

UNIVERSITY RUTGERS POLICY

Section: ~~30.1.1~~

Section Title: ~~Environmental Health & Safety~~

Policy Name: ~~Safety Policies and Guidelines~~

Formerly Book: ~~5.1.1~~

Approval Authority: ~~Senior Vice President for Finance and Administration~~

Responsible Executive: ~~Senior Vice President for Finance and Administration~~

Responsible Office: ~~Division of Public Safety~~

Originally Issued: ~~2/64~~

Revisions: ~~11/98~~

<u>Policy Name:</u>	<u>Safety Policies and Guidelines</u>				
<u>Section #:</u>	<u>30.1.1</u>	<u>Section Title:</u>	<u>Administration and Public Safety</u>	<u>Formerly Book:</u>	<u>5.1.1</u>
<u>Approval Authority:</u>	<u>Executive Vice President, Strategic Planning and Operations & COO</u>		<u>Adopted:</u>	<u>2/64</u>	<u>Reviewed:</u> <u>2/27/2017</u>
<u>Responsible Executive:</u>	<u>Executive Vice President, Strategic Planning and Operations & COO</u>		<u>Revised:</u>	<u>11/98; 2/27/2017</u>	
<u>Responsible Office:</u>	<u>University Public Safety</u>		<u>Contact:</u>	<u>policies@publicsafety.rutgers.edu</u>	

1. Policy: Statement

~~30.1.1 SAFETY POLICIES AND GUIDELINES~~

~~— A. General Policy:~~

~~(1) There shall be a Department of University Public Safety; the head of which shall be the Executive Director of Public Safety / Chief of University Police.~~

~~It shall be the policy of the university that student, visitor, and staff safety be a principal consideration in every campus activity. It shall be the university's aim to build structures, plan activities, and~~

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perform tasks so that the possibility of accidental injury is reduced to a minimum. Further, it will be the purpose of the university and its faculty and staff to develop a positive attitude towards safety among all members of the university family.

2. ~~(2)~~ **Reason for Policy**

To codify the policy of Rutgers, The State University of New Jersey concerning safety and security and the establishment of University Public Safety.

3. **Who Should Read this Policy**

All members of the university community.

4. **Resources**

University Policy 30.1.3 – Emergency Services (<http://policies.rutgers.edu/3013-currentpdf>)

University Policy 30.1.7 – Emergency Management (<http://policies.rutgers.edu/3017-currentpdf>)

University Policy 30.3.1 – Police Department (<http://policies.rutgers.edu/3031-currentpdf>)

5. **The Policy**

I. University Public Safety

University Public Safety shall consist of the following:

1. Rutgers University Police Department;

2. Rutgers University Emergency Services; and

3. Office of Emergency Management.

II. Safety & Security at Rutgers

Deans, department heads, and other supervisors are to be continuously cognizant of the safety needs of their personnel, and initiate necessary preventive measures to control hazards associated with activities under their direction. It is essential that all supervisory personnel accept this responsibility for the safety of all persons coming into their areas and for the safety of all personnel under their jurisdiction. It is further requested that safety be incorporated as an integral part of all courses in which there is a hazard of accidental injury such as in the classrooms, laboratories, or shops.

B. ~~_____~~ **Guidelines:**

In the implementation of this safety policy, it is urged that the advice of the various campus safety committees and the services of ~~the Division of~~ University Public Safety be used at every opportunity. Staff members who wish to learn more in detail about the safety and accident prevention programs of the university should contact ~~the Division of~~ University Public Safety and/or ~~the Department of~~ Rutgers Environmental Health and Safety.

~~C. Evacuation of Campus Buildings:~~

- ~~(1) A fire emergency exists whenever a building fire evacuation alarm is sounding; an uncontrolled fire or imminent fire hazard occurs in any building; there is an uncontrolled release of a hazardous material; or there is the presence of smoke, or the odor of burning.~~

~~Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding.~~

~~It shall be the responsibility of every person to immediately leave a university building whenever the fire alarm is activated or a fire emergency exists. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.~~