



EMERGENCY PROCEDURE GUIDE



Emergency Procedures

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Introduction

Be prepared...

The ***Jewish Federation of Greater MetroWest NJ Emergency Procedure Guide*** was prepared to help members of the Federation community report and deal with emergency situations appropriately. It combines current MetroWest policies and procedures along with recommended guidelines from various government agencies including the Federal Bureau of Investigation, U.S. Department of Homeland Security, U.S. Federal Emergency Management Agency, U.S. Postal Service and the Centers for Disease Control. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies that have occurred in the past and those that might occur in the future.

We all play a critical role during emergency-response procedures. Tenants and visitors might not be thoroughly familiar with the campus, the hazards presented, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on us for immediate direction and assistance.

Please become familiar with this guide and review its contents at staff meetings. Your knowledge will make a difference during an emergency and could save lives.

Emergencies, accidents, injuries and other unexpected events can occur at any time and place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an incident. Each of us must take a proactive approach to providing a safe environment and, although no guide can cover all situations, the responses outlined in these procedures will help prepare you should an emergency arise.

If you have any questions concerning any of the information presented in this guide, please e-mail rwilson@jfedgmw.org.

Emergency Alert Notification System

The Jewish Federation of Greater MetroWest NJ has implemented an emergency alert system designed specifically for our employees, partner agencies, synagogues, and other Jewish community organizations. This system, will enable us to provide timely information on multiple platforms in the event of an emergency that specifically and urgently threatens our community.

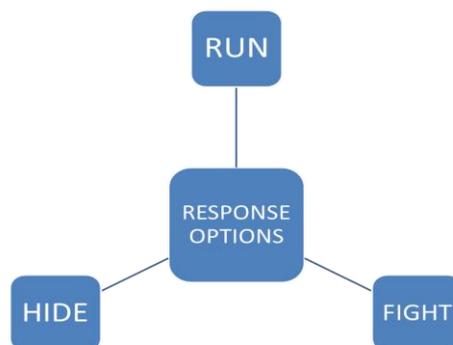
Participation in the program is free of charge to our employees and allows us to notify our employees and individuals at each participating organization via text, phone and/or email in the event of an emergency. This ability to communicate to our employees and the Jewish community to provide immediate information could be life-saving in a crisis.

Please ensure that you provide accurate emergency contact information to the Chief Security Officer at Greater MetroWest NJ.

Active Shooter

In the event, that a person threatens the personal safety of members of our campus community, the MetroWest Security Department would like you to be aware of the guidelines for active-shooter situations. This guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if put into action as soon as an intruder situation develops. An appropriate early-response is the most crucial factor in the optimal management of these types of situations. Threats on campus will be communicated to staff as soon as possible via phone/overhead paging, our Emergency Alert System, and the warning strobes/sirens installed at all entrances to the Federation building. If the exterior strobes/sirens are activated, **do not enter, flee the area**. Call 911 when safe to do so and report that there is a possible violent incident in progress on campus.

When an active shooter or a hostile person is actively causing death or serious bodily injury, or the threat of imminent death or serious bodily injury to a person or persons on our campus, we recommend that the following procedures be implemented. You have three (3) basic response options:



RUN: Escape if possible

- If you think you can safely make it out of the building by running, then do so. If capable, assist in removing children or any person with a disability from the immediate area.
- Leave your belongings behind.
- Look and listen to where the threat is. If you see members of the campus community fleeing from an area, this is a clear indication that the threat is in that area and might be coming towards you. Move away from the threat and away from the noise and commotion.

HIDE: If escape is not possible

Most offices and conference rooms have locks that can be secured from the inside; these will be a good option. Barricade yourself inside the room by placing furniture against the door if possible. Please familiarize yourself with our building, exits and safe rooms. Every effort should be made to disperse staff amongst numerous available room that can be secured.

- Remain as quiet and calm as possible.
- Call 911 and advise police of the incident. Be specific as to the address of our campus and indicate which building, floor and office you are in.
- Turn off lights and all audio equipment. Place cell phones on silent.
- Lock all windows. Cover and stay away from windows or openings that have a direct line of sight into the hallway.
- Remain under lockdown until advised by security or law-enforcement personnel that the crisis has been resolved.

FIGHT – Take action

- Engage as a last resort, when your life is in danger. Act as aggressively as possible to incapacitate the shooter. Use improvised weapons or throw items.
- Commit to your actions. The situation is not hopeless.

Actions to Avoid:

- Do not sound the fire alarm
- Do not scream

Regardless of the response that you choose, remember to call **911** when it is safe to do so. Then, if possible, call the **Security Desk** at **(973) 929-3167** or directly at ext. **3167**. Obey all security and/or police commands and warn others.

Lockdown Procedures

Threats on campus will be communicated to staff as soon as possible via our Emergency Alert System, by phone and overhead paging and warning strobes and sirens placed at all entrances to the Federation building. If the exterior strobes/sirens are activated, **do not enter, flee the area**. Call 911 when safe to do so. Report that there is a possible violent incident in progress on campus. If you hear, "LOCKDOWN" over the overhead/telephone page or an administrator announces the lockdown in person the following procedures should be executed:

Most offices and conference rooms have locks that can be secured from the inside; these will be a good option. Barricade yourself inside the room by placing furniture against the door if possible. Please familiarize yourself with our building, exits and safe rooms. Every effort should be made to disperse staff amongst numerous available room that can be secured.

- Remain as quiet and calm as possible.
- Call 911 and advise police of the incident. Be specific as to the address of our campus and indicate which building, floor and office you are in.
- Turn off lights and all audio equipment. Place cell phones on vibrate.
- Lock all windows. Cover and stay away from windows or openings that have a direct line of sight into the hallway.
- If staff or visitors are in the bathroom, they should secure the bathroom door and move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should immediately move to the closest Safe Room or office.
- Stay in safe areas until directed by law enforcement officers, security or an administrator to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm.
- For further directives, law enforcement officers, security and administrators will have keys to open the doors or announcements will be made.
- An administrator or security will signal all personnel if the lockdown has been lifted.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer, security or administrator to a safe location. Once evacuated from the building, managers should attempt to account for all staff and visitors. Managers and staff should advise security of any missing employees.

Bomb Threats

- Bombings or threats of bombing are now harsh realities in today's world. While most bomb threats turn out to be hoaxes and most suspicious packages are harmless, it is important that all threats and suspicious objects be treated seriously. Time is of the essence when a bomb threat is received, and we must be ready to react quickly and efficiently to minimize the risk of injury to staff, tenants and visitors. These guidelines are designed to help the Greater MetroWest community members prepare for the potential threat of explosive-related violence. These guidelines and a **Bomb Threat Checklist**, ([click here](#)), should be kept next to every MetroWest telephone.

Telephone Threat Response - A calm response to a bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber might be willing to give more specific information on the bomb's location, components, or method of initiation.

When a bomb threat is called in:

- Keep the caller on the line as long as possible. Do not interrupt except to ask the caller to speak louder, slower or to repeat the message.
 - Record pertinent information on a **Bomb Threat Checklist**.
 - Do not hang up until the caller hangs up.
- If the caller does not indicate the location of the bomb or time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied, and the detonation of a bomb can result in death or severe injury to many innocent people.
- Pay attention to background noises, such as motors running, music playing, vehicle traffic and any other noise, which may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), the mood of the caller (calm, excited, despondent, etc.), accents or speech impediments.
- Report the threat to the Security Desk at ext. 3167 immediately after the caller hangs up. MetroWest Security will then implement its bomb-threat response procedure.
- Remain available if law enforcement personnel want to interview you.

Written Threat Response - While written threats are usually associated with generalized threats and extortion attempts, a written warning of a specific device might occasionally be received.

- Save all materials including the envelope.
- Once the message is recognized as a threat, further unnecessary handling should be avoided in order to retain as evidence.
- Report the threat to the **Security Desk at ext. 3167**. MetroWest Security will then implement its bomb-threat response procedure.
- Remain available if law enforcement personnel want to interview you.

Bomb-Threat Evacuations

If it is determined that an evacuation is necessary, bomb-threat evacuations at the MetroWest will follow a procedure like the one used for fire evacuations.

- Take personal belongings such as purses, briefcases, backpacks and shopping bags with you so they are not confused with suspicious packages by those conducting a bomb search.
- Know your evacuation route in advance. Also, be prepared to use an alternate exit in case your primary route is obstructed. Evacuations should be made **along routes and to areas that have been checked to ensure that they are safe from threats.** Pay attention to all alarms and public-address-system announcements.
- Follow instructions given by security, police and fire personnel.
- Never use an elevator to evacuate unless directed to do so by the fire department.
- Once outside, move well away from the building, especially away from windows. Proceed to your Evacuation Assembly Location or alternate location if directed to do so by security/emergency personnel.

Fire

If you discover a fire ...

Pull the nearest fire alarm box on the floor; if safe to do so, call 911 and Security at ext. 3167.

Be prepared to:

- Provide specific condition (smoke, fire, etc.)
- Provide specific location (floor, room)
- Provide your name and location
- Confine the area by closing the doors behind you if convenient. **DO NOT LOCK DOORS.**
- Do not use elevator.
- Notify those in the immediate area of the danger.
- Assist in removing any disabled person or children from the immediate area.
- Follow the directions of security, maintenance and emergency responders.
- Know your *Emergency Evacuation Route* in advance. Also, be prepared to use an alternate exit in case your primary route is obstructed. Plan how you would escape in case of a fire. Know your escape routes well enough to be able to make your way in the dark or in dense smoke.

Fire Extinguishers

Fire extinguishers are located on every floor inside of the Federation building. Please familiarize yourself with their locations within your work area. Ensure that you have a clear escape route before using an extinguisher. Always notify security and maintenance of any use of extinguishers or other concerns related to fire extinguishers. A straightforward way to remember how to use a fire extinguisher is to remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze and **S**weep.

- **PULL** the pin. This will allow you to discharge the extinguisher.
- **AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through. You want to hit the fuel.
- **SQUEEZE** the top handle lever. This releases the pressurized extinguishing agent.
- **SWEEP** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Evacuation Procedures

Evacuation procedures will be initiated by a Fire Alarm, Emergency Alert Notification (Text, Phone, E-mail), Public Address-Desk Phone Page or Campus-Wide Email. Always assume it is a real emergency and leave the building. It is unlawful for any person to prevent a person from leaving the building or to order a person to remain in a building when the alarm is sounding.

Senior Management and Security will assign personnel to assist in evacuating the Campus as appropriate. Priority assignment of personnel will be to assist in the evacuation of children, seniors and those with disabilities.

- Be aware that whenever the fire alarm sounds it may signal a **real** emergency.
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge.
- If there is smoke, stay low; it will be easier to breathe.
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.
- Once the entire building has been evacuated, staff should proceed to one of four assembly areas:
 1. Loading Dock side of building.
 2. Main Entrance (proceed to Lot B)
 3. Gym entrance
 4. Outside the School Circle.

The assembly areas have posted number signs

- a. AREA 1 - JFED-CRC, Holocaust, Foundation, and Planning go to area – 1-Loading Dock side of building
- b. AREA 2 - Remaining JFED departments, Finance & JHS go to area – 2 - Lot B
- c. AREA 3 - Gym and Conference Center attendees go to area – 3 – Gym Entrance
- d. AREA 4 - School goes to area – 4 – Circle outside school.

Listen for instructions from:

- Security
- Maintenance
- Management
- Emergency Responders

Flooding

- Stop all use of electric equipment.
- Call Security at ext. **3167**
- Evacuate the area if necessary.

Gas Leak

- Cease all operations and exit the area immediately.
- To avoid sparks, leave all electrical equipment, i.e. lights, computers, appliances, etc., as is. Electrical arcing can trigger an explosion.
- Notify Security at ext. **3167**. Security will contact outside emergency response agencies if necessary.

Hazardous Materials

In addition to chemical use in the pool at our facility, MetroWest uses chemical products throughout the campus for maintenance, housekeeping, reprographics, and other purposes. The following should be done if a hazardous chemical is spilled:

- Immediately report any spillage of hazardous chemicals to Security at ext. **3167**.
- When reporting the incident, be specific about the involved material and exact location. Security will contact maintenance and outside emergency-response agencies if needed.
- The affected area should be evacuated immediately and sealed off to prevent further contamination of other areas until the arrival of security, maintenance or other emergency-service personnel.
- Anyone who might be contaminated by the spill should avoid contact with others as much as possible. Remain in the vicinity and give your name to security so the appropriate emergency-service personnel can perform required first aid and cleanup.

- If an emergency exists that requires a building evacuation, notify security to implement and direct the evacuation.

Medical Emergency

Warning! Do not move the injured person.

Notify

Immediately notify MetroWest Security by calling 973-929-3167; direct at ext. 3167 or by calling 911.

Request

Ask for immediate medical assistance. Be prepared to give the following information:

- Location (where within the building)
- Request that responders go to the main entrance (security or maintenance should meet the responders)
- Nature and extent of emergency
- Your name and the number from which you are calling

Response

Follow instructions of emergency personnel.

If you are trained, assist with First Aid or CPR.

Report all incidents

1. Dial 911 on any Federation phone, or
2. Call Hanover Township Police at **(973) 428-2512**

Mental Health

- If unsure about the severity of the problem call for immediate assistance call MetroWest Security at (973)929-3167; direct dial ext. 3167
- Help is available at www.GotBlue.org or 1-866-202-HELP (4357)