



Academic Campus Emergency Protocols

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)
NJ Suicide Prevention Hotline	1-855-HOPE (1-855-654-6735)
NJ Mental Health Cares Hotline	1-866-202-HELP (4357)
NJ Addictions Hotline	Dial 211 or 1-800-238-2333
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

Institute for Advanced Study

Academic Campus

SAFETY AND EMERGENCY INFORMATION

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)

Theft

**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, police officials, Building Coordinators or Floor Marshalls 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 activate the building fire alarm system. This will 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. Then notify the Building Coordinator.

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:
 - know at least two exits from the building,
 - be familiar with the evacuation routes posted on the diagram on your floor,
 - 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
 - ***use the stairs, not the elevators***
 - help others in need of assistance
 - go to the designated assembly area for your building, as designated by the Building Coordinator.

Building Evacuation Assembly Locations

Building	Assembly Locations	
	Primary	Secondary
Simonyi Hall	Fuld Hall Common Room	Lawn in front of Fuld Hall (Einstein/Olden loop)
Bloomberg Hall	Fuld Hall Common Room	Lawn in front of Fuld Hall (Einstein/Olden loop)
Fuld Hall	Wofensohn Hall	Lawn in front of Fuld Hall (Einstein/Olden loop)
West Building	Fuld Hall Common Room	Lawn in front of Fuld Hall (Einstein/Olden loop)
Simons Hall	Fuld Hall Common Room	Lawn in front of Fuld Hall (Einstein/Olden loop)
HS/SS Library	Fuld Hall Common Room	Lawn in front of Fuld Hall (Einstein/Olden loop)
Garages/Shops	Overflow Parking Area	Soccer Field
ECP Building	Overflow Parking Area	Soccer Field
Campus-Wide	Lawn in front of Fuld Hall (Einstein/Olden loop)	Soccer Field

- When notified to evacuate, you will be told not to re-enter the building until emergency personnel give an all clear sign.
- Floor Marshals will assure that every person on his/her floor has been notified and that evacuation routes are clear. Upon leaving the floor, the Floor Marshal will report the status of the floor evacuation to the Building Coordinator or Public Safety and notify them of any person that may have stayed behind. **It is not the Floor Marshal's responsibility to make people evacuate or seek shelter.** Their duty is to notify occupants of an emergency and to seek help for those that need assistance.
- Evacuation of persons with special needs (mobility, hearing and/or sight) will be coordinated by the supervisor or supervisor's designee.
- **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. Building Coordinators, working with their Floor Marshals, will verify that notification has been given to all building occupants of the need to seek shelter. Building Coordinators and Floor Marshals should notify occupants through word of mouth, phoning personnel, and walking through their designated areas.
- Floor Marshals need to inform occupants:
 - that there is severe weather coming
 - to seek shelter in the lowest level or a room without windows;
 - if the room is an interior room they will instruct occupants to stay where they are
- 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. The table below indicates the designated, posted shelter areas in this building.

Building	Safe Places of Shelter	Closest Means of Communication
Simonyi Hall	Lower Level Hallway	Cell/Office Phone
Bloomberg Hall	Ground Level- Computing Area	Cell/Office Phone
Fuld Hall	Basement Hallway	Cell/Office Phone
West Building	First Floor North Hallway	Cell/Office Phone
Simons Hall	Food Service Area-Hall outside Dilworth Room	Cell/Office Phone
HS/SS Library	Lower Level near north stairwell	Cell/Office Phone
Garages / Shops	Storage Room	Cell/Office Phone
ECP Building	Ladies Room	Cell/Office Phone
D Building	First Floor Hallway north/south of Foyer	Cell/Office Phone

- Building Coordinators and Floor Marshals will use the closest means of communication to obtain updates from Public Safety.
- It is the responsibility of the direct supervisors to have the cell phone numbers of their staff members as a way to communicate if they are out in the field or away from their work area.

Building Closure Notifications

- **Institute Closure.** In the event that the Institute is closed, faculty, members, visitors, staff and administrators will be notified via the mass notification system. Additionally:
 - Information regarding closures will also be posted on the Institute's website **www.ias.edu**;
 - The mass notification system will be used to provide timely updates.
- **Building-Specific Closure:** In the event that the building is closed (loss of power, for example) staff and administrators will contact their personnel and tell them who to call to periodically check to see if the building has reopened. Faculty, Staff and Members can also check the IAS website, **www.ias.edu**, for updates related to the reopening of buildings.

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.
- 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 illness:
 - 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
 - An Automatic External Defibrillator provides step-by-step guided instructions (see Section V for AED locations)
- 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
- Basic first aid kits are available through the Floor Marshals

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
 - If your building on campus has been evacuated do not return to your building unless instructed to do so by your Building Coordinator, Floor Marshall, 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
 - Most casualties result from falling objects and debris
 - Do not use elevators
 - 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

 - 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 buildings

Automated External Defibrillator

- **What is an AED (Automated External Defibrillator)?**

The automated external defibrillator (AED) is a computerized medical device. It can check a person's heart rhythm for an abnormality that may require shock. The AED uses voice prompts to tell the rescuer the steps to take to deliver the shock safely and efficiently.

The Institute has nine of these devices, and they are located as follows:

- Fuld Hall: Reception Area
- Wolfensohn Hall: Lobby
- HS/SS Library: First Floor Lobby
- West Building: First Floor Lobby
- Simonyi Hall: First Floor Lobby
- Fitness Center: In Exercise Area
- Activities Building: Main Hallway
- Dining Hall: Main Corridor near Restrooms
- Bloomberg Hall: Main Lobby

Procedure

- **call 9-1-1**
- turn LIFEPAK AED on and listen to the voice prompts

Examples of voice prompts:

“Remove clothing from chest”

“Stick electrode pads to bare chest”

“Stand back from the patient and the LIFEPAK AED”

- Prompt AED use can play a significant role in the survival rates for individuals experiencing cardiac emergencies. A number of IAS Faculty and Staff are trained in the use of AEDs. **Please note that calling 9-1-1 is the first step in the AED process.**

Bomb Threats and Suspicious Packages

- **Bomb Threats:**

If you receive a bomb threat, carefully note all information the caller gives you and notify the Building Coordinator and Public Safety immediately. **Do not** activate the building fire alarm system. The decision to evacuate is made by Public Safety in conjunction with the Building Coordinator. 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. 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.

- Notify the Building Coordinator. **Do not** activate the building fire alarm system. The decision to evacuate is determined by Public Safety in conjunction with the Building Coordinator. Occupants should not attempt to inspect or move suspicious packages.

Active Shooter

An active shooter is a person or persons who appear to be attempting to harm or kill people on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

In general, how you should respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **CALL 9-1-1** as soon as possible.

- **If an active shooter is outside your building or inside the building you are in, you should:**
 - Try to remain calm
 - Try to warn other Faculty, Staff, Members and Visitors to take immediate shelter
 - Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows
 - Turn off lights, close blinds, block windows
 - Turn off radios or other devices that emit sound, silence cell phones
 - Keep yourself out of sight and take adequate cover/protection, (e.g. concrete walls, thick desks, filing cabinets)

- Have one person **CALL 9-1-1** and provide:
 - Your name and location and state that “we have an active shooter on campus, gunshots fired”
 - If you were able to see the offender(s), give a description of the person(s)
 - If you observed any victims, give a description of the location and number of victims
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description
 - If you heard any explosions, provide a description and location
 - Wait patiently until a uniformed police officer, or an Institute official known to you, provides an “all clear”
 - Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or an Institute official.
 - Attempts to rescue people should only be made if rescue can be accomplished without further endangering the persons inside a secured area.
 - Depending on circumstances, consideration also may be given to exiting ground floor exit or windows as safely and quietly as possible. The decision to exit is at the sole discretion of the individual.
 - Remember, the shooter will not stop until they are stopped by an outside force. Consider the risks before unsecuring (unlocking) a door. If doubt exists, for the safety of individuals inside the room, the area should remain secured.
 - If you encounter police, keep your hands above your head and listen for instructions. Do not move in manner that would cause the police to regard you as a threat.

- **If an active shooter enters the room, you should:**
 - Try to remain calm. Try not to do anything that will provoke the active shooter.
 - **CALL 9-1-1**, if possible, and provide the information listed above.
 - If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

- **If you are outside and encounter an active shooter, you should:**
 - Try to remain calm. Try not to do anything that will provoke the active shooter.
 - **CALL 9-1-1**, if possible, and provide the information listed above.
 - Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
 - Look for appropriate locations for cover/protection, e.g., brick walls, retaining walls, large trees, parked vehicles, or any other objects that may stop bullet penetration.
 - Try to warn other faculty, staff, students and visitors to take immediate shelter.

- **Keeping Updated**

If an active shooter situation develops, the Institute will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. The Institute will provide the most accurate and timely information available to Faculty, Staff, Members and the community through e-mails, text messages, and the IAS website (www.ias.edu).

Work Place 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 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**

Suicide Attempt or Threat

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;
- notify Human Resources at **hr@ias.edu** or 609-734-8245.

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 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.
 - Wait for instructions from Floor Marshall, Public Safety or IAS Administration
 - Be prepared to evacuate by gathering personal valuables and outer wear, as you may not be returning to your location for an extended period of time
 - Reentry should not occur until power has been restored and/or the direction of the Building Coordinators, Floor Marshalls, Public Safety or the Manager of Administrative Services

- 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 for Finance and Administration
Manager of Administrative Services (Public Safety)
Manager of Human Resources
IAS General Counsel as legal advisor
Ad-Hoc Members as appropriate