

Public Safety and Security Policies A1.02g

The following policies and procedures are the appropriate security and personal safety measures for PA Students and Faculty in all locations where instruction occurs.

For students on clinical rotations, clinical sites may have their own Public Safety and Security Policies that may supersede or be more specific than these. If a clinical site does not have their own Safety and Security policies, students are asked to refer to these. Clinical preceptors or designated personnel are asked to review these policies with students prior to the start of Supervised Clinical Practice Experiences (SCPE, i.e. clinical rotations) or during day one orientation.

Rowan University's General Safety and Security policy defines a comprehensive, University-wide commitment to protecting the university community by outlining expectations for personal safety, property protection, and access control. It assigns responsibilities across departments and individuals for hazard identification and risk mitigation, mandates prompt incident reporting, and establishes procedures for routine safety inspections, security practices, and educational initiatives. The full policy is available here:

<https://confluence.rowan.edu/display/POLICY/General+Safety+and+Security>.

Public Safety Department

Public Safety resources, services, and policies are publicly available at

<https://sites.rowan.edu/publicsafety/>.

Rowan University Clery Act Policy and Report

Rowan University's Clery Act Policy establishes the institution's commitment to compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The policy outlines procedures for tracking, reporting, and analyzing campus crime data; timely warnings and emergency notifications; publishing annual security reports; and maintaining a public crime log. It also defines roles, responsibilities, and timelines to ensure transparency, community awareness, and adherence to federal regulations. Full details can be found here: <https://confluence.rowan.edu/display/POLICY/Clery+Act+Policy>

The Rowan University Clery Report, is available at <https://sites.rowan.edu/publicsafety/clery/>

RowanSafe Mobile App

RowanSafe mobile app is recommended for download for all University constituents (<https://sites.rowan.edu/publicsafety/safetysecurity/> and is available for Android and Apple phone users. The RowanSafe app, delivers real-time safety tools directly on mobile devices. It allows users to activate a mobile "blue light" panic button that shares their location with University Police, request monitored virtual escorts or share their travel route with a friend, submit emergency reports or tips, and receive on-campus safety alerts. The app also provides access to emergency plans, campus maps, parking and shuttle information, and support services.

These measures collectively reflect the institution's commitment to maintaining a safe and secure environment in all locations where instruction occurs.

Environmental Health and Safety Policies

Environmental health and safety policies are managed through Rowan's Environmental Health and Safety Office (<https://sites.rowan.edu/facilities/Departments/Operations/EHS/>)

As part of Rowan University's commitment to comprehensive campus safety, the Annual Security and Fire Safety Report (https://sites.rowan.edu/publicsafety/_docs/annual_security_report.pdf) outlines detailed security protocols, safety initiatives, fire prevention, reporting, and response protocols that support the program's continuous quality improvement efforts for student, faculty, and staff safety.

Rowan-Virtua SOM Sewell Campus Safety and Security

Rowan-Virtua School of Osteopathic Medicine's **Sewell Campus Public Safety Office**, located in the Eugene J. McCaffrey College Center (entrance A-8), operates daily from 7:00 a.m. to 11:00 p.m., including during Saturday classes.

In case of emergency or to request a campus escort, call **856-681-6287**.
For non-emergency assistance, use **856-464-5207**.
Off-campus emergencies should be directed to **911**.

More details and related services can be found here: <https://som.rowan.edu/oursom/campus/sewell/safety.html>

Rowan Housing Safety and Security:

Rowan University's Resident Resources portal outlines essential student housing services, such as health & safety inspections, lockout assistance, laundry and mail handling, WiFi access, for additional information visit: <https://sites.rowan.edu/housing/resources/>.

Safety and Security - Identification Badges

All students, faculty, and staff are required to wear their Rowan University-issued ID badges at all times while on campus or participating in supervised clinical practice experiences (SCPEs). These badges serve as visible identification and are also programmed to provide controlled access to designated buildings, classrooms, and laboratories, supporting both security and accountability across campus and clinical sites.

ID Badges are to be worn by all Faculty, Staff and Students at all times while on campus or on clinical rotations.

Replacement ID Badges are available from Public Safety office located on the 1st floor of the UEC between the hours of 8:00 a.m. to 4:00 p.m.

Weapons Prohibition on Campus Policy

Rowan University's "Weapons Prohibition on Campus" policy strictly forbids the possession, storage, or use of any weapons—including firearms, knives (beyond typical kitchen use), ammunition, paintball guns, air rifles, arrows, and other potentially harmful or threatening items—anywhere on University property. This ban applies to all students, faculty, staff, visitors, and includes University housing and clinical settings, with violations subject to disciplinary actions and potential criminal prosecution. The full policy can be reviewed here:

<https://confluence.rowan.edu/display/POLICY/Weapons+Prohibition+on+Campus>

Contact Numbers for Public Safety:

Rowan Univ. Police Emergency: 856-256-4911

Rowan Univ. Police/Security Non-Emergency: 856-256-4922

Rowan University Police Anonymous Crime Tip line: 856-256-7428

Emergency Telephone Call Boxes

There are 21 emergency blue telephone call boxes located throughout the exterior of the campus, including parking lots, sidewalks, etc. Placement of call boxes was determined by Rowan Emergency Management Services.

Automated External Defibrillators (AED)

Automated External Defibrillators equipped with voice instructions and pediatric capable are located throughout Rowan-Virtua SOM campus as follows:

Academic Center (AC)

1st Floor lobby near Admissions

2nd Floor lobby, Wellness Center, behind check in-counter

3rd Floor lobby, by Dean's Office entrance

University Educational Center (UEC)

1st Floor lobby across from Logistical Services between doors leading to exit and stairs

2nd Floor lobby by stairwell #3

Science Center (SC)

1st Floor lobby near classroom 145

2nd Floor lobby near stairwell A

3rd Floor across from room 390

Rowan Medicine Building (RMB)

1st Floor lobby near public safety desk

2nd Floor lobby near family medicine across from elevators 3rd Floor lobby across from elevators

Rowan Medicine Building Sewell Campus

2nd Floor near large classroom atrium

Safety Tips from RUPD:

Safety precautions to reduce your chances of being a victim of burglary or theft:

- Report suspicious persons to Rowan Univ. Police at (856-256-4911) immediately or the Police Department (9-1-1).
- Be alert for persons “hanging around” on the floors or near entrances.
- Report any suspicious activity to either Rowan Univ. Police (856-256-4911) or the Police Department (9-1-1).
- Make sure that your vehicle is secure; do not leave valuables in your vehicle.

Information Resources and Technology Security Policies

Rowan University maintains a comprehensive set of information security policies designed to protect institutional data, technology infrastructure, and user systems. These policies collectively address the secure use and development of IT systems, including guidelines for workstation security, physical safeguards for network equipment, and ongoing system monitoring. They also define protocols for managing security incidents, outline expectations for user training and awareness, and require that security be integrated throughout the system development life cycle. Together, these policies promote a secure computing environment and ensure compliance with regulatory standards. Full details can be found in the individual policies linked below:

Information Security Policy

<https://confluence.rowan.edu/display/POLICY/Information+Security+Policy>

Establishes the framework for protecting Rowan University's digital assets by defining responsibilities, acceptable use, data classification, and compliance with legal requirements.

Physical Security for IT Network Resources

<https://confluence.rowan.edu/display/POLICY/Physical+Security+for+IT+Network+Resources>

Specifies safeguards for physical access to servers, network closets, and telecommunications equipment to prevent unauthorized use or tampering.

Security Awareness and Training Policy

<https://confluence.rowan.edu/display/POLICY/Security+Awareness+and+Training>

Mandates regular cybersecurity education for all community members to ensure they understand threats, good practices, and reporting procedures.

Security Incident Management Policy

<https://confluence.rowan.edu/display/POLICY/Security+Incident+Management+Policy>

Outlines the process for identifying, reporting, responding to, and recovering from security breaches to minimize impact and preserve evidence.

Security Monitoring Policy

<https://confluence.rowan.edu/display/POLICY/Security+Monitoring+Policy>

Describes continuous network and system surveillance to detect anomalies and potential threats, with protocols for alerting and escalation.

Security System Development Life Cycle Policy

<https://confluence.rowan.edu/display/POLICY/Security+System+Development+Life+Cycle+Pol>

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Requires that all IT systems be designed, implemented, and maintained with security considerations integrated at every stage, from initial planning to retirement.

Workstation Use and Security Policy

<https://confluence.rowan.edu/display/POLICY/Workstation+Use+and+Security+Policy>

Defines accepted use and security measures for university workstations—including patching, antivirus, and locking protocols—to protect against misuse and cyber threats.

Mandatory Safety and Security Trainings

All Rowan University students, staff, and faculty are required to complete a series of safety and compliance trainings to ensure a safe working and learning environment across all campuses and clinical sites. Completion of these trainings is mandatory and ensures compliance with university, state, and federal safety standards.

University blood borne pathogens policy and protocol:

<https://confluence.rowan.edu/display/POLICY/Bloodborne+Pathogens>

SOM Needlestick and BBP exposure policy: <https://som.rowan.edu/documents/needlesticks-and-bloodborne-pathogens-exposure-policy-5.23.2023.pdf>

COVID-19 training/info: <https://research.rowan.edu/officeofresearch/sponsoredprograms/covid-19-resources-for-researchers,-grad-students,-and-postdocs.html>

Environmental Health and safety:

<https://sites.rowan.edu/facilities/Departments/Operations/EHS/>

Lab safety training: <https://sites.rowan.edu/facilities/Departments/Operations/EHS/lab-safety/lab-safety-training.html>

Radiation safety training: <https://sites.rowan.edu/facilities/Departments/Operations/EHS/lab-safety/radiation-safety.html>

Situational Threat Assessment Policy

Rowan University's Situation Threat Assessment Policy and Protocol outlines a structured, multidisciplinary process for identifying, evaluating, and addressing individuals or situations that may pose a threat to campus safety and well-being, with defined roles, assessment steps, and response options. Full details are available here:

<https://confluence.rowan.edu/display/POLICY/Situation+Threat+Assessment+Policy+and+Protocol>

Safety Interim Suspension / Withdrawal

policy: <https://confluence.rowan.edu/pages/viewpage.action?pageId=61424761>

Policy regarding significant risks to health and safety of self or others: <https://confluence.rowan.edu/display/POLICY/Students-At-Significant+Risks+to+the+Health+and+Safety+of+Self+or+Others>

Emergency Preparedness

Rowan University's Emergency Preparedness policy outlines the institution's framework for effective crisis management, defining roles, responsibilities, and protocols to ensure coordinated response to campus emergencies. It establishes the Office of Emergency Management and Department of Public Safety as lead agencies, sets activation procedures for the Emergency Operations Team, and supports a layered communication strategy—including Rowan Alerts—to rapidly inform the campus community. The full policy is available here: <https://confluence.rowan.edu/display/POLICY/Emergency+Preparedness>.

Emergency preparedness quick reference guide:

https://sites.rowan.edu/publicsafety/_docs/rowan_emergency_preparedness_sheet.pdf

Emergency Response and Communication Protocol:

<https://sites.rowan.edu/publicsafety/emergencyservices/officeofemergency/emergency-action-guide/communication.html>

General Evacuation Plan During an Emergency

In the event of an emergency on campus, the Rowan-Virtua SOM Office of Public Safety has the authority to evacuate campus buildings. An evacuation of a building does not automatically result in a cancellation of classes or the closing of all or part of the University. Only the University President or their designee has the authority to approve cancellation of classes or closing of the University.

In the event of an emergency off campus at a location where supervised clinical practice experiences (clinical rotations) occur, all students, faculty and staff must follow the recommendations and procedures as designated by the clinicians, staff of the clinical practice site and/or emergency personnel. In the event that a clinical site does not have defined safety and security measures the following general procedures should be followed.

What to Do

At the sound of the alarm, remain calm, evacuate immediately through the nearest exit, alert others, proceed to assembly points (safe zones), move away from the building, and follow the instructions of the emergency responders.

Assist individuals with disabilities to the nearest fire exit/tower and wait for assistance. In the event that an individual with disabilities is in the fire exit/tower, notify a Public Safety Officer or first responder so rescue arrangements can be coordinated.

Do not return to an evacuated building until the "all clear" signal is given by the Office of Public Safety or an emergency services personnel. On campus, the Department of Public Safety will be

working in conjunction with city, state, and federal support agencies to ensure that it is safe to resume normal operations.

Remember: Silencing of the alarm does not mean the emergency is over.

Shelter-in-Place

You may be instructed to shelter-in-place due to an accidental release of chemical, biological, or radiological contaminants, the intentional release of chemical, biological, or radiological contaminants due to a terrorist incident, a natural disaster, or for personal protection because of a criminal incident. Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor, is found in a building. In most cases, existing general evacuation plans apply to evacuation in response to these types of incidents.

However, a general evacuation may not be the best course of action for an external hazardous materials incident, particularly one that is widespread, such as a tanker car chemical explosion. Since a general evacuation will most likely expose individuals to the hazardous conditions and a rapid evacuation may not be possible, individuals are encouraged to shelter-in-place.

You can achieve a greater level of protection by sheltering-in-place rather than risking direct exposure to the hazardous conditions. You can also achieve a higher level of protection by taking shallow breaths and covering your nose and mouth with a damp cloth.

In all emergencies, follow the instructions provided through the Emergency Notification System and, if possible and safe to do so, use a computer to find out more information or turn on a TV or radio. Most importantly, remain calm.

Stay Put - Learn How to Shelter in Place

Sometimes the best way to stay safe in an emergency is to get inside and stay put inside a building or vehicle. Where you should stay can be different for different types of emergencies. Be informed about the different kinds of emergencies that could affect your area and ways officials share emergency information. Ask your local emergency management agency about the best places to take shelter during different types of emergencies.

Get Inside, Stay Inside

If local officials tell you to “stay put,” act quickly. Listen carefully to local radio or television stations for instructions, because the exact directions will depend on the emergency situation. In general, you should:

Get inside. Bring your loved ones, your emergency supplies, and when possible, your pets,

- Find a safe spot in this location. The exact spot will depend on the type of emergency,
- Stay put in this location until officials say that it is safe to leave.

Stay in Touch

Once you and your family are in place, let your emergency contact know what’s happening, and listen carefully for new information.

Once you're inside and in a safe spot, let your emergency contact know where you are, if anyone is missing, and how everyone is doing.

- Call or text your emergency contact. Let them know where you are, if any family members are missing, and how you are doing.
- Use your phone only as necessary. Keep the phone handy in case you need to report a life-threatening emergency. Otherwise, do not use the phone, so that the lines will be available for emergency responders.
- Keep listening to your radio, television, or phone for updates. Do not leave your shelter unless authorities tell you it is safe to do so. If they tell you to evacuate the area, follow their instructions.

Sheltering with pets

- Prepare a spot for your pets to poop and pee while inside the shelter. You will need plenty of plastic bags, newspapers, containers, and cleaning supplies to deal with the pet waste.
- Do not allow pets to go outside the shelter until the danger has passed.

Sealing a Room

In some types of emergencies, you will need to stop outside air from coming in. If officials tell you to “seal the room,” you need to:

- Turn off things that move air, like fans and air conditioners,
- Get yourself and your loved ones inside the room,
- Bring your emergency supplies if they are clean and easy to get to
- Block air from entering the room, and
- Listen to officials for further instructions.

Once officials say the emergency is over, turn on fans and other things that circulate air. Everyone should go outside until the building's air has been exchanged with the now clean outdoor air. For more details, read [FEMA's Guidelines for Staying Put](#).

Staying Put in Your Vehicle

In some emergencies it is safer to pull over and stay in your car than to keep driving. If you are very close to home, your workplace, or a public building, go there immediately and go inside. Follow the “shelter-in-place” recommendations for that location. If you can't get indoors quickly and safely:

It may be safer to pull your car over and stay put than to keep driving. Listen to local officials to know what to do.

- Pull over to the side of the road.
- Stop your vehicle in the safest place possible and turn off the engine.
- If it is warm outside, it is better to stop under a bridge or in a shady spot so you don't get overheated.
- Stay where you are until officials say it is safe to get back on the road.
- Listen to the radio for updates and additional instructions.
- Modern car radios do not use much battery power, so listening to the radio for an hour or two should not cause your car battery to die.

- Even after it is safe to get back on the road, keep listening to the radio and follow directions of law enforcement officials.

For more information see: <https://emergency.cdc.gov/shelterinplace.asp>

Active Shooter Awareness Training

Rowan University Police Department offers Active Shooter Awareness Training and discussion sessions that are open to all students, faculty, and staff across every campus, including Glassboro, Stratford, Sewell, and Camden. These training opportunities, offered both in-person and online, are part of the university's ongoing commitment to emergency preparedness. They equip members of the campus community with vital skills for recognizing threats, responding effectively if an active shooter situation arises, and knowing when and how to report emergencies. Information on upcoming sessions, registration, and related resources can be found here: <https://sites.rowan.edu/publicsafety/activeshooterinformation.html>

Fire Safety

In the event of a fire, follow the directions of emergency personnel and any guidelines or procedures as indicated from the Office of Public Safety or Incident Command System. In the event that the procedures and guidelines for fire safety are not known for a specific instructional site, once the alarm is sounded evacuate the building in a calm orderly manner.

The following actions may be needed/followed for a fire or fire alarm in an off campus instructional setting:






- If you hear the fire alarm or see flashing lights, close all fire doors in your area.
- Ensure that egress corridors are clear to allow movement of patients and equipment.
- Ready evacuation transport equipment such as wheelchairs, blankets, and gurneys.
- Set in motion a system to move people to designated assembly points.
- Await further instructions.

How to Use Fire Extinguishers

The following are important considerations before you attempt to fight a fire:

- Make sure that everyone else is leaving the area, someone has sounded the alarm, and someone has called the fire department.
- Ensure that you have an unobstructed escape route at your back.
- Verify that the fire is small, confined, and not spreading.
- Make sure that you know what is burning and that you have the appropriate type of extinguisher to fight the fire.
- You are knowledgeable regarding the use of the extinguisher.
- Make sure that you keep your back to a clear exit and stand 2 to 3 meters (6 to 8 feet) away from the fire.
- Your safety is paramount; if the fire is out of control, leave the area immediately.

The four steps in using a fire extinguisher can be remembered through a simple acronym: **PASS**.

		<p>P – Pull the pin</p> <p>This unlocks the operating lever.</p>
		<p>A – Aim low</p> <p>Point the extinguisher nozzle or hose at the base of the fire.</p>
		<p>S – Squeeze</p> <p>Squeeze the lever above the handle to discharge the extinguishing agent. Release the lever to stop.</p>
		<p>S – Sweep</p> <p>Sweep the nozzle or hose from side to side. If the fire is going out, move toward the flames; keep the extinguisher aimed at the base of the fire and sweep back and forth. Watch the fire area once the fire is extinguished and be prepared to repeat the process if it reignites.</p>