

**FDU OFF-CAMPUS ACTIVITY
EMERGENCY RESPONSE PLAN SAMPLE TEMPLATE***

**This is a SAMPLE EMERGENCY PLAN TEMPLATE. Each activity will require emergency components specific to the activity. Trip Leaders, activity coordinators and departments should modify this template for their off-campus activity.*

ACTIVITY TITLE & DATES:

CONTACT INFORMATION

FACULTY AND STAFF

<i>NAME, TITLE</i>	<i>EMAIL ADDRESS</i>	<i>CELL PHONE</i>	<i>FAX</i>	<i>ADDRESS</i>

STUDENTS/OTHER PARTICIPANTS

<i>NAME</i>	<i>EMAIL ADDRESS</i>	<i>CELL PHONE</i>	<i>EMERGENCY CONTACT</i>	<i>PHONE/CELL/EMAIL/ ADDRESS</i>

EMERGENCY CONTACT INFORMATION

<i>TYPE</i>	<i>PHONE</i>	<i>ADDRESS</i>	<i>COMMENTS</i>
Emergency	911		In emergencies use your best judgment and never be afraid to call 911. While traveling, cell 911 call go to the nearest tower. Be prepared to provide your specific location information as well as type of emergency.
Hospital			Nearest medical facility for activity location.
Ambulance			If not dispatched through 911.
Police/Highway Patrol			Call 911 on cell phone for auto accidents on highways.
Fire Department			Nearest fire/emergency response for activity location
Campus/Department Contact			This should be an individual familiar with the trip and capable of assisting in an emergency.
Campus Public Safety	Direct:		Campus police dispatchers can locate faculty/staff, the Emergency Response Team, Integrated Communications, Legal and Student Life after hours and on weekends. Enter your campus-specific information.
FDU Transportation			Contact for issues with University vehicles.

EMERGENCY RESPONSE PLAN PROCEDURES

- Call 911 for life- or limb-threatening emergencies
- Crime
 - **If urgent, call 911**
 - Contact local police for non-urgent crimes
- Weather-related emergencies
 - Address likely weather issues
- Auto accidents or breakdown
 - Contact the law enforcement agency with jurisdiction over the accident location
 - University Owned, Leased or Rented vehicles: contact Public Safety
 - Personal vehicles: contact local or insurance-provided assistance
 - If injuries or death, follow injuries/death emergency procedures (below)
- Loss or damage to FDU property:
 - Contact local law enforcement to file a police report
 - Contact Campus Public Safety
 - Contact University Risk Management to file claim and get further direction
 - Keep property (do not discard) until advised by URM.
 - If critical to trip, determine replacement criteria (sources, timeline, funding)
- Loss or damage to personal property of participant
 - NOTE: FDU insurance does not cover personal property
 - If critical to trip, determine ability to replace and how soon
- Behavioral issues
 - Follow campus procedures for behavioral issues. Call on-campus department trained contact(or Campus Public Safety with 24x7 availability)
 - If placing other participants/employees in danger, contact local police
 - For non-work related participant injury or illness, follow your health provider guidelines
 - Call 911, go to urgent care, or administer first aid, as appropriate
- Leader injury, illness, or death
 - Call 911, go to urgent care, or administer first aid, as appropriate
 - Co-leader or assistant leader assumes the lead
 - Consider participants safety during emergency and after if leader cannot continue
 - Contact Campus Public Safety for guidance and assistance with notifying other campus stakeholders for assistance with the emergency
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk
- Claim reporting:
 - Report work related injuries or illnesses to Employee Benefits Manager in Human Resources, 201-692-2704
 - Report auto, general liability, or property losses to University Risk Manager, 201-692-7083
 - For additional claim information contact University Risk Manager at 201-692-7083