9901; Belleville 973-751-9051

Evacuation Procedures

In the event of an emergency that requires the evacuation of the premises, an alarm will sound in the building. This is the signal for all employees, students and residents to evacuate the building. All individuals without emergency assignments shall remain outside the building until authorized to re-enter the building by the appropriate personnel.

Each room has a floor plan of the building posted near the entrance to the room. The evacuation route and the nearest emergency exit shall be highlighted on the floor plan, as well as locations of stairwells. The floor plan shall also designate a meeting place outside of the building for all occupants of that room. All employees should familiarize themselves with the evacuation routes, emergency exits, locations of stairwells and designated meeting places. Students shall be advised to the existence of the floor plan and shall be asked to familiarize themselves with the information in the event of an emergency.

Instructors shall be responsible for the safe evacuation of their classrooms. Supervisors shall be responsible for the safe evacuation of their work area(s). Do not use elevators; direct all employees and students to the nearest stairwell for safe exit from the building. Instructors and supervisors, before leaving the building, shall ensure that:

- the room is evacuated in a calm and orderly manner;
- all windows are shut;
- all electrical equipment is turned off;
- all students/employees are evacuated through the nearest emergency exit; and
- all classroom/office doors are closed but unlocked.

Once outside, the instructors/supervisors shall ensure that all students/ employees are safely outside the building. Instructors should bring attendance sheets in order perform roll call outside the building. Report missing students/employees to a member of the Emergency Response Team. Instructors and supervisors, along with



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Emergency Response Team personnel, shall not allow anyone to leave the campus except to receive medical attention.

Each section of the building shall have a designated individual who will serve as a warden in the event of an emergency. The Emergency Response Team will maintain a list of those acting as wardens. The wardens shall be responsible for sweeping through their section of the building to make sure that all students/employees have been evacuated. The wardens will then report to a designated member of the Emergency Response Team to advise that the section of the building is clear.

If an employee or student is unable to safely exit the building under his/her own power, then the warden shall assist if safe to do so, or instruct the person with alternative options. The warden shall immediately find a member of the Emergency Response Team or emergency personnel (such as a fireman) and report the exact location of the person in need of evacuation assistance.

Our wardens are:

Jersey City

Agnieszka Drupka
Soha Elshick
Dr. Shahida Qureshi (Evening)

Belleville

Dr. Mustafa Mustafa
Dr. Julius Wangiwang
Shaline Sookdeo
Roxann Dalessio (Evening)

To defend in place, the person should call 911 from the room or a cell phone to report his/her exact location. If smoke is present, seal doors/transoms with towels, preferably wet; open a window for fresh air, and breathe through a wet towel, if available. Hang a brightly colored or contrasting object from the window to alert emergency personnel of the location, and stay low until help arrives.



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Maintenance personnel, along with public authorities, shall check all rooms, hallways and stairwells. No one else should enter the building until it has been determined that the building is safe for re-entry. A member of the Emergency Response Team shall be responsible for communicating that the building is safe for re-entry.

If an evacuation is ordered by the Jersey City or Belleville officials, emergency response organization, the Incident Commander for the authority having jurisdiction should identify the route and location of the nearest evacuation shelter.

Lockdown Procedures

There are a number of emergency situations, such as a hostile intruder, terrorist attack, etc, where an evacuation of a building is not advised. **All lockdown activities are coordinated with the Jersey City or Belleville Police Departments.** In such situations the procedures outlined below are to be followed until additional direction is provided by the police:

- The individual(s) making the discovery of a situation that may require emergency lockdown shall immediately contact (*campus/school security or other office*) and provide as much information as possible. If the situation involves an intruder, the individual(s) making the discovery should NOT attempt to intervene. At a minimum, the individual(s) should provide a description of the intruder, any specific characteristics (height, weight, hair color, race, and type and color of clothing), type of weapon(s), if any, and nature and location of the incident.
- An emergency lockdown is announced internally and the global communications system.
- Once the lockdown has been communicated, or the need for lockdown has been discovered, the following procedures shall be followed by students, faculty and staff members:
 1. Classrooms, offices, conference rooms, and other doors are to be locked and then barricaded if possible.
 2. Windows and window treatments are to be closed.
 3. All lights are to be turned off.



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4. All individuals are to crouch down in areas that are out of sight of doors and windows and remain quiet.
 5. All individuals are to shelter-in-place and should not leave the room or building until receiving official notification that the danger has passed.
 6. Individuals finding themselves in an outdoor area during a lockdown situation are to immediately take cover and should not attempt to enter a building until an "all-clear" announcement has been made by the authorities.
 7. If available, radios, two-way radios or cell phones are to be turned on for continuous updates.
-
- Campus Security is posted to ensure no one enters the building until emergency services personnel arrive and the area is determined to be safe.
 - The President's Office and External Affairs are responsible for the coordination of information and assistance with emergency service authorities once they have arrived on the scene.
 - Only trained law enforcement personnel are authorized to perform a methodical search of the building in which the hostile intruder(s) is/are located.
 - Under no circumstance should a fire alarm be activated. Should a fire alarm sound during a lockdown situation, students, faculty and staff members should not evacuate the building unless they have firsthand knowledge that there is a fire in the building, or they have been advised by the authorities to do so.
 - No attempt shall be made to evacuate the building unless students, faculty and/or staff members are in a room or immediate area where an immediate danger situation, such as shots being fired, exists.
 - Campus Security will notify reception when re-entry to the building can be made and the class and office areas are safe to open. There is no specified time limit for when students, faculty and staff are permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of local authorities.



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Training and Drills

Training is provided in the form of procedural review as well as a formal walkthrough drill with each student, faculty and staff member during the first week of each term. The facilities and security office will review findings immediately following each drill and will make communication and/or procedural modifications as deemed necessary based on their findings.

Fire Response Procedures

Employees shall never expose themselves to any undue risk. If there is any doubt that you can successfully extinguish the fire, immediately pull the nearest fire alarm switch. The locations of all alarm pulls and fire extinguishers must be included on the floor plans which appear in every room.

If trapped by a fire or heavy smoke, drop to your knees or a crouched position and proceed to the nearest emergency exit. Cover yourself with a wet blanket or towel, if possible.

When there is a report of imminent threat to people or property, call 911 before contacting a member of the Emergency Response Team. If there is no imminent threat, contact a member of the Emergency Response Team for an evaluation of the situation and instructions for further action.

Fire Safety Tips:

1. Get anyone out of harm way
2. Confine the fire by closing doors as you leave the area
3. Call 9-1-1
4. Notify the Campus Security
5. Provide the necessary information:
6. Location of fire
7. Size or type of fire
8. Your location
9. Go to the pre-determined Evacuation Assembly area, located (insert location(s) of assembly area



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10. Once assembled, help account for occupants and report to the emergency staff if anyone is unaccounted for and possibly still in the building

If you hear or see a fire alarm:

- Do not assume the fire alarm is a false alarm
- Move to the safest exit
- Close doors as you leave the area
- Exit the building
- Proceed to the designated meeting area
- Wait for further instructions from Emergency Response Staff or the Fire Department

If you are trapped in an office or other area:

- Wedge a cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible.
- Call 9-1-1
- Call the Campus Emergency Response Coordinator
- If windows are operable, open the window and if safe, exit through the window. Break windows as a last resort.

Medical Emergency Procedures

For life threatening and other serious medical emergencies requiring an ambulance, call for paramedics immediately (911). Inform a member of the Emergency Response Team, who will have the responsibility of maintaining order, conducting the preliminary investigation and notifying the appropriate personnel.

If an employee or student has a serious occupational injury or illness that requires medical attention beyond first aid, call the paramedics for transport to the nearest medical facility. Another employee should *never* transport an injured or ill employee to a medical facility.



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For minor injuries, first aid kits are available at the following locations:

- Clinical Labs (Jersey City and Belleville)
- Front Desk (Belleville)

In some instances when an employee is injured, the school may be required to complete an OSHA report for the incident. Whenever an employee is injured, please contact a member of human resources to determine whether an OSHA report must be completed for the employee's injury.

Employees or students with serious injuries or illnesses which require immediate medical attention in excess of normal First Aid shall be taken to:

Jersey City

Jersey City Medical Center
355 Grand Street
Jersey City, New Jersey 07302
201-915-2274

Belleville

Clara Maass Medical Center
1 Clara Maass Drive
Belleville, New Jersey 07109
973-450-2100

Nursing and Medical Assisting Departments

The Eastern International College's Nursing (Belleville) and Medical Assisting Departments are comprised of full and part-time faculty who are current or retired medical professionals, including physicians and nurse practitioners. If a severe situation arises, these professionals are consulted as necessary.

Police Emergency Procedures

In case of a police emergency, students and employees should not expose themselves to any unnecessary risks. In the event of an emergency, notify a security officer or a member of the Emergency Response Team immediately. If deemed necessary, call the police (911) first and then report the emergency to the security officer or member of the Emergency Response Team.

Police emergencies include but are not limited to:



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- intruders and/or trespassers
- assaults or threatened assaults
- stalkers
- robberies
- weapons possession
- intoxication
- illegal drugs
- disruptive, illegal or suspicious behavior

If the local police are called, the police have the authority over the situation. If the police are not called, the security officer or member of the Emergency Response Team should resolve the situation in a manner that minimizes any threat to students or employees.

Bomb Threat Procedures

If an employee receives a bomb threat over the telephone, the employee shall attempt to memorize everything heard on the phone, such as exact wording, gender of the caller, caller's accent and speech patterns, background noises, reported bomb location and any details about the timing for the bomb explosion. A checklist for recording such information is attached in Appendix C to this Plan.

The employee shall inform a member of the Emergency Response Team of the call. The employee SHALL NOT inform any student or other employee of the threat. The Emergency Response Team shall assess the situation, inform the authorities and activate the evacuation procedures, if necessary.

Earthquake Procedures

In the unlikely event of an earthquake, the following preventative and protective measures should be followed:

During an earthquake:

- Stay calm and remain where you are – do not enter or leave any building.
- If indoors, immediately take cover under a desk, table, workbench or in a doorway. If none is available, go to the nearest stairwell or to an inside wall and assume the "duck and cover" position by



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kneeling on the floor with your head tucked in front of your knees and your arms over your head. Protect your head and neck.

- If outside, immediately go to a clear area away from all buildings, utility poles, trees and power lines.
- If driving, pull over to the side of the road and stop the vehicle. Do not park near overhead wires, tall buildings, overpasses or bridges, if possible. Remain in the protective shell of your vehicle until the earthquake is over. After a severe earthquake, do not drive on an overpass or across bridges.
- In a crowded public place, do not rush to a doorway. Stay calm and cover your head and face. Do not use elevators.

If you are with students during an earthquake:

- Shout "Earthquake! Take cover!" Tell students to drop under tables and desks and stay there until further instructions are given.
- Keep students together and try to maintain calm and order.

After an earthquake:

- Be prepared for more than one shock. Aftershocks may occur for several minutes, hours or even days after the initial earthquake. Smaller aftershocks can be just as dangerous and do more damage than the initial earthquake because structures may be in a weakened condition.
- Stay calm and take time to assess the situation. Await instructions from a member of the Emergency Response Team regarding priorities of what needs to be done.
- Faculty should evacuate classrooms to a designated assembly area in the building. Do not permit any students to leave the building. Follow other evacuation procedures, such as taking roll call and maintaining order.
- DO NOT SMOKE, LIGHT MATCHES OR USE CANDLES IN ANY BUILDING OR OUTSIDE OF ANY BUILDING UNTIL GAS LINES HAVE BEEN CHECKED FOR DAMAGE AND LEAKS.
- Do not use the telephone unless there is a serious injury or fire.
- Check for hazards in your immediate area. Report hazards to a member of the Emergency Response Team or the section warden.
- Listen to a portable radio for emergency instructions, reports and procedures.



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- The section warden shall check each room for injuries and assess the rooms and hallways for damages. If someone is injured, provide first aid if comfortable doing so; otherwise seek assistance. The warden shall report any injuries or damage to a member of the Emergency Response Team. If the injury is of a serious nature, call 911 from the nearest telephone and then report the situation to a member of the Emergency Response Team. Do not move an injured person unless absolutely necessary.
- Maintenance personnel shall make a visual inspection of all mechanical rooms, boiler rooms, cooling towers and building exteriors. They shall also walk through all buildings to check for gas and water leaks, electrical problems, structural damage and other hazards. Any problems shall immediately be reported to a member of the Emergency Response Team. If a gas leak is discovered, Maintenance shall turn off the gas to that building and inform the gas company of the leak. If an electrical problem is discovered, Maintenance shall inform the electric company and, if possible, cut off electricity to the problem area. If serious structural damage is discovered, Maintenance shall inform a member of the Emergency Response Team. The damaged area or building shall remain vacant until the appropriate authorities authorize entrance.
- Check doors for heat before opening with the back of the hand. DO NOT OPEN if the door is warm/hot to the touch.
- Watch for falling glass or debris.

The school shall activate the communications protocol delineated in the School Closing section of this Plan for disseminating information to students and employees concerning the condition of the school.



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Severe Weather Preparedness

In the event of a severe weather situation, it is important to familiarize yourself with the definition of the types of situations that may affect your staff, students and the school. The emergency communications protocols are followed.

School Closing Communications

- News 12 NJ
- NJ 101.5 FM, www.nj1015.com
- College-wide text message through e2Campus
- Eastern International College Website www.eicollege.edu and Twitter
- Main Campus Telephone Numbers: Jersey City 201-216-9901; Belleville 973-751-9051

Lightning/Windstorm

In case of a severe thunderstorm with lightning, do not leave the building. Bring anyone who is outside to safety inside. Keep away from windows, outside doors, metal fixtures and plug-in electrical appliances. Refrain from using telephones. If in a vehicle in the parking lot, remain in the vehicle. When leaving the building or a vehicle, avoid walking in puddles.

In the event that a tornado is spotted in the area, all employees and students should move to an interior room with no windows or to a hallway as far away from windows as possible. Assume the "duck and cover" position by kneeling on the floor with your head tucked in front of your knees and your arms over your head.

Snow, Ice, Severe Winter Weather

Follow the directions communicated through the closing protocol. Morning announcements are initially made at 5:30 AM and updated as necessary throughout the day. Evening announcements are made by 3:00 PM and updated as necessary throughout the evening.



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Chemical Spill or Release Procedures

Small/Non-Hazardous Spill

Spills that do not endanger occupants in the immediate area may be cleaned up by staff who have been trained and are properly equipped to handle the type of spill. Consideration should be given to the following:

1. The chemical involved.
2. The amount of chemical spilled.
3. The location of the spill.
4. Availability of clean up materials.

Large/Hazardous Spill

In the unlikely event of a large spill, extremely hazardous material spills and unidentifiable or unknown chemical spills:

- Notify occupants in the affected and nearby areas.
- Evacuate the area.
- Close off the area if possible.
- Dial 9-1-1.
- Stay upwind of the affected area.
- When the Hazardous Material Emergency Response unit arrives, provide detailed information on the spill.
- Do not re-enter the building until authorized to do so by the Hazardous Material Emergency Response unit.



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Power Outage Procedures

Campus response to a power outage will depend on the circumstances. Information should be obtained from the Security and the Maintenance Department as to the extent and likely duration of the outage. In many cases, the duration is indeterminable.

1. Assess the extent of the outage in your area. Report status to the Campus Emergency Coordinator.
2. Stay claim. Information may be provided by the Campus Emergency Coordinator to assist answering questions and safe evacuation (if necessary).
3. Help persons in darkened areas to move to safety.
4. Gather personnel belongings (if possible).
5. Gravitate toward emergency lighting that highlights emergency exit locations. Exit the school and travel to the prearranged 'assembly' location.
6. Shutdown any equipment that could be hazardous if the power suddenly comes back on.

Temporary Space

In the event the campus is damaged and cannot be used for classes/office space, observe the following procedures:

- The Executive Team will work with the existing landlord to determine how long the repairs will take in order to know the length of time that the temporary space is necessary.
- If replacement space cannot be obtained quickly, the Executive Team will identify space, which does not have occupancy or instructional restrictions, to conduct classes on a temporary basis until more permanent replacement space can be secured.
- If possible, depending on the location, classes is moved to either Jersey City or Belleville.
- In order to communicate these moves to employees and students, follow the communications protocol delineated in this Emergency Response Plan under the School Closing section for notifying employees and students of the alternate location.



Safety, Security, and Emergency Operations Plan

The Risk Management Department will immediately report the facility damage to EIC's property insurance carrier and will ensure that the claim is processed quickly in order to have contractors rebuilding space as soon after the destruction of the property as possible.

Management Succession

The management succession plan shall identify individuals who will step into the place of a member of the Executive Management Team (which includes the President, VP's, and Campus Directors) in the event one of the positions is suddenly and unexpectedly vacated. The EIC Board of Trustees will approve this Plan. The succession hierarchy:

CEO
President
VP Academic
Directors

Information Technology Disaster Plan (*Summary*)

In the event of an IT disaster, the following preventative and protective measures are followed:

Data Backups

- Full backups are maintained in a fireproof cabinet in each location

In the event that one campus was damaged and unusable, each campus would act as the others standby campus. The following actions would be taken:

- Telecommunication vendor contacted to route phones/calls to alternative campus.
- IT is contacted to coordinate changes necessary to support services at alternative location.
- Calls initiated to begin procurement procedures for any needed hardware/software.

All IT disasters are handled by the EIC IT Director.



Safety, Security, and Emergency Operations Plan

Public Relations Plan

Public/Media Relations Crisis Plan

- Pre-emergency – Identify off-campus site for press briefing area (room), in event campus is not accessible.
 - Pre-emergency – Identify on-campus location for press briefing area (room). Must be a safe distance from ongoing crisis situation.
 - Pre-emergency – Designate two or three individuals on school's emergency response team as having public / media relations as their primary responsibility during crisis situation. In addition, have someone off-site – and not directly connected to school management – prepared to fill this role, as necessary.
 - Pre-emergency – Since students will serve as unofficial spokespersons during a crisis, they must be kept informed (via both electronic and other means) about all major developments related to their school.
 - Pre-emergency – Individuals with public/media relations responsibility during a crisis must "have a seat at the table" during all campus-wide crisis planning meetings.
 - Pre-emergency – Clearly define specific roles of legal and EA groups/individuals during crisis situation. Must be consensus about who has responsibility for what.
 - Pre-emergency – Develop plan for quickly increasing on-campus security presence in event of emergency (additional guards, etc.).
 - Pre-emergency – Ongoing monitoring of key media outlets (via subscription service).
 - Pre-emergency – Establish separate budget for EA spending during crisis; this will avoid potential delays caused by approval process.
-
- During emergency – School officials must make the safety of all students, faculty and staff their primary concern (above all other considerations)
 - During emergency – School must safeguard privacy of all students, faculty and staff involved (and possibly injured), related to the crisis.
 - During emergency – Select location (away from any danger) for press briefing area.
 - During emergency – If press briefing area is on campus, have security guards escort all journalists (print or broadcast).



Safety, Security, and Emergency Operations Plan

- During emergency – If press briefing area is off campus, have security guards direct all journalists to it (providing directions, as necessary).
- During emergency – Establish clearly defined area for journalists; reporters must be immediately escorted to briefing area. They must not move unescorted around campus.
- During emergency – One school representative must remain in media briefing room at all times – journalists must only go back and forth between briefing room and off campus.
- During emergency – Public/media relations representative on emergency response team must keep abreast of all developments related to crisis, and ensure that journalists in briefing room are periodically updated. Information released to media must be pre-approved through appropriate chain of command. Only factual details should be provided, both in direct statements and in response to questions – no guessing or supposition.
- During emergency -- As soon as possible, all school's available PR/communication experts (handled by External Affairs) must meet, face-to-face if possible, but at least via teleconference.

-
- During / Post emergency – Depending on specific nature of crisis, EA must meet with school administration/emergency response team, to assess overall situation. Then, a statement or release can be developed to brief journalists. In some cases, an ongoing series of statement or updates may be appropriate.

-
- Post emergency – EA will conduct sweeping review and assessment of all media coverage related to crisis situation. Respond as appropriate – move quickly to correct any/all misinformation.
 - Post emergency – All school's EA experts meet to discuss crisis (What when right? What went wrong? What are the next steps?). Considerations must be given to possible adjustments to protocols of the overall PR crisis plan.
 - Post emergency – Depending on specifics of situation, issue follow-up statement(s)/release(s).
 - Post emergency – EA will serve as strong advocates for appropriate, institution-wide changes to avoid future crisis situations ("those who do not learn from history are doomed to repeat it").

Overall Crisis Plan

- Pre-emergency – Ensure that all key data (records, including contact information) is backed up off-site (i.e., off-site redundancy).



Safety, Security, and Emergency Operations Plan

- Pre-emergency – Work to create a campus-wide culture of openness (ultimately, so students/faculty/staff will never be hesitant or afraid to report something that might be developing into a crisis).
- Pre-emergency – While multiple committees and groups may be formed to handle various crisis situations, clearly define in advance who will have final decision-making authority, both on campus and off.
- Pre-emergency – Senior staff to engage in ongoing relationship-building (regular meetings, correspondence) with key emergency responders (fire, police, ambulance, etc.).
- Pre-emergency – Have all systems in place so that, during a crisis, appropriate personnel can commandeer – as needed -- the Website, phone services, signage, and Intranet.



Safety, Security, and Emergency Operations Plan

Appendix A

Safety, Security, and Emergency Operations Plan

Initial Checklist

- 1. Brief description of the problem:**

- 2. Location of the Emergency Operations Center:**

- 3. Phone number to contact the Emergency Operations Center:**

- 4. Any immediate support requested by the Emergency Management Team:**

- 5. Whether or not the facility can be entered: Yes No**

- 6. If the facility cannot be entered, the location that the team should use for a work area or meeting place:**

Signed: _____ Date: _____



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Safety, Security, and Emergency Operations Plan

Appendix B

Safety, Security, and Emergency Operations Plan

Status Report Form

The Emergency Response Team is required to record written status reports daily.

Date: ____/____/____

Time: ____:____AM / PM

Name of individual completing report:

Comments:

Next Steps:



Safety, Security, and Emergency Operations Plan

Appendix C

Safety, Security, and Emergency Operations Plan

Alternate Locations

Primary Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No.:
Security Considerations:	

Alternate Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No.:



Safety, Security, and Emergency Operations Plan

Appendix D

Safety, Security, and Emergency Operations Plan

BOMB THREAT CALL CHECKLIST

Time of call: _____ Time call ended: _____ Date: ___/___/___

Person receiving call: _____ Ext.: _____

Listen! Do not interrupt caller. Keep the caller talking. Write down the message and any other comments in the caller’s exact words. **Check caller ID, write the number down.**

Exact words used:

Try to keep the caller on the line (ask the following):

When will the bomb go off?

Where is the bomb located?

What will cause it to explode?

What is your name?

What is your address?

What is your call back number?

If he/she won’t answer the above, ask:

“At least, tell me if it is located where it will hurt someone”

In a public area? Yes / No
In the lobby? Yes / No
In a restroom? Yes / No

In a stairwell Yes / No
In an office? Yes / No
In a mechanical area? Yes / No

What floor? _____



Safety, Security, and Emergency Operations Plan

BOMB THREAT CALL CHECKLIST
Continued

What does it look like?

What type of explosive is it?

Why did you put the bomb in the school?

Tell the suspect: "You don't want to hurt innocent people. Tell us where it is so we can protect them." When the caller hangs up, call security immediately. Then complete the attached form.

Phone Booth	Long Distance	Internal	Outdoors	Cellular	Other
Comments:					

Did person seem to be familiar with the school? Yes / No
Why?

Could you determine the origin of the call? (Circle all that apply)

Gender	Estimated Age	Manner of Speech: (Circle all that apply)			
Male	Child _____	Angry	Calm	Coherent	Emotional
Female	Teenager	Irrational	Incoherent	Internal	Laughing



Safety, Security, and Emergency Operations Plan

Unknown	_____				
		Rational	Righteous		
Additional Information:					

BOMB THREAT CALL CHECKLIST
Continued

To the extent possible, provide the following characteristics: (Circle all that apply)

Speech	Accent	Grammar	Voice	Race	Background Noises
Disguised	Foreign	Poor	Disguised	Asian	Airport
Calm	Local	Average	High Pitched	African American	Animals
Excited	Regional	Excellent	Deep	Eastern European	Bar/Restaurant
Foul			Lisp	European	Factory
Slow			Nasal	Caucasian	Laughter
Normal			Stutter		Music
Rapid			Young		Office Machines
Loud			Middle Aged		School
Soft			Old		Subway
Slurred					Traffic

ADDITIONAL INFORMATION:



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Signature: _____

Date: ____/____/____

**FORWARD COMPLETED FORM TO THE SECURITY/OPERATIONS MANAGER
A.S.A.P.**



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Safety, Security, and Emergency Operations Plan

Appendix E

Safety, Security, and Emergency Operations Plan

Campus Layouts

Jersey City Facility Layout – First and Second Floor



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Safety, Security, and Emergency Operations Plan

Safety, Security, and Emergency Operations Plan

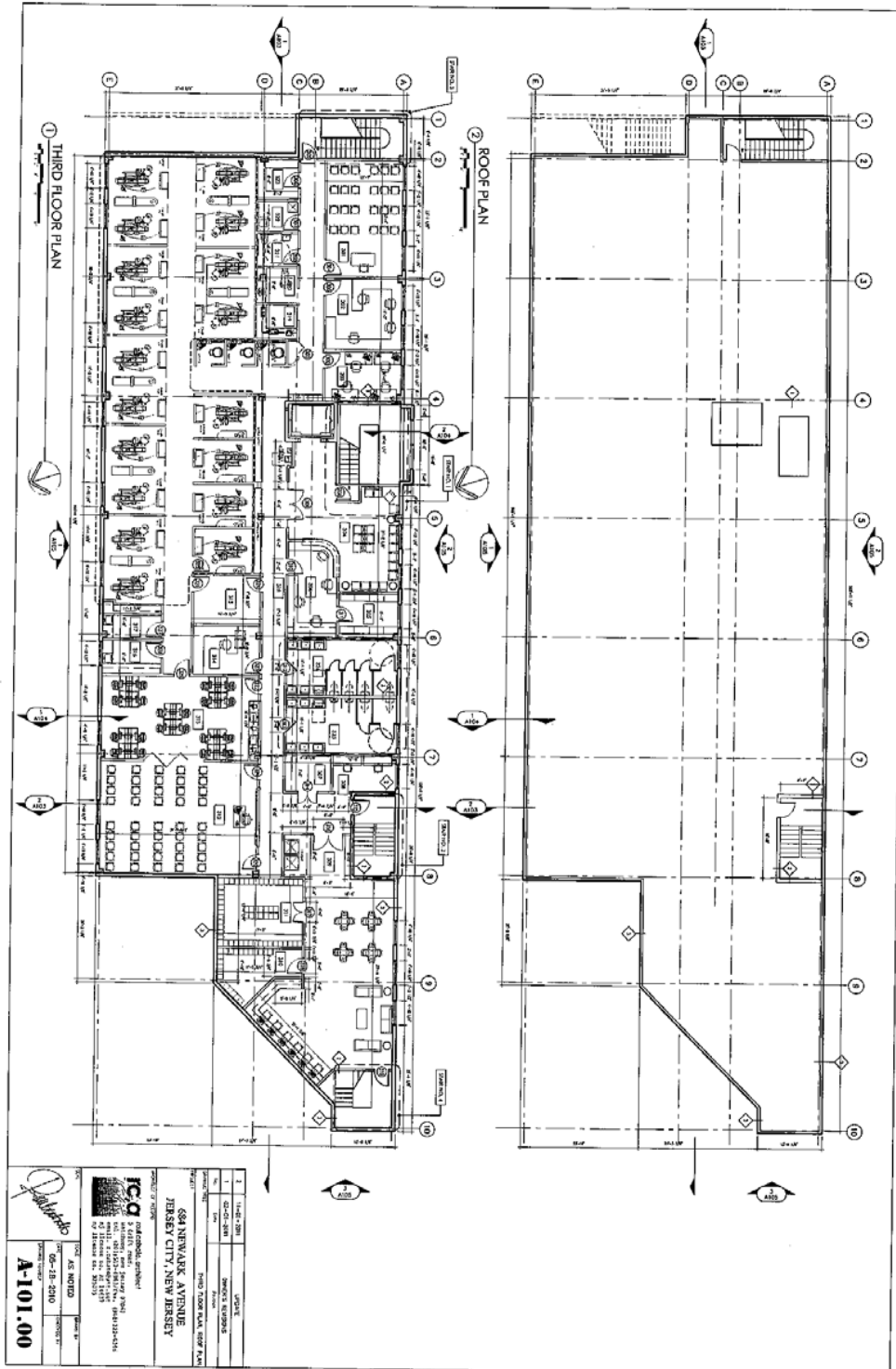
Campus Layouts

Jersey City Facility Layout – Third Floor



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Safety, Security, and Emergency Operations Plan



	PROJECT: EASTERN INTERNATIONAL COLLEGE PROJECT NO.: A-101.00 DATE: 08-18-2010
	CLIENT: EASTERN INTERNATIONAL COLLEGE CLIENT ADDRESS: 684 NEWARK AVENUE CITY: NEW JERSEY
ARCHITECT: F.C.O. ARCHITECTS ADDRESS: 500 WEST WASHINGTON STREET CITY: NEW JERSEY	SCALE: AS NOTED DATE: 08-18-2010



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Safety, Security, and Emergency Operations Plan

Safety, Security, and Emergency Operations Plan

Campus Layouts

Belleville Facility Layout – Ground Floor



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Safety, Security, and Emergency Operations Plan

Safety, Security, and Emergency Operations Plan

Campus Layouts

Belleville Facility Layout – First Floor



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Safety, Security, and Emergency Operations Plan

Campus Layouts

Belleville Facility Layout – Second Floor



Safety, Security, and Emergency Operations Plan

Appendix F

Safety, Security, and Emergency Operations Plan

General Threat Assessment

Once a visitor, staff member, or student who may pose, or has posed a threat has been identified, the following ten key questions should act as a guide in the assessment of the threat.

- What motivated the individual to make the statement or take the action that caused him/her to come to attention?
- What has the individual communicated to anyone concerning his/her intentions?
- Has the individual shown any interest in targeted violence, perpetrators of targeted violence, weapons, extremist groups, or murder?
- Has the individual engaged in attack-related behavior, including any menacing, harassing, and/or stalking-type behavior?
- Does the individual have a history of mental illness involving command hallucinations, delusional ideas, feelings of persecution, etc. with indications that the individual has acted on those beliefs?
- How organized is the individual? Is he/she capable of developing and carrying out a plan?
- Has the individual experienced a recent loss or loss of status, and has this led to feelings of desperation and despair?
- Corroboration: what is the individual saying, and is it consistent with his/her actions?



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- Is there concern among those that know the individual that he/she might take action based on inappropriate ideas?
- What factors in the individual's life and/or environment might increase/decrease the likelihood of the individual attempting to attack?



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Safety, Security, and Emergency Operations Plan

Appendix G

Safety, Security, and Emergency Operations Plan

Screening/Emergency Services/STCF

**Screening/Emergency Services Centers and
Short Term Care Facilities (STCF)**

Jersey City

Jersey City Medical Center
355 Grand Street
Jersey City, New Jersey 07302
201-915-2274

Christ Hospital
76 Palisade Avenue
Jersey City, New Jersey 07306
201-795-8200

St. Mary's Hospital
308 Willow Avenue
Hoboken, New Jersey 07030
201-714-8900



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Safety, Security, and Emergency Operations Plan

Screening/Emergency Services/STCF

**Screening/Emergency Services Centers and
Short Term Care Facilities (STCF)**

Belleville

Clara Maass Medical Center

1 Clara Maass Drive
Belleville, New Jersey 07109
973-450-2100

Screening Center/STCF

**Newark Beth Israel Medical Center
CMHC**

201 Lyons Avenue @ Osborne Terrace
Newark, New Jersey 07112
Contact: 973-926-4369
HOTLINE: 973-926-7444
STCF Contact: 973-926-7422

Screening Center/STCF

UMDNJ-University Behavioral Health Care*

183 South Bergen Street
Newark, New Jersey 07101
Contact: 973-972-9805
HOTLINE: 973-623-2323

STCF—UMDNJ

150 South Bergen Street
Newark, New Jersey 07103
Contact: 973-972-6121



Safety, Security, and Emergency Operations Plan

Appendix H

Safety, Security, and Emergency Operations Plan

Outpatient Services

Jersey City

**Horizon Health Center
Main Facility**

714 Bergen Avenue
Jersey City, New Jersey 07306
201-451-6300

Satellite Facility

418 Summit Avenue
Jersey City, New Jersey 07306
201-963-5774

Metropolitan Family Health Network

Main Facility

935 Garfield Avenue
Jersey City, New Jersey 07304
201-478-5800

Satellite Facility

5300 Bergenline Avenue
West New York, New Jersey 07093
201-478-5800

Jersey City Medical Center

355 Grand Street
Jersey City, New Jersey 07302
201-915-2274



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Safety, Security, and Emergency Operations Plan

Outpatient Services

Belleville

Clara Maass Medical Center

1 Clara Maass Drive
Belleville, New Jersey 07109
973-450-2100

Newark Beth Israel Medical Center CMHC

201 Lyons Avenue
Newark, New Jersey 07112
973-926-7026

Mental Health Resource Center

60 South Fullerton Avenue
Suite 210
Montclair, New Jersey 07042
973-744-6522

Community Healthcare Network

570 Belleville Avenue
Belleville, New Jersey 07109
973-450-3100

Mt. Carmel Guild Behavioral Healthcare

494 Broad Street
Newark, New Jersey 07102
973-297-4750



Safety, Security, and Emergency Operations Plan

Appendix I

Safety, Security, and Emergency Operations Plan

Mental Health Facilities

Jersey City

Hudson County Meadowview Psychiatric Hospital

595 County Avenue
Secaucus, New Jersey 07094
201-369-5256

Belleville

Essex County Psychiatric Hospital

Essex County Hospital Center
125 Fairview Avenue
Cedar Grove, New Jersey 07009
973-228-8000



Safety, Security, and Emergency Operations Plan

Appendix J

Safety, Security, and Emergency Operations Plan

College Mental Health Capabilities

Current Laws and Procedures

The College conforms to the requirements of New Jersey State law which allows for an individual to be involuntarily committed if he/she is unwilling to be admitted voluntarily and is determined to be found, by reason of mental illness, dangerous to self, others or property, and needs care at a psychiatric facility because other services are not appropriate or available to meet their mental health needs. Further, if the need arises to remove an individual from campus, in conformance with New Jersey law, a state or local law enforcement officer is contacted who takes custody of the individual and brings him or her to a screening center if the officer has reasonable cause to believe he/she is in need of involuntary commitment.

Mental Health Awareness Training Program

As part of the College's quarterly Student Awareness Program, students are offered educational programs, which raise awareness of mental health issues and include the dissemination of information on community-based resources. In addition, the College intends to participate in the Office of Homeland Security and Preparedness mental health awareness-training program developed by the Mental Health Subcommittee in 2008.

Mental Health Outreach, Referral and Crisis Intervention

The Student Resource Center provides both outreach and referrals for students believed to be facing mental health issues or in crisis. The Center provides crisis intervention and other services including the following:

- Crisis counseling
- Providing mental health awareness sessions for students and faculty
- Staff and faculty training on signs and symptoms of mental illnesses such as depression



Safety, Security, and Emergency Operations Plan

- Conducting psycho-educational workshops on alcohol/drug education, stress reduction and anxiety
- Including as part of student orientations presentations on stress management and other issues related to college life
- Visiting classrooms to inform students about available services
- Providing referrals to locally based service providers for students who request assistance and those referred by faculty and other campus personnel.
- Screening procedures as part of our enrollment process that assist in identifying emotionally troubled students and others with mental health problems.

Grievance Counselors

The College continues to strengthen relationships with community-based providers and is currently in the process of developing a database of local providers who would be called upon, in the event of a tragedy to provide grievance counselors and other services.

Policy and Procedures Manual

The College has, as detailed in the 2016-2017 Catalog, Employee and Student Handbooks specific and detailed protocols for responding to a variety of crises including campus security, drug related activity and sexual or other forms of harassment or inappropriate behavior.



Safety, Security, and Emergency Operations Plan

Appendix K

Reportable Statistics

Posted on
<https://surveys.opi.ed.gov/SECURITY/usersurveys>

Detailed Report Available in the Campus Director's Office

- 2009

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2009.

- 2010

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2010.

- 2011

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2011.

- 2012

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2012.

- 2013

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2013.



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- 2014

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2014.

- 2015

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2015.

- 2016

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2016.

- 2017

Jersey City and Belleville

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for Jersey City and Belleville for 2017.

