



Emergency Action Plan

Adopted By: Office of the Environmental Health & Safety

Revision: March 2026

I. Purpose

The purpose of the Emergency Action Plan (“EAP”) at Stevens Institute of Technology (“Stevens” or the “University”) is to ensure the safety and well-being of all employees, students, and visitors in the event of an emergency. This plan outlines the procedures and responsibilities for reporting and responding to various types of emergencies, including fires, natural disasters, hazardous material spills, and other critical incidents.

By adhering to the guidelines set forth by the Occupational Safety and Health Administration (“OSHA”) under Title 29 Code of Federal Regulations (“CFR”) Section 1910.38, Stevens aims to minimize risks, facilitate prompt and effective responses, and ensure compliance with federal safety regulations. The EAP is designed to provide clear instructions for evacuation, communication, and coordination during emergencies, thereby fostering a safe and prepared campus environment.

II. Roles and Responsibilities

It is the responsibility of faculty and staff to demonstrate leadership to students and others by directing all persons to promptly vacate a building upon the activation of a fire alarm or other direction from police or safety personnel. Evacuation enables emergency responders to identify and address hazardous conditions and perform their duties. In addition to protecting the personal safety of members of the University community, adherence to the EAP protects the University’s property, assets, and reputation.

III. Policy

a. Reporting

All emergencies must be reported to Stevens Campus Police. Stevens Campus Police can be contacted by:

1. Rave Guardian App (preferred)
 - a. When on-campus select the ‘Campus Police’ icon. When off-campus, select the ‘911’ icon in the Rave Guardian App.
2. Manual Fire Alarm Pull Station (preferred in case of a fire)
3. Call Stevens Campus Police at 201-216-3911



4. Call 911 and indicate that you are Stevens Institute of Technology in Hoboken (least preferred or when off-campus)

When reporting an emergency, please provide as much information as possible to assist Stevens Campus Police.

Stevens Campus Police will coordinate with all emergency services required for the emergency at hand, including the Hoboken Fire Department, Emergency Medical Services, and other first responders as necessary.

b. Evacuation Drills & Training

Evacuation drills are conducted in accordance with fire code requirements for each campus building. These unannounced drills provide building occupants with valuable practice in safely and efficiently exiting the building during an emergency.

The drills are coordinated by the Office of Environmental Health and Safety in collaboration with Facilities and Campus Operations, Campus Police, and, where applicable, Residential and Dining Services.

Emergency procedures training is provided during new employee orientation to ensure all staff are familiar with basic safety protocols. Additionally, a brief informal training session is offered at the conclusion of each evacuation drill. This session emphasizes the importance of promptly evacuating when a fire alarm is activated and offers an opportunity for occupants to ask questions and clarify emergency procedures.

c. Review Procedures and Contact Detail

The Office of Environmental Health and Safety (“EHS”) is responsible for maintaining the Emergency Action Plan. The EAP will be reviewed by EHS on an annual basis, or as necessary, to incorporate any required updates or changes in compliance with OSHA regulations and institutional policies.

For any questions or further information regarding this documentation, please contact the EHS at ehs@stevens.edu. EHS is available to provide clarification, address concerns, and offer additional guidance as needed.

d. Evacuation Requirement

Please refer to the Stevens Building Evacuation Policy for additional details. All persons occupying a University building or facility are required to promptly and without hesitation vacate the premises upon activation of a fire alarm or upon verbal instruction to evacuate issued by University Police or other authorized University personnel.



Appendix A – Fire Emergency

1. Evacuation

In the event of a fire, it is important to evacuate the building. Please follow the instructions below:

1. Activate the alarm system using the Manual Fire Alarm Pull Station if the building fire alarm is not already sounding and contact the Stevens Campus Police either through the Rave Guardian App or at 201-216-3911.
2. If you are working in a laboratory shut down equipment/experiments, if possible, and time permits.
3. Walk quickly to the nearest stairwell exit and leave the building. Do not run. Do not use the elevator. Do not stop to gather any personal items.
 - a. Please look for illuminated exit signs
4. Assist any visitors in the area to the evacuation route.
5. In the event smoke or excessive heat is encountered in one stairwell, cross to the other stairwell and continue your descent.
6. Do not open any closed doors without checking to see if there is fire behind it
 - a. Place back of hand on handle to check temperature
 - b. Close door behind you
7. Listen for any announcements or instructions from emergency personnel.
8. Do not use fire extinguishers
9. Gather outside the building at a safe distance and do not reenter the building. Stevens Campus Police will direct you to a gathering location.
10. Wait for an all clear for emergency personnel before re-entering the building.

Stevens staff and faculty are responsible for recording attendance within their respective departments, ensuring that emergency personnel are promptly provided with information regarding any missing employees.

2. Fire Extinguishers

Stevens does not permit the use of fire extinguishers. However, exceptions may exist in situations where occupants become trapped, or all egress paths are blocked by fire. Therefore, the following procedure is provided for those instances. This procedure can be remembered with the acronym **PASS**.

1. **Pull** the pin: This will break the tamper seal and allow you to discharge the extinguisher.
2. **Aim** the nozzle: Point the nozzle or hose at the base of the fire.



3. **Squeeze** the handle: This will release the extinguishing agent.
4. **Sweep** from side to side: Move the nozzle from side to side at the base of the fire until it is extinguished.