



# Warren County Community College

Campus Safety

*Emergency Guide/Reference Book*



# Overview

The Warren County Community College Security Department is staffed by non-sworn unarmed security officers who are available at all times when the college is open. A security desk is located in the main lobby just inside the front doors of both the Main and Phillipsburg buildings. Security at the main campus can also be reached by phone at 908-835-2455, and Security at the Phillipsburg campus can be reached by phone at 908-878-0202. At the main campus security can also be contacted through Campus Operations located in Room 115 on the first floor and in the evening hours at the library service desk. An Emergency Phone is located on the second floor of the East end stairwell with direct connection to police, fire and rescue. In addition, there are five strategically located Emergency Phone tower locations positioned in the parking lots with direct access to campus security. All students, faculty, staff and visitors are encouraged to promptly report criminal incidents, accidents and other emergencies to Security.

Telephones are located in every classroom with phone number listings nearby. All phones can also be used to dial 911 for all emergencies. All Security Officers are certified in accordance with the New Jersey Security Officers Registration Act which requires training in first aid, CPR and use of Automatic Defibrillation Devices as well as other safety and security issues.

The Security Department has authority to enforce college policies. The Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the campus. These security officers have the authority to prepare incident and other type of reports, but do not have the power to arrest. The investigation of criminal activities is referred to either the Washington Township or Phillipsburg Township Police Departments. The Warren County Community College Security Department has a close working relationship with both the Washington Township and Phillipsburg Township Police Departments who are the primary law enforcement authority for the college with the power to arrest on campus. These Police Departments also perform routine security checks and "walk throughs" at the college to familiarize themselves with the college facilities, community and to observe and deter suspicious and criminal activity.

Daily officer reports are submitted to the Director of Campus Safety recording all activity that occurs on each shift including: all transport services provided, times that building checks are performed and, any outdoor lights which are not functioning. Warren County Community College has a record of being a relatively crime free campus.

# **INCIDENTS and EMERGENCIES**

## **Who to Contact in an Emergency**

For “life threatening” emergencies call 911,  
then Campus Security

- Explain the nature of the emergency
- Your name
- The building and campus from which you are calling
- Your exact location (room number)
- Answer all questions and do not hang up the phone until the operator is finished

If possible, it is always best to contact the following parties in the event of an emergency (you can always dial 911):

Warren County Community College Campus Security - Contact Line

- Main Campus (908) 835-2455
- Phillipsburg Campus (908) 878-0202

Washington Township Police Department and/or the Phillipsburg Police Department can be reached via the following:

- Cell phone: 911
- Campus telephone: 8-911

## When to Report an Incident, Crime or Emergency

- If someone is injured or ill
- If you see or smell smoke or fire
- If you see someone being hurt, harassed or bullied
- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle, or any activity that is against the law
- If you see something or someone suspicious

Do not assume someone else has made or will make the call. Provide the officer(s) or dispatcher(s) with accurate detailed information about the situation so that it can be relayed to the emergency personnel who are on the way to assist.

If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the officer(s).

Campus Security Authorities must report an Incident or Crime by Federal Law, the CLERY ACT passed in 1998.

- CSAs are defined by function and not by title. *If you are an employee of the college and you interact with students you are a CSA and must report a crime if witnessed by you or reported to you.*

## Campus Security Authorities (CSA's)

According to the federal law known as the *Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act*, a "Campus Security Authority" is defined as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings."

(Source: <http://www.securityoncampus.org/>)

The following College positions are identified as  
Campus Security Authorities:

President  
Vice Presidents  
Deans  
Assistant Deans  
Director, Student Affairs  
Student Activity Advisors  
Affirmative Action Officer  
Campus Security

*\*Any person assigned as "Acting" in any of the above roles.*

# EVACUATION PROCEDURES

When ordered to evacuate or when alarms are activated, **always leave immediately**. Exit quickly and calmly using the nearest emergency escape routes and marked exits and proceed to the point of assembly areas. **Do not use elevator**. Assembly points include parking lots at least 200 feet from the buildings. Assist persons requiring evacuation assistance to get to designated areas. Be alert for trapped, injured, or other persons needing assistance, and **alert Campus Security** if help is needed.

## Evacuation Meeting Points MAIN CAMPUS

In the event of a building evacuation, the following are Evacuation Meeting Points (EMP) for each building for evacuees to meet. Remain at the EMP until otherwise instructed by Security or Emergency personnel.

BUILDING	EVAUATION MEETING POINT
Main Building <i>Front</i>	Main Parking Lot – Eastern Corner
Main Building <i>Rear</i>	Warren County Communications Center Driveway
Modular Building	Main Parking Lot – Eastern Corner

## Evacuation Meeting Points PHILLIPSBURG CAMPUS

BUILDING	EVAUATION MEETING POINT
All Exits	Cross Marshall Street – Main parking lot

**DO NOT RETURN TO AN EVACUATED AREA OR BUILDING UNTIL DIRECTED BY A CAMPUS SECURITY OFFICER OR OFFICIAL.**

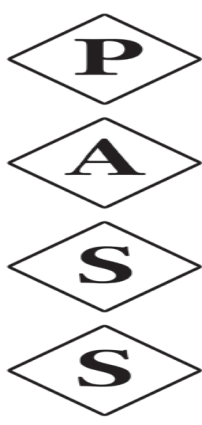
# FIRE SAFETY

## Fire - Classroom/Other Buildings

### Fire or Smoke

If fire or smoke is discovered anywhere on campus, call 911 then Campus Security. Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. **DO NOT** attempt to retrieve valuables or use the elevator. **Pull the nearest fire alarm pull station.**

## FIRE EXTINGUISHER INSTRUCTIONS



**PULL** safety pin from handle

**AIM** at the base of the fire

**SQUEEZE** the trigger handle

**SWEEP** from side to side



## Fire – Notification/Evacuation Procedure

- Activate building Fire alarm, call 9-1-1 on campus from a location outside of the Fire area and provide as much detail as possible
- Your location and the location of the Fire
- Evacuate the building promptly
- Close doors while leaving, but do not jeopardize your safety or the safety of others
- Do not use the elevator
- Proceed to the building Evacuation Meeting Point (EMP) and await further instructions from Campus Security or the Fire Department
- Ensure that everyone is out of your area
- If there is smoke stay low to the ground while exiting
- Do not re-enter the building until emergency personnel has declared it safe
- Follow instructions from Campus Security and the Fire Department through the duration of the incident.
- Returning to the buildings will be coordinated by Fire Chief and/or Security

# Bomb Threat



If you observe a suspicious object, or there is an unattended package or book bag on campus, **DO NOT HANDLE THE OBJECT.** Clear the area and contact the Campus Security Department immediately.

1. Do not activate the fire alarm.
2. Do not touch the object.
3. Do not use the elevators, cell phones, or any electronic device.

In the event you receive or overhear a bomb or other mass threat contact Security Main Campus (908-835-2455) Phillipsburg Campus (908-878-0202) and/or 9-1-1. For Security reasons it is best when possible to avoid using a cell phone or two way radio near a suspected bomb or suspicious package when reporting the threat. Do not activate any fire alarms.

In the event the threat is received by phone (employee):

- Keep the caller talking as long as possible. Listen carefully. Try to determine the caller's sex, age, accent, speech pattern and whether he or she may be intoxicated or drugged
- Listen for any background noises

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

*Please see Bomb Threat Check List on next page.*



**QUESTIONS TO ASK:**

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**EXACT WORDING OF THE THREAT:**

“ \_\_\_\_\_ ”

- Sex of the caller ▶
- Race of the caller ▶
- Age of the caller ▶
- Length of call ▶
- Number at which call is received ▶
- Time ▶
- Date ▶

**CALLER'S VOICE:**

- |  |                                   |                                  |  |
|--|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Calm                                | <input type="checkbox"/> Loud     | <input type="checkbox"/> Nasal   | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Angry                               | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Excited                             | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp    | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Slow                                | <input type="checkbox"/> Normal   | <input type="checkbox"/> Raspy   | <input type="checkbox"/> Disguise        |
| <input type="checkbox"/> Rapid                               | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep    | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Soft                                | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Familiar - Who did it sound like? ▶ |                                   |                                  |  |

**BACKGROUND SOUNDS:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> PA System        | <input type="checkbox"/> Clear         | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises     | <input type="checkbox"/> Local         | <input type="checkbox"/> Long distance     |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Booth         | <input type="checkbox"/> Disguise          |
| <input type="checkbox"/> Other ▶       |   |  |  |

**THREAT LANGUAGE**

- |   |   |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message read by threat maker |

**REMARKS:**

**REPORT CALL IMMEDIATELY TO YOUR BUILDING ADMINISTRATOR** 📞

Your Name ▶

Position ▶



# WEATHER/ENVIRONMENTAL EMERGENCY

- Alerts will be broadcast by email, campus phones, text messaging and/or College personnel
- Stay in your classroom/office until the situation is assessed
- After condition subsides, you will be advised about whether to remain in the classroom/office or evacuate.

## Cancellations or Delays

When snow, sleet, high wind, or other conditions are considered serious enough to affect personal safety in going from or to classes or College facilities, the College will delay classes, cancel classes or close completely. In these instances, the College will notify students and employees through the **RaveAlert** Emergency Notification System. In addition, messages will be placed on the main switchboard number (908) 835-9222 and on the College's website ([www.warren.edu](http://www.warren.edu)). Depending on the lead time and the situation, closings may also be announced over certain radio stations.

Note: When a delayed opening is announced, classes beginning after the delayed opening time will meet at their regularly scheduled time. No shifting of class times is done when delayed openings are announced.

## Power Outage

- Emergency lights will be activated
- Stay in your classroom/office until the situation is assessed
- Campus Security & personnel will increase patrols to provide assistance & status reports
- Continuation of classes will be based on Power Company's estimation of when power will be restored.

# THREATENING PERSON ON CAMPUS

If you witness a person with a weapon on campus, call 911 and then Campus Security.



## Active Shooter Defined

This situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at Law Enforcement or Community members and or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving Law Enforcement units to take immediate action to end the danger.

## In the Classroom or Office

- If you are in a classroom, room or office, **STAY THERE**, secure the door
- If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door
- If the door has a window, cover it if you can  
Depending on the gunmen's location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and as quietly as possible. If no Police units are yet on scene move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive. If officers arrive on scene, community members should get out and move toward any Police vehicle when safe to do so while keeping their hands on top of their head and do exactly and immediately what the Police tell you to do
- Don't leave the area entirely, you may have information that responding Police Officers will need. Once in a safe place stay put

## Hallways or Corridors

- If in the hallways, get in a room that is not already secured and secure it
- Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the gunmen or hostage taker. Don't hide in restrooms

## Open Spaces

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop firearm ammunition penetration, may be utilized as cover.

## Trapped with the Gunmen

- If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others
- If they do start shooting people, you need to make a choice, (*at this point it is your choice*) stay still and hope they don't shoot, run for an exit while zigzagging, or even combat the threat. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence
- Again this is **not a recommendation** to attack the shooter but rather a choice to fight when there is no other option

*These safety tips and guidelines are not all inclusive, but recommendations taken from the U.S. Department of Homeland Security that can increase your chances of surviving an active shooter incident.*

# EMERGENCY NOTIFICATION SYSTEM

The College issues campus safety alerts in a timely manner to notify community members about crimes and serious incidents in and around the college campus. Individuals who have knowledge of a crime or a serious incident are encouraged to immediately report the information to Security so that a timely warning notice can be issued when appropriate.

It is strongly recommended that all students and employees enroll in the Emergency Notification System. Warren County Community College has contracted with **RaveAlert** to provide emergency notification to students. This is a self-enrollment system that permits students and employees to receive text and e-mail alerts.

## Instructions for this system

1. Go to [www.getrave.com/login/warren](http://www.getrave.com/login/warren).
2. Enter the requested information and agree to the terms of use. Note: If you are prompted to go to your email, please do so and select the link there to continue the registration process.
3. During registration for mobile phone updates, you will be asked to enter a 4-digit confirmation code that was sent to your phone via text message. Please enter the 4-digit code in the website to complete your phone registration.



Go to:

[www.getrave.com/login/warren](http://www.getrave.com/login/warren)



# MISSING PERSON POLICY

## Requirement

- Under the Higher Education Opportunity Act of 2008, all Colleges must have in place policies and procedures for handling missing students and persons.

## Definition

- A missing student means any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence. Warren County Community College does not own or operate resident facilities. As such this policy refers to a situation where a member of the College community seeks to report a missing person to the College for investigative purposes.

## Procedures

Anyone seeking to report a missing person should be directed to the Director of Campus Safety.

Once a missing person is reported, the Director of Campus Safety will undertake the following:

- Obtain information regarding the identity of the student or individual presumed missing, the person reporting the incident, the relationship of the person reporting the incident and the circumstances that caused the reporting person to file the report
- Document such information in a College incident report
- As appropriate, inquire with other officials at the College regarding the presumed missing person
- Advise the reporting person that missing person reports must be filed with the law enforcement agency having jurisdiction where the student resides
- Contact the law enforcement agency where the individual resides and advise them of the missing person report made to the College
- Should the Director of Campus Safety believe that the missing individual may be in imminent threat of danger and/or the missing person is believed to have been last seen on the Warren County Community College campus, the Director of Campus Safety will contact the Washington or the Phillipsburg Township Police and turn the issue over to their jurisdiction

## FERPA Compliance

Information sharing with police on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.