



THE COLLEGE OF NEW JERSEY
Campus Police Department/Emergency Preparedness

Standard Operating Procedure

Subject: Campus Closure Procedures: Weather & Emergency Events

Standard Operating Procedure Number: 23-1

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Approved By: TCNJ College Emergency Management Team (CERT)

1.0 PURPOSE

The procedures outlined herein define The College of New Jersey's on-campus response to emergencies, including severe weather events. These procedures encompass the roles and responsibilities of College administrators and staff in such situations.

2.0 SCOPE

This Standard Operating Procedure is in effect for the safety and well being of all members of the college community.

3.0 DEFINITIONS

- Inclement Weather (or other adverse situation) - An actual or imminent change in weather or other conditions serious enough to disrupt all or a portion of college operations (N.J.A.C. 4A-6-2.5). Inclement weather includes conditions that make travel potentially hazardous but do not warrant a Weather Alert or Weather Emergency declaration.
- Delayed Opening - A delayed opening may occur for some employees if weather conditions require delaying the workday's start to prepare facilities. Staff designated as Essential Services Personnel and who start after the delayed opening are not affected by a delayed opening.
- Weather Emergency - Campus Closed - A Weather Emergency involves hazardous weather where travel poses an imminent danger in the College's geographic area. The Provost/Vice-President of Academic Affairs and/or the President declare emergencies and campus closures.

- Weather Alert - A Weather Alert is issued for a specific period, partial, or full day when severe weather (snowstorm, hurricane, flood, etc.) makes travel difficult in the College's area. During a Weather Alert, the College aims to remain open and provide normal services. Alerts are declared for the Campus by the Provost and Vice-President of Academic Affairs and/or the President.
- Remote Work - Remote work during weather events may be authorized by the Provost /Vice-President of Academic Affairs, and the President, or a designated representative. Remote work may be announced in the event of a campus closure or delayed opening due to a Weather Emergency or Weather Alert, as defined in these procedures.

4.0 Campus Closures and New Jersey State of Emergency Declarations

A State of Emergency (SOE), declared by the Governor under the Emergency Management Act (N.J.S.A. App. A:9-33 et seq.), is a broad legal tool. This declaration grants the Governor the temporary power to restrict travel, control traffic, or order evacuations across the state.

This declaration of a State of Emergency **DOES NOT** automatically close TCNJ or New Jersey State Offices.

A. TCNJ Operating Status (The Critical Difference)

TCNJ's operating status (e.g., campus closure, delayed opening) is determined solely by the Governor's specific administrative directive regarding the closure of the Executive Branch Offices.

- If the Governor declares a State of Emergency but **does not** explicitly state that "Non-Essential State Offices are closed," then TCNJ remains officially open and operational unless directed otherwise by the Provost and/or President.
- The College **closes only when the Governor's directive includes the specific language closing State Executive Branch Offices and under the direction of the Provost and/or President.**

This distinction is necessary because a State of Emergency may be geographically specific or limited to issues that do not affect campus operations (e.g., coastal flooding), while the closing of State Offices is a targeted administrative action that triggers the activation of TCNJ's closure policy. The closure of state offices is a specific action that is either authorized or included within the emergency declaration itself.

5.0 PROCEDURE

A. Evaluation of Conditions

The Emergency Preparedness Manager is responsible for obtaining and coordinating the dissemination of information related to weather events and other emergency situations to College administrators. This includes pre-planning for known events and immediate, unforeseen events.

In anticipation of inclement weather, the Emergency Preparedness Manager will gather information on the probability, duration, and impact of the event.

B. Information Sources

- Campus Facilities condition reports
- Campus Police condition reports
- Open media sources (local news stations)
- National Weather Service
- Campus, local, county, and state authorities (including NJ OEM and Mercer County OEM)
- Public Safety administrators at nearby institutions
- Other internal TCNJ resources as required

The Emergency Preparedness Manager will share this information with College administrators in preparation for a teleconference to determine the campus's operational status.

C. Teleconference

The Emergency Preparedness Manager will generally schedule a Zoom conference call for 5 AM on the morning of the impending event to discuss current and expected conditions (exact time for the call will be dictated by upcoming weather conditions)

The following individuals will be invited:

- Provost and Vice President for Academic Affairs (Team Leader)
- Chief of Staff/Secretary to the Board of Trustees
- Vice President of Operations
- AVP of Communications, Marketing & Brand Management/Assistant Director of Media Relations
- Associate Vice President of Facilities
- AVP of Public Safety and Emergency Services (Campus Police)
- Director of Campus Police (Campus Police)
- Associate Vice President for Student Affairs, Student Development
- Director of Athletics
- Director Conference and Event Services
- Associate Vice President for Student Affairs/Dean of Students

- Executive Director of Residential Education, Housing & Dining

D. Discussion Points

The discussion will focus on the safety of students, faculty, staff, and other campus stakeholders. Factors to be considered include:

- Amount of snow or rain falling or predicted
- Probability of flooding, downed trees/wires, power outages
- Icy conditions
- Outside temperatures
- Wind and blowing snow impact
- Rush hour considerations
- State or local emergencies
- Whether a delayed opening would allow for adequate clearing

E. Decision

After conferring, the Provost/Vice President for Academic Affairs will decide whether TCNJ will:

- Remain Open
- Have a Delayed Opening
- Close the Campus
- Issue a Weather Alert (Campus Remains Open or Remote Work)

F. THIS DECISION RESTS SOLELY WITH THE PROVOST AND/OR PRESIDENT

(Refer to the Essential Employee Attendance Plan for specific reporting requirements)

As noted, the Zoom meeting start time may be adjusted based on the event's timing and duration.

6.0 AUTHORIZATION AND PERSONNEL

A. Emergency Preparedness Manager

Pre-Event:

- Gather information on potential emergency situations
- Coordinate dissemination of information to administrators.
- Schedule and coordinate the teleconference.

During the Event:

- Receive updates from divisions and offices on remediation efforts.
- Continue monitoring weather and government reports.
- Coordinate and document information (status reports).
- Share information via email, text, and phone.
- Gather costs and resource utilization data.
- Prepare an after-action report.
- Notify the AVP of Public Safety and Emergency Services (Campus Police) of costs and resource usage.

B. Provost and Vice President for Academic**Affairs Decision-Making:**

- Make the final decision on campus operational status (open, closed, delayed opening, remote work).
- Direct the Emergency Preparedness Manager to schedule future updates and meetings if needed.
- Direct the Office of Communications to execute communication plans

C. Chief of Staff/Secretary to the Board of Trustees

- Keep the President and Board of Trustees informed of campus efforts and conditions

D. Vice President of Operations

- Approve resource use and expenditures

E. AVP of Communications, Marketing, and Brand Management/Assistant Director of Media Relations

- Communicate Provost's decisions to the campus community via various channels
- Receive condition updates and confer with the Emergency Preparedness Manager
- Direct general inquiries to the TCNJ website and forward specific concerns to the appropriate department

F. Associate Vice President of Facilities

- Receive condition updates from Facilities team members
- Evaluate internal campus risks
- Coordinate with Emergency Preparedness Manager for support
- Execute the emergency recovery plan
- Communicate decisions to TCNJ Facilities and TSCC teams

G. AVP Of Public Safety & Emergency Services/Director of Campus Police

- Receive condition updates and advise the Emergency Preparedness Manager on resource needs
- Receive updates on local roads and transportation
- Coordinate with local/state emergency services
- Coordinate with Associate VP Facilities for after-hours notifications and callouts
- Direct snow plow utilization during the event to ensure emergency access

H. Associate Vice President Student Affairs, Student Development

- Determine the impact on the Student Center
- Communicate the impact to affected groups
- Determine the impact on Recreation, and Student Events
- Communicate the impact to those groups

I. Director of Athletics

- Determine the impact to Student Athletics
- Maintain safe egress from Athletic Recreation Center and Lion's Stadium
- Provide condition updates to Associate VP Facilities
- Maintain cost and material accounting
- Ensure material replenishment

J. Director Conference and Event Services

- Determine the impact on campus events
- Communicate directions to Conference and Event Services staff

K. Associate Vice President for Student Affairs, Dean of Students

- Ensure the safety and well-being of all students during severe weather events.
- Coordinate with various departments (Public Safety/Campus Police, Facilities, Student Health Services, Counseling & Psychological Services, etc.) to manage the situation effectively.
- Communicate clearly and timely with students, staff, and parents regarding the situation and any necessary actions.
- Coordinate with Public Safety/Campus Police to address any safety concerns or incidents.

L. Executive Director for Residential Education, Dining and Housing

- Ensure the safety and well-being of all residential students during severe weather events.
- Coordinate with various departments Public Safety/Campus Police (ADD), Facilities, to manage the situation effectively.
- Determine impact on Residential Education, Dining, and Housing

- Communicate with affected groups.

M. Director of Building Maintenance

- Coordinate and direct response of all field teams
- Assign facility assets to priority areas
- Provide condition updates to Associate VP Facilities
- Maintain cost and material accounting
- Ensure material replenishment

N. Director Building Services

- Maintain safe egress for all buildings
- Ensure materials and tools are prepositioned
- Assign assets to priority areas
- Provide condition updates to Associate VP Facilities
- Maintain cost and material accounting
- Ensure material replenishment

O. Manager Grounds and Auto

- Maintain safe passage for roadways, lots, garages, and walkways
- Prioritize access for emergency responders
- Barricade top level of parking garages when directed
- Ensure materials, tools, and equipment are ready
- Reassign Grounds assets to priority areas
- Provide condition updates to Director of Maintenance
- Maintain cost and material accounting
- Ensure material replenishment

P. Trenton State College Corporation Manager (TSCC)

- Maintain walkways and driveways for TSCC properties
- Ensure materials, tools, and equipment are ready
- Provide condition updates to Associate VP Facilities
- Maintain cost and material accounting
- Ensure material replenishment

7.0 DOCUMENTATION

A. Emergency Recovery Plan

The Associate Vice President of Facilities, or their designee, will provide the Emergency Preparedness Manager with information on cleanup and repair efforts for inclusion in status reports. This information includes but is not limited to:

- Ability to maintain road, walkway, ramp, and stair access
- Use of Facilities equipment for emergency access
- Deteriorating conditions requiring additional resources
- Equipment breakdowns impacting cleanup
- Need for external resources

Information will be shared via radio, text, or phone.

B. Standards and Priorities

Streets:

1. **Metzger Drive:** This is the main access road to the campus and therefore has the highest priority for plowing.

Buildings:

1. **Metzger Drive Main Entrance Landings, Stairs, and Ramps:** Ensuring safe access to the main entrance is crucial, especially for emergency vehicles.
2. **Crosswalk Landings and Ramps from Metzger Road:** These connect pedestrians to the main entrance and are also a high priority.

Additional Notes:

- The procedures specify that **all walkways and roadways** should be cleared to the paved surface and across the full width.
- The initial clearing should be completed by **8 AM** whenever possible, with crews continuing maintenance throughout the event.
- The **Associate Vice President of Facilities** can modify priorities based on current conditions.

8.0 TCNJ SPECIFIC POLICIES AND CONSIDERATIONS

A. Remember:

- The focus is on maintaining safe access for pedestrians and vehicles, especially emergency responders.



- Priorities may shift depending on the specific circumstances of the weather event.
- Review the "Essential Employee Attendance Plan" for specific employee reporting requirements.