

Essex County College College Regulation

REG 1-4 COLLEGE EMERGENCY CLOSURES

Purpose:

To provide specific procedures (procedural plan) in the event that the College must close for inclement weather, physical plant, natural disaster, public emergency, or long-term emergency

Plan:

1. For the purpose of this regulation, employees shall fall into the following categories:
 - (a) Faculty – Those employees performing only teaching duties for the College with no administrative or supervisory responsibilities; also, those employees designated as librarians or counselors with no administrative or supervisory responsibilities.
 - (b) Administration – Those employees specifically designated as “administrators” and those employees with academic rank who have administrative or supervisory responsibilities.
 - (c) Regular Staff – All other employees, with the exception of those who have duties considered essential to the maintenance and operation, of the College facility as defined below.
 - (d) Essential Staff – The following employees are considered as having essential duties for the security and maintenance of the physical plant and its operation:
 - i. Security Guards
 - ii. Police Officers
 - iii. Facilities Management Staff
 - iv. Information Technology
2. Essential staff are required to work unless and until specifically released by their supervisors and may be required to report to work during an official College closing.
3. Announcements: During Hours College is Open – Announcement will be made via the public address system according to prescribed procedure. The College may stipulate departure times for employees in order to permit effective evacuation of parking lots and to provide office coverage for as long as possible.
4. Announcements: During Hours College is Closed (Early Mornings and Weekends) – Announcements will be made via radio and television, posted on the college website and emergency alert system, as well as the college portal.
5. The Office of the President will be responsible for establishing when there will be an emergency closure at the College and will be responsible for initiating the necessary communication concerning this closure.
6. In “personal threat” situations (fire, bomb threat, explosion, shooter, etc.), it is very important for all employees to follow basic safety guidelines, helping students to do the same. In such instances, the following should be observed:

- (a) **BUILDING EVACUATION/FIRE:** Take alarms seriously. Follow fire marshal's/floor captain's directions. Never take an elevator. Walk, do not run. Exit building in an orderly manner.
- (b) **BOMB THREAT:** If you receive a bomb threat, contact ECC Public Safety Department. Await instructions from ECC Public Safety officers. Be prepared to evacuate the building.
- (c) **EXPLOSION:** Follow instructions from ECC Public Safety or your fire marshal/floor captain. If you are near the explosion, move to a safer part of the building and be prepared to evacuate the building. If trapped, call ECC Public Safety and keep knocking on walls, pipes, etc., until rescuers appear.
- (d) **ACTIVE SHOOTER:** Call ECC Public Safety. If shooter is in room, raise chair/desk (if possible) against him for protection. If you are safe, help any injured; apply pressure to and elevate victim's wounds and assist in keeping him or her quiet.
- (e) **TERRORIST ATTACK:** If an attack occurs nearby but outside the building, do not immediately exit the building. Move to interior rooms away from doors. If the attack is within the building in which you are located, move to a safe area or exit the building as per orders by ECC Public Safety.

7. Long-term emergency: A long-term emergency is an emergency resulting from a pandemic, natural or other disasters, that substantially disrupts the learning or working environment or operations of the college, and/or the college system, and whose impact causes an emergency closure or transition to remote operations that is expected to last seven days or more. The President may declare a long-term emergency closure in accordance with this policy.

8. In the event of a long-term emergency caused by a public health and/or pandemic level infectious or communicable disease, the actions that may be taken by the President to prevent the spread of infectious or communicable disease include but are not limited to:

- a. Modify campus-based instruction and/or College services to other delivery systems such as online/remote.
- b. Limit or prohibit employee travel and/or student field trips/site visits.
- c. Close or limit access to certain College buildings or programs temporarily.
- d. Prohibit those infected with an infectious or communicable disease from coming onto the College's campuses or attending ECC sponsored functions or programs.
- e. Implement temporary safety requirements for all employees and staff which will terminate at the end of the long-term emergency.
- f. Control entry to campus facilities and screen visitors and community members for relevant symptoms and/or exposure.
- g. Close the College temporarily.

Responsible Official(s): The President

Reference(s): *N.J.S.A. 18A: 64A-12(o)*

Regulation History: App. 9/92,
Rev. 10/01, 7/11, 3/17, 01/22

Attachment(s):