



# EMERGENCY RESPONSE GUIDELINES

## **POLICE/FIRE/RESCUE**

Emergencies requiring police, firefighters, or ambulance should be reported on the nearest available telephone, to 9-1-1.

In non-emergency situations, call the numbers below directly.

Princeton Seminary (main campus residents) 609.921.2100  
West Windsor Township (CRW campus residents) 609.799.1222  
Lawrence Township (Farminary) 609.896.1111  
Campus Security/Dispatch 609.497.7777

## **DO NOT REMOVE FROM THIS AREA**

# Campus/Building Lockdown

The following situations may warrant a campus lockdown—a violent individual, hazardous material exposure, a chemical weapons attack, pandemic, or severe weather.

## **Emergency action to be taken for a CAMPUS LOCKDOWN:**

- Avoid the identified danger zone and lock yourself in your room or office.
- Stay away from windows.
- Silence cell phones, but monitor them for updates from the PTS Alert System. Please do not call security for updates.
- Remain in place and quiet until advised by security or Seminary officials that the lockdown is over.
- Seminary employees should help guide students and/or guests in following emergency protocols.
- Do not leave your location until police or security confirm that it is safe to do so.



## **Emergency action to be taken for a BUILDING LOCKDOWN:**

- Lock your room or office.
- Card readers and electronic locking doors will be secured electronically.
- Building coordinators and security and facilities staff members will lock exterior doors that do not have electronic locks or card readers.

# Campus/Building Lockdown

# Infrastructure Failure

An infrastructure failure occurs when there is a widespread loss of phone systems, computer networks, gas, electric, or water utilities.

If it is determined that there will be a long-term outage, additional information and instructions will be sent through the PTS Alert System.

## Emergency actions:

- Report a utility outage to facilities during normal operating hours (Monday–Friday, 8:00 a.m. to 4:30 p.m.) by calling ext. 7778 from any campus phone or 609.497.7778 from your personal phone. During off-hours, call security from any blue light emergency phone, campus phone by dialing ext. 7777, or from your personal phone by dialing 609.497.7777.
- Call the help desk at 609.497.7812 to report a loss of Seminary computer networks or phone systems.
- Follow the evacuation protocol if a limited or campus-wide evacuation is necessary.
- Do not light candles or use any open flame.

All fire safety protocols remain in place.

For non-emergency or non-time sensitive issues email:  
helpdesk@ptsem.edu for network issues  
facilities@ptsem.edu for routine repair and maintenance issues



# Infrastructure Failure

# Severe Weather

Severe weather such as hurricanes, tornados, floods, winter storms, earthquakes, etc. can happen at any time.

The Seminary will remain open unless weather conditions make it difficult to operate safely. If the Seminary does not open, opens late, or closes early an announcement will be sent through the PTS Alert System, website, and/or voicemail at 609.921.8300.

## Emergency actions:

- Be prepared in advance. Stock up on a three-day supply of food and water, medications, pet food, flashlights, and batteries.
- Have a communication plan for your family members.
- Track the local news.
- Monitor the PTS Alert System and Seminary website for updates and specific instructions.
- Obey all emergency instructions issued by the Seminary and area emergency management officials.
- Limit non-essential travel until conditions are safe.
- Follow the Seminary's fire safety policies and protocols, such as no open flame candles, or gas fueled lanterns.
- Be familiar with and prepared to move to campus areas of refuge, if needed (refer to areas of refuge maps found within guide).
- Report downed wires, power outages, or fallen trees/limbs to security.

## BE PREPARED

Additional guidelines and preparedness information is available at: [ready.gov/severe-weather](https://ready.gov/severe-weather), [fema.gov/](https://fema.gov/), and [cdc.gov/disasters/index.html](https://cdc.gov/disasters/index.html)



# Severe Weather

# Suspicious Item

A suspicious item is a package (envelope, bag, backpack, etc.) that is unexpected or sent by someone who is unfamiliar to you. The post-mark city and state may not match the return address, and the package may be marked "personal," "confidential," or "do not X-ray." Words may be misspelled, the package may be addressed to someone who no longer works at or attends the Seminary, or it may not be addressed to a specific person.

Suspicious packages are sometimes marked by unnecessary packing material, threatening language, inappropriate or unusual labeling, or excessive postage. The package may also have protruding wires, aluminum foil, a strange odor, or be leaking.

## Emergency actions:

- Never handle or investigate a suspicious item.
- Notify security and your supervisor (if employed by PTS) immediately. Security can be reached from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.
- If you find suspicious materials or a package that has been tampered with or contains a powder or foreign substance, do not sweep, brush, or clean up the material. If skin contact has been made, wash the skin with soap and water. Keep a safe distance from the area, and do not create any airborne dust if there is powder present.
- Cordon off the room or area. Lock doors and/or post signs to restrict public access to the area.
- Exit the building, move away from the windows, doors, or other potentially hazardous areas, and proceed to the predetermined area of refuge.
- Do not re-enter the building until instructed by security, Seminary officials, or local police/fire officials.



# Suspicious Item

# Suspicious Person



People are not suspicious, their behavior is.

A suspicious person may be identified by his/her behavior. Do not let anyone into a secure building. A person going door-to-door in a Seminary building, or wandering in a campus residential area may be a cause for concern. The person may be carrying Seminary or student property, exhibiting unusual mental or physical symptoms, or making unusual noises. Unusual motor vehicle activity can also be a cause for concern—especially if the driver isn't using headlights, is driving slowly, or in a repetitive course. If it is safe to do so, take a photo. At no time should you physically confront a person who is acting suspiciously.

**Emergency action:**

If there is imminent danger, move to a safe location and call 9-1-1. Then call security. If the threat isn't immediate, call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.

**Information needed:**

- Location of incident
- Description of event
- Time of incident
- Description of persons involved
- Types of weapons or hazards (if any)
- Direction of travel
- Mode of travel (vehicle description, if applicable)

At no time should you confront a person acting suspiciously. Leave this to the police or security officers.  
IF YOU SEE SOMETHING, SAY SOMETHING.

# Suspicious Person

# Bomb Threat



## **Emergency actions to be taken if you are NOTIFIED of a bomb threat:**

- Remain calm.
- Keep the caller talking to learn as much information as possible. Do not hang up even if the caller does.
- If your phone has caller ID, write down the phone number.
- Record the details using the Bomb Threat Report Form.
- If your building is the target, alert all persons in the threatened area to evacuate the building.
- As you exit the building, briefly inspect the area for suspicious objects. If an object is found, do not handle it. Report it to police or security.
- Employees: Report to your supervisor for a head count.
- From a safe location, call 9-1-1. Then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.
- Make yourself available to first responders.
- Return to the building when cleared by security or Seminary officials.

## **Emergency actions to be taken if you RECEIVE a bomb threat:**

- If you see a suspicious object, report it, and remain calm.
- Do not touch it.
- Evacuate the area.
- From a safe location, call 9-1-1. Then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.
- Follow instructions from security and Seminary officials.
- Do not make statements to the media.
- Return to the building when advised by security or Seminary officials.

# Bomb Threat

# Evacuation

There are two types of campus evacuations—limited and campus-wide.

During a limited evacuation, an emergency situation requires that one or more campus locations or buildings needs to be evacuated.

A campus-wide evacuation is likely to be caused by a natural disaster, terrorist act, hazardous material incident, or infrastructure failure. During a campus-wide evacuation, occupants will be relocated to an off-campus location. As with any emergency situation, the PTS Alert System and Seminary website will be used to update the Seminary community.

## **Emergency actions to be taken for a LIMITED EVACUATION:**

- Evacuate the building upon activation of the fire alarm and/or notification from security.
- Exit through the closest marked exit and alert others to do so as you leave.
- Assist mobility impaired persons in exiting the building or notify security/police of their location so they may assist them.
- Proceed to the predetermined area of refuge (refer to areas of refuge maps found within guide).
- Return to the building when advised by security or Seminary officials.

## **Emergency actions to be taken for a CAMPUS-WIDE evacuation:**

- Evacuate campus or specific areas of campus (main, CRW, Tennent, etc.) when you receive notification from the PTS Alert System or other emergency communication.
- Relocate to a designated off-campus location. The Housing and Auxiliary Services Office will coordinate transportation as needed.
- Security will secure the evacuated areas.



# Evacuation



# Fire/Fire alarm

**Always be aware of all emergency exit locations.** Treat every fire alarm as a signal for a real fire until cleared by first responders or Seminary officials. Emergency actions to be taken for



## **FIRE ALARM ACTIVATION:**

- Exit the building immediately by using the stairs (elevators will be disabled).
- If anyone with a mobility impairment needs assistance in exiting a building, contact security by dialing 609.497.7777.
- If you observe signs of an active fire (smoke, fire, or heat), call 9-1-1 from a safe location. Then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.
- Return to the building when advised by security or Seminary officials.

## **Emergency actions to be taken for VISIBLE SIGNS OF SMOKE OR FIRE:**

- Exit the building immediately by using the stairs (elevators will be disabled).
- If anyone with a mobility impairment needs assistance in exiting a building, contact security by dialing 609.497.7777.
- Activate the fire alarm on the way out.
- Use the fire extinguisher for escape purposes only. Pull the pin, aim at the base of the fire, squeeze the lever slowly, and sweep from side to side.
- Call 9-1-1 from a safe location. Then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777.
- Return to the building when advised by security or Seminary officials.

## **Shelter in place**

If you are unable to evacuate, or if it is unsafe to do so, return to your room, office, or an interior room above ground level. Shut and lock all windows (for a tighter seal) and close exterior doors. Use a wet towel to seal gaps between the door and the floor. Close vents and turn off air conditioners, heaters, and fans. Call 9-1-1 and security, so you can be rescued.

# Fire/Fire Alarm

# Active Shooter/Violent Individual



A violent intruder is any person reasonably perceived to be an imminent physical threat.

In the event you are faced with an active shooter/violent individual, get to a safe location and call 9-1-1. Then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from your personal phone by dialing 609.497.7777. Never assume someone else has already called. Determine the most reasonable way to protect life using the “3 outs” (get out, hide out, take out).

## **Get Out (evacuate)**

- Plan an escape route.
- Evacuate even if others don't agree to follow.
- Leave belongings behind.
- Assist others in escaping, if possible.
- Prevent people from entering the danger zone, if possible.
- Keep your hands visible for police/first responders as you exit. Remember, they do not know who the perpetrator is.
- Follow all instructions given by police.
- Do not attempt to move injured persons.
- If you have not already done so, call 9-1-1 and security when safe.

## **Hide Out**

- If you can/must hide out, get yourself and as many others to a safe location.
- Place as many barriers as possible between you and the violent intruder.
- Lock all doors, turn out lights, and silence cell phones.
- If doors do not lock, barricade them and/or use an improvised locking device (such as a foot wedge or tie off).
- Get down on the floor or under a desk or other solid furniture. Stay away from windows and doors.
- Call 9-1-1 and security when safe to do so. Monitor your phone for text message updates.
- Do not leave your hiding space for fire alarms or any other reason unless your location becomes unsafe or you are told it is safe to leave. (Fire alarms may be activated and the “all clear” may be given by the violent intruder to get you out in the open).
- Place signs in an exterior window to notify first responders of your location.

## **Take Out**

- As a last resort, when there are no other options, attempt to incapacitate the violent intruder. You must be 100 percent committed to this action.
- Act as aggressively as possible against the intruder. Coordinate your actions with others.
- Use improvised weapons such as fire extinguishers, chairs, and other furniture. Yell, scream, and throw items at the violent intruder.
- If you have not already done so, call 9-1-1 and security when safe.

# Active Shooter/Violent Individual

# Important Phone Numbers

## **Princeton Seminary Contacts**

Security, ext. 7777 or 609.497.7777

Security Operations Manager, ext. 2108 or 609.252.2108

Facilities, ext. 7778 or 609.497.7778

Counseling Services, ext. 7891 or 609.497.7891

Pastoral Services, ext. 7890 or 609.497.7890

Dean of Student Life, ext. 7880 or 609.497.7880

IT Services Help Desk, ext. 7812 or 609.497.7812

Housing and Auxiliary Services, ext. 7730 or 609.497.7730

Human Resources, ext. 7720 or 609.497.7720

Business Office, ext. 7700 or 609.497.7700

Seminary Operator, ext. 8300 or 609.921.8300

## **Off-Campus Resources**

Dial 9-1-1 for Police, Fire, or EMS

Princeton Police (Main Campus), 609.921.2100 (non-emergency)

West Windsor Police (CRW Campus), 609.799.1222 (non-emergency)

Lawrence Township Police (Farminary), 609.896.1111 (non-emergency)

University Medical Center of Princeton at Plainsboro, 609.853.7000

Princeton Primary and Urgent Care Center, 609.919.0009

Poison Control Center, 800.222.1222

A&A Taxi, 609.558.2788



# Important Phone Numbers

# Medical Emergency/Sudden Illness

In the case of a severe medical emergency, call 9-1-1. Be prepared to give the victim's name, age, sex, symptoms, and location.

Stay on the phone with the dispatcher for medical instructions.

## **Emergency actions to be taken for a MEDICAL EMERGENCY:**

- Call 9-1-1 if the emergency is severe. Then have someone else contact security by calling from any blue light emergency phone, campus phone by dialing extension 7777, or from a personal phone by dialing 609.497.7777.
- Administer the level of first aid care you are trained for or as directed by the emergency dispatcher.
- Do not move the person unless you must do so for their safety and without endangering yourself.
- Remain with the person until the police or ambulance arrive.

## **Emergency actions to be taken for ALCOHOL INTOXICATION/POISONING:**

- Call 9-1-1 if the emergency is severe. Then have someone else contact security by calling from any blue light emergency phone, campus phone by dialing extension 7777, or from a personal phone by dialing 609.497.7777.
- Do not allow someone who drank too much to "sleep it off." This could be fatal.
- Take note if the person cannot be roused, or is incoherent and vomiting (keep the person from lying on his/her back).
- Watch for other symptoms like shallow breathing, cold clammy skin, and blue or pale skin color.
- A head injury or mixing other medications/drugs with alcohol is also a cause for concern.

All Seminary security officers are trained and certified in First Aid, CPR, and the use of the automated external defibrillator.



# Medical Emergency/Sudden Illness

# Psychological Crisis Response

A psychological crisis is a severe emotional disturbance, which may occur when a person's circumstances overwhelm their capacity to cope.



## Symptoms:

- Out of touch with reality—seeing or hearing things that no one else sees or hears, or exhibiting bizarre behavior
- Extreme nervousness, confusion, or sadness that begins suddenly and is beyond the basis of reality
- Uncontrollable behavior that is upsetting to others
- Changes in mood, behavior, or thinking that significantly differs from the individual's normative behavior
- Drug or alcohol overdose
- Risk of harm to self, others, or property

## Emergency actions:

- Concern for the physical well-being of the person is the top priority.
- If the person poses physical danger to himself/herself or to others, is injured, physically ill, or under the influence of drugs or alcohol, call 9-1-1, then call security from any blue light emergency phone, campus phone by dialing extension 7777, or from a personal phone by dialing 609.497.7777. Give the crisis location, your name, and phone number.
- If there is no immediate danger to the person or to others, and medical treatment is not needed, call security and follow the protocol above.

# Psychological Crisis Response

# PTS Alert System

The PTS Alert System sends text messages, voicemail, and email. The system is activated during an emergency (on or near the Seminary) and during severe weather conditions. All Seminary email account holders will automatically receive alerts via email. Visit [alert.ptsem.edu](http://alert.ptsem.edu) to add or change the mode of communication.

## Emergency actions:

- Avoid identified danger zones, and follow instructions outlined in the text, voicemail, or email. Seek shelter indoors and remain there until cleared by Seminary officials or first responders.
- Seminary employees should take charge of students and/or guests and guide them in following emergency protocols.
- During an ongoing emergency, monitor the PTS Alert System for updates. Please do not call security for updates.

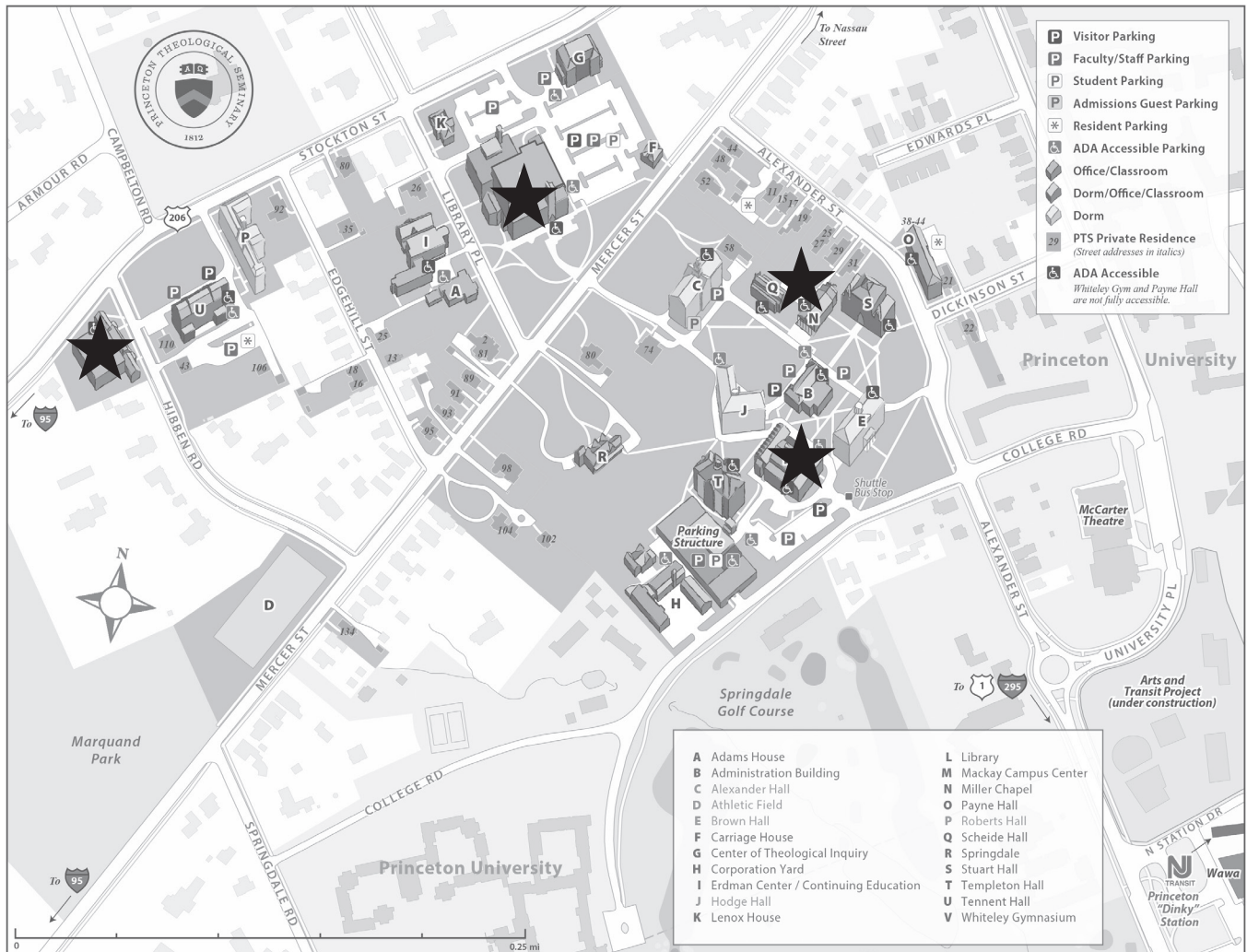
Keep your contact information updated to ensure you receive PTS Alert messages.



# PTS Alert System

# Areas of Refuge

In the event of the need for a long-term evacuation/relocation, the areas listed below have been identified and equipped to handle long-term relocation of Seminary community members during an emergency.

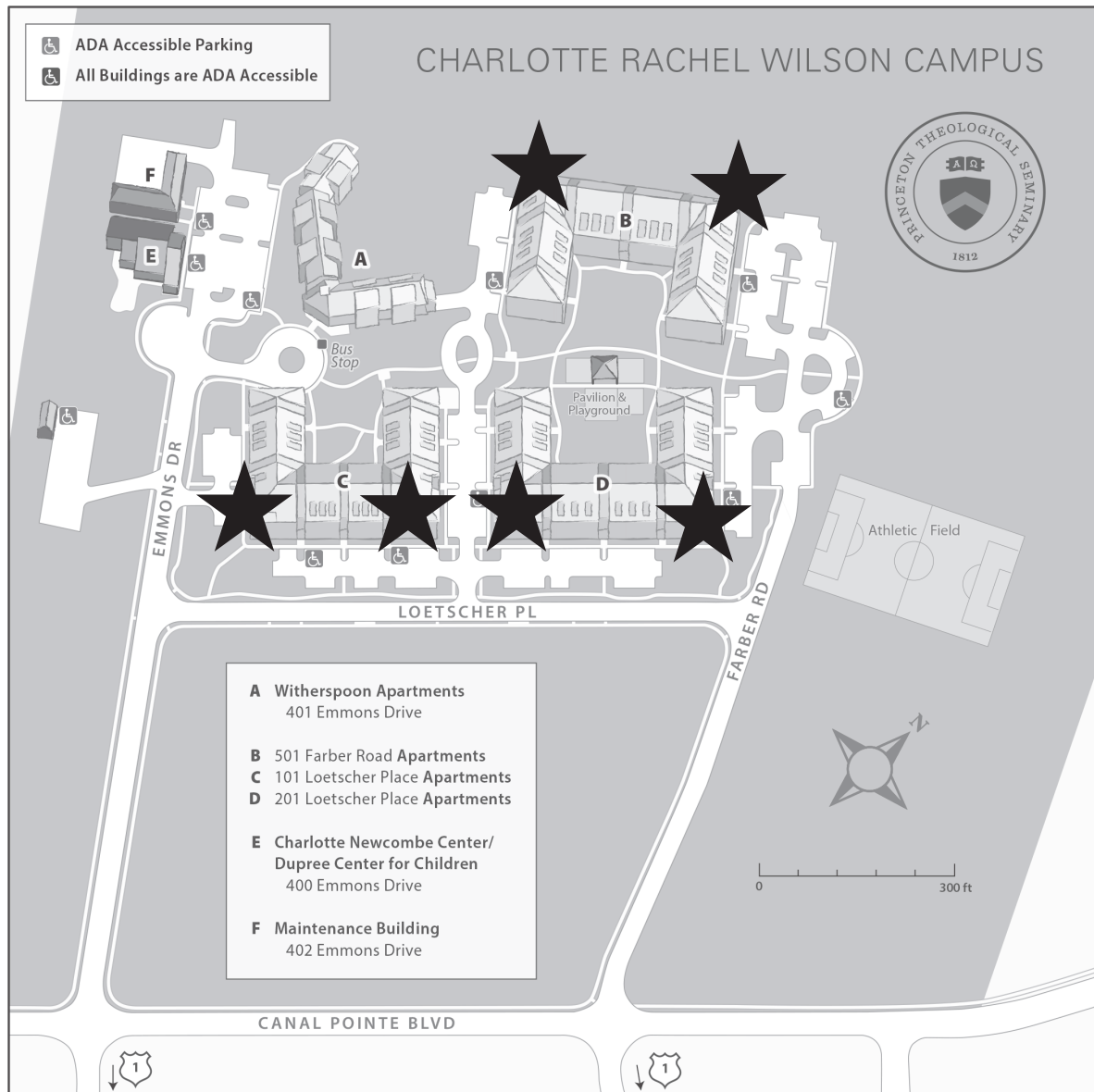


**Main Campus:**  
**1- Mackay Campus Center, 2- Whiteley Gym, 3- Miller Chapel,**  
**4- Library. The six lounges at CRW are also areas of refuge.**

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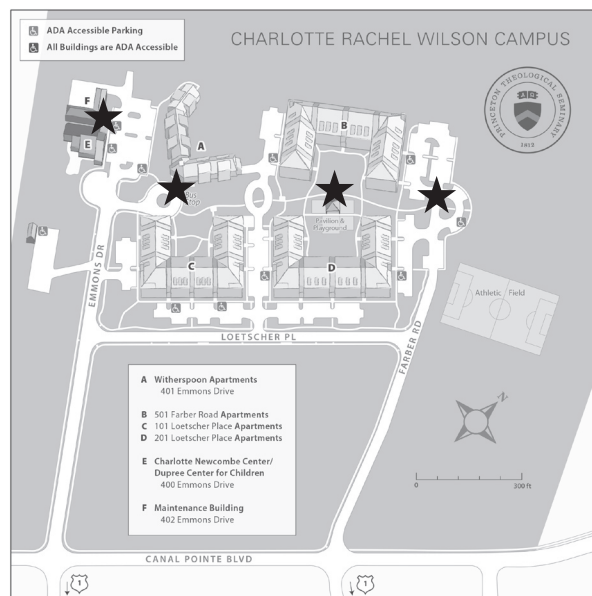
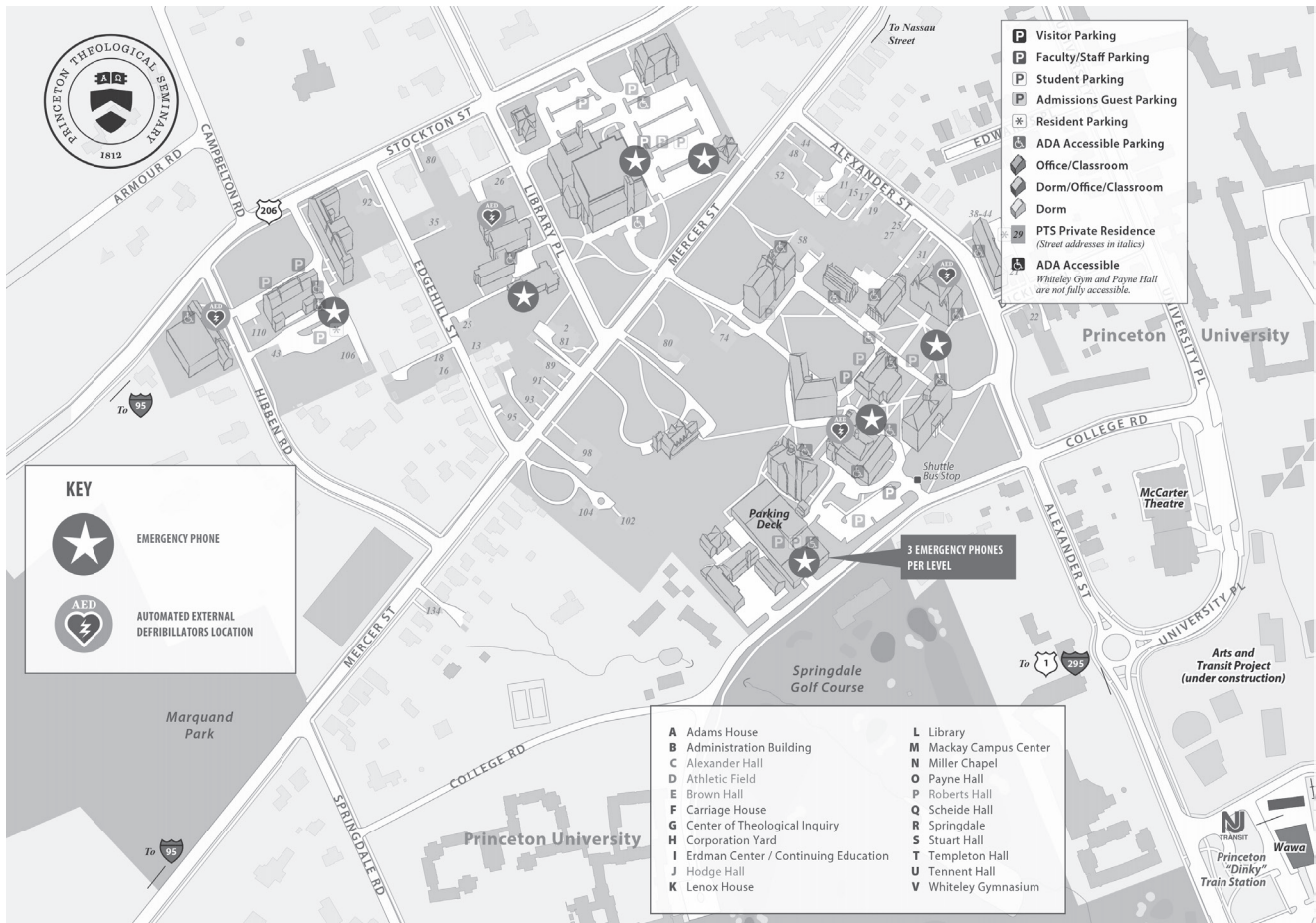


**CRW Campus:**  
The six lounges at CRW are also areas of refuge.

# Areas of Refuge



# Emergency Phone Locations



# Emergency Phone Locations