



DEPARTMENT OF CAMPUS SAFETY

Emergency Procedures



FIRE ALARM ACTIVATION

In the event of a fire alarm activation, take the following actions:

- Remain calm – Exit the building using the most direct route.
 - **DO NOT** use elevators.
 - **DO NOT** assemble in the center courtyards, or within 250 feet of any structure.
 - Close, but do not lock, windows and doors.
- Follow instructions of College Evacuation Marshals and Campus Security Officers. Proceed to the nearest assembly point.
- Warn others to evacuate, and if possible, help others requiring assistance.
- **IF UNABLE to Evacuate or for Person(s) with Disabilities, DO Not use Elevators**, move away from danger, move to a place of safety or move to the nearest stairwell (which are designated areas of refuge), seek shelter on the stairwell landing. Contact Campus Safety at **908-231-8800** and provide your location (building, floor and room number).
- **IF UNABLE** to contact Campus Safety call 9-1-1
- Once assembled at an evacuation assembly area, await further instructions.
 - **DO NOT** re-enter any buildings unless instructed to do so by Campus Security Officers or College Evacuation Marshals.
 - Keep roads and fire lanes clear for Emergency Responders.

BUILDING EVACUATION

A building may need to be evacuated for something other than a fire alarm, such as for a bomb threat. The same procedures should be followed as in a Fire Evacuation. Follow all specific directions given by Campus Security Officers, Evacuation Marshals and Emergency Responders.

HOW TO CONTACT CAMPUS SAFETY

Campus Safety: 908-231-8800 or Ext. 8800

Confidential Tips Line: 908-231-8806

Security@raritanval.edu

Speak with any Campus Security Officer

Campus Safety Office: located on lower level of Somerset Hall room S-010.



Red emergency phones are located within campus building hallways, and dial direct to Campus Safety.

Emergency call boxes are located in parking lots, and call directly to Campus Safety by using a two way radio – Push to talk, Release to listen.



Evacuation Assembly Areas

Arts Building	• Athletic Field
Bateman Student Center	• Athletic Filed
Childcare Center	• Parking Lot 4 (Follow Internal Procedures)
College Center	• Athletic Field • Parking Lot 1
Conference Center	• Parking lot 1
Hunterdon Hall	• Athletic Field
Interior Design & Theater Lab	• Athletic Field
Physical Education Building	• Athletic Field • Lot 2
Planetarium & East Building	• Parking Lot 7
Science Building	• Athletic Field • Parking Lot 2
Somerset Hall	• Parking Lot 1
Theater & Library	• Parking Lot 2
West Building	• Parking Lot 2 Lower Tier
Workforce Training Center	• Faculty Lot Top Section • Parking Lot 3

Do Not Assemble in the Center Courtyard

IF YOU DISCOVER A FIRE

- Remain calm.
- **DO NOT** attempt to put the fire out, unless trained to do so.
- Move to a safe location.
- Contact Campus Safety at **908-231-8800**, or by picking up a red emergency phone.
 - o Specify the area, size, and location of the fire.
- If unable to contact the Campus Safety Office, activate the nearest fire alarm pull station.
- Warn others to evacuate, and if possible, assist others.
- Evacuate the area.

POWER FAILURE

- Remain calm.
- Stay in classrooms until the situation can be assessed, unless instructed to do so, or there is an immediate threat to life safety, i.e., a fire
 - o **DO NOT** walk around dark hallways or classrooms.
- Emergency lights will activate:
 - o Do not turn on any lights and/or electrical equipment.
- **DO NOT** use elevators.
- Follow the instructions of Campus Security Officers and Evacuation Marshals.
- If the power failure is only occurring in a certain area, contact Campus Safety at **908-231-8800** and inform them of the building and/or specific area of the failure.
- Contact Campus Safety to report an emergency.
- A determination will be made whether or not to close the campus
 - o A Connect-Ed message will be sent via text, email and/or voicemail providing additional information to students who are enrolled in the system.
- If necessary, or instructed to do so, evacuate the building and/or area.

MEDICAL EMERGENCY

- Remain calm.
- Contact Campus Safety at **908-231-8800**, or dial 911, report:
 - o Location of emergency: building and room number.
 - o What is the emergency?
 - o Is an ambulance needed?
 - o Number of persons affected.
- **IF** the emergency is reported to 911, also contact Campus Safety to facilitate a faster response.
- Continue to remain calm, and help will arrive as quickly as possible.
- Await further instructions from arriving Campus Security Officers or responding Emergency Responders.

THREATENING/DISORDERLY PERSON

If you observe an individual or multiple individuals making threats, carrying weapons and/or acting disorderly, take the following actions:

- Move to a safe area away from the threat.
- Contact the Campus Safety Office at **908-231-8800**, or 911, and report:
 - o Location of emergency: building and room number.
 - o Description of threatening/disorderly person(s).
 - o Weapons involved? If so, what kind?
 - o Number of persons involved.
 - o Any injuries: number of injured persons, and types of injuries.
- **DO NOT** attempt to confront person(s) that are behaving disorderly or in a threatening manner.
- **IF CONFRONTED**, and unable to escape:
 - o Stay calm and listen to the individual.
 - o Signal for help if you have not already done so.
 - o Escape when safely able to do so.
 - o If an individual becomes violent, immediately move to a place of safety.
- Await further instructions from arriving Campus Security Officers or Emergency Responders.

SHELTER-IN-PLACE

Some situations may require the campus to shelter in place, examples may include but not be limited too severe weather, hazmat spill, etc.

- A message to shelter in place will be delivered over the RVCC Alert system(s).
- Find a secure safe place inside a building, take cover inside an interior room. Stay away from windows, vents and falling objects.
- Stay Calm and keep others around you calm.
- Follow instruction of Campus Security Officers and Emergency Responders.
- Stay inside until the all clear is given.

LOCKDOWN

- Immediately seek shelter in a safe area by entering the nearest classroom, office, closet or any other room with a lockable door.
 - o Secure the area by shutting, locking, and barricading doors and windows.
 - o Close blinds and pull down shades.
- Turn off all lights, computers and other electronic devices that could potentially make light or noise.
 - o Silence all cell phones or place in "Do not disturb" mode.
- Contact Campus Safety at **908-231-8800** to report the following:
 - o Any injuries.
 - o Your location.
 - o Number of people in the room.
- Remain quiet.
- Wait for further instructions, or "ALL CLEAR," to be communicated through the RVCC emergency notification systems.

Reporting Crimes & Incidents

Staff and Students should report the occurrence of crimes and incidents which occur on campus to the Department of Campus Safety by calling **908-231-8800**, talking to any Campus Security Officer, walking into the Campus Safety Office, e-mail or using the Confidential Tips Line: **908-231-8806**. All incidents will be investigated and referred to the proper internal College departments or outside agencies.

SUSPICIOUS PACKAGE/ITEM

If you identify an item or package left unattended or which seems out of place which could potentially pose a hazardous situation, take the following actions:

- **DO NOT** touch, move or attempt to open the package/item.
- Move away from the package/item.
- Use a landline to contact Campus Safety at **908-231-8800** or extension 8800, or use a red phone in any hallway throughout the campus.
 - o **DO NOT** use a cell phone.
 - o Report package location, size, description and any pertinent activity linked to the package.
- Do not let others interact with the package.
- Await further instructions from Campus Security Officers.

ON CAMPUS SAFETY TIPS

- Program the Campus Safety Office phone number into your cell phone **908-231-8800**.
- Always stay alert and be aware of your surroundings.
- Don't leave your backpack, electronics or valuables unattended while on campus.
- When parking on campus do not leave valuables in plain sight, lock them in the trunk or glove box
- Have your keys ready in hand when walking to your vehicle.
- At night park in a well-lighted area.
- If you are concerned about your safety while on campus, you may request a security escort by contacting Campus Safety at **908-231-8800**.

"IF YOU SEE SOMETHING, SAY SOMETHING"

If you have any safety concerns, or issues, stop by the Campus Safety Office, located on the ground-floor of Somerset Hall in room S-010 or contact us at 908-231-8800, or speak to any Campus Security Officer