

COUNTY COLLEGE OF MORRIS

Business and Finance Division Policies and Procedures Manual

Subject: DISASTER PREPAREDNESS –BIOLOGICAL AND
CHEMICAL EXPOSURE

Page: 13.09.01

Date: 4/27/15

An emergency response may be required when there is a potential threat to individuals or the ambient environment upon the discovery of a substance, letter, package or material(s) deemed to be suspicious, (harmful) by character or appearance. The purpose of this document is to establish policy and procedure for handling such incidents.

Policy

In the event of an emergency response, immediate attention will be focused on public safety and the prevention of injury or loss of life. The decision to close, delay opening or suspend operations will be made by the President or his designee. Actions taken to keep the public informed will be coordinated through the office of Communications & College Relations and the Director of Public Safety or his designee. Actions to protect college property will be coordinated by the Director of Public Safety and the Director of Plant and Maintenance.

Authority

President
Vice President for Business and Finance
Morris County Office of Emergency Management
Randolph Police department
Randolph Fire department

Responsibility

Director of Public Safety
Director of Plant and Maintenance
Environmental Health and Safety Coordinator
Communications & College Relations
Department Heads - Supervisors
Fire Marshals
Staging Area Communications Personnel
All Employees

Procedure

1. Upon the discovery of a suspicious letter, package, substance or solid material, the finder shall immediately notify Public Safety at x5550 and the supervisor or designated individual in charge of the area in question.
2. The security dispatcher shall notify patrol unit(s) and the Randolph Police where necessary.
3. Where possible, the dispatcher shall train available camera units on the targeted area.
4. Where possible, isolate the item by use of cover or container without handling or moving it in any way.
5. Vacate the room or immediate area and secure all entrances leading to it.
6. Meet with security personnel arriving at the location.

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Page: 13.09.02

Date: 4/27/15

7. Do not attempt to collect, replace or clean up any material(s) or spilled contents from the item, substance or object deemed suspicious.
8. Security personnel at the scene will, (where necessary) determine the need for further assistance and communicate that information to the Director of Public Safety or his designee.
9. The Director of Public Safety or his designee will coordinate the appearance of the appropriate local, county and state agencies specific to the incident location. The College will relinquish its authority upon their arrival until the campus is deemed safe.
10. The Director of Public Safety or his designee will notify the President and the Vice President for Business and Finance as soon as time permits. An open line of communications will be set up with one or both offices at the start of the incident or as soon as possible thereafter.
11. Should it become necessary to evacuate buildings or the campus, the college will follow Emergency Evacuation procedures 13.01.01 through 13.01.05 or other instructions not covered by policy.