



# Member Housing Emergency Protocols

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## **Important Phone Numbers**

Princeton Police Emergency	9-1-1
Princeton Police Non-Emergency	609-921-2100
Princeton Fire Department	9-1-1
Princeton Emergency Medical Services	9-1-1
Poison Control Center	1-800-222-1222
NJ Dept. of Environmental Protection	1-877-927-6337
NJ Domestic Violence Hotline	1-800-572-SAFE (7233)
Womanspace Domestic Violence & Sexual Assault Hotline	609-394-9000
NJ Child Abuse Tip Line	1-877 NJ ABUSE (1-877-652-2873)
Suicide Prevention Hotline	9-8-8
NJ Mental Health Cares Hotline	1-866-202-HELP (4357)
NJ Addictions Hotline	Dial 211 or 1-844-732-2465
NJ Gambling Helpline	1-800-Gambler (1-800-462-2537)
IAS Public Safety	extension 5460 or 609-947-5940
IAS Facilities	extension 5460 or 609-947-5940
IAS Computing	609-734-8044 or 609-947-5940
IAS Human Resources	extension 8245 or 609-734-8243

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# **Institute for Advanced Study Member Housing**

## **SAFETY AND EMERGENCY INFORMATION for**

**For your personal well-being and the safety of everyone who works at the Institute for Advanced Study, these specific procedures should be followed during emergencies.**

**Call 9-1-1 immediately in the event of:**

**Medical emergencies**

**Fire**

**Bomb threat**

**Explosion**

**Active shooter**

**Gas leak**

**Crime (Do not attempt to intervene)**

**Call 609-947-5940 or extension 5460 from  
any campus land line to report:**

**Security problems**

**Suspicious activity or person(s)**

**Call 609-947-5940 or extension 5460 from  
any campus land line to report:**

**Building problems**

**Housing problems**

**Please familiarize yourself with these instructions so you will know what to do in an emergency situation. Keep this information where it will be available quickly if you need it.**

## Evacuation Procedures for Fire, Explosion, Smoke, Natural Gas Leak and Other Emergencies

The following steps should be taken when there is a fire, explosion, smoke condition, natural gas leak or natural gas odor, *major* hazardous material incident, or other incident when notified by Public Safety, fire officials, or police officials to evacuate a building or area.

- **Fire, explosion, natural gas leak or smoke:** Anyone who receives information or observes a fire, explosion, smoke condition, natural gas leak or other fire emergency situation should notify the occupants and Public Safety, who will coordinate with the Princeton Fire Department.

As soon as it is safe to do so, call **9-1-1**, give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment.

***Please note:*** When using a cell phone or land line to contact emergency services, the 9-1-1 system should recognize that you are calling from the Institute for Advanced Study. Please be prepared to be as specific as possible about your exact location.

- **All other emergencies:** In all other incidents in which the building must be vacated, occupants will be notified by fire alarm **and/or** word of mouth.
- Occupants should:
  - when notified to evacuate, do so in a calm and orderly fashion:
    - walk, don't run
    - feel door, if hot to the touch, don't open it
    - if caught in a smoke condition, stay close to the floor
    - keep conversation level down
    - take your valuables (purse/wallet/cell phone) and outer garments
    - close all doors behind you
    - help others in need of assistance
- **Do not re-enter the building** until advised to do so by Public Safety. After the Princeton Fire Department has left the scene, Public Safety, in consultation with other response departments has final authority to release the building for re-occupancy.

## **Shelter in Place Procedures for Severe Weather**

- In the event of severe weather requiring occupants to take shelter, the IAS Community will be notified by the existing mass notification system of the impending threat and of the need to shelter in place.
- Safe places during severe weather, such as a tornado, are inside the building, at the lowest level, and/or, away from windows such as an interior room or hallway, with closed doors. Stay away from windows and avoid auditoriums, atriums, or other areas with large, free-span roofs.

## Accident and Medical Emergency Reporting

- There are many different types of medical emergencies that could occur. The following section of the Emergency Action Plan instructs you what to do and whom to contact in the event of these emergencies.
- Check the surrounding area for any dangers
- If you encounter a medical emergency, **the first thing that should be done is to try to ascertain the type of problem the injured person is having.** Try to determine if the subject is conscious, breathing, or is having chest pains. These are the primary factors that will aid the emergency responders in determining the nature of the emergency.
- Once you have determined the status of the injured, **dial 9-1-1 immediately if the victim needs emergency transport to the hospital by ambulance. If the person doesn't need emergency transport to the hospital by ambulance, but still seeks or needs medical attention, call the Public Safety non-emergency number (609-947-5940) to request transport.**
- Be prepared to answer all the questions the dispatcher may ask you. **Listen to any pre-arrival instructions that are given.** If you have additional people with you, send someone to meet the police and ambulance. Any action that can be taken to shorten the time it takes for the responders to get to the victim is critical in increasing the chances that the victim will have a positive outcome.
- After you have made the call to 9-1-1 or Public Safety (609-947-5940), render what aid you can to the injured person:
  - For major injuries or illnesses:
    - Call 9-1-1 and request medical assistance
    - Do not move the injured person, unless the person is in further danger
    - Begin providing first aid or CPR, if appropriate, **only** if you are trained
- As soon as practicable, report or have the incident reported to the injured person's immediate supervisor
- Stay with the injured or ill person until emergency services help arrives
- All incidents shall be reported to Human Resources
  - For minor injuries:
    - Call Public Safety (609-947-5940), and request non-emergency transportation
    - Provide first aid if trained
    - All injuries, even those considered minor, should be checked by a physician
    - Report the incident to the injured person's immediate supervisor
    - All incidents shall be reported to Human Resources

## **Flooding, Water Damage and Earthquakes Guidelines**

- Storm-related flooding
  - Stay away from electrical lines, sockets and equipment
  - Do not walk or drive through flowing water
  - Do not drive through heavily flooded areas
  - If you can safely do so:
    - secure endangered equipment, records and valuable items
    - move to higher, safer ground
    - shut off electrical equipment
  - Do not return to your building unless instructed to do so by Public Safety or the Manager of Administrative Services.
- Flooding related to plumbing failure
  - Follow relevant precautions as detailed above for storm-related flooding.
  - Call Facilities at (609) 947-5940
  - Turn off water source if you are confident in your ability to do so (i.e., turn off the water or unclog the drain).
- Earthquakes - although infrequent in New Jersey, you should be aware of the following:
  - Earthquakes while indoors:
    - Stay calm, do not panic
    - Drop to your hands and knees
    - Most casualties result from falling objects and debris
    - Do not run outside during the shaking
    - When the shaking starts, “duck” or drop to the floor
    - Take cover under sturdy furniture, such as a table or desk
    - In the absence of available cover, crouch against an interior wall and protect your head and neck with your arms
    - Avoid windows, hanging objects, overhead lights, mirrors or anything that might fall
    - Individuals in wheelchairs should lock their wheels
  - Earthquakes while outdoors:
    - Move to clear area, away from signs, trees, buildings
    - Stay away from downed electrical wires or utility poles
  - In a vehicle:
    - Stop the vehicle at the nearest open area
    - Stay in your vehicle until the shaking stops
  - Aftershocks:
    - Can be as strong as the initial earthquake
    - Do not enter partially collapsed or damaged building



➤ After an Earthquake

- If you are trapped under debris, tap on a pipe or wall so rescuers can locate you.
- Evacuate the building if there is any suspicion that it may have been structurally damaged. Use extreme caution if it is dark.
- Open cabinets cautiously, as contents may have shifted.

## Bomb Threats and Suspicious Packages

- **Bomb Threats:**

If you receive a bomb threat, carefully note all information the caller gives you and notify Public Safety immediately. **Do not** activate the building fire alarm system. The decision to evacuate is made by Public Safety. Occupants should not attempt to inspect or move suspicious packages.

**Attempt to keep the caller on the line and ask the following:**

- When is the explosive device set to explode?
- Where is it right now?
- What does it look like?
- What kind of explosive device is it?
- What will cause it to explode?
- Did you place the explosive device?
- Why?
- What is your address?
- What is your name?

Useful Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Accent: \_\_\_\_\_

Age: \_\_\_\_\_ Date/Time/Length of Call \_\_\_\_\_

Number where call was received: \_\_\_\_\_

**Caller's Voice:**

_____ Excited	_____ Accent	_____ Slurred	_____ Ragged
_____ Nasal	_____ Slow	_____ Loud	_____ Clearing Throat
_____ Stutter	_____ Rapid	_____ Laughter	_____ Deep Breathing
_____ Lisp	_____ Soft	_____ Crying	_____ Cracking Voice
_____ Raspy	_____ Normal	_____ Calm	_____ Disguised
_____ Deep	_____ Distinct	_____ Angry	_____ Familiar

**If voice is familiar, who did it sound like?** \_\_\_\_\_

**Background Sounds:**

\_\_\_\_\_ Street noises                      \_\_\_\_\_ Music                      \_\_\_\_\_ Office machinery  
\_\_\_\_\_ Factory machinery              \_\_\_\_\_ House noises              \_\_\_\_\_ Animal noises  
\_\_\_\_\_ Voices                                  \_\_\_\_\_ Static                      \_\_\_\_\_ PA system  
\_\_\_\_\_ Clear                                  \_\_\_\_\_ Phone booth              \_\_\_\_\_ Cell phone  
Other comments \_\_\_\_\_

**Threat language:**

\_\_\_\_\_ Well Spoken              \_\_\_\_\_ Obscene Language              \_\_\_\_\_ Incoherent  
\_\_\_\_\_ Irrational              \_\_\_\_\_ Read message/scripted

Unusual words or phrases: \_\_\_\_\_

Other remarks or comments from call taker: \_\_\_\_\_

**IMMEDIATELY CALL 9-1-1 AND PUBLIC SAFETY AT 609-947-5940 TO  
REPORT THE THREAT**

**• Suspicious Packages:**

- When handling letters and parcels be cautious of items that are:
  - Restrictive marking such as “confidential” or “personal”
  - Excessive postage, tape, string or weight
  - Handwritten or poorly typed
  - Incorrect titles or misspelled common words
  - Oily stains or discolorations on packages
  - Rigid, lopsided or uneven envelopes
  - No return address
- If you receive a suspicious package, evacuate the immediate area (room where the package is located) and call Public Safety immediately. Wash your hand and exposed skin vigorously with soap and flowing water for at least 20 seconds. **Do not** use 2-way radios or cell phones in the area of the package. Carefully describe the package and provide any information you have on how it was delivered and by whom.
- After speaking with Public Safety, make a list of the people who were in the room and the immediate area at the time when the suspicious letter or package was discovered.

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life. Remember that member and scholars are likely to follow the lead of employees and managers during an active shooter situation.

- **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 others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible to responding police officers
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe

- **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
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
- If the active shooter is nearby:
  - Lock the door, turn off lights and close blinds, shades, etc.
  - Silence your cell phone and/or pager
  - Turn off any source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet
- If evacuation and hiding out are not possible:
  - Remain calm
  - Dial 911, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen

- **Take action against the active shooter**

- 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 against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

## **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

- Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
  - Officers usually arrive in teams of four (4)
  - Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
  - Officers may be armed with rifles, shotguns, handguns
  - Officers may use pepper spray or tear gas to control the situation
  - Officers may shout commands, and push individuals to the ground for their safety
- How to react when law enforcement arrives:
  - Remain calm, and follow officers' instructions
  - Put down any items in your hands (i.e., bags, jackets)
  - Immediately raise hands and spread fingers
  - Keep hands visible at all times
  - Avoid quick movements toward officers such as holding on to them for safety
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating
  - Proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 911 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **Violence or Disruptive Person**

- The Institute for Advanced Study has strict policies prohibiting any type of violent, threatening, intimidating or harassing behavior. Workplace violence is defined as any actual or threatened behavior of a violent nature, as understood by a reasonable person. Any member of the IAS community who has been subjected to or has witnessed workplace violence should report the circumstances of the incident(s) to Human Resources at 609-734-8245, [hr@ias.edu](mailto:hr@ias.edu) or by visiting Fuld Hall Office 101 during business hours.
- **Active violent behavior should be immediately reported to the Princeton Police by dialing 9-1-1 and by calling IAS Public Safety at 609-947-5940**

## **Mental Health Emergency**

- A psychological crisis or suicide threat should be taken seriously. The following actions can reduce the risk of crisis escalation.
- Report the incident to the police by calling 9-1-1 and to Public Safety by calling 609-947-5940.

## **Mental Health Emergencies**

- A situation is a mental health emergency if the individual poses a danger to themselves or others.
  - Report the incident to the police by calling 9-1-1. Stay on the phone while the dispatcher assists you. Contact IAS Public Safety by calling 609-947-5940.
  - Stay with the individual and offer them reassurance.
  - Do not try to restrain or bar an individual from leaving, your safety is the priority.
  - Notify Human Resources at **hr@ias.edu** or 609-921-8245.

## Child Abuse Reporting

- **In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 9-1-1 as well as 1-877 NJ ABUSE (1-877-652-2873).** A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.
- State Central Registry screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:
  - **Who:** The child and parent/caregiver's name, age, and address and the name of the alleged perpetrator and that person's relationship to the child
  - **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child, and what caused you to become concerned
  - **When:** When the alleged abuse/neglect occurred and when you learned of it
  - **Where:** Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child
  - **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child
- Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability that might result from such action. Calls can be placed to the hotline anonymously.
- When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.



## Reporting Crimes

- The Institute for Advanced Study receives police services from the Princeton Police Department. All criminal activity, suspicious incidents or other emergencies such as fire or medical emergencies requiring a hospital transport should be reported immediately to the Princeton Police Department by dialing 9-1-1.
- When reporting an emergency or a crime be prepared to calmly state:
  - your name
  - nature and location of the call
  - status of the emergency condition (i.e., in progress or completed)
  - any immediate threats to life or responding emergency personnel
  - description of the suspect(s), if a crime is being reported
  - vehicle information, if related to this incident
  - other information that would aid the emergency response
- Stay on the phone until you are released by the 9-1-1 Operator. Attempt to keep all witnesses at the scene until a police officer arrives.

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED IN THE INCIDENT.**

## Chemical/Biological Spill

Hazardous materials are managed safely on a regular basis by trained, knowledgeable individuals. Minor spills occur that can be safely and effectively cleaned up with appropriate resources.

- Small Scale Spills- call Facilities at 609-947-5940. Facilities will:
  - Employ departmental spill protocols
  - Ensure that spill does not endanger people or environment
- Larger Scale Spill
  - Evacuate the Building
  - Contact the fire department via 9-1-1 and calmly state:
    - Your name
    - Nature of the emergency
    - Building and exact location of the release
    - Quantity and type of hazard (Chemical/Biological/Radiation)
    - Your phone number
- First Aid for Chemical Splash
  - Immediately flush the contaminated area with water.
  - Assume the person needs medical attention (See Accident and Medical Emergency Reporting tab).

## Power Failure

- Loss of Electrical Power to Campus buildings. Please call 609-947-5940 directly or extension 5460 from any campus land line phone or from member housing. Please note that all member housing apartments are equipped with flashlights and battery powered lanterns. Residents of member housing are requested to periodically check that these devices are properly working. Problems with these portable lights should be reported to Housing maintenance at extension 8230 or at **[hsgmaint@ias.edu](mailto:hsgmaint@ias.edu)**.
- Try to minimize the opening of refrigerators and freezers. This will keep items cold and avoid spoilage.
- Information relative to the estimated duration of the power outage and any related to emergency accommodations (e.g., charging stations) will be disseminated via the mass notification system.

## **Animal-Related Issues**

- The Princeton Animal Control Officer investigates stray dogs and cats, animal bites, wildlife problems, and the removal of dead deer. Rabies immunizations for dogs and cats are also provided twice each year.
- The Princeton Animal Control Officer can be reached through the Princeton Police Dispatch at 609-921-2100.

## Other Emergencies

- **Environmental problems** (air conditioning, plumbing, heating, electrical, water leaks), and other residential issues please call 609-947-5940 directly or extension 5460 from any campus land line phone or from member housing.
- **Computer equipment problems** such as network connections. Please call:
  - Monday to Friday, 9:00 A.M. to 5:00 P.M.- Computing at 609-734-8044
  - All other times, including holidays - Facilities at 609-947-5940
- **Lockouts** -- locked out of your residence or office? Please call 609-947-5940 directly or extension 5460 from any campus land line phone or from member housing.

## **Threat Assessment Team**

- The Threat Assessment Team endeavors to track evolving situations on campus, identify safety concerns and intervene with persons to reduce or eliminate the potential risks of violence on campus. The Threat Assessment Team deals with serious and imminent threats posed by or to faculty, members, staff and visitors.
- The Team Members are:
  - Associate Director/Assistant Treasurer/Chief Operating Officer
  - Chief Facilities Officer (Public Safety)
  - Chief Human Resources Officer
  - IAS General Counsel as legal advisor
  - Ad-Hoc Members as appropriate