2023-2024

EMERGENCY PROCEDURES GUIDE

Procedures in Times of Emergency

This Guide has been prepared in compliance with various Federal and State Laws and will be updated periodically as required.

EMERGENCY PROCEDURES GUIDE 2022 - 2023

SENIOR STAFF

Name/Title	Campus Extension
Main Campus Number:	**(732) 367-1060**
Rabbi Aryeh Malkiel Kotler *Rosh HaYeshiva (Academic President)*	**4225**
Rabbi Yosef Heineman *Executive Director*	**4321**
Rabbi Moshe Gleiberman *VP, Campus Operations / Emergency Management Coordinator*	**4248**
Rabbi Shraga Kotler *Senior VP, Administration and Campus*	**4279**
Mrs. Batsheva Krupenia *Senior VP, Information Systems*	**4221**
Mr. Levi Israel *Chief Financial Officer*	**4293**

CAMPUS EMERGENCY RESPONSE TEAM

Rabbi Shraga Kotler *Senior VP, Administration and Campus*	**4279**
Mrs. Chanie Jacobowitz *VP, Government Affairs and Compliance*	**4219**
Rabbi Moshe Gleiberman *VP, Campus Operations / Emergency Management Coordinator*	**4248**
Rabbi Yosef Meyer *Director, Dormitory and Students*	**4247**
Rabbi Avrohom D. Feuer *Director, Office of Admissions, Tuition and Development / Disability Services Coordinator*	**4273**
Mr. Mottie Moseson *Director of Facilities / Campus Security Coordinator*	**4271**
Rabbi Yaakov Pollak *Assistant Mashgiach (Associate Dean of Students) and Director, Academic Staff*	**4229**
Rabbi Moshe Rockove *Registrar/Privacy Officer*	**4282**
Rabbi Bentzion Kokis *Student Services Consultant*	**(848) 222-0796**

YESHIVA INFO LINE **(732) 606-4449**

CRISIS INTERVENTION TEAM

The Crisis Intervention Team is responsible for addressing all matters relating to psychological crises.
(Subcommittee of CAMPUS EMERGENCY RESPONSE TEAM)

Name/Title	Campus Extension
Rabbi Shraga Kotler *Senior VP, Administration and Campus*	**4279**
Rabbi Moshe Gleiberman *VP, Campus Operations / Emergency Management Coordinator*	**4248**
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REPORTING EMERGENCY CONDITIONS

If you observe an emergency condition of any kind, call 911 or Lakewood Police Department at (732) 363-0200. New Jersey now supports text-to-911 as well, though this should only be used by hearing impaired individuals, or in a case where being audible would cause danger. After notifying the police, please call Yeshiva's emergency response line at: (732) 367-4692 or send an email or text message to the campus security personnel at: emergency@bmg.edu. You may also flag down any of the BMG Security Officers if you have anything dangerous or suspicious to report or call 732-569-1046 to directly dial the Security Officer on duty.

In the case of a medical emergency, please call Hatzolah Emergency Medical Services (732) 370-3600, or 911. There are also red emergency phones in each *Bais Medrash* which you can pick up to connect directly to Hatzolah. After notifying one of the above emergency response parties, follow up with a call to the Director, Dormitory and Students at (732) 534-2544 and to the Assistant *Mashgiach* and Director, Academic Staff at (732) 740-0045.

For maintenance emergencies call (732) 367-4692.

The Yeshiva will work with all appropriate local, county, state, and federal agencies during any emergency situation.

INCIDENT COMMAND STRUCTURE

The Yeshiva will follow the National Incident Management System (NIMS) and the Incident Command System (ICS) in responding to emergency situations on the campus. The Yeshiva's Campus Security Coordinator is the Director of Facilities. The Campus Security Coordinator will be the Incident Commander. In his absence, the Senior VP, Administration and Campus assumes the role of Incident Commander, and, in his absence, the VP of Administration, assumes the role of Incident Commander. In case of an incident where outside emergency responders are called in, the command structure of the incoming agency will be implemented.

Situations such as fire, threats, acts of violence (terrorism), water contamination and other health issues may or may not provide advance warning. In such cases where the first warning comes from within the facility, all personnel, faculty, and students should immediately give the Campus Security Coordinator the initial details known to them. The Campus Security Coordinator's first duty is to ensure that all appropriate local first emergency responders are notified, including but not limited to:

Lakewood Police Department (732) 363-0200 or 911
Lakewood Fire Department – 911 or pick up red phones
Hatzolah (732) 370-3600
Campus On Call Emergency Personnel: emergency@bmg.edu
First Responders/Township liaison: medalert@bmg.edu
Chemed (732) 364-2144
Chaveirim – (732) 370-2229
LCSW – (732) 367-1212

Once the above parties have been notified, the Campus Security Coordinator will be in touch with the VP of Campus Operations and make the appropriate notification to staff, faculty and students.

EMERGENCY NOTIFICATION PROCEDURES

A. Campus-wide Messages about Emergencies

You will be notified via any of the following methods:

1. *Memunim* (Building Marshals) located in each of our main study halls.
2. Text message – internal text message blast to active students whose numbers are registered with us
3. Email message (staff)
4. PA announcement (staff)
5. Campus Security Coordinator
6. Director, Dormitory and Students
7. Signs/bulletins
8. Local radio station: 107.9 FM

B. Public Information/Emergency Notification Plans

The Yeshiva will notify the public via the following methods in the event of an emergency affecting the public:

1. Local radio station: 107.9 FM

EMERGENCY COMMAND POST LOCATION

Yeshiva has a Primary Command Post which will be set up during warranted emergency situations.

When police arrive they will set up their own Command Center.

Telephone numbers to be used in an emergency when the Command Center is activated:

Information Line: (732) 606-4449.

THREAT AND VULNERABILITY ASSESSMENT

The Yeshiva is following the International Association of Campus Law Enforcement Administrators Threat and Risk Assessment Tool to prevent and deter threats on our campus. All determined threats/risks have been addressed in this Emergency Procedures Guide.

FIRST RESPONSES TO EMERGENCIES

A. Equipment and Facilities Protection/Shutdowns

In the event of a serious emergency, you should shut off any machines with which you are working. The Facilities Department personnel may order a shutdown of Yeshiva*'s* main utilities if a major emergency situation is declared or one is imminent that warrants such a shutdown of the above.

In all cases, the preservation of life and safety takes precedence over the protection of facilities and equipment.

B. Lockdown/Temporary Emergency Shelters/Casualty Stations

The following guidelines are intended to reduce your personal risk in the event of an emergency situation occurring on campus which would require us to go into a Lockdown.

You should immediately:

1. Secure immediate area; close windows, lock and barricade doors
2. Silence cell phones

Contacting authorities:

1. Call Lakewood Police directly at 732-363-0200 or dial 911.
2. Dial Hatzolah 732-370-3600, or pick up one of the red phones
3. Email or text messaging may also be an option if, under the circumstances, you are unable to speak. Emergency email or text messages should be sent to emergency@bmg.edu or text to 911.

If you are outside you should take nearest cover. Stay there until you hear directions to move and continue normal activities. You will be notified via one of the available methods listed in the Emergency Notification Procedures paragraph above.

The Dining Room will be designated as a temporary shelter in case of emergency. Hatzolah command will provide emergency medical stations, upon arrival.

C. Evacuation Procedures

The designated *Memunim* (Building Marshals) will direct evacuation procedures.

1. If a fire alarm sounds, the Building Marshal will assist persons in their assigned area to evacuate the building using the nearest exit.
2. Remain calm; Do NOT push or shove.
3. In case of a fire or fire alarm, use stairwells – do NOT use elevators.
4. Follow the evacuation route posted for the building.
5. When possible, *Roshei Chabura* should collect their list of *talmidim* and assist with escorting *talmidim* out of the building following the instructions of the *Memunim*.
6. If a person with a disability is present, assist the individual in finding a safe refuge (e.g. balcony, lower floor, etc.). Immediately notify the *Memunim*, police, or fire official of that location so that they can act on the situation.
7. No one may re-enter the building until permission is received from the *Memunim*, security, police or fire officials (even if the alarm stops ringing).

D. Evacuation/Relocation Assembly Areas

If possible and safe, students who are able should return to their homes. Students who dorm on Yeshiva premises and/or cannot return home, should proceed to the Dining Room which will be used as a temporary shelter for persons displaced by an emergency incident affecting all of the following buildings. Alternate locations for each building are listed under the particular campus/building. The Senior VP, Administration and Campus will coordinate transportation to the temporary shelters if needed.

SIXTH STREET CAMPUS: (The Hillel & Ettel Beren Building [626 7th St.], The Israel Henry Beren Hall [617 6th St.], /Herzka Building/Bais Yitzchok [605 7th St.], 422 6th Street, The Martin Klein Dormitory [601 6th St.], 650 7th St. Dormitory, , 801 Lakewood Avenue Dormitory

In the event that the Dining Room is unavailable, the *Bendheim Bais Medrash/Maon Zafir* will be set up as a temporary shelter. If either of these locations is unavailable, students and staff should evacuate to the Sixth Street Campus main parking lot.

NINTH STREET CAMPUS: (Bais Sholom and Bais Sholom Dormitory [901 Madison Avenue], Bais Aron [350 10th Street], The Irvington Dormitory [305 9th St.], Irvington Dormitory Annex, 720 Clifton Ave. Dormitory)
In the event that the Dining Room is unavailable or transporting is unsafe, all students and faculty should evacuate to the Clifton & 10th street parking lot.

Forest Avenue Bais Medrash (1075 Forest Ave.) & Carey St. Bais Medrash (400 Carey St.)
In the event that the Dining Room is unavailable or transporting is unsafe, all students and faculty should evacuate to the parking lot.

Joseph and Faye Tanenbaum Student Residence (814 Madison Avenue)
In the event that the Dining Room is unavailable, or transporting is unsafe, all students and faculty should evacuate to the parking lot across Madison Avenue.

Bais Shmuel & Princeton Avenue Upstairs Bais Medrash (655 Princeton Ave.)
In the event that the Dining Room is unavailable or transporting is unsafe, all students and faculty should evacuate to the Bais Medrash parking lot.

Chevrah Lomdei Torah (617 5th Street)
In the event that the Dining Room is unavailable or transporting is unsafe, all students should evacuate to the main parking lot of the Sixth Street Campus.

Tal Torah (621 5th Street)
In the event that the Dining Room is unavailable or transporting is unsafe, all students should evacuate to the main parking lot of the Sixth Street Campus.

Woodlake Campus
In the event that the Dining Room is unavailable or transporting is unsafe, all students and faculty should evacuate to the Bais Medrash parking lot.
The Legion Building (staff) (601 Private Way) and Student Services Center (619 7th Street)
Staff should not go home unless so instructed. All staff should proceed to *Ateres Brocha*. In the event that *Ateres Brocha* is unavailable, staff should evacuate to the Weinstein Simcha Hall located at 617 5th St. In the event that transporting is unsafe, staff should proceed to parking area behind the office trailer.

If the campus is declared closed, evacuate the campus via routes designated by security and/or police officers to the outside locations designated above. All students who can should return to their homes. Busses will be provided for transportation to public transportation and/or to the Princeton Avenue School, when deemed necessary.

E. Evacuation Plan for Persons with Disabilities

All students with disabilities should contact the Disability Services Coordinator at (732) 367-1060 ext. 4273 to discuss necessary arrangements. All Yeshiva employees should notify the HR Department at (732) 367-1060 ext. 4291. The Disability Services Coordinator/HR Department will work with the Executive Administrator and Campus Security personnel to develop an individualized plan to deal with your needs in the event of an emergency evacuation.

F. Shelter-in-Place

In the event of an emergency, for example, where hazardous materials are present, *talmidim* are asked to Shelter-in-Place and remain in the building. All buildings have designated *Memunim*. Please follow the instructions of law enforcement officials, the Campus Security Coordinator, and *Memunim* as they will be the key persons to receive and distribute information on site.

POSSIBLE CAMPUS EMERGENCIES AND BEST RESPONSES

The Yeshiva is required by law to inform you of the following information. Please note that different situations may require different responses. Always utilize your best judgment.

A. Armed Attacker

The following guidelines are intended to reduce your personal risk in the unlikely event that an Armed Attacker is present or suspected. An individual must use his/her own discretion during an event as to whether he chooses to run to safety or remain in place. However, best practices established by nationwide law enforcement departments are listed below.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

- Drop to the ground immediately, face down as flat as possible.
- If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from any gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from the Campus Security Coordinator, *Memunim*, and/or police.

If you are inside a building when an event occurs, and the attacker is outside the office/classroom, you should secure the area as follows:

- Lock and barricade doors
- Close the blinds, turn off the lights, turn off radios, silence cell phones and/or other electronic devices, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If time and conditions allow, block windows, turn off computer monitors
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
- Separate – do not huddle in groups.
- If possible and safe to do so, report the location of any assailant.

If the attacker is within close proximity:

- Lie motionless and pretend to be unconscious.

- Do not attempt to apprehend or interfere with the suspect except for self-protection. An individual must use his/her own discretion about when he or she must engage an attacker for survival.

Before un-securing an area:

- Consider risks before un-securing rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Consider the safety of masses vs. the safety of a few.

Only attempt to rescue people if it can be accomplished without further endangering the persons inside a secured area.

Know all alternate exits in your building.

Contacting Authorities:

- Call Lakewood Police directly at 732-363-0200 or dial 911
- New Jersey now supports text-to-911, which may be a safer option in such a scenario.
- Dial Campus Emergency number at (732) 367-4692. (Be aware that in an emergency situation, the Security number may be overwhelmed.)
- If email or text messaging are options, send them to Yeshiva's emergency email address: emergency@bmg.edu

What to report:

- Your specific location – building name and office/room name/number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (hand gun, bomb, etc.), backpack, identity, if known.

In case of an attack students and staff will be notified via the methods listed above in the Emergency Notification Procedures section.

B. Explosion, Aircraft Down (Crash) on Campus

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. Immediately after the effects of the explosion and/or fire have subsided, notify call 911 and notify the Campus Security Coordinator at (732) 367-4692. Give your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, **ACTIVATE** the building alarm. **PRECAUTION**: You must **ALSO** report the emergency by telephone to ensure local emergency responders have pertinent and accurate information.

4. When the building evacuation alarm is sounded, or when you are told to leave by the Campus Security Coordinator and/or Lakewood police, walk to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Do not panic. Remain calm.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless permitted to do so by the Campus Security Coordinator and/or Lakewood Police or Fire Departments.

C. Civil Disturbances

A Civil Disorder is a planned or unplanned demonstration which may become large and uncontrollable. In some cases, participants could become violent, causing the destruction of property and injury or even death to themselves or observers.

If organized civil disorder occurs, call the emergency response line at 732-367-4692. The Campus Security Coordinator will be responsible for contacting and informing the President/CEO, Rosh Yeshiva, and Senior VP of Campus and Administration. The President/CEO will decide whether to call in Lakewood Police, and the appropriate procedures to implement, depending on the nature of the demonstration/disorder.

D. Hostage Situation

If you see/hear/witness a hostage situation taking place:

- Remove yourself from immediate danger.
- Call Lakewood Police at 732-363-0200 or 911, and then call the emergency response line at (732) 367-4692.
- Provide as much information as possible; i.e., location of incident; number of hostage takers and hostages; physical description and names of the hostage takers (if known); any weapons the hostage takers may have; and your name, location and phone number.

In a direct hostage situation:

- Remain calm, be polite, do not complain, and comply with all orders and instructions.
- Avoid heroics.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance for survival. It is safer to be submissive and obey your captor(s).
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Carefully observe the captor(s) and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captor(s).

- Try to establish a positive relationship with captor(s). Captors are generally less likely to harm those with whom they have a personal connection or respect for.
- If forced to present any type of demands to the authorities, either on tape or in writing, state clearly that the demands are from the captor(s).
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, keep your hands out and visible, bow your head, and stand still. Make no sudden movements that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey instructions given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a hostage taker.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

E. Bomb Threat or Suspicious Package or Device

If you receive a threatening phone call,

- **Do Not Hang Up.**
- Remain calm.

If possible, obtain the following information:

- If you have caller ID display, copy the numbers and/or letters.
- Immediately have someone call:
    - Lakewood Police at 723-363-0200 or 911
    - Call the Emergency response line at (732) 367-4692 from another phone.
    - Give the name, phone number, and room name/number where the bomb threat is received so we can reach you.
- Listen, be calm and courteous. Do not interrupt the caller. Obtain as much information as you can.
- Take notes on exact phrases or statements. Note the time the call is received; the gender of the caller, if the caller has an accent, his or her attitude, if there is any background noises that can help identify where the caller may be located (bells, traffic, etc.). Try to keep the caller on the line as long as possible.
- If you receive a bomb threat, the most crucial information to be obtained from the caller:
    a. When is the bomb going to explode?
    b. Where is it right now?
    c. What does it look like?
    d. What kind of bomb is it?
    e. What will cause it to explode?
    f. Did you place the bomb? Why?
    g. Are there additional devices?
    h. What is your name, your address?
- When possible, it is preferable to use a landline. Cell phones or two-way radios have radio signals which can detonate a bomb.
- Follow instructions of Security/Police on the scene.

Suspicious Package/Item

- In any instance in which a suspicious package or item is observed (e.g., a package, suitcase, knapsack, etc., whose appearance and/or location appears implausible), contact Yeshiva's emergency response line at (732) 367-4692. Staff should let their managers know as well.
- Do not touch or move a suspicious package.
- Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, and strange odors or sounds.
- Leave the threatened facility or area of the suspicious device and go to a place that is out of the line of sight to the threat location and provides shielding (for example, place another building between you and the threat location).
- Go to an assembly area as directed by emergency services personnel.

F. Threatening Messages: Email, Written, or Verbal

Please be vigilant of possible threats. If you are concerned about an individual or a dangerous situation, it is better to err on the side of caution by notifying the appropriate authorities than to remain silent. Yeshiva has resources with which to assess these situations and any individuals of concern. In the event you would like to submit a report during non-business hours, the Emergency response line, (732) 367-4692 is available everyday, 24 hours a day. If you have any questions, please contact the Campus Security Coordinator at extension 4271.

Threatening messages received via e-mail, text or print mail should not be destroyed, altered, or deleted. If you receive a suspicious email or email threat remain calm, call the IT Department at (732) 367-1060, ext. 4290 and Yeshiva's emergency response line at (732) 367-4692.

If the threat is received in writing, the letter or note should be turned over to your manager and/or the Campus Security Coordinator who will relay the information to the proper authorities. The letter or note should be handled as little as possible as it may be useful in the investigation.

If the threat was left on a voicemail, notify the Office Manager at extension 4209 or Campus Security Coordinator at (732) 367-4692 immediately.

Threatening print mail should be reported to the Office Manager at extension (732) 367-1060, ext. 4209.

G. Communicable Disease and Pandemic Occurrence

Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt and spread rapidly. All students must comply with NJ State immunization regulations. NJ State immunization regulations for students have helped to limit, but not eradicate such illnesses. Enclosed is a Quick Reference list of diseases (Appendix D), all of which would be considered communicable diseases and will require the following procedures.

A student who suspects that he may have a communicable disease should see a doctor immediately. The local medical facility, CHEMED, is available to service our students and can be called for an appointment at (732) 364-2144. You may also choose any other local doctor if

you prefer. If you've received a diagnosis that you have a communicable disease, call the Director, Dormitory and Students, (732) 534-2544 immediately.

Students diagnosed with a communicable disease must immediately quarantine from other students. They may not enter any classroom, study halls, dining or dormitory facilities on campus. Students will be offered the necessary medical assistance, and, if necessary, will be transferred temporarily to an infirmary facility, or be given the option of going home until they recover. Food and other supplies will be brought to the student, as necessary. Students need to follow physicians' guidelines for recuperation of the illness, and should remain home or in quarantine until pronounced recovered by their doctor.

If a student is permitted by his doctor to stay in the dormitory, he should still make sure to keep his distance from his roommates. He should not share items such as food, cutlery, etc., and make sure to wash his hands with soap, so as not to further spread the illness/disease.

In the event physical symptoms appear that seem to indicate that a serious communicable disease may be present on campus, the Director, Dormitory and Students will arrange for reporting of that information to Ocean County Department of Health, if necessary. The Department of Health will then advise the Yeshiva concerning the specific measures it should take given the likely identity of the disease and recommended public health protocols.

H. Food-Borne Illness

Nausea, vomiting, cramps, and diarrhea often characterize food-borne illnesses. These symptoms are also sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating should be reported to the Director, Dormitory and Students, (732) 534-2544 immediately.

I. Fire

In the event of fire, or the smell of smoke or gas, evacuate the building quickly and calmly.

Basic Survival Information:

1. Activate the nearest alarm pull station as you leave the building.

2. If you see the fire or smoke condition, immediately call 911, or push the button on a blue phone, and then call Campus Security at 732-367-4692. Give clear and exact information concerning the fire's location.

3. Employees, students and guests should not try to fight fires on their own and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students should not alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.

4. If a fire alarm sounds in one of Yeshiva's buildings, remain calm. Leave immediately by the nearest escape route leading to a fire exit, closing all doors behind you. Do not run. Use the stairs. Never use an elevator during a fire. Follow the directions of the *Memunim* of your building. Respond to every alarm as if it were a real fire.

5. Do not enter an area where there is evidence of smoke or fire. If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor, where the air will be cleanest. Heat and smoke will rise. Hot air can scorch your lungs, and smoke may contain toxic fumes. Take short breaths, and if possible, cover your face with a cloth (preferably damp), and breathe through your nose.

6. Test doorknobs and spaces around the door with the back of your hand. If the door or doorknob is warm, try another escape route. If it is cool, open it carefully, keeping your head to one side to avoid a blast of hot air. Slam it shut if smoke pours through.

7. If clothing catches fire: "Stop, Drop, and Roll" until the flames are extinguished.

8. Once you have exited the building, stay out. Under no circumstance are you allowed to re-enter a building that is in alarm. Re-entry can only be made after an "all-clear" signal is given by the Fire Department and the fire alarm system is re-set.

9. If you are trapped, call 911, if possible, and tell them your location. Seal doors with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.

Each campus building has a designated evacuation area listed on pp. 7-8. After you have left the building, go to the pre-designated evacuation area and remain there. If you are not aware of where the evacuation area is, stand at least 150 feet from the building. At the evacuation area, when possible, *Roshei Chabura* and managers should account for their students/personnel and immediately report to the Fire Department and/or the Director of Facilities any unaccounted students/personnel.

Special attention by other building occupants should be given to any persons with disabilities, visitors or those unfamiliar with the building.

J. Explosion

Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. If you suspect that an explosion has occurred:

- Immediately evacuate the building as quickly and calmly as possible.
- Activate the nearest alarm pull station as you exit.
- In the event of fire or smoke, refer to the Fire Evacuation procedures.

K. Loss of Essential Utility

Whether an emergency condition exists alone or in conjunction with another emergency situation, one or more campus utilities may cease to function. These include water, heat/air-conditioning, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported immediately to the emergency response line at: (732) 367-4692.

Generally, the loss of one or more such utilities for a brief period of time can be tolerated. The campus will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding Yeshiva, may result in a decision to temporarily close the affected buildings. You

will be notified via one of the available methods listed above in the Emergency Notification Procedures section. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a quick evacuation of affected areas will take place supervised by the *Memunim* of each building or Incident Commander. There will also be a sign on the door notifying students and/or staff that the building is closed.

L. Hazardous Materials (Hazmat) Release (Nuclear, Biological or Chemical Hazard)

An incident involving the release of hazardous nuclear, biological or chemical agents can occur as the result of accidents or attacks. It may affect only a single building, a portion of campus, the entire campus or the entire region.

Outdoor Hazmat Release

- Report any HAZ-MAT release to 911, or pick up a red phone and then call the Emergency response line at: (732) 367-4692.
- Distance yourself from the location of the incident and seek shelter indoors as soon as possible. An aboveground, interior room with the fewest doors and windows is best.
- Close all doors and windows, and seal preferably with plastic and tape or with towels, clothing, etc.
- Shut off air conditioners, fans and heating systems.
- Stay inside and monitor information sources 107.9 FM (as required legally for public notification), Yeshiva Information line (732) 606-4449. Do not leave until advised that it is safe to do so or you are instructed to evacuate.
- If exposed to a chemical agent or if you have trouble breathing, use a simple filter by covering your face and breathing through your clothing, a towel, etc.
- Do not eat or drink anything uncovered.
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible. Seal contaminated clothing in a plastic bag for disposal.
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or if you believe you were exposed to a contaminating agent.

Indoor Hazmat Release

- If you become aware of the release of a hazardous or possibly hazardous substance within a building, report the release to 911, or pick up a red phone followed by a call to the Yeshiva Emergency response line at (732) 367-4692.

- Exit the building. Avoid passing through the contaminated portion of the building while exiting. Inform others along your escape route of the hazard and need to evacuate.

- Meet responding public safety personnel and/or campus security coordinator. Provide details such as location of the release, effects of the substance, etc.

- Once outside the affected building report exposure to the emergency responders so that you can receive medical attention and/or be decontaminated.

M. Flood and Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

- If a water leak occurs call Facilities at extension 4271 or the Emergency response line at (732) 367-4692.

- Advise the dispatcher of the location and severity of the leak. Indicate whether any valuables, personal property, archival materials, or books are involved, or are in imminent danger.

- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger from electricity, evacuate the area.

- When moving through wet or flooded areas use caution to avoid slipping.

N. Medical Emergencies

Do NOT attempt to move a seriously injured person unless there is a life threatening situation.

- Call 911, or pick up a red phone, or call Hatzolah at (732) 370-3600 immediately and let them know the specific location of the victim (building and room name/number).

- If you are calling from a cell phone give your name, location, and phone number.

- Provide as much information as you can about the nature of the illness or injury, whether or not the victim is conscious, etc.

- Do not hang up until instructed to do so by the emergency operator.

- Return to the victim, administer first aid whenever possible, and remain there until emergency personnel arrive.

- Have someone wait outside to direct the emergency personnel where to go.

- Please contact the Director, Dormitory and Students at (732) 534-2544 or Assistant *Mashgiach* and Director, Academic Staff at (732) 740-0045; either of them can assist with directing the ambulance when it arrives on campus.

- There are defibrillators throughout the campus. They can be found:
    - **Legion Building**:
        - Main Lobby
    - **Israel Henry Beren Hall**:
        - Dining Room
        - First Floor Coatroom
        - Third Floor Chaburah Center Hallway
    - **Hillel & Ettel Beren Building**: Main floor coatroom
    - **Bais Shmuel & Princeton Avenue Upstairs Bais Medrash**: Downstairs, outside the Bais Medrash
    - **Bais Aron**: 10th Street side Coat room (by the sink)
    - **Binyan Herzka/Bais Medrash Bais Yitzchok:** First floor Coat Room (left side, near first entrance)
    - **Carey Street Bais Medrash**: in the lobby (on the Madison Ave. side)
    - **Madison Avenue Dormitory**: Main Lobby (on the Madison Ave. side)
    - **Forest Avenue Bais Medrash**: Main Hallway (by the entry to the washroom)
    - **Bais Shalom**:
        - 10th Street Coatroom
        - 9th Street Lobby

Only a person who has successfully completed and holds current certification from the American Red Cross, American Heart Association or other training program recognized by the New Jersey Department of Health & Senior Services in cardiopulmonary resuscitation and use of a defibrillator may use the defibrillator.

Any person who uses a defibrillator shall request emergency medical assistance from the appropriate first aid, ambulance or rescue squad as soon as practicable.

Hatzolah has been informed that Yeshiva has defibrillators, and of the type and location of each of our defibrillators.

A student with a medical condition should advise the Director, Dormitory and Students, (732) 534-2544, of his condition. All such information will be held in strict confidence in accordance with FERPA rules and regulations.

It may be helpful to clear the area of spectators. If medical transport to an area hospital is not deemed necessary by medical personnel, assist the victim in securing a safe means of transportation home if she/he is unable to drive. Phoning friends or relatives of the individual, whom she/he has given you permission to contact, may accomplish this.

O. Mental Health Crisis

A mental health crisis is defined as a sudden, severe emotional disturbance, which may be characterized by the following symptoms or warning signs: risk or threat of harm to self, others or property; bizarre behavior; extreme confusion; nervousness or sadness; uncontrollable behavior; and/or drug or alcohol overdose.

Concern for the physical well-being of the individual and others is the top priority in addressing this type of emergency. Should you witness a mental health emergency, clear the area of

spectators and contact Hatzolah immediately at (732) 370-3600, followed by the Director, Dormitory and Students at (732) 534-2544.

If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern to the Assistant *Mashgiach* and Director, Academic Staff at (732) 740-0045, or the Director, Dormitory and Students at (732) 534-2544.

P. Serious Crime

If you observe a crime being committed against persons or property, do not try to personally intervene. Call 911, or call the Lakewood Police Department (732) 363-0200 to assist.

- If possible, immediately obtain a detailed description of the criminal.
- Isolate the threatening individual if it is safe to do so.
- If unsafe, disengage and evacuate the area
- If involving an employee - notify his or her supervisor.
- Do whatever is responsible to keep other students/employees from potential harm.

Q. Trapped in Elevator

Use the emergency phone located within the elevator which will call out to service the elevator and call emergency responders when necessary.

R. Weather Emergency

The most likely weather emergencies that affect our region are snow, ice, tornadoes, hurricanes or blizzards. In each case, adequate warning is likely to be available in advance. Yeshiva's closing procedure will be invoked when it appears health and safety could be compromised. Weather emergencies will be communicated through radio stations and on Yeshiva's information line (732) 606-4449. Necessity is determined by Yeshiva's Administration.

In case of snow, parking lots may be closed until they are cleared of snow.

If high winds occur while you are on campus, you should move away from the windows, taking refuge in interior areas. In all instances, everyone should use care and good judgment in making a decision about traveling to/from campus.

Tornado, Hurricane:

A tornado or hurricane watch means conditions are right for the development of such a storm. A tornado or hurricane warning means that a storm is likely.

- Stay informed. If the storm should affect the campus, information will be broadcast to the Community via Yeshiva's Information line at: (732) 606-4449 or Radio 107.9 FM (as required legally for public notification), and all local and regional radio stations.
- Secure the area. At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down. Close windows.
- Shelter or evacuate. Depending on the nature of the weather incident, an order will be issued to either shelter in place or evacuate the campus. Stay informed and follow the directions issued by public safety and Yeshiva officials.

S. Continuity of Operations

The Yeshiva has established operations continuity plans:

- Yeshiva has a generator on campus. The Beren Building and the Herzka Building will have the ability for operations to continue and will handle as much of the overflow of other *Botei Medrashim* as possible. Portable generators may be used at other locations as well.

- Information Technology has an established plan for preserving computer data. Yeshiva maintains a backup of all data. In case of network outage or destruction, Yeshiva will restore hardware and software at an alternate location for continuity of operations.

- An offsite location is maintained at the ready to be activated as a command center in the event of an emergency, with access to BMG's computer and camera networks. Those who need access to the Emergency Command Center may contact the VP for Campus Operations or the Campus Security Coordinator for more information and access.

T. After Action Reports

The Yeshiva will conduct after action debriefings of major incidents as appropriate with members of the Campus Security Team and Yeshiva officials. Reporting of the debriefing will be documented and used for future training and future improvements.

U. Timely Warning / Emergency Notification Policy

The Yeshiva's Vice President of Campus Operations, in consultation with the Vice President of Government Affairs and Compliance or his/her designee, is responsible for issuing timely warnings and/or emergency notifications in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information on crimes considered to be a threat to other students and employees, or regarding any emergency situations should report the circumstances to the VP of Campus Operations, at (732) 367-1060 ext. 4248, or in person to his office on the third floor of the Israel Henry Beren Building. The Yeshiva has a working relationship with local law enforcement agencies regarding notification of such crimes. As soon as possible after the incident is reported, a meeting will be held that will include the aforementioned parties, to discuss if and when a timely warning or emergency notification should be issued. The decision to issue a timely warning or emergency notification shall be decided on a case by case basis in compliance with the Clery Act and will consider all available facts. The timing of the timely warning or emergency notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The scope of whom the notification will be sent out to will factor whether the threat is targeted to a specific building, campus, etc. or effects the entire school.

Procedure:

When a determination has been made that a timely warning should be issued, the VP of Campus Operations will publicize this to students and faculty and staff by taking one or more appropriate steps to ensure timely notification:

- Through the *Memunim.*
- Invoking the text notification system. **To ensure that you receive emergency alerts via this system, make sure you have submitted your cell phone number to our office.**

You may contact the Registrar's office at 732-367-1060 x ???? if you would like to add your number or confirm if you are in the system.

- Issuing an email of the timely warning / emergency notification.
- Printing and posting written warnings on all Yeshiva campus bulletin boards.
- Posting the warning on 107.9 FM. (as required legally for public notification)
- Such warning(s) may include, but are not limited to, the following information: Type of crime, date, time occurred, location and any suspect information.

All precautions will be taken to ensure that information which identifies the victim will be removed from the report, as long as this does not otherwise interfere with the safety of others.

GLOSSARY

Bais Medrash (singular) *Botei Medrashim* (plural) ..... Study Hall(s)
Mashgiach ..... Dean of Students
Memunim ..... Building Marshals
Pikuach Nefesh ..... Life-threatening emergency
Rosh Yeshivah ..... Dean of College
Roshei Chaburah ..... Lecturers
Talmidim ..... Students

APPENDIX A – EMERGENCY CONTACT INFORMATION

Name	Title	Office number / extensions	Cell phone number
Main Campus Number		(732) 367-1060	
Emergency Line		(732) 367-4692	
Yeshiva Info Line		(732) 606-4449	
Security Officer on Duty			732-569-1046
Mr. Mottie Moseson	Director of Facilities	4271	
Rabbi Yaakov Pollak	Assistant Mashgiach & Director, Academic Staff	4229	(732) 740-0045
Rabbi Shraga Kotler	Senior VP, Administration and Campus	4279	
Rabbi Yosef Meyer	Director, Dormitory & Students	4247	(732) 534-2544
Rabbi Moshe Gleiberman	VP of Campus Operations	4248	(848)525-8900
Emergency Email Address		emergency@bmg.edu	

Memunim - Building Marshals

Location	First Seder	Second Seder
Bais Aron	R' Nuriel Askarinam	R' Nuriel Askarinam
Bais Shalom	R' Nuriel Askarinam	R' Nuriel Askarinam
Bendheim Bais Medrash/Maon Zafir	R' Eliezer Gordon	R' Eliezer Gordon
Klein Gestetner Bais Medrash	R' Eliezer Gordon	R' Eliezer Gordon
Zemel Bais Medrash	R' Eliezer Gordon	R' Eliezer Gordon
Bais Shmuel	R' Yechiel Feigelstock	R' Yechiel Feigelstock
Forest Avenue Bais Medrash	R' Yisroel Hamel	R' Yisroel Hamel
Carey Street Bais Medrash	R' Yisroel Hamel	R' Yisroel Hamel
Herzka Building/ Bais Yitzchok	R' Eliezer Gordon	R' Eliezer Gordon
Kleinbard Alumni Bais Medrash	R' Nuriel Askarinam	R' Nuriel Askarinam
Ateres Brocha	R' Shaya Steinfeld	R' Osher Jacobs
Rubinstein Ezras Nashim	R' Zev Reis	R' Zev Reis
Woodlake	R' Moshe Stein	R' Moshe Stein

APPENDIX B – EMERGENCY PHONES AND LOCATIONS
Pikuach Nefesh (Red) & Important (Silver)

Pikuach Nefesh phone (Red)		
Name of Building	**Phone Number**	**Location**
Bais Aron	732-730-1826	9th Street side, dial 12 10th Street side, dial 11
Bais Shalom	732-367-1820	Coatroom
Binyan Herzka	732-901-2200	Coatroom
Bendheim Bais Medrash/Maon Zafor	732-364-3131	upstairs lobby
Israel Henry Beren Hall	732-886-0691	Downstairs near coatroom
Carey Street Bais Medrash	732-363-3548	Hallway near washroom
Forest Avenue Bais Medrash	732-901-0192	Hallway near coffee room
Bais Shmuel	732-363-1741	Hallway near coffee room
Chevra Lomdei Torah	732-363-1520	Second Floor

Important phone (Silver)		
Name of Building	**Phone Number**	**Location**
Bais Aron	732-730-1827	Coatroom
Bais Shalom	732-364-4212	Coatroom
Binyan Herzka	732-901-6200	Coatroom
Bendheim Bais Medrash/Maon Zafor	732-363-7097	Upstairs coatroom
Israel Henry Beren Hall	732-363-7056	Downstairs near coatroom
Carey Street Bais Medrash	732-363-3547	Front Lobby
Forest Avenue Bais Medrash	732-363-0278	Hallway near coffee room
Bais Shmuel	732-363-1742	Coffee room
Chevra Lomdei Torah	732-363-1520	Second floor

APPENDIX C – LIST OF OUTREACH NAMES AND NUMBERS

Following is a list of various phone numbers which may be helpful to our Talmidim who need any kind of medical or social services assistance. This list is provided for information purposes only:

Bikur Cholim, If you need advice regarding medical care, or assistance while in a hospital or other medical facility; including, but not limited to food, transportation, or other care, call Lakewood Bikur Cholim at: (732) 905-3020.

CHEMED (Center for Health, Medicine and Dentistry). CHEMED can assist our Talmidim with services in the following areas: general health, dentistry and mental health. To schedule an appointment, call CHEMED at (732) 364-2144.

LRRC (Lakewood Resource and Referral Service). The Lakewood Resource and Referral Center is a neighborhood social services center. The LRRC provides assistance with information and referral, entitlement screening, advocacy and problem resolution, case management, crisis intervention, translation services, and immigration assistance. To schedule an appointment, call (732) 942-9292.

LCSC (Lakewood Community Services Corporation), The LCSC is a community and social service agency that provides a large array of services in Lakewood, NJ. Current programs include: Services for the Elderly, Youth Programs, Mental Health Counseling and Case Management, Economic Development and more. For further information or assistance, call (732) 901-6001.

Ocean County Board of Social Services. The Ocean County Board of Social Services provides eligible county residents with financial, medical, and social services assistance. Assistance can be granted for emergency circumstances, as well as to meet ongoing needs. For an appointment, call (732) 370-8854 or (732) 349-1500.

Ocean County Department of Human Services. The Ocean County Department of Human Services was established to initiate and support program development to address human services needs in Ocean County. The Department is comprised of the Human Services Advisory Council, the Mental Health Board, Office for Individuals with Disabilities, the Children's Interagency Coordinating Council and more. For assistance, call (732) 506-5374.

Ocean County Board of Health. The Ocean County Health Department provides a wealth of important information and services to the residents of Ocean County, New Jersey, including health clinics, educational opportunities, and community health services. For more information, call (732) 341-9700.

Relief Resources. Relief Resources is a non-profit organization that provides multiple services to individuals including referrals to qualified mental health professionals. For assistance, call (732) 905-1605.

General Emergency Numbers:

Lakewood Police Department. (732) 363-0200

Hatzolah. To be used for medical emergencies only: (732) 370-3600

Poison Control. 1-800-222-1222

LCSW. Emergency Number (732)367-1212
Non-emergency number (732) 367-LCSW (5279)

Chaveirim. (732) 370-2229

APPENDIX D – LIST OF COMMUNICABLE DISEASES

- Amoebiasis
- Animal bites treated for rabies
- Anthrax
- Arboviral diseases
- Babesiosis
- Botulism
- Brucellosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diphtheria
- Ehrlichiosis
- Escherichia coli
- Foodborne intoxications
- Giardiasis
- Haemophilus influenzae
- Hansen's disease
- Hantavirus pulmonary syndrome
- Hemolytic uremic syndrome
- Hepatitis A
- Hepatitis B
- Influenza
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Measles
- Meningococcal invasive disease
- Mumps
- Pertussis
- Plague
- Poliomyelitis
- Psittacosis
- Q fever
- Rabies
- Rocky Mountain spotted fever
- Rubella
- Salmonellosis
- SARS-CoV disease (SARS)
- Shigellosis
- Smallpox
- Staphylococcus aureus
- Streptococcal disease
- Streptococcus pneumonia
- Tetanus
- Toxic shock syndrome
- Trichinellosis
- Tularemia
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)
- Yellow fever
- Yersiniosis