



**Office of Campus Operations and Student Services  
684 Newark Avenue, Jersey City, NJ 07306  
201-216-9901**

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October 1, 2022

Re: 2021 Annual Campus Safety and Security Report  
Safety, Security, and Emergency Operations Plan Manual

We are pleased to present Eastern International College's (EIC) Annual Security Report. This report is published annually in September. The report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Eastern International College has committed resources to help maintain safety in the campus and keep our students safe and secure.

The policies and procedures described in the manual aim at protecting our students, staff, administrators, and faculty. It is important that you familiarize yourself with them.

If you have questions, you may contact

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Eastern  
International  
College

**SAFETY, SECURITY, AND EMERGENCY OPERATIONS PLAN  
MANUAL**

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**Eastern International College  
684 Newark Avenue  
Jersey City, New Jersey 07306  
Tel# 201-216-9901**

**Revised June 24, 2022**

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## **Introduction**

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998 and the revisions of the 2010 HERA, Eastern International College (EIC) is pleased to provide you with this copy of the 2011 Annual Security and Fire Report for EIC.

This report contains important information about safety and security at EIC. In addition to providing statistics about crime and fire safety on the EIC campus for the past three years, it also describes the many ways we strive to keep the EIC Community safe with our crime prevention and security programs. The statistics demonstrate that the EIC campus is extremely safe. .

## **Description of the Facilities and Equipment**

### **EIC Campus Facilities**

The Jersey City campus building, located at 684 Newark Avenue, comprises three floors and is furnished with the latest technology and resources appropriate to EIC programs. The building is approximately 34,000 square feet and houses seven 7 classrooms, five (5) labs/computer labs, and thirty (30) dental hygiene workstations.

The campus offers students and faculty sufficient access to desktop computers, overhead projectors, library resources, 50 workstations in the library with computer, monitor, mouse and keyboards, information technology and library resources and plastic models to facilitate hands-on, effective teaching and learning. Laboratories are well equipped to meet training needs. For example, the phlebotomy laboratories are equipped with arm models and phlebotomy supplies; patient care laboratories are equipped with hospital beds and other related equipment; the dental hygiene laboratory is equipped with X-ray machines and patient clinical areas; the ultrasound laboratories are equipped with six (6) ultrasound machines; and EKG machines and supplies are available for laboratory activities and tutoring.

The nursing lab is equipped with four 4 simulated hospital patient care settings, each complete with an electronic bed, over bed table and bedside stand, headwall containing a blood pressure system, suction, air/oxygen outlets, and equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped for wireless access to the campus network and is a smart classroom with a large screen and ceiling-mounted data projector. The Nursing department also has two simulation manikins along with software components to make the manikins fully functional. The laboratory also serves as a classroom and can accommodate 24 students with tables and chairs.

The entire third floor of the Jersey City site is devoted to the Dental Hygiene Program. The 11,300 square foot space houses the 30-chair dental hygiene clinic, seven (7) radiology rooms, one (1) panorex suite, a 20-student simulator laboratory, one (1) instructor simulator laboratory, one (1) classroom, plus faculty office spaces, storage, and dental clinic reception area. The lab currently has 10 student dental simulators and one (1) instructor simulator. (There are plans to add another ten simulators later.) These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. Students practice in pairs on the simulator while watching the large screen overhead video of the instructor performing a dental hygiene procedure. The Clinical facility is equipped with computers at every station and patient monitors for oral health educational instruction. Digital radiographs can be brought up on the computer screen for treatment planning and patient education, while digital patient record keeping will afford a paper-free environment.

The campus building has a lounge available for student use. Although the lounges offer vending machine options, the campus is in an urban location that affords students access to a vast array of dining and refreshment opportunities. The campus is accessible through public transportation, which is important because parking is extremely limited. The building is appropriately furnished for administrative operations. Faculty and advisors have access to private areas to secure their files and other areas to meet with students to discuss sensitive material, especially when discussing items related to student privacy.

## **Safety, Security, and Emergency Operations Plan**

### **Purpose and Goals of the Safety, Security, and Emergency Operations Plan.**

The purpose of the Safety, Security, and Emergency Operations Plan is to ensure the safety of students, faculty, staff, and visitors to the College campus in the event of an emergency. The plan describes emergency communication, response, and evacuation procedures. The plan considered the requirements detailed in P.L2011, Chapter 214, approved January 17, 2012, Assembly, No. 2405.

The goals are to:

- Protect Lives and prevent injury
- Protect property
- Identify essential functions, programs, personnel, and procedures to implement the plan
- Preserve organization throughout, assign authority, and lines of succession
- Ensure continuity of all operations including facilities, databases, records, and communications
- Provide a safe and healthy environment for students, administration, faculty, and staff
- Assure consistency with local authorities
- Copies of the Plan are maintained in the administration offices, the library and have been distributed to the executive staff. Internal training of the plan is conducted every Fall semester of the school year.

### **Security Services**

The Jersey City campus is afforded with access control identification cards for all employees and students. Cameras are strategically located throughout the building and grounds. Alarms with central station coverage are also provided. The College continuously reviews any need for additional security services on campus.

EasternInternational College maintains one fulltime and one part time security guards.

Security is provided during the open hours of:

8:00 AM – 10:00 PM	Monday – Thursday
8:00 AM – 5:00 PM	Friday
8:00 AM – 1:00 PM	Saturday

### **Security Cameras**

Security cameras are strategically located throughout the campus, inside and out, including parking areas, and entrances. All employees and students have Photo IDs, which are electronic key passes to enter premises.

## **Alarms**

The campus building has a 24-hour central station alarm and monitoring. Alarms and monitoring include:

Doors (During non-operating hours)  
Motion (During non-operating hours)  
Smoke  
Chemical Sensors  
Sprinkler System Flow.

## **Public Address**

The telephone system is utilized as an internal public address system.

## **Emergency Notification & Telephone Numbers**

IN CASE OF EMERGENCY, CALL: 9-1-1

Call 9-1-1 to report all emergencies, including fire, injuries requiring medical assistance, bomb threats, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of the emergency, and your contact information.

In the event of an emergency at the school, the Campus Director or Director of Operations shall contact each of his/her direct reports. Each direct report shall be responsible for contacting his/her direct reports. This shall continue until all employees have been notified of the emergency. A telephone tree has been established for each supervisor with the names of each of the supervisor's direct reports, as well as that individual's home address, home telephone number and alternate telephone number. The telephone tree shall be updated as needed, but no less than quarterly, to ensure that all employees shall be contacted.

A list of emergency telephone numbers shall be maintained by the President's Office and the Campus Director and/or Director of Operations Office.

The list shall include telephone numbers for:

- local fire department
- local police department
- local hospital
- landlord
- poison control 973-926-8008
- American Red Cross 973-797-3340 (also an office on-site)
- local radio stations 877-657-8676 Radio 101.5
- local television stations (to be handled by External Affairs and the President's office)
- utility companies PSEG

## **Emergency Response Team**

The EIC Emergency Response Team responsible for, preparing, mitigating, responding to and recovering from an emergency, including:

- ensuring that all elements of this plan are reviewed and updated as needed, but no less than annually.

- assigning roles and responsibilities to school individuals in the event of a crisis and conducting training for those individuals to perform those responsibilities.
- organizing practice emergencies to test the efficiency and appropriateness of the elements of this disaster recovery plan.
- acting as centralized management during a time of crisis until normal operations have resumed; and

The team members shall receive annual training concerning these responsibilities.

**The EIC Emergency Response Team includes:**

Dr. Bashir Mohsen  
Julius Wangiwang  
Jennifer Gonzalez

Within the Emergency Response Team, the Jersey City chain of command is as follows:

Dr. Bashir Mohsen  
Julius Wangiwang  
Jennifer Gonzalez

Jennifer Gonzalez of the Emergency Response Team shall be responsible for maintaining a record of the actions taken by the Emergency Response Team. The attached forms, Appendix A to this Plan is used.

Before implementing an emergency action plan, a sufficient number of persons must be trained to assist in the safe and orderly evacuation of employees. Training for each type of disaster response is necessary so that employees know what actions are required.

**Additional Training.**

In addition to the specialized training for Emergency Response Team members, all employees are trained in the following:

- Evacuation plans
- Alarm systems
- Reporting procedures for personnel
- Shutdown procedures
- Lockdown procedures
- Active Shooter Procedures
- Types of potential emergencies

These training programs are provided as follows:

- Initially when the plan is developed
- For all new employees
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When exercises show that employee performance must be improved.
- At least annually.
- Drills on a semester basis.



## **School Closing**

If the school must be closed, the school closing, and information shall be communicated via the phone tree, college app, email, radio and on the voice message system. A designated individual from the school shall:

- External Affairs will initiate a message through Ready Education/EICollege App
- Campus Director and/or Director of Operations will change the telephone mail message for the main line from an outside telephone, advising callers that the school is closed and other important information.
- External Affairs will update the website as soon as possible with information for employees and students regarding the closing.
- IT Director will send a mass Email message to all employees and students with necessary information.
- Campus Director and/or Director of Operations will contact local authorities (e.g., police department) to advise them of the school closing.
- Campus Director and/or Director of operations may contact local radio and television stations and ask that a public service announcement be made regarding the school closing.

Everyone shall be responsible for changing his/her voicemail message, advising callers that the school is closed.

## **School Closing Communications**

News 12 NJ

NJ 101.5 FM, [www.nj1015.com](http://www.nj1015.com)

College-wide text message through EICollege app

Eastern International College Website [www.eicollege.edu](http://www.eicollege.edu) and social media

Main Campus Telephone Numbers: Jersey City 201-216-9901

## **Evacuation Procedures**

In the event of an emergency that requires the evacuation of the premises, an alarm will sound in the building. This is the signal for all employees, students and residents to evacuate the building. All individuals without emergency assignments shall remain outside the building until authorized to re-enter the building by the appropriate personnel.

Each room has a floor plan of the building posted near the entrance to the room. The evacuation route and the nearest emergency exit shall be highlighted on the floor plan, as well as locations of stairwells. The floor plan shall also designate a meeting place outside of the building for all occupants of that room. All employees should familiarize themselves with the evacuation routes, emergency exits, locations of stairwells and designated meeting places. Students shall be advised of the existence of the floor plan and shall be asked to familiarize themselves with the information in the event of an emergency.

Instructors shall be responsible for the safe evacuation of their classrooms. Supervisors shall be responsible for the safe evacuation of their work area(s). Do not use elevators; direct all employees

and students to the nearest stairwell for safe exit from the building. Instructors and supervisors, before leaving the building, shall ensure that:

- the room is evacuated in a calm and orderly manner
- all windows are shut
- 
- all electrical equipment is turned off
- all students/employees are evacuated through the nearest emergency exit
- all classroom/office doors are closed but unlocked.

Once outside, the instructors/supervisors shall ensure that all students/ employees are safely outside the building. Instructors should bring attendance sheets to perform roll calls outside the building. Report missing students/employees to a member of the Emergency Response Team. Instructors and supervisors, along with the Emergency Response Team personnel, shall not allow anyone to leave the campus except to receive medical attention. Need to create

Each section of the building shall have a designated individual who will serve as a warden in the event of an emergency. The Emergency Response Team will maintain a list of those acting as wardens. The wardens shall be responsible for sweeping through their section of the building to make sure that all students/employees have been evacuated. The wardens will then report to a designated member of the Emergency Response Team to advise that the section of the building is clear.

If an employee or student is unable to safely exit the building under his/her own power, then the warden shall assist if safe to do so or instruct the person with alternative options. The warden shall immediately find a member of the Emergency Response Team or emergency personnel (such as a fireman) and report the exact location of the person in need of evacuation assistance.

**Our wardens are:**

**Bashir Mohsen, Julius Wangiwang, Jennifer Gonzalez, Alaa Mohsen**

To defend in place, the person should call 911 from the room or a cell phone to report his/her exact location. If smoke is present, seal doors/transoms with towels, preferably wet; open a window for fresh air, and breathe through a wet towel, if available. Hang a brightly colored or contrasting object from the window to alert emergency personnel of the location and stay low until help arrives.

Maintenance personnel, along with public authorities, shall check all rooms, hallways and stairwells. No one else should enter the building until it has been determined that the building is safe for re-entry. A member of the Emergency Response Team shall be responsible for communicating that the building is safe for re-entry.

If an evacuation is ordered by the Jersey City officials, the emergency response organization, the Incident Commander for the authority having jurisdiction should identify the route and location of the nearest evacuation shelter.

**Lockdown Procedures**

There are several emergency situations, such as a hostile intruder, terrorist attack, etc., where an evacuation of a building is not advised. **All lockdown activities are coordinated with the Jersey City Police Departments.** In such situations the procedures outlined below are to be followed until additional direction is provided by the police:

- The individual(s) making the discovery of a situation that may require emergency lockdown shall immediately contact (campus/school security or other office) and provide as much information as possible. If the situation involves an intruder, the individual(s) making the discovery should NOT attempt to intervene. At a minimum, the individual(s) should provide a description of the intruder, any specific characteristics (height, weight, hair color, race, and type and color of clothing), type of weapon(s), if any, and nature and location of the incident.
- An emergency lockdown is announced internally and the global communications system.
- Once the lockdown has been communicated, or the need for lockdown has been discovered, the following procedures shall be followed by students, faculty, and staff members:
  1. Classrooms, offices, conference rooms, and other doors are to be locked and then barricaded if possible.
  2. Windows and window treatments are to be closed. Any see-through windows in the office to be covered with paper or other material.
  3. All lights are to be turned off.
  4. All individuals are to crouch down in areas that are out of sight of doors and windows and remain quiet.
  5. All individuals are to shelter-in-place and should not leave the room or building until receiving official notification that the danger has passed.
  6. Individuals finding themselves in an outdoor area during a lockdown situation are to immediately take cover and should not attempt to enter a building until an “all-clear” announcement has been made by the authorities.
  7. If available, radios, two-way radios or cell phones are to be turned on for continuous updates.
- Campus Security is posted to ensure no one enters the building until emergency services personnel arrive and the area is determined to be safe.
- The President’s Office and External Affairs are responsible for the coordination of information and assistance with emergency service authorities once they have arrived on the scene.
- Only trained law enforcement personnel are authorized to perform a methodical search of the building in which the hostile intruder(s) is/are located.
- Under no circumstance should a fire alarm be activated. Should a fire alarm sound during a lockdown situation, students, faculty, and staff members should not evacuate the building unless they have firsthand knowledge that there is a fire in the building, or they have been advised by the authorities to do so.
- No attempt shall be made to evacuate the building unless students, faculty and/or staff members are in a room or immediate area where an immediate danger situation, such as shots being fired, exists.
- Campus Security will notify reception when re-entry to the building can be made, and the class and office areas are safe to open. There is no specified time limit for when students, faculty and staff are permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of local authorities.

## **Training and Drills**

Training is provided in the form of procedural review as well as a formal walkthrough drill with each student, faculty, and staff member during the first week of each term. The facilities and security office will review findings immediately following each drill and will make communication and/or procedural modifications as deemed necessary based on their findings.

## **Fire Response Procedures**

Employees shall never expose themselves to any undue risk. If there is any doubt that you can successfully extinguish the fire, immediately pull the nearest fire alarm switch. The location of all alarm pulls, and fire extinguishers must be included on the floor plans which appear in every room.

If trapped by a fire or heavy smoke, drop to your knees or a crouched position and proceed to the nearest emergency exit. Cover yourself with a wet blanket or towel, if possible.

When there is a report of imminent threat to people or property, call 911 before contacting a member of the Emergency Response Team. If there is no imminent threat, contact a member of the Emergency Response Team for an evaluation of the situation and instructions for further action.

## **Fire Safety Tips:**

1. Get anyone out of harm way
2. Confine the fire by closing doors as you leave the area
3. Call 9-1-1
4. Notify the Campus Security
5. Provide the necessary information:
6. Location of fire
7. Size or type of fire
8. Your location
9. Go to the predetermined Evacuation Assembly area, located (insert location(s) of assembly area
10. Once assembled, help account for occupants and report to the emergency staff if anyone is unaccounted for and possibly still in the building

If you hear or see a fire alarm:

- Do not assume the fire alarm is a false alarm
- Move to the safest exit
- Close doors as you leave the area
- Exit the building
- Proceed to the designated meeting area
- Wait for further instructions from Emergency Response Staff or the Fire Department

If you are trapped in an office or other area:

- Wedge a cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible.
- Call 9-1-1
- Call the Campus Emergency Response Coordinator
- If windows are operable, open the window and if safe, exit through the window. Break windows as a last resort.

## **Medical Emergency Procedures**

For life threatening and other serious medical emergencies requiring an ambulance, call for paramedics immediately (911). Inform a member of the Emergency Response Team, who will have the responsibility of maintaining order, conducting the preliminary investigation, and notifying the appropriate personnel.

If an employee or student has a serious occupational injury or illness that requires medical attention beyond first aid, call the paramedics for transport to the nearest medical facility. Another employee should never transport an injured or ill employee to a medical facility.

For minor injuries, first aid kits are available at the following locations:

- Clinical Labs
- Front Desk

In some instances when an employee is injured, the school may be required to complete an OSHA report for the incident. Whenever an employee is injured, please contact a member of human resources to determine whether an OSHA report must be completed for the employee's injury. Employees or students with serious injuries or illnesses which require immediate medical attention more than normal First Aid shall be taken to:

*Jersey City Medical Center*  
*355 Grand Street*  
*Jersey City, New Jersey 07302*  
*201-915-2274*

Nursing Department

The Eastern International College's Nursing Department has full time and part-time faculty who are all master level trained registered nurses (RN). If a severe situation arises, these professionals are consulted, as necessary.

## **Police Emergency Procedures**

In case of a police emergency, students and employees should not expose themselves to any unnecessary risks. In the event of an emergency, notify a security officer or a member of the Emergency Response Team immediately. If deemed necessary, call the police (911) first and then report the emergency to the security officer or member of the Emergency Response Team.

Police emergencies include but are not limited to:

- intruders and/or trespassers
- assaults or threatened assaults
- stalkers
- robberies
- weapons possession
- intoxication
- illegal drugs
- disruptive, illegal, or suspicious behavior

If the local police are called, the police have the authority over the situation. If the police are not called, the security officer or member of the Emergency Response Team should resolve the situation in a manner that minimizes any threat to students or employees.

## **Bomb Threat Procedures**

If an employee receives a bomb threat over the telephone, the employee shall attempt to memorize everything heard on the phone, such as exact wording, gender of the caller, caller's accent and speech patterns, background noises, reported bomb location and any details about the timing for the bomb explosion. A checklist for recording such information is attached in Appendix C to this Plan. The employee shall inform a member of the Emergency Response Team of the call. The employee SHALL NOT inform any student or other employee of the threat. The Emergency Response Team shall assess the situation, inform the authorities and activate the evacuation procedures, if necessary.

## **Earthquake Procedures**

In the unlikely event of an earthquake, the following preventative and protective measures should be followed:

During an earthquake:

- Stay calm and remain where you are – do not enter or leave any building.
- If indoors, immediately take cover under a desk, table, workbench or in a doorway. If none is available, go to the nearest stairwell or to an inside wall and assume the “duck and cover” position by kneeling on the floor with your head tucked in front of your knees and your arms over your head. Protect your head and neck.
- If outside, immediately go to a clear area away from all buildings, utility poles, trees, and power lines.
- If driving, pull over to the side of the road and stop the vehicle. Do not park near overhead wires, tall buildings, overpasses, or bridges, if possible. Remain in the protective shell of your vehicle until the earthquake is over. After a severe earthquake, do not drive on an overpass or across bridges.
- In a crowded public place, do not rush to a doorway. Stay calm and cover your head and face. Do not use elevators. If you are with students during an earthquake:
- Shout “Earthquake! Take cover!” Tell students to drop under tables and desks and stay there until further instructions are given.
- Keep students together and try to maintain calm and order.

After an earthquake:

- Be prepared for more than one shock. Aftershocks may occur for several minutes, hours or even days after the initial earthquake. Smaller aftershocks can be just as dangerous and do more damage than the initial earthquake because structures may be in a weakened condition.
- Stay calm and take time to assess the situation. Await instructions from a member of the Emergency Response Team regarding priorities of what needs to be done.
- Faculty should evacuate classrooms to a designated assembly area in the building. Do not permit any students to leave the building.
- Follow other evacuation procedures, such as taking roll calls and maintaining order.
- **DO NOT SMOKE, LIGHT MATCHES OR USE CANDLES IN ANY BUILDING OR OUTSIDE OF ANY BUILDING UNTIL GAS LINES HAVE BEEN CHECKED FOR DAMAGE AND LEAKS.**
- Do not use the telephone unless there is a serious injury or fire.
- Check for hazards in your immediate area. Report hazards to a member of the Emergency Response Team or the section warden.
- Listen to a portable radio for emergency instructions, reports and

procedures.

- The section warden shall check each room for injuries and assess the rooms and hallways for damages. If someone is injured, provide first aid if comfortable doing so; otherwise seek assistance. The warden shall report any injuries or damage to a member of the Emergency Response Team. If the injury is of a serious nature, call 911 from the nearest telephone and then report the situation to a member of the Emergency Response Team. Do not move an injured person unless necessary.
- Maintenance personnel shall make a visual inspection of all mechanical rooms, boiler rooms, cooling towers and building exteriors. They shall also walk through all buildings to check for gas and water leaks, electrical problems, structural damage, and other hazards. Any problems shall immediately be reported to a member of the Emergency Response Team. If a gas leak is discovered, Maintenance shall turn off the gas to that building and inform the gas company of the leak. If an electrical problem is discovered, Maintenance shall inform the electric company and, if possible, cut off electricity to the problem area. If serious structural damage is discovered, Maintenance shall inform a member of the Emergency Response Team. The damaged area or building shall remain vacant until the appropriate authorities authorize entrance.
- Check doors for heat before opening with the back of the hand. DO NOT OPEN if the door is warm/hot to the touch.
- Watch for falling glass or debris.

The school shall activate the communications protocol delineated in the School Closing section of this Plan for disseminating information to students and employees concerning the condition of the school.

### **Missing Person Notification Policy**

This policy contains the official notification procedures for Eastern International College concerning missing students who reside in on-campus housing in accordance with the requirements of the 14 Higher Education Opportunity Act of 2008 (HEOA).

The purpose of this policy is to promote the safety and welfare of the members of our university community through compliance with HEOA requirements. This policy shall be adhered to by all College students, faculty, and staff. In the event a member of the College community has reason to believe that an on campus resident student is missing, he or she should immediately call (201)216-9901.

Campus Director and/or Director of Operations will generate an on-campus report, initiate an immediate investigation to include card swipe activity, video review, and class attendance and notify local Police. Campus Director and/or Director of Operations will closely cooperate with local Police and verify enrollment service records, whether the missing student has designated a confidential emergency contact specifically named for a person missing and arranges to notify either of the contacts for appropriate emergency notifications. If the resident student is under age 18 and not emancipated, Campus Director and/or Director of Operations will notify the appropriate parent or guardian.



## **Severe Weather Preparedness**

In the event of a severe weather situation, it is important to familiarize yourself with the definition of the types of situations that may affect your staff, students, and the school. The emergency communications protocols are followed.

### **School Closing Communications**

News 12 NJ

NJ 101.5 FM, [www.nj1015.com](http://www.nj1015.com)

College-wide text message through EICollege app

Eastern International College Website [www.eicollege.edu](http://www.eicollege.edu) and social media

Telephone Numbers: Jersey City 201-216-9901

## **Lightning/Windstorm**

In case of a severe thunderstorm with lightning, do not leave the building. Bring anyone who is outside to safety inside. Keep away from windows, outside doors, metal fixtures and plug-in electrical appliances. Refrain from using telephones. If in a vehicle in the parking lot, remain in the vehicle. When leaving the building or a vehicle, avoid walking in puddles.

If a tornado is spotted in the area, all employees and students should move to an interior room with no windows or to a hallway as far away from windows as possible. Assume the “duck and cover” position by kneeling on the floor with your head tucked in front of your knees and your arms over your head.

## **Snow, Ice, Severe Winter Weather**

Follow the directions communicated through the closing protocol. Morning announcements are initially made at 5:30 AM and updated as necessary throughout the day. Evening announcements are made by 3:00 PM and updated as necessary throughout the evening.

### **Chemical Spill or Release Procedures**

#### **Chemical Spill or Release Procedures**

##### **Small/Non-Hazardous Spill**

Spills that do not endanger occupants in the immediate area may be cleaned up by staff who have been trained and are properly equipped to handle the type of spill. Consideration should be given to the following:

- The chemical involved.
- The amount of chemical spilled.
- The location of the spill.
- Availability of clean up materials.

##### **Large/Hazardous Spill**

In the unlikely event of a large spill, extremely hazardous material spills and unidentifiable or unknown chemical spills:

- Notify occupants in the affected and nearby areas.
- Evacuate the area.
- Close off the area if possible.

- Dial 9-1-1.
- Stay upwind of the affected area.
- When the Hazardous Material Emergency Response unit arrives, provide detailed information on the spill.
- Do not re-enter the building until authorized to do so by the Hazardous Material Emergency Response unit

### **Power Outage Procedures**

Campus response to a power outage will depend on the circumstances. Information should be obtained from the Security and the Maintenance Department as to the extent and likely duration of the outage. In many cases, the duration is indeterminable.

- Assess the extent of the outage in your area. Report status to the Campus Emergency Coordinator.
- Stay claim. Information may be provided by the Campus Emergency Coordinator to assist answering questions and safe evacuation (if necessary).
- Help persons in darkened areas to move to safety.
- Gather personal belongings (if possible).
- Gravitate toward emergency lighting that highlights emergency exit locations. Exit the school and travel to the prearranged 'assembly' location.
- Shutdown any equipment that could be hazardous if the power suddenly comes back on.

### **Temporary Space**

In the event the campus is damaged and cannot be used for classes/office space, observe the following procedures:

- The Executive Team will work with the existing landlord to determine how long the repairs will take to know the length of time that the temporary space is necessary.
- If replacement space cannot be obtained quickly, the Executive Team will identify space, which does not have occupancy or instructional restrictions, to conduct classes on a temporary basis until more permanent replacement space can be secured. To communicate these moves to employees and students, follow the communications protocol delineated in this Emergency Response Plan under the School Closing section for notifying employees and students of the alternate location.

The Risk Management Department will immediately report the facility damage to EIC's property insurance carrier and will ensure that the claim is processed quickly to have contractors rebuilding space as soon after the destruction of the property as possible.

### **Management Succession**

The management succession plan shall identify individuals who will step into the place of a member of the Executive Management Team (which includes the President, VP, and Campus Director/Director of Operations) in the event one of the positions is suddenly and unexpectedly vacated. The EIC Board of Trustees will approve this Plan. The succession hierarchy: CEO-> President->Board of Directors

## **Information Technology Disaster Plan (Summary)**

In the event of an IT disaster, the following preventative, and protective measures are followed:

### **Data Backups**

- Full backups are maintained in a fireproof cabinet

The following actions would be taken:

- Telecommunication vendors contacted to route phones/calls to alternative numbers
- IT is contacted to coordinate changes necessary to support services
- Calls initiated to begin procurement procedures for any needed hardware/software.

All IT disasters are handled by the EIC IT Director (or designee) and the Dean of Academic Affairs

## **Public Relations Plan**

### Public/Media Relations Crisis Plan

#### **Pre-emergency**

- Identify off-campus site for press briefing area (room), in event campus is not accessible.
- Identify on-campus location for press briefing area (room). Must be a safe distance from the ongoing crisis.
- Designate two or three individuals on the school's emergency response team as having public / media relations as their primary responsibility during a crisis. In addition, have someone off-site – and not directly connected to school management – prepared to fill this role, as necessary.
- Since students will serve as unofficial spokespersons during a crisis, they must be kept informed (via both electronic and other means) about all major developments related to their school.
- Individuals with public/media relations responsibility during a crisis must “have a seat at the table” during all campus-wide crisis planning meetings.
- Clearly define specific roles of legal and EA groups/individuals during a crisis. Must be consensus about who has responsibility for what.
- Develop plan for quickly increasing on-campus security presence in event of emergency (additional guards, etc.).
- Ongoing monitoring of key media outlets (via subscription service).
- Establish separate budget for EA spending during crisis; this will avoid potential delays caused by approval process.

#### **During emergency**

- School officials must make the safety of all students, faculty and staff their primary concern (above all other considerations)
- School must safeguard the privacy of all students, faculty and staff involved (and possibly injured), related to the crisis.
- Select location (away from any danger) for press briefing area.
- If the press briefing area is on campus, have security guards escort all journalists (print or broadcast).

- If the press briefing area is off campus, have security guards direct all journalists to it (providing directions, as necessary).
- Establish a clearly defined area for journalists, reporters must be immediately escorted to the briefing area. They must not move unescorted around campus.
- One school representative must always remain in the media briefing room – journalists must only go back and forth between briefing room and off campus.
- Public/media relations representative on emergency response team must keep abreast of all developments related to crisis and ensure that journalists in the briefing room are periodically updated. Information released to media must be pre-approved through appropriate chain of command. Only factual details should be provided, both in direct statements and in response to questions – no guessing or supposition.
- As soon as possible, all school’s available PR/communication experts (handled by External Affairs) must meet, face-to- face, if possible, but at least via teleconference.

**During / Post emergency** – Depending on the specific nature of the crisis, EA must meet with the school administration/emergency response team, to assess the overall situation. Then, a statement or release can be developed to brief journalists. In some cases, an ongoing series of statements or updates may be appropriate.

### **Post Emergency**

- EA will conduct a sweeping review and assessment of all media coverage related to the crisis. Respond as appropriate – move quickly to correct any/all misinformation.
- All school’s EA experts meet to discuss the crisis (What went right? What went wrong? What are the next steps?). Considerations must be given to possible adjustments to protocols of the overall PR crisis plan.
- Depending on specifics of the situation, issue follow-up statement(s)/release(s).
- EA will serve as strong advocates for appropriate institution-wide changes to avoid future crisis situations (“those who do not learn from history are doomed to repeat it”).

### **Pandemic Response**

Eastern International College will follow State directives and the Centers for Disease Control and Prevention guidelines.

### **General Safeguarding**

Implementing general safeguarding measures that include the following.

- Cleaning and sanitization
- Requiring face coverings,
- Maintaining adequate supplies, such as personal protective equipment and cleaning supplies
- Requiring individuals to always engage in social distancing practices
- Training students, staff and faculty regarding sanitization and social distancing practices and protocols

### **Shutdown Due to Pandemic**

EIC will follow directives from the State and health and safety guidelines from the Centers for Disease Control and Prevention. In the even of a shutdown, no staff or student will be allowed inside the building.

## **Remote Instruction**

In the event of a campus shutdown due to pandemic, all lectures will transition online synchronous learning using EIC's Learning Management System (Canvas). On campus labs/clinical and off-campus externships will be suspended. Nursing, in compliance with the NJ Nursing State Board, will utilize virtual clinicals and labs. In addition to State compliance, The Dental Hygiene Program will be guided by the CODA for possible virtual clinicals if applicable. All on campus labs and clinicals will be completed upon reopening of the College following State directives.

Eastern International College will offer reasonable accommodation/s for students with disabilities. For students who may lack access to technology/broadband internet needed to participate in online instruction, reasonable assistance and accommodation will be accorded to students. EIC utilizes Canvas as the institution's learning management system and its functions can be accessed using mobile/smart phones.

For student services, the Financial Aid and Registrar Offices will be allowed to operate virtually. EIC will use the Google Meet for virtual conference. The virtual library will operate as usual and access to online resources will be provided to students through the Student Services Canvas.

Academic advising, course registration advising, tutoring, career services, academic accommodations, etc) will be done through Google Meet. Technology assistance will be available, and all communications will be sent to [support@eicollege.edu](mailto:support@eicollege.edu). A staff member will work remotely to address technology-related issues and concerns.

## **Campus Facilities**

*EIC is a commuter college*

Eastern International College will implement cleaning and sanitizing procedures following CDC guidelines to reduce the risk of spreading the virus.

The Campus Director/Director of Operations will provide the overall leadership in campus cleaning, procurement and distribution of sanitizing products. Housekeeping staff will be instructed to prioritize cleaning and disinfecting high touch areas/surfaces and making sure that hand sanitizer stations are consistently refilled, and the machines are operable. Staff members will be provided with sanitizing materials to clean their workspaces.

### **1. Classrooms and Laboratories**

The classrooms will be cleaned and sanitized following the CDC guidelines. Sanitizers like wipes will be available inside labs for ready use. High touch machines like computers and ultrasound scanners will be sanitized by the user before and after each usage. All other lab equipment will be cleaned and sanitized following CDC guidelines.

### **2. Common Spaces (Lobbies, elevators, hallways, waiting areas)**

Common spaces like lobbies, elevators, waiting areas and hallways will be cleaned routinely and maintained throughout the day by housekeeping. High touch areas like elevator touch buttons, doorknobs, and tables will be frequently disinfected with EPA-approved disinfectants. Hand sanitizer dispensers will be constantly checked for refilling. The use of the elevator will be limited to only two persons at a time.

### **3. Offices and Workstations**

Employees will be tasked to disinfect their respective offices and clean their work areas. The College provides EPA-approved cleaning and disinfecting products. Housekeeping will provide routine cleaning including vacuuming and removal of trash.

#### 4. Computer Labs

The College will provide cleaning materials (alcohol-based wipes and/or sprays containing at least 70% alcohol) for lab staff and users to disinfect keyboards and computer stations before and after usage.

#### 5. Restrooms

Restrooms will be cleaned and disinfected by the cleaning staff throughout the day. Bathroom supplies like liquid soap are monitored frequently to make sure dispensers will be refilled as needed.

#### 6. High Touch Areas

High touch areas like tables, chairs, doorknobs, light switches, phones, desks, toilets, sinks will be cleaned and disinfected daily. Employees with individual offices and workstations will be responsible to clean and disinfect their spaces with disinfecting supplies provided by EIC.

*EIC does not utilize or maintain any research laboratory that uses animals.*

### **Health, Safety, and Protection**

Following the Centers for Disease Control (CDC) guidelines on how to protect oneself and others, Eastern International College has created this policy for all staff members. The CDC recommends that the best way to prevent illness is to avoid being exposed to the virus which is believed to spread mainly from person-to-person.

#### 1. Social Distancing

All staff must always stay at least six feet (about two-arms' length) from each other. Note that some people who are asymptomatic may be able to spread the virus.

#### 2. Face Cover (mandatory) and Face Shield

All staff must wear a face cover (mask) when around other staff. This is meant to protect other people in case you are infected. Wearing a face mask is not a substitute for social distancing. Surgical masks are available for employees and will be distributed by a designated college official. Those who prefer to use cloth masks will be allowed to do so. Staff members may use a face shield, in addition to the mask, which will be provided by the College.

Students are required to wear face shields and masks inside the lab, classroom, or dental station. Reusable face shields are provided to students by EIC (one per student).

#### 3. Be alert of symptoms. The CDC has listed the following: fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and/or diarrhea as the main symptoms - though other symptoms, in positive cases, have occurred. If you or any person in your home or person with whom you have come in contact has any of these symptoms, you must stay home.

inform the Campus Director, and contact your healthcare provider.

Any employee who is in contact with a person who is lab-confirmed to have virus (e.g. COVID-19) should plan to quarantine at home for 14 days and speak with the Campus Director about working from home during that period, if possible (*The quarantine requirement is subject to change based on CDC guidelines*)

#### 4. Temperature checking

Each employee's temperature will be taken upon entry into the building using a thermometer gun and/or any similar infrared body temperature measuring device. The CDC considers a temperature of 100.4 as fever. Anyone whose temperature reading is 100.4 or higher will be advised to go home and contact their healthcare provider.

5. Contact areas will be disinfected following CDC guidelines for frequency and the materials to be used.
6. In addition, all dental hygiene students, faculty, and staff must follow the safety protocol implemented by the dental hygiene department, as outlined in the Dental Hygiene Clinical Manual.

### **Student and Employee Travel**

EIC will follow State guidelines for in state or out-of-state travels for faculty and students. Guidelines will align with CDC travel recommendations, including quarantine and testing. Any degree or academic-related travel or students, faculty, and non-academic staff will be suspended indefinitely.

### **Student or Employee Quarantine Procedures**

Students who test positive to a virus will not be allowed on campus and will be required to quarantine or isolate following CDC guidelines. All pandemic-related student absences will be excused and remedial work to offset missed course requirements during the quarantine or isolation will be offered to the student upon return on campus. Documentation of a negative test result will be required for a student to be allowed on campus.

Employees who test positive will be required to quarantine following applicable CDC guidelines and will only be allowed on campus upon presenting a negative test or a clearance from a qualified healthcare provider. The Human Resource Officer will be tasked to deal with employment-related concerns following quarantine and/or isolation.

The following procedures must be followed following an exposure to a pandemic virus:

1. Inform your immediate supervisor (for employees) and Department Chair/Dean (for students)
2. Submit proof of a positive test to your supervisor or Chair/Dean
3. Contact immediately your healthcare provider for professional advice
4. Follow College (and CDC) guidelines for quarantine or isolation and monitor your symptoms. Call 911 if emergency occurs
5. Upon completion of quarantine and/or isolation, take a test.
6. Inform your immediate supervisor/Dean or Chair of the result for advice.

## **Communication Protocols**

- Decisions for all pandemic-related communications will come from the Office of the President and communicated to the EIC community through the Office of Campus Operations. Communications will be through emails, the EIC App, announcements via the Student Services Canvas, and postings in the College website
- Communications regarding latest and up-to-date pandemic-related actions the College is taking will be communicated via emails, the EIC App, announcements via the Student Services Canvas, and postings in the College website.
- Timely Reporting of any pandemic exposure will follow the following guideline:

The following procedures must be followed following an exposure to a pandemic virus:

1. Inform your immediate supervisor (for employees) and Department Chair/Dean (for students)
2. Submit proof of a positive test to your supervisor or Chair/Dean
3. Contact immediately your healthcare provider for professional advice
4. Follow College (and CDC) guidelines for quarantine or isolation and monitor your symptoms. Call 911 if emergency occurs
5. Upon completion of quarantine and/or isolation, take a test and inform your immediate supervisor/Dean or Chair of the result for further advice.

All pandemic-related information for students and staff will be handled with utmost privacy following compliance with The ADA and FERPA guidelines. The Director of Operations will handle communication with employees and the Department Dean/Chair will communicate with students.

## **Campus Gatherings**

Campus gatherings will not be allowed, and if necessary, the Office of the President through the Director of Operations (or designee) will approve any campus gathering with strict compliance with the number of attendees and social distancing following CDC guidelines. Virtual meetings will be held in lieu of physical gatherings. No faculty or staff will be allowed to attend any off-campus seminar or workshop

## **Business Operations**

In the event of a shutdown, no employee will be allowed on campus. The following will be implemented subject to EIC approval:

1. Essential Staff may be allowed to work remotely or at home. Communications will be coming from the Human Resources Office and/or Office of the Campus Director.
2. The Financial Aid and Registrar Offices will be allowed to operate virtually. EIC will use the Google Meet for virtual conference to process refunds and other financial aid and Registrar-related concerns and/or needs
3. The virtual library will operate as usual and access to online resources will be provided to students through the Student Services Canvas.
4. Student services will be provided virtually (academic advising, course registration advising, tutoring, career services, etc) through Google Meet.



5. Technology assistance will be available, and all communications will be sent to [support@eicollege.edu](mailto:support@eicollege.edu). A staff member will work remotely to address technology-related issues and concerns.

6. Essential employees, including payroll, human resources, technology support, counseling, library, student services, among others will operate virtually until State mandate allows on campus work. If necessary, a skeleton staff may be adopted until full on campus operations resume.

7. As much as possible, the College will maintain the same number of staff pre-pandemic and will try its best to retain staff post pandemic. The following will be initiated as a recovery protocol:

- a. Conduct a business impact analysis (BIA) in the areas of staff, student enrollment, services, and processes
- b. Utilize the information from the BIA to identify gaps, weaknesses, and areas for improvement
- c. Organize a recovery team, formulate recovery strategies and options, and create a recovery plan
- d. Identify resources needed to implement recovery strategies and plan.

### **Other Public Health Related Measures**

Following CDC guidelines, State and City directives, EIC will refer to the Jersey City health agency on measures to control the spread and preparation for next steps.

**Jersey City, New Jersey**  
280 Grove Street, Jersey City, NJ 07302  
Tel# 201-547-5000

**Health Division**  
**Health, and Human Services**  
1 Jackson Square  
Jersey City, NJ 07305  
Tel# 201-547-6800

The Campus Director's Office and/or Office of the Director of Operations will coordinate all purchases and procurement for sufficient and accessible infection prevention supplies (e.g. soap, alcohol-based hand hygiene products, etc). The maintenance staff will be trained for infection control and disinfection protocols.

### **Plan to Transition Back to Normal Operating Procedures after "All Clear" Indication**

Eastern International College (EIC) will take the steps necessary to bring the EIC community back together safely. Some limitations will have to be strictly implemented to protect our students, faculty, and staff, and to comply with local and state regulations and guidelines.

The objective is to gradually reopen the College. To achieve this, EIC developed a three-phased plan with the purpose of bringing in employees and students gradually with caution.

#### **PHASE ONE**

All courses will be delivered online, and no student will be allowed on campus during this phase.

The following offices will be opened:

1. Administration (CEO, VPAA, Dean, Campus Directors and or Director of Operations, Director of Information Technology, and eLearning).
2. Department Chairs (may be allowed to work remotely)

3. Registrar/Bursar and Financial Aid/Human Resources

4. Admission Officers

A mandatory pandemic-related seminar will be posted in the Student Services Canvas to be completed by each staff, student, and faculty as a requirement for Phase two of the reopening plan.

## **PHASE TWO**

The College will allow students to complete laboratory requirements that may have been suspended due to a State-mandated closure of classes.

The number of students who will be allowed inside each laboratory will be controlled and a schedule will be created to allow students on campus by batch. The laboratories will be utilized at State mandated (or CDC recommendation) % capacity to allow for social distancing. All mandated personal protective equipment (PPE) must be always worn while on campus.

Only assigned faculty and staff members will be allowed on campus. All didactic/lecture courses will continue to be delivered online through synchronous learning.

Occupancy of offices for staff members will be observed following State and CDC guidelines. Some employees may have to work remotely.

## **PHASE THREE (August 10, 2020 - September 5, 2020)**

Following State mandate on full reopening, EIC will follow guidelines by the CDC regarding protective measures and will employ mandatory wearing of PPEs in labs, classrooms, clinicals, and generally on campus or inside the building; social distancing; room capacity; quarantine and isolation protocols.

## **Overall Crisis Plan**

- Ensure that all key data (records, including contact information) is backed up off-site (i.e., off-site redundancy)
- Work to create a campus-wide culture of openness (ultimately, so students/faculty/staff will never be hesitant or afraid to report something that might be developing into a crisis).
- While multiple committees and groups may be formed to handle various crisis situations, clearly define in advance who will have final decision-making authority, both on campus and off.
- Senior staff to engage in ongoing relationship-building (regular meetings, correspondence) with key emergency responders (fire, police, ambulance, etc.).
- Have all systems in place so that, during a crisis, appropriate personnel can commandeer – as needed -- the Website, phone services, signage, and Intranet.

**Appendix A**

**Initial Checklist**

Brief description of the problem:

- 1. Location of the Emergency Operations Center:
  
- 2. Phone number to contact the Emergency Operations Center:
  
- 3. Any immediate support requested by the Emergency Management Team:
  
- 4. Whether or not the facility can be entered:      Yes                                       No
  
- 5. If the facility cannot be entered, the location that the team should use for a work area or meeting place:

Name of staff completing this form (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix B**

**Status Report Form**

**The Emergency Response Team is required to record written status reports daily.**

**Date:**   / \_        / \_

**Time:**   :        AM / PM

**Name of individual completing report (Print):** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments:**

**Next Steps:**

**(Note: Departments may also be asked to document via an incident report)**

## Appendix C

### Primary and Alternate Locations

#### Primary Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No: 24 Hour No:
Alternate Contact:	FAX No:
	Other No.:
Security Considerations:	

#### Alternate Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No: 24 Hour No:
Alternate Contact:	FAX No:
	Other No.:

**Appendix D**

**BOMB THREAT CALL CHECKLIST**

Time of call: \_\_\_\_\_ Time call ended: \_\_\_\_\_ Date: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Ext. \_\_\_\_\_

Listen! Do not interrupt the caller. Keep the caller talking. Write down the message and any other comments in the caller's exact words. Check caller ID, write the number down.

Exact words used:

Try to keep the caller on the line (ask the following):

When will the bomb go off?

Where is the bomb located?

What will cause it to explode? What is your name?

What is your address?

What is your call back number?

If he/she won't answer the above, ask:

“At least, tell me if it is located where it will hurt someone”

In a public area?	Yes / No	In a stairwell	Yes / No
In the lobby?	Yes / No	In an office?	Yes / No
In a restroom?	Yes / No	In a mechanical area?	Yes / No

What type of explosives is it?

Where did you put it?

What does it look like?

Why did you put the bomb in the school?

Tell the suspect: "You don't want to hurt innocent people. Tell us where it is so we can protect them." When the caller hangs up, call security immediately. Then complete the attached form.

Phone Booth	Long Distance	Internal	Outdoors	Cellular	Other
Comments:					

Did person seem to be familiar with the school? Yes / No Why?

Could you determine the origin of the call? (Circle all that apply)

Gender	Estimated Age	Manner of Speech: (Circle all that apply)			
Male	Child	Angry	Calm	Coherent	Emotional
Female	Teenager	Irrational	Incoherent	Internal	Laughing

Unknown		Rational	Righteous			
Additional Information:						

To the extent possible, provide the following characteristics: (Circle all that apply)

Speech	Accent	Grammar	Voice	Race	Background Noises
Disguised	Foreign	Poor	Disguised	Asian	Airport
Calm	Local	Average	High Pitched	African American	Animals
Excited	Regional	Excellent	Deep	Eastern European	Bar/Restaurant
Foul			Lisp	European	Factory
Slow			Nasal	Caucasian	Laughter
Normal			Stutter		Music
Rapid			Young		Office Machines
Loud			Middle Aged		School
Soft			Old		Subway
Slurred					Traffic

ADDITIONAL INFORMATION:

Name of staff who completed this report: \_\_\_\_\_

Signature: \_\_\_\_\_

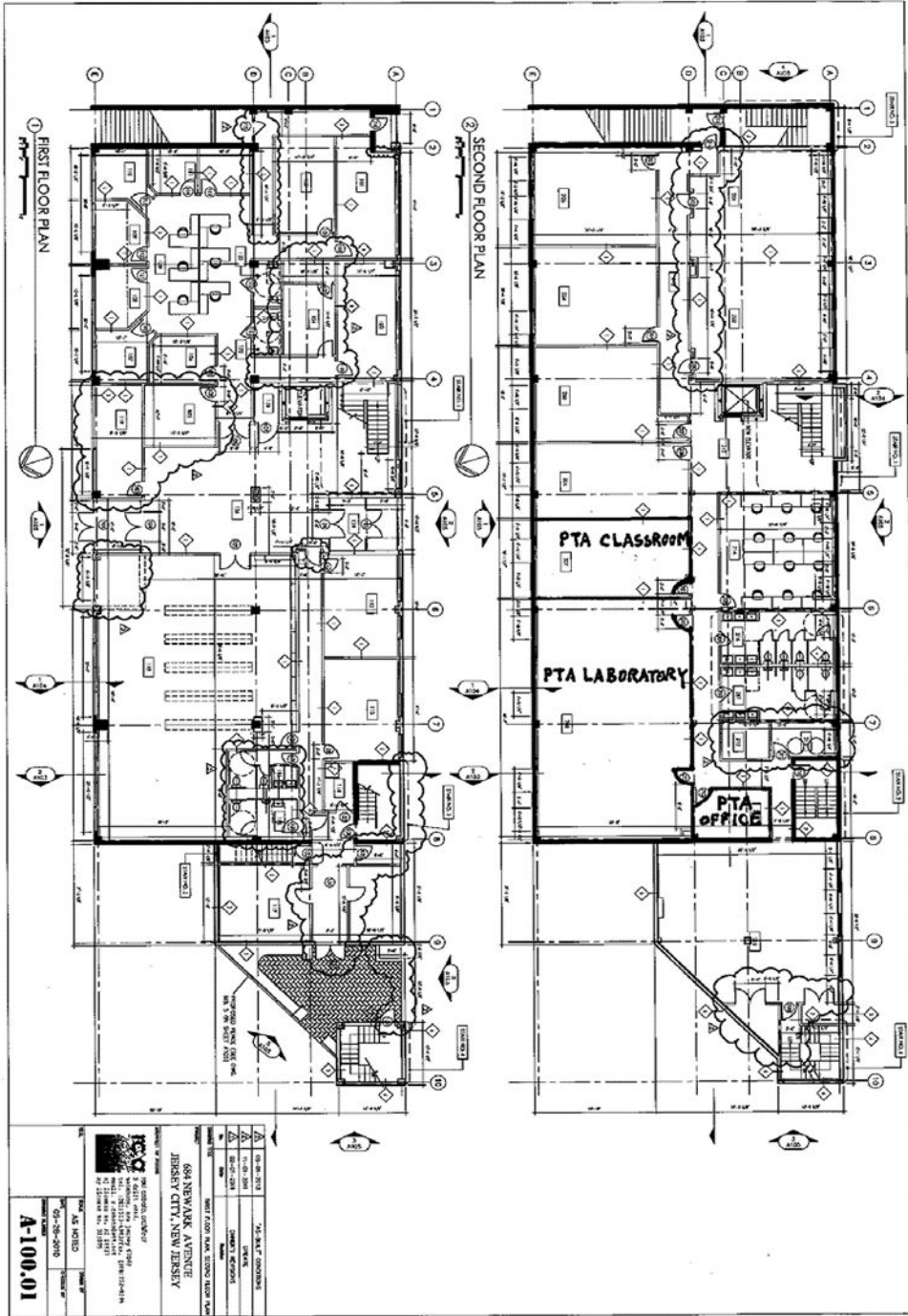
Date: \_\_\_\_\_

**FORWARD COMPLETED FORM TO THE SECURITY/OPERATIONS MANAGER  
A.S.A.P.**



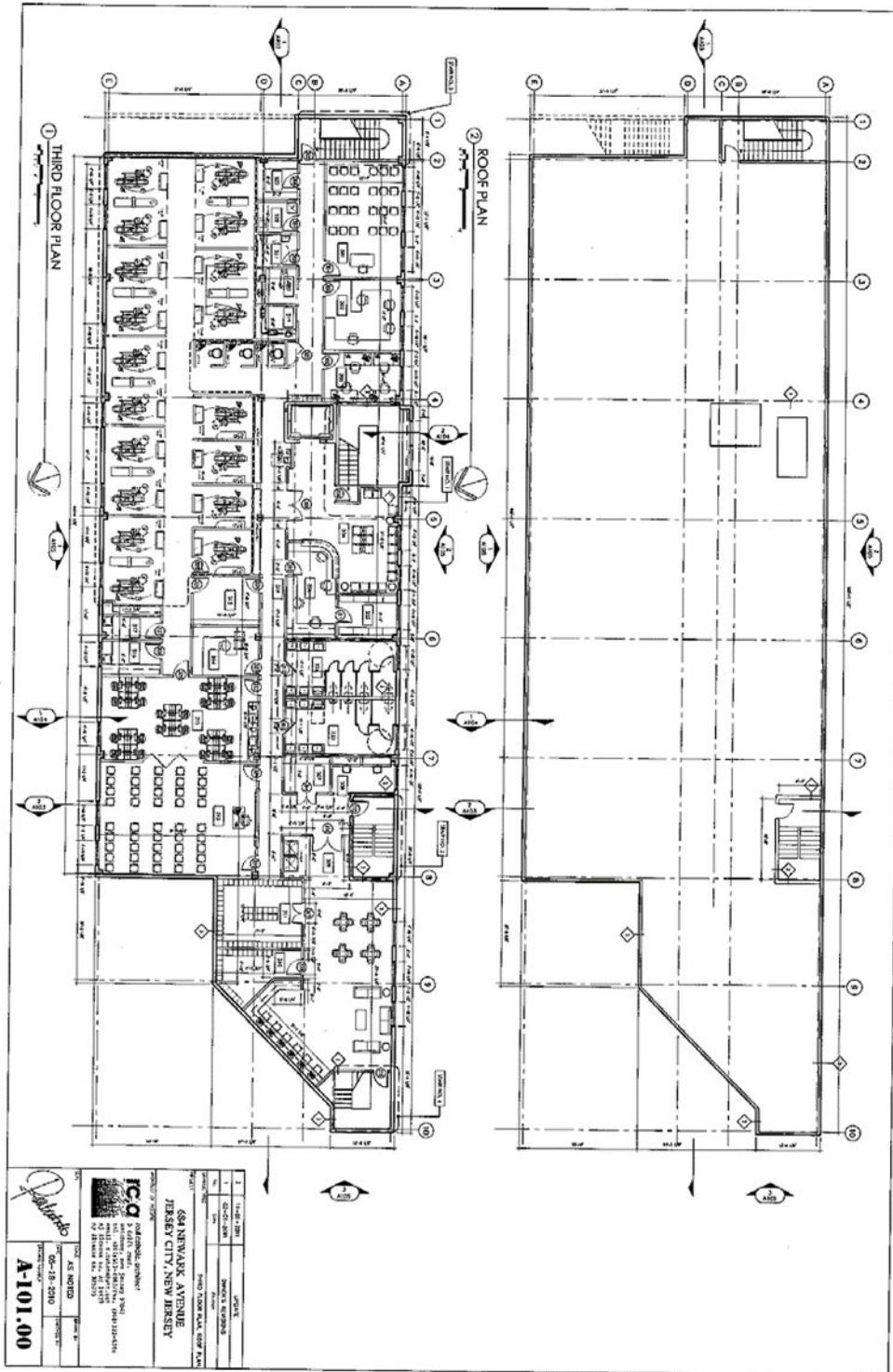
# Appendix E

## Campus Layout First and Second Floor



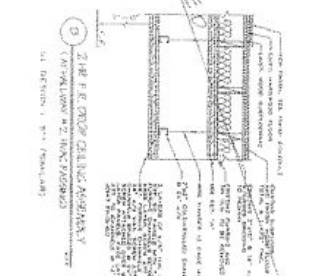
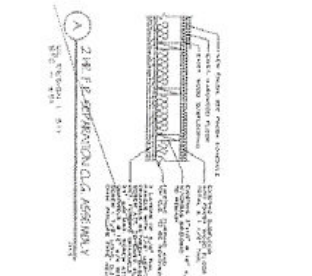
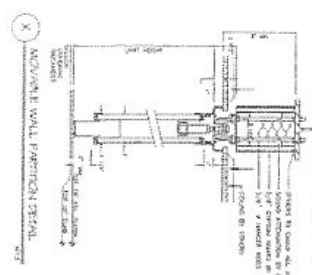
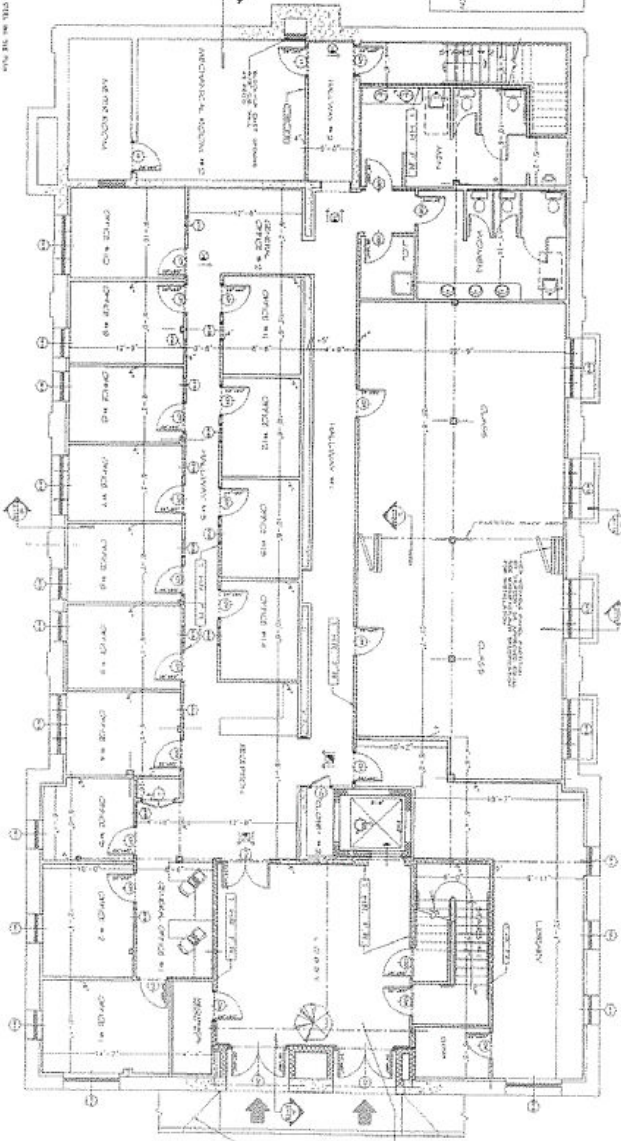
# Campus Layout

## Third Floor



**NOTES:**  
 1. ALL NEW WORK SHALL BE SHOWN WITH BOLD LINES.  
 2. ALL EXISTING WORK SHALL BE SHOWN WITH DASHED LINES.  
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.  
 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF BUILDINGS.  
 5. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF STRUCTURES.  
 6. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS.  
 7. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF FIRE PROTECTION SYSTEMS.  
 8. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ACCESSIBILITY.  
 9. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENVIRONMENTAL QUALITY.  
 10. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENERGY EFFICIENCY.  
 11. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF SUSTAINABLE DESIGN.  
 12. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF HEALTH AND WELL-BEING.  
 13. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF COMMUNITY ENGAGEMENT.  
 14. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF CULTURAL HERITAGE.  
 15. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF HISTORIC PRESERVATION.  
 16. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ARCHITECTURAL QUALITY.  
 17. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ART AND CULTURE.  
 18. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF LANDSCAPE ARCHITECTURE.  
 19. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF URBAN DESIGN.  
 20. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF TRANSPORTATION DESIGN.  
 21. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF INFRASTRUCTURE DESIGN.  
 22. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF WATER RESOURCES DESIGN.  
 23. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENVIRONMENTAL RESTORATION DESIGN.  
 24. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF RECREATION DESIGN.  
 25. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF TOURISM DESIGN.  
 26. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF SPECIAL USE DESIGN.  
 27. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF OTHER SPECIAL USE DESIGN.  
 28. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ALL OTHER SPECIAL USE DESIGN.  
 29. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ALL OTHER SPECIAL USE DESIGN.  
 30. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ALL OTHER SPECIAL USE DESIGN.

FOR MORE INFORMATION, CONTACT THE ARCHITECT AT THE ADDRESS LISTED ON THE TITLE SHEET.



- GROUND LEVEL PLAN PROPOSAL**
- STAIRS SHALL BE CONFORMANT WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
  - ELEVATOR SHALL BE CONFORMANT WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF BUILDINGS.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF STRUCTURES.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF FIRE PROTECTION SYSTEMS.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ACCESSIBILITY.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENVIRONMENTAL QUALITY.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENERGY EFFICIENCY.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF SUSTAINABLE DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF HEALTH AND WELL-BEING.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF COMMUNITY ENGAGEMENT.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF CULTURAL HERITAGE.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF HISTORIC PRESERVATION.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ARCHITECTURAL QUALITY.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ART AND CULTURE.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF LANDSCAPE ARCHITECTURE.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF URBAN DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF TRANSPORTATION DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF INFRASTRUCTURE DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF WATER RESOURCES DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ENVIRONMENTAL RESTORATION DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF RECREATION DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF TOURISM DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF SPECIAL USE DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF OTHER SPECIAL USE DESIGN.
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL CODES OF PRACTICE FOR THE DESIGN AND CONSTRUCTION OF ALL OTHER SPECIAL USE DESIGN.

REV. 01 - 01/23

EXISTING BUILDING ALTERATION & CONVERSION PROPOSAL  
 TO ACCOMMODATE BUSINESS TRAINING CENTER  
 for  
**"micro TECH"**  
 231 WASHINGTON AVE., BELLEVILLE, IL 62220

BOGDAN CYBO CYBULSKI architect AIA  
 48 PRIMA LLC GAITHERSBURG, MD 20878 | PHONE: (301) 475-8454 FAX: (301) 475-8451

**THE CYBO GROUP p.a.**



## Appendix F

### General Threat Assessment

Once a visitor, staff member, or student who may pose, or has posed a threat has been identified, the following ten key questions should act as a guide in the assessment of the threat.

- What motivated the individual to make the statement or take the action that caused him/her to come to attention?
- What has the individual communicated to anyone concerning his/her intentions?
- Has the individual shown any interest in targeted violence, perpetrators of targeted violence, weapons, extremist groups, or murder?
- Has the individual engaged in attack-related behavior, including any menacing, harassing, and/or stalking-type behavior?
- Does the individual have a history of mental illness involving command hallucinations, delusional ideas, feelings of persecution, etc. with indications that the individual has acted on those beliefs?
- How organized is the individual? Is he/she capable of developing and carrying out a plan?
- Has the individual experienced a recent loss or loss of status, and has this led to feelings of desperation and despair?
- Corroboration: what is the individual saying, and is it consistent with his/her actions?
- Is there concern among those that know the individual that he/she might take action based on inappropriate ideas?
- What factors in the individual's life and/or environment might increase/decrease the likelihood of the individual attempting to attack?

**Appendix G**

**Screening/Emergency Services/STCF**

**Screening/Emergency Services Centers and Short-Term Care Facilities (STCF)**

**Jersey City Medical Center  
355 Grand Street Jersey City, New Jersey 07302  
201-915-2274**

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**Christ Hospital  
76 Palisade Avenue Jersey City, New Jersey 07306  
201-795-8200**

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**Hoboken University Medical Center  
308 Willow Avenue Hoboken, New Jersey 07030  
201-714-8900**

## Appendix H

### Outpatient Services

#### **Horizon Health Center**

##### **Main Facility**

714 Bergen Avenue Jersey  
City, New Jersey 07306  
201-451-6300

##### **Satellite Facility**

418 Summit Avenue Jersey  
City, New Jersey 07306  
201-963-5774

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#### **Metropolitan Family Health Network Main Facility**

935 Garfield Avenue Jersey  
City, New Jersey 07304  
201-478-5800

##### **Satellite Facility**

5300 Bergenline, Avenue West  
New York, New Jersey 07093  
201-478-5800

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#### **Jersey City Medical Center**

355 Grand Street Jersey  
City, New Jersey 07302  
201-915-2274

**Appendix I**

**Mental Health Facility**

**Hudson County Meadowview Psychiatric Hospital**

595 County Avenue Secaucus,  
New Jersey 07094 201-369-5256

## Appendix J

### College Mental Health Capabilities

#### Current Laws and Procedures

The College conforms to the requirements of New Jersey State law which allows for an individual to be involuntarily committed if he/she is unwilling to be admitted voluntarily and is determined to be found, by reason of mental illness, dangerous to self, others or property, and needs care at a psychiatric facility because other services are not appropriate or available to meet their mental health needs. Further, if the need arises to remove an individual from campus, in conformance with New Jersey law, a state or local law enforcement officer is contacted who takes custody of the individual and brings him or her to a screening center if the officer has reasonable cause to believe he/she is in need of involuntary commitment.

#### Mental Health Awareness Training Program

As part of the College's quarterly Student Awareness Program, students are offered educational programs, which raise awareness of mental health issues and include the dissemination of information on community-based resources. In addition, the College intends to participate in the Office of Homeland Security and Preparedness mental health awareness-training program developed by the Mental Health Subcommittee in 2008.

#### Mental Health Outreach, Referral and Crisis Intervention

The Student Resource Center provides both outreach and referrals for students believed to be facing mental health issues or in crisis. The Center provides crisis intervention and other services including the following:

- Crisis counseling
- Providing mental health awareness sessions for students and faculty
- Staff and faculty training on signs and symptoms of mental illnesses such as depression
- Conducting psycho-educational workshops on alcohol/drug education, stress reduction and anxiety
- Including as part of student orientations presentations on stress management and other issues related to college life
- Visiting classrooms to inform students about available services
- Providing referrals to locally based service providers for students who request assistance and those referred by faculty and other campus personnel.
- Screening procedures as part of our enrollment process that assist in identifying emotionally troubled students and others with mental health problems.

#### Grievance Counselors

The College continues to strengthen relationships with community-based providers and is currently in the process of developing a database of local providers who would be called upon, in the event of a tragedy to provide grievance counselors and other services.

#### Policy and Procedures Manual

The College has, as detailed in the 2019-2022 Catalog, Employee and Student Handbooks specific and detailed protocols for responding to a variety of crises including campus security, drug related activity and sexual or other forms of harassment or inappropriate behavior.



## Appendix K- ANNUAL CAMPUS SAFETY REPORT

### ANNUAL CAMPUS SAFETY REPORT

#### Reportable Statistics

Posted on <https://surveys.ope.ed.gov/SECURITY/usersurveys>

Detailed Report Available in the Campus Director's/Director of Operation's Office

**2009**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2009.

**2010**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2010.

**2011**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2011

**2012**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2012

**2013**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2013

**2014**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2014

**2015**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2015.

**2016**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2016.

**2017**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2017

**2018**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2018.

**2019**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2019.

**2020**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2020

**2021**

EIC is pleased to report no criminal offenses, hate crimes, or arrests on campus or public property for 2021.

