



# Public Safety Department

Vodra Hall Room 140, 201-200-3127 / 201-200-3128

<http://web.njcu.edu/sites/publicsafety>



## EMERGENCY PROCEDURES

**EMERGENCY DIAL: 201-200-3128 FOR AN EMERGENCY ON CAMPUS, JUST DIAL 55.**

### FIRE

- \* Activate the nearest fire alarm pull station and call 200-3128 if possible to report the location and cause of the fire if you know what it is.
- \* **EVERYONE MUST LEAVE IMMEDIATELY** when a fire alarm is activated, even if there are no obvious signs of an emergency!
- \* **DO NOT** use the elevator!
- \* Remain calm and assist others in safely getting out.
- \* Confine the fire by closing all doors and windows if possible.
- \* Extinguish the fire if you have been trained and it is safe to do so.
- \* Evacuate the building to a safe location away from the structure.
- \* Take any personal belongings you may need with you. (including wallets, purses, keys, cell phones, etc.)
- \* If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.
- \* Follow directions given by emergency personnel and respond to location designated by your building coordinator outside the structure to await further instructions and so that everyone can be easily accounted for before leaving the area.
- \* Do not re-enter until authorized to do so by public safety officials.

### CLIMATE

If it becomes necessary to cancel classes and/or work or to delay opening due to various types of emergencies including but not limited to inclement weather or man made and/or natural disasters, an announcement will be made on the following radio and television stations.

- ⇒ **1010 WINS** 6 minutes after the hour - New York, Westchester, Connecticut (Radio)  
33 minutes after the hour - New Jersey  
48 minutes after the hours - Long Island
- ⇒ **NJ101.5** (Every 30 minutes on the hour and half-hour, Radio)
- ⇒ **97.3** (Southern New Jersey, an affiliate of NJ 101.5)
- ⇒ **News 12** New Jersey (Cable Television)

#### In addition:

- ⇒ A taped telephone announcement will be available from the University at 201-200-2000
- ⇒ School closings information will also be available at **www.1010wins.com**.
- ⇒ Updated information will be available at **www.njcu.edu**.
- ⇒ The University phone chain will be implemented immediately after a decision is reached.

### OFFICIAL NJCU COMMUNICATIONS

During a campus emergency, NJCU will distribute information to the campus community utilizing the Emergency Notification System (ENS): Emergency Telephones are located strategically throughout the campus to learn more visit:

[http://web.njcu.edu/sites/publicsafety/content/emergency\\_telephones.asp](http://web.njcu.edu/sites/publicsafety/content/emergency_telephones.asp)

- ♦ NJCU webpage at **www.njcu.edu**
- ♦ Blast email to “\_\_\_@njcu.edu” accounts
- ♦ Building Emergency Coordinators (BEC)
- ♦ Interdepartmental & Building Phone Trees
- ♦ **GothicAlert** Notification
- ♦ Local Media / Radio Broadcasts
- ♦ A taped telephone announcement will be available from the University at 201-200-2000
- ♦ School closings information will also be available at **www.1010wins.com**.
- ♦ Updated information will be available at **www.njcu.edu**.
- ♦ The University phone chain will be implemented immediately after a decision is reached.

### HOSTILE INTRUDER

- ~ Remain calm, do not engage the intruder.
- ~ If safely possible, try to escape the area quickly and quietly.
- ~ If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep you **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding law enforcement officers. Follow all the instructions officers may give you.
- ~ If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded securely.
- ~ Close and lock windows, lower blinds, remain out of sight, turn off lights.
- ~ Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- ~ Remain quiet, turn off cell phone ringers.
- ~ **ONLY ONE PERSON** from the room should **call Public Safety at 201-200-3128** and tell them where you are, where the intruder is and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- ~ Assist others if they are injured.
- ~ Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.
- ~ Do not open the door until you can be positive that it is a police officer or a recognized campus official coming to help you.

### IN CASE OF EMERGENCY

In an emergency, time is critical and getting answers FAST could mean the difference between life and death.

The NJCU Public Safety personnel will coordinate with Jersey City Emergency Personnel to assist as needed. All Public Safety Personnel are trained in First-Aid, CPR and AED and will assist until emergency services arrive. Do not attempt to move an injured person until Public Safety personnel arrive.

#### Dial

- Extension 55 (on campus)
- 201-200-3128 (cell or off campus phone)

Make sure to describe the nature of the injury, the name and age of the injured person, and if the person is conscious or breathing.