

EMERGENCY RESPONSE PROCEDURES

Security: *dial x4090 (973-290-4090)*
Police, Fire, Ambulance: *dial 9-1-1*



COLLEGE *of*

SAINT ELIZABETH

2 Convent Road
Morristown, New Jersey 07960

February 2012

TABLE OF CONTENTS

| | |
|--|----|
| Defibrillator Locations | 2 |
| Designated Meetings Locations | 3 |
| Weapon on Campus..... | 4 |
| Hostage Situation | 5 |
| Missing Person | 6 |
| Pandemic – Extreme Flu Symptoms | 7 |
| Unidentified Persons – Criminal Activity | 8 |
| Assault – Sexual/Physical/Verbal..... | 9 |
| Fire | 10 |
| Active Shooter | 11 |
| Lockdown or Shelter-In-Place..... | 12 |
| Bomb Threat – Suspicious Device | 13 |
| Suicide..... | 14 |
| Chemical/Environmental/Radiological Threat | 15 |
| Nearby Emergencies..... | 16 |
| Utility Failure | 17 |
| Evacuation..... | 18 |
| Medical Emergency..... | 19 |

DEFIBRILLATOR LOCATIONS

Defibrillator/AED (Automated External Defibrillator) Locations:

Annunciation Center - lower level, near coat room and vending machines

Founders Hall - next to receptionist desk at main entrance

Henderson Hall - lower level, walkthrough near Security Office

Mahoney Library - main lobby, near periodicals entrance

O'Connor Hall - front entryway

Saint Joseph Hall - lower level, under stairwell, near ATM machine

Santa Maria Hall - first level hallway, near Graduate Education offices

Santa Rita Hall - lower level, opposite elevator door

Xavier Center – first floor corridor across from elevator

Security Rover - motor vehicle used by Security guards

DESIGNATED MEETING LOCATIONS FOR FIRE OR BUILDING EVACUATIONS

Non-residential Building Evacuation Meeting Areas:

| | |
|------------------------|--------------------------------------|
| Henderson Hall (front) | Front Lawn of Saint Joseph Hall |
| Henderson Hall (rear) | Lawn behind Santa Rita Hall |
| Mahoney Library | O'Connor Hall Front Lawn |
| Saint Joseph Hall | Lower Saint Joseph Parking Lot |
| Santa Maria Hall | Front of Annunciation Center |
| Santa Rita Hall | Behind SOC Administration Building |
| Annunciation Center | End of walkway near Santa Maria Hall |
| Xavier Center | Xavier Center parking lot |

Residence Hall Evacuation Meeting Areas:

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| Founders Hall 1 st floor | Stone driveway on the Academy side |
| Founders Hall 2 nd floor | Telephone pole on the Academy side |
| Founders Hall 3 rd floor | Driveway of the SOC Convent side |
| Founders Hall 4 th floor | Entrance of the Santa Rita parking lot |
| O'Connor Hall 1 st floor | 2 nd set of steps in front of Santa Maria Hall |
| O'Connor Hall 2 nd floor | 1 st set of steps in front of Santa Maria Hall |
| O'Connor Hall 3 rd floor | Stop sign in front of Mahoney Library |
| O'Connor Hall 4 th floor | Front doors of Mahoney Library |

Note: meeting areas are subject to change dependant on type of emergency.

WEAPON ON CAMPUS

- If you **are threatened** or confronted with a weapon on campus (i.e. gun, knife, etc.):
 - Stay calm.
 - Follow the assailant's directions, never argue.
 - Do not try to be a hero.
 - Treat all firearms as if they are loaded.
 - When safe, first call the Police and then Security, who will contact College officials. Use a Blue Emergency Phone/Light Station located throughout the campus, if nearby.
 - Give as much information as possible to the Police regarding description and location of person and weapon.

- If you **are not threatened** or confronted, but see or become aware of a person on campus with a gun/knife/weapon:
 - Immediately go to a safe area away from the individual.
 - First call the Police and then Security, who will contact College officials. Use a Blue Emergency Phone/Light Station located throughout the campus, if nearby.
 - Give as much information as possible to the Police regarding description and location of person and weapon.

- See related Active Shooter section in this guidebook.

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| Security..... x4090 (973-290-4090) |
| Police, Fire, Ambulance9-1-1 |
| Blue Emergency Phone/Light Stationslocated throughout campus |

HOSTAGE SITUATION

A hostage situation exists when a person holds another person against their will, by means of physical force or threat of harm. It is common for the person holding hostages to make demands that certain conditions be met.

The more time that is gained, the more likely the situation will safely end without violence.

If you are a witness to a hostage situation but are not in the immediate vicinity:

- Move to safety.
- Call 9-1-1 or use Blue Emergency Phone/Light Stations located throughout the campus to call Police. Provide as much information about the situation as possible.
- Call Security, who will notify College officials.

If you are the hostage:

- Remain calm, never argue.
- Follow instructions of the hostage taker.
- Speak in calm but firm voice.
- Do not make any sudden movements, ask permission before moving.
- Keep distance between yourself and the hostage taker if possible.
- Calmly inform the hostage taker of special needs of others in the room.
- Keep students and others calm and under control.
- Use time as a tool to de-escalate situation.

Wait for help to arrive, HELP IS COMING

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| Security..... x4090 (973-290-4090) |
| Police, Fire, Ambulance9-1-1 |
| Blue Emergency Phone/Light Stations.....located throughout campus |

MISSING PERSON

A person that is missing or absent from the College for a period of more than 24 hours without any known reason, or contrary to usual patterns of behavior, is deemed to be a missing person and should be reported using the following procedures:

- Contact the Dean of Students Office and Residence Life to report a missing resident student, otherwise contact Security who will notify appropriate College officials.
- The first responder(s) should gather all essential information about the missing individual (description, clothes last worn, where person might be, who they might be with, vehicle description, etc.) as well as physical and mental state. An up-to-date photograph may also be obtained to assist in the search.
- Attempts will be made by College officials to contact the missing individual based on information available to the College.
- A search will be conducted of all campus buildings and parking lots.
- Class schedule will be obtained and a search of classrooms will be conducted if the person missing is a student.
- Friends/acquaintances may be contacted to assist in the search.
- If available, notification will be made to the individuals identified as their emergency contact.
- The Dean of Students (or designee) will be responsible for communicating with the family or guardian of a missing student.

If the above actions are unsuccessful in locating the individual, the investigation will be turned over to the appropriate local law enforcement agency.

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| Security | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| Dean of Students | x4203, x4204 |
| Residence Life | x4130, x4184 |

PANDEMIC – EXTREME FLU SYMPTOMS

You must take pandemic and extreme flu like conditions very seriously; they can result in a life-or-death situation for yourself and others.

If you become aware of, or come in contact with a person who suffers from extreme flu like symptoms during a period of pandemic or severe wide spread contagious flu outbreaks (i.e. swine flu) with the following symptoms:

- Fever greater than 100.5 degrees
- Cough and cold symptoms
- Body aches

The following steps should be taken:

- Immediately contact the Wellness Center if you are a student. If it is closed, or you are not a student, contact your primary care physician.
- Contact Security, who will alert other College officials.
- If a person other than yourself is sick, remain at a safe distance from the individual to reduce the chance of the flu virus being spread to yourself or others.
- Thoroughly wash your hands with soap and water to avoid contamination.
- An individual having extreme flu like symptoms will usually be sent home, isolated in their residence hall, or transferred to their primary care physician until they are well enough to return to the College.
- The CSE Wellness Center has primary responsibility for interfacing with local/state/federal authorities regarding the spread of Pandemic or extreme flu symptoms.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| Wellness Center | x4175 |
| Dean of Students..... | x4203, x4204 |
| Residence Life..... | x4130, x4184 |

UNIDENTIFIED PERSONS – CRIMINAL ACTIVITY

Unidentified or Suspicious Person on Campus:

If you see someone on campus you can't identify and that is not outwardly threatening:

- Ask them if you can be of help in directing them to the appropriate office.
- If the person seems uncomfortable or unwilling to identify themselves, do not persist, disengage in conversation and follow the procedures below.

Dangerous Person on Campus:

A dangerous person is anyone who has not been identified or confirmed as having a legitimate purpose on campus, any unauthorized person, or anyone intent on criminal, dangerous or life-threatening behavior. This would include, but not limited to:

- Someone unusual observed on campus.
- Car or person lingering in a parking lot or on campus grounds, or following students between buildings.
- Person brandishing a weapon of any type.

If you observe a dangerous or suspicious person:

- Call Security, who will notify Police and College officials.
- If you are outside a building, immediately go to the closest safe place.
- If you are in imminent danger, run to the closest secure area.

Criminal Activity on Campus:

If you observe a crime being committed against persons or property:

- Call Police and Security, or use a Blue Emergency Phone/Light Station located throughout the campus to directly connect with Security and the Florham Park Police.
- Do not personally intervene in a crime being perpetrated.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |

ASSAULT – SEXUAL/PHYSICAL/VERBAL

Sexual Assault/Domestic Violence

- Sexual assault is a threat or deliberate physical contact of a sexual nature which is against another person’s will or without their consent.
- Be safety conscious and avoid remote areas of campus when you are alone.
- Survivors of sexual assault are encouraged to report the incident to the Police and/or any of the following officials at the College:
 - VP Student Life and Dean of Students (x4203 or x4204)
 - Director of Counseling Services (x4175)
 - Director of Health Services (x4175)
 - Director of Residence Life (x4130 or x4184)
 - Chief of Security (x4290)
 - Campus Minister (x4209)
- College officials will assist the survivor to obtain help and provide advice on initiating the grievance procedure, criminal proceedings or campus judicial process.
- Police, medical, psychological, spiritual, administrative, and disciplinary services are immediately available to anyone reporting an incident of sexual assault or domestic violence.
- The College is committed to supporting the survivor’s exercise of informed choice among these services, and to insuring his/her anonymity.

Physical/Verbal Assault

- If you witness or are a victim of physical or verbal assault, report the incident immediately to Security, who will notify Police and appropriate College officials.
- If a student is injured from an assault, contact Security and ask them to summon an ambulance or escort the student to the Wellness Center.
- If an assault occurs off-campus, notify local Police at 9-1-1 and then contact campus Security at 973-290-4090, who will notify College officials.

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| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| College Officials..... | phone numbers listed above |

FIRE

- If you see a fire or smell smoke, immediately call 9-1-1 and Security, give clear and exact information regarding location of fire.
- Pull the nearest fire alarm.
- If possible, without endangering yourself in any way, attempt to extinguish or contain the fire if you feel you are able to do so.
- Fire extinguishers are located throughout all campus buildings.
- If a fire alarm is activated:
 - Remain calm.
 - Leave immediately by the nearest fire exit.
 - Close doors behind you.
 - Do not run.
 - Use the stairs, do not use the elevators.
 - Follow directions of the building marshal.
- Stay low to the ground in a burning building, heat and smoke will rise. Hot air can scorch your lungs and smoke may contain toxic fumes. Take short breaths and, if possible, cover your face with a cloth (preferably damp) and breathe through your nose.
- Do not enter an area where there is evidence of smoke or fire.
- Check doors before opening them. If a door or a doorknob is hot, do not open it. If it is cool, open it carefully, keeping your head to one side to avoid any blast of hot air.
- If trapped in a room, place cloth material around/under door to prevent smoke from entering.
- People in wheel chairs or having physical handicaps should be taken to the nearest stairwell where their safe evacuation is to be coordinated with emergency responders and building marshals.
- If your clothing catches fire: *stop, drop, and roll.*
- Congregate well away from the building at the designated meeting location listed at the beginning of this guide.
- Once you safely escape a fire, do not go back inside the building until instructed to do so by Police or College officials.
- Instructors should take their class roster with them when exiting and assist building marshals with verifying the location of all students once outside.

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ACTIVE SHOOTER

If Armed Intruder is in Building:

- Leave the building, but only if you can do so safely.
- If unable to leave the building safely, secure and barricade yourself (and others) in a classroom or nearest room deemed safe.
- Remain calm.
- Keep everyone together and quiet.
- If communication is available, call 9-1-1 for Police.
- Do not sound the fire alarm, it could signal occupants to evacuate the building and place them in harms way.
- Secure doors and outside windows, close blinds and curtains.
- Stay away from windows and door windows.
- Turn off lights and audio equipment, put cell phones on vibrate.
- Keep rooms as secure as possible until Police arrive.
- Stay out of open areas.

If Confronted by Armed Intruder:

You must decide what you are going to do. This is a very crucial time. Use your best judgment for your own safety and the safety of others.

- Do as the gunman demands, remain calm.
- Avoid sudden moves which could appear threatening to the gunman.
- Never argue or antagonize the gunman.
- Avoid using force unless someone's life is in imminent danger.
- If more than one intruder is involved, concentrate on one person.
- Be observant, but do not stare at the gunman.
- If the gunman starts shooting, get everyone down on the floor.
- Take cover behind equipment or furniture.
- If you decide to run, do not run in a straight line, keep objects such as desks and cabinets between you and the gunman. Once outside, also do not run in a straight line. Use trees, vehicles and other objects to block you from the view of the gunman.
- If the person is causing death or serious physical injury to others, and you are unable to run or hide, you may choose to play dead.
- Your last option if you are caught may be to fight back. This is dangerous, but depending on your situation, it could be your only option.
- Once the Police arrive, obey all commands.

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| Security..... x4090 (973-290-4090) |
| Police, Fire, Ambulance9-1-1 |
| Blue Emergency Phone/Light Stationslocated throughout campus |

LOCKDOWN OR SHELTER-IN-PLACE

Lockdown

Lockdown is a protective action employed to safeguard faculty, staff, and students when there is an armed perpetrator on or near campus. Lockdown is initiated to keep people away from the violent perpetrator while Police engage the subject.

If instructed to lockdown:

- Immediately seek refuge in the nearest classroom, office, or other room.
- Close and lock the room from the inside where possible.
- Close and lock windows in the room.
- Close blinds or shades to prevent anyone from seeing inside the room, stay away from open areas.
- Barricade the door from the inside with furniture; turn off lights.
- Stay non-emotional, quiet, and respond only to requests made by people you know to be College or law enforcement officials.
- Remain in your lockdown location until notified the situation is cleared.
- If fire alarm sounds:
 - Evacuate if visible signs of fire or smoke exist.
 - Await instructions if no signs of fire or smoke exist.

Shelter-In-Place

This is a temporary action employed when there is insufficient time to evacuate to a safe location away from the College, and therefore is safer to remain inside. An example would be a hurricane, tornado, or chemical/radiological air contamination.

Ideal shelter areas include:

- Interior rooms, rather than exterior perimeter rooms
- Windowless rooms above the ground floor
- Rooms with minimal number of vents and doors

If instructed to shelter-in-place:

- Locate the best possible room having the above attributes as quickly as possible.
- Walk without delay, but do not run.
- Follow advice and direction of the building marshal.
- Use stairs, do not use elevators.
- Close doors and windows to seal off the room from the exterior.
- Seal doors and windows with duct tape if a chemical/radiological condition exists.
- Prevent individuals from leaving the shelter.
- Remain in the shelter; do not leave until told to do so.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |

BOMB THREAT – SUSPICIOUS DEVICE

Any bomb threat is to be taken very seriously.

Telephoned Bomb Threat:

- Signal another staff member or person to listen if possible.
- If your phone is equipped with Caller ID, log caller's number.
- Keep the caller on the line as long as possible; ask them to repeat the message.
- If caller does not indicate the location of the bomb or the time of detonation, ask.
- Listen closely and write down as much information as possible.
- Pay attention to background noises which may give a clue about their location.
- Upon termination of the call, notify Security, who will immediately contact Florham Park Police and College officials. Keep all voice mail messages, do not delete.
- Do not activate the building's fire alarm system, which could trigger the device.
- Fill out a Bomb Threat Form, available from the Chief of Security, once the immediate danger has subsided.

Bomb Threat Evacuation Procedures:

- Direct everyone you are with to quickly gather personal belongings, leaving large items behind, and turn off cell phones and pagers.
- Visually sweep the room for suspicious items.
- Leave doors and windows open.
- Do not touch a light switch or activate the building's fire alarm system, since these actions could trigger the device.
- Quickly lead everyone outside the building to designated meeting location or another safe area.
- Do not re-enter the building until instructed by Police or College officials.
- Follow Police or Fire Department instructions in all cases.

Suspicious Device or Package:

- Do not touch or move suspicious packages.
- Call Security, who will immediately contact Florham Park Police and College officials.
- If the suspicious item is believed to be a bomb, evacuate the building using the procedures described above.

Threatening Written Messages:

- Threatening written messages received by e-mail or regular mail should not be destroyed, altered or deleted.
- Call Security immediately, who will then notify College officials.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
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SUICIDE

Verbal Symptoms

- Discussing making suicide plans
- Discussing or gathering of suicide methods/information
- Statements that family and friends would not miss them

Situational Symptoms

- Deep or prolonged grief over any loss
- Witnessed or experienced recent violence
- Significant relationship issues
- Anniversary of a significant loss

Behavioral Symptoms

- Giving away of personal possessions
- Dramatic change in school performance
- Sudden positive behavior change following a period of depression
- Death themes through spoken or written words and drawings

Procedures to Follow if Suicide Threat or Attempted Suicide Observed

- If physical harm is imminent, or the incident occurs after hours, call 9-1-1 for emergency assistance. Then contact Security who will notify College officials.
- If physical harm is not considered imminent, and the incident occurs during normal business hours, contact one of the following in order of sequence shown:
 - Wellness Center (x4175)
 - Dean of Students (x4203, x4204) or Assistant Dean of Students (x4201)
 - Residence Life (x4130, x4184)
 - Security (x4090)
- Do not leave the student or individual alone, the person requires supervision at all times, remain with the person until help arrives
- Stay engaged with the person through active listening
- Remove the individual from any immediate means of hurting them self
- Secure the scene and prevent anyone from disturbing evidence

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| Wellness Center/Counseling Services..... | x4175 |
| College Officials..... | phone numbers listed above |

CHEMICAL/ENVIRONMENTAL/RADIOLOGICAL THREAT

Anthrax (or Anthrax Type Powder):

- Leave any questionable item in place, exit the room, close off area.
- Wash hands and face with soap and water.
- If necessary, request use of an emergency overhead shower located in the St. Joseph Hall lower level (contact Security, who must arrange for access by Facilities Department).
- Change clothes, place contaminated clothes aside for future disposal by authorized persons.
- Call Security, describe event, request medical help.

Gas Leak or Chemical Spill:

- Report suspected gas leaks or suspicious odors to Security, who will notify the local authorities, Facilities, and College officials.
- Evacuate the building:
 - Follow fire alarm procedures, pull the nearest fire alarm, exit building quickly.
 - Congregate in designated meeting areas away from the building, as instructed by emergency personnel, until notified the building is safe to re-enter.

Radiological Threat:

- If you are outside, seek shelter immediately inside the nearest building.
- Once inside, place as much distance and dense wall structures between you and the outdoors as possible. This means the room would preferably be:
 - An interior room of the building having no windows, rather than an exterior room with windows.
 - A room below ground level, if available.
- Turn off air conditioners, close windows, vents, fireplace dampers, exhaust fans or other air handling equipment that could bring radioactive particles into the room.
- Building marshals should retrieve disaster supplies and a battery-powered radio from their emergency supply cabinet, and facilitate moving people to the safest shelter area.
- Seal windows and external doors with duct tape obtained from building marshals, to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity or from blast effects of a nearby explosion.
- Listen for official instructions and follow directions.

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NEARBY EMERGENCIES

Nearby emergencies are categorized as 1) Local Emergencies and 2) Regional Emergencies. In most situations we will be made aware of these emergencies by the Florham Park or Morris Township Police Departments.

Local Emergencies are defined as emergencies within a 10 mile radius of the campus, such as, but not limited to: NJ Transit Rail, Morristown Airport, Routes 287, 24, 78, 80, Madison Avenue, Morristown Memorial Hospital, Sisters of Charity facilities, and nearby schools (Academy of Saint Elizabeth, FDU, Drew, etc.).

Regional Emergencies are defined as emergencies affecting nearby major cities, such as Newark and New York City.

Follow procedures given to you by all local and regional authorities.

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UTILITY FAILURE

If one or more campus utilities cease to function (i.e. water, heat/air-conditioning, electricity, sewage removal, telephone service, gas, etc.):

- Report outage to Facilities. After hours, report outage to Security who will notify and summon appropriate College officials.
- Facilities will coordinate the response to assure the appropriate people and resources are engaged.
- Generally, the loss of one or more utilities for a brief period can be tolerated. Extended delays in service restoration may result in a decision to temporarily close College operations, depending on the condition.
- You will be notified by College officials whenever the College is closing due to utility failure.
- Check the CSE website or call the Info line for information regarding closings.
- If utility disruption (especially gas or electricity) results in a condition leading to immediate threat to life or safety, a quick evacuation of affected areas must take place.
 - Building evacuations will normally be supervised by a building marshal.
 - Follow fire evacuation procedures previously outlined.
 - Congregate well away from the building at the designated meeting location listed at the beginning of this guide.
 - Emergency lighting is available throughout the buildings in the event electricity is cut off.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| Facilities (phone) | x4331, x4344, x4335, x4333 |
| Facilities (24 hr pager) | 973-269-0026 |
| CSE Website | www.cse.edu |
| CSE Info Line | 973-290-4636 (info) |

EVACUATION

- In the event of a required evacuation of a building, or the entire campus, you will be notified through any number of emergency communication methods, including the Blackboard Connect Emergency Notification System, transceivers, email, and verbal word-of-mouth.
- Take all emergency communications very seriously.
- An evacuation could be for a specific building, or could involve the entire campus.
- Fire alarms may or may not be activated, depending on the nature of the emergency.
- For building evacuations, exit the building as quickly and calmly as possible and congregate at the designated meeting area listed at beginning of this guide.
- Do not re-enter an evacuated building until you are instructed it is safe to do so by Police or College officials.
- For campus wide evacuations, follow directions from emergency personnel.

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MEDICAL EMERGENCY

Life Threatening or Very Serious:

- Call ambulance by dialing 9-1-1.
- Call Security to let them know the specific location of the victim (building & room number), so they can direct the ambulance to that site. Security will also notify appropriate College officials.
- Give emergency personnel a detailed description of the problem.
- Clear the area of spectators.
- If heart attack is suspected, see cardiac arrest procedures below.
- Remain with the victim until help has arrived. If medically necessary, emergency personnel will transport the victim by ambulance to Morristown Memorial Hospital, 100 Madison Avenue, 973-971-5000.
- Do not attempt to move a seriously injured person.

Cardiac Arrest (Potential Heart Attack Victim):

If trained, begin CPR and/or AED (Automated External Defibrillator) until help arrives.

AED (Defibrillator) Locations:

see locations listed on Defibrillator chart

Non Life Threatening:

If you witness a person who appears to be injured or experiencing medical difficulties that are not life threatening:

- Assist them to the Wellness Center in Founders Hall if they are a student.
- For other than students, or for students after the Wellness Center closes at 5:00pm, call Security for assistance.

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| Security..... | x4090 (973-290-4090) |
| Police, Fire, Ambulance | 9-1-1 |
| Blue Emergency Phone/Light Stations | located throughout campus |
| Morristown Memorial Hospital | 973-971-5000 |
| Wellness Center | x4175 |