



**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](mailto:Security@raritanval.edu)

**Speak with any Campus Security Officer**

**Campus Safety Office: located on ground 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 • Parking Lot 2
Planetarium & East Building	• Parking Lot 9
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.
  - 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
  - **DO NOT** walk around dark hallways or classrooms.
- Emergency lights will activate:
  - 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
  - An RVCC Alert will be sent via text message, Email, voicemail and office phone, providing closing information to staff and 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:
  - Location of emergency: building and room number.
  - What is the emergency?
  - Is an ambulance needed?
  - 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:
  - Location of emergency: building and room number.
  - Description of threatening/disorderly person(s).
  - Weapons involved? If so, what kind?
  - Number of persons involved.
  - 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:
  - Stay calm and listen to the individual.
  - Signal for help if you have not already done so.
  - Escape when safely able to do so.
  - 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 to 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.
  - Secure the area by shutting, locking, and barricading doors and windows.
  - Close blinds and pull down shades.
- Turn off all lights, computers and other electronic devices that could potentially make light or noise.
  - Silence all cell phones or place in “Do not disturb” mode.
- Contact Campus Safety at **908-231-8800** to report the following:
  - Any injuries.
  - Your location.
  - 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.
  - **DO NOT** use a cell phone.
  - 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**