



RUTGERS®

Community Arts

EMERGENCY ACTION PLAN

Fire - Review the fire safety plan. Safely evacuate the building, meet in the designated area, and make sure everyone is accounted for. Fire drills will be completed at least once per camp session in facilities used for housing campers, and in facilities used for instruction or recreation.

Medical Emergency - Call 9-1-1 with as much information as possible, including nature/severity of illness/injury, victim's location, victim's condition, and any chemicals involved, if applicable. Send someone to meet ambulance. A counselor should provide the camper's medical/allergy report to attending medical professionals, along with the Permission to Treat Form. Notify the Community Arts office, who will in turn contact the camper's family.

Illness or minor injury – report injury to nearest supervisor (head counselor, faculty member, camp assistant director, or Community Arts administrative staff member) using your cell phone and the provided phone & email contact list; ask for assistance in either calling the nurse to the student's location, or in bringing the student to the nurse's office. The nurse will administer treatment as appropriate, or escalate camper care to Hurtado Medical Center or the Robert Wood Johnson Emergency Room. The head counselor will have a first aid kit on hand at all times to provide treatment for minor injuries in the absence of the nurse. The nurse will maintain a log noting injury/illness and treatment provided; the nurse will notify the family.

Missing Camper - Notify supervisors (head counselor, faculty member, camp assistant director, or Community Arts administrative staff member) immediately, and call the police to have them search for the camper. Ask other campers/staff where the camper was last seen, and provide supervisors and police with that information. Community Arts staff will notify the camper's parents.

Sheltering in Place - Identify safe areas within the facility (preferably interior, windowless rooms) in which to take shelter. Establish a 'duty desk' for facility to monitor communications, handle requests, and coordinate use of resources. Await notification that crisis has been resolved prior to leaving shelter area.

Suspicious Behavior/Intruder - Call 9-1-1; be prepared to provide description and location. If the intruder is armed, follow the active shooter plans. If intruder is causing death or physical injury, follow the active shooter plans. If unable to hide, play dead.

Active Shooter: Outside Building - Immediately take cover (hide behind something hard – see 'sheltering in place, above in this policy). If there's no place to hide, run in zigzag pattern away from shooter. Call 9-1-1.

Active Shooter: Inside Building - If possible, EXIT building immediately. Call 9-1-1. If leaving jeopardizes safety, secure immediate area:

- lock/barricade doors
- turn off lights
- close blinds
- keep quiet (silence all phones - no vibrations)
- move away from doors and windows
- make action plan with room occupants, if suspect enters. This may include attempting to defend yourself if need be

Psychological Crisis/Suicide Threat –

- **Psychological crisis:** if crisis is potentially dangerous, do not attempt to handle it alone. Call 9-1-1.
- **Suicide threat:** if suicide threat, remain calm and straightforward, with a supportive attitude. If threat is immediate, call 9-1-1.
- **If you notice someone in the early stages of psychological distress,** please notify the Community Arts staff at 848-932-1500 and encourage the student to contact Student Behavioral Health/Counseling Services (CAPS) at 848-932-7884.
- **If you are concerned that someone is undergoing a mental health crisis and may need IMMEDIATE assistance,** please call 911 -or- Acute Psychiatric Services at 855-515-5700.

Workplace Violence –

- All acts of workplace violence should be reported directly to the Rutgers Community Arts Director Derek Balcom (848-932-1877, 518-669-3375).
- Call 9-1-1 for imminent or actual violence.
- Acts of violence *not* involving weapons/injury or persons should be reported to the immediate supervisor on-site (head counselor, faculty member, camp assistant director, or Community Arts administrative staff member), or the Office of Labor Relations at 848-932-3020.

All Emergencies	9-1-1
Non-Emergency Public Safety	848-932-7211
Rutgers University Police Department (non-emergency)	732-932-3913
Rutgers University Environmental Health and Safety	848-445-2550
Student Health Services	848-932-7402
Student Behavioral Health/Counseling Services (CAPS)	848-932-7884
Risk Management	848-732-7300
Parking and Transportation	848-932-7744
Facilities Maintenance	848-445-1234
Dean’s Office	848-932-9360