

# **Department of Public Safety**

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## **NEW JERSEY CITY UNIVERSITY**

**RESPONSE GUIDE**

**DEPARTMENT OF PUBLIC SAFETY**  
**ROSSEY HALL, ROOM 114**

**(201) 200-3128** or **55** on any Campus Phone

## **PUBLIC SAFETY AT NEW JERSEY CITY UNIVERSITY**

Dedicated to maintaining a safe learning, living and working environment for a diverse community, while employing the highest professional standards and providing exceptional customer service.

This response guide is intended to provide direction for faculty, staff and students in the event an emergency occurs at NJCU. Please contact our department at any time with questions or for more information.

—*Public Safety Team*

# BOMB THREAT

## If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest. Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to contact Public Safety: **(201) 200-3128** or **55** on any campus phone.
- Using the checklist on the reverse side, collect and write as many details as possible. Try to get exact words used. Copy the numbers displayed on the phone if you can.
- Immediately upon termination of the call, do not hang up, but from a different phone, notify Public Safety (**201-200-3128** or **55**) and await further instructions.

## If a bomb threat is received by handwritten note:

- Call Public Safety (**201-200-3128** or **55**)
- Handle the note as little as possible.

## If a bomb threat is received by email or text message:

- Call Public Safety (**201-200-3128** or **55**)
- Do not delete the message.

**If an evacuation is imminent, follow the directions of Public Safety. Calmly and quietly and direct students to the designated exit, and close all doors behind you.**

# **BOMB THREAT**

## **Bomb threat checklist:**

- Time call received?
- Time caller hung up?
- Bomb location (floor, room, etc.)
- What does the bomb look like?
- What kind of bomb is it?
- When will it go off?
- What will make it explode?
- Where is the caller located?
- Is there any background noise you can identify?
- Is the voice familiar?

## FIRE OR EXPLOSIONS

If you discover an out-of-control fire or explosion, alert those in the immediate area, then pull the nearest fire alarm and contact Public Safety (**201-200-3128** or **55** on any campus phone). There are pull station alarms on each floor next to each fire exit stairwell. To operate, open door and pull handle all the way down. If you or someone else is on fire: stop, drop and roll.

**WHEN AN ALARM SOUNDS:** Evacuate immediately. Calmly and quietly direct students to designated fire exits, and close (but do not lock) all doors behind you.

**DO NOT USE ELEVATORS:** If an exit is blocked by heat or smoke, proceed to the nearest alternate exit. Know all fire exits on your floor.

**SAFE AREAS:** If a child or adult is unable to navigate the stairs, he/she should stay on the floor they are on and proceed to the designated safe area. Someone must stay with them (an adult must stay with a child, and an adult must also stay with an adult; no one should wait alone on any floor).

**BE PREPARED:** Learn evacuation routes and fire extinguisher locations. Always remember: escape and account.

## MEDICAL EMERGENCIES

Call **911 (9-1-911 on campus phones)** in a medical emergency and call **Public Safety (201) 200-3128 or 55** on any campus phone.

A medical emergency is when someone is unconscious; unable to breathe, cough or talk; experiencing severe bleeding or chest pains; having a severe allergic reaction; and/or having a seizure.

There may be a short pause before **911** connects from school phones; this is normal. When the dispatcher answers, state, "I have a medical emergency." Do not hang up with 911 until the dispatcher instructs you to do so. If possible, have a colleague call Public Safety (**201-200-3128** or **55** on any campus phone) while you call **911**.

If you are alone with the person, stay with them and continue to assess whether CPR is needed. Do not move the person unless they are in imminent danger. Try to keep them calm and assure them help is on the way.

Automated external defibrillators (AEDs) are located in every building.

## MISSING STUDENT/STUDENT WHO HAS RUN AWAY

### If it is confirmed that student has exited the building:

- Immediately call **911** (dial **9-1-911** on campus phones). Provide the student's height and approximate weight, ethnicity, complexion, hair color, last observed attire, any distinguishing features, and languages he or she speaks.
- Notify Public Safety (**201-200-3128** or **55** on any campus phone) and await further instructions

### If it is not confirmed that the student has exited the building:

- Notify Public Safety (**201-200-3128** or **55**) and provide location where student was last observed. Also provide student's height and approximate weight, ethnicity, complexion, hair color, last observed attire, any distinguishing features, and languages he or she speaks.
- If the missing student has special needs, or if staff has any indication the child may have been abducted or is in an unsafe location, call **911** (dial **9-1-911** on campus phones) immediately, and then notify public safety.

## PERSON(S) TRAPPED IN ELEVATOR

### If you are trapped:

- **REMAIN CALM.**
- Do not attempt to exit the elevator if doors should open between floors.
- Do not attempt to pry open elevator doors.
- Use the elevator emergency phone, alarm button or your mobile phone to call Public Safety (**201-200-3128** or **55** on any campus phone).
- Identify who is in the elevator. Report any injuries or medical conditions.
- Stay in the elevator until help arrives.

### If you suspect a person has become trapped:

- Notify Public safety (**201-200-3128** or **55** on any campus phone)
- Listen at the door for sounds such as banging, crying, or yelling.
- If you hear someone, talk to them through the elevator door. Help them to remain calm and remind them to stay in the elevator until help arrives. Remain in contact with the trapped person(s) and let them know help is on the way.

# POWER OUTAGE/WATER LEAK

## Power Outage

- Notify Public Safety (**201-200-3128**) and Facilities Manager: (**201**) **200-3191**
- When the power returns, inspect your room or office and report damage that may have occurred to the Facilities Manager (**201-200-3191**)

## Water Leak

- Notify Public Safety (**201-200-3128**) and Facilities Manager (**201-200-3191**)
- If the leak threatens your work area, move items off the floor.
- NEVER touch electrical lines, appliances or devices in the vicinity of the leak.

## PSYCHOLOGICAL CRISIS/SUICIDE THREAT

If you come into contact with someone experiencing a psychological crisis who appears to be potentially dangerous (person is aggressive or hostile, has a weapon, is threatening others or is otherwise unmanageable) do **NOT** attempt to handle the situation alone. Call **911 (9-1-911)** on campus phones.

If someone is contemplating suicide, remain calm and encourage others to do the same. If the threat is immediate or imminent, call **911 (9-1-911)** on campus phones). Do not leave the person alone. If the threat is not immediate, report the incident immediately to Public Safety (**201-200-3128**). Try to provide a safe, quiet, secure space for the person while assistance arrives. Do not minimize their concerns, and be supportive and reassuring.

# SCHOOL VIOLENCE/INTRUDERS

An active shooter or hostile intruder is an individual actively engaged in harming or attempting to harm people in a confined area. It is important to know that most active shooter situations are unpredictable and evolve quickly.

## Evacuate/Run

**If there is an easily accessible, unblocked escape route, attempt to evacuate.**

- Have an escape route planned before you leave your classroom or office.
- Prevent others from entering an area where the active shooter or intruder may be.
- Upon exiting the school, keep your hands visible. Call 911 and notify Public safety **(201) 200-3128** once you are outside.

## Lockdown/Hide

- If evacuation is not possible, find a place to hide where the shooter or intruder is less likely to find you.
- Close and lock all doors and windows. Cover doors and windows as much as possible. Blockade the door(s) with heavy furniture if you can.
- Turn off room lights and remain quiet.

## Protect Yourself/Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter or intruder. Act as aggressively as possible; throw items at him or her and yell. Commit to your actions.

In all cases, when Public Safety and/or police arrive, put down any items you're holding and keep hands visible. Avoid quick movements and follow all instructions of Police.

# SHELTER IN PLACE/LOCKDOWN

## Shelter in Place

Shelter in place is appropriate for threats posed by environmental contaminations outside the school. These threats could include accidents or attacks involving chemical, biological or radiological hazards.

**If shelter in place is necessary, it will be communicated via the school-wide address system. Shelter-in-place procedures are:**

- Close and lock all exterior windows and doors to prevent inadvertent opening.

## Lockdown

Lockdown is appropriate for threats posed from outside or inside the building. These threats could include a violent person attempting to enter the school, a perpetrator already inside (see School Violence/Intruder tab), or nearby criminal or terrorist activity.

**Lockdown procedures are:**

- Move out of sight of door and windows.
- Close and lock all doors and windows. Cover doors and windows as much as possible. Turn off room lights and remain quiet.

# NEW JERSEY CITY UNIVERSITY

## IMPORTANT NUMBERS

**ALL EMERGENCIES: CALL 911 (DIAL 9-911 ON CAMPUS PHONES)**

### Public Safety Office:

- Dispatch:  
(201) 200-3128
- Office:  
(201) 200-3127
- Emergency:  
dial 55 on any campus phone
- Health & Wellness:  
(201) 200-3456
- Facilities & Construction Management:  
(201) 200-3191
- Dean of Students:  
(201) 200-3525