



KELSEY HALL  
111 WEST STATE STREET  
TRENTON, NJ

## EMERGENCY EVACUATION PLAN

REV: August 2025

# **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 per 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	609-984-1661 ext. 2325
Assistant Evacuation Plan Coordinator	Holly MacDonald	609-984-1661 ext. 2330

## **Building Coordinator**

Building Coordinator	Mary Hack	
Assistant Building Coordinator	Holly MacDonald	

## **1<sup>st</sup> Floor**

Floor Captain	Guard on Duty	

## **2<sup>nd</sup> Floor**

Floor Captain	Kelly Saccomanno	Misty Isak
	Victoria Monaghan	

## **3<sup>rd</sup> Floor**

Floor Captain	Jamie Adams	Lori Wiliszewski

## **4<sup>th</sup> Floor**

Floor Captain	Mary Hack	Holly MacDonald

## **5<sup>th</sup> Floor**

Floor Captain	Craig Smith	Juliette Punchello

## **AED Locations**

Second Floor	By stairwell to townhouses
Fourth Floor	Breakroom

## **Additional Numbers**

Security Desk	609-292-7361 or Inter-University Dial 2357
Fire Department	609-989-4170
NJ State Police	609-984-4222

## **EVACUATION PLAN THOMAS EDISON STATE UNIVERSITY**

### **KELSEY HALL**

#### **I. Building Emergency Communication Systems**

##### **A. Fire**

Kelsey Hall is equipped with automatic heat and smoke sensors. In case of fire, these sensors trigger the alarm system. In addition, manual activation of the alarm system is possible from the fireboxes located on each floor. Upon sounding of the alarm systems, 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 and the mass notification system. 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 DECISION 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, any employees, students, and guests noting a fire may manually activate the fire alarm from the firebox located on each floor. If the fire alarm system fails to operate, or cannot be reached, call 911, Trenton Fire Department at 609-989-4170 or the NJ State Police at 609-984- 4222.

Report location and type (electrical, paper, etc.) of fire, if known. Alert Floor Captain and Assistant Floor Captain.

##### **B. Other Evacuation Emergencies (Bomb Threats, Noxious Fume, 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 THEM FINISH THEIR 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 the person making the threat. In example, are they drunk, angry, excited, incoherent, etc. Listen for any background noises, which might give clues to caller's location.

After caller finishes their message, try to keep them in conversation long enough to determine:

- a. **WHERE** is the bomb 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 the 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 609-984-1661 ext. 2325 or the Assistant Coordinator Holly MacDonald at 609-984-1661 ext. 2330.

### III. Evacuation Routes and Procedures

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

1. Leave the building IMMEDIATELY using the nearest stairway or exit.
2. Do not attempt to secure personal belongings.
3. DO NOT USE ELEVATORS. They may stop if power fails causing occupants to get trapped. Persons unable to walk downstairs 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.
5. Floor captains will check the exiting lines to account for everyone.
6. Floor captains will contact the building coordinator at the command post to report that all have been evacuated or are waiting for help on the fire stairs.
7. Proceed to the nearest exit.
8. Close all doors as you exit.
9. Exit the building and go to your pre-designated gathering area.
10. Do not leave the assigned area unless specifically notified to do so by the Emergency Coordinator.
11. When a decision is made that re-entry is safe, the Floor Captains will lead their respective floors into the building using the same door they used to evacuate. Elevators may then be used.
12. During an actual fire or fire drill, where an area is designated as having fire and your evacuation route is blocked, you have to choose another stairway or exit.

#### B. Exit Routes and Gathering Areas

1. Employees, students, and guests exiting from the lower level should make a left out of the door, right into the alleyway near Old Barracks and proceed to the Statehouse.
2. Employees, students, and guests exiting from the first-floor main entrance should turn left out of the building and proceed to the Statehouse. Meeting spot will be in front of the State house.

### IV. Duties of Emergency Evacuation Personnel

#### A. Evacuation Plan Coordinator

Under the direction of the State Police/Trenton Fire Department they have general charge of all matters pertaining to building evacuation. They will:

- 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.
- Coordinate time and date for drills.
- Arrange for periodic inspections of the entire building, accompanied by Fire Department Officials, Building Management personnel, and Floor Captains.

- Records results of all drills and inspections.
- Coordinate drills with the Building Management, city authorities and State Police.
- Arrange for the posting and maintenance of directional exit signs.
- Notify NJ State Police 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. They will be responsible for the enforcement of rules and report infractions to the Evacuation Coordinator. The Building Coordinator will:

- Confirm with captains and/or co-captains of their specific floor that all employees, students, and guests are accounted for.
- Assigns assistant building coordinator as needed.

D. Assistant Building Coordinator

- 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 their floor during emergency evacuation procedures. They will be responsible for the procedures. They will be responsible for the enforcement of rules and report infractions to the Coordinator. The Floor captain will:

- Designate the exits to be used by personnel on their floor.
- Direct travel of occupants and schedule floor evacuation following directions of the Evacuation Coordinator.
- Conduct periodic inspections of their floor for proper aisle space, availability of fire extinguishers, etc. in order to identify and prevent potential hazards to evacuation.
- Record results of drills.
- Assign assistant to occupants needing assistance.
- Reports back to the Building Coordinator and/or Assistant Building Coordinator that their floor is out of the building. The designated area is located in front of the Statehouse.

## V. Preparing For an Emergency or Evacuation

You are responsible for your own safety. Stay calm and 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- 609-292-7361 or extension 2357).
- 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 Evacuations

- 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 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, Students, and Guests Reporting Emergencies

1. Fire may be reported by activating the alarm system from any firebox located on each floor. If the system fails to operate, or cannot be reached, call 911, Trenton Fire Department at 609-989-4170 or NJ State Police at 609-984-4222. 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 609-984-1661 extension 2325 or Holly MacDonald at extension 2330.

VIII. Checklist for Employees, Students, and Guests During Building Evacuation

1. When the 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 evacuations:
  - a. WALK. Do not run.
  - b. Do not overcrowd stairway landings.
7. Remain in the assembly area until you receive instructions to return to the building. DO NOT leave the assembly area unless you are directed to do so.
8. In all cases, obey the instructions of the Floor Captain and Assistant Floor Captain.

Inclement Weather

During Inclement Weather or other emergencies, in example Thomas Edison State University closings or delayed openings, will be announced via a text message to your cell phone, a banner will be posted to the TESU website and an email to your TESU mailbox. The University is autonomous; therefore, closings by other state offices or departments are not a guarantee that the University will follow suit.

The Office of Communications will manage any communication with the media regarding any state of emergency.

# **TELEPHONE BOMB THREAT CHECKLIST:**

**Instructions: Be Calm, Be Courteous, Listen, Do Not Interrupt the Caller.**

**YOUR NAME:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **CALLER'S IDENTITY**

MALE FEMALE ADULT CHILD

APPROX. AGE: \_\_\_\_\_

## **ORIGIN OF CALL**

LOCAL LONG DISTANCE

## **VOICE CHARACTERISTICS**

LOUD SOFT HIGH PITCH DEEP RASPY

PLEASANT INTOXICATED OTHER: \_\_\_\_\_

## **SPEECH**

FAST SLOW DISTINCT DISTORTED

STUTTER NASAL SLURRED OTHER: \_\_\_\_\_

## **THREAT LANGUAGE**

WELL SPOKEN REHEARSED MISPRONUNCIATIONS  
IRRATIONAL INCORRECT NAMES READ BY CALLER  
TAPED INCOHERENT FOUL

## **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 you have difficulty hearing-Keep caller talking-If caller seems agreeable to further conversation, ask questions like:

- *When will it go off?* \_\_\_\_\_ *Certain hour* \_\_\_\_\_ *Time Remaining* \_\_\_\_\_
- *Where is it located?* \_\_\_\_\_ *Building* \_\_\_\_\_ *Area/Floor* \_\_\_\_\_
- *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.*