



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

October 1, 2024

Re: 2024 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, which 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 campus safety and keep our students safe and secure.

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

If you have questions, you may contact

Phillippa Gordon
Campus Director
684 Newark Avenue
Jersey City, NJ 07306
Tel# 201-216-9901
Email: phillippa.gordon@icollege.edu



Eastern
International
College

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

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

Revised September 19, 2024

TABLE OF CONTENTS

[Introduction](#)

[Description of the Facilities and Equipment](#)

[Purpose and Goals of the Safety, Security, and Emergency Operations Plan.](#)

[Security Services](#)

[Security Cameras](#)

[Alarms](#)

[Emergency Notification & Telephone Numbers](#)

[Emergency Response Team](#)

[The EIC Emergency Response Team](#)

[Additional Training](#)

[School Closing](#)

[School Closing Communications](#)

[Evacuation Procedures](#)

[EIC Wardens](#)

[Lockdown Procedures](#)

[Training and Drills](#)

[Fire Response Procedures](#)

[Fire Safety Tips](#)

[Medical Emergency Procedures](#)

[Police Emergency Procedures](#)

[Bomb Threat Procedures](#)

[Earthquake Procedures](#)

[Missing Person Notification Policy](#)

[Severe Weather Preparedness](#)

[Chemical Spill or Release Procedures](#)

[Power Outage Procedures](#)

[Temporary Space](#)

[Management Succession](#)

[Information Technology Disaster Plan](#)

[Public/Media Relations Crisis Plan](#)

[Overall Crisis Plan](#)

[Pandemic Response](#)

[General Safeguarding](#)

[Shutdown Due to Pandemic](#)

[Remote Instruction](#)

[Campus Facilities](#)

[Health, Safety, and Protection](#)

[Student and Employee Travel](#)

[Student or Employee Quarantine Procedures](#)

[Communication Protocols](#)

[Campus Gatherings](#)

[Business Operations](#)

[Other Public Health Related Measures](#)

[Plan to Transition Back to Normal Operating Procedures After "All Clear" Indication](#)

[Appendices](#)

[Appendix A - Initial List](#)

[Appendix B – Status Report Form](#)

[Appendix C – Primary and Alternate Locations](#)

[Appendix D- Bomb Threat Call Checklist](#)

[Appendix E- Campus Layout](#)

[Appendix F- General Threat Assessment](#)

[Appendix G- Screening/Emergency Services/STCF](#)

[Appendix H – Outpatient Services](#)

[Appendix I- Mental Health Facilities](#)

[Appendix J- College Mental Health Capabilities](#)

[Appendix K – Reportable Statistics- ANNUAL CAMPUS SAFETY REPORT](#)

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

The Jersey City campus building, located at 684 Newark Avenue, is approximately 34,000 square feet and comprises three floors. It is furnished with the latest technology and resources appropriate to EIC programs. The building 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 computers, monitors, mice, 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, bedside stand, headwall containing a blood pressure system, suction, air/oxygen outlets, and equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped with 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, accommodating 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 Dental Hygiene Program and is equipped with 30 chairs in its hygiene clinic, seven (7) radiology rooms, one (1) Panorex suite, two (2) sterilization rooms, a student and faculty simulator laboratory, classrooms, faculty office spaces, storage, and the dental clinic reception area. The lab currently has twenty (20) student dental simulators and one (1) instructor simulator. These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. The Clinical facility is equipped with computers and patient monitors at every station. Digital radiographs can be brought up on the computer screen for treatment planning and patient education, while digital patient record keeping instills a paper-free environment.

The campus building has a lounge available for student use. There are abundant food and drink options: the lounge offers vending machine options and 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 multiple modes of 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.L.2011, Chapter 214, approved on 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 and the library and have been distributed to the Executive Staff. Internal training on 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 full-time and one part-time security guard.

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, including parking areas and entrances, are strategically located throughout the campus. All employees and students have photo IDs, which are electronic key passes that allow them to enter the 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 requested information, including name, location, nature of the emergency, and 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 and 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.

The President's Office and the Campus Director's Office shall maintain a list of emergency telephone numbers.

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 is 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 at least annually.
- They assign roles and responsibilities to school personnel in the event of a crisis and conduct training for them 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
Phillippa Gordon

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

Dr. Bashir Mohsen
Julius Wangiwang
Phillippa Gordon

Phillippa Gordon of the Emergency Response Team shall be responsible for maintaining a record of the team's actions. The attached forms, Appendix A to this Plan, are 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 voice message system. A designated individual from the school shall:

- External Affairs will initiate a message through the Ready Education/EICollege App
- The Campus Director 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.
- The IT director or designee will send all employees and students a mass email with the necessary information.
- The Campus Director will contact local authorities (e.g., the police department) to advise them of the school closing.
- The Campus Director may contact local radio and television stations and ask for a public service announcement regarding the school closing to be made.

Every one shall be responsible for changing his/her voicemail message and advising callers that the school is closed.

School Closing Communications

News 12 NJ

NJ 101.5 FM, www.nj1015.com

College-wide text messages through the EICollege app

Eastern International College Website 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 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 the locations of stairwells. The floor plan shall also designate a meeting place outside of the building for all room occupants. All employees should familiarize themselves with the evacuation routes, emergency exits, stairwell locations, and designated meeting places. Students shall be advised of the floor plan's existence and 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 safely evacuating 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, supervisors, and the Emergency Response Team personnel shall not allow anyone to leave the campus except to receive medical attention.

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.

Wardens:

Bashir Mohsen, Julius Wangiwang, Phillipa Gordon, Alaa Mohsen

To defend in place, the person should call 911 from the room or a cell phone to report their 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 it 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 the Jersey City officials order an evacuation, 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 emergencies, 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 in the global communications system.
- Once the lockdown has been communicated or the need for a 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, and any see-through windows in the office are 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 they receive 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 the authorities have made an "all-clear" announcement.
 7. If available, radios, two-way radios, or cell phones are to be turned on for continuous updates.
- Campus Security posts to ensure that 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 coordinating information and assistance with emergency service authorities once they arrive 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 it or 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 exists, such as shots being fired.
- 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 findings of local authorities.

Training and Drills

Training is provided in the form of procedural review and a formal walkthrough drill with each student, faculty member, and staff member during the first week of each term. The facilities and security office will review findings immediately following each drill and 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 cannot 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 fire or heavy smoke, drop to your knees or a crouched position and proceed to the nearest emergency exit. If possible, cover yourself with a wet blanket or towel.

When there is a report of an 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's 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 the 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 the 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 them, and if safe, exit through them. 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 be responsible for 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.

Employees or students with serious injuries or illnesses that 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

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

Police Emergency Procedures

Students and employees should not expose themselves to unnecessary risks in a police emergency. In the event of an emergency, notify a security officer or a member of the Emergency Response Team immediately. If 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

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 visually inspect 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 in 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 in the problem area. If serious structural damage is discovered, Maintenance shall notify 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 to disseminate 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. All college students, faculty, and staff shall adhere to this policy. 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.

The Campus Director will generate an on-campus report, initiate an immediate investigation to include card swipe activity, video review, and class attendance, and notify the local Police. The Campus Director 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 missing person, and arrange to notify either of the contacts for appropriate emergency notifications. If the resident student is under age 18 and not emancipated, the Campus Director 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

College-wide text messages through EICollege app

Eastern International College Website www.eicollege.edu and social media

Telephone Numbers: Jersey City 201-216-9901

Lightning/Windstorm

Do not leave the building in case of a severe thunderstorm with lightning. 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

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

The campus's response to a power outage will depend on the circumstances. Information should be obtained from the Security and Maintenance Departments as to the extent and likely duration of the outage, which is often indeterminable.

- Assess the extent of the outage in your area. Report the status to the Campus Emergency Coordinator.
- Stay claim. Information may be provided by the Campus Emergency Coordinator to assist in 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.

- Shut down 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 and to determine the length of time that the temporary space will be necessary.
- If replacement space cannot be obtained quickly, the Executive Team will identify space that does not have occupancy or instructional restrictions and 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 ensure that the claim is processed quickly so that contractors can rebuild space as soon after the property's destruction as possible.

Management Succession

The management succession plan shall identify individuals who will step into the position of a member of the Executive Management Team (which includes the President and Campus Director) 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 Department is contacted to coordinate changes necessary to support services
- Calls were 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 an off-campus site for the press briefing area (room) in the event that the campus is inaccessible.
- 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 with 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 significant developments related to their school.
- Individuals responsible for public/media relations during a crisis must "have a seat at the table" during all campus-wide crisis planning meetings.
- Clearly define the specific roles of legal and EA groups/individuals during a crisis. There must be consensus about who is responsible for what.
- Develop a plan for quickly increasing on-campus security presence in the event of an emergency (additional guards, etc.).
- Ongoing monitoring of key media outlets (via subscription service).
- Establish a separate budget for EA spending during a crisis; this will avoid potential delays caused by the 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 a location (away from any danger) for the press briefing area.
- If the press briefing area is on campus, the 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, and 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 may only move back and forth between the briefing room and off campus.
- The public/media relations representative on the emergency response team must keep abreast of all developments related to the crisis and ensure that journalists in the briefing room are periodically updated. Information released to the media must be pre-approved through the 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 of the 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, moving quickly to correct any/all misinformation.
- All the school's EA experts meet to discuss the crisis (What went right? What went wrong? What are the next steps?). Possible adjustments to the protocols of the overall PR crisis plan must be considered.
- Depending on the 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

Implement 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 event of a shutdown, no staff or student will be allowed inside the building.

Remote Instruction

In the event of a campus shutdown due to the pandemic, all lectures will transition to online synchronous learning using EIC's Learning Management System (Canvas). On-campus labs/clinical and off-campus externships will be suspended. In compliance with the NJ Nursing State Board, the nursing program 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 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 or broadband internet needed to participate in online instruction, reasonable assistance and accommodation will be accorded. EIC utilizes Canvas as the institution's learning management system and its functions can be accessed on mobile phones.

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

Academic advising, course registration advising, tutoring, career services, academic accommodations, and other services will be conducted through Google Meet. Technology assistance will be available, and all communications will be sent to support@eiccollege.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 will provide 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 ensure 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 the 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 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 a 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 travel 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 for 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 to 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 your healthcare provider for professional advice immediately
4. Follow College (and CDC) guidelines for quarantine or isolation and monitor your symptoms. Call 911 if an 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 will be 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 on the College website.
- Communications regarding the 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 on the College website.
- Timely Reporting of any pandemic exposure will follow the following guidelines:

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 your healthcare provider immediately for professional advice.
4. Follow College (and CDC) guidelines for quarantine or isolation and monitor your symptoms. Call 911 if an 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 communicate 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 Campus Director (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 Google Meet for virtual conferences to process refunds and other financial aid and Registrar-related concerns and/or needs.
3. The virtual library will operate as usual, and students can access online resources through the Student Services Canvas.
4. Student services (academic advising, course registration advising, tutoring, career services, etc.) will be provided virtually through Google Meet.
5. Technology assistance will be available, and all communications will be sent to 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, and student services, will operate virtually until the 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 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, as well as 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 always be 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

Following the 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, clinics, 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:

Location of the Emergency Operations Center:

Phone number to contact the Emergency Operations Center:

Any immediate support requested by the Emergency Management Team:

Whether or not the facility can be entered: Yes No

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 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: _____

The person receiving the 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 and 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 callback number?

If he/she doesn'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 the 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: _____

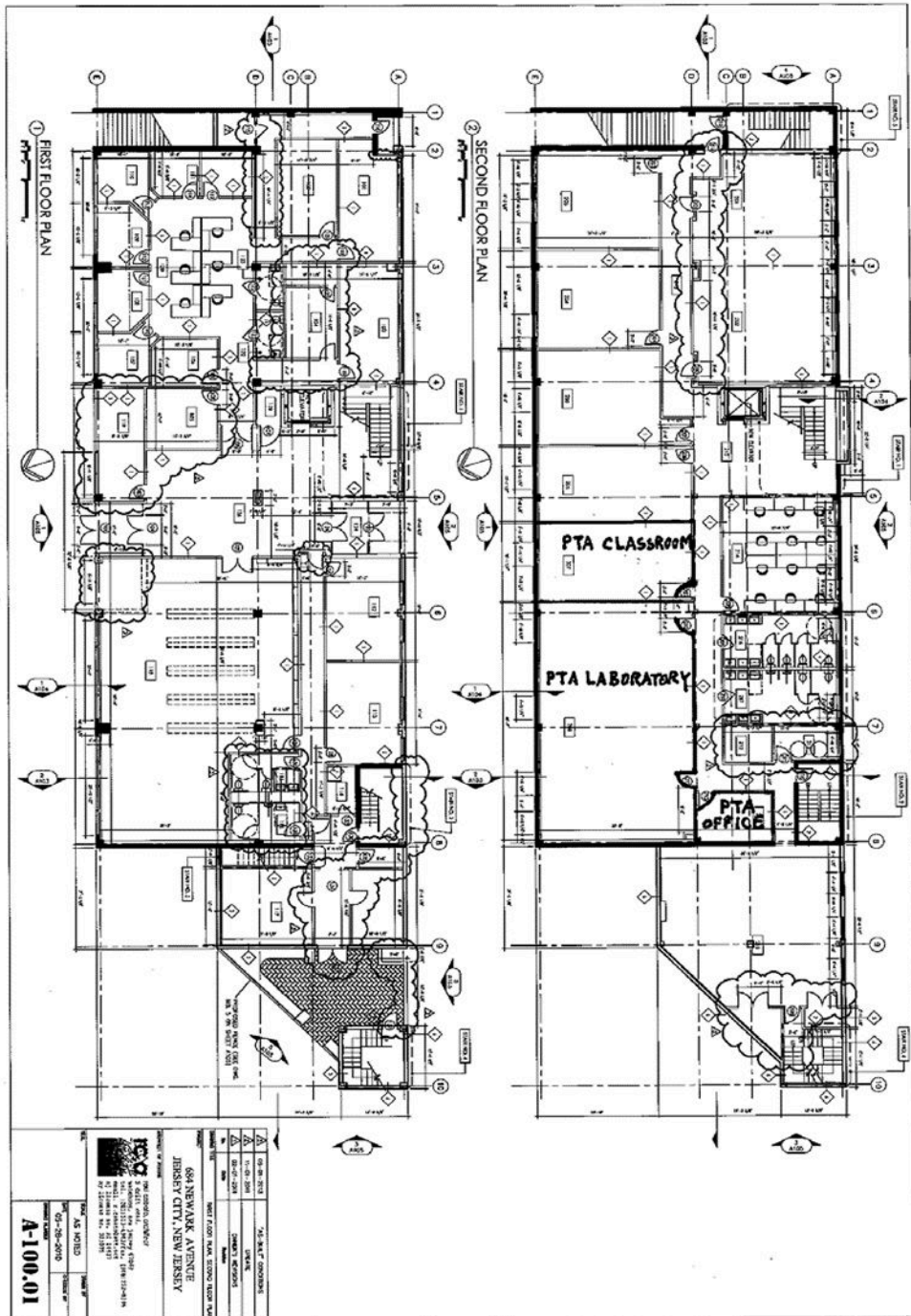
Date: _____

FORWARD COMPLETED FORM TO THE SECURITY/OPERATIONS MANAGER ASAP.

Appendix E

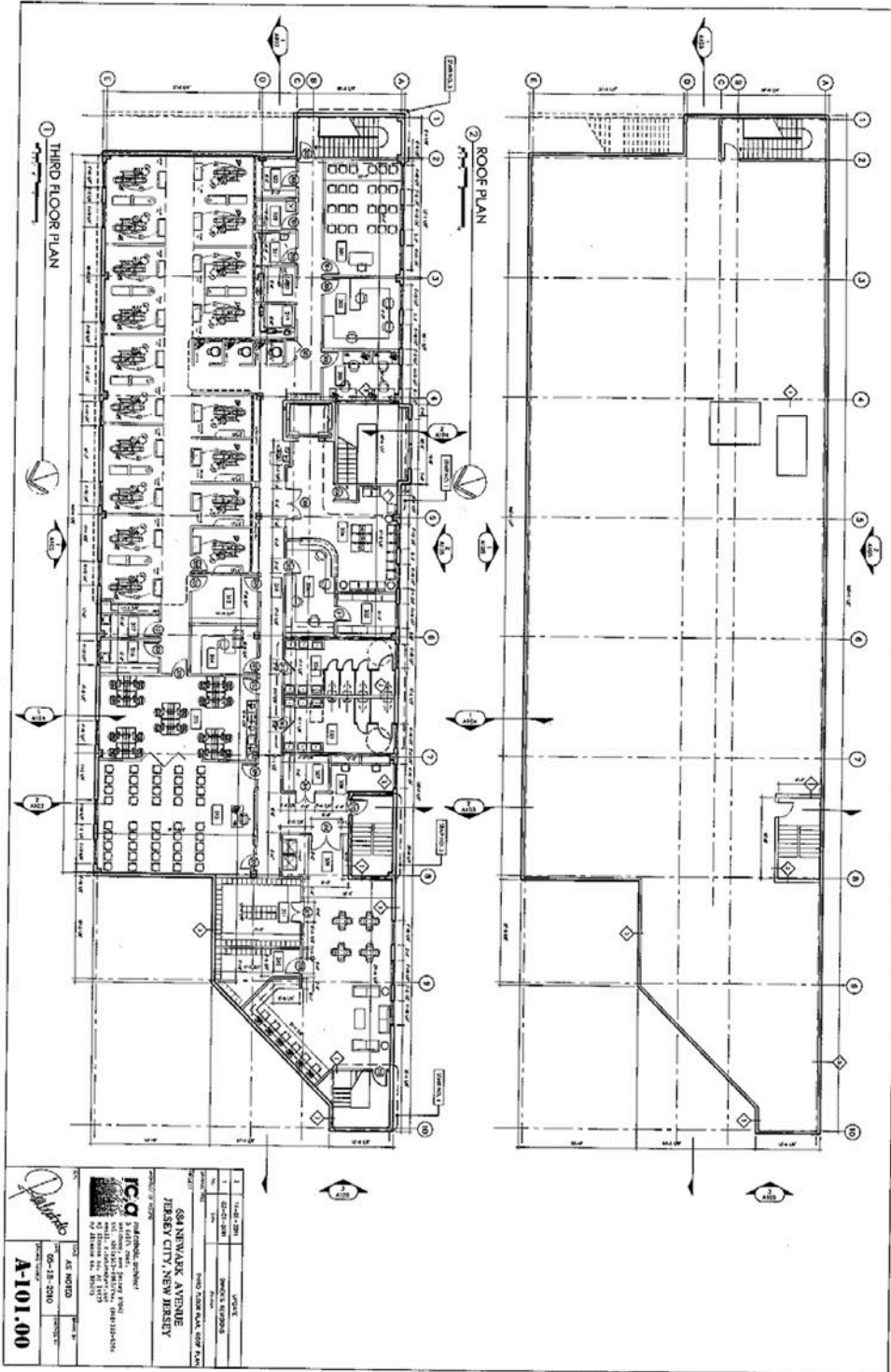
Campus Layout

First and Second Floor



Campus Layout

Third Floor



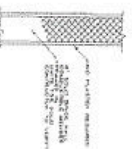
PC *Professional Computer*
 684 NEWARK AVENUE
 JESSEY CITY, NEW JERSEY

DATE: 06-18-2010
 TIME: 10:57:37
 A-101.00

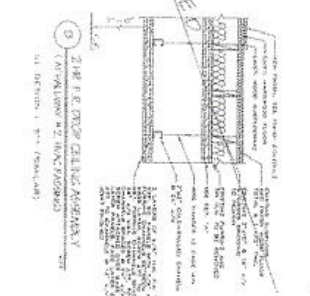
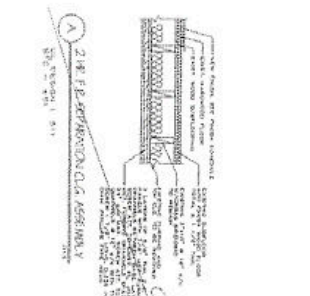
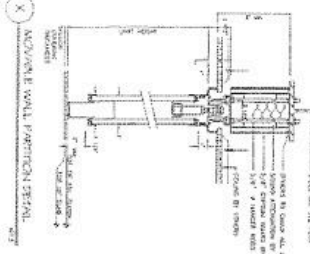
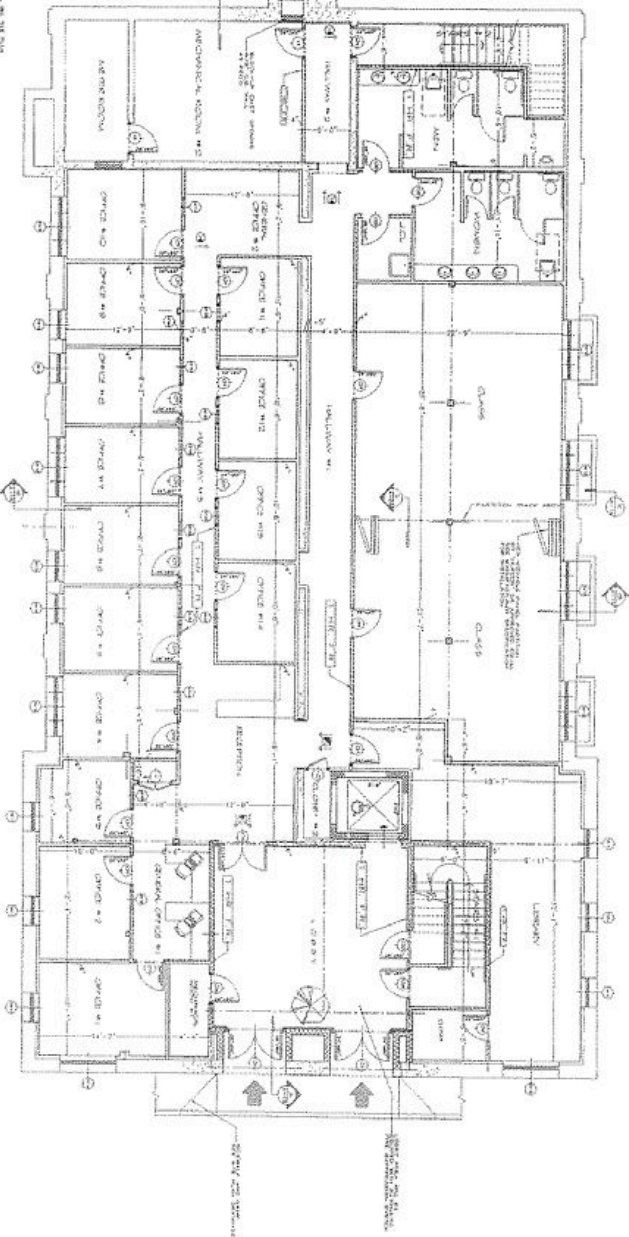
NO.	DATE	DESCRIPTION
1	10-12-2009	ISSUE
2	06-18-2010	REVISIONS

AS NOTED

NOTES:
 ALL EXISTING STEEL JOISTING, STEEL BEAMS, GIRDERS AND ALL CONCRETE FLOOR SLABS SHALL BE REINFORCED AS PER A SPECIAL SPECIFICATION AND SHALL BE CONFORMED TO THE AISC CODE. ALL STEEL SHALL BE A36.
 ALL CONCRETE SHALL BE 3000 PSI STRENGTH AND SHALL BE CONFORMED TO THE ACI CODE. ALL CONCRETE SHALL BE CAST IN PLACE.
 ALL NEW CONSTRUCTION SHALL BE CONFORMED TO THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.



BRICK WALL WITH FIRE-RATED PARTITION ASSEMBLY
 SEE DETAIL ON DRAWING A-10



GROUND LEVEL PLAN

- ROOMS SHALL BE SET OUT AS SHOWN
- FLOOR FINISHES SEE SPEC. A-1.1.1
- WALL FINISHES SEE SPEC. A-1.1.2
- CEILING FINISHES SEE SPEC. A-1.1.3
- MECHANICAL AND ELECTRICAL INSTALLATIONS SHALL BE AS SHOWN
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.

REV. #1 - 10/20

EXISTING BUILDING ALTERATION & CONVERSION PROPOSAL
 TO ACCOMMODATE BUSINESS TRAINING CENTER
 FOR
"micro TECH"
 201 WASHINGTON AVE., BELLEVILLE, IL

NO.	DATE	DESCRIPTION
1	10/20	ISSUED FOR PERMITTING
2	11/15	REVISED PER COMMENTS
3	12/10	REVISED PER COMMENTS
4	01/10	REVISED PER COMMENTS

BOGDAN CYBO CYBULSKI architect AIA
 48 PEARL ST. SUITE 200, CHICAGO, IL 60610 PHONE (312) 475-8436 FAX (312) 475-3441

THE CYBO GROUP p.a.

chp
 ARCHITECTURE
 PLANNING
 INTERIORS

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 who 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

Christ Hospital

76 Palisade Avenue Jersey City, New Jersey 07306

201-795-8200

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

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

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 that 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 orientation 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 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 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.

Criminal Offenses	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
VAWA Offenses	2021	2022	2023
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Arrests	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

