CANAL BANKS BUILDING

221 W. HANOVER STREET
TRENTON, NJ 08618

EMERGENCY EVACUATION PLAN

Rev. July 17, 2017
INTRODUCTION

WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of emergencies where evacuation may be required include smoke/fire, gas leak, bomb threat, active shooter, weather extremes, etc. Advance planning is an effective way to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation drill provides training that will be valuable if an emergency situation should arise.

Emergency and evacuation procedures are intended to protect the lives and safety of occupants in this facility. All occupants of the facility should familiarize themselves with the procedures outlined herein. Safe and orderly building evacuation is possible only if the emergency procedures are known and strictly abided by.

Thomas Edison State University’s Evacuation Plans are reviewed periodically and updated accordingly to assure information remains current and relevant.

EVACUATION DRILL POLICY

1. Evacuation drills will be conducted at least once every year at unexpected times. These drills take place in order to familiarize Employees, Students and Guests with routes of evacuation.

2. The director of Facilities and Operations schedules evacuation drills.

3. The Building Coordinator(s), Floor Captains and Assistant Floor Captains are expected to perform their assigned duties as if an actual emergency situation took place.

4. Provisions should be made for timing and evaluating the orderliness of each drill. The Coordinators document this for the Emergency Evacuation Plans.
EVACUATION PLAN FORCE

EVACUATION PLAN
COORDINATOR  MARY HACK  984-1661 ext. 2325

Building Coordinator: David Hoftiezer  984-1164 ext. 3025
Assistant Building Coordinator: Cora Sandy  984-1181 ext. 2230

1st Floor-North/South Side
Floor Captain Andrew Bugdal  984-1164 ext. 2092
Assistant Floor Captain Juliette Punchello  984-1164 ext. 3318

2nd Floor - North Side
Floor Captain Drew Hopkins  984-3430 ext. 2470
Assistant Floor Captain Chip Stoll  984-3430 ext. 2555

2nd Floor - South Side
Floor Captain Steve Albano  292-2108 ext. 2428
Assistant Floor Captain Philip Sanders  984-4099 ext. 2445

3rd Floor
Floor Captain Maureen Woodruff  984-1181 ext. 2220
Assistant Floor Captain Jacqueline Rossetter  984-1181 ext. 2225

SECURITY DESK:  609-292-1611
Internal University Dialing: Ext. 3542

Trenton Fire Department 609-989-4170

NJ State Police 609-984-4222
Evacuation Plan
Thomas Edison State University
CANAL BANKS BUILDING

I. Building Emergency Communication Systems

A. Fire

The CANAL BANKS BUILDING is equipped with automatic heat and smoke sensors. In case of fire, these sensors trigger the alarm system. Upon sounding of the alarm system, personnel shall evacuate. Evacuation is to take place via stairway.

B. Other Emergencies

In the event of emergencies other than fire, which might necessitate building evacuation, the primary mode of notification will be via telephone. The fire alarm can be manually activated to begin an evacuation.

NOTE: THE NEW JERSEY STATE POLICE WILL MAKE THE FINAL DECISION REGARDING BUILDING EVACUATION IN BOMB THREAT SITUATIONS. OTHER EMERGENCY DECISIONS WILL BE MADE INTERNALLY.

II. Reporting Emergencies

Emergencies that might require building evacuation should be reported in the following manner:

A. Fire

If automatic sensors fail to trigger the alarm system, or the fire alarm system fails to operate, or cannot be reached, call 911, Trenton Fire Department 609-989-4170, or NJ State Police 609-984-4222.

Report location and type (electrical circuits, paper, etc.) of fire, if known. Alert Floor Captain and Assistant Floor Captain.
B. Other Evacuation Emergencies (Bomb Threats, Noxious Fumes, Smoke, etc.)

1. Bomb threat calls should be handled according to the following procedures:

As soon as it is evident that the caller is making a bomb threat, LET HIM/her finish his/her message without interruption. Get message exactly as the caller delivered it. Write it down. Listen for clues as to sex, age, and peculiarities of the caller. Try to determine the condition of person making threat i.e., is he/she drunk, angry, excited, incoherent, etc. Listen for background noises, which might give clues to caller's location. Listen for toll charges. Get amount of toll charge. After caller finishes his/her message, try to keep him/her in conversation long enough to determine:

a. **Where** the bomb is located.
b. **What** time it will explode.
c. **When** the bomb was placed.
d. **Why** the bomb was placed.
e. **What** does the bomb look like.

Note the exact time when call was received and immediately notify supervisory personnel, who will call the NJ State Police at 609-984-4222.

2. Any other emergency, which might necessitate evacuation of the building, or of individual floors, should be reported immediately to the Evacuation Plan Coordinator, Mary Hack at 984-1661 ext. 2325.
TELEPHONE BOMB THREAT CHECKLIST:


YOUR NAME: ___________________ Time: ______ Date:_______

CALLER’S IDENTITY:
SEX: Male_____ Female_____ Adult____ Approximate Age: ___ yrs

ORIGIN OF CALL:
Local_________ Long Distance_____

VOICE CHARACTERISTICS
Loud ______ Soft ______
High Pitch ___ Deep ___
Raspy _______ Pleasant ______
Intoxicated ____ Other:_____

SPEECH
Fast ______ Slow ______
Distinct ____ Distorted ___
Sutter _____ Nasal _____
Shurred ___ Other:_____

LANGUAGE
Excellent ____ Good _____
Fair ______ Poor _____
Foul ______ Other:_____

ACCENT
Local ______ Not Local ___
Foreign ___ Region ___
Race ______

MANNER
Calm _____ Angry ______
Rational ___ Irrational ___
Coherent ____ Incoherent ___
Deliberate ___ Emotional ___
Righteous ___ Laughing ___

BACKGROUND NOISES
Factory ___ Trains ___
Machines ___ Animals ___
Music _____ Quiet _____
Office _____ Voices _____
Street Traffic ___ Airplanes ___
Party _______

BOMB FACTS:

Pretend Difficulty Hearing – Keep Caller Talking—If Caller seems Agreeable to Further Conversations, Ask Questions Like:

When will it go off? Certain Hour _______ Time Remaining________
Where is it located? Building_________ Area________
What kind of bomb? ___________ What kind of package______
How do you know so much about the bomb? _______________________
What is your name and address? __________________________
If building is occupied, inform caller that detonation can cause injury or death.
III. **Evacuation Routes and Procedures**

**Procedures:** Please follow these procedures during any fire, fire drill, or emergency evacuation.

1. Leave the building at once using the nearest stairway or exit.
2. Do not attempt to secure personal belongings.
3a. Do not use elevators. They may stop if power fails causing the occupants to become trapped.
   b. Persons unable to walk down stairs or needing assistance, shall be provided with an assistant, taken to the stair enclosure and remain in the stair enclosure awaiting further instructions or assistance.
4. Assistants to the floor captains, will report when their areas and lavatories are clear. (1) Floor Captains will check the exiting lines to account for everyone, (2) Floor Captains will contact the Building Captain at the command post to report that all are evacuated or waiting for help in the fire stairs, (3) proceed to the nearest exit.
5. Close all doors as you exit.
6. Exit the building and go to your pre - designated gathering area.
7. Do not leave assigned area unless specifically notified to do so by the Emergency Evacuation Coordinator.
8. When a decision is made that re-entry is safe, the Floor Captains lead their respective floors into the building using the same door they used to evacuate. Elevators may then be used.
9. During an actual fire or fire drill, where an area is designated as having a fire and your evacuation route is blocked, you are to choose another stairway or exit.

**Exit Routes and Gathering Areas:**

1. Employees who are in the front half of the building should proceed out the front door and across West Hanover Street to Parking Area Lot #31.
2. Employees who are in the back half of the building should exit out the back stairwell and through the side door, and walk towards the front of building and across West Hanover Street to Parking Area Lot #31.
IV. **Duties of Emergency Evacuation Personnel**

**A. Evacuation Plan Coordinator**

Under direction of State Police/Trenton Fire Department, he/she has general charge of all matters pertaining to building evacuation. He/She will:

1. Coordinate the complete (or partial) evacuation of the building by designating exit routes, and scheduling evacuation of the floors according to the nature of the emergency.
2. Schedule time and date for drills.
3. Arrange for periodic inspections of the entire building, accompanied by Fire Department Officials, Building Management Personnel, and Floor Captains.
4. Record results of all drills and inspection.
5. Coordinate drills with the Building Management, city authorities, and State Police.
6. Arrange through Building Management for the posting and maintenance of directional exit signs.
7. Notify State Police and Building Management of all emergencies.

**B. Assistant Evacuation Plan Coordinator**

Will assume duties stated above in the absence of Evacuation Plan Coordinator, or perform duties assigned by Evacuation Plan Coordinator.

**C. Building Coordinator**

Will have immediate charge of all occupants within their specific buildings during emergency evacuation procedures. He/She will be responsible for the enforcement of rules and report infractions to the Evacuation Coordinator. The Building Coordinator will:

1. Confirms with Captains and/or Co-Captains of their specific floor that all employees are accounted for.
2. Assigns Assistant Building Coordinator as needed.
D. Assistant Building Coordinator

1. Will assist the Building Coordinator as directed or assume responsibilities as stated above in the absence of the Building Coordinator.

E. Floor Captain

Will have immediate charge of all occupants on his/her floor during emergency evacuation procedures. He/She will be responsible for the procedures. He/She will be responsible for the enforcement of rules and report infractions to the Coordinator. The Floor Captain will:

1. Designate the exits to be used by personnel on his/her floor.
2. Route travel of occupants and schedule floor evacuation following directions of the Coordinator.
3. Conduct periodic inspections of his/her floor for proper isle space, availability of fire extinguishers, etc. in order to identify and prevent potential hazards to evacuation.
4. Record results of drills.
5. Assign assistant to occupants needing assistance.
6. Reports back to Building Coordinator that his/her floor is out of the building. This designated area is located in front of State Parking Lot #31 across from CANAL BANKS BUILDING – 221 W. State Street.

F. Assistant Floor Captain

1. Assist Floor Captain as directed or assume responsibilities as above in the absence of the Floor Captain.
V. Preparing For an Emergency or Evacuation

You are responsible for your own safety. *Stay calm* - avoid panic and confusion.
- Know your building’s floor plan. Know where the stairs and fire extinguishers are located.
- Know how to report an emergency *(911 or Security Officer/Guard within the facility – 609-292-1611 or ext. 3542).*
- Determine in advance the nearest exit from your work location and the route you will follow to reach the exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.

VI. Building Evacuation

- **All building evacuations will occur when an alarm sounds.**
- When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same. *WALK* - do not run.
- **Close** but DO NOT LOCK doors as you leave.
- Follow instructions from emergency personnel or your Building Floor Captain(s).
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, stay to the right.
- Assist people with disabilities.
- **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.
- Once outside, proceed to the designated area of assembly. This should be a clear area, depending on the type of incident, away from the affected building. Stay there.
- **Immediately** notify your Floor Captain(s) of any injured persons and individuals remaining in the affected building.
- **Do not re-enter** an evacuated building unless told to do so by emergency personnel, Building Coordinator or other university officials. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.
VII. Checklist for Employees Reporting Emergencies

1. If the system fails to operate, or cannot be reached, Call 911, 989-4170 (Trenton FD), or 984-4222 (NJSP). Report the location and type of fire (electrical, paper, etc.) if known.
2. Alert Floor Captains and Assistant Floor Captains.
3. Any other emergency, which might require evacuation, should be reported to the Evacuation Plan Coordinator, Mary Hack at extension 984-1661 ext. 2325.

VIII. Checklist for Employees During Building Evacuation

1. When alarm sounds, cease work immediately.
2. Remain calm and quiet and evaluate.
3. Do not activate any additional electrical devices.
4. Begin to evacuate.
5. Evacuate with personnel from the area that you are in. **DO NOT** attempt to return to your own work area.
6. During evacuation:
   a. Walk. Do not run.
   b. Do not overcrowd stairway landings.
7. Remain in assembly area until you receive instructions to return to the building. **DO NOT** leave assembly area unless you are directed to do so.
8. In all cases, obey instructions of the Floor Captain and Assistant Floor Captain.
IX. University Closings

During inclement weather or other emergencies, the following radio, television stations and Web sites will announce University closings or delayed openings.

WEBSITES

- [www.TESU.edu](http://www.TESU.edu) Thomas Edison State University Trenton
- wetcam.com WCTC 1450 AM New Brunswick
- magic983.com WMGQ 98.3 FM New Brunswick
- 943thepoint.com The POINT 94.3 FM Ocean County
- wobm.com WOBM 92.7 FM Ocean County
- 1057thehawk.com 105.7 The Hawk FM Ocean County
- wobam.com WOBM 1160 AM Ocean County
- shorecountryradio.com WADB 1310 AM Ocean County
- [www.kyw1060.com](http://www.kyw1060.com) KYW News Radio 1060 AM Philadelphia
- [www.NBC10.com](http://www.NBC10.com) NBC-TV 10 Philadelphia
- wpst.com WPST 94.5 FM Princeton
- nj1015.com WKXX 101.5 FM Trenton
- [millenniumradionj.com](http://millenniumradionj.com) Millennium Radio New Jersey
- [cbsNewYork.com](http://cbsNewYork.com) WCBS-TV 2 New York

RADIO STATIONS

- WMGQ 98.3 FM New Brunswick
- WCTC 1450 AM New Brunswick
- The POINT 94.3 FM Ocean Township
- WOBM 92.7 FM Ocean Township
- WOBM 1160 AM Ocean Township
- WPST 94.5 FM Princeton
- KYW Newsradio1060 AM Philadelphia
- WKXW 101.5 FM Trenton
- WIMG 1300 AM Trenton

TELEVISION STATIONS

- KYW-TV CBS3 Philadelphia
- NBC-TV 10 Philadelphia
- WPSG-TV 57 Philadelphia
- News12 New Jersey Edison
- WCBS-TV 2 New York

The University has autonomy; therefore, closing by other state offices or departments does not mean the University will close nor have a delayed opening. Please listen for specific reference to Thomas Edison State University, which, in an alphabetical reading of closings, will fall under the letter “T.” The only exception will be KYW News radio (1060 AM in Philadelphia, [www.kyw1060.com](http://www.kyw1060.com) or by phone at 1-215-925-1060), which announces closings numerically. This station will announce the number 924 to relate information about the University. The name of the University will be scrolled across the bottom of the television screen on KYW-TV CBS3; NBC10; WCBS2; News 12 New Jersey; and WPSG-TV Channel 57. If you have not done so already, please sign up for text messaging announcing the University closings at [hr@TESU.edu](mailto:hr@TESU.edu).